

## 1. TITLE OF THE CERTIFICATE (DE)<sup>(1)</sup>

**Lehrabschlussprüfungszeugnis Speditionskaufmann/-frau**

<sup>(1)</sup> in original language

## 2. TRANSLATED TITLE OF THE CERTIFICATE (EN)<sup>(2)</sup>

**Certificate of Apprenticeship 'Freight Forwarding Clerk' (f/m)**

<sup>(2)</sup> This translation has no legal status.

## 3. PROFILE OF SKILLS AND COMPETENCES

- implementation of costing, preparation of quotes, organisation, implementation and invoicing of national and international transport, storage and other forwarding services (such as hazardous goods, insurance, etc.)
- development of specific transport and logistics concepts taking economic, legal, ecological and customer-specific aspects into account
- selection and planning of the respective best transport carriers and main transport routes taking the possibilities of road, rail, air and water into account
- execution of activities in job-related accounting such as cost accounting, job costing and controlling
- dealing with customs formalities
- provision of advisory services and support to customers – in his/her capacity as an expert on all transport and specialist forwarding topics (such as packaging, liability issues, storage of goods, document creation, etc.)
- application of the fundamentals of rhetoric and sales techniques for selling and marketing, and preparation and application of the presentations required for this purpose
- planning and controlling of forwarding processes, appraisal and documentation of rendered services (taking account of quality, environmental and safety management systems)
- performance of administrative tasks using in-house information and communication systems
- analysis and evaluation of data (such as performance indicators, capacities, statistics, etc.)
- appropriate written and oral command of language and specialist terminology as well as use of job-related foreign language

## 4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE<sup>(3)</sup>

### Range of occupations:

Employment including in small, medium-sized and large enterprises of the forwarding industry, in transport and export departments of large industrial and commercial companies

### Pursuit of regulated professions on a self-employed basis: (for more information: [www.gewerbeordnung.at](http://www.gewerbeordnung.at))

Qualifications pursuant to the 1994 *Gewerbeordnung* (Crafts, Trade and Industry Act): For the professions which are regulated by the Crafts, Trade and Industry Act, the ordinances on certificates of competence specify the certificates of competence required for self-employed people exercising a craft or trade (e.g. master craftsperson examination, complementary professional practice).

Successfully completed final apprenticeship examinations shall replace, in particular, those parts of the master craftsperson examination which refer to subject-specific skills and knowledge related to the various crafts and trades.

<sup>(3)</sup> if applicable

### (\*) 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 [www.europass.at](http://www.europass.at)

<b>5. OFFICIAL BASIS OF THE CERTIFICATE</b>	
<b>Name and status of the body awarding the certificate</b> Lehrlingsstelle der Wirtschaftskammer (Apprenticeship Office of the Economic Chamber; for the address, see certificate)	<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b> Bundesministerium für Digitalisierung und Wirtschaftsstandort (Federal Ministry of Digital and Economic Affairs)
<b>Level of the certificate (national or international)</b> EQF/NQF 4 ISCED 3B	<b>Grading scale / Pass requirements</b> Overall performance: Pass with Distinction Good Pass Pass Fail
<b>Access to next level of education/training</b> Access to the <i>Berufsreifeprüfung</i> (i.e. certificate providing university access for skilled workers) or a vocational college for people in employment. Access to courses at a <i>Fachhochschule</i> (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.	<b>International agreements</b> International agreements on the mutual recognition of professional qualifications have been concluded between Germany, Hungary, South Tyrol and Austria. More information on this topic may be obtained from the Austrian Federal Ministry of Digital and Economic Affairs.
<b>Legal basis</b> 1. Training Regulation for Freight Forwarding Clerk, BGBl. II (Federal Law Gazette) No. 146/2013 (company-based training) 2. Curriculum framework (education at the vocational school for apprentices) 3. The present apprenticeship trade replaces the apprenticeship trade Forwarding Agent (Training Regulation, Federal Law Gazette II No. 20/2004, as amended by Federal Law Gazette II No. 177/2005), which expired as of 31.5.2013.	

<b>6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE</b>
1. Training within the framework of the given Training Regulation for Freight Forwarding Clerk 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. 2. Admission to the final apprenticeship examination in accordance with Article 23 (5) of the <i>Berufsausbildungsgesetz</i> (Vocational Training Act). An applicant for an examination is entitled to sit the final apprenticeship examination without completing a formal apprenticeship 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.
<b>Additional information:</b> <b>Entry requirements:</b> successful completion of 9 years of compulsory schooling <b>Duration of training:</b> 3 years <b>Company-based training:</b> Company-based training comprises $\frac{4}{5}$ of the entire duration of the training. It aims to provide qualified job-specific skills and knowledge according to Article 3 of the Training Regulation, Federal Law Gazette II No. 146/2013 (cf. the profile of skills and competences specified above). <b>Education at vocational school:</b> School-based education comprises $\frac{1}{5}$ of the entire duration of the training. The vocational school for apprentices has the tasks of imparting to apprentices the basic theoretical knowledge, supplementing their company-based training and widening their general education. <b>More information (including a description of the national qualification system) is available at:</b> <a href="http://www.edusystem.at">http://www.edusystem.at</a> and <a href="http://www.bmbwf.gv.at">www.bmbwf.gv.at</a> <b>National Reference Point:</b> <a href="mailto:info@zeugnisinfo.at">info@zeugnisinfo.at</a> <b>National Europass Center:</b> <a href="mailto:europass@oead.at">europass@oead.at</a>