

## 1. TITLE OF THE CERTIFICATE (DE)

**Zeugnis über Prüfung zum anerkannten Fortbildungsabschluss  
Geprüfter Berufsspezialist für fremdsprachige Kommunikation oder Geprüfte  
Berufsspezialistin für fremdsprachige Kommunikation**

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

**Certificate on completion of the recognised further training examination for  
Certified Professional Specialist for foreign language communication**

This translation has no legal status.

## 3. PROFILE OF SKILLS AND COMPETENCES

- Communicate in the foreign language in a way which is appropriate to the audience addressed and to the function of the communication whilst according due consideration to intercultural aspects in particular
- Compose and set out foreign language business correspondence and other company-related documents
- Process and convey business-related facts and circumstances from and in the foreign language
- Procure information, particularly from foreign language sources, and evaluate such information in a targeted way in the foreign language
- Plan in a systematic and structured way, organise and implement operationally related specialist tasks in the foreign language
- Communicate verbally in the foreign language in a situation-related and professional manner

## 4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE

Certified Professional Specialists for foreign language communication work for industrial, commercial and service companies in particular. They address complex specialist tasks autonomously and responsibly whilst taking account of the prevailing general economic and intercultural conditions and pursue the realisation of such tasks in a self-directed manner.

**(\*) 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.cedefop.eu.int/transparency](http://www.cedefop.eu.int/transparency)

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## 5. OFFICIAL BASIS OF THE CERTIFICATE

<p><b>Name and status of the body awarding the certificate</b> Chamber of Industry and Commerce</p>	<p><b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b> Chamber of Industry and Commerce</p>
<p><b>Level of the certificate (national or international)</b>  ISCED 2011 Level 55  These qualifications are referenced to level 5 of both the German and the European Qualifications Framework (DQR, EQF); see publication of 1 August 2013 (BAntz AT 20.11.2013 B2).</p>	<p><b>Grading scale/Pass requirements (**)</b> 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 The candidate passed all examinations required for the completion of further training.</p>
<p><b>Access to the next qualification level</b>  This advanced qualification provides access to the next qualification level, namely</p> <ul style="list-style-type: none"> <li>- certified senior clerk for office and project organisation</li> <li>- certified senior business clerk</li> <li>- certified senior industrial clerk</li> </ul> <p>as well as access to advanced programmes in higher education.</p>	<p><b>International agreements</b></p>
<p><b>Legal basis</b> Ordinance for the examination leading to the recognised advanced training qualification of Certified Professional Specialist for foreign language communication of 09/21/2023, (BGBl. I No. 255)</p>	

## 6. OFFICIALLY RECOGNIZED WAYS OF ACQUIRING THE CERTIFICATE

<p>The advanced vocational education and training qualification is obtained by passing an examination before the competent body specified under Section 5. In order to be admitted to this examination, candidates must fulfil the prerequisites stipulated pursuant to § 53 b of the Vocational Training Act and must demonstrate evidence of the following.</p> <ol style="list-style-type: none"> <li>1. Successful completion of a final examination in a recognised three-year commercial, administrative or service sector training occupation or</li> <li>2. Successful completion of the final examination in another recognised training occupation and at least one year of relevant professional practical experience following this vocational education and training programme or</li> <li>3. A period of professional practice of at least five years.</li> </ol>
<p><b>Additional information</b> Acquisition of the competences to be demonstrated in the final examination (employability skills) is usually the result of many years of professional practice and takes place within the scope of education and training measures. Training measures are offered to enable candidates to prepare for the examination. The duration and contents of such training measures are geared towards the differentiated functional and management tasks.</p> <p>Translations of the certificate can be obtained from the chambers of commerce and industry (IHK).</p>

**(\*\*) Note**

“Simplified grade scale” The official grade scale is contained in the appendices of the “ordinance” specified under legal basis.