



Title of the qualification (FI, SV)
<p><i>Liiketoiminnan erikoisammattitutkinto</i> <i>Specialyrkesexamen i affärsverksamhet</i></p> <p><i>Qualification requirements entered into force on 01.01.2019 (OPH-1950-2018)</i></p>

Translated title of the qualification (EN)
<p><i>Specialist Vocational Qualification in Business</i></p>
<p>This translation has no legal status.</p>

Profile of skills and competences
<p>Composition of the qualification</p> <p>The scope of the Specialist vocational qualification in Business is 180 competence points. The qualification has six competence areas:</p> <ul style="list-style-type: none"> • Competence area in Human Resources Management • Competence area in Business Administration, Financing and Accounting • Competence area in Sales Work and Marketing Communications • Competence area in Trade • Competence area in Estate Agency Services • Competence area in International Business. <p>The qualification has one unit that is compulsory to all competence areas: Planning and implementing business operations in an area of responsibility (60 competence points). In addition, all competence areas have competence area-specific optional units.</p> <p>Vocational skills and competences required for completion of the qualification</p> <p>Qualification holders have the skills required in demanding expert and managerial positions in the field of business. They have good business skills and are members of professional networks. They have communication and interaction skills and the language proficiency required in their work tasks. They use information and communication technology appropriately and work in different digital environments. They monitor the development of the business and develop the business operations and operating processes in their area of responsibility as well as their own competence. The competence of qualification holders varies according to the selected competence areas and optional units.</p> <p>Qualification holders who have completed the Competence area in Human Resources Management have the skills required in different tasks related to the competence development and occupational wellbeing of personnel as well as in the management of employment relationship matters. They know how to support people in managerial positions and work as experts in personnel affairs.</p> <p>Qualification holders who have completed the Competence area in Business Administration, Financing and Accounting possess a comprehensive understanding of financial management. For example, qualification holders know how to analyse, plan and monitor finances and financing activities, implement the monitoring of the budget or management accounting, and close the accounts for a corporation.</p>

Qualification holders who have completed the **Competence area in Sales Work and Marketing Communications** have the skills required in the management and development of sales work or marketing communications, which they are able to plan and implement through multiple channels.

Qualification holders who have completed the **Competence area in Trade** have the skills required in managerial and expert positions in the development of sales work and assortment planning.

Qualification holders who have completed the **Competence area in Estate Agency Services** have the skills required in expert and managerial positions in the real estate agency business in tasks related to the brokering of new buildings, the valuation of properties and apartments in housing companies, or the management of a real estate agency.

Qualification holders who have completed the **Competence area in International Business** have the skills required in working in expert positions related to international trade in different companies or organisations. Their positions may be related to international sales and marketing or to procurement.

Range of occupations accessible to the holder of the certificate	
<p>People in expert and managerial positions in business are needed in all sectors in the world of work. Completion of the Specialist vocational qualification in Business enables qualification holders to work in different companies or other organisations. Depending on the competence area and units they have selected, students may work in different positions in the field of business and marketing, trade, financial administration, human resources management, real estate agency business or international business.</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) 5 European Qualifications Framework (eqf) 5 ISCED 4</p>	<p>Grading scale/Pass requirements pass/fail</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</p>

Finnish National Agency for Education

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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>

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