

1. Title of the certificate ⁽¹⁾
Adalet Alanı Zabıt Kâtipliği Dalı
⁽¹⁾ In the original language

2. Translated title of the certificate ⁽¹⁾
Field of Justice Clerkship of Court Branch
⁽¹⁾ If applicable. This translation has no legal status.

3. Profile of skills and competences
The holder of this certificate; <ul style="list-style-type: none">• Communicates effectively.• Writes fast and correctly by using computer softwares.• Uses computer softwares related to occupation effectively.• Performs filing and archiving operations.• Drafts commercial documents.• Performs practices of public and private law.• Performs clerk services of chief public prosecutor's office.• Performs clerk services of criminal courts.• Performs clerk services of civil courts.• Performs clerk services of higher judicial bodies.• Performs commission services of judiciary and administrative justice.• Performs clerkship services for administrative and tax courts.• Performs clerkship services at code for quashing with directorates of execution, enforcement courts and enforcement and bankruptcy offices.• Applies Business and Commercial Law.

4. Range of occupations accessible to the holder of the certificate ⁽¹⁾
Court Clerk, Lawyer Secretary
⁽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. © European Union, 2002-2014 http://europass.cedefop.europa.eu

5. Official basis of the certificate	
Name and status of the body awarding the certificate Related secondary education institutions realising formal vocational and technical education which is subordinated to Ministry of National Education	Name and status of the national/regional authority providing accreditation/recognition of the certificate Ministry of National Education
Level of the certificate (national or international) Level 4 occupation according to EQF. Level 4 occupation according to TQF. It complies with ISCED 3. ISCED-F CODE: 0421	Grading scale / Pass requirements 100-85 score = 5 = Excellent 84-70 score = 4 = Good 69-55 score = 3 = Average 54-45 score = 2 = Passing 44-25 score = 1 = Fails 24-0 score = 0 = Ineffective
Access to next level of education/training The holder of this diploma can switch to higher education programs in line with related legislation.	International agreements
Legal basis National Education Basic Law No. 1739 Vocational Education Law No. 3308	

6. Officially recognised ways of acquiring the certificate								
1. Having completed the vocational high school, Anatolian vocational high school, technical high school, Anatolian technical high school program providing four-year education successfully. 2. Successfully completing education program related to his/her field in a vocational open education high school.								
Vocational education takes 3 years after the 9th grade of formal education and the percentage and duration of theoretical and practical education within the program are indicated below. Vocational education is provided both theoretically and practically. The duration of foreign language education is longer at Anatolian vocational and Anatolian technical high school.								
Description of vocational education and training received	Percentage of total programme (%)				Duration (hours/weeks/months/years)			
	Vocational High School	Anatolian Vocational High School	Technical High School	Anatolian Technical High School	Vocational High School	Anatolian Vocational High School	Technical High School	Anatolian Technical High School
School-/training centre-based	64	64	87	84	1512	1512	1944	1620
Workplace-based	36	36	13	16	864	864	300	300
Total duration of the education/ training leading to the certificate					2376	2376	2244	1920

Entry requirements

1. For formal vocational education, having completed lower secondary school and not exceeding the age limit according to the related legislation
2. For vocational open education highschool, having completed lower secondary school
3. Achieving the end of the year success average in line with the related legislation after the 9th grade which is common for technical high school.
4. Passing the entrance exam for secondary education institutions for entering Anatolian vocational and Anatolian technical high school.

Additional information

This EUROPASS Certificate Supplement is prepared for graduates of 2010-2011.

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

www.myk.gov.tr

www.tyc.gov.tr

Europass

<https://www.europass.gov.tr/>

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

National Reference Point

<http://urn.meb.gov.tr>