

CERTIFICATE SUPPLEMENT (*)
SPAIN

TITLE OF THE CERTIFICATE (original language: ES)

ADVANCED SECRETARIAL EXPERT

TRANSLATED TITLE OF THE CERTIFICATE (language)

PROFILE OF SKILLS AND COMPETENCES

General competence

Organize, manage, develop and transmit the relevant information or information intended for executives, professionals and managers in native or foreign language; represent the company and promote cooperation and the quality of internal and external relations in accordance to the objectives set and the appropriate internal rules. This Expert will act, when appropriate, under the general supervision of an Architect, Engineer or Bachelor and/or a Building Surveyor, Technical Engineer or Diplomaed Specialist.

Competence units

1. Managing internal and external communications, both oral and written, in native and/or foreign language.
2. Organizing, supervising and performing secretarial work.
3. Organizing, maintaining and controlling conventional and computerized archives.
4. Drafting and presenting office documents, integrating data, texts and graphics.

RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE

Occupations or jobs:

This expert can perform and develop his/her job un any department of a public or private organizatbn. In the services sector, in particular in offices and firms. In the Public Administration, whether central, regional or local. This expert is a qualified expert who acts as an assistant to management and administration offices and has some power of detision. The secretarial functions vary with the workplace and the level of the management organ to which this professional is attached. Also, his or her professional knowledge will require some "workplace training" based on the nature of the production oservices activities of the area in which he or she acts: scientific, financial-commercial, industrial production.

(*) 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.

Name and status of the body awarding the certificate MINISTERIO DE EDUCACIÓN, CULTURA Y DEPORTE (Central Government)	Name and status of the national/regional authority providing accreditation/recognition of the certificate MINISTERIO DE EDUCACIÓN, CULTURA Y DEPORTE (Central Government) COMPETENT BODY IN THE AUTONOMOUS COMMUNITY (Autonomic Government)
Level of the certificate in the awarding country Advanced Vocational Training (CNED 51 H – Advanced Specific Vocational Training and equivalents, Plastic Arts and Design, and Sports)	Grading scale / Pass requirements 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.
Access to next level of education/training <ul style="list-style-type: none"> - Teacher (all majors) - Library Science and Documentation Diplomaed Specialist - Business Sciences Diplomaed Specialist. - Social Education Diplomaed Specialist. - Statistics Diplomaed Specialist. - Public Management and Administration Diplomaed Specialist. - Labour Relations Diplomaed Specialist. - Social Work Diplomaed Specialist. - Tourism Diplomaed Specialist. - Technical Engineer in Management Computing. - Technical Engineer in Systems Computing. 	International agreements
Legal basis 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 1658/1994, of July 12 (BOE 06/10/94).	

OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

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

- COMMUNICATION AND PROFESSIONAL RELATIONS
- DRAFTING AND PRESENTING DOCUMENTS AND INFORMATION
- FOUNDATIONS OF LAW
- TRAINING AT WORK
- OCCUPATIONAL TRAINING AND GUIDANCE
- DATA MANAGEMENT
- FOREIGN LANGUAGE (ENGLISH)
- ORGANIZATION OF THE SERVICE AND SECRETARIAL WORK
- SECOND FOREIGN LANGUAGE

	<i>Total duration of the education/ training leading to the certificate</i>	1300 hours
Entry requirements Holding the Certificate in Post-Compulsory Secondary Education (Bachillerato) or holding the corresponding certificate of the entry examination.		
Additional information More information available at: http://www.educacion.es		