

CERTIFICATE SUPPLEMENT (\*)  
SPAIN

TITLE OF THE CERTIFICATE (original language: ES)  
ADVANCED EXPERT IN BUSINESS ADMINISTRATION AND FINANCE

TRANSLATED TITLE OF THE CERTIFICATE (language)

PROFILE OF SKILLS AND COMPETENCES

General competence

Organize and perform the administration and management of personnel, economic and financial transactions, and information and advice given to customers or users, in both the public and the private sectors, in accordance to the size and activity of the company or organization and to the appropriate objectives, the relevant internal rules and the applicable legal regulations.

Competence units

1. Administering and managing the procurement of supplies.
2. Administering and managing the financing, budget and treasury.
3. Administering and managing the human resources.
4. Performing and analysing accounting and tax operations.
5. Performing and supervising the advice, negotiation, claiming and selling on and of products and services.
6. Administering and managing in the Public Administration.
7. Informing and advising customers concerning financial and insurance products and services.
8. Perform the operations of an audit service.

RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE

Occupations or jobs:

Clerk in an office or firm. Sales clerk. Management and personnel clerk. Accountant. Banking clerk. Cash manager. Means of payment manager. Portfolio manager. Securities manager. Foreign transactions manager. Public Administration clerk. Expert in collections management. Audit assistant. Banking and insurance sales agent. Administrative agent.

**(\*) 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.

The body awarding this Certificate Supplement may leave blank any box considered not to be applicable.

<b>Name and status of the body awarding the certificate</b> MINISTERIO DE EDUCACIÓN, CULTURA Y DEPORTE  (Central Government)	<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b> MINISTERIO DE EDUCACIÓN, CULTURA Y DEPORTE (Central Government) COMPETENT BODY IN THE AUTONOMOUS COMMUNITY (Autonomic Government)
<b>Level of the certificate in the awarding country</b> Advanced Vocational Training (CNED 51 H– Advanced Specific Vocational Training and equivalents, Plastic Arts and Design, and Sports)	<b>Grading scale / Pass requirements</b> Basic regulation of the Ministry of Education, Culture and Sports of 21 July 1994. Occupational modules: graded from 1 to 10 (5 is pass). Training at work: pass / fail. Continuous assessment system.
<b>Access to next level of education/training</b>  - Teacher (all majors) - Library Science and Documentation Diplomaed Specialist - Business Sciences Diplomaed Specialist. - Social Education Diplomaed Specialist. - Statistics Diplomaed Specialist. - Public Management and Administration Diplomaed Specialist. - Labour Relations Diplomaed Specialist. - Social Work Diplomaed Specialist. - Tourism Diplomaed Specialist. - Technical Engineer in Management Computing. - Technical Engineer in Systems Computing.	<b>International agreements</b>
<b>Legal basis</b> Law 1/1990 of October 3, Organic Law 5/2002 of June 19, Royal Decree 676/1993 of May 7, Royal Decree 777/1998 of April 30. ROYAL DECREE 1659/1994, of July 22 (BOE 30/09/94)	

OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

<b>Description of vocational education and training received</b>	<b>Percentage of total programme (%)</b>	<b>Duration</b> <i>hours/weeks/months/years</i>
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\* At Secondary Education Centres or approved training centres, including training modules of a theoretical practical nature and Training at Work.

- PUBLIC ADMINISTRATION
- COMPUTING APPLICATIONS AND KEYBOARD OPERATIONS
- AUDIT
- ACCOUNTING AND TAXATION
- TRAINING AT WORK
- OCCUPATIONAL TRAINING AND GUIDANCE
- SALES MANAGEMENT AND CUSTOMER SERVICE
- PROCUREMENT MANAGEMENT
- FINANCIAL MANAGEMENT
- FINANCIAL AND INSURANCE PRODUCTS AND SERVICES
- BUSINESS PROJECTS
- HUMAN RESOURCES

	<i>Total duration of the education/ training leading to the certificate</i>	2000 hours
<b>Entry requirements</b> Holding the Certificate in Post-Compulsory Secondary Education (Bachillerato) or holding the corresponding certificate of the entry examination.		
<b>Additional information</b> More information available at: <a href="http://www.educacion.es">http://www.educacion.es</a>		