

1. TITLE OF THE CERTIFICATE (DE)
Abschlussprüfung Fachpraktiker für Büromanagement/Fachpraktikerin für Büromanagement (IHK bzw. HW bzw. ÖD)

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)
Final examination Office management practitioner (Chamber of Commerce and Industry, craft trades or public sector)
This translation has no legal status

3. PROFILE OF SKILLS AND COMPETENCES
• Organise, coordinate and carry out office management, project and order-related processes • Cooperate and communicate with internal and external partners • Research, prepare and present data and information, draw up written documents • Assist with the management and documentation of customer relationships • Assist with the processing of procurement procedures • Support and document human resources related tasks • Use booking systems and accounting instruments • Comply with data protection and data security • Carry out quality assurance measures • Accord due consideration to legal stipulations

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE
Office management practitioners are employed by companies and firms of various sizes in the private economy and in the public sector. They support operational processes and deal with professional tasks that arise. They have at least two more specialist qualifications in the areas of order processing; commercial management and control; commercial processes in small and medium-sized companies, procurement and logistics; marketing and sales; human resources management; support and secretarial tasks; public relations work and events management; administration and law and public financial management.

()Explanatory notes*

The Certificate supplement provides additional information about the certificate and does not have any legal status in itself. Its format is based on the Decision (EU) 2018/646 of the European Parliament and of the Council of 18 April 2018 on a common framework for the provision of better services for skills and qualifications (Europass) and repealing Decision No 2241/2004/EC.
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5. OFFICIAL BASIS OF THE CERTIFICATE	
Name and status of the body awarding the certificate Chamber of Industry and Commerce Chamber of Crafts and Trades Competent bodies for vocational training in the civil service	Name and status of the national/regional authority providing accreditation/recognition of the certificate
Level of the certificate (national or international) Professional qualification for disabled persons, in accordance with Section 66 of the Vocational Training Act (BBiG) / Section 42r of the Crafts and Trades Regulation Code (HwO) ISCED level 35 C	Grading scale / pass requirements 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
Access to next level of education/training Office manager (Ordinance of 25 February 2025, Federal Law Gazette, BGBl, I No. 62)	International agreements
Legal basis Recommendation of the Board of the Federal Institute for Vocational Education and Training (BIBB) for a training regulation for office management practitioner in accordance with Section 66 BBiG/Section 42r HwO of 16 August 2021.	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE
Final examination administered by the competent body: 1. after completion of training in companies and training institutions 2. after professional retraining 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: Assessment establishing that the type and/or severity of the disability exists in accordance with Section 66 BBiG / Section 42r HWO Duration of training: 3 years Training in the “dual system”: The skills, knowledge and competences (employability skills) delivered as part of dual vocational education in accordance with a training regulation from a competent body (usually a chamber) are based on the general training plan of a state recognised training occupation. The dual vocational education and training of specialist practitioners is provided in companies or training institutions which are suitable under training legislation, and in vocational schools. If the vocational education and training takes place in the training institution, then at least 12 weeks of the training will be completed outside this training institution in a company providing training. More information is available at: www.berufenet.de www.europass-info.de