

1. TITLE OF THE CERTIFICATE (DE)

**Zeugnis über die Prüfung zum anerkannten Fortbildungsberuf
Geprüfter Berufspädagoge/Geprüfte Berufspädagogin**

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

**Certificate on completion of the recognized further training examination for
Certified vocational training specialist**

This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

- Manage and coordinate vocational training processes and business operations including the monitoring of strategic team performance and pooling of knowledge from various relevant areas
- Draft needs-based and efficient plans for company-related initial and continuing training and personnel development, discuss and implement relevant measures in companies and develop their quality
- Identify corporate and individual qualification requirements, develop training programmes for specific target groups and advise companies on the organizational changes required for in-house implementation
- Support specialist, social and methodical capacity building in the company, draft and implement relevant personnel development projects and formulate and initiate the required changes in company processes
- Develop specific support and training programmes for target groups with additional mentoring and learning needs taking account of cultural differences.

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

Certified vocational training specialists fulfil managerial functions in company-based initial and continuing training, in human resources departments of businesses or public institutions or in training and continuing training institutions or work as self-employed professionals. They are responsible for solving complex planning, managerial, organizational and supervisory tasks independently, using instruments of operations control and human resources management. They organize and plan vocational training processes, support learners and their learning processes, develop strategies for educational companies and ensure their operational implementation in their managerial capacity.

(*) 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

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5. OFFICIAL BASIS OF THE CERTIFICATE	
Name and status of the body awarding the certificate Chamber of Industry and Commerce (<i>Industrie- und Handelskammer</i> , IHK)	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 2011 Level 65 These qualifications are referenced to level 7 of both the German and the European Qualifications Framework (DQR, EQF); see http://www.dqr.de/content/2316.php#qs-result .	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 The candidate passed all examinations required for the completion of further training.
Access to next level of education and training There is no further level of qualification.	International agreements
Legal basis Regulations governing the recognized further training examination for certified vocational training specialist of 21 August 2009 (BGBl. I p. 2927)	

6. OFFICIALLY RECOGNIZED WAYS OF ACQUIRING THE CERTIFICATE
<p>The certificate is acquired through 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. Successful completion of further training as certified initial and continuing training specialist (<i>Geprüfter Aus- und Weiterbildungspädagoge/Aus- und Weiterbildungspädagogin</i>), certified senior clerk (<i>Fachwirt/Fachwirtin</i>), certified operational specialist (<i>Fachkaufmann/Fachkauffrau</i>), certified industrial supervisor, senior specialist or master craftsman (<i>Industrie-, Fach- oder Handwerksmeister/Industrie-, Fach- oder Handwerksmeisterin</i>) or comparable recognized further training governed by regulations under the Vocational Training Act or the Crafts Code, followed by at least one year of relevant practical work or 2. Successful completion of higher education studies or of a two-year further training course at a state-recognized trade school followed by at least two years of relevant practical work or 3. Successful completion of training for a recognized occupation followed by at least five years of practical work and successful completion of the final examination in accordance with Section 4 of the Instructor Aptitude Regulations (<i>Ausbilder-Eignungsverordnung</i>) or comparable job-related pedagogical skills or 4. Relevant skills and competences.
Additional information <p>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.</p> <p>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)