



europass

# CERTIFICATE SUPPLEMENT<sup>(\*)</sup>



the Netherlands

## 1. TITLE OF THE CERTIFICATE (NL)

**Diploma Beroepsonderwijs**  
**Kwalificatie: Junior manager internationale handel**  
**Kwalificatiedossier: Commerce**

In the original language

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

**Certificate Senior Secondary Vocational Education**  
**Qualification: Junior manager international trade**  
**Qualification file: Commerce**

This translation has no legal status

## 3. PROFILE OF SKILLS AND COMPETENCES

Core task 1: Researches the customer journey

- 1.1 Maps out the market position of the enterprise
- 1.2 Analyses the customer journey
- 1.3 Translates trends and developments into commercial opportunities
- 1.4 Maps out the commercial offering of the enterprise
- 1.5 Issues improvement proposals for sales, marketing and/or market management

Core task 2: Responsible for marketing and communication activities

- 2.1 Prepares an inventory of wishes and needs
- 2.2 Conducts marketing and communication activities
- 2.3 Carries out webcare activities

Core task 3: Manages and optimises import and/or export processes

- 3.1 Maps out import and/or export markets
- 3.2 Produces an import and/or export plan
- 3.3 Supports import and/or export processes
- 3.4 Manages import and/or export documents
- 3.5 Manages orders and the shipment of goods
- 3.6 Develops improvement proposals for import and/or export processes

Core task 4: Manages relationships and contributes to the implementation of account plans

- 4.1 Builds and maintains an international relationship network
- 4.2 Drafts account analyses
- 4.3 Monitors the progress of an account plan
- 4.4 Issues improvement proposals for an account plan

Core task 5: Implements commercial process

- 5.1 Prepares a commercial route
- 5.2 Acquires customers and/or assignments
- 5.3 Conducts a sales talk
- 5.4 Issues customers a commercial offer
- 5.5 Is responsible for the internal order route
- 5.6 Performs after sales activities

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

A Junior manager international trade is (generally) employed in an office environment at a (hybrid) commercial trading enterprise (SME), often in the front office with a focus on (international) field services. As well as at many wholesale enterprises, this commercial position occurs in a whole variety of other sectors, businesses and enterprises. Examples are a manufacturer of construction materials and raw materials, an auction for flowers and plants and a rental company for generators for energy solutions. Commonly used alternative names for Junior manager international trade are customer service assistant, shipping assistant, sales support assistant export, export sales assistant, import/export assistant, export coordinator, export area manager, export manager, trade agent, international trade manager and international sales manager.

#### 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 4 of the Dutch VET qualification structure Characteristics: non-job related skills such as tactical and strategic capacities. The professional bears his or her own responsibility, which is not only related to practical implementation in terms of monitoring and supervision, but also a more formal, organisational responsibility. The range of tasks also includes drafting new procedures. NLQF-niveau 4 - EQF level 4 - ISCED 3A	<b>Grading scale / Pass requirements</b> 10    excellent 9     very good 8     good 7     very satisfactory 6     pass 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 4, transfer is possible to higher professional education. For example to the study programmes Commercial economics, E-commerce, Human resources, Marketing communication and International business and Commerce.	<b>International agreements</b> Junior manager international trade is not a regulated profession in the Netherlands. However, the education and training for this profession on qualification level 4 is regulated under the European directive 2005/36/EC, amended by directive 2013/55/EU. The regulated education and training gives access to regulated professions at the level of a diploma according to article 11 of this directive.
<b>Legal basis</b> Act on Vocational Education and Training (WEB), registered number of qualification (crebo): 25879 The education and training for this qualification is offered as of 01-08-2023.	

#### 6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

Senior secondary vocational education features two learning pathways: the school-based pathway (bol) and the training on the job pathway (bbl).  
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.  
In principle it is possible to follow both learning pathways, but which pathway is offered will depend on the individual educational institution.

<b>Average duration of the education/ training leading to the certificate</b>	<b>3 years (4800 study hours) (depending on previous education)</b>
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#### Entry requirements

The certificate preparatory vocational secondary education (vmbo) advanced vocational programme, combined programme, or theoretical programme, or a comparable level.

## 7. ADDITIONAL INFORMATION

Dutch senior secondary VET is based on qualification files, that each contain one or more qualifications. The information included in part 3 and 4 is derived directly from the qualification file determined by the Minister of Education, Culture and Science. The complete qualification file can be found at [kwalificaties.s-bb.nl](http://kwalificaties.s-bb.nl), only in Dutch.

Optional subjects are linked to the qualification. The optional subjects have a total size of 15% of the course duration. The optional subjects completed by the student are listed on the certificate.

Additional information, including a description of the Dutch national qualifications system, is available at the Netherlands National Reference Point (NRP): [www.s-bb.nl](http://www.s-bb.nl). The NRP is the information centre for vocational qualifications in the Netherlands. SBB has been appointed in this capacity by the Ministry of Education, Culture and Science.