



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

**Abschlussprüfung im staatlich anerkannten Ausbildungsberuf  
Kaufmann für Spedition und Logistikdienstleistung/ Kauffrau für Spedition und  
Logistikdienstleistung**

(1) in original language

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

**Final examination in the state-recognized training occupation Freight forwarding and  
logistics services clerk**

(1) This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

- Plan and organise the dispatch, shipment and storage of goods and other logistics services according due consideration to relevant legal requirements and environmental protection aspects
- Control and monitor the effective cooperation of persons and institutions involved in logistics chains
- Take advantage of opportunities to consolidate consignments into larger load units
- Obtain insurance cover
- Accord due consideration to customs and foreign trade regulations
- Use information and communication systems
- Procure information and make information available
- Correspond and communicate in English with foreign business partners and customers and process English-language documentation
- Identify customer requirements, advise and offer support to customers
- Identify and evaluate service provision available on the transport and logistics market
- Calculate prices
- Draw up offers and prepare contracts
- Process customer complaints and claims notices and assist in the settlement of claims
- Manage payment processes and warning procedures Assist in the calculation of costs and earnings and in commercial management
- Monitor the market and assist in the further development of service provision of the company
- Assist with the establishment of networks for the consolidation, transportation and delivery of loads
- Assist in the development of logistics concepts
- Act autonomously in performing tasks within the scope of operational instructions given and in accordance with legal stipulations.

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

Freight forwarding and logistics services clerks work for companies which plan, organise, control, monitor and process the transportation of goods and other logistics services.

(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

<b>Name and status of the body awarding the certificate</b> Chamber of Industry and Commerce	<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 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)	<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  A total of at least 50 grade points are required to pass the examination.
<b>Access to next level of education / training</b> Certified senior transport clerk, specialist commercial clerk for procurement and logistics, specialist commercial clerk for foreign trade, business economist for logistics (trade and technical school), business economist for foreign trade (trade and technical school), business economist for transport	<b>International agreements</b> 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.
<b>Legal basis</b> Ordinance on Initial Vocational Education and Training in the Occupation of Freight forwarding and logistics services clerk of 07/26/2004 (Federal Law Gazette, Part I, p 1902) Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany, KMK, of 30.04.2004), (Federal Gazette, No 197a of 16.10.2004)	

## 6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

Final examination administered by the competent body: <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>
<b>Additional information</b>  <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. <b>Duration of training:</b> 3 years. <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.  <b>More information</b> is available at: <a href="http://www.berufenet.arbeitsagentur.de">www.berufenet.arbeitsagentur.de</a>  <b>National Europass Centre</b> <a href="http://www.europass-info.de">www.europass-info.de</a>