

CERTIFICATE SUPPLEMENT (\*)  
SPAIN

TITLE OF THE CERTIFICATE (original language: ES)

ADVANCED TRAVEL AGENCY EXPERT

TRANSLATED TITLE OF THE CERTIFICATE (language)

PROFILE OF SKILLS AND COMPETENCES

General competence

Schedule, organize, operate and control combined travels; sell rights to use tourism services; managing specific units or departments in travel agencies; and participate in the development of the marketing programmes of a travel agency.

Competence units

1. Selling rights to use tourism and travel services, and scheduling, organizing, operating and controlling combined travels.
2. Carrying out the internal and external administrative management derived from economic relations with customer and suppliers.
3. Organizing and controlling specific production units or departments within a travel agency.
4. Organizing, executing and controlling the implementation of sales actions by the travel agency within the unit or department under his/her charge.

RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE

Occupations or jobs:

Travel agency salesperson. Reservations department clerk. Scheduler, budgeter, bundle-product arranger. Head of section in a travel agency. After a period of training and adaptation: Operations department clerk. Quality controller. Promoter. Professional organizer of conferences, fair and other events. Sales representative. Tourism information and promotion offices clerk. Tourism consulting firms clerk

**(\*) 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.

The body awarding this Certificate Supplement may leave blank any box considered not to be applicable.

<b>Name and status of the body awarding the certificate</b> MINISTERIO DE EDUCACIÓN, CULTURA Y DEPORTE  (Central Government)	<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b> MINISTERIO DE EDUCACIÓN, CULTURA Y DEPORTE (Central Central Government) COMPETENT BODY IN THE AUTONOMOUS COMMUNITY (Autonomic Government)
<b>Level of the certificate in the awarding country</b> Advanced Vocational Training (CNED 51 H– Advanced Specific Vocational Training and equivalents, Plastic Arts and Design, and Sports)	<b>Grading scale / Pass requirements</b> Basic regulation of the Ministry of Education, Culture and Sports of 21 July 1994. Occupational modules: graded from 1 to 10 (5 is pass). Training at work: pass / fail. Continuous assessment system.
<b>Access to next level of education/training</b>  - Business Sciences Diplomaed Specialist. - Tourism Diplomaed Specialist.	<b>International agreements</b>
<b>Legal basis</b> Law 1/1990 of October 3, Organic Law 5/2002 of June 19, Royal Decree 676/1993 of May 7, Royal Decree 777/1998 of April 30 ROYAL DECREE 2215/1993, of December 17 (BOE 19/02/94)	

OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

<b>Description of vocational education and training received</b>	<b>Percentage of total programme (%)</b>	<b>Duration hours/weeks/months/years</b>
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\* At Secondary Education Centres or approved training centres, including training modules of a theoretical-practical nature and Training at Work.

- MARKETING OF TOURISM PRODUCTS AND SERVICES
- TRAINING AT WORK
- OCCUPATIONAL TRAINING AND GUIDANCE
- ECONOMIC AND ADMINISTRATIVE MANAGEMENT IN TRAVEL AGENCIES
- FOREIGN LANGUAGE
- ORGANIZATION AND CONTROL IN TRAVEL AGENCIES
- PRODUCTION AND SALE OF TOURISM PRODUCTS IN TRAVEL AGENCIES
- RELATIONS IN THE WORKING ENVIRONMENT
- SECOND FOREIGN LANGUAGE

	<i>Total duration of the education/ training leading to the certificate</i>	1400 hours
<b>Entry requirements</b> Holding the Certificate in Post-Compulsory Secondary Education (Bachillerato) or holding the corresponding certificate of the entry examination.		
<b>Additional information</b> More information available at: <a href="http://www.educacion.es">http://www.educacion.es</a>		