

## 1. TITLE OF THE CERTIFICATE (ES)

Certificado de Profesionalidad de nivel 3 en  
COML0211 GESTIÓN COMERCIAL Y FINANCIERA DEL TRANSPORTE POR CARRETERA

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

Professional Certificate Level 3 in  
COML0211 COMMERCIAL AND FINANCIAL MANAGEMENT OF ROAD TRANSPORT  
(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 economic, financial and commercial activity for road transport, carrying out the administrative procedures and complying with business and tax obligations derived from the provision and monitoring of road transport services, ensuring quality and satisfaction for customers and using English where necessary, while respecting current law. This general competence is divided into the following **skills units** (UC):

- Market road transport services (UC2182\_3).
- Manage economic and financial activity in road transport (UC2183\_3).
- Manage the administration and documentation of road transport operations (UC2061\_3).
- Manage customer relations and the monitoring of road transport operations (UC2184\_3).
- Communicate in English at an independent user level in relations and activities relating to international logistics and transport (UC1006\_2).

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

- Marketing of road transport services (MF2182\_3).
- Economic and financial management of road transport services (MF2183\_3).
- Administrative management of road transport operations (MF2061\_3).
- Management of customer relations and monitoring of transport services (MF2184\_3).
- Professional English for international logistics and transport (MF1006\_2).
- Practical training at the workplace in monitoring of Commercial and financial management of road transport (MP0461)

(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 in service promotion activities, customer attraction and sales, with the aim of closing contracts at the best possible price and service conditions to guarantee customer satisfaction.
- Assist in determining the financial resources and best finance for the acquisition of assets in a road transport company, participating in procedures for obtaining them, including billing, and assessing profitability.
- Complete, manage and control the documentation resulting from the regulations governing service provision referring to drivers, vehicles, freight and insurance.
- Participate in management of customer relations in person or online, and monitoring operations and the resolution of claims and incidents.
- 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 the passenger or freight road transport sector, and in activities linked to road transport, organising and managing road transport activity in transport companies, logistical operators, freight agencies, transport agencies or other activities linked to road transport, in direct contact with customers or using information and communication technologies. The most pertinent occupations and positions are:

- Transport agent in general.
- Clerk in transport services, in general.
- Road transport services clerk.
- Road transport services salesperson.
- Road transport services manager.
- Road transport manager.

To access to the transport agent and road transport manager occupation is compulsory a Competence Certificate from the road transport authorities.

## 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 614/2013 of 2 August, establishing six professional certificates in the professional family Trade, which are included in the National Repertoire of Professional Certificates. (Appendix III, Code: COML0211)

## 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	87	550
Practical training at the workplace	13	80
<b>Total duration of training leading to the certificate</b>		<b>630</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

