



1. TITLE OF THE CERTIFICATE (NL)

Diploma Beroepsonderwijs
Kwalificatie: Bedrijfsadministratief medewerker

In the original language

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Certificate Senior Secondary Vocational Education
Qualification: Business administration worker

This translation has no legal status

3. PROFILE OF SKILLS AND COMPETENCES

The most important duties of a Business administration worker are:

- inputting data;
- providing purchase orders and stock orders;
- checking and recording purchase invoices;
- providing invoices;
- processing expenses claims.

The computer is the primary tool of the Business administration worker for carrying out a range of administrative tasks. Generally, these workers are involved in collating, ordering, registering, inputting and archiving figures and financial data. The result is an insight into the financial position of the organisation. The Business administration worker primarily employs standard procedures and carries out routine actions. In addition to these core tasks, the Business administration worker also works for the debtor, creditor, salary, order and stock administration.

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

Business administration worker in a debtor or creditor department.

5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the body awarding the certificate	Name and status of the national/regional authority providing accreditation/recognition of 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.	Ministry of Education, Culture and Science																		
Level of the certificate (national or international)	Grading scale / Pass requirements																		
Qualification level 2 of the Dutch VET qualification structure Characteristics: intended as an initial qualification, which everyone should at least obtain. The participant develops skills in order to be able to carry out practical tasks and is responsible for his or her own block of tasks. NLQF level 2 - EQF level 2 - ISCED 3C	<table border="0"> <tr><td>10</td><td>excellent</td></tr> <tr><td>9</td><td>very good</td></tr> <tr><td>8</td><td>good</td></tr> <tr><td>7</td><td>very satisfactory</td></tr> <tr><td>6</td><td>pass</td></tr> <tr><td>5</td><td>fail</td></tr> <tr><td>4</td><td>unsatisfactory</td></tr> <tr><td>3</td><td>very unsatisfactory</td></tr> <tr><td>2</td><td>poor</td></tr> </table>	10	excellent	9	very good	8	good	7	very satisfactory	6	pass	5	fail	4	unsatisfactory	3	very unsatisfactory	2	poor
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6	pass																		
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4	unsatisfactory																		
3	very unsatisfactory																		
2	poor																		

* 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	
	1 very poor
Access to next level of education/professions With a diploma at qualification level 2, transfer is possible to a course at qualification level 3.	International agreements
Legal basis Act on Vocational Education and Training (WEB), registered number of qualification (crebo): 10045	

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	2 year(s) (3200 study hours) (depending on previous education)
Entry requirements The certificate preparatory vocational secondary education (vmbo) basic vocational 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.