

**1. TITLE OF THE CERTIFICATE (DE) <sup>(1)</sup>**

**Lehrabschlussprüfungszeugnis Buchbindetechnik und Postpresstechnologie –  
Schwerpunkt Postpresstechnologie**

<sup>(1)</sup> in original language

**2. TRANSLATED TITLE OF THE CERTIFICATE (EN) <sup>(2)</sup>**

**Certificate of Apprenticeship ‘Bookbinding and Postpress Technology  
Specialising in Postpress Technology’**

<sup>(2)</sup> This translation has no legal status.

**3. PROFILE OF SKILLS AND COMPETENCES**

- performance of incoming goods inspection, storage in accordance with material requirements and order-related selection of materials and auxiliary materials
- production of dummies and sample volumes of jobbing products and brochures
- selecting, setting up and equipping as well as operating and monitoring work processes of cutting, punching, drilling, embossing, creasing, perforating, folding and collating machines as well as additional units
- selecting, setting up and equipping as well as operating and monitoring the work processes of finishing machines
- selecting, setting up and equipping as well as operating and monitoring the work processes of saddle stitching systems
- application of special production techniques in postpress finishing such as perforating, numbering, folding, block gluing (e.g. writing pads), drilling, spiralling, gluing and separating of sets (e.g. delivery note books, form sets), etc.
- computer-aided production control, process control, monitoring and assurance of product quality
- maintenance and care of machines as well as detection and elimination of simple malfunctions in the production process
- checking and examining the products as well as packaging and storage of the products in accordance with material requirements
- use of sector-specific spreadsheet and database programs as well as preparation and optimisation of address data (addressing systems) according to distributor specifications
- preparation of lists and accompanying delivery documents such as pallet content overview lists, bundle slips, pallet slips, delivery notes as well as issuing and forwarding of shipping documents
- selection of the cost-optimised shipping method as well as preparation of packaging units for shipping, taking into account the type of transport and transport regulations
- application of different techniques of enclosing and assembling
- production of addressed, personalised and target group-oriented products and their preparation for dispatch
- setting up, operating and monitoring of packaging systems, carrying out simple maintenance work and detecting and eliminating faults in packaging systems
- performance of work taking into consideration relevant norms as well as quality, safety and environmental standards
- appropriate written and oral command of language and specialist terminology as well as use of job-related foreign language

**4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE <sup>(3)</sup>****Range of occupations:**

Employment including at printing houses, publishing houses and large companies with their own in-house print shops and for print media with a print shop (finishing)

<sup>(3)</sup> if applicable

**(\*) Explanatory note**

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. 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/](http://www.europass.at/)

<b>5. OFFICIAL BASIS OF THE CERTIFICATE</b>	
<p><b>Name and status of the body awarding the certificate</b></p> <p>Lehrlingsstelle der Wirtschaftskammer</p> <p>(Apprenticeship Office of the Economic Chamber; for the address, see certificate)</p>	<p><b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b></p> <p>Bundesministerium für Digitalisierung und Wirtschaftsstandort (Federal Ministry for Digital and Economic Affairs)</p>
<p><b>Level of the certificate (national or international)</b></p> <p>NQF/EQF 4 ISCED 35</p>	<p><b>Grading scale / Pass requirements</b></p> <p>Overall performance: Pass with Distinction Good Pass Pass Fail</p>
<p><b>Access to next level of education/training</b></p> <p>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.</p>	<p><b>International agreements</b></p> <p>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.</p>
<p><b>Legal basis</b></p> <ol style="list-style-type: none"> <li>1. Training Regulation for Bookbinding and Postpress Technology BGBl. II (Federal Law Gazette) No. 274/2020 (company-based training)</li> <li>2. Curriculum framework (education at the vocational school for apprentices)</li> </ol>	

<b>6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE</b>
<ol style="list-style-type: none"> <li>1. Training in the framework of the given Training Regulation for Bookbinding and Postpress Technology 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.</li> <li>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.</li> </ol>
<p><b>Additional information:</b></p> <p><b>Entry requirements:</b> successful completion of 9 years of compulsory schooling</p> <p><b>Duration of training:</b> 3,5 years</p> <p><b>Enterprise-based training:</b> Enterprise-based training comprises <math>\frac{4}{5}</math> 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. 274/2020, enabling the apprentice to exercise qualified activities as defined by the profile of skills and competences specified above.</p> <p><b>Education at vocational school:</b> School-based education comprises <math>\frac{1}{5}</math> 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.</p> <p><b>More information</b> (including a description of the national qualification system) is available at: <a href="http://www.zeugnisinfo.at">www.zeugnisinfo.at</a> and <a href="http://www.edusystem.at">www.edusystem.at</a></p> <p><b>National Europass Center:</b> <a href="mailto:europass@oead.at">europass@oead.at</a> Ebendorferstraße 7, A-1010 Wien; Tel. + 43 1 53408-684</p>