



NAME(S) AND SURNAME OF CERTIFICATE HOLDER.....

1. TITLE OF CERTIFICATE <sup>1)</sup>
<b>Dyplom potwierdzający kwalifikacje zawodowe w zawodzie technik handlowiec</b>
<sup>1)</sup> Original language version

2. TRANSLATED TITLE OF THE CERTIFICATE <sup>1)</sup>
<b>Certificate of competences, , technician, merchant</b>
<sup>1)</sup> If applicable. This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES
The holder of this document has the ability to: <ul style="list-style-type: none"><li>– complete documents, manage mail and prepare letters involved in trade activities,</li><li>– conduct market and marketing studies, process and interpret the results of studies,</li><li>– organize and manage advertising activities,</li><li>– register and interpret business transactions,</li><li>– calculate and interpret economic-financial analysis ratios,</li><li>– manage trade negotiations and develop relations with the market environment,</li><li>– prepare trade offers for goods and services,</li><li>– use sources of information on goods and information codes,</li><li>– apply principles of quality acceptance and principles of storage and preservation of goods,</li><li>– apply technical means of work and software supporting the process of sales of goods and services,</li><li>– comply with work safety and hygiene regulations, fire protection regulations and environment protection requirements while performing occupational tasks,</li><li>– apply legal regulations applicable to performed occupational tasks,</li><li>– provide first aid to the injured due to the accidents at work,</li><li>– comply with provisions of the ethical codes.</li></ul>

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THIS CERTIFICATE <sup>1)</sup>
Technician, merchant; organizer, Internet sales services; sales representative; telemarketer
<sup>1)</sup> if applicable

5. OFFICIAL BASIS OF THE CERTIFICATE	
<b>Name of the certificate awarding body</b> District Examination Commission in .....	<b>Authority supervising diploma issuing entity</b> Minister of National Education
<b>Level of the certificate (national or international)</b> ISCED 3	<b>Pass requirements</b> Examination divided into two stages <b>Stage I (written)</b> Part I – At least 50% available grades Part II – At least 30% available grades <b>Stage II (practical)</b> At least 75% available grades
<b>Access to next level of education</b> The holder may enrol in tertiary education courses subject to passing of the maturity examination	<b>International agreements</b>  _____
<b>Legal basis</b> Regulation of the Minister of National Education of April 30, 2007. on terms and conditions and methods of classification and promotion of students and conducting verification of knowledge and examinations in public schools	

6. TYPE OF COURSE ENDING WITH A DIPLOMA	
The holder of the certificate has passed the examination confirming professional qualifications upon graduation from the 4-year secondary technical school	
<b>Description of vocational education / training received</b>	<b>Percentage of total programme (%)</b>
• Theoretical	55
• Practical	45
 <b>Additional information:</b> District Examination Commission in....., e-mail: More information (including description of the national qualification system) can be found in the Internet: <a href="http://www.men.gov.pl">www.men.gov.pl</a> , <a href="http://www.koweziu.edu.pl">www.koweziu.edu.pl</a> <b>National Reference Point:</b> <a href="http://www.europass.org.pl">www.europass.org.pl</a>	

\* **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 is available at: <http://europass.cedefop.eu.int>  
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