

1. TITLE OF THE CERTIFICATE (DE)

**Zeugnis über die Prüfung zum anerkannten Fortbildungsberuf
Geprüfter Fremdsprachenkorrespondent/Geprüfte Fremdsprachenkorrespondentin**

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

**Certificate on completion of the recognized further training examination for
Certified foreign language correspondent**

This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

- Translation, editing and reproduction of written and spoken business texts from and into the foreign language
- Independent drafting and formulation of business correspondence and other corporate texts in the foreign language
- Oral communication in the foreign language

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

Certified foreign language correspondents work in businesses in almost all sectors of the economy. They draft foreign language communication, execute commercial as well as general middle-level office work, set up databases of foreign language texts and phrases and carry out simple interpreting tasks.

(*) Explanatory notes

This document is designed to provide additional information about the specified certificate. It 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

5. OFFICIAL BASIS OF THE CERTIFICATE

<p>Name and status of the body awarding the certificate Chamber of Industry and Commerce (<i>Industrie- und Handelskammer, IHK</i>)</p>	<p>Name and status of the national/regional authority providing accreditation/recognition of the certificate Chamber of Industry and Commerce</p>
<p>Level of the certificate (national or international)</p>	<p>Grading scale/Pass requirements (**)</p> <p>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</p> <p>The candidate passed all examinations required for the completion of further training.</p>
<p>Access to next level of education and training The further training examination gives access to the next level of qualifications</p> <ul style="list-style-type: none"> • Middle-level commercial clerk (<i>Fachwirt/Fachwirtin</i>) • Certified initial and continuing training specialist (<i>Geprüfter Aus- und Weiterbildungspädagoge/Geprüfte Aus- und Weiterbildungspädagogin</i>) <p>as well as access to advanced programmes in higher education.</p>	<p>International agreements</p>
<p>Relevant legislation Regulations governing the recognized further training examination for certified foreign language correspondent of 23 December 1999 (Federal Law Gazette part I 2000 p. 10)</p>	

6. OFFICIALLY RECOGNIZED WAYS OF ACQUIRING THE CERTIFICATE

<p>The certificate is acquired by passing the examination administered by the body mentioned in section 5 above. Before sitting the examination, candidates must furnish proof of</p> <ol style="list-style-type: none"> 1. The successful completion of training for a recognized commercial, administrative or service occupation as well as foreign language expertise and skills or 2. Sufficient foreign language, commercial and writing skills in the form of a certificate confirming participation in a relevant qualification measure or a comparable examination administered under public law or 3. Relevant skills and competences
<p>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 are geared to the different specialist and managerial tasks. Translations of the certificate can be obtained from the body mentioned in section 5 above.</p>

(**) Note

Simplified grading scale; for official grading scale see Sixth Ordinance Amending Further Training Examination Regulations of 9 December 2019 (Federal Law Gazette Part I, p. 2153)