

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

**Zeugnis über die Prüfung zum anerkannten Fortbildungsberuf  
Geprüfter Fachwirt im E-Commerce/Geprüfte Fachwirtin im E-Commerce**

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

**Certificate on completion of the recognized further training examination for  
Certified business administrator for e-commerce**

This translation has no legal status.

**3. PROFILE OF SKILLS AND COMPETENCES**

- Manage and develop e-commerce in the company
- Cost and schedule national and international transactions
- Plan and administer the range of goods and services
- Analyse changes in consumer behaviour, assess the impact, develop and implement measures for improvement
- Plan and manage marketing concepts
- Co-operate with business partners and internal areas of the company, create customer and service-oriented communication
- Manage employees and support their professional development
- Organise and implement vocational education and training
- Analyse the procedural organisation, identify options for change and introduce measures for improvement
- Implement quality management and promote sustainability in e-commerce

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

Certified business administrators for e-commerce primarily work in commercial, industrial, and service provider companies. They sell goods or services online independently and responsibly, using multi-channel distribution channels. This includes the performance of planning, managing, organisation, control, and execution tasks and the supervision of commercial and service-specific tasks and situations using business and personnel management tools. While doing so, company objectives should be implemented and societal, economic and legal framework conditions should be taken into account.

**(<sup>1</sup>) 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)

## 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 65 These qualifications are referenced to level 6 of both the German and the European Qualifications Framework (DQR, EQF); see publication of 25 June 2015 (BAnz AT 22.07.2015 S4).</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 next level of education and training</b> The advanced vocational education and training provides access to the next level of qualifications, in particular</p> <ul style="list-style-type: none"> <li>• Certified business economist</li> <li>• Certified vocational training specialist</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> Regulations governing the recognized further training examination for Certified business administrator for e-commerce of 05 December 2019 (BGBl. I p. 2037)</p>	

## 6. OFFICIALLY RECOGNIZED WAYS OF ACQUIRING THE CERTIFICATE

The advanced vocational education and training is obtained by passing an examination before the competent body specified under 5. Before sitting the examination, candidates must provide proof of

1. successful completion of a final examination in a recognised commercial or administrative three-year training occupation followed by at least one year of relevant professional practical experience or
2. successful completion of the final examination in another recognised training occupation followed by at least two years of relevant occupational experience or;
3. the earning of at least 90 ECTS credits in a business-related course of study and at least two years of relevant occupational experience or
4. at least five years of relevant occupational experience or
5. relevant vocational skills and competencies.

**Additional information**

The skills and competences of which proof is to be furnished in the further training examination are usually acquired during many years of practical work and within the framework of education measures. Courses are offered in preparation for the examination; their duration and content is geared to the different specialist and managerial tasks.

Passing the examination also confers the qualifications required to provide training on the certificate holder, pursuant to Section 30 Para 5 Vocational Training Act (*Berufsbildungsgesetz*).

Translations of the certificate can be obtained from the competent body named in section 5 above.

*(\*\*)Note*

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