

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

***Liiketoiminnan perustutkinto***  
***Grundexamen i affärsverksamhet***

*Qualification requirements entered into force on 01.08.2018 (OPH-2697-2017)*

**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 three compulsory units: Customer service, Productive operation, and Acting in a work community (55 competence points). Optional studies enable different study paths that may focus, for example, on customer service and sales skills, financial management skills, or library service skills. The qualification title produced by the vocational qualification in business is merkonomi.

**Vocational skills and competences required for completion of the qualification**

Qualification holders have competencies in customer-oriented business management, communications and interaction, language and financial management. They work in different digital environments and network in a professional manner. They have the basic capabilities required for entrepreneurship and the capabilities to develop the skills needed to work in immediate supervisor positions. Qualification holders have the capabilities to develop new products, services, and customer experiences. Based on their choices, students can acquire competence, for example, in the following areas:

- customer service, sales and service design
- accounting, payroll, invoicing and ledger management
- working in library services
- working in a project and event production
- marketing communications and content production
- personnel support services and logistics services
- financial services and management of customer relationships
- planning business operation and working in an enterprise.

<b>Range of occupations accessible to the holder of the certificate</b>	
<p>People with business skills are required in all fields of work. Completion of the vocational qualification enables them to work in a myriad of tasks in a company or some other organisation. Qualification holders may work, for example, in customer services and sales, marketing communications, service design, finance, and office or library services tasks in different organisations.</p>	
<b>Official basis of the certificate</b>	
<p><b>Name and status of the body awarding the certificate</b> 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> Ministry of Education and Culture  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> National Qualifications Framework (nqf) 4 European Qualifications Framework (eqf) 4 ISCED 3</p>	<p><b>Grading scale/Pass requirements</b> Satisfactory 1 / Satisfactory 2 / Good 3 / Good 4 / Excellent 5</p>
<p><b>Access to the next level of education/training</b> The qualification confers eligibility for higher education studies.</p>	<p><b>International agreements</b> -</p>
<p><b>Legal basis</b> Vocational Education and Training Act 531/2017 and the decrees that complement it.</p>	

<b>Officially recognised ways of obtaining the certificate</b>
<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><b>Entry requirements</b> No formal qualifications are required to take the competence test.</p>
<p><b>Additional information</b> 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>

