

1. TITLE OF THE CERTIFICATE (DE)

**Zeugnis über die Prüfung zum anerkannten Fortbildungsberuf
Geprüfter Fachwirt und Geprüfte Fachwirtin für Büro- und Projektorganisation**

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

**Certificate on completion of the recognized further training examination for
Certified commercial clerk for office and project organization**

This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

- Plan, organize, coordinate and supervise projects and events in Germany and abroad
- Cooperate in organizing corporate processes
- Use and optimize quality assurance measures
- Design and use communication and advertising media for specific target groups and situations
- Communicate properly and adequately using reasoning and presentation techniques, in particular taking account of conflict management strategies and intercultural aspects
- Collect and analyse office management data using an outcome-driven approach
- Plan, organize, implement and supervise training
- Initiate and maintain internal and external contacts, customer relations and networks.

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

Certified commercial clerks for office and project organization are responsible for various office management operations in all sectors and institutions. They perform comprehensive and integrating tasks in planning, control and supervision using instruments of operations control and human resources management and provide relevant instruction for staff.

(*) 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

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) ISCED 2011 Level 65 These qualifications are referenced to level 6 of both the German and the European Qualifications Framework; see publication of 1 August 2013 (BAnz AT 20.11.2013 B2)</p>	<p>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.</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"> • Certified business economist under the Vocational Training Act (<i>Geprüfter Betriebswirt/Geprüfte Betriebswirtin, BBiG</i>) • Certified business economist under the Crafts Code (<i>Geprüfter Betriebswirt/Geprüfte Betriebswirtin, HwO</i>) • Certified vocational training specialist (<i>Geprüfter Berufspädagoge/Geprüfte Berufspädagogin</i>) <p>as well as access to advanced programmes in higher education.</p>	<p>International agreements</p>
<p>Legal basis Regulations governing the recognized further training examination for certified commercial clerk for office and project organization of 9 February 2012 (BGBl. I p. 268); last amended by the regulations of 21 August 2014 (BGBl. I p. 1459)</p>	

6. OFFICIALLY RECOGNIZED WAYS OF ACQUIRING THE CERTIFICATE

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

1. Successful completion of vocational training for a recognized commercial or administrative occupation governed by the Vocational Training Act and the Crafts Code, followed by at least one year of relevant practical work or
2. Successful completion of training for another recognized occupation, followed by at least two years of relevant practical work or
3. At least five years of relevant practical work or
4. Relevant skills and competences.

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.

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