

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

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

3. PROFILE OF SKILLS AND COMPETENCIES
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4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE ⁽¹⁾
⁽¹⁾ If applicable

5. OFFICIAL BASIS OF THE CERTIFICATE	
Name and status of the body awarding the certificate 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	Name and status of the national/regional authority providing accreditation/recognition of the certificate 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 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.
Level of the certificate (national or international)	Grading scale / Pass requirements
Access to next level of education/training	International agreements
Legal basis	
Kutseseadus (RT I 2008, 24, 156; 01.09.2008)	

^(*)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>

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

Prerequisites	Duration (hours, weeks, months, years)
Work experience	
Training	
More information (including a description of the national qualifications system) available at: www.kutsekoda.ee	