

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

Lähiesihenkilötyön ammattitutkinto
Yrkesexamen i arbete som teamledare

Qualification requirements entered into force on 01.01.2026 (OPH-5687-2025)

Translated title of the qualification (EN)

Further Vocational Qualification in First-Level Management

This translation has no legal status.

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

The Further vocational qualification in First-Level Management (150 competence points) consists of a compulsory unit and optional units. The compulsory unit is Working as a first-level manager (45 competence points). Of the optional units Responsibility for orientation (15 competence points) and Job guidance (15 competence points) must 15 competence points be completed. Of the optional units Management of customer relationships (30 competence points), Effectiveness of operations (30 competence points), Human resources management (30 competence points), Development of operations (30 competence points) and Occupational well-being and safety (30 competence points) must 60-90 competence points be completed.

In addition a unit or units from another vocational qualification, higher education studies or units based on local competence requirements can be included in the qualification (0-30 competence points).

Vocational skills and competences required for completion of the qualification

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 develop its operations. They are able to bear the responsibility for the orientation or job guidance of employees to the duties of the workplace. Those who have completed the qualification shall have basic knowledge of the work as first-level managers as well as good communicational skills. Depending on the optional modules chosen, those who have completed the qualification shall possess particular expertise in how to strengthen client relationships, improve the effectiveness of operations, develop HR work or ensure occupational well-being and safety in their own team. They may also have obtained capabilities in the planning and execution of a development project associated with their work.

Range of occupations accessible to the holder of the certificate	
<p>Holders of the further qualification in first-level management may work in daily management positions in various operating environments, e.g. as a first-level manager or leader of a working group, a team, a department, a service unit, or equivalent.</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, FI00531 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>