



## 1. TITLE OF THE CERTIFICATE (NL)

**Diploma Beroepsonderwijs**  
**Kwalificatie: Administratief medewerker**

In the original language

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

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

This translation has no legal status

## 3. PROFILE OF SKILLS AND COMPETENCES

The most important duties of an Administrative worker are:

- processing texts and file data;
- sending faxes;
- preparing meetings;
- receiving visitors;
- transmitting documentation material;
- handling and processing mail;
- entering data in automated systems;
- printing out and printing lists and/or overviews;
- processing statistical data;
- classifying and registering various documents and administrative data;
- (simple) correspondence;
- accepting and dealing with incoming telephone calls;
- carrying out various copying work;
- maintaining the archive;
- providing general support to the administrative team.

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

The Administrative worker can work in any sector or type of organisation where administrative activities can be carried out.

## 5. OFFICIAL BASIS OF THE CERTIFICATE

<b>Name and status of the body awarding the certificate</b> The certificate issued on completion of the programme is signed by the examination board at the school where the pupil attended the programme.	<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b> Ministry of Education, Culture and Science
<b>Level of the certificate (national or international)</b> Qualification level 1 of the Dutch VET qualification structure Characteristics: intended for participants not eligible for a course at qualification level 2. After completion of the course, the professional is able to carry out simple tasks,	<b>Grading scale / Pass requirements</b> 10 excellent 9 very good 8 good 7 very satisfactory 6 pass

## \* 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	
under supervision. NLQF level 1 - EQF level 1 - ISCED 2C	5 fail 4 unsatisfactory 3 very unsatisfactory 2 poor 1 very poor
<b>Access to next level of education/professions</b> With a diploma at qualification level 1, transfer is possible to a course at qualification level 2.	<b>International agreements</b>
<b>Legal basis</b> Act on Vocational Education and Training (WEB), registered number of qualification (crebo): 10053	

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 (bbi).</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>1 year(s) (1600 study hours) (depending on previous education)</b>
<b>Entry requirements</b> There are no legal educational requirements.	

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>