

## FOUNDATION DEGREE SME MANAGEMENT ASSISTANT - LEVEL 5 EQF



**Level**  
5 EQF (European Qualifications Frameworks)



**Duration**  
2 years



**Credits**  
120 ECTS



**Target group**  
Students - people seeking employment - employees and professionals in the sector



**Admission requirements**  
Candidates awarded a qualification certifying completion of secondary education and/or giving access to higher education



**Course Structure**  
Full-time or work-study



**Pedagogical methods**  
Theoretical courses, tutorials and practical work, case studies and professional situations  
Individual/group projects



**Foundation Year 1**

- Continuous assessment
- Quiz (1h30)
- Case Study (3h)

**Modern language :**

- Reading (1h)

**Foundation Year 2**

- Quiz (1h30)
- Case Study (3h)
- Activity report and professional support (30 min)

**Modern language :**

- Listening (45 min)

**CCE (Company Skills Certificate)**

- Quiz (40 min)

### The FEDE, as a certifier, is in charge of the assessment processes

- Organisation and planning of exam sessions
- Development of topics and model answers
- Ensuring compliance with examination regulations and supervision (anonymity, integrity, confidentiality)
- Assessment and marking of papers
- Reporting results, issuing diplomas, diploma supplements and certificates

[www.fede.education/en/fede-quality-charter/](http://www.fede.education/en/fede-quality-charter/)

The SME (small and medium-sized enterprises) management assistant plays a key role in the administrative, commercial and accounting areas of a business, ensuring that it runs smoothly. This professional can work in both SMEs and very small companies.

In constant collaboration with management, employees and customers, they must have strong interpersonal skills and be an excellent communicator. **The Foundation Degree: SME Management Assistant** aims to provide students with the method, rigour, discretion and sense of responsibility that will be essential in their future roles.

### LEARNING OUTCOMES OF THE TRAINING

- Prepare files and decisions for the SME's management
- Follow up customer and supplier relations (appointments, correspondence, etc.)
- Take charge of the administrative management of staff (monitoring leave and absences, updating employee files, etc.)
- Manage the SME's cash flow and accounts
- Edit payslips and tax returns
- Manage internal and external communications to ensure that information is properly disseminated
- Participate in the SME's commercial positioning strategy

### PROGRAMME

#### PROFESSIONAL SKILLS (490-580 HOURS)

##### Foundation Degree : Year 1

#### The Fundamentals of Business and Digital Communication

Organisational and digital framework - Legal and digital framework - Digital economy

#### Operational Marketing and Communication Strategies

History of corporate communication - Applied quantitative studies and tools - Marketing mix

#### Project Management: Diagnosis, Observation and Emergence

##### Foundation Degree : Year 2

#### The Company and Digital Communication

Business strategy and e-commerce - Developing an e-commerce site

#### Company Accounting, Finance and Tax Management

Management tools - Summary documents - Taxation of individuals and legal entities - Accounting - Accounting audit - Company accounting - Regulations and formalities

#### Project Management: Project Implementation and Review

#### Professional assignment (≤12 weeks)

Internship - Apprenticeship - Salaried employment

#### MODERN LANGUAGE (60-80 HOURS)

Modern language 1 - CEFR Level B1  
German, English, Spanish, French, Italian, Portuguese

Modern language 2 and 3 (optional)  
German, English, Arabic, Chinese, Spanish, French, Italian, Portuguese

### CAREER DESTINATIONS

- Administrative and Financial Assistant
- Executive Assistant
- Junior consultant within a small to medium-sized enterprise
- Sales Assistant
- Management Assistant

### FEDE'S ASSET - EUROPEAN DEGREE

#### EUROPEAN CULTURE AND CITIZENSHIP (20H)

#### The European project: Culture and Democracy for Active Citizenship

- The importance of history (OHE - Observatory on History Teaching in Europe)
- Contemporary Europe
- Europe and the World
- Cultures and diversity in Europe European citizenship
- The workings of the European Union Importance, challenges and future of European construction
- Focus on corruption (GRECO)