

1. TITLE OF THE CERTIFICATE (DE) ⁽¹⁾
Lehrabschlussprüfungszeugnis Brief- und Paketlogistik – Schwerpunkt Distribution
⁽¹⁾ in original language

2. TRANSLATED TITLE OF THE CERTIFICATE (EN) ⁽²⁾
Certificate of Apprenticeship “Letter and Parcel Logistics specialising in Distribution” (f/m)
⁽²⁾ This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES
<p>Specialist areas of competence:</p> <p>a. The specialist in letter and parcel logistics specialising in distribution performs deliveries of postal items to recipients , observing distribution-related regulations (data protection regulations, service of documents act, general terms and conditions). He/she travels on foot, by public transport, by bicycle, by small motorbike, by car or by small truck on a specific route or in a specific area. He/she sorts the deliveries according to driving route, walking route, priority and quantity, or takes over deliveries that have already been pre-sorted. His/her help is needed to optimise routes according to various criteria (e.g. material category, recipient, means of transport, destination, time window, cost-effectiveness) and plan delivery areas using digital tools.</p> <p>b. The specialist distributes letters, parcels, magazines or brochures to the recipients’ mailboxes. Certain items (e.g. official documents, large parcels) are handed over in person after verification of identity and with production of a signature. If this is not possible, he/she leaves a notification to the recipient and takes the delivery for a later collection or for a later delivery attempt to a collecting point, post office or service partner, and increasingly also leaves it with neighbours, if consent of the recipient is given . Sometimes he/she communicates with recipients in advance and agrees on a delivery date or uses tracking systems to track the delivery so that recipients can be reached at the time of delivery or can redirect it at short notice. At the end of his/her round, the specialist returns undeliverable mail items to the head office or branch. He/she also accepts returns and arranges them to be sent back to the sender.</p> <p>c. If the specialist identifies potential for improvement by using key figures and reports, he/she makes suggestions for optimising productivity and quality as well as for meeting deadlines. As part of his/her potential future career development, he/she is already involved in planning distribution operations, personnel deployment and duty rosters. Part of quality assurance also includes his/her involvement in complaint management and handling complaints in written and verbal form.</p> <p>d. Increasing delivery reliability is a particular requirement for the specialist. He/she detects security incidents (e.g. by analysing anomalies based on reports) and takes appropriate measures based on security standard specifications.</p> <p>Interdisciplinary areas of competence:</p> <ul style="list-style-type: none"> • Working in an operational and professional environment • Quality oriented, safe and sustainable work • Digital work

4 RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE ⁽³⁾
<p>Range of occupations: Employment in companies that offer large scale postal and parcel services</p>
⁽³⁾ 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

5 OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the body awarding the certificate	Name and status of the national/regional authority providing accreditation/recognition of the certificate
Lehrlingsstelle der Wirtschaftskammer (Apprenticeship Office of the Economic Chamber; for the address, see certificate)	Bundesministerium für Wirtschaft, Energie und Tourismus (Federal Ministry for Economy, Energy and Tourism)
Level of the certificate (national or international)	Grading scale / Pass requirements
NQF/EQF 4 ISCED 35	Overall performance: Pass with Distinction Good Pass Pass Fail
Access to next level of education/training	International agreements
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 university of applied science (<i>Fachhochschule</i> : 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.	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 for Economy, Energy and Tourism.
Legal basis	
1. Training Regulation for Letter and Parcel Logistics BGBl. II (Federal Law Gazette) No. 139/2025 (company-based training) 2. Curriculum framework (education at the vocational school for apprentices) 3. The present apprenticeship trade replaces the apprenticeship trade Local and Distribution Logistics (Training and Examination Regulation BGBl. II (Federal Law Gazette) No. 197/2019 as amended by BGBl. II (Federal Law Gazette) No. 175/2024), which expired as of 30 of June 2025.	

6 OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

1. Training in the framework of the given Training Regulation for Letter and Parcel Logistics 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.
Additional information: Entry requirements: successful completion of 9 years of compulsory schooling Duration of training: 3 years Enterprise-based training: 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 3 of the Training Regulation, BGBl. II (Federal Law Gazette) No. 139/2025, enabling the apprentice to exercise qualified activities as defined by the profile of skills and competences specified above (cf. job profile).

Education at vocational school: 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.

More information (including a description of the national qualification system) is available at:
www.zeugnisinfo.at and www.edusystem.at

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