

1. Title of the certificate ⁽¹⁾
Büro Yönetimi ve Sekreterlik Alanı Tıp Sekreterliği Dalı
⁽¹⁾ In the original language

2. Translated title of the certificate ⁽¹⁾
Office Management and Secretary Field Medical Secretary Branch
⁽¹⁾ If applicable. This translation has no legal status.

3. Profile of skills and competences
The holder of this certificate; <ul style="list-style-type: none">• Communicates on behalf of office and performs public relations operations.• Performs office management operations.• Writes formal letters and constitutes business letter content suitable for institution on computer.• Conducts patient and treatment services.• Performs filing and archiving operations.• Uses office programs.• Provides the organization of work place.• Makes effective and fluent presentation.• Uses database program.• Uses health institution information systems.• Speaks Turkish eloquently.• Writes effectively and fast on computer.• Builds effective communication inter-persons.• Makes business accountings.

4. Range of occupations accessible to the holder of the certificate ⁽¹⁾
Medical Secretary, Office Personnel
⁽¹⁾ If applicable

⁽¹⁾ 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. © European Union, 2002-2014 http://europass.cedefop.europa.eu

5. Official basis of the certificate

Name and status of the body awarding the certificate Related secondary education institutions realising formal vocational and technical education which is subordinated to Ministry of National Education	Name and status of the national/regional authority providing accreditation/recognition of the certificate Ministry of National Education												
Level of the certificate (national or international) Level 4 occupation according to EQF. Level 4 occupation according to TQF. It complies with ISCED 3.	Grading scale / Pass requirements <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: left;"><u>Score</u></td> <td style="text-align: left;"><u>Grade</u></td> </tr> <tr> <td>85.00-100</td> <td>Excellent</td> </tr> <tr> <td>70.00-84.99</td> <td>Good</td> </tr> <tr> <td>60.00-69.99</td> <td>Average</td> </tr> <tr> <td>50.00-59.99</td> <td>Passing</td> </tr> <tr> <td>0-49,99</td> <td>Fails</td> </tr> </table>	<u>Score</u>	<u>Grade</u>	85.00-100	Excellent	70.00-84.99	Good	60.00-69.99	Average	50.00-59.99	Passing	0-49,99	Fails
<u>Score</u>	<u>Grade</u>												
85.00-100	Excellent												
70.00-84.99	Good												
60.00-69.99	Average												
50.00-59.99	Passing												
0-49,99	Fails												
Access to next level of education/training The holder of this diploma can switch to higher education programs in line with the related legislation.	International agreements												
Legal basis National Education Basic Law Vocational Education Law No. 3308 Regulation on Vocational and Technical Education													

6. Officially recognised ways of acquiring the certificate

1. Having completed the vocational high school, Anatolian vocational high school, technical high school, Anatolian technical high school program successfully.
2. Successfully having completed an education program related to his/her field in vocational open education high school.

Vocational education takes 3 years after the 9th grade of formal education and the percentage and duration of theoretical and practical education withing the program are indicated below. Vocational education is provided both theoretically and practically. The duration of foreing language education is longer at Anatolian vocational and Anatolian technical high school.

Description of vocational education and training received	Percentage of total programme (%)				Duration (hours/weeks/months/years)			
	Vocaional High School	Anatolian Vocaional High School	Technical High School	Anatolian Technical High School	Vocaional High School	Anatolian Vocaional High School	Technical High School	Anatolian Technical High School
School-/training centre-based	80	80	93	93	86	86	108	108
Workplace-based	20	20	7	7	22	22	8	8
Total duration of the education/ training leading to the certificate					108	108	116	116

Entry requirements

1. For formal vocational education, having completed the lower secondary school and not exceeding the age limit according to related legislation
2. For vocational open education highschool, having completed the lower secondary school
3. Passing the year-end success average in line with the related legislation after the 9th grade which is common for technical high school.
4. Passing the entrance exam for secondary education institutions for entering Anatolian vocational and Anatolian technical high school.

Additional information

This EUROPASS Certificate Supplement is prepared for graduates of 2015-2017

More information (including a description of the national qualifications system) available at:

www.myk.gov.tr

www.tyc.gov.tr

Europass

<https://www.europass.gov.tr/>

<https://europass.cedefop.europa.eu/>

National Reference Point

<http://urn.meb.gov.tr>