

## 1. TITLE OF THE CERTIFICATE (ES)

**Certificado de Profesionalidad de nivel 3 en  
ARGN0210 ASISTENCIA A LA EDICIÓN**

## 2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

**Professional Certificate Level 3 in  
ARGN0210 EDITORIAL ASSISTANCE  
(This translation has no legal status)**

## 3. PROFILE OF SKILLS AND COMPETENCES

The holder of this certificate will have acquired the **general competence** to assist and collaborate in editorial management and editing, carry out editing and proof reading, managing the use of copyright of texts and images and organising the content of the work, maintaining the criteria and schedule of the publisher's programme. This general competence is divided into the following **skills units** (UC):

- Collaborate on the management and planning of the editing work (UC0931\_3).
- Correct texts for style and typographical errors (UC0932\_3).
- Organise the content of the work (UC0933\_3).
- Manage the use of copyright materials (UC0934\_3).

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

- Editorial management and planning (MF0931\_3).
- Editing and proofreading (MF0932\_3).
- Organisation of editorial content (MF0933\_3).
- Use of copyright materials (MF0934\_3).
- Practical training at the workplace in editorial assistance (MP0400)

(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:

- Collaborate on defining an editorial product following the indications of the publishing company.
- Establish stylistic and technical design criteria, the texts, images and raw materials for a publishing product in accordance with the publisher's indications.
- Collaborate on the budget of a publishing product and establish its viability.
- Participate in the creation of a mock-up, prototype or issue zero.
- Revise the originals and trials in their different phases.
- Establish the legal framework for contracting authors of a publishing product.
- Define the criteria for contracting and quality controls.
- 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 in publishers of printed products (books, magazines and fascicles), publishers of digital editions, university publication services, communication offices, advertising agencies, literary agencies, and in general companies in which texts written for the public are published. The holder may also work in communication and information departments, and in copyright departments. The holder may work in the publishing sector, in graphic arts and any other productive sector, within the department of communication and advertising with the presence of conventional paper and digital editions.

The most pertinent occupations and positions are:

- Editor.
- Reader.
- Editorial technician.
- Proofreader.
- Book editing assistant.
- Digital editing assistant.
- Copyright expert.
- Fascicule editing assistant.
- Magazine editing assistant.
- Literary agent assistant.

## 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 1520/2011 of 31 October, establishing ten professional certificates in the professional family Graphic Arts, which are included in the National Repertoire of Professional Certificates. (Appendix X, Code: ARGN0210)

## 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	86	490
Practical training at the workplace	14	80
<b>Total duration of training leading to the certificate</b>		<b>570</b>

### 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](http://www.sepe.es)

National Europass Centre: [www.oapee.es](http://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

