

1. TITLE OF THE CERTIFICATE (ES)

**Certificado de Profesionalidad de nivel 3 en
ADGD0108 GESTIÓN CONTABLE Y GESTIÓN ADMINISTRATIVA PARA AUDITORÍA**

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

**Professional Certificate Level 3 in
ADGD0108 ACCOUNTING MANAGEMENT AND ADMINISTRATIVE MANAGEMENT FOR AUDITING
(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 administrative accounting/tax management, guaranteeing the information system and documentation archive is kept up to date and carrying out the administrative tasks for the procedures included in the global audit plan. This general competence is divided into the following **skills units** (UC):

- Carry out accounting and tax management (UC0231_3).
- Carry out administrative procedures of an audit service (UC0232_3).
- Use office software for the in the management of information and documentation (UC0233_2).

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

- Accounting and taxation (MF0231_3).
- Auditing (MF0232_3).
- Office software (MF0233_2).
- Practical training at the workplace in Accounting management and administrative management for auditing (MP0075)

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

- Prepare information related to an economic cycle, applying accounting methodology and the principles and rules of the Spanish General Accounting Plan correctly.
- Calculate the amounts of tax to be settled that accrue to the company's economic activity and prepare all documentation corresponding to its reporting and settlement, applying current mercantile and tax regulations.
- Use office software for invoicing, accounting and tax management.
- Be rigorous and precise in the work, valuing the importance of the company in economic and social development.
- Analyse the company's internal control procedures.
- Apply the auditing procedures, interpreting and documenting operations and using the corresponding computer application.
- Use information search, recovery and organisation tools within the system and online (intranet or Internet) precisely and efficiently.
- Use office software for graphic presentations, presenting documentation and information in different media, and integrating objects of a different nature.
- Use e-mail and e-diary software applications in processes such as reception, issue and recording of information.
- Demonstrate social and personal skills to integrate into a working team.
- Take part in the company's working processes, following the rules and instructions established at the workplace.

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

The holder of this certificate may work in the administration department of any type of public or private company, in the office of the accounting manager, in all sectors. The most pertinent occupations and positions are:

- Ledger clerk.
- Auditing assistant.
- Accountant clerk.

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 3 of the National Repertoire of Professional Certificates corresponds to level 4 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 3 gives access to Professional Certificate Level 3 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 1210/2009 of 17 July, establishing five professional certificates in the professional family Administration and Management, which are included in the National Repertoire of Professional Certificates. (Appendix II, Code: ADGD0108)

Amended by Royal Decree 645/2011 of 9 May, establishing five professional certificates in the professional family Administration and Management, which are included in the National Repertoire of Professional Certificates, and updating the professional certificates established in Royal Decree 1210/2009 of 17 July.

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	87	550
Practical training at the workplace	13	80
Total duration of training leading to the certificate		630

Entry/access requirements:

- *Bachiller* Diploma (upper secondary education); or
- Professional Certificate Level 2 in the same professional area.
- If neither of the above or higher certifications are held, a pass in the key skills tests.

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

National Europass Centre: www.oapee.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

