

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;

- Performs activities supporting occupational and personal development.
- Makes work organisation.
- Writes fast and correct formal letter by using computer softwares.
- Performs filing and archiving systems.
- Organizes commercial documents in line with business and commercial law.
- Conducts basiv law rules.
- 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.

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

Clerk of The Court, Notary's Clerk, Enforcement Clerk, Judge's Clerk, Trial Clerk, Lawyer Clerk, Court Clerk, Law Clerk, Law Associate Personnel, Lawyer Assistant, Private Detective.

⁽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 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 <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><u>Score</u></td> <td style="text-align: center;"><u>Grade</u></td> </tr> <tr> <td>85.00-100</td> <td>Excellent</td> </tr> <tr> <td>70.00-84.99</td> <td>Good</td> </tr> <tr> <td>60.00-69.99</td> <td>Average</td> </tr> <tr> <td>50.00-59.99</td> <td>Passing</td> </tr> <tr> <td>0-49,99</td> <td>Fails</td> </tr> </table>	<u>Score</u>	<u>Grade</u>	85.00-100	Excellent	70.00-84.99	Good	60.00-69.99	Average	50.00-59.99	Passing	0-49,99	Fails
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70.00-84.99	Good												
60.00-69.99	Average												
50.00-59.99	Passing												
0-49,99	Fails												
Access to next level of education/training The holder of this diploma can switch to higher education programs in line with the related legislation.	International agreements												
Legal basis National Education Basic Law No. 1739 Vocational Education Law No. 3308 Regulation on Ministry of National Education Secondary Education Institutions													

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 successfully.
2. Successfully having completed an education program related to his/her field in 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 withing the program are indicated below. Vocational education is provided both theoretically and practically. The duration of foreing 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)			
	Vocaional High School	Anatolian Vocaional High School	Technical High School	Anatolian Technical High School	Vocaional High School	Anatolian Vocaional High School	Technical High School	Anatolian Technical High School
School-/training centre-based	80	80	93	93	86	86	108	108
Workplace-based	20	20	7	7	22	22	8	8
Total duration of the education/ training leading to the certificate					108	108	116	116

Entry requirements

1. For formal vocational education, having completed the lower secondary school and not exceeding the age limit according to related legislation
2. For vocational open education highschool, having completed the lower secondary school
3. Passing the year-end 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 2015-2017

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>