

1. TITLE OF THE CERTIFICATE (ES)

**Certificado de Profesionalidad de nivel 3 en
ADGN0108 FINANCIACIÓN DE EMPRESAS**

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

**Professional Certificate Level 3 in
ADGN0108 BUSINESS FINANCE
(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 and negotiate services, products and financial assets contracts, obtaining information and determining the financial resources needs; carry out budget cash controls management, contributing to the development of the business activity, respecting internal procedures and legal provisions, and following the necessary quality, safety and security, and environmental protection criteria.

This general competence is divided into the following **skills units** (UC):

- Determine the financial needs of the company (UC0498_3).
- Manage the information and contracts for financial resources (UC0499_3).
- Manage and control cash management and its budget (UC0500_3).
- Use office software for the management of information and documentation (UC0233_2).

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

- Accounting and budget analysis (MF0498_3).
- Financial products, services and assets (MF0499_3).
- Cash management (MF0500_3).
- Office software (MF0233_2).
- Practical training at the workplace in Business finance (MP0077)

(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:

- Analyse accounting information using economic, financial and assets analysis techniques and the interpretation of the procedural manuals of model organisations.
- Prepare provisional financial statements based on the master budget and in accordance with the model procedural manuals.
- Analyse the deviations in the execution of the master budget through comparison with the benchmark ratios and index and identifying corrective measures.
- Manage accounting, financial and budget information correctly, and analyse it precisely using office software.
- Analyse the administrative procedures related to contracting financial products and services, identifying the documentation required and legislation applicable.
- Analyse the characteristics of financial assets and procedures for issuing, contracting, repaying and/or settling them, generating the appropriate calculations.
- Make financial calculations through the use of specific business office software.
- Determine the documentation corresponding to the different instruments of collective and online collection and payment, and complete it correctly.
- Carry out forecasts of cash management, establishing the correct relation between collection and payment flows.
- Use specific cash management software to make calculations and reports.
- 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 financial department of public or private large companies in all productive sectors, or the administration department in SMEs, under supervision that, depending on the organisation, may be the owner or manager of the company, the head of the financial department, head of administration, controller or treasurer. The holder may carry out some activities in entities in the financial sector.

The most pertinent occupations and positions are:

- Bank branch manager.
- Advanced accounting and/or financial (in general) specialist.
- Company administrator.
- Budget and/or risk analyst.
- Internal operations specialist in financial institutions.
- Support specialist in auditing and/or financial operations.
- Solvency and collection manager.

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 1210/2009 of 17 July, establishing five professional certificates in the professional family Administration and Management, which are included in the National Repertoire of Professional Certificates. (Appendix III, Code: ADGN0108).

Amended by Royal Decree 645/2011 of 9 May, establishing five professional certificates in the professional family Administration and Management, which are included in the National Repertoire of Professional Certificates, and updating the professional certificates established in Royal Decree 1210/2009 of 17 July.

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
Total duration of training leading to the certificate		630

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

