

# CERTIFICATE SUPPLEMENT (\*)

## 1. TITLE OF THE CERTIFICATE (NL)

**Diploma Beroepsonderwijs**  
**Kwalificatie: Parts-/baliemedewerker**  
**Kwalificatiedossier: Logistiek**  
In the original language

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

**Certificate Senior Secondary Vocational Education**  
**Qualification: Parts-/shop clerk**  
**Qualification file: Logistics**  
This translation has no legal status

## 3. PROFILE OF SKILLS AND COMPETENCES

The most important duties of a Parts-/shop clerk are:

Core task 1: Receives and stores goods/products

- 1.1 Prepares reception and storage of goods/products
- 1.2 Receive and checks goods/products
- 1.3 Stores goods/products
- 1.4 Enters goods/products into the system

Core task 2: Taking orders

- 2.1 Does preparatory work for taking orders
- 2.2 Takes orders
- 2.3 Takes inventory of (part of) stock and/or the warehouse inventory
- 2.4 Completes the taking of orders

Core task 3: Send goods/products

- 3.1 Does preparatory work for shipping goods/products
- 3.2 Checks the goods/products to be shipped
- 3.3 Prepares goods/products for dispatch
- 3.4 Loads goods/products and concludes the preparation of goods/products for dispatch

Core task 4: Sells products

- 4.1 Assesses customer needs
- 4.2 Advises customer and issues proposal/offer
- 4.3 Concludes sale (administration)

### \* 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

The Parts/shop clerk works in a warehouse. He undertakes logistic tasks and sells products. He is in regular contact with customers and places assisting customers as a priority above other tasks.

#### 5. OFFICIAL BASIS OF THE CERTIFICATE

<p><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.</p>	<p><b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b> Ministry of Education, Culture and Science</p>																				
<p><b>Level of the certificate (national or international)</b> Qualification level 2 of the Dutch VET qualification structure Characteristics: intended as an initial qualification, which everyone should at least obtain. The participant develops skills in order to be able to carry out practical tasks and is responsible for his or her own block of tasks. NLQF level 2 - EQF level 2 - ISCED 3C</p>	<p><b>Grading scale / Pass requirements</b></p> <table border="0"> <tr><td>10</td><td>excellent</td></tr> <tr><td>9</td><td>very good</td></tr> <tr><td>8</td><td>good</td></tr> <tr><td>7</td><td>very satisfactory</td></tr> <tr><td>6</td><td>pass</td></tr> <tr><td>5</td><td>fail</td></tr> <tr><td>4</td><td>unsatisfactory</td></tr> <tr><td>3</td><td>very unsatisfactory</td></tr> <tr><td>2</td><td>poor</td></tr> <tr><td>1</td><td>very poor</td></tr> </table>	10	excellent	9	very good	8	good	7	very satisfactory	6	pass	5	fail	4	unsatisfactory	3	very unsatisfactory	2	poor	1	very poor
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6	pass																				
5	fail																				
4	unsatisfactory																				
3	very unsatisfactory																				
2	poor																				
1	very poor																				
<p><b>Access to next level of education/professions</b> With additional training and if he can demonstrate the required competences, the Parts/shop clerk can advance within logistics to the position of logistics team leader. He can follow the VET course Logistics team leader. Within the mobility sector, he can transfer to sales and aftersales courses at level 3.</p>	<p><b>International agreements</b></p>																				
<p><b>Legal basis</b> Adult and Vocational Education Act (WEB), registered number of qualification (crebo): 25373 The education and training for this qualification is offered as of August 1, 2015.</p>																					

#### 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 (bbi).

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.

**Average duration of the education/ training leading to the certificate**

**2 years (3200 study hours) (depending on previous education)**

**Entry requirements**

The certificate preparatory vocational secondary education (vmbo) basic vocational 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 <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.