



CERTIFICATE SUPPLEMENT



Title of the qualification (FI, SV)
<i>Liiketoiminnan ammattitutkinto</i> <i>Yrkesexamen i affärsverksamhet</i> <i>Qualification requirements entered into force on 01.01.2019 (OPH-1947-2018)</i>
Translated title of the qualification (EN)
<i>Further Vocational Qualification in Business</i>
This translation has no legal status.

Profile of skills and competences

Composition of the qualification

The scope of the Further vocational qualification in Business is 150 competence points. The qualification has six competence areas:

- Competence area in Business Services
- Competence area in Sales Work and Marketing Communications
- Competence area in Estate Agency Services
- Competence area in Financial Services
- Competence area in Business Administration, Financing and Accounting
- Competence area in International Business and Forwarding.

The qualification has one unit that is compulsory for all competence areas: Working in the field of business (30 competence points).

In addition to this, the Competence area in Estate Agency Services has two compulsory units: Dealing with commissions to sell owner apartments and Dealing with commissions to sell residential properties. In addition, all competence areas have competence area-specific optional units.

Vocational skills and competences required for completion of the qualification

Candidates have customer-oriented skills in business management, communications and interaction, languages and financial management. They use information and communication technology appropriately and work in different digital environments. They network professionally and improve their business skills systematically. They have the abilities required for entrepreneurship and first-line management. The competence of qualification holders varies according to the selected competence areas and optional units.

Qualification holders who have completed the **Competence area in Business Services** have the skills required in different assistant and secretarial tasks, information and document management tasks or lobby services and multi-service tasks.

Qualification holders who have completed the **Competence area in Sales Work and Marketing** have the skills required in sales, marketing or both. They know how to plan and implement marketing and sales, monitor the profitability of measures taken and improve the customer experience.

Qualification holders who have completed the **Competence area in Estate Agency Services** have the skills required in the valuation, selling and purchasing, or letting of apartments of housing companies and shares of real property companies. They master the principles of good estate agency practices.

Qualification holders who have completed the **Competence area in Financial Services** have the skills required in tasks involving finance, saving and investing, banking services, risk insurance, compensation services, pension insurances or back office operations. Qualification holders have an overall understanding of financial services and the operators providing them.

Qualification holders who have completed the **Competence area in Business Administration, Financing and Accounting** have the skills required in tasks related to payroll calculation, accounting, ledger management, closing the accounts, internal accounting and budgeting, or financial management guidance.

Qualification holders who have completed the **Competence area in International Business and Forwarding** have the skills required in different import or export tasks in foreign trade. Students know the international operating environment to the extent required in their work.

Range of occupations accessible to the holder of the certificate	
<p>Professionals of business operations are needed in all fields in the world of work. Completion of the Further vocational qualification in Business enables the qualification holder to work in different companies and other organisations. Based on the optional studies related to the competence areas and units they have selected, students may work in different expert tasks for example in sales, marketing, financial administration, financial services, real estate agency business, international business and forwarding, as assistants or secretaries, in information management, or in lobby services or document management.</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 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 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>

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