

## 1. TITLE OF THE CERTIFICATE (ES)

Certificado de Profesionalidad de nivel 3 en  
ADGG0308 ASISTENCIA DOCUMENTAL Y DE GESTIÓN EN DESPACHOS Y OFICINAS

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

Professional Certificate Level 3 in  
ADGG0308 DOCUMENTARY AND OFFICE MANAGEMENT ASSISTANCE  
(This translation has no legal status)

## 3. PROFILE OF SKILLS AND COMPETENCES

The holder of this certificate will have acquired the **general competence** to assist in the management of professional offices and/or Human Resources departments proactively, organising and supporting their administrative and documentary management and carrying out the management of internal and external communication, the preparation and presentation of the firm's legal procedures and documents to the public administrations and maintenance of the records, in accordance with the objectives set, and respecting the internal procedures and current law. This general competence is divided into the following **skills units** (UC):

- Administer and manage, with autonomy, office director's communications (UC0982\_3).
- Prepare documentation and professional presentations in different formats (UC0986\_3).
- Administer the information and storage systems in conventional and digital format (UC0987\_3).
- Prepare and present legal and business procedures and documentation to public bodies and administrations (UC0988\_3).
- Carry out administrative support activities for Human Resources (UC0980\_2).
- Carry out administrative cash management procedures (UC0979\_2).

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

- Administration and management of director's office communications (MF0982\_3).
- Preparation, handling and presentation of working documents (MF0986\_3).
- Management of information and storage systems (MF0987\_3).
- Management of legal and business documentation (MF0988\_3).
- Auxiliary personnel management (MF0980\_2).
- Cash management operations (MF0979\_2).
- Practical training at the workplace Documentary and office management assistance (MPO113)

(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:

- Collaborate in the assistance of the director's office communication.
- Participate in preparation of reports and professional presentations in different formats.
- Apply classifying, codifying, registering, distributing and storing information techniques received or generated by the company in accordance with the instructions received and applying current law in relation to quality and use of files.
- Collaborate in the preparation and presentation of legal and business procedures and documentation for public administration bodies and administrations.
- Carry out administrative activities supporting Human Resources departments or tasks.
- 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 all the productive sectors, as well as the public administration, at a high cross-sectoral level. The most pertinent occupations and positions are:

- Clerk specialist, in general.
- Secretary, in general.
- Office assistant.
- Personnel services clerk.
- Human Resources departments Assistant.
- Legal assistant.

#### 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 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. (Appendix V, Code: ADGG0308).

## 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	89	670
Practical training at the workplace	11	80
<b>Total duration of training leading to the certificate</b>		<b>750</b>

### 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](http://www.sepe.es)

National Europass Centre: [www.oapee.es](http://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

