

## 1. TITLE OF THE CERTIFICATE (DE)

**Zeugnis über die Prüfung zum anerkannten Fortbildungsberuf  
Geprüfter Personaldienstleistungsfachwirt/Geprüfte Personaldienstleistungsfachwartin**

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

**Certificate on completion of the recognized further training examination for  
Certified senior personnel services manager**

This translation has no legal status.

## 3. PROFILE OF SKILLS AND COMPETENCES

- Conduct regional economic and labour market analyses and observe market developments
- Recruit, retain and advise customers and analyse customer requirements
- Analyse staff potential and personnel requirements, plan staff recruitment, qualification and development
- Develop innovative products and design organizational changes and measures to enhance flexibility
- Analyse and evaluate personnel services from the economic, operational and legal aspect
- Design corporate strategies and draw conclusions for corporate action
- Organize the company's internal and external communication and public relations.

## 4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE

Certified senior personnel services managers work in personnel services companies and in relevant departments of other companies or as self-employed professionals; they perform a wide range of responsible tasks related to the planning, management and supervision of personnel services operations and provide instruction for staff.

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

## 5. OFFICIAL BASIS OF THE CERTIFICATE

<p><b>Name and status of the body awarding the certificate</b> Chamber of Industry and Commerce (<i>Industrie- und Handelskammer, IHK</i>)</p>	<p><b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b> Chamber of Industry and Commerce</p>
<p><b>Level of the certificate (national or international)</b>  ISCED 2011 Level 65 These qualifications are referenced to level 6 of both the German and the European Qualifications Framework (DQR, EQF); see publication of 1 August 2013 (BAnz AT 20.11.2013 B2).</p>	<p><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 The candidate passed all examinations required for the completion of further training.</p>
<p><b>Access to next level of education and training</b> The further training examination gives access to the next level of qualifications</p> <ul style="list-style-type: none"> <li>• Certified business economist under the Vocational Training Act (<i>Geprüfter Betriebswirt/Geprüfte Betriebswirtin, BBiG</i>)</li> <li>• Certified business economist under the Crafts Code (<i>Geprüfter Betriebswirt/Geprüfte Betriebswirtin, HwO</i>)</li> <li>• Certified vocational training specialist (<i>Geprüfter Berufspädagoge/Geprüfte Berufspädagogin</i>)</li> </ul> <p>as well as access to advanced programmes in higher education.</p>	<p><b>International agreements</b></p>
<p><b>Legal basis</b> Regulations governing the recognized further training examination for certified senior personnel services manager of 23 July 2010 (BGBl. I p. 1035); last amended by the regulations of 26 March 2014 (BGBl. I p. 274).</p>	

## 6. OFFICIALLY RECOGNIZED WAYS OF ACQUIRING THE CERTIFICATE

<p>The certificate is acquired through passing the examination administered by the body mentioned in section 5 above. Before sitting the examination, candidates must furnish proof of</p> <ol style="list-style-type: none"> <li>1. Successful completion of a three-year course of training for a recognized occupation in the personnel services sector, followed by at least one year of relevant practical work or</li> <li>2. Successful completion of a final examination for another recognized occupation, followed by at least two years of relevant practical work or</li> <li>3. At least five years of relevant practical work or</li> <li>4. Relevant skills and competences.</li> </ol>
<p><b>Additional information</b> The skills and competences of which proof is to be furnished in the further training examination are usually acquired during many years of practical work and within the framework of education measures. Courses are offered in preparation for the examination; their duration and content are geared to the different specialist and managerial tasks. Translations of the certificate can be obtained from the body mentioned in section 5 above.</p>

**(\*\*) Note**

Simplified grading scale; for official grading scale see Sixth Ordinance Amending Further Training Examination Regulations of 9 December 2019 (Federal Law Gazette Part I, p. 2153)