



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

**Kvalifikacijos pažymėjimas. Mažų prekybos ir maitinimo įmonių darbo organizatoriaus mokymo programa (valstybinis kodas 362041701)**

<sup>1</sup>in original language

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

Qualification certificate. Organizer of small trade and catering enterprises work training programme (state code 362041701)

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

## 3. Profile of skills and competences

1. Know how to organise commercial work.
2. Know methods of bookkeeping.
3. Know marketing, market research and segmentation, price regulation, and the structure of a business plan.
4. Know the market for goods and competition, international trade, currency exchange rates, pricing strategy, and 3-5 year forecast.
5. Know the commercial results of an enterprise, efficiency of investment, payment forms, bank services, and information about competitors.
6. Conclude agreements with suppliers, order and receive goods and raw materials from suppliers, correctly complete documents attesting to the receipt of goods, and enter information about goods into books.
7. Prepare goods and products for sale, arrange a workplace, and serve customers and visitors to an eatery.
8. Prepare money for depositing, hand it to security couriers, and complete documents.
9. Handle unsold goods, products, and packaging; prepare to take inventory, and make accounts of assets.
10. Use a PC.
11. Calculate the sales price of goods and products, the total income of the enterprise, expenses, salaries and wages and make a business plan.

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

The holder may work as a manager at small sales enterprises or eateries or other enterprises engaged in selling or producing.

<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 454; LTKS III; EKS 3	<b>Grading scale / Pass requirements</b> 10 grade scale. A Pass Grade - Grade 7-10 or entry "Passed"
<b>Access to next level of education/training</b> Possibility to continue studies 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): 25</b> <b>Ratio of theoretical and practical learning (%): 32/68</b> <b>Duration and place of apprenticeship (in weeks): (5)</b> <b>Possibility to include passed education:</b> passed education included by evaluating the knowledge		
<b>Description of vocational education and training received</b>	<b>Part of programme (%)</b>	<b>Duration (in weeks)</b>
School-/training centre-based	32	8
Workplace-based	68	17
Accredited prior learning		
<b>Total duration of the education/ training leading to the certificate</b>		25
<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>		