



## 1. Title of the certificate (LT)<sup>1</sup>

Profesinio mokymo diplomas. Sekretoriaus modulinė profesinio mokymo programa (valstybinis kodas M43041501)

<sup>1</sup>in original language

## 2. Translated title of the certificate (EN)<sup>1</sup>

Qualified worker's Diploma. Secretary modular vocational training programme (state code M43041501)

<sup>1</sup>If applicable. This translation has no legal status.

## 3. Profile of skills and competences

### Compulsory competences:

1. Operate safely office equipment and computer programs.
2. Type documents applying fast typing technology.
3. Prepare and complete documents.
4. Administer and register documents and correspondence.
5. Prepare documents and files for storage.
6. Manage documents electronically.
7. Communicate effectively with visitors in the native language and one foreign language.
8. Receive guests and visitors.

### Optional competences:

1. Administer personnel documents.
2. Create the image of the company.
3. Assist the manager in organising events and planning his/her schedule.

## 4. Range of occupations accessible to the holder of the certificate<sup>1</sup>

After gaining the qualification of the secretary, the person is able to work in the national and private enterprises, institutes, organisations: work with office, equipment, prepare, complete, administer and register documents, organize secretary work.

<sup>1</sup> If applicable

### (\*) Explanatory note

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

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## 5. Official basis of the certificate

<b>Name and status of the body awarding the certificate</b> Legal entity with licence to provide formal vocational training programmes	<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b> Ministry of Education and Science of The Republic of Lithuania
<b>Level of the certificate (national or international)</b> ISCED 354; LTKS IV; EKS 4	<b>Grading scale / Pass requirements</b> 10 grade scale. A Pass Grade -
<b>Access to next level of education/training</b> Possibility to continue learning at the higher level of education programme	<b>International agreements</b>
<b>Legal basis</b> Law on Education of the Republic of Lithuania Law on Vocational Education and Training of the Republic of Lithuania Resolution No. 535 of 4 May 2010 of the Government of the Republic of Lithuania "On the approval of the description of the National Qualifications Framework	

## 6. Officially recognised ways of acquiring the certificate

<b>Aggregate duration of learning required to get the certificate (in weeks):</b> 106 <b>Ratio of theoretical and practical learning (%):</b> 75/25 <b>Duration and place of apprenticeship (in weeks):</b> (4)		
<b>Possibility to include passed education:</b> passed education included by evaluating the knowledge		
Description of vocational education and training received	Part of programme (%)	Duration (in weeks)
School-/training centre-based	75	80
Workplace-based	25	26
Accredited prior learning		
<b>Total duration of the education/ training leading to the certificate</b>		106
<b>Entry requirements</b>		
<b>Additional information</b> More information (including the description of the national system of qualifications) at: <a href="http://www.aikos.smm.lt">www.aikos.smm.lt</a> , <a href="http://www.europass.lt">www.europass.lt</a> , <a href="http://www.euroguidance.lt">www.euroguidance.lt</a> , <a href="http://www.kpmc.lt">www.kpmc.lt</a>		
<b>The National Reference Points:</b> <a href="http://www.europass.lt">www.europass.lt</a> , <a href="http://www.smpf.lt">www.smpf.lt</a>		