

1. Title of the certificate ^(TR)
KOBİ Danışmanı Mesleki Yeterlilik Belgesi (Seviye 6)
⁽¹⁾ In the original language

2. Translated title of the certificate ^(EN)
SME Advisor VQA Vocational Qualification Certificate (Level 6)
⁽¹⁾ If applicable. This translation has no legal status.

3. Profile of skills and competences		
A typical holder of the certificate is able to:		
UNIT CODE	TYPE	UNITS
16UY0251-6/A1	MANDATORY	Occupational Health and Safety, Environmental Protection, Quality and Professional Development <ul style="list-style-type: none"> Explains rules related to the occupational health and safety, environmental protection to be conducted at working environment and work processes. Explains the activities that should be performed for monitoring and improving the service quality. Explains the activities to be conducted related to the occupational development.
16UY0251-6/A2	MANDATORY	Work Organisation, Customer Relations and Preparation Before Service <ul style="list-style-type: none"> Explains how to make work organization related to service processes. Explains activities related to forming and monitoring customer portfolio. Defines preparation process before the service.
16UY0251-6/A3	MANDATORY	Conducting Processes Related to the Service of SME Advisory <ul style="list-style-type: none"> Analyses the current situation of the SME and determines the problematic fields. Performs positioning study related to the problematic fields determined at the SME and service which will be served for the solution of them. Determines the activities related to the implementation process of the service which will be served for the solution of problematic fields determined at the SME. Describes the activities for sustaining the services which are served by the SME and finalizing the SME Advisory service.

4. Range of occupations accessible to the holder of the certificate ⁽¹⁾
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⁽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.
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5. Official basis of the certificate

Name and status of the body awarding the certificate SME Advisor (Level 6) Vocational Qualification Certificate, is awarded by Authorised Certification Bodies authorised by Vocational Qualification Authority. The list of Authorised Bodies available at: http://www.myk.gov.tr/ybk	Name and status of the national/regional authority providing accreditation/recognition of the certificate Vocational Qualification Authority (Mesleki Yeterlilik Kurumu) Ziyabey Caddesi 1420. Sokak No:12 Balgat Çankaya/ANKARA TURKIYE www.myk.gov.tr
Level of the certificate (national or international) ISCO 08: 2421 and Level 6- Turkish Qualifications Framework Detailed information on Turkish Qualifications Framework available at: http://www.tyc.gov.tr	Grading scale / Pass requirements It is required that the candidate must be successful at the stages of A1,A2 and A3 for obtaining SME Advisor (Level 6) Vocational Qualification Certificate.
Access to next level of education/training -	International agreements -
Legal basis Vocational Qualification Authority Law No. 5544	

6. Officially recognised ways of acquiring the certificate

This document is prepared for candidates applying to authorised certification bodies, in the case of meeting the performance criteria after theoretical and applied assessments are made and each required unit for obtaining the qualification is successfully completed.

The performance criteria and assessment rates may be different for each qualification.

Entry requirements

There is not an entry requirement for this national qualification.

Information

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Additional information

It is an equitable, transparent and confidential system including rules and activities regarding the development and application of technical and vocational education standards and qualifications, and accreditation, authorisation, audit, assessment, certification related to them, based on national and international occupational standards.

The levels of VQA Vocational Qualification Certificates in relation to Turkish Qualifications Framework are defined as a result of comparing the learning outcomes of the related national qualification to TQF level descriptors. TQF level descriptors, defining the minimum learning outcomes required for the qualifications levelled according to TQF, are available at <http://www.tyc.gov.tr/st>. Since TQF is referenced to European Qualifications Framework (EQF), eight TQF levels correspond to eight EQF levels. Level 6 qualifications for which this certificate herein is issued are defined as "Employee manages complex technical or professional activities or projects, taking responsibility for decision-making in unpredictable work or study activities; takes responsibility for managing professional development of individuals and groups."

More information (including a description of the national qualifications system) available at:

Vocational Qualifications Authority

www.myk.gov.tr

www.tyc.gov.tr

Europass

www.europass.gov.tr

<https://europass.cedefop.europa.eu/>