



1. TITLE OF THE CERTIFICATE (NL)

Diploma Beroepsonderwijs
Kwalificatie: Bedrijfsadministratief medewerker
Kwalificatiedossier: Administratief medewerker

In the original language

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Certificate Senior Secondary Vocational Education
Qualification: Business administration worker
Qualification file: Administrative worker

This translation has no legal status

3. PROFILE OF SKILLS AND COMPETENCES

The most important duties of a Business administration worker are:

Core task 1: Performs auxiliary secretarial work

- 1.1 Handles incoming and outgoing mail and receives goods
- 1.2 Receives visitors

Core task 2: Performs auxiliary (financial) administrative work

- 2.1 Arranges and checks bookkeeping receipts
- 2.2 Enters administrative data in an automated system
- 2.3 Fills in simple forms

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

The Business administration worker works at the administration of a company (medium/large/small, profit/ non-profit), or at an administrative office. The work is essentially internally oriented. Although the Business administration worker has more and more contacts it is usually a back-office function.

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	10 excellent 9 very good 8 good 7 very satisfactory 6 pass 5 fail 4 unsatisfactory 3 very unsatisfactory

* 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	
	2 poor 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): 90471 The education and training for this qualification is offered as of August 1, 2008.	

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).</p> <p>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.</p> <p>In principle it is possible to follow both learning pathways, but which pathway is offered will depend on the individual educational institution.</p>	
Average duration of the education/ training leading to the certificate	2 years (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
<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>