

1. TITLE OF THE CERTIFICATE ⁽¹⁾

Raamatupidaja assistent I

⁽¹⁾ in the original language

2. TRANSLATED TITLE OF THE CERTIFICATE ⁽¹⁾

Accountant assistant I

⁽¹⁾ if applicable. This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCIES

A holder of the accountant assistant level I occupational qualification certificate:

- enters data into the relevant programs
- prepares, compiles and preserves original accounting documents
- obtains various data
- participates in inventory checks
- participates in research
- participates in the preparation and analysis of statistical tables
- is able to use office and communications equipment
- knows accounting terminology and legislation
- has a clear understanding of the concept professional and business ethics
- knows accounting calculation methods and techniques
- knows the rules and principles for preparing accounting reports
- knows the basics of economics and the principles of statistics production
- knows the safety requirements in working environment

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE ⁽¹⁾

Accountant assistant can work in various enterprises and institutions, where their positions may include that of a cashier, data entry clerk, accounting assistant etc.

⁽¹⁾ If applicable

^(*) 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.europa.eu/en/home>

5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the body awarding the certificate The occupational certificate that has been issued by the professional council that operates under the activity license issued by a Awarding Body	Name and status of the national/regional authority providing accreditation/recognition of the certificate Sector Skills Council approved by a Regulation of the Government of the Republic
Level of the certificate (national or international) Estonian Occupational Qualifications System, level I Estonian Qualifications Framework, level 4 European Qualifications Framework, level 4	Grading scale / Pass requirements Written exam
Access to next level of education/training Accountant II	International agreements
Legal basis Occupational Qualifications Act (RT I 2008, 24, 156; 01.09.2008)	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

In order to obtain a occupational certificate, the applicant has to prove all his/her competencies required by the occupational standard and by the procedure for awarding of occupational qualification established by the body awarding the occupational qualification.

More information (including a description of the national qualifications system) available at:
www.kutsekoda.ee