



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

**Abschlussprüfung im staatlich anerkannten Ausbildungsberuf
Industriekaufmann und Industriekauffrau**

(1) in original language

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)(1)

**Final examination in the state-recognized training occupation Industrial Management
Assistant**

(1) This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

- Plan and coordinate the provision of products and services
- Plan and manage logistics and warehousing processes
- Plan and manage procurement
- Plan, implement and evaluate marketing measures
- Implement distribution processes, carry out customer satisfaction and customer loyalty measures
- Implement human resources processes
- Carry out commercial management and control, identify and analyse key indicators and prepare business decisions
- Research, prepare, document and present data and information
- Cooperate and communicate with internal and external partners
- Use a foreign language
- Plan work processes in a project-oriented manner, organise digital business processes and implement digitalisation concepts
- Take due account of legal stipulations and of economic, ecological and social aspects.

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE (1)

Industrial clerks work in a range of branches of industry and are employed in a number of sectors and areas, such as sales, marketing, procurement, logistics, human resources, provision of products and services, and commercial management and control.

(1) if applicable

(*) 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.europass.cedefop.eu.int/transparency

5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the body awarding the certificate Chamber of Industry and Commerce	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 354 This qualification corresponds to Level 4 of the German and European Qualifications Framework; cf. publication from 1 August 2013 (BAnz AT 20/11/2013 B2)	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 A total of at least 50 grade points are required to pass the examination.
Access to next level of education / training Certified Professional Specialist Sales and Distribution Bachelor Professional of Management for Industry, Bachelor Professional of Technical Management, Bachelor Professional of Business, Bachelor Professional of Human Resources Management, Bachelor Professional of Accounting, Bachelor Professional in Procurement, Bachelor Professional of Marketing, Bachelor Professional of Controlling, Master Professional in Business Management in the relevant specialisms	International agreements In the field of vocational training, joint declarations on the comparability of qualifications obtained in the respective vocational training systems have been signed on the basis of bilateral agreements concluded between Germany and France and between Germany and Austria and between Germany and Switzerland.
Legal basis Ordinance on Initial Vocational Education and Training in the Occupation of Industrial Management Assistant of 01/01/2024 (Federal Law Gazette, Part I, nr 94)	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

Final examination administered by the competent body: 1. after completion of dual training in a company and at part-time vocational school (normal procedure) 2. after retraining in a recognized training occupation 3. as an external examination for working people without formal vocational qualifications or persons who have been trained at full-time vocational schools or other vocational training institutions
Additional information Entry requirements: Entry requirements are not governed by legislation; as a rule, young people are admitted after completing (nine or ten years of) general education. Duration of training: 3 years. Training in the "dual system": The knowledge, skills and competences delivered in a training occupation are based on the typical requirements of work processes and prepare the trainees for a specific job as well as for further qualifications. The training is provided in a company and at vocational school: Trainees spend 75% of the duration of training in the company. Here they acquire practical skills in a real working environment. Trainees complete 25% of training time in vocational school where they are taught general and vocational knowledge as it relates to their training occupation. More information is available at: www.berufenet.de www.europass-info.de