

## 1. TITLE OF THE CERTIFICATE (DE)

**Zeugnis über die Prüfung zum anerkannten Fortbildungsberuf  
Geprüfter Fachberater im Vertrieb/Geprüfte Fachberaterin im Vertrieb**

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

**Certificate on completion of the recognized further training examination for  
Certified sales consultant**

This translation has no legal status.

## 3. PROFILE OF SKILLS AND COMPETENCES

- Systematic and structured planning, steering and management of own field of activity in sales
- Preparing, initiating and conducting sales talks
- Preparing individual marketing strategies in contact with clients, taking into account the interfaces with other functional areas both of one's own company and the client's company
- Appropriate processing of target-related marketing information for feedback to own company

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

Certified sales consultants work in companies in almost all branches of industry. They organize and manage marketing activities and represent products and product philosophy.

<sup>(\*)</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)

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5. OFFICIAL BASIS OF THE CERTIFICATE	
<b>Name and status of the body awarding the certificate</b> Chamber of Industry and Commerce ( <i>Industrie- und Handelskammer</i> , IHK)	<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b> Chamber of Industry and Commerce
<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); <a href="http://www.dqr.de/content/2316.php">see www.dqr.de/content/2316.php</a> .	<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.
<b>Access to next level of education and training</b> The further training examination gives access to the next level of qualifications <ul style="list-style-type: none"> <li>• Certified senior marketing clerk (<i>Geprüfter Fachwirt für Marketing/Geprüfte Fachwirtin für Marketing</i>)</li> <li>• Certified initial and continuing training specialist (<i>Geprüfter Aus- und Weiterbildungspädagoge/Geprüfte Aus- und Weiterbildungspädagogin</i>)</li> </ul> as well as access to advanced programmes in higher education.	<b>International agreements</b>
<b>Legal basis</b> Regulations governing the recognized further training examination for certified sales consultant of 31 October 2001 (BGBl. I p. 2882).	

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"> <li>1. Successful completion of a three-year course of training in a recognized commercial or administrative occupation, followed by at least six months of relevant practical work or</li> <li>2. successful completion of a three-year course of training in another recognized occupation, followed by at least one year of relevant practical work or</li> <li>3. successful completion of a two-year course of training in another recognized occupation connected with sales, followed by at least 18 months of relevant practical work, or</li> <li>4. at least three years of relevant practical work, or</li> <li>5. relevant skills and competences.</li> </ol>
<b>Additional information</b> <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 are 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)