

1. TITLE OF THE CERTIFICATE (DE)

**Zeugnis über die Prüfung zum anerkannten Fortbildungsabschluss
Geprüfter Fachwirt/Geprüfte Fachwirtin im Gesundheits- und Sozialwesen**

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

**Certificate on completion of the recognized further training examination for
Certified senior clerk in health and social services**

This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

- Plan, organize, control, supervise, assess and optimize corporate processes
- Recruit, manage and develop human resources and provide training and continuing training for staff
- Steer communication processes and develop internal and external interfaces
- Describe service processes, record, analyse and assess control-relevant data and apply control instruments
- Develop and define corporate goals and strategies, prepare and implement entrepreneurial decisions
- Prepare financial and investment planning, develop and implement funding and investment strategies
- Control and optimize quality management processes
- Plan, organize, coordinate, supervise and evaluate projects
- Plan and implement marketing measures.

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

Certified senior clerks in health and social services work as managers in various areas and institutions of the health and social services sector, particularly in outpatient, inpatient and day care centres, in organizations, institutions and associations or they work in a self-employed capacity. They are responsible for solving complex planning, managerial, organizational and supervisory tasks independently, using instruments of operations control and human resources management and providing relevant instruction for staff.

(*) Explanatory notes

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 2001/613/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: www.cedefop.eu.int/transparency

5. OFFICIAL BASIS OF THE CERTIFICATE

<p>Name and status of the body awarding the certificate Chamber of Industry and Commerce (<i>Industrie- und Handelskammer, IHK</i>) Medical Association (<i>Ärztelkammer</i>)</p>	<p>Name and status of the national/regional authority providing accreditation/recognition of the certificate Chamber of Industry and Commerce Medical Association</p>
<p>Level of the certificate (national or international) ISCED 2011 Level 65 These qualifications are referenced to level 6 of both the German and the European Qualifications Framework (DQR, EQF); see publication of 1 August 2013 (BAnz AT 20.11.2013 B2).</p>	<p>Grading scale/Pass requirements (**) 100 - 92 points = 1 = excellent 91 - 81 points = 2 = good 80 - 67 points = 3 = average 66 - 50 points = 4 = pass 49 - 30 points = 5 = poor 29 - 0 points = 6 = fail The candidate passed all examinations required for the completion of further training.</p>
<p>Access to next level of education and training The further training examination gives access to the next level of qualifications</p> <ul style="list-style-type: none"> • Certified business economist under the Vocational Training Act (<i>Geprüfter Betriebswirt/Geprüfte Betriebswirtin, BBiG</i>) • Certified business economist under the Crafts Code (<i>Geprüfter Betriebswirt/Geprüfte Betriebswirtin, HwO</i>) • Certified vocational training specialist (<i>Geprüfter Berufspädagoge/Geprüfte Berufspädagogin</i>) <p>as well as access to advanced programmes in higher education.</p>	<p>International agreements</p>
<p>Legal basis Regulations governing the recognized further training examination for certified senior clerk in health and social services of 21 July 2011 (BGBl. I p. 1679); last amended by the regulations of 26 March 2014 (BGBl. I p. 274)</p>	

6. OFFICIALLY RECOGNIZED WAYS OF ACQUIRING THE CERTIFICATE

<p>The certificate is acquired through passing the examination administered by the bodies mentioned in section 5 above. Before sitting the examination, candidates must furnish proof of</p> <ol style="list-style-type: none"> 1. Successful completion of vocational training for a recognized commercial, administrative, medical or craft occupation in the health and social services sector governed by the Vocational Training Act or the Crafts Code, followed by at least one year of relevant practical work or 2. Successful completion of vocational training in a nationally regulated health occupation or of a three-year training course for an occupation in the health and social services sector governed by Land regulations, followed by at least one year of relevant practical work or 3. Successful completion of relevant higher education studies and at least two years of relevant practical work or 4. Successful completion of training for another recognized commercial, administrative or housekeeping occupation, followed by at least two years of relevant practical work or 5. At least five years of relevant practical work or 6. Relevant skills and competences.
<p>Additional information The skills and competences of which proof is to be furnished in the further training examination are usually acquired during many years of practical work and within the framework of education measures. Courses are offered in preparation for the examination; their duration and content are geared to the different specialist and managerial tasks. Translations of the certificate can be obtained from the bodies mentioned in section 5 above.</p>

(**) Note