



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

**Abschlussprüfung im staatlich anerkannten Ausbildungsberuf
Kaufmann/Kauffrau für Digitalisierungsmanagement**

(1) in original language

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

Final examination in the state-recognized training occupation Digitalisation manager

(1) This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

- Analysis of work, business and value-added processes
- Determining the need for information and providing data
- Ongoing digital development of business models
- Initiating and preparing contracts
- Planning and implementing acquisitions
- Using tools for commercial management and monitoring
- Implementing data security objectives
- Complying with data protection provisions and other property rights
- Planning, preparing and implementing work tasks in coordination with customer-specific business and service processes
- Informing and advising customers
- Assessing marketable IT systems and customer-specific solutions
- Developing, creating and supporting IT solutions
- Implementing and documenting quality assurance measures
- Implementing, integrating and checking IT security and data protection measures
- Delivering services and completing orders.

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

They are specialists in handling data and processes from a cost-efficient, business management perspective. They make information and knowledge available in order to benefit commercially from increasing digitalisation; they manage the digitalisation of business processes at an operational level.

(1) if applicable

(*) Explanatory notes

The Certificate supplement provides additional information about the certificate and does not have any legal status in itself. Its format is based on the Decision (EU) 2018/646 of the European Parliament and of the Council of 18 April 2018 on a common framework for the provision of better services for skills and qualifications (Europass) and repealing Decision No 2241/2004/EC.

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 for Software Development, Certified Professional Specialist for System Integration and Networking, Certified Professional Specialist for IT Consultancy, Certified Professional Specialist for Data Analysis, Certified Professional Specialist for Information Security, Bachelor Professional in IT, State Certified Business Economist, State-certified technician 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 Digitalisation manager of 02/28/2020 (Federal Law Gazette, Part I, nr 9, p 290) Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (KMK) of 13.12.2019	

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