

**Title of the qualification (FI, SV)**

Liiketoiminnan perustutkinto
Grundexamen i affärsverksamhet

Qualification requirements entered into force on 01.08.2024 (OPH-4394-2023)

Translated title of the qualification (EN)

Vocational Qualification in Business

This translation has no legal status.

Profile of skills and competences**Composition of the qualification**

The scope of the Vocational Qualification in Business is 180 competence points. The qualification is composed of vocational units (145 competence points) and common units (35 competence points).

The qualification includes the compulsory units of Working in a business environment (25 competence points) and Customer service (15 competence points). The student additionally selects enough optional vocational units to achieve the scope of 180 competence points. The qualification title produced by the Vocational Qualification in Business is Holder of a Vocational Qualification in Business.

Vocational skills and competences required for completion of the qualification

Holders of a Vocational Qualification in Business

- work in a goal-oriented and productive manner in a business environment in companies of different fields, organisations or the public sector
- have understood the importance of profitable activity in business
- work to promote a positive customer experience and serve customers
- work responsibly in a diverse work community and observe the rules of working life
- work to promote sustainability
- communicate on multiple channels and make use of the digital operating environment and its services in their work
- work co-operatively in the global and diverse operating environment of their field.

Range of occupations accessible to the holder of the certificate	
<p>Holders of a Vocational Qualification in Business work in customer service, sales, marketing, project or financial administration tasks or in event arrangements, depending on their choices. They may additionally work in warehousing operations in business, in the financial sector, or guidance and information services at a library. They also have the capabilities for working as entrepreneurs. Jobs in their field are offered by companies as well as governmental and public sector organisations. Typical work environments include different retail and specialty shops, sales and customer service points, accounting companies and a wide range of different work and office environments in Finland and abroad, including digital environments.</p>	
Official basis of the certificate	
<p>Name and status of the body awarding the certificate An education provider with an authorisation to provide education and award qualifications granted by the Ministry of Education and Culture.</p>	<p>Name and status of the national/regional authority providing accreditation/recognition of the certificate Ministry of Education and Culture Finnish National Agency for Education, the national agency subordinate to the Ministry of Education and Culture</p>
<p>Level of the certificate (national or international) National Qualifications Framework (nqf) 4 European Qualifications Framework (eqf) 4 ISCED 3</p>	<p>Grading scale/Pass requirements Satisfactory 1 / Satisfactory 2 / Good 3 / Good 4 / Excellent 5</p>
<p>Access to the next level of education/training The qualification confers eligibility for higher education studies.</p>	<p>International agreements -</p>
<p>Legal basis Vocational Education and Training Act 531/2017 and the decrees that complement it.</p>	

Officially recognised ways of obtaining the certificate
<p>The vocational skills required for completing the modules are demonstrated by performing practical tasks in authentic situations and work processes (demonstration of knowledge and skills). The student's knowledge and skills are assessed diversely by a teacher and a working life representative and compared to the competence defined in the qualification requirements. The education provider awards the student a qualification certificate once the qualification has been completed acceptably in accordance to the qualification requirements laid down by the Finnish National Agency for Education.</p>
<p>Entry requirements No formal qualifications are required to take the competence test.</p>
<p>Additional information Finnish National Agency for Education P.O. Box 380, FI-00531 Helsinki, Finland www.oph.fi</p>

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.

For more information on transparency, visit <http://www.cedefop.europa.eu/en/themes/understanding-qualifications>