

1. TITLE OF THE CERTIFICATE (DE)

**Zeugnis über die Prüfung zum anerkannten Fortbildungsberuf
Geprüfter Tourismusfachwirt/Geprüfte Tourismusfachwartin**

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

**Certificate on completion of the recognized further training examination for
Certified senior tourist clerk**

This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

- Identify trends and developments on the tourism market
- Design tourism service production processes
- Devise, conduct and revise marketing measures
- Develop, implement and evaluate projects including the planning and performance of events
- Prepare and implement company decisions and develop targets in own area of responsibility
- Identify and assess management-relevant data
- Prepare budget and investment planning, develop and implement funding and investment plans
- Plan, organize, control and optimize corporate operations and procedures
- Utilize supervisory and controlling instruments to identify, evaluate and optimize service production processes
- Lead and support members of staff and provide initial and continuing vocational training
- Conduct quality management processes

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

Certified senior tourist clerks perform prominent, responsible tasks and managerial tasks in companies in the tourism industry or work as self-employed professionals. They design and supervise the provision of tourism services.

(¹) 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

5. OFFICIAL BASIS OF THE CERTIFICATE

<p>Name and status of the body awarding the certificate Chamber of Industry and Commerce (<i>Industrie- und Handelskammer, IHK</i>)</p>	<p>Name and status of the national/regional authority providing accreditation/recognition of the certificate Chamber of Industry and Commerce</p>
<p>Level of the certificate (national or international)</p> <p>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>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 The candidate passed all examinations required for the completion of further training.</p>
<p>Access to next level of education and training</p> <p>The further training examination gives access to the next level of qualifications</p> <ul style="list-style-type: none"> • Certified technical business management specialist (<i>Geprüfter Technischer Betriebswirt/Geprüfte Technische Betriebswirtin</i>) • Certified business economist under the Crafts Code (<i>Geprüfter Betriebswirt/Geprüfte Betriebswirtin, HwO</i>) • Certified vocational training specialist (<i>Geprüfter Berufspädagoge/Geprüfte Berufspädagogin</i>) 	<p>International agreements</p>
<p>Legal basis</p> <p>Regulations governing the recognized further training examination for certified senior tourist clerk of 9 February 2012 (BGBl. I p. 302) 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"> 1. Successful completion of vocational training in a recognized occupation in the tourism industry, followed by at least one year of relevant work experience or 2. successful completion of a final examination in a recognized commercial or administrative occupation, followed by at least two years of relevant practical work, or 3. successful completion of a final examination in another recognized occupation, followed by at least three years of relevant practical work, or 4. relevant skills and competences.
<p>Additional information</p> <p>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)