



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

**Abschlussprüfung im staatlich anerkannten Ausbildungsberuf
Kaufmann für Groß- und Außenhandelsmanagement und zur Kauffrau für Groß- und
Außenhandelsmanagement - Fachrichtung Außenhandel**

(1) in original language

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

**Final examination in the state-recognized training occupation Wholesale and foreign trade
clerk- specialising in foreign trade**

(1) This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

- Compiling of product ranges and service offers
- Planning and management of trade-specific procurement logistics
- Market-oriented planning, organisation and implementation of the purchasing of goods and services
- Planning, implementation, monitoring and management of marketing activities
- Customer-oriented planning and execution of sales
- Planning and control of distribution
- Processing of e-business taking into account data protection and data security
- Implementation of commercial management and monitoring
- Project and team-oriented planning and management of work organisation
- Processing of foreign trade transactions and supplying to export markets
- Application of international professional competencies
- Communication in a foreign language.

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

Management assistants in wholesale and foreign trade specialising in foreign trade are employed in all branches of the economy and work for commercial and industrial companies. Their fields of employment are the procurement of goods, marketing, and sales and distribution to trade, industry and service sectors in Germany and abroad as well as the provision of product and customer-related services. In particular, they process foreign trade transactions and serve export markets.

(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 business administrator for foreign trade, certified senior trade specialist, certified business administrator for e-commerce, certified marketing specialist, certified controller, certified sales consultant, certified business administrator, state certified business economist 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.
Legal basis Ordinance on Initial Vocational Education and Training in the Occupation of Wholesale and foreign trade clerk- specialising in foreign trade of 03/19/2020 (Federal Law Gazette, Part I, p 715)	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

Final examination administered by the competent body: <ol style="list-style-type: none"> 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 <p>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.</p> <p>Duration of training: 3 years.</p> <p>Training in the "dual system": Teaching of the knowledge, skills and competences needed for an occupation is based on the typical requirements of work and business processes and prepares the trainees for a specific job. The training is provided in a company and at part-time vocational school: In the company, the trainees acquire practical skills in a real working environment. On one or two days per week, the trainees attend part-time vocational school, where they are taught general and vocational knowledge related to their training occupation.</p> <p>More information is available at: www.berufenet.arbeitsagentur.de</p> <p>National Europass Centre www.europass-info.de</p>