

1. TITLE OF THE CERTIFICATE (DE) ⁽¹⁾
Lehrabschlussprüfungszeugnis Rechtskanzleiassistent/Rechtskanzleiassistentin
<small>⁽¹⁾ in original language</small>

2. TRANSLATED TITLE OF THE CERTIFICATE (EN) ⁽²⁾
Certificate of Apprenticeship "legal office assistance" (f/m)
<small>⁽²⁾ This translation has no legal status.</small>

3. PROFILE OF SKILLS AND COMPETENCES
<ul style="list-style-type: none"> • performance of activities related to incoming and outgoing mail • correct preparation of texts and documents on the basis of specifications in suitable form • procurement and keeping records of stock (such as office supplies, stationery, documents, and office equipment) • performance of tasks within the framework of payment transactions • performance of tasks in connection with matters in court and related to public authorities, in particular setting dates for files, documents and other papers • handling and collection of outstanding debts (lawyer's office); co-operation in the preparation of documents, in registrar's tasks and in certification (notary public's office) • co-ordination and supervision of appointments; preparation of, and follow-up work related to, meetings and negotiations • fixing of appointments with, provision of information and assistance to, public authorities, clients, parties or party representatives • performance of administrative tasks by using business information and communication systems • co-operation in corporate bookkeeping and cost accounting • compilation, maintenance and evaluation of statistics, electronic and card files as well as indexes • appropriate written and oral command of language and mode of expression as well as use of job-related foreign language

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE ⁽³⁾
<p>Range of occupations: Employment in legal offices or in large enterprises with legal departments.</p> <p>Pursuit of regulated professions on a self-employed basis: Qualifications pursuant to the 1994 Gewerbeordnung (Crafts, Trade, Service and Industry Act): The crafts, services and trades regulated on the basis of the 2002 Amendment to the Gewerbeordnung are subject to the provisions of the Gewerbeordnung on the furnishing of certificates of competency as contained in the respective regulations. Final apprenticeship examinations completed successfully replace, in particular, those parts of the master craftsperson examination which relate to subject-specific skills and competences in the various crafts and trades.</p> <p style="text-align: right;"><small>⁽³⁾ if applicable</small></p>

<p>(*) Explanatory note 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 2001/614/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: http://europass.cedefop.europa.eu or http://www.europass.at/</p>
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5. OFFICIAL BASIS OF THE CERTIFICATE	
Name and status of the body awarding the certificate Lehrlingsstelle der Wirtschaftskammer (Apprenticeship Office of the Economic Chamber; for the address, see certificate)	Name and status of the national/regional authority providing accreditation/recognition of the certificate Bundesministerium für Digitalisierung und Wirtschaftsstandort (Federal Ministry of Digital and Economic Affairs)
Level of the certificate (national or international) EQF/NQF 4 ISCED 35	Grading scale / Pass requirements Overall performance: Pass with Distinction Good Pass Pass Fail
Access to next level of education/training Access to the Berufsreifprüfung (i.e. certificate providing university access for skilled workers) or a technical and vocational college for people under employment. Access to courses at a Fachhochschule (i.e. university level study programme of at least three years' duration with vocational-technical orientation); additional examinations must be taken if the educational objective of the respective course requires it.	International agreements International agreements on the mutual recognition of apprenticeship trades have been concluded between Germany, Hungary, the South Tyrol and Austria. More information on this topic may be obtained at the Austrian Federal Ministry of Digital and Economic Affairs.
Legal basis 1. Training Regulation for Legal Office Assistance, BGBl. (Federal Law Gazette) II No. 12/04) and Examination Regulation BGBl. (Federal Law Gazette) II No. 245/04) (enterprise-based training) 2. Curriculum framework (education at the vocational school for apprentices) 3. The present apprenticeship trade replaces the apprenticeship Trade Notary Office Assistance (BGBl. [Federal Law Gazette] II No. 291/98) and Lawyer Office Assistance (BGBl. [Federal Law Gazette] II No. 291/98), which are expired as per 31 December 2003.	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE
<p>1. Training in the framework of the given Training Regulation for Legal Office Assistance and of the curriculum of the vocational school for apprentices. Admission to the final apprenticeship examination upon completion of the apprenticeship period specified for the apprenticeship trade concerned. The final apprenticeship examination aims to establish whether the apprentice has acquired the skills and competences required for the respective apprenticeship trade and is able to carry out the activities particular to the learned trade herself/himself in an appropriate manner.</p> <p>2. Admission to the final apprenticeship examination in accordance with Article 23 (5) of the Berufsausbildungsgesetz (Vocational Training Act). An applicant for an examination is entitled to sit the final apprenticeship examination without completing a formal apprenticeship training if she/he has reached 18 years of age and is able to prove acquisition of the required skills and competences by means of a relevant practical or an on-the-job training activity of appropriate length, by attending relevant courses, etc.</p>
<p>Additional information:</p> <p>Entry requirements: successful completion of 9 years of compulsory schooling</p> <p>Duration of training: 3 years</p> <p>Company-based training: comprises 4/5 of the entire duration of the training and focuses on the provision of job-specific skills and competences according to Article 3 of the Training Regulation, BGBl. (Federal Law Gazette) II No. 12/04, enabling the apprentice to exercise qualified activities as defined by the profile of skills and competences specified above.</p> <p>Education at vocational school: School-based education comprises 1/5 of the entire duration of the training. The vocational school for apprentices has the tasks of imparting to apprentices the basic theoretical knowledge, of supplementing their company based training and of widening their general education in the framework of subject-oriented part-time instruction.</p> <p>More information (including a description of the national qualification system) is available at: http://www.certificate.at and http://www.bmbwf.gv.at</p> <p>National reference point: info@zeugnisinfo.at</p> <p>National Europass Center: europass@oead.at</p>