

1. TITLE OF THE CERTIFICATE (DE) ⁽¹⁾

**Lehrabschlussprüfungszeugnis
Betriebslogistikkaufmann/Betriebslogistikkauffrau**

⁽¹⁾ in original language

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

Certificate of Apprenticeship 'Operational Logistics Clerk' (f/m)

⁽²⁾ This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES**Specialist areas of competence:****Operational logistics**

The operational logistics clerk has a basic understanding of the value-added chain and the entire operational flow of goods. Furthermore, he/she has extensive knowledge about the transport of goods. When performing his/her tasks, he/she uses means of transport (e.g. forklift trucks or conveyor belts) or transport aids (e.g. Euro pallets, roller containers or crates) professionally and in accordance with legal and operational requirements. To carry out his/her tasks, he/she uses the workplace's warehouse management program and uses the workplace's identification systems. The operational logistics clerk is able to interpret warehouse-specific key figures and suggest possible measures for optimisation.

Warehouse management

The operational logistics clerk performs a variety of tasks in the field of warehouse management. He/she handles the receipt of goods. Here he/she takes the information relevant for processing from the delivery documents, carries out the comparison between the goods actually delivered and the delivery documents and checks the delivered goods according to criteria specified by the workplace. The operational logistics clerk also handles the incoming goods bookings, stores the goods at the storage location and ensures that the workplace-specific and product-specific storage regulations are observed. In the event of improper delivery, he/she takes measures in accordance with the operational specifications and implements the processing of returns. The operational logistics clerk is able to carry out all goods movements. In addition to storing goods, he/she also deals with their transfer and removal from storage. He/she is also responsible for checking stock levels and, in the event of deviations, for taking measures in accordance with the operational requirements. The operational logistics clerk is able to deal with the commissioning of goods. He/she also ensures that the goods are properly packed for transport and makes them available for dispatch. He/she also draws up the shipping documents. It is also one of the tasks of the operational logistics clerk to participate in stocktaking. He/she carries out the necessary preparatory work and records the inventories according to legal and operational requirements.

Materials management

The operational logistics clerk determines the goods requirements, taking into account the influence of resource management parameters (e.g. reorder point, safety stock, minimum stock level) and maintenance, including changes to master data (e.g. of vendors and articles). He/she is able to check the plausibility of requirement quantities suggested by the warehouse management system and make corrections if necessary.

Operational accounting

The operational logistics clerk takes the principles of entrepreneurial thinking into account in his/her tasks and acts in a cost-conscious manner. He/she carries out work in operational accounting. This includes the processing of supporting documents of the training company and preparation for posting.

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

The operational logistics 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 operational logistics 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 operational logistics 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 operational logistics 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 operational logistics 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 ⁽³⁾**Range of occupations:**

Employment including in commercial, industrial and trading companies (medium-sized to large enterprises) as well as in forwarding and transport companies

⁽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 transparency 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 Lehrlingsstelle der Wirtschaftskammer (Apprenticeship Office of the Economic Chamber; for the address, see certificate)	Name and status of the national/regional authority providing accreditation/recognition of the certificate Bundesministerium für Digitalisierung und Wirtschaftsstandort (Federal Ministry for Digital and Economic Affairs)
Level of the certificate (national or international) NQF/EQF 4 ISCED 35	Grading scale / Pass requirements Overall performance: Pass with Distinction Good Pass Pass Fail
Access to next level of education/training 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.	International agreements 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 Digital and Economic Affairs.
Legal basis 1. Training regulation for operational logistics clerk BGBl. II (Federal Law Gazette) No. 47/2020 (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 operational logistics clerk (training regulation BGBl. II [Federal Law Gazette] No. 18/2004), 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 operational logistics 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.
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 2 of the training regulation, BGBl. II (Federal Law Gazette) No. 47/2020, enabling the apprentice to exercise qualified activities as defined by the profile of skills and competences specified above. 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 National Europass Center: europass@oead.at Ebendorferstraße 7, A-1010 Wien; Tel. + 43 1 53408-684