



1. Title of the certificate (LT)¹

Kvalifikacijos pažymėjimas. Sekretoriaus-referento mokymo programa (valstybinis kodas 362041502)

¹in original language

2. Translated title of the certificate (EN)¹

Qualification certificate. Secretary-reviewer training programme (state code 362041502)

¹If applicable. This translation has no legal status.

3. Profile of skills and competences

1. Know the work procedure of a company, standards of the Republic of Lithuania for completing documents, and basics for organising documentation.
2. Know the rules for receiving, saving, storing, and transferring information.
3. Know the basics of management and the labour law and be familiar with the laws regulating the economic and commercial activities of a company.
4. Know business etiquette; the rules for business communication; rules of the Lithuanian language; and requirements for the appearance, clothing, and make-up of a secretary.
5. Know office aesthetics, look after office plants, and make flower arrangements on certain occasions.
6. Complete organisational, regulative, and informational documents and administer office documentation.
7. Use modern communications and office equipment and a PC.
8. Organise meetings and receive visitors and guests.
9. Communicate with visitors in the Lithuanian language and at least one foreign language and compose business letters.
10. Organise telephone calls and administer business trips and prepayment accounts.
11. Take notes and prepare presentations.

4. Range of occupations accessible to the holder of the certificate¹

A secretary/assistant may work at various companies and organisations.

¹ 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.



5. Official basis of the certificate		
Name and status of the body awarding the certificate Legal entity with licence to provide formal vocational training programmes	Name and status of the national/regional authority providing accreditation/recognition of the certificate Ministry of Education and Science of The Republic of Lithuania	
Level of the certificate (national or international) ISCED 454; LTKS III; EKS 3	Grading scale / Pass requirements 10 grade scale. A Pass Grade - Grade 7-10 or entry "Passed"	
Access to next level of education/training Possibility to continue studies at the higher level of education programme	International agreements	
Legal basis 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		
Aggregate duration of learning required to get the certificate (in weeks): 18 Ratio of theoretical and practical learning (%): 83/17 Duration and place of apprenticeship (in weeks): At enterprise (3)		
Possibility to include passed education: passed education included by evaluating the knowledge		
Description of vocational education and training received	Part of programme (%)	Duration (in weeks)
School-/training centre-based	83	15
Workplace-based	17	3
Accredited prior learning		
Total duration of the education/ training leading to the certificate		18
Entry requirements		
Additional information More information (including the description of the national system of qualifications) at: www.aikos.smm.lt , www.europass.lt , www.euroguidance.lt , www.kpmc.lt		
The National Reference Points: www.europass.lt , www.smpf.lt		