

1. TITLE OF THE CERTIFICATE (DE) ⁽¹⁾
Lehrabschlussprüfungszeugnis EDV-Kaufmann/Kauffrau
⁽¹⁾ in original language

2. TRANSLATED TITLE OF THE CERTIFICATE (EN) ⁽²⁾
Certificate of Apprenticeship "EDP equipment trader" (f/m)
⁽²⁾ This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

- advisory services for customers in selecting standard products in hardware, software and electronic data processing systems, taking into account technical, commercial and legal prerequisites
- analysis of customer requirements and suggestions of suitable electronic data processing system solutions
- provision of service and support schemes and their adaptation to customer demands
- establishment of the operating state of hardware; installation and configuration of software and simple networks
- localisation, diagnosis and elimination of simple faults and defects
- work with personal computers (also in networks)
- preparation, provision and presentation of the company's range of products and services
- acceptance of orders and handling of customer orders including invoicing and payment transactions
- acceptance of deliveries, checking, storage and maintenance of the articles; keeping records of the inventory
- conclusion of contracts of sale and licence agreements; issue of sales documents such as warranty certificates, acknowledgements of receipt and other documents
- 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⁾
Range of occupations:

Employment in particular in retail shops of the EDP sector, in EDP departments of large retail chains, in settlements and service shops of large computer firms, as well as with software providers, system vendors and Internet providers.

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.

⁽³⁾ 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. These explanatory notes refer to the Decision (EU) 2018/646 of the European Parliament and of the Council of 18 April 2018 on a common framework for the provision of better services for skills and qualifications (Europass).

More information on Europass is available at: <http://europass.cedefop.europa.eu> or www.europass.at/

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 Arbeit und Wirtschaft (Federal Ministry of Labour and Economy)
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 Berufsreifeprüfung (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 Labour and Economy.
Legal basis 1. Training Regulation and Examination Regulation for EDP Equipment Traders, BGBl. (Federal Law Gazette) II No. 155/98(company -based training) 2. Curriculum framework (education at the vocational school for apprentices)	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE
<p>1. Training in the framework of the given Training Regulation for EDP Equipment Traders 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 education: 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. 155/98, 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 National Europass Center: europass@oead.at</p>