

1. TITLE OF THE CERTIFICATE (ES)

**Certificado de Profesionalidad de nivel 3 en
ADGD0208 GESTIÓN INTEGRADA DE RECURSOS HUMANOS**

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

**Professional Certificate Level 3 in
ADGD0208 INTEGRATED HUMAN RESOURCE MANAGEMENT
(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 the administrative management of activities linked to the administration of human resources and information derived within the framework of an organisation, in accordance with the objectives set out, the internal regulations established. This general competence is divided into the following **skills units** (UC):

- Carry out management and administrative control of human resources (UC0237_3).
- Provide administrative support to the tasks of selecting, training and developing human resources (UC0238_3).
- Administer the information and storage systems in conventional and digital format (UC0987_3).
- Handle computer applications 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):

- Administrative management of labour relations (MF0237_3).
- Management of human resources (MF0238_3).
- Management of information and storage systems (MF0987_3).
- Computing (MF0233_2).
- Practical training at the workplace in Administration of human resources (MP0078_3)

(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:

- Use computer applications for human resource management to prepare the receipt of wages, certificates of contributions to the Social Security system and documents on settlements and income charged against income tax, in strict compliance with current law.
- Apply personal and social skills to administrative management involved in the application of the law on occupational risk prevention in the working environment.
- Apply the techniques of classifying, codifying, registering, distributing and storing information received or generated to the information received by the company, in accordance with the instructions received and applying current law in relation to quality and use of files.
- Recognize the procedures of documentary management established by the company, considering the flow charts used to guarantee traceability, currency and uniqueness of the documentation and information generated.
- Search, recover and organise the information, using the tools provided by the operating system.
- Carry out graphic presentations, using information and documentation contained in different computer formats.
- Use the e-mail and e-diary functions to receive, issue and register the information, respecting the rules of data security and protection.
- 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 area of administration and management of human resources of public or private companies, employment consultancies, accountants, SMEs and micro-enterprises in any productive sector. The most pertinent occupations and positions are:

- Advanced Human Resources specialist, in general.
- Medium-level labour relations specialist.
- Personnel clerk.
- Human Resources department clerk.
- SME staff manager.
- Payroll manager.
- Human Resources specialist.

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 IV, Code: ADGD0208).

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	84	640
Practical training at the workplace	16	120
Total duration of training leading to the certificate		760

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

