

1. BEZEICHNUNG DES ZEUGNISSSES (DE)

**Abschlusszeugnis der Berufsfachschule
Staatlich geprüfter Assistent für Tourismus und
Staatlich geprüfte Assistentin für Tourismus**

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

**Leaving certificate of full-time vocational school
State-certified tourism assistant**

This translation has no legal status

3. PROFILE OF SKILLS AND COMPETENCES

- Plan, coordinate and sell tourism and leisure industry products and services
- Advise customers on specific geographical and cultural characteristics of various travel regions
- Advise customers on new trends in the tourism branch
- Procure tourist services
- Apply travel and contractual regulations in the tourism branch
- Use basic information technology of relevance to the activity
- Organise data within the field of activity whilst according due consideration to data security and data protection
- Observe copyright
- Present processes in the tourism branch, use reservation systems and process billing procedures for travel services
- Use foreign-language documentation and communicate in an activity-related manner in at least two foreign languages
- Plan and provide support for trade fairs, conferences, congresses and other events
- Document and communicate work results in accordance with the principle of the complete vocational activity
- Accord due consideration to environmental protection regulations and make efficient use of energy at work
- Accord due consideration to correct conduct in the case of accidents, initiate first-aid measures

(*) Explanatory note

This document is designed to provide additional information about the specified certificate and has no 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 2001/613/EC of the European Parliament and 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: www.cedefop.eu.int/transparency

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4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE

State-certified tourism assistants work as part of a team in companies that operate within the tourism and leisure branch such as travel agencies, tour operators, regional and national tourism and leisure organisations and local and regional tourism offices. They also work for companies involved with health and beauty spa tourism and in the fields of business travel and events management.

5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the body awarding the certificate Public or state-recognised vocational school (Address see certificate).	Name and status of the national/regional authority providing accreditation/recognition of the certificate Highest education authority of the federal state (Ministry/Senate)
Level of the certificate (national or international) ISCED 2011: 354 DQR/EQF: 4	Grading scale/pass requirements 1 = excellent 2 = good 3 = average 4 = pass 5 = poor 6 = fail In order to pass the examination, an overall score of at least "pass" is required.
Access to the next level of education/training <ul style="list-style-type: none"> • Access to advanced vocational training (specialist trade and technical school) • Subject-related access to higher education (in accordance with the Higher Education Act of the federal state) 	International agreements Joint Franco-German Declaration on Comparability of Qualifications in Vocational Education and Training of 26 October 2004
Legal basis Ordinance on Vocational Schools of the respective federal state	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

State final examination:
 1. following completion of training within the scope of the curriculum stipulated at a full-time vocational school or
 2. following admission as a non-pupil by the education authority of the federal state.

Additional information

Entry requirements: intermediate secondary school leaving certificate or an educational qualification recognised as equivalent or entitlement to attend upper secondary school in accordance with the regulations of the respective federal state.

Duration of training: at least 2 years

Educational aim: Full-time vocational schools provide courses in initial vocational education and training. They impart employability skills which bring together professional competence, autonomy and social competence to form overall occupational competence. Methodological competence, communicative competence and learning competence are also intrinsic components of employability skills. Courses are aligned towards occupational work processes and company business processes. A practical placement may be integrated into training.

For further information, please visit:

www.kmk.org

www.berufenet.arbeitsagentur.de

www.europass-info.de