

## 1. TITLE OF THE CERTIFICATE (DE)

**Zeugnis über die Prüfung zum anerkannten Fortbildungsberuf  
Geprüfter Personalfachkaufmann/Geprüfte Personalfachkauffrau**

## 2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

**Certificate on completion of the recognized further training examination for  
Certified personnel management specialist**

This translation has no legal status.

## 3. PROFILE OF SKILLS AND COMPETENCES

- Assume responsible functions in a company's personnel management and consultancy work as well as in human resources and organization development projects.
- Provide qualified advice in matters of personnel management and monitor relevant processes
- Address operative and administrative tasks of personnel management and contribute responsibly to decision-making in the areas of staff policy, planning and marketing
- Assume responsible functions in initial and continuing training
- Have specific communication and management skills.

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

Certified personnel management specialists work as senior-level employees in private and public enterprises of different size and in associations and organizations in almost all economic and societal sectors. They discharge complex tasks and responsibilities related to planning, management, organization and supervision using the control instruments of business and personnel management. They are responsible for managing and organizing the personnel department of a company and provide 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](http://www.cedefop.eu.int/transparency)

## 5. OFFICIAL BASIS OF THE CERTIFICATE

<p><b>Name and status of the body awarding the certificate</b> Chamber of Industry and Commerce (<i>Industrie- und Handelskammer, IHK</i>)</p>	<p><b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b> Chamber of Industry and Commerce</p>
<p><b>Level of the certificate (national or international)</b>  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><b>Grading scale/Pass requirements (**)</b> 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><b>Access to next level of education and training</b> The further training examination gives access to the next level of qualifications</p> <ul style="list-style-type: none"> <li>• Certified business economist under the Vocational Training Act (<i>Geprüfter Betriebswirt/Geprüfte Betriebswirtin, BBiG</i>)</li> <li>• Certified business economist under the Crafts Code (<i>Geprüfter Betriebswirt/Geprüfte Betriebswirtin, HwO</i>)</li> <li>• Certified vocational training specialist (<i>Geprüfter Berufspädagoge/Geprüfte Berufspädagogin</i>)</li> </ul> <p>as well as access to advanced programmes in higher education.</p>	<p><b>International agreements</b></p>
<p><b>Legal basis</b> Regulations governing the recognized further training examination for certified personnel management specialist of 11 February 2002 (BGBl. I p. 930); last amended by the regulations of 26 March 2014 (BGBl. I p. 274)</p>	

## 6. OFFICIALLY RECOGNIZED WAYS OF ACQUIRING THE CERTIFICATE

The certificate is acquired through passing the examination administered by the body mentioned in section 5 above. Before sitting the examination, candidates must furnish proof of

1. Successful completion of a three-year course of training for a recognized occupation in the personnel services sector, followed by at least one year of relevant practical work or
2. Successful completion of training in a recognized commercial or administrative occupation, followed by at least two years of relevant practical work or
3. Successful completion of training for another recognized occupation, followed by at least three years of relevant practical work or
4. At least five years of relevant practical work or
5. Relevant skills and competences.

**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 body mentioned in section 5 above.

**(\*\*) Note**

Simplified grading scale; for official grading scale see Sixth Ordinance Amending Further Training Examination Regulations of 9 December 2019 (Federal Law Gazette Part I, p. 2153)