

1. TITLE OF THE CERTIFICATE ⁽¹⁾
Sekretär I
⁽¹⁾ in the original language

2. TRANSLATED TITLE OF THE CERTIFICATE ⁽¹⁾
Secretary I
⁽¹⁾ if applicable. This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCIES
<p>Secretaries work in the public as well as private sector, his/her duties are the performance of tasks assigned by his/her manager/managers. The exchange of information between managers and other employees depends on the secretary, he/she has the primary contact with the guests and customers of the organisation, and the reputation of the organisation largely depends on his/her work and skills. Depending on the specific job, the tasks of a secretary may vary greatly.</p> <p>The most common tasks of a secretary are:</p> <ol style="list-style-type: none"> 1) preparation of the timetable of his/her manager/managers 2) documentation management 3) organisation of the archives 4) work on the phone and exchange of information 5) helping colleagues with documentation and archives-related questions 6) monitoring the maintenance of office equipment 7) preparation of rooms for conferences and meetings 8) taking minutes of meetings and conferences 9) tasks related to the reception of guests.

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE ⁽¹⁾
Secretary in the public and private sector
⁽¹⁾ If applicable

^(*)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.

More information available at: <http://europass.cedefop.eu.int>

5. OFFICIAL BASIS OF THE CERTIFICATE

<p>Name and status of the body awarding the certificate</p> <p>Eesti Juhi Abi Ühing Akadeemia tee 3, III korrus, tuba 337, Tallinn 12618 Ph. 6202 663 E-mail sirje.orvet@gmail.com www.juhiabiyhing.ee</p> <p>The professional certificate that has been issued by the professional council that operates under the activity license issued by a Profession Awarding Body</p>	<p>Name and status of the national/regional authority providing accreditation/recognition of the certificate</p> <p>Estonian Qualification Authority 'Kutsekoda' Mustamäe tee 16 11317 Tallinn Estonia Ph. 372 679 1700 Fax 679 1701 E-mail kutsekoda@kutsekoda.ee www.kutsekoda.ee</p> <p>The private law foundation 'Kutsekoda' (Professions Chamber) was established in 2001 in cooperation with the Estonian Government to continue the creation of the system of professions started in 1997 by the Estonian Chamber of Commerce and Industry. The objectives of the Professions Chamber include establishment and development of an integrated and organized professional qualifications system, establishment of prerequisites for achieving comparability of the qualifications of Estonian employees and acknowledgement of other countries, as well as management of the state register of professions as the authorized processor.</p>
<p>Level of the certificate (national or international)</p>	<p>Grading scale / Pass requirements</p> <p>On the basis of documents and/or an examination.</p>
<p>Access to next level of education/training</p> <p>Secretary II</p>	<p>International agreements</p>
<p>Legal basis</p> <p>Kutseseadus (RT I 2008, 24, 156; 01.09.2008)</p>	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

<p>Prerequisites</p> <p>Work experience</p> <p>Training</p>	<p>Duration (hours, weeks, months, years)</p> <p>Occupational in-service training prepared on the basis of secretary I professional standard.</p>
<p>Secondary Education</p>	
<p>More information (including a description of the national qualifications system) available at: www.kutsekoda.ee</p>	