



1. TITLE OF THE CERTIFICATE (NL)

Diploma Beroepsonderwijs
Kwalificatie: Directiesecretaresse
Kwalificatiedossier: Secretariële beroepen

In the original language

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Certificate Senior Secondary Vocational Education
Qualification: Executive secretary
Qualification file: Secretarial professions

This translation has no legal status

3. PROFILE OF SKILLS AND COMPETENCES

The most important duties of an Executive secretary are:

Core task 1: Handles correspondence

- 1.1 Collects information in preparation for the processing of texts
- 1.2 Formulates and edits texts and performs lay-out
- 1.3 Prepares texts for distribution

Core task 2: Arranges meetings

- 2.1 Draws up or adjusts a schedule, plan or checklist
- 2.2 Selects, reserves and checks locations and facilities
- 2.3 Invites participants and provides them with information before, during and after the meeting
- 2.4 Receives visitors
- 2.5 Makes an estimate and subsequent calculation

Core task 3: Handles the mail and the archives

- 3.1 Handles the incoming mail
- 3.2 Handles the outgoing mail
- 3.3 Manages the archives and keeps them up-to-date

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

The Executive secretary works in each work organization (large, small, profit, non-profit) that has a management, a manager or management team.

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 4 of the Dutch VET qualification	Grading scale / Pass requirements 10 excellent

* 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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5. OFFICIAL BASIS OF THE CERTIFICATE	
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	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 This qualification gives access to higher vocational education. Particularly the programmes Communication and International office management connect very well. Executive secretaries can move on to higher administrative functions with more responsibilities inside and outside their own organization. The Executive secretary can develop into office manager of management board members/managers of large organizations, but they can also earn jobs in the field of PR, marketing, personnel and organization, general and technical services, communication or they can become independent entrepreneurs.	International agreements The profession of Executive secretary 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.
Legal basis Act on Vocational Education and Training (WEB), registered number of qualification (crebo): 93251 The education and training for this qualification is offered as of August 1, 2008.	

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 (bbi). 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
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 , 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.nlgrp.nl SBB has been appointed by the Ministry of Education, Culture and Science as NRP.