1. TITLE OF THE CERTIFICATE (NL)
Diploma Beroepsonderwijs **Kwalificatie: Medewerker beheer ICT** In the original language

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)
Certificate Senior Secondary Vocational Education **Qualification: ICT management assistant** This translation has no legal status

3. PROFILE OF SKILLS AND COMPETENCES
The most important duties of an ICT management assistant are: - installing and setting up hard- and software; - administering of hard- and software; - supporting of system users. The automated provision of information is the field of work of the ICT management assistant. He not only carries out standard procedures, but also comes up with his own solutions and procedures for specific areas. One essential component of his tasks is support for users of the information system. The ICT management assistant must be able to analyse and communicate clearly. He also is up to date on developments in his area of expertise. In his work, he is subordinate to the ICT manager and/or application manager.

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE
ICT management assistant in all kinds of companies and organisations (usually small to medium sized).

5. OFFICIAL BASIS OF THE CERTIFICATE	
Name and status of the body awarding the certificate The certificate issued on completion of the programme is signed by the examination board at the school where the pupil attended the programme.	**Name and status of the national/regional authority providing accreditation/recognition of the certificate** Ministry of Education, Culture and Science
Level of the certificate (national or international) Qualification level 3 of the Dutch VET qualification structure Characteristics: implementation of more than just the own block of tasks. The professional is able to account for his or her actions towards colleagues, and monitors and supervises the work of others. The range of tasks also includes drafting work preparation procedures. NLQF level 3 - EQF level 3 - ISCED 3C	**Grading scale / Pass requirements** 10 excellent 9 very good 8 good 7 very satisfactory 6 pass 5 fail 4 unsatisfactory 3 very unsatisfactory 2 poor 1 very poor
Access to next level of education/professions	**International agreements**

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5. OFFICIAL BASIS OF THE CERTIFICATE	
With a diploma at qualification level 3, transfer is possible to a course at qualification level 4.	The profession of ICT management assistant is not regulated in the Netherlands. However the education and training for this profession on qualification level 3 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.

Legal basis
Act on Vocational Education and Training (WEB), registered number of qualification (crebo): 10904

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.

Average duration of the education/ training leading to the certificate	4 year(s) (6400 study hours) (depending on previous education)

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

7. ADDITIONAL INFORMATION

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

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