



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

**Abschlussprüfung im staatlich anerkannten Ausbildungsberuf  
Kaufmann im Gesundheitswesen/ Kauffrau im Gesundheitswesen**

(1) in original language

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

**Final examination in the state-recognized training occupation Health services officer (m/f)**

(1) This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

- Apply social welfare and public health legislation
- Plan organisational and administrative processes
- Use information and communication systems
- Assist in the development and creation of concepts of service provision
- Observe events on the market, draw up marketing concepts, work in a team and customer-oriented manner, inform and support customers
- Employ work planning and control methods
- Deal with accountancy operations and carry out calculations
- Assist in the drawing-up of budgets on the basis of a range of funding sources
- Prepare invoices for health insurance companies and other agencies covering health costs using documentation systems
- Prepare and evaluate quality assurance measures
- Deal with internal reporting matters
- Compile, evaluate and present statistical information
- Deal with human resources matters
- Determine resources and products and services requirements, procure and manage materials.

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

Health services officers mainly work for hospitals, nursing care homes, preventive care and rehabilitation centres, health insurance companies and medical services, medical bodies and associations, large private practices of physicians, emergency services and care trusts.

(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](http://www.europass.cedefop.eu.int/transparency)

## 5. OFFICIAL BASIS OF THE CERTIFICATE

<p><b>Name and status of the body awarding the certificate</b></p> <p>Chamber of Industry and Commerce</p>	<p><b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b></p> <p>Chamber of Industry and Commerce</p>
<p><b>Level of the certificate (national or international)</b></p> <p>ISCED 3B  German Qualifications Framework (DQR) level 4 (alignment is preliminary pursuant to "German Qualifications Framework for Lifelong Learning" - German EQF - Referencing report of 15 November 2012). Published by: Federal Ministry of Education and Research (BMBF), Berlin and Bonn; Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (Conference of the Ministers of Education and Cultural Affairs - KMK), Berlin)</p>	<p><b>Grading scale / Pass requirements</b></p> <p>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</p> <p>A total of at least 50 grade points are required to pass the examination.</p>
<p><b>Access to next level of education / training</b></p> <p>Specialist commercial clerk for marketing, specialist commercial clerk for human resources, specialist commercial clerk for healthcare management, social economist, business economist for hospital services, business economist (state certified) for the health economy, business economist (state certified) for logistics, business economist (state certified) for accountancy/controlling, certified senior clerk in social services, certified senior clerk for social services and the healthcare system, certified senior business clerk (Chamber of Industry and Commerce)</p>	<p><b>International agreements</b></p> <p>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.</p>
<p><b>Legal basis</b></p> <p>Ordinance on Vocational Education and Training for clerks in the service sectors of the health sector and in events management of 06/25/2001 (Federal Law Gazette, Part I, p 1262) Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany, KMK, of 11.05.2001), (Federal Gazette, No 175a of 18.09.2001)</p>	

## 6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

<p>Final examination administered by the competent body:</p> <ol style="list-style-type: none"> <li>1. after completion of dual training in a company and at part-time vocational school (normal procedure)</li> <li>2. after retraining in a recognized training occupation</li> <li>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</li> </ol>
<p><b>Additional information</b></p> <p><b>Entry requirements:</b> 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><b>Duration of training:</b> 3 years.</p> <p><b>Training in the "dual system":</b>  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. <b>The training is provided in a company and at part-time vocational school:</b> 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><b>More information</b> is available at:  <a href="http://www.berufenet.arbeitsagentur.de">www.berufenet.arbeitsagentur.de</a></p> <p><b>National Europass Centre</b>  <a href="http://www.europass-info.de">www.europass-info.de</a></p>