Certificate Supplement (*)

Germany

1. BEZEICHNUNG DES ZEUGNISSES (DE)

Abschlusszeugnis der Berufsfachschule
Staatlich geprüfter kaufmännischer Assistent und
Staatlich geprüfte kaufmännische Assistentin
Schwerpunkt Informationsverarbeitung
einschließlich Fachhochschulreife

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Leaving certificate of full-time vocational school
State-certified business assistant specialising in information processing
including university of applied sciences entrance qualification

This translation has no legal status

3. PROFILE OF SKILLS AND COMPETENCES

- Accord due consideration to the basic business environment
- Identify and analyse general economic conditions
- Apply relevant legal provisions
- Prepare, implement and monitor business and work processes
- Reflect on business and work processes, develop decisions within the area of activity and submit justified proposals for the overall process
- Advise customers and manage the processes necessary for customer relations/satisfaction
- Record value flows, carry out income calculations and evaluate company results
- Describe and analyse macro-economic processes
- Reflect on societal, economic, political and ecological developments
- Use controlling instruments as a basis for planning and decision making
- Use occupationally related information technology, in particular for the planning, implementation and documentation of projects
- Use basic data processing applications of significance for the area of activity, in particular use a spreadsheet programme to assist with the graphic presentation and resolution of complex commercial facts and circumstances
- Plan, develop and design homepages using a web editor
- Record, process and manage large quantities of data with the help of a database
- Analyse, administer and assess the components of stand-alone and networked operating systems
- Advise and train staff in the deployment of data processing systems
- Organise data within the field of work according due consideration to data security and data protection
- Observe copyright
- Use communication technology suitable for the task for internal and external communication
- Document, evaluate, present and communicate work results in accordance with the principle of the self-contained activity
- Use foreign language documentation
- Communicate in a foreign language within the sphere of the activity
- Comply with accident procedures, instigate first-aid measures
- Accord due consideration to environmental protection regulations, avoid damage to the environment, make efficient use of energy at work
- Work cooperatively and communicatively within a team
- Take on an active role in helping to shape the work 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 business assistants including university of applied sciences entrance qualification work autonomously and/or as part of a team in commercial administration fields of activity. They are employed by companies of various sizes operating within a range of sectors, by government authorities and by organisations.

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 2011:454 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 3years

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 business assistant including university of applied sciences entrance qualification isaligned 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