



Additional information

Kaufmann/Kauffrau im Groß- und Außenhandel, Schwerpunkt Außenhandel (DE)

"Kaufmann/ Kauffrau im Groß- und Außenhandel, Schwerpunkt Außenhandel" (DE)

Legal name of the program

According to the "Berufsbildungsgesetz", the relevant German law for vocational training, this is a vocational training programme approved throughout the Federal Republic of Germany.

- Germany: *Kaufmann/-frau im Groß- und Außenhandel
The training takes place in two subject areas: *wholesale trade *foreign trade

Duration

As a rule the training course is 3 years long. It is (in rare cases) possible to reduce the duration to 2.5 or 2 years. The reduction is decided upon in each individual case by the Chamber of Industry and Commerce based on the educational background of the trainee.

Liability to charges

The training is free of charge.

Position of national vocational training system

Usually the vocational training (as a first vocational training) follows a full-time education in secondary school (first phase or second/advanced phase). The trainees come either from general educational schools or from vocational schools.

At the beginning of their training the trainees usually are between 16 and 21 years old.

After finishing the vocational training there are various possibilities for further education (e.g. school for foreign trade, degree course of economics at a university or college).

Learning Locations

- Company: The respective training company (3-4 days/week)
- School: Vocational school (1-2 days/week)
- Locations apart from the companies: Locations for teaching contents relevant for the company which cannot/can hardly be taught in the respective company (e.g. further training/courses of instruction by associations, suppliers, business partners etc.)

Organisation responsible for this VET-programme?

Further development is a common task of the organizations of employers, the Chambers of Industry and Commerce, the Federal Institute of Vocational Training

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(“Bundesinstitut für Berufsbildung”) and - as concerns the schools - the “Conference of the Ministers of the Arts and Culture” as well as the responsible departments for schools in the federal states.

- <http://www.bdi.eu/>
- <http://www.kmk.org>
- <http://www.berufsbildung.schulministerium.nrw.de>
- <http://www.dihk.de>

Preliminary - Prerequisites

From a legal point of view there are no preconditions to start a training course for this job.

In 2009 about 44% of the new trainees had either a qualification from a secondary vocational school or from a general secondary school (“Abitur” = a qualification on the advanced level of the secondary school/qualification of phase II), a further 45% had a qualification from a secondary school, phase I.

A higher level of school education makes it possible to shorten the training from 3 to 2.5 years or even a minimum of 2 years. This is, however, always a decision in an individual case.

Additional competences which are part of this program

At the schools as part of the dual training competences in the following fields are developed/advanced in the course of the training:

- German/Communication
- Religious Education
- Sports/Health Promotion
- Politics/Social Studies

In the field of foreign languages foreign language competences are certified by the so-called

- “KMK-Fremdsprachenzertifikat” (= a certificate attesting foreign language competences relevant for the respective job, which was originally launched by the Conference of the Ministers of the Arts and Culture, the “Kultusministerkonferenz”)

Examinations

In the course of the training there is one obligatory intermediate examination taking place in the middle of the training programme as well as the obligatory final examination at its end.

Intermediate Examination

Participation in the intermediate examination is precondition for being admitted to the final examination and serves to ascertain the level of skills reached so far. The



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examination takes 90 minutes. After the examination the trainees receive a certificate of attendance. There is no marking and no significance of the result of this examination for the final mark.

Final Examination

The final examination is governed by public law – the training regulations are standardized throughout the Federal Republic of Germany and are issued by the Federal Ministry of Economics and Technology.

The final examination in the field of foreign trade covers all skills, knowledge and abilities named in the frame curriculum of the training regulations as well as the subject matter taught at vocational school as far as it is relevant for the vocational training.

The final examination consists of 4 subject areas: 1. Export trade business 2. Commercial management and control, Organisation 3. Economic and social studies 4. Case-related special discussion

Subject 1 - 3 are examined in written form, subject 4 is dealt with in an oral examination. In each examination subject 100 points can be reached.

School

At the vocational schools trainees can catch up on a middle school qualification (“Fachoberschulreife” = qualification of secondary school phase I. It qualifies for attendance of the second/advanced phase at a vocational school.) Preconditions for this are the relevant subject range at the vocational school and the required marks.

Persons/Organisations responsible for the examinations

The final examinations are planned by the respective Chambers of Industry and Commerce.

Certificates

1. The “IHK-Prüfungszeugnis” (= the examination certificate of the Chamber of Industry and Commerce) as a document proving the successful completion of the training
2. A certificate of the vocational school as a documentation of school attendance and possibly of the secondary school qualification (secondary school phase I, “middle” school qualification as explained above)
3. “KMK-Fremdsprachenzertifikat” (certificate attesting foreign language competences as explained above) in case the trainee has successfully completed the respective examination for this certificate

What the certificates entitle to

1. The certificate entitles to bear the title “Management assistant in wholesale and foreign trade” and to practise this job if the qualification is required.

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2. In the case of acquiring a middle school qualification there is the possibility to acquire further higher qualifications e.g. the "Abitur" (secondary school qualification, phase II = advanced level).
3. Documentation of foreign language competences relevant for the job

VET-program as prerequisite for further training

The courses of study at professional schools (e.g. certified business economist) require a completed job training. There is the possibility of further education outside of school as a business administrator which is a synonym for business administrator in foreign trade (m/f), export merchant (m/f), business administrator export (m/f) or business administrator import/export (m/f). Business administrators in foreign trade do qualified special work and fulfill managerial functions. Companies very often train their trainees for specific positions in the company.

Statistics of the graduates

The training is followed by vocational work in the field the students were trained for or by further higher education (e.g. a course of study at college/university). Statistics of the "BIBB" ("Bundesinstitut für Berufsbildung" = the Federal Institute of Vocational Training) show that altogether about 60% of the trainees remain in their occupational field after finishing their training programme, the percentage of the female graduates being significantly higher.

Further Information/Sources

BerufeNET:

http://www2.bibb.de/tools/aab/aab_info.php?key=n4355664

BIBB zum Beruf:

http://www2.bibb.de/tools/aab/aab_info.php?key=n4355664

Statistical data on the VET 2011:

<http://www.bibb.de/dazubi>

<http://berufe.bibb-service.de/Z/B/30/3075.pdf>

<http://de.wikipedia.org/wiki/Gro%C3%9Fhandelskaufmann>