



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

**Abschlussprüfung im staatlich anerkannten Ausbildungsberuf
Kaufmann im Eisenbahn- und Straßenverkehr/ Kauffrau im Eisenbahn- und
Straßenverkehr**

(1) in original language

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

**Final examination in the state-recognized training occupation Rail and road forwarding
clerk (m/f)**

(1) This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

- Determine transport routes, transport modes and transport connections and organise shipments and shipment sequences according due consideration to economic and ecological aspects
- Process transportation contracts according due consideration to statutory and contractual requirements
- Calculate prices for national and international forwarding operations
- Work on production planning and time schedule development
- Assist in the planning and implementation of changes in forwarding procedures and in the associated infrastructure (e.g. vehicles, workshops, container transshipment facilities, rail networks) according due consideration to commercial and logistical aspects
- Assist in analysing the market and competitors for the purposes of implementing marketing measures and carry out impact assessments on completion of such measures
- Identify customer expectations, advise and look after customers, draw up corresponding proposals and sell the services of the company
- Handle complaints and carry out loss settlements
- Use foreign language company documentation, correspond and communicate in typical situations with customers in a foreign language
- Assist in cost accounting and controlling
- Carry out tasks in the fields of inventory management and procurement
- Carry out planning tasks in the field of human resources management
- Advise colleagues, process transactions relating to human resources services (keeping of individual personnel records and granting access thereto, remuneration accounting, social insurance contributions, worktime documentation) and plan work rosters.

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

Rail and road forwarding clerk work for companies providing transport and infrastructure services on road or rail. They work in the fields of production, service and infrastructure planning, distribution management, sales, marketing, quality management, personnel management, procurement, inventory management, accounting and controlling.

(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>Chamber of Industry and Commerce</p>	<p>Name and status of the national/regional authority providing accreditation/recognition of the certificate</p> <p>Chamber of Industry and Commerce</p>
<p>Level of the certificate (national or international)</p> <p>ISCED 3B German Qualifications Framework (DQR) level 4 (alignment is preliminary pursuant to "German Qualifications Framework for Lifelong Learning" - German EQF - Referencing report of 15 November 2012). Published by: Federal Ministry of Education and Research (BMBF), Berlin and Bonn; Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (Conference of the Ministers of Education and Cultural Affairs - KMK), Berlin)</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>Specialist commercial clerk for foreign trade and commerce, specialist commercial clerk for procurement and logistics, specialist commercial clerk for Euro Business, specialist commercial clerk for logistics, specialist commercial clerk for marketing, business economist (state certified) in foreign trade and commerce, business economist (state certified) in logistics, business economist (public administration), certified senior clerk for foreign trade and commerce, certified senior clerk for transport, trade economist, transport economist</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</p> <p>Ordinance on Initial Vocational Education and Training in the Occupation of Rail and road forwarding clerk (m/f) of 07/12/1999 (Federal Law Gazette, Part I, p 1586) Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany, KMK, of 08.06.1999), (Federal Gazette, No 16a of 25.01.2000)</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": Teaching of the knowledge, skills and competences needed for an occupation is based on the typical requirements of work and business processes and prepares the trainees for a specific job. The training is provided in a company and at part-time vocational school: In the company, the trainees acquire practical skills in a real working environment. On one or two days per week, the trainees attend part-time vocational school, where they are taught general and vocational knowledge related to their training occupation.</p> <p>More information is available at: www.berufenet.arbeitsagentur.de</p> <p>National Europass Centre www.europass-info.de</p>