



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

**Abschlussprüfung im staatlich anerkannten Ausbildungsberuf  
Sport- und Fitnesskaufmann/ Sport- und Fitnesskauffrau**

(1) in original language

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

**Final examination in the state-recognized training occupation Sports and fitness  
administrator**

(1) This translation has no legal status.

## 3. PROFILE OF SKILLS AND COMPETENCES

- Assist in the development and creation of concepts for sport and other service provision
- Assist in the planning and coordination of daily sports operations and secure provision of the necessary technical facilities (sports equipment, rooms, playing fields)
- Use social and communicative skills
- Plan organisational and administrative processes
- Work as part of a team and in a customer-oriented manner
- Employ workplanning and control methods
- Deal with accountancy operations and carry out calculations
- Use information and communication systems
- Inform, advise and guide members, customers and interested parties
- Observe market events and draw up marketing concepts
- Compile, evaluate and present statistical information
- Deal with human resources matters
- Assist in the planning, organisation and execution of sporting events
- Monitor compliance with safety standards in the field of sport
- Assist in the administration of sports venues
- Procure goods and services.

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

Sports and fitness administrators are mainly employed in companies in the fitness and leisure industry such as gyms or fitness centres. They also, however, work for sports associations, sports clubs or government sports bodies.

(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

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|--|---|
| <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 354<br/>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)</p>  | <p><b>Grading scale / Pass requirements</b></p> <p>100-92 points = 1 = excellent<br/>91 - 81 points = 2 = good<br/>80 - 67 points = 3 = average<br/>66 - 50 points = 4 = pass<br/>49 - 30 points = 5 = poor<br/>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 advertising and communication, business economist (state certified) for marketing, business economist (state certified) for advertising, business economist (public administration), certified senior clerk for fitness</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 Initial Vocational Education and Training in the Occupation of Sports and fitness administrator of 07/04/2007 (Federal Law Gazette, Part I, p 1252) Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (KMK) of 14.06.2007 (Federal Gazette AT 06.10.2007 187a)</p> |   |

## 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](http://www.berufenet.de)

[www.europass-info.de](http://www.europass-info.de)