



## 1. TITLE OF THE CERTIFICATE (NL)

**Diploma Beroepsonderwijs**  
**Kwalificatie: Secretarieel medewerker**

In the original language

## 2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

**Certificate Senior Secondary Vocational Education**  
**Qualification: Secretarial worker**

This translation has no legal status

## 3. PROFILE OF SKILLS AND COMPETENCES

The most important duties of a Secretarial worker are:

- preparing and producing standard correspondence;
- organising the diary and making appointments;
- receiving and informing visitors;
- issuing invitations to meetings;
- organising meetings and discussions;
- handling outgoing and incoming mail;
- handling incoming telephone calls;
- transmitting and handling faxes and e-mail messages;
- drawing up and updating files;
- maintaining the archive.

Possible additional tasks in relation to personnel administration are:

- registering short working days/hours, and special leave for employees, including reporting sick and recovery;
- maintaining contacts with the Health and Safety at Work service about reporting sick and recovery.

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

Secretarial worker in all types of organisations and companies.

## 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.	<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> </table>	10	excellent	9	very good	8	good	7	very satisfactory	6	pass	5	fail	4	unsatisfactory
10	excellent														
9	very good														
8	good														
7	very satisfactory														
6	pass														
5	fail														
4	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/>

© European Communities 2002 - Version 2010

5. OFFICIAL BASIS OF THE CERTIFICATE	
NLQF level 2 - EQF level 2 - ISCED 3C	3 very unsatisfactory 2 poor 1 very poor
<b>Access to next level of education/professions</b> With a diploma at qualification level 2, transfer is possible to a course at qualification level 3.	<b>International agreements</b>
<b>Legal basis</b> Act on Vocational Education and Training (WEB), registered number of qualification (crebo): 10050	

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>	
<b>Average duration of the education/ training leading to the certificate</b>	<b>2 year(s) (3200 study hours) (depending on previous education)</b>
<b>Entry requirements</b> The certificate preparatory vocational secondary education (vmbo) basic vocational programme, or a comparable level.	

7. ADDITIONAL INFORMATION
<p>Additional information, including a description of the Dutch national qualifications system, is available at the Netherlands National Reference Point (NRP) for VET: <a href="http://www.nlncrp.nl">www.nlncrp.nl</a></p> <p>SBB has been appointed by the Ministry of Education, Culture and Science as NRP.</p>