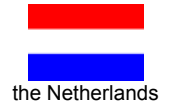


CERTIFICATE SUPPLEMENT (*)



1. TITLE OF THE CERTIFICATE (NL) Diploma Beroepsonderwijs Kwalificatie: Secretarieel medewerker Kwalificatiedossier: Administratief medewerker <small>In the original language</small>
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2. TRANSLATED TITLE OF THE CERTIFICATE (EN) Certificate Senior Secondary Vocational Education Qualification: Secretarial worker Qualification file: Administrative worker <small>This translation has no legal status</small>

3. PROFILE OF SKILLS AND COMPETENCES
<p>The most important duties of a Secretarial worker are:</p> <p>Core task 1: Performs auxiliary secretarial work</p> <ul style="list-style-type: none"> 1.1 Handles correspondence 1.2 Handles incoming and outgoing mail and receives goods 1.3 Manages the diary and booking system 1.4 Receives visitors 1.5 Deals with telephone calls <p>Core task 2: Performs auxiliary (financial) administrative work</p> <ul style="list-style-type: none"> 2.1 Enters administrative data in an automated system 2.2 Fills in simple forms

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE
<p>The Secretarial worker works in job organizations (large, small, profit, non-profit) that consist of a department and a manager that have need for the support of a Secretarial worker.</p>

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 2 of the Dutch VET qualification structure	Grading scale / Pass requirements 10 excellent 9 very good

*** 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	
<p>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</p>	<p>8 good 7 very satisfactory 6 pass 5 fail 4 unsatisfactory 3 very unsatisfactory 2 poor 1 very poor</p>
<p>Access to next level of education/professions On the basis of experience, social communication skills, training, organisational capacity and job changes, the Secretarial worker can obtain a position with more content and more responsibilities. The qualification Secretarial worker grants access to the study programme Secretary at level 3. If the Secretarial worker intends to transfer to the study programme Secretary, it is recommended that attention be paid in advance to a second foreign language.</p>	<p>International agreements</p>
<p>Legal basis Act on Vocational Education and Training (WEB), registered number of qualification (crebo): 90472 The education and training for this qualification is offered as of August 1, 2008.</p>	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE	
<p>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.</p>	
<p>Average duration of the education/ training leading to the certificate</p>	<p>2 years (3200 study hours) (depending on previous education)</p>
<p>Entry requirements The certificate preparatory vocational secondary education (vmbo) basic vocational programme, or a comparable level.</p>	

7. ADDITIONAL INFORMATION
<p>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.</p> <p>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</p> <p>SBB has been appointed by the Ministry of Education, Culture and Science as NRP.</p>