



1. TITLE OF THE CERTIFICATE (NL)

Diploma Beroepsonderwijs
Kwalificatie: Secretaresse
Kwalificatiedossier: Secretariële beroepen

In the original language

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Certificate Senior Secondary Vocational Education
Qualification: Secretary
Qualification file: Secretarial professions

This translation has no legal status

3. PROFILE OF SKILLS AND COMPETENCES

The most important duties of a Secretary are:

Core task 1: Handles correspondence

- 1.1 Collects information in preparation for the processing of texts
- 1.2 Formulates and edits texts and performs lay-out
- 1.3 Prepares texts for distribution

Core task 2: Arranges meetings

- 2.1 Draws up or adjusts a schedule, plan or checklist
- 2.2 Selects, reserves and checks locations and facilities
- 2.3 Invites participants and provides them with information before, during and after the meeting
- 2.4 Receives visitors
- 2.5 Makes an estimate and subsequent calculation

Core task 3: Handles the mail and the archives

- 3.1 Handles the incoming mail
- 3.2 Handles the outgoing mail
- 3.3 Manages the archives and keeps them up-to-date

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

Secretaries work in job organizations (large, small, profit, non-profit) that consist of a department and a manager.

5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the body awarding the certificate
 The certificate issued on completion of the programme is signed by the examination board at the school where the pupil attended the programme.

Name and status of the national/regional authority providing accreditation/recognition of the certificate
 Ministry of Education, Culture and Science

Level of the certificate (national or international)
 Qualification level 3 of the Dutch VET qualification structure

Grading scale / Pass requirements
 10 excellent
 9 very good

* 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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5. OFFICIAL BASIS OF THE CERTIFICATE	
<p>Characteristics: implementation of more than just the own block of tasks. The professional is able to account for his or her actions towards colleagues, and monitors and supervises the work of others. The range of tasks also includes drafting work preparation procedures. NLQF level 3 - EQF level 3 - ISCED 3C</p>	<p>8 good 7 very satisfactory 6 pass 5 fail 4 unsatisfactory 3 very unsatisfactory 2 poor 1 very poor</p>
<p>Access to next level of education/professions Having completed this course of studies, transfer is possible to a middle management or specialist course (qualification level 4).</p> <p>The Secretary can become an executive secretary or management assistant.</p>	<p>International agreements The profession of Secretary is not regulated in the Netherlands. However the education and training for this profession on qualification level 3 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.</p>
<p>Legal basis Act on Vocational Education and Training (WEB), registered number of qualification (crebo): 93233 The education and training for this qualification is offered as of August 1, 2008.</p>	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE	
<p>Senior secondary vocational education features two learning pathways: the school-based pathway (bol) and the training on the job pathway (bbl).</p> <p>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.</p> <p>In principle it is possible to follow both learning pathways, but which pathway is offered will depend on the individual educational institution.</p>	
<p>Average duration of the education/ training leading to the certificate</p>	<p>4 year(s) (6400 study hours) (depending on previous education)</p>
<p>Entry requirements The certificate preparatory vocational secondary education (vmbo) advanced vocational programme, combined programme, or theoretical programme, or a comparable level.</p>	

7. ADDITIONAL INFORMATION
<p>Dutch senior secondary VET is based on qualification files, that each contain one or more qualifications. The information in section 3 and 4 is drawn directly from the qualification file, that is composed by the Centre of Expertise. The complete qualification file is available at www.kwalificatiesmbo.nl, only in Dutch.</p> <p>Additional information, including a description of the Dutch national qualifications system, is available at the Netherlands National Reference Point (NRP) for VET: www.nlnrp.nl</p> <p>SBB has been appointed by the Ministry of Education, Culture and Science as NRP.</p>