

1. TITLE OF THE CERTIFICATE (DE) (1)

**Abschlussprüfung im staatlich anerkannten Ausbildungsberuf
Industriekaufmann / Industriekauffrau**

(1) in original language

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)(1)

**Final examination in the state-recognized training occupation
Industrial clerk (m/f)**

(1) This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

- Sell a company's products and services
- Carry out marketing activities ranging from the analysis of market potential to the provision of customer service
- Advise and look after customers
- Determine the requirement for products and services, procure materials, means of production and services and plan their use for the production of goods and services or sales and distribution
- Support the process of order handling, for example in the production of goods and services and logistics
- Deal with business management issues within all functions of a company (financing, investment, profitability, cost planning, cost analysis and tracking etc.)
- Deal with accountancy operations
- Evaluate key indicators and statistics performance monitoring and for the management of business operations
- Use instruments for human resources recruitment and selection, plan personnel deployment and deal with human resources administration tasks
- Plan and organise work processes
- Use foreign language documentation, correspond and communicate in typical situations with customers in a foreign language
- Work in a team and project-oriented manner within business operations using current information, communications and media technology
- Exhibit communication, cooperation, discussion-chairing, presentation, problem-solving and decision-making skills

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE (1)

Industrial clerks work in a range of branches of industry and are employed in a number of sectors and areas, such as materials management, production and sales. They are also employed in human resources or accountancy roles.

(1) if applicable

⁽¹⁾ 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

5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the body awarding the certificate Chamber of Industry and Commerce	Name and status of the national/regional authority providing accreditation/recognition of the certificate Chamber of Industry and Commerce
Level of the certificate (national or international) ISCED 3B	Grading scale / Pass requirements 100-92 points = 1 = excellent 91 - 81 points = 2 = good 80 - 67 points = 3 = average 66 - 50 points = 4 = pass 49 - 30 points = 5 = poor 29 - 0 points = 6 = fail A total of at least 50 grade points are required to pass the examination.
Access to next level of education / training Certified senior industrial clerk, certified senior technical clerk, certified senior business clerk (Chamber of Industry and Commerce)	International agreements 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.
Legal basis Ordinance on Initial Vocational Education and Training in the Occupation of Industrial clerk (m/f) of 07/23/2002 (Federal Law Gazette, Part I, p 2764) Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany, KMK, of 14.06.2002), (Federal Gazette, No 220a of 26.11.2002)	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

Final examination administered by the competent body: <ol style="list-style-type: none"> 1. after completion of dual training in a company and at part-time vocational school (normal procedure) 2. after retraining in a recognized training occupation 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
Additional information Entry requirements: Entry requirements are not governed by legislation; as a rule, young people are admitted after completing (nine or ten years of) general education. Duration of training: 3 years. Training in the "dual system": 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. The training is provided in a company and at part-time vocational school: 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. More information is available at: www.berufenet.arbeitsagentur.de National Europass Centre www.europass-info.de