

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

**Abschlussprüfung im staatlich anerkannten Ausbildungsberuf
Steuerfachangestellter/ Steuerfachangestellte**

(1) in original language

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

Final examination in the state-recognized training occupation qualified tax assistant

(1) This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

- Organise work processes
- Prepare and evaluate accounts and records
- Conduct payroll accounting
- Prepare and draw up annual financial statements and draw up net income statements
- Prepare and support client consultancy services in business administration matters
- Check administrative files and prepare legal remedies
- Complete tax declarations and prepare and transmit tax applications
- Communicate and cooperate with internal and external contact partners
- Implement digital business processes
- Recognise and comply with duties of confidentiality and professional stipulations.

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

Qualified tax assistants work for tax consultants, chartered accountants, licensed public accountants or firms providing tax consulting/accountancy services. They also find employment opportunities in other comparable sectors of trade and industry.

(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

<p>Name and status of the body awarding the certificate</p> <p>competent body for the liberal professions</p>	<p>Name and status of the national/regional authority providing accreditation/recognition of the certificate</p> <p>competent body for the liberal professions</p>
<p>Level of the certificate (national or international)</p> <p>ISCED 354 This qualification corresponds to Level - of the German and European Qualifications Framework; cf. publication from 1 August 2013 (BAnz AT 20/11/2013 B2)</p>	<p>Grading scale / Pass requirements</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>Access to next level of education / training</p> <p>Senior tax assistant Senior auditing assistant Bachelor Professional in Management Accountancy State-certified business economist in the relevant specialisms</p>	<p>International agreements</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>Legal basis Ordinance on Initial Vocational Education and Training in the Occupation of qualified tax assistant of 08/03/2023 (Federal Law Gazette, Part I, p 1390)</p>	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

<p>Final examination administered by the competent body:</p> <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
<p>Additional information</p> <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": 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.</p> <p>More information is available at: www.berufenet.de www.europass-info.de</p>