



Lifelong  
Learning

## WP6: Apprenticeship Pathways

### STUDY PAPER. COUNTRY REPORT: SPAIN

PROJECT NUMBER – 527920 – LLP - 1 – 2012 – 1 – IT –COMENIUS – CMP - AGREEMENT  
NUMBER – 2012 – 4073 / 001 – 001

<b>Work package:</b>	WP6 Apprenticeship pathways: Implementation (the substance of the work planned including production & testing)
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<b>Document Type:</b>	Document
<b>Status:</b>	DRAFT
<b>Date:</b>	10/09/14
<b>Number of pages:</b>	11



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## I. Auxiliary operations of assembly and maintenance of microcomputer systems

### 1.1 Description of the workplace of this job:

The employee develops its activity in private companies or public entities as employee or self-employed worker, that have computer equipment to be managed.

Productive Sectors:

Service sectors, mainly in the following types of companies:

- Companies or organizations of any size from any productive sector that uses computer systems to be managed.
- Companies active in marketing, installation, maintenance and repair of Equipment and microcomputer services.
- Companies that provide microcomputer support.
- At the public administration, as part of the IT support organization.

#### 1.1.1 Tasks and figures:

Salary:

- According to the BOE (Official Bulletin of the State) Real Decreto 1046/2013, of December, 27<sup>th</sup> through the minimum inter professional salary is set, year 2014, the minimum salary in Spain for any activity developed in the sectors of agriculture, industry and services, regardless of gender and age is set in 21,5€/day or 645,30 euros/month.

Relevant Vacancies:

- Operator in assembly of computer equipment.
- Operator in maintenance of computer equipment.

### 1.2 Required education & certification for this job:

- Professional Certificate: Professional family computer and communications
- Denomination: Auxiliary operations of assembly and maintenance of microcomputer systems
- Duration: 2 thousand hours (elective hours)
  - 400 hours (centre training)
  - 1,600 hours (centre)



- Basic training: Admission to training courses requirements:
  - a) Have reached fifteen, or will be during the calendar year, not exceed seventeen years old at the time of access to or during the calendar year in progress.
  - b) Have completed the first cycle of compulsory secondary education or exceptionally, completed successfully the second year of Compulsory Secondary Education.
  - c) Have been proposed by the teaching staff, parents or legal guardians for incorporation into a cycle of Basic Training.

### 1.3 Centres to apply for apprenticeship:

- In the Public Registry of non-university schools, created by the [Ministry of Education](#) of Spain, registers all schools, public or private educational centres, delivering non university education.
- The search could be done by different levels: national, autonomic, provincial and local and also by the code/name.

### 1.4 Sources

- <http://todofp.es/> (Ministry of Education's Vocational training site)
- <http://todofp.es/todofp/que-como-y-donde-estudiar/que-estudiar/nuevos-titulos/fp-basica.html>
- <https://www.educacion.gob.es/centros/selectaut.do>
- [http://www.educacion.gob.es/educa/incual/ice\\_incual.html](http://www.educacion.gob.es/educa/incual/ice_incual.html)



## II. Senior Technician on Development of Web application

### 1.1 Description of the workplace of this job:

The employee develops its activity in private or public companies as employee or self-employed worker. The person develops its activity on the development of web applications area (intranet, extranet and internet)

Productive Sectors:

Technology companies: The technology sector is the most attractive area of work

for this technician. The most demanding position is to work as web programmer, multimedia programmer and web app developer.

#### 1.1.1 Tasks and figures

Salary:

- According to the BOE (Official Bulletin of the State) Real Decreto 1046/2013, of December, 27<sup>th</sup> through the minimum inter professional salary is set, year 2014, the minimum salary in Spain for any activity developed in the sectors of agriculture, industry and services, regardless of gender and age is set in 21,5€/day or 645,30 euros/month.

Relevant vacancies:

- Web Programmer
- Multimedia Programmer
- Web App Developer

### 1.2 Required education & certification for this job:

- Professional Certificate: Professional family Computer and Communication.
- Denomination: Senior Technician on Development of Web application.
- Duration: 2 thousand hours (lective hours)
  - 120 hours (centre training)
  - 1,600 hours (centre)
- Basic training: Admission to training courses requirements:
- To have a Bachelor degree.
- To have completed the second year of any mode of baccalaureate certificate.



- To have a Senior Technician Title, Qualified Technician Title or equivalent.
- To have completed the University Orientation Course (COU)
- To have any University Title or equivalent.  
Access through test if none of the above requirements are completed:
- To have passed the specific admission test for bachelor degree upper-level training cycles (it is required to have at least 19 years old in the year that the test will be taken or 18 years old for students who have the Senior Technician Title.

### 1.3 Centres to apply for apprenticeship:

- In the Public Registry of non-university schools, created by the [Ministry of Education](#) of Spain, registers all schools, public or private educational centres, delivering non university education.
- The search could be done by different levels: national, autonomic, provincial and local and also by the code/name.

### 1.4 Sources

- <http://todofp.es/> (Ministry of Education's Vocational training site)
- <http://www.todofp.es/todofp/que-como-y-donde-estudiar/que-estudiar/familias/informatica-comunicaciones/desarrollo-aplicaciones-web.html>
- <https://www.educacion.gob.es/centros/selectaut.do>



### III. Senior Technician on Administration and Finances

#### 1.1 Description of the workplace of this job:

The employee develops its activity in private companies or public entities of any sector, particularly, in the service sector. The employee develops administrative work, during management process and advises the areas of labor, commercial, accounting and fiscal of the companies and entities. Also develops administrative paperwork with public administration and manage the archive and communications of the company. The person could work as employee or self-employed worker.

Productive Sectors:

Service sectors, although the service can be deliver to all productive sectors because the activity consist to deliver information inside and outside the company.

Types of companies:

- Software development companies.
- Commercialization of analysis and design services.
- Design and construction of web applications for network, internet/intranet infrastructures
- Companies that use information systems for management.

#### 1.1.1 Tasks and figures

Salary:

- According to the BOE (Official Bulletin of the State) Real Decreto 1046/2013, of December, 27<sup>th</sup> through the minimum inter professional salary is set, year 2014, the minimum salary in Spain for any activity developed in the sectors of agriculture, industry and services, regardless of gender and age is set in 21,5€/day or 645,30 euros/month.

Relevant vacancies:

- Administrative Officer
- Administrative Commercial Officer
- Administrative Financial Officer
- Administrative Account Officer
- Administrative Logistic Officer
- Bank and Security Administrative Officer
- Human Resources Administrative Officer
- Public Administration Administrative Officer





- Administrative Officer in labor, accounting and fiscal advisory services.
- Technician in management collection.

### 1.2. Required education & certification for this job:

- Professional Certificate: Professional family Administration and Finance.
- Denomination: Senior Technician on administration and finance.
- Duration: 2 thousand hours (lective hours)  
220 hours (centre training)  
1,780 hours (centre)
- Basic training: Admission to training courses requirements:
- To have a Bachelor degree.
- To have completed the second year of any mode of baccalaureate certificate.
- To have a Senior Technician Title, Qualified Technician Title or equivalent.
- To have completed the University Orientation Course (COU)
- To have any University Title or equivalent.
- Access through test if none of the above requirements are completed:
- To have passed the specific admission test for bachelor degree upper-level training cycles (it is required to have at least 19 years old in the year that the test will be taken or 18 years old for students who have the Senior Technician Title.

### 1.3 Centres to apply for apprenticeship:

- In the Public Registry of non-university schools, created by the [Ministry of Education](#) of Spain, registers all schools, public or private educational centres, delivering non university education.
- The search could be done by different levels: national, autonomic, provincial and local and also by the code/name.

### 1.4 Sources

- <http://todofp.es/> (Ministry of Education's Vocational training site)
- <http://www.todofp.es/todofp/que-como-y-donde-estudiar/que-estudiar/familias/informatica-comunicaciones/desarrollo-aplicaciones-web.html>
- <https://www.educacion.gob.es/centros/selectaut.do>



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## IV. Technician on Administrative Management

### 1.1 Description of the workplace of this job:

The employee develops its activity in private companies or public entities (small or medium-scale ) of any sector, including service sector and public administration. The employee develops its responsibility in administration and personnel management areas.

Productive Sectors:

In the Financial Sector: private and public owned banks, saving banks, credit and financial institutions and corporation, insurance companies; in the public administration: central, local and autonomic.

#### 1.1.1 Tasks and figures

Salary:

- According to the BOE (Official Bulletin of the State) Real Decreto 1046/2013, of December, 27<sup>th</sup> through the minimum inter professional salary is set, year 2014, the minimum salary in Spain for any activity developed in the sectors of agriculture, industry and services, regardless of gender and age is set in 21,5€/day or 645,30 euros/month.

Relevant vacancies:

- Administrative Assistant
- Office Assistant
- Administrative accounting Assistant
- Administrative-commercial Officer
- Administrative assistant of personnel management
- Administrative assistant of public administration
- Secretary/Receptionist

### 1.2 Required education & certification for this job:

- Professional Certificate: Professional family Administration and Managemnt.
- Denomination: Senior Technician on administration and management.
- Duration: 2 thousand hours (lective hours)  
220 hours (centre training)  
1,780 hours (centre)
- Basic training: Admission to training courses requirements:
- To have the Secondary Education Certificate or a superior academic level certificate.



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- To have a Technician Certificate or Assistant Technician Certificate
  - To have completed the second year of the baccalaureate certificate (BUP)  
Access through test if none of the above requirements were completed:
  - To have passed the specific admission test for bachelor degree medium-level training cycles (it is required to have at least 17 years old in the year that the test will be taken)

### 1.3 Centres to apply for apprenticeship:

- In the Public Registry of non-university schools, created by the [Ministry of Education](#) of Spain, registers all schools, public or private educational centres, delivering non university education.
- The search could be done by different levels: national, autonomic, provincial and local and also by the code/name.

### 1.4 Sources

- <http://todofp.es/> (Ministry of Education's Vocational training site)
- <http://todofp.es/todofp/que-como-y-donde-estudiar/que-estudiar/familias/administracion-gestion/gestion-administrativa-loe.html>
- <https://www.educacion.gob.es/centros/selectaut.do>