

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

**Lehrabschlussprüfungszeugnis Speditionskaufmann/Speditionskauffrau**

<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**
**Specialist areas of competence:**
**Customer acquisition and customer management**

The freight forwarding clerk carries out a variety of tasks associated with the respective customer enquiry or order. Based on specific customer and order requirements, he/she develops a transport strategy that includes time, geographical and transport-specific requirements. Taking into account the operational and transport mode-specific costs and risks (e.g. Incoterms) as well as customs duties and charges, if applicable, the freight forwarding clerk prepares offers in line with the market and advises customers and forwarding partners on the accompanying papers and documents required for the transport order. Here the freight forwarding clerk applies the legal requirements of the legal areas relevant to his/her profession. Complaints and claims can be handled by the freight forwarding clerk in accordance with legal and operational requirements.

**Goods and transport**

The freight forwarding clerk organises economical and efficient resource management according to the specific requirements of the order. Here he/she takes into account legal and operational requirements as well as transport- and goods-specific needs and selects transport modes and transport routes with consideration of transport risks and efficiency. He/she tracks and monitors the transport of goods to their destination. When fulfilling his/her tasks, the freight forwarding clerk communicates with internal (e.g. warehouse) and external interfaces (e.g. logistics partners, customers) in order to optimise processes on the basis of his/her knowledge (e.g. storage processes, resource management) in compliance with legal and operational requirements.

Forwarding invoices can be issued by the freight forwarding clerk in accordance with legal and operational requirements.

**Customs and foreign trade**

The freight forwarding clerk obtains customs and foreign trade regulations for the import and export of goods and applies the provisions of the Union Customs Code and the Austrian customs tariff. He/she calculates customs duties, taking into account the applicable tariff rates as well as duty exemptions or concessions. The freight forwarding clerk corresponds with customs authorities, participates in the customs declaration and prepares customs documents.

**Office management and operational accounting**

The freight forwarding clerk fulfils a variety of tasks within the scope of operational communication. This includes, in particular, letter or e-mail correspondence, where he/she takes care of the text design in accordance with internal specifications (e.g. corporate design). He/she undertakes schedule management and organises discussions and meetings. In addition, the freight forwarding clerk carries out work in operational accounting on the basis of his/her knowledge in the individual sub-areas of accounting. In bookkeeping, this includes organisation of supporting documents and the checking of supporting documents. He/she is also involved in operational payment transactions. The freight forwarding clerk carries out tasks within the scope of data preparation (working with statistics and key figures). He/she uses the equipment of his/her work area competently.

**Procurement**

The freight forwarding clerk has knowledge of procurement, works on various tasks in this area and communicates with people inside and outside the workplace. In this way he/she determines the loading space, equipment or service requirements in his/her area of responsibility, compares offers from different suppliers, makes a reasoned pre-selection and carries out orders or assignments. He/she checks invoices and takes appropriate measures in case of defective deliveries or services.

**Interdisciplinary areas of competence:****Working in an operational and professional environment**

The freight forwarding clerk has basic knowledge of the operational range of services and of business, economic and ecological connections in order to organise and carry out his/her activities efficiently and sustainably. He/she acts self-competently, socially and methodically within the operational structure and process organisation and works on the tasks assigned to him/her in a solution-oriented manner appropriate to the situation based on his/her understanding of intrapreneurship. In addition, he/she communicates in a manner appropriate to the target group, also in English to suit the job, and acts in a customer-oriented manner.

**Quality oriented, safe and sustainable work**

The freight forwarding clerk applies the principles of operational quality management and is involved in the further development of operational standards. He/she reflects on his/her own approach and uses the knowledge gained from this in his/her area of responsibility. The freight forwarding clerk observes the legal and operational regulations for his/her personal safety and health at work and acts appropriately in the event of accidents and injuries. Within the scope of his/her area of responsibility, he/she considers significant ecological effects of his/her activity and therefore acts in a sustainable and resource-saving manner.

**Digital work**

The freight forwarding clerk selects and efficiently uses the most suitable digital equipment, operational software and digital forms of communication for his/her tasks within the framework of the legal and operational requirements. He/she digitally obtains the internal and external information necessary for the processing of tasks. The freight forwarding clerk acts purposefully and responsibly based on his/her digital competence. This includes in particular the sensitive and secure handling of data in compliance with legal and operational requirements (e.g. General Data Protection Regulation).

**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

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

**(\*) Explanatory note**

This document has been developed with a view to providing additional information on individual certificates; it has no legal effect in its own right. 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](http://www.europass.at)

5. OFFICIAL BASIS OF THE CERTIFICATE	
<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 Arbeit und Wirtschaft (Federal Ministry of Labour and Economy)
<b>Level of the certificate (national or international)</b>  NQF/EQF 4 ISCED 35	<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 under employment. Access to relevant 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> Between Germany, Hungary, South Tyrol and Austria, international agreements on the mutual automatic recognition of apprenticeship-leave examinations and other vocational qualifications have been concluded. Information on equivalent apprenticeship occupations can be obtained from the Federal Ministry of Labour and Economy.
<b>Legal basis</b> 1. Training regulation for freight forwarding clerk BGBl. II (Federal Law Gazette) No. 68/2020 (company-based training), examination regulation of the commercial-administrative apprenticeship occupations BGBl. II (Federal Law Gazette) No. II 203/2021 2. Curriculum framework (education at the vocational school for apprentices) 3. The present apprenticeship trade replaces the apprenticeship trade for freight forwarding clerk (training regulation BGBl. II [Federal Law Gazette] No. 146/2013), which expired as of 30.04.2020.	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE
1. Training in 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 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.
<b>Additional information:</b>  <b>Entry requirements:</b> successful completion of 9 years of compulsory schooling  <b>Duration of training:</b> 3 years  <b>Enterprise-based training:</b> Enterprise-based training comprises $\frac{4}{5}$ of the entire duration of the training and focuses on the provision of job-specific skills and competences according to Article 2 of the training regulation, BGBl. II (Federal Law Gazette) No. 68/2020, enabling the apprentice to exercise qualified activities as defined by 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, of supplementing their enterprise-based training and of widening their general education in the framework of subject-oriented part-time instruction.  <b>More information</b> (including a description of the national qualification system) is available at: <a href="http://www.zeugnisinfo.at">www.zeugnisinfo.at</a> and <a href="http://www.edusystem.at">www.edusystem.at</a>  <b>National Europass Center:</b> <a href="mailto:europass@oead.at">europass@oead.at</a> Ebendorferstraße 7, A-1010 Wien; Tel. + 43 1 53408-684