



To  
Companies  
intending to take a trainee from Denmark

## **A Danish trainee in your company**

The Danish vocational education and training system puts great emphasis on international experiences, and we therefore wish to support young Danes who strive to incorporate this dimension in their training programme by doing a work placement abroad. As potential hosting company for a Danish trainee you can find more information about the Danish vocational education and training system at [www.ciriusonline.dk](http://www.ciriusonline.dk).

Vocational education and training in Denmark is structured according to the principle of alternance. Alternance-based training is a combination of off-the-job and on-the-job training, with theoretical instruction at a vocational college and practical training in a company within the field of work the trainee has chosen. The practical part of the course may take place wholly or partly in companies outside of Denmark (EU or EFTA countries).

The content and structure of the course are laid down by the trade committee in accordance with Danish legislation. The trade committee is a parital structure with an equal number of representatives from employers' associations and trade unions.

Training within the commercial and clerical trades lasts from 2 to 4 years, of which 1 to 2 consist of practical training (work placement) in a company. The course starts at a vocational college and continues with practical training in a company (the apprenticeship model). The practical training is supplemented by short periods of theoretical instruction at the vocational college.

Please fill in the enclosed check list. The check list is instrumental for assessing whether the training period spent in your company can be recognised as an integral part of the Danish course.

It is not necessary to reply positively to all the described training/work functions on the list. But if the trainee spends his entire practical training periods abroad, the trainee must carry out a certain number of the listed tasks. This will - if necessary - be determined by the trade committee before the beginning of the placement period in your company.

The trainee may have to return to Denmark for one or more short periods of theoretical instruction at the vocational college. During these periods, the trainee's salary will be covered from national sources. Information about the precise dates for these college-based training periods can be obtained from the trainee or his or her vocational college.

Please return the completed check list. At the end of the placement period in your company, we ask you to confirm that the trainee has carried out tasks in all the agreed work functions.

Thanking you in advance, we remain  
The trade committee for clerical trade



**Advance approval of vocational credit transfer**  
**Training and job functions in connection with work in other countries**  
**Checklist for clerical worker specialising in administration**

|                                      |                |
|--------------------------------------|----------------|
| Name of trainee:                     | Civil Reg. No: |
| Address:                             |                |
| Prior formal education and training: |                |
| Name of school/college:              |                |
| <hr/>                                |                |
| Name of firm/company:                |                |
| Address:                             |                |
| Tel:                                 | Fax:           |

**- Before employment -**

Period of employment:      From: \_\_\_\_\_      To: \_\_\_\_\_

In the work practice period, the trainee must be trained within the vocational areas stated on the pages headed "Checklist".

**The firm/company confirms that training will take place in accordance with the specifications given on the following pages.**

\_\_\_\_\_  
Firm/company stamp, date and signature

Please send the checklist and this page to Uddannelsesnaevnet, Ny Vestergade 17, DK-1471 Copenhagen K.  
Uddannelsesnaevnet will return it to the trainee.

**- At the end of the employment or work practice period -**

At the end of the trainee's employment period, the trainee must present the checklist once more to the firm/company for final confirmation.

**It is hereby confirmed that training has been provided in accordance with the specifications.**

|   |                               |
|---|-------------------------------|
| _____<br>Firm/company stamp, date and signature | _____<br>Signature of trainee |
|---|-------------------------------|

Please send this page with the confirmation to: Uddannelsesnaevnet, Ny Vestergade 17, DK-1471 Copenhagen K.

## Checklist for clerical worker specialising in administration

### Checklist

Please tick the functions the trainee will be able to perform at the end of his/her placement with you. The trainee must be able to perform each function at level 1 or level 2.

Level 1: The trainee is able to perform assignments routinely in collaboration with others and to perform many elements of assignments unsupervised.

Level 2: The trainee is able to perform assignments unsupervised from start to end and to pass on relevant knowledge to others.

|  | 1                        | 2                        |   | 1                        | 2                        |
|--|--------------------------|--------------------------|---|--------------------------|--------------------------|
| <b>COMMUNICATION AND SERVICE</b>   |                          |                          | Maintenance of the company's information systems  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Everyday written and oral communication tasks</b>                                     | <input type="checkbox"/> | <input type="checkbox"/> | <b>ACCOUNTING AND FINANCIAL MANAGEMENT FUNCTIONS</b>                                      |                          |                          |
| Taking notes and writing minutes   | <input type="checkbox"/> | <input type="checkbox"/> | Registration and filing of accountancy information  | <input type="checkbox"/> | <input type="checkbox"/> |
| In-house information tasks   | <input type="checkbox"/> | <input type="checkbox"/> | Cash account functions  | <input type="checkbox"/> | <input type="checkbox"/> |
| Customer service and sale  | <input type="checkbox"/> | <input type="checkbox"/> | Balancing bank, giro, and cash vouchers   | <input type="checkbox"/> | <input type="checkbox"/> |
| Calculation and preparation of quotations  | <input type="checkbox"/> | <input type="checkbox"/> | Trade debtors and creditors accounts  | <input type="checkbox"/> | <input type="checkbox"/> |
| Functions in connection with purchase/sale   | <input type="checkbox"/> | <input type="checkbox"/> | Financial forecasting and monitoring, possibly at department level                        | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>ADMINISTRATIVE TASKS</b>  |                          |                          | Settling of accounts with public authorities, including VAT, tax, duties and excise tax   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Planning and prioritising own work schedule</b>                                       | <input type="checkbox"/> | <input type="checkbox"/> | Salaries' account   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Everyday registration functions, including filing</b>                                 | <input type="checkbox"/> | <input type="checkbox"/> | Preparation of interim reports, financial reports and statistics                          | <input type="checkbox"/> | <input type="checkbox"/> |
| Administrative tasks relating to written procedures, laws, contractual and legal matters | <input type="checkbox"/> | <input type="checkbox"/> | Closing of annual accounts  | <input type="checkbox"/> | <input type="checkbox"/> |
| Structuring and planning special tasks or large tasks                                    | <input type="checkbox"/> | <input type="checkbox"/> | <b>IT TOOLS</b>   |                          |                          |
| Planning and carrying out administrative tasks in relation to meetings, conferences etc. | <input type="checkbox"/> | <input type="checkbox"/> | <b>Everyday administrative functions using relevant information technology</b>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Administrative tasks relating to advertising and marketing                               | <input type="checkbox"/> | <input type="checkbox"/> | <b>Everyday communication and information tasks using relevant information technology</b> | <input type="checkbox"/> | <input type="checkbox"/> |
| Administrative tasks relating to project management                                      | <input type="checkbox"/> | <input type="checkbox"/> | <b>Everyday tasks in connection with the use and maintenance of office technology</b>     | <input type="checkbox"/> | <input type="checkbox"/> |
| Administrative tasks as secretary to board of directors, management or staff member      | <input type="checkbox"/> | <input type="checkbox"/> |   |                          |                          |
|  |                          |                          |   | 1                        | 2                        |

## Checklist for clerical worker specialising in administration

|  |                          |                          |
|--|--------------------------|--------------------------|
| Word processing  | <input type="checkbox"/> | <input type="checkbox"/> |
| Spreadsheets   | <input type="checkbox"/> | <input type="checkbox"/> |
| File system  | <input type="checkbox"/> | <input type="checkbox"/> |
| Electronic diary/calendar  | <input type="checkbox"/> | <input type="checkbox"/> |
| Budgeting system   | <input type="checkbox"/> | <input type="checkbox"/> |
| Bookkeeping system   | <input type="checkbox"/> | <input type="checkbox"/> |
| Database   | <input type="checkbox"/> | <input type="checkbox"/> |
| Internet/Intranet  | <input type="checkbox"/> | <input type="checkbox"/> |
| Desktop publishing   | <input type="checkbox"/> | <input type="checkbox"/> |
| Presentation program   | <input type="checkbox"/> | <input type="checkbox"/> |
| Other relevant information technology  | <input type="checkbox"/> | <input type="checkbox"/> |
| Integrated use of different information systems  | <input type="checkbox"/> | <input type="checkbox"/> |
| Oral or written help and guidance concerning the use of information technology in relation to administrative tasks | <input type="checkbox"/> | <input type="checkbox"/> |
| Advanced retrieving of and reporting on data from database   | <input type="checkbox"/> | <input type="checkbox"/> |
| Tasks in connection with the use and maintenance of the company's information technology                           | <input type="checkbox"/> | <input type="checkbox"/> |
| Task in connection with programming  | <input type="checkbox"/> | <input type="checkbox"/> |