

1. Title of the certificate <sup>(1)</sup>
Büro Yönetimi Alanı Yönetici Sekreterliği Dalı
<sup>(1)</sup> In the original language

2. Translated title of the certificate <sup>(1)</sup>
Office Management Field Manager Secretary Branch
<sup>(1)</sup> If applicable. This translation has no legal status.

3. Profile of skills and competences
<p>The holder of this certificate;</p> <ul style="list-style-type: none"> <li>• Implements the work and procedures in office environments according to the protocol rules and carries out the organization procedures.</li> <li>• Writes timed texts using the standard Turkish keyboard.</li> <li>• Uses office programs.</li> <li>• Establishes effective communication and provides effective communication with telephone exchange and other equipment.</li> <li>• Speaks Turkish well.</li> <li>• Uses the office package programs and performs the necessary work and procedures.</li> <li>• Makes internal and inter-institutional correspondence, files and archives the correspondence.</li> <li>• Writes timed/voice texts using the standard Turkish keyboard on the computer.</li> <li>• Performs basic operations, object operations and site management with the help of web editor.</li> <li>• Makes aesthetic designs suitable for the structure of the institution and the characteristics of the work.</li> <li>• Expresses professional terms in foreign language.</li> </ul>

4. Range of occupations accessible to the holder of the certificate <sup>(1)</sup>
Can work as Manager Secretary, Office Personnel and Administrative Operations Officer.
<sup>(1)</sup> If applicable

**<sup>(\*)</sup> 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.

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5. Official basis of the certificate													
<b>Name and status of the body awarding the certificate</b> Related secondary education institutions realising formal vocational and technical education which is subordinated to Ministry of National Education	<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b> Ministry of National Education												
<b>Level of the certificate (national or international)</b> Level 4 occupation according to EQF. Level 4 occupation according to TQF. It complies with ISCED 3. ISCED-F CODE: 0415	<b>Grading scale / Pass requirements</b> <table border="0"> <tr> <td><u>Score</u></td> <td><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
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0-49.99	Fails												
<b>Access to next level of education/training</b> The holder of this diploma can switch to higher education programs in line with related legislation.	<b>International agreements</b>												
<b>Legal basis</b> National Education Basic Law No. 1739 Vocational Education Law No. 3308 Regulation on Ministry of National Education Secondary Education Institutions													

6. Officially recognised ways of acquiring the certificate						
1. Completing vocational and technical Anatolian High School, Anatolian vocational or Anatolian technical program providing four-year education						
2. Successfully completing education program related to his/her field on vocational open education high school						
Vocational education takes 3 years after 9th grade of formal education and the percentage and duration of theoretical and applied education within the program are indicated below. Vocational education is provided both theoretical and applied.						
Description of vocational education and training received	Percentage of total programme (%)			Duration (hours/weeks/months/years)		
	Anatolian Vocaional Program	Anatolian Technical Program	Vocational Training Center	Anatolian Vocaional Program	Anatolian Technical Program	Vocational Training Center
School-/training centre-based	80	93	-	86	108	-
Workplace-based	20	7	-	22	8	-
<b>Total duration of the education/ training leading to the certificate</b>				108	116	-

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