

1. TITLE OF THE CERTIFICATE (ES)

**Certificado de Profesionalidad de nivel 3 en
COMT0210 GESTIÓN ADMINISTRATIVA Y FINANCIERA DEL COMERCIO INTERNACIONAL**

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

**Professional Certificate Level 3 in
COMT0210 INTERNATIONAL TRADE AND FINANCE 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 and financial management of international trade operations, including collection and payment operations, in accordance with established objectives and procedures. This general competence is divided into the following **skills units** (UC):

- Carry out and supervise the administrative management of import/export and/or reception/shipping of goods (UC0242_3).
- Manage financial operations for international goods and services operations (UC0243_3).
- Manage collection and payment operations for international transactions (UC0244_3).
- Communicate in English at a competent user level in relations and activities related to international trade (UC1010_3).

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

- Administrative management of international trade (MF0242_3).
- International finance (MF0243_3).
- International payment methods (MF0244_3).
- Professional English for international trade (MF1010_3).
- Practical training at the workplace in International trade and finance management (MF0375)

(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:

- Analyse the procedure for searching, handling and storing information and documentation relating to international trading operations and clients/suppliers of the company or organisation.
- Carry out international trade operation support related to administrative and financial management activities.
- 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 any productive sector in the area of international trade administration in financial and insurance institutions: foreign departments, international trade agencies: freight forwarding agencies, trading agencies, co-signatory agencies, customs agencies and trading or legal consultants, etc.; import agencies, exporters and trader-distributors; transport and logistical companies; and non-governmental organisations (NGOs).

The most pertinent occupations and positions are:

- Foreign trade specialist.
- Customs agent assistant.
- Assistant in the international trading operations department.
- Foreign operations specialist (financial/insurance institutions).
- International trade administration specialist.

5. OFFICIAL BASIS OF THE CERTIFICATE
<p style="text-align: center;">Name and status of the national/regional authority providing accreditation/recognition of the certificate</p> <p>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.</p>
<p style="text-align: center;">Level of the certificate</p> <p>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).</p> <p>The European Qualification Framework (EQF) level:</p>
<p style="text-align: center;">Grading scale/Pass requirements</p> <p>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.</p> <p>The grading system is as follows:</p> <ul style="list-style-type: none"> - FAIL: 0 to 4.9 - PASS-SATISFACTORY: 5 to 6.9 - PASS-GOOD: 7 to 8.9 - PASS-EXCELLENT: 9 to 10
<p style="text-align: center;">Access to next level of education/training</p> <p>This Professional Certificate Level 3 gives access to Professional Certificate Level 3 within the same professional area and family.</p> <p>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.</p>
<p style="text-align: center;">Legal basis</p> <p>Royal Decree 1522/2011 of 31 October, establishing five professional certificates in the professional family Trade and Marketing, which are included in the National Repertoire of Professional Certificates, and updating the professional certificate established as Appendix I of Royal Decree 1377/2008 of 1 August. (Appendix V, Code COMT0210).</p>

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE		
<p>This certificate may be acquired by:</p> <ol style="list-style-type: none"> 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. <p>The training method (number 1 above) requires successful completion of the training modules and the practical training at the workplace:</p>		
Description of vocational training received	Percentage of total programme (%)	Duration (hours)
Training modules	94	620
Practical training at the workplace	6	40
Total duration of training leading to the certificate		660

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

