

1. TITLE OF THE CERTIFICATE (ES)

Certificado de Profesionalidad de nivel 2 en
ADGD0308 ACTIVIDADES DE GESTIÓN ADMINISTRATIVA

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Professional Certificate Level 2 in
ADGD0308 ACTIVITIES IN ADMINISTRATIVE MANAGEMENT
(This translation has no legal status)

3. PROFILE OF SKILLS AND COMPETENCES

The holder of this certificate will have acquired the **general competence** to carry out administrative operations related to purchase and sale of products and services, cash operations management and personnel management, as well as the introduction of predefined accounting records, after acquiring, processing and storing the information and documentation needed through appropriate conventional or digital media. These operations will be done following defined instructions, health and safety conditions and respecting current law and quality criteria defined by the organisation. This general competence is divided into the following **skills units** (UC):

- Carry out the administrative management involved in commercial operations (UC0976_2).
- Carry out administrative cash operations management (UC0979_2).
- Provide administrative support for human resources department (UC0980_2).
- Keep accounting records (UC0981_2).
- Input data and text into computer terminals in conditions of security, quality and efficiency (UC0973_1).
- Manage documents in conventional and digital format (UC0978_2).
- Use office software for the management of information and documentation (UC0233_2).

The professional skills are acquired through the **learning outcomes** defined within the related Training Modules (MF):

- Commercial administrative operations (MF0976_2).
- Cash management operations (MF0979_2).
- Auxiliary personnel management (MF0980_2).
- Accounting records (MF0981_2).
- Data recording (MF0973_1).
- File management (MF0978_2).
- Office software (MF0233_2).
- Practical training at the workplace in Activities in administrative management (MP0111)

(See legal basis for all learning outcomes information acquired by the holder of this Certificate in each MF).

As a reference the learning outcomes include in the Practical training at the workplace that complete and reinforce the learning outcomes acquired in the other training modules, are:

- Apply methods of stock control, taking into account the main warehouse management systems and types of products and/or services, in different business activities.
- Collect, channel and/or resolve claims and monitor customers in after-sales services.
- Apply the methods and functions of cash management, detecting any deviations and identifying the results of non-application.
- Carry out administrative activities supporting human resources.
- Use computer accounting software, registering any operations needed to record financial transactions.
- Take part in the company's working processes, following the rules and instructions established at the workplace.

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

The holder of this certificate may work in the departments of administration, human resources, accounting or finance, in any public or private company, carry out functions under a superior who, depending on the organisation of the company, may be a single person or the head of a department (commercial, cash management, accounting, human resources) or under people delegated by these superiors. The holder may also work in labour consultancies, accounting agencies and/or consultants or service companies, as well as companies in the financial or insurance sector.

The most pertinent occupations and positions are:

- Accounting clerk in general.
- Collection and payment clerk assistant.
- Ledger clerk assistant.
- Billing clerk assistant.
- Commercial clerk in general.
- Commercial clerk assistant.
- Personnel services clerk.
- Human Resources clerk assistant.
- Clerk assistant in general.
- Clerk in customer service tasks not included under other headings.
- Clerk in the public administration.

5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the national/regional authority providing accreditation/recognition of the certificate

The Ministry of Employment and Social Security or the corresponding autonomous regional administration within the scope of its competence, in the name of the King. The certificate is valid throughout Spain.

Level of the certificate

The Professional Certificate Level 2 of the National Repertoire of Professional Certificates corresponds to level 3 of the International Standard Classification of Education (ISCED-P 2011).

The European Qualification Framework (EQF) level:

Grading scale/Pass requirements

The grading scale and pass level of the training modules are expressed on a scale of 0 to 10. The minimum score for a pass is 5 in every training module including a pass in the practical training at the workplace module.

The grading system is as follows:

- FAIL: 0 to 4.9
- PASS-SATISFACTORY: 5 to 6.9
- PASS-GOOD: 7 to 8.9
- PASS-EXCELLENT: 9 to 10

Access to next level of education/training

This Professional Certificate Level 2 gives access to Professional Certificate Level 3 within the same professional area and family.

For validation purposes, the educational authorities will recognise the professional module or modules of the VET diplomas corresponding to the skills units included in the training modules of this certificate.

Legal basis

Royal Decree 645/2011 of 9 May, establishing five professional certificates in the professional family Administration and Management, which are included in the National Repertoire of Professional Certificates, and updating the professional certificates established in Royal Decree 1210/2009 of 17 July. (Appendix III, Code: ADGD0308).

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

This certificate may be acquired by:

1. Training: Completion with a pass grade of the face-to-face or online training programme.
2. Recognition of the professional skills acquired through professional experience or non-formal training (prior learning): Completion of a process of skills evaluation and accreditation in all the skills units making up the professional certificate.
3. Dual training: Completion of a training and apprenticeship contract, which may range from 1 year (or 6 months, if stipulated as such in the collective agreement) to 3 years, during which effective working time is combined with time dedicated to training under the training programme for the professional certificate.

The training method (number 1 above) requires successful completion of the training modules and the practical training at the workplace:

Description of vocational training received	Percentage of total programme (%)	Duration (hours)
Training modules	91	800
Practical training at the workplace	9	80
Total duration of training leading to the certificate		880

Entry/access requirements:

- Compulsory Secondary Education Diploma (Lower secondary education); or
- Professional Certificate Level 1 in the same professional area.
- If neither of the above or higher certifications are held, a pass in the key skills tests.

Additional information: Professional certificates are instruments for official accreditation of the professional qualifications in the National Catalogue of Professional Qualifications for all economic activities, within the scope of the labour administration. The National Repertoire of Professional Certificates is divided into three qualification levels (Level 1, Level 2 and Level 3), and by sectors into 26 professional families and 102 professional areas. More information is available at: www.sepe.es

National Europass Centre: www.oapee.es

(*) **Explanatory note:** This document is designed to provide additional information about the specified certificate, but has no 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://europass.cedefop.eu.int>

Information on Professional Certificates of the Map of Qualifications and Vocational Training in Spain

