

1. TITLE OF THE CERTIFICATE (DE) ⁽¹⁾

Lehrabschlussprüfungszeugnis Brief- und Paketlogistik – Schwerpunkt Logistikzentren

⁽¹⁾ in original language

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

Certificate of Apprenticeship “Letter and Parcel Logistics specialising in Logistics Centres” (f/m)

⁽²⁾ This translation has no legal status.

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

a. The specialist in letter and parcel logistics specialising in logistics centres works performs the sorting and distribution of deliveries, observing distribution-related regulations (data protection regulations, Service of Document act, general terms and conditions) as well as operation-specific security concepts for logistics centres (e.g. access controls, alarm systems). To this end, he/she accepts deliveries in the business customer sector, checks deliveries for compliance with operation-specific transport regulations and carries out quantity and condition checks, including any necessary documentation (especially photos). He/she picks the available deliveries into units suitable for shipping and transport and loads them onto various means of transport. A large proportion of deliveries are sorted using fully or partially automated systems. In such cases, the specialist controls and monitors sorting processes and conveyor systems. He/she detects errors and malfunctions, intervenes in good time and also rectifies simple process disruptions himself/herself. If items cannot be sorted by machine, he/she sorts them by hand. When preparing for immediate delivery, factors such as driving routes, walking routes, quantities and priorities are already taken into account so that the correct delivery can be made efficiently and reliably.

b. If the specialist detects defects or damage of goods or packaging during the sorting process, he/she takes appropriate measures. External packaging damage will be repaired. If necessary, the sender and recipient will be informed of any damage and a course of action will be agreed upon. In any case, damaged deliveries will be identified accordingly. The sorted deliveries are packaged for further transport and loaded onto various means of transport. For transport within the distribution centre, he/she works with low-lift pallet trucks and roll containers, among other things, and operates industrial trucks and forklifts.

c. If the specialist identifies potential for improvement in the logistics process, based on 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 operations in the logistics centre, personnel deployment and duty rosters.

d. A particular requirement for the specialist is the handling of third-country import shipments and other specific processes, from the moment of physical arrival to handover for domestic distribution or re-export out of Austria, including the checking and processing of shipping documents for transport to and from third countries.

Interdisciplinary areas of competence:

- 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⁾
Range of occupations:

Employment in companies that offer large scale postal and parcel services

⁽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 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.	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 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

National Europass Centre: europass@oead.at
Ebendorferstraße 7, A-1010 Vienna; Tel. + 43 1 53408-684