

1. TITLE OF THE CERTIFICATE (ES)

**Certificado de Profesionalidad de nivel 3 en
ADGD0210 CREACIÓN Y GESTIÓN DE MICROEMPRESAS**

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

**Professional Certificate Level 3 in
ADGD0210 CREATING AND MANAGING MICRO-ENTERPRISES
(This translation has no legal status)**

3. PROFILE OF SKILLS AND COMPETENCES

The holder of this certificate will have acquired the **general competence** to manage business initiatives in small businesses or micro-enterprises, plan and implement strategies in business areas, program activities, manage people, organise and control material resources, economic and financial operations, and develop the marketing and sale of products and services; using computer and online methods, and criteria of quality and environmental protection, while implementing occupational risk prevention and using management or consultancy services when the complexity of the activity requires, with the aim of guaranteeing the achievement of the business objectives and compliance with current law. This general competence is divided into the following **skills units** (UC):

- Plan business initiatives and activities in small businesses or micro-enterprises (UC1788_3).
- Direct and control day-to-day business activity and the resources of small businesses or micro-enterprises (UC1789_3).
- Market products and services for small businesses or micro-enterprises (UC1790_3).
- Carry out administrative, economic and financial administrative tasks for small businesses or micro-enterprises (UC1791_3).
- Manage occupational risk prevention in small shops (UC1792_2).

The professional skills are acquired through the **learning outcomes** defined within the related Training Modules (MF):

- Planning and entrepreneurship initiatives in small businesses or micro-enterprises (MF1788_3).
- Management of business activity in small businesses or micro-enterprises (MF1789_3).
- Marketing of products and services for small businesses or micro-enterprises (UC1790_3).
- Administrative, economic and financial administrative management of small businesses or micro-enterprises (MF1791_3).
- Occupational risk prevention in small shops (MF1792_2).
- Practical training at the workplace in monitoring of creating and managing micro-enterprises (MP0385)

(See legal basis for all learning outcomes information acquired by the holder of this Certificate in each MF).

As a reference the learning outcomes include in the Practical training at the workplace that complete and reinforce the learning outcomes acquired in the other training modules, are:

- Carry out an analysis of business opportunities and the cost of starting economic operations, prioritising them according to criteria of economic and financial viability, selecting the most appropriate legal form for constitution, programming actions, assigning the resources needed for management, strictly subject to current law, adopting the most appropriate marketing strategy for market positioning, from a perspective of service quality and respect for the environment.
- Apply techniques of organisation of sales activity for the sale of products/services, as well as the most appropriate management of orders, to guarantee coverage of the customers' needs, their loyalty and the continuance of the small business or micro-enterprise.
- Manage the small business or micro-enterprise administratively from the economic, financial, tax and labour point of view.
- Comply with obligations for occupational risk prevention to avoid possible damage derived from the work and in compliance with current legislation.
- Take part in the company's working processes, following the rules and instructions established at the workplace.

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THIS CERTIFICATE

The holder of this certificate may work as self-employed or as part of a company, in small businesses or micro-enterprises, undertaking and setting up new areas of business in order to develop the activity, and may perform functions that current law establishes in the area of occupational risk prevention. At the same time, the holder may work as self-employed in accountancy offices or consultancies and carry out functions of advice and administrative, financial and labour management for small businesses or micro-enterprises.

The most pertinent occupations and positions are:

- Micro-enterprise owner.
- Self-employed professional.
- Sole trader or micro-enterprise partner.
- Micro-enterprise agent.
- Micro-enterprise manager.
- Micro-enterprise administrator.
- Micro-enterprise director.

The holder of this professional certificate has recognition of the basic level training in labour risk prevention, according to Annex IV of the Royal Decree 39/1997 of 17 of January approving the Labour Risks Prevention Act.

5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the national/regional authority providing accreditation/recognition of the certificate

The Ministry of Employment and Social Security or the corresponding autonomous regional administration within the scope of its competence, in the name of the King. The certificate is valid throughout Spain.

Level of the certificate

The Professional Certificate Level 3 of the National Repertoire of Professional Certificates corresponds to level 4 of the International Standard Classification of Education (ISCED-P 2011).

The European Qualification Framework (EQF) level:

Grading scale/Pass requirements

The grading scale and pass level of the training modules are expressed on a scale of 0 to 10. The minimum score for a pass is 5 in every training module including a pass in the practical training at the workplace module.

The grading system is as follows:

- FAIL: 0 to 4.9
- PASS-SATISFACTORY: 5 to 6.9
- PASS-GOOD: 7 to 8.9
- PASS-EXCELLENT: 9 to 10

Access to next level of education/training

This Professional Certificate Level 3 gives access to Professional Certificate Level 3 within the same professional area and family.

For validation purposes, the educational authorities will recognise the professional module or modules of the VET diplomas corresponding to the skills units included in the training modules of this certificate.

Legal basis

Royal Decree 1692/2011 of 18 November, establishing two professional certificates in the professional family Administration and Management, which are included in the National Repertoire of Professional Certificates. (Appendix II, Code: ADGD0210).

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

This certificate may be acquired by:

1. Training: Completion with a pass grade of the face-to-face or online training programme.
2. Recognition of the professional skills acquired through professional experience or non-formal training (prior learning): Completion of a process of skills evaluation and accreditation in all the skills units making up the professional certificate.
3. Dual training: Completion of a training and apprenticeship contract, which may range from 1 year (or 6 months, if stipulated as such in the collective agreement) to 3 years, during which effective working time is combined with time dedicated to training under the training programme for the professional certificate.

The training method (number 1 above) requires successful completion of the training modules and the practical training at the workplace:

Description of vocational training received	Percentage of total programme (%)	Duration (hours)
Training modules	92	480
Practical training at the workplace	8	40
Total duration of training leading to the certificate		520

Entry/access requirements:

- *Bachiller* Diploma (upper secondary education); or
- Professional Certificate Level 2 in the same professional area.
- If neither of the above or higher certifications are held, a pass in the key skills tests.

Additional information: Professional certificates are instruments for official accreditation of the professional qualifications in the National Catalogue of Professional Qualifications for all economic activities, within the scope of the labour administration. The National Repertoire of Professional Certificates is divided into three qualification levels (Level 1, Level 2 and Level 3), and by sectors into 26 professional families and 102 professional areas. More information is available at: www.sepe.es

National Europass Centre: www.oapee.es

(*) **Explanatory note:** This document is designed to provide additional information about the specified certificate, but has no 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 is available at: <http://europass.cedefop.eu.int>

Information on Professional Certificates of the Map of Qualifications and Vocational Training in Spain

