

**1. TITLE OF THE CERTIFICATE (ES)**

**Certificado de Profesionalidad de nivel 1 en  
COMT0211 ACTIVIDADES AUXILIARES DE COMERCIO**

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

**Professional Certificate Level 1 in  
COMT0211 AUXILIARY ACTIVITIES IN RETAIL  
(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 auxiliary activities of replacement and layout of the point of sale and delivery to nearby places, following established instructions and criteria, using the necessary equipment complying health and safety rules, and providing to customers, if necessary, attention and information at the point of sale or in the delivery service. This general competence is specified in the following **competency units (UC)**:

- Carry out auxiliary operations of replacement, accessibility and layout of products at the point of sale (UC1327\_1).
- Prepare orders efficiently and effectively, following established procedures (UC1326\_1).
- Handle and move products in the sales area and in the delivery of products using pallets trucks and warehouse equipment (UC1328\_1).
- Provide customer's attention and operational, structured and formal information (UC1329\_1).

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

- Auxiliary operations at the point of sale (MF1327\_1)
- Orders preparation (MF1326\_1)
- Handling and transport with pallets trucks and warehouse equipment (MF1328\_1)
- Basic customer's support (MF1329\_1)
- Practical training at the workplace in auxiliary activities in retail (MP0406)

(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 that complete and reinforce the learning outcomes acquired in the other training modules, are:

- Carry out auxiliary activities of replacement, accessibility and layout of products at the point of sale.
- Deliver different types of orders, from different work instructions by using appropriate equipment and techniques following safety and hygienic postural conditions.
- Handle and move products in the sales area and deliver them using transport equipment.
- Provide support and operational information to the customers according to the established protocols.
- Participate in the working processes of the company, following the rules and instructions established at the workplace.

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

The holder of the certificate may work in the trade sector and specifically in the wholesale and retail trade, supermarkets and retail distribution centers. The most pertinent occupations and positions are:

- Line operator (retail services)
- Stock boy.
- Deliverers on foot (in nearby distances).
- Packers - Taggers, by hand
- Order pickers.
- Shop auxiliary assistant.

#### 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 1 of the National Repertoire of Professional Certificates corresponds to level 2 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 1 gives access to Professional Certificate Level 2 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 1694/2011, of November 18th, by which three professional certificates of the professional family "Trade and marketing" included in the National Repertoire of professional certificates, and the professional certificate established in the Appendix II of the Royal Decree 1377/2008, of August 1st, is updated. (Appendix 1, Code: COMT0211)

## 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	85	230
Practical training at the workplace	15	40
<b>Total duration of training leading to the certificate</b>		<b>270</b>

**Entry/access requirements:**

- No entry requirements

**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](http://www.sepe.es)

National Europass Centre: [www.sepie.es](http://www.sepie.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

