



CERTIFICATE HOLDER'S FIRST NAME (MIDDLE NAME) AND LAST NAME.....

1. TITLE OF THE CERTIFICATE ¹⁾

Dyplom potwierdzający kwalifikacje zawodowe w zawodzie **technik rachunkowości**, symbol cyfrowy **431103**

¹⁾ Original language version

2. TRANSLATED TITLE OF THE CERTIFICATE ²⁾

Vocational Diploma for the occupation of **technician of accounting**, occupation reference number **431103**

²⁾ If applicable. This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

The vocational diploma for the occupation of **technician of accounting**, for which the qualifications: **AU.36. Bookkeeping** and **AU.65. Settlement of remunerations and public levies** have been specified, certifies that the holder is able to:

- perform financial and statistical analysis of phenomena studied,
- prepare, assign and register accounting documents,
- keep books of accounts in accordance with the Accounting Act,
- maintain personnel documentation and manage payroll issues,
- calculate contributions to the Social Insurance Institution,
- prepare documents and calculate the amount of benefits paid under the social insurance cover,
- calculate contributions to the Enterprise Social Benefits Fund,
- calculate, settle and prepare income statements based on tax records,
- prepare notification and social insurance statements to the Social Insurance Institution,
- use different forms of financial settlements,
- measure assets and liabilities and determine the financial result,
- conduct and settle stock-taking,
- perform cost calculation,
- prepare financial statements,

and additionally, within the scope of the professional tasks performed:

- observe the rules of occupational health and safety, apply fire and environmental protection regulations as well as requirements of ergonomics,
- provide first aid to the injured in accidents at work and in health and life-threatening situations,
- apply the provisions of the labour law, legal regulations concerning personal data protection, copyrights law and legal provisions concerning business activity,
- communicate in a foreign language in the performance of professional tasks as well as use foreign-language sources of information,
- organise work of a small team.

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THIS CERTIFICATE ³⁾

technician of accounting

³⁾ If applicable.

5. OFFICIAL BASIS OF THE CERTIFICATE

Name of the certificate awarding body Regional Examination Board in	Authority supervising the certificate awarding body Central Examination Board
Level of the certificate (national or international) Full qualification at level four of the Polish Qualifications Framework – PQF IV Qualification at level four of the European Qualifications Framework – EQF 4 ISCED 453	Pass requirements An examination is carried out for each qualification specified for a given occupation. In order to pass the examination for a given qualification the minimum required score is: 1) in the written part – at least 50% of points available, 2) in the practical part – at least 75% of points available.
Access to next level of education If the certificate holder has been awarded a secondary school graduation (<i>matura</i>) certificate, he/she may continue education at tertiary level.	International agreements _____
Legal basis Regulation of the Minister of National Education of August 27, 2019 on certificates, state diplomas and other school prints (Journal of Laws of 2019, item 1700 as amended).	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

The holder of the certificate has obtained at least a secondary education and passed examinations for the qualifications specified for the occupation of technician of accounting: **AU.36. Bookkeeping** and **AU.65. Settlement of remunerations and public levies**. These qualifications can be obtained by pursuing one of the following educational paths.

Ways of acquiring qualifications for the occupation of technician of accounting	Minimum percentage of practical training in vocational education (%)
School education (two-year post-secondary school)	50
Continuing learning in out-of-school forms (minimum number of hours specified in the vocational education core curriculum for the occupation of technician of accounting)	50
Confirmation of qualifications by extramural vocational examinations for those who have completed lower secondary education or 8-year primary school and: a) have at least 2 years' education in the occupation of technician of accounting or b) have at least 2 years' experience of working as a technician of accounting.	50 100
Additional information: More information (including a description of the national qualifications system) available at: National Europass Centre – www.europass.org.pl	

*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, Decision (EU) 2018/646 of the European Parliament and of the Council of 18 April 2018 on a common framework for the provision of better services for skills and qualifications (Europass) and repealing Decision No 2241/2004/EC. More information available at: <http://europass.cedefop.europa.eu>
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