



Title of the qualification (FI, SV)
<p><b>Lähiesimiestyön ammattitutkinto</b>  <i>Yrkesexamen i arbete som teamledare</i></p> <p><i>Qualification requirements entered into force on 01.07.2018 (OPH-2679-2017)</i></p>

Translated title of the qualification (EN)
<p><b>Further Qualification in First-Level Management</b></p>
<p>This translation has no legal status.</p>

Profile of skills and competences
<p><b>Composition of the qualification</b></p> <p>The further qualification in first-level management (150 competence points) is composed of one compulsory unit and two optional units. The compulsory unit of the qualification is <b>Working as a first-line manager</b> (70 competence points). The optional units of the qualification are <b>Management of customer relationships</b> (40 competence points), <b>Human resource management</b> (40 competence points), and <b>Development plan</b> (40 competence points).</p> <p><b>Vocational skills and competences required for completion of the qualification</b></p> <p>Holders of the further qualification in first-level management shall have the competence to plan and supervise the work of a working group, and to give induction training to employees and students in the duties of the workplace. Those who have completed the qualification have good communicational skills and are able to develop the operations of the working group under their supervision. They shall have basic knowledge of the work of first-level managers.</p> <p>Depending on the optional module chosen, those who have completed the qualification shall possess particular expertise in how to strengthen client relationships, improve the profitability of operations, or develop HR work in their own team. They may also have obtained capabilities in the planning of a development project associated with their work.</p>

Range of occupations accessible to the holder of the certificate
<p>Holders of the further qualification in first-level management may work in shop-floor management positions in various operating environments, e.g. as a leader of a working group, a team, a department, a service unit, or equivalent.</p>

Official basis of the certificate	
<p><b>Name and status of the body awarding the certificate</b></p> <p>An education provider with an authorisation to provide education and award qualifications granted by the Ministry of Education and Culture.</p>	<p><b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b></p> <p>Ministry of Education and Culture</p> <p>Finnish National Agency for Education, the national agency subordinate to the Ministry of Education and Culture</p>
<p><b>Level of the certificate (national or international)</b></p> <p>National Qualifications Framework (nqf) 4            European Qualifications Framework (eqf) 4</p>	<p><b>Grading scale/Pass requirements</b></p> <p>pass/fail</p>

ISCED 3	
<b>Access to the next level of education/training</b> The qualification confers eligibility for higher education studies.	<b>International agreements</b> -
<b>Legal basis</b> Vocational Education and Training Act 531/2017 and the decrees that complement it.	

<b>Officially recognised ways of obtaining the certificate</b>
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.
<b>Entry requirements</b> No formal qualifications are required to take the competence test.
<b>Additional information</b> Finnish National Agency for Education  P.O. Box 380, FI-00531 Helsinki, Finland  www.oph.fi

### **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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