



## 1. TITLE OF THE CERTIFICATE (NL)

**Diploma Beroepsonderwijs**  
**Kwalificatie: Meewerkend leidinggevende logistiek houthandel (niveau 4)**  
**Kwalificatiedossier: Logistiek medewerker houthandel**

In the original language

## 2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

**Certificate Senior Secondary Vocational Education**  
**Qualification: Assistant manager logistics wood trade (level 4)**  
**Qualification file: Logistics assistant wood trade**

This translation has no legal status

## 3. PROFILE OF SKILLS AND COMPETENCES

The most important duties of an Assistant manager logistics wood trade (level 4) are:

Core task 1: Receives and stores wood and sheet materials

- 1.1 Prepares for receipt and storage of wood and sheet materials
- 1.2 Unloads wood and sheet materials
- 1.3 Inspects received wood and sheet material
- 1.4 Makes wood and sheet materials ready for storage and stores them
- 1.5 Completes receipt and storage of wood and sheet materials

Core task 2: Assembles and prepares for transport wood and sheet materials

- 2.1 Prepares to assemble wood and sheet materials and make ready for delivery
- 2.2 Gathers together wood and sheet materials
- 2.3 Carries out VAS activities
- 2.4 Makes wood and sheet materials ready for delivery
- 2.5 Loads wood and sheet materials
- 2.6 Completes assembling and making ready for delivery of wood and sheet materials

Core task 3: Keeps an inventory of the stock

- 3.1 Prepares stock inventory
- 3.2 Keeps an inventory of the stock
- 3.3 Enters data

Core task 4: Supervises wood merchants logistics assistants

- 4.1 Supervises and instructs
- 4.2 Monitors progress and quality
- 4.3 Reports to supervisor

Core task 5: Supervises logistics activities in the wood trade

- 5.1 Consults with supervisor
- 5.2 Plans and divides up the working duties
- 5.3 Improves the teamwork
- 5.4 Holds work meeting with the team

**\* 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.

More information is available at: <http://www.europass.cedefop.europa.eu/>

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### 3. PROFILE OF SKILLS AND COMPETENCES

- 5.5 Prepares and carries out performance, assessment and job interviews
- 5.6 Monitors the logistics process
- 5.7 Manages the logistical aids and warehouse
- 5.8 Administers and archives the departmental data

### 4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE

The Assistant manager logistics wood trade works in the wood trade, where wood and sheet material are imported, stored, processed, and traded.

### 5. OFFICIAL BASIS OF THE CERTIFICATE

<b>Name and status of the body awarding the certificate</b> The certificate issued on completion of the programme is signed by the examination board at the school where the pupil attended the programme.	<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b> Ministry of Education, Culture and Science
<b>Level of the certificate (national or international)</b> Qualification level 4 of the Dutch VET qualification structure Characteristics: non-job related skills such as tactical and strategic capacities. The professional bears his or her own responsibility, which is not only related to practical implementation in terms of monitoring and supervision, but also a more formal, organisational responsibility. The range of tasks also includes drafting new procedures. NLQF level 4 - EQF level 4 - ISCED 3A	<b>Grading scale / Pass requirements</b> 10 excellent 9 very good 8 good 7 very satisfactory 6 pass 5 fail 4 unsatisfactory 3 very unsatisfactory 2 poor 1 very poor
<b>Access to next level of education/professions</b> A diploma at level 4 gives access to higher vocational education. Higher vocational education programmes such as for Technical business administration, Industrial product design, Human technology and Architecture are the most logical step.	<b>International agreements</b> The profession of Assistant manager logistics wood trade (level 4) is not regulated in the Netherlands. However the education and training for this profession on qualification level 4 is regulated under the European directive 2005/36/EC, amended by directive 2013/55/EU. The regulated education and training gives access to regulated professions at the level of a diploma according to article 11 of this directive.
<b>Legal basis</b> Act on Vocational Education and Training (WEB), registered number of qualification (crebo): 94640 The education and training for this qualification is offered as of August 1, 2009.	

### 6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

Senior secondary vocational education features two learning pathways: the school-based pathway (bol) and the training on the job pathway (bbl).

In the school-based pathway, the majority of the course consists of theory at school. The extent of the practical component (vocational practice) is between 20% and 60%. In the training on the job pathway, the extent of vocational practice is at least 60% of the course. The participant works four days a week in a training company, and attends school for theory subjects just one day a week.

In principle it is possible to follow both learning pathways, but which pathway is offered will depend on the individual educational institution.

<b>Average duration of the education/ training leading to the certificate</b>	<b>4 year(s) (6400 study hours) (depending on previous education)</b>
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#### Entry requirements

The certificate preparatory vocational secondary education (vmbo) advanced vocational programme, combined programme, or theoretical programme, or a comparable level.

## 7. ADDITIONAL INFORMATION

Dutch senior secondary VET is based on qualification files, that each contain one or more qualifications. The information in section 3 and 4 is drawn directly from the qualification file, that is composed by the Centre of Expertise. The complete qualification file is available at [www.kwalificatiesmbo.nl](http://www.kwalificatiesmbo.nl), only in Dutch.

Additional information, including a description of the Dutch national qualifications system, is available at the Netherlands National Reference Point (NRP) for VET: [www.nlntp.nl](http://www.nlntp.nl)

SBB has been appointed by the Ministry of Education, Culture and Science as NRP.