

**1. TITLE OF THE CERTIFICATE (DE) (1)****Abschlussprüfung / Gesellenprüfung im staatlich anerkannten Ausbildungsberuf  
Automobilkaufmann/Automobilkauffrau**

(1) in original language

**2. TRANSLATED TITLE OF THE CERTIFICATE (EN)(1)****Final examination / journeyman's examination in the state-recognized training  
occupation  
Automobile business administrator (m/f)**

(1) This translation has no legal status.

**3. PROFILE OF SKILLS AND COMPETENCES**

- Obtain quotations, compare terms and purchase goods
- Monitor goods inwards and check invoices and delivery documentation
- Stock vehicles, parts and accessories and apply stock management concepts
- Calculate selling and workshop prices
- Plan and carry out marketing campaigns
- Assist in selling vehicles
- Prepare and arrange for financing, leasing, fleet management, insurance and warranty agreements
- Plan and conduct purchasing, consultative and sales meetings, sell parts and accessories
- Process sales and workshop orders and draw up invoices
- Process warranty and goodwill orders, deal with complaints
- Carry out cost accounting procedures and process payment transactions
- Invoice wages, bonuses and commissions

**4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE (1)****Automobile business administrators are employed in companies within the motor vehicle industry, primarily automobile dealerships, car manufacturers and car importers.**

(1) if applicable

**(\*) Explanatory notes**

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.

More information on transparency is available at: [www.europass.cedefop.eu.int/transparency](http://www.europass.cedefop.eu.int/transparency)

## 5. OFFICIAL BASIS OF THE CERTIFICATE

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| <p><b>Name and status of the body awarding the certificate</b></p> <p>Chamber of Crafts and Trades, Chamber of Industry and Commerce</p>  | <p><b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b></p> <p>Chamber of Crafts and Trades, Chamber of Industry and Commerce</p>  |
| <p><b>Level of the certificate (national or international)</b></p> <p>ISCED 3B</p>  | <p><b>Grading scale / Pass requirements</b></p> <p>100-92 points = 1 = excellent<br/>           91 - 81 points = 2 = good<br/>           80 - 67 points = 3 = average<br/>           66 - 50 points = 4 = pass<br/>           49 - 30 points = 5 = poor<br/>           29 - 0 points = 6 = fail</p> <p>A total of at least 50 grade points are required to pass the examination.</p> |
| <p><b>Access to next level of education / training</b></p> <p>Business economist for motor vehicles, business economist (state certified), certified senior commercial clerk, certified controller, certified management accountant, specialised administrative assistants for marketing, human resources, procurement and logistics</p>  | <p><b>International agreements</b></p> <p>In the field of vocational training, joint declarations on the comparability of qualifications obtained in the respective vocational training systems have been signed on the basis of bilateral agreements concluded between Germany and France and between Germany and Austria.</p>  |
| <p><b>Legal basis</b></p> <p>Ordinance on Initial Vocational Education and Training in the Occupation of Automobile business administrator (m/f) of 05/26/1998 (Federal Law Gazette, Part I, p 1145) Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany, KMK, of 27.03.1998), (Federal Gazette, No 201a of 27.10.1998)</p> |  |

## 6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

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| <p>Final examination administered by the competent body:</p> <ol style="list-style-type: none"> <li>1. after completion of dual training in a company and at part-time vocational school (normal procedure)</li> <li>2. after retraining in a recognized training occupation</li> <li>3. as an external examination for working people without formal vocational qualifications or persons who have been trained at full-time vocational schools or other vocational training institutions</li> </ol>  |
| <p><b>Additional information</b></p> <p><b>Entry requirements:</b> Entry requirements are not governed by legislation; as a rule, young people are admitted after completing (nine or ten years of) general education.</p> <p><b>Duration of training:</b> 3 years.</p> <p><b>Training in the "dual system":</b><br/>       Teaching of the knowledge, skills and competences needed for an occupation is based on the typical requirements of work and business processes and prepares the trainees for a specific job. <b>The training is provided in a company and at part-time vocational school:</b> In the company, the trainees acquire practical skills in a real working environment. On one or two days per week, the trainees attend part-time vocational school, where they are taught general and vocational knowledge related to their training occupation.</p> <p><b>More information</b> is available at:<br/> <a href="http://www.berufenet.arbeitsagentur.de">www.berufenet.arbeitsagentur.de</a></p> <p><b>National Europass Centre</b><br/> <a href="http://www.europass-info.de">www.europass-info.de</a></p> |