Certificate Supplement (*)

Germany

1. Bezeichnung des Zeugnisses (DE)

Abschlusszeugnis der Berufsfachschule
Staatlich geprüfter informationstechnischer Assistent/
Staatlich geprüfte informationstechnische Assistentin
einschließlich Fachhochschulreife

2. Translated title of the certificate (EN)

Leaving certificate of full-time vocational school

State-certified technician for information and communication technology including university of applied sciences entrance qualification

This translation has no legal status

3. Profile of skills and competences

- Analyse, plan, construct, commission and network IT systems
- Develop and adapt application software
- Plan, create and manage databases
- Secure energy supply for IT systems
- Analyse, establish programme and commission automation systems, connect with IT systems
- Accord due consideration to data security, data protection and copyright
- Comply with standards and regulations, use technical rules and stipulations
- Analyse operational procedures, work processes and general prevailing conditions
- Analyse customer requirements, advise customers and provide customer service
- Apply project planning, project execution and project control methods
- Structure work processes using technical and organisational tools
- Use learning and work techniques to resolve operational problems
- Procure, process and present information using information and communication systems
- Apply standards and guidelines to secure process and product quality
- Use English-language documentation and communicate in English in an activity-related manner
- Accord due consideration to health and safety at work and to the rules of hygiene, handle personal protective equipment and safety and fire protection equipment
- Accord due consideration to correct ways of conduct in the case of accidents, initiate first aid measures
- Accord due consideration to environmental protection regulations, avoid damage to the environment, make efficient use of energy at work
- Use, manage and maintain work equipment and materials
- Label, store, handle and dispose of work materials
- Work cooperatively and communicatively within a team
- Take on an active role in helping to shape the working environment
- Formulate, realise and reflect on work objectives

(*) **Explanatory note**

This document is designed to provide additional information about the specified certificate and has no 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 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

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

State-certified technicians for information and communication technology including university of applied sciences entrance qualification work independently and/or within a team at companies which develop and offer information and communication technology products and services. They are also employed at government authorities and institutions.

5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the body awarding the certificate
Public or state-recognised vocational school
(Address see certificate).

Name and status of the national/regional authority providing accreditation/recognition of the certificate
Highest education authority of the federal state
(Ministry/Senate)
Ministerium für Schule und Bildung
des Landes Nordrhein-Westfalen
Völklinger Str. 49
40221 Düsseldorf
Fon: 0049 (0)211 5867 40
Fax: 0049 (0)211 5867 3220
E-Mail: poststelle@msb.nrw.de

Level of the certificate (national or international)
ISCED 1997: 4A
DQR/EQF: 4*
** refers only to the level of vocational certificate.*

Grading scale/pass requirements
1 = excellent
2 = good
3 = average
4 = pass
5 = poor
6 = fail

In order to pass the examination, an overall score of at least “pass” is required.

Access to the next level of education/training
- Access to advanced vocational training (specialist trade and technical school)
- Access to higher education (in accordance with the Higher Education Act of the federal state)

International agreements
Joint Franco-German Declaration on Comparability of Qualifications in Vocational Education and Training of 26 October 2004

Legal basis
Ordinance on Vocational Schools of the respective federal state
Verordnung über die Ausbildung und Prüfung in den Bildungsgängen des Berufskollegs (Ausbildungs- und Prüfungsordnung Berufskolleg – APO-BK) vom 26. Mai 1999 in der jeweils gültigen Fassung (SGV. NRW. 223)

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

State final examination:
1. following completion of training within the scope of the curriculum stipulated at a full-time vocational school or
2. following admission as a non-pupil by the education authority of the federal state.

Additional information

Entry requirements: intermediate secondary school leaving certificate or an educational qualification recognised as equivalent or entitlement to attend upper secondary school in accordance with the regulations of the respective federal state.

Duration of training: at least 3 years

Educational aim: Full-time vocational schools provide courses in initial vocational education and training. They impart employability skills which bring together professional competence, autonomy and social competence to form overall occupational competence. Methodological competence, communicative competence and learning competence are also intrinsic components of employability skills. Training leading to the qualification of state-certified technician for information and communication technology including university of applied sciences entrance qualification is aligned towards occupational work processes and company business processes and imparts the skills needed to enter higher education. A practical placement may be integrated into training.

For further information, please visit:
www.kmk.org
www.berufenet.arbeitsagentur.de
www.europass-info.de