

1. TITLE OF THE CERTIFICATE (DE)

**Zeugnis über die Prüfung zum anerkannten Fortbildungsberuf
Geprüfter Rechtsfachwirt/Geprüfte Rechtsfachwirtin**

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

**Certificate on completion of the recognized further training examination for
Certified senior lawyer's assistant**

This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

- Organize office operations and monitor communication systems
- Analyse operational problems and supervise accounting
- Assign and supervise staff independently
- Plan and provide vocational training and continuing training
- Manage relations with clients and third parties in a service-oriented manner
- Manage the law firm's costing system
- Prepare legal action
- Handle all judicial enforcement matters independently, observing the applicable substantive law.

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

Certified senior lawyer's assistants work as senior-level non-legal employees in law and patent law firms and provide administrative support in legal matters. They are responsible for performing complex specialist tasks independently with regard to the administration, organization and management of a law or patent law firm including personnel management, using human resources and operations control instruments.

(*) 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 Competent body for the liberal professions</p>	<p>Name and status of the national/regional authority providing accreditation/recognition of the certificate Competent body for the liberal professions</p>
<p>Level of the certificate (national or international) 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 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 The further training examination gives access to the next level of qualifications</p> <ul style="list-style-type: none"> • Certified business economist under the Vocational Training Act (<i>Geprüfter Betriebswirt/Geprüfte Betriebswirtin, BBiG</i>) • Certified vocational training specialist (<i>Geprüfter Berufspädagoge/Geprüfte Berufspädagogin</i>) <p>as well as access to advanced programmes in higher education.</p>	<p>International agreements</p>
<p>Legal basis Regulations governing the recognized further training examination for certified senior lawyer's assistant of 23 August 2001 (BGBl. I p. 2250)</p>	

6. OFFICIALLY RECOGNIZED WAYS OF ACQUIRING THE CERTIFICATE

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

1. Successful completion of training as legal assistant (*Rechtsanwaltsfachangestellter/Rechtsanwaltsfachangestellte*), legal and notary assistant (*Rechtsanwalts- und Notarfachangestellter/Rechtsanwalts- und Notarfachangestellte*), notary assistant (*Notarfachangestellter/Notarfachangestellte*) or patent assistant (*Patentanwaltsfachangestellter/Patentanwaltsfachangestellte*), followed by at least two years of relevant practical work or
2. At least six years of relevant practical work or
3. Relevant skills and competences.

Additional information

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.