

## 1. BEZEICHNUNG DES ZEUGNISSES (DE)

**Abschlusszeugnis der Fachschule/Fachakademie  
Staatlich geprüfter Betriebswirt/Staatlich geprüfte Betriebswirtin**

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

**Leaving certificate of trade and technical school/trade and technical academy  
State-certified business manager**

This translation has no legal status

## 3. PROFILE OF SKILLS AND COMPETENCES

- Possession of powers of economic judgement on the basis of broad and integrated knowledge and skills in theoretical and practical economics and in the legal and socio-political field
- Possession of a detailed understanding of market oriented decision making and action
- Mastery of analysis, decision making, communication and control procedures
- Possession of a broad spectrum of methods for the professional and solutions oriented processing of complex entrepreneurial tasks and problems
- Possession of specific knowledge in the field of quality assurance typical to the branch
- Possession of detailed knowledge in the area of economic, technological, political, ecological and social structures
- Confident application of modern organisational, information and communication systems
- Ability to structure operational business processes including the measures and activities required for realisation acting on the basis of operational policy, planning and decision making stipulations
- Operative leadership and management in functional areas of operations such as marketing, procurement, goods and services, controlling, financing and human resources
- Instigation of initiatives in order to procure the necessary information for decisions
- Use of customer-oriented communication
- Act in a foresighted and responsible way in considering and making decisions
- Use knowledge of foreign languages in a way which is adequate to the situation
- Use conflict management methods
- Appraise and lead people
- Detailed understanding of group structures, exerting a positive influence on groups and managing groups in a positive manner
- Work cooperatively and communicatively within a team
- Assumption of entrepreneurial and social responsibility
- Demonstrate ethical, economic and ecological awareness within the context of sustainable development

### **(\*) Explanatory note**

This document is designed to provide additional information about the specified certificate and has no 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](http://www.cedefop.eu.int/transparency)

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

State-certified business managers take on branch and functionally related activities and middle management tasks at major companies or in their capacity as self-employed entrepreneurs in the field of activity of trade and industry and at government bodies.

#### 5. OFFICIAL BASIS OF THE CERTIFICATE

<b>Name and status of the body awarding the certificate</b> Public or state-recognised vocational school (Address see certificate).	<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b> Highest education authority of the federal state (Ministry/Senate)
<b>Level of the certificate (national or international)</b> ISCED 1997: 5B DQR/EQF: 6	<b>Grading scale/pass requirements</b> 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.
<b>Access to the next level of education/training</b> General access to higher education (in accordance with the Higher Education Act of the federal state)	<b>International agreements</b> -
<b>Legal basis</b> Ordinance on trade and technical schools/trade and technical academies of the respective federal state	

#### 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 trade and technical school/ trade and technical academy or
2. following admission as a non-pupil by the education authority of the federal state.

##### Additional information

**Entry requirements:** completion of recognised and relevant vocational education and training pursuant to the Vocational Training Act/Crafts and Trades Regulation Code or in accordance with the regulations of the federal states and one year of relevant occupational activity  
**or**  
 completion of vocational school or of an equivalent level of education and relevant occupational activity of at least 5 years.

For the subject of housekeeping at the trade and technical school/trade and technical academy for industry and commerce, candidates also need to be in possession of an intermediate secondary school leaving certificate or an educational qualification recognised as equivalent.

**Duration of training:** at least 2 years (minimum of 2,400 teaching hours)

**Educational aim:** Trade and technical schools/trade and technical academies in the field of trade and industry are institutions which provide continuing vocational training. They qualify candidates for the assumption of management tasks and foster a willingness to enter self-employment. Trade and technical schools/trade and technical academies in the field of trade and industry offer a range of organisational forms of teaching (full-time or part-time basis) which lead to a post-secondary state vocational education and training qualification in accordance with federal state law.

##### For further information, please visit:

[www.kmk.org](http://www.kmk.org)  
[www.berufenet.arbeitsagentur.de](http://www.berufenet.arbeitsagentur.de)  
[www.europass-info.de](http://www.europass-info.de)