

1. TITLE OF THE CERTIFICATE (DE) ⁽¹⁾

**Lehrabschlussprüfungszeugnis Kanzleiassistent/Kanzleiassistentin –
Schwerpunkt Rechtsanwaltskanzlei**

⁽¹⁾ in original language

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

**Certificate of Apprenticeship ‘Legal Assistant Specialising in
Lawyer’s Offices’ (f/m)**

⁽²⁾ This translation has no legal status.

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

The legal assistant has basic knowledge of procedural law, civil law, land register law, company register law, cost law and relevant professional conduct law. In addition, he/she has basic knowledge of general civil law, company law and tax law in order to carry out his/her tasks competently. In addition to mail and schedule management, these tasks include file management: He/she carries out file allocations, checks and calculates deadlines and monitors to see if they are noted down and observed. The legal assistant can also obtain information and manage it in the right file. He/she prepares the necessary (professional conduct-related) legal steps when accepting a new client and for existing clients.

Office management

The legal assistant fulfils a variety of tasks within the scope of operational communication. This includes, in particular, letter or e-mail correspondence with internal and external correspondents and transcription of dictation, where he/she takes care of the text design in accordance with internal specifications (e.g. corporate design). The legal assistant also organises discussions, meetings and business trips and provides support at the reception and at discussions. He/she determines the need for office supplies, participates in the ordering of goods, accepts the goods and checks the invoices. The legal assistant uses the equipment of his/her work area competently.

Marketing

The legal assistant has knowledge of marketing and participates in the design of operational communication media (e.g. newsletters, direct mailings, press releases, social media contributions/articles) based on this knowledge: For example, he/she creates short texts or edits text modules and undertakes formatting and design work. In addition, he/she works on events as part of the workplace’s external image.

Operational accounting

The legal assistant carries out work in operational accounting on the basis of his/her knowledge in the individual sub-areas of accounting. In bookkeeping, this includes organisation and checking of supporting documents. He/she is also involved in operational payment transactions. In addition, the legal assistant carries out tasks within the scope of data preparation (working with statistics).

Specialised technical area of competence:**Legal assistance at a lawyer’s office**

The legal assistant specialising in lawyer’s offices has basic knowledge of dunning, insolvency and execution law in order to be able to carry out his/her tasks competently. He/she prepares simple documents and correspondence for courts, authorities, clients, other parties and party representatives. In addition, the legal assistant works under the supervision of the lawyer in simple proceedings (e.g. dunning, execution, insolvency proceedings), applications (e.g. for the company and land register and also trademark and design applications) and declarations (e.g. tax declarations) at courts and authorities. He/she prepares invoices and fee notes and assists with operational payment and dunning procedures.

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

The legal assistant 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 and in line with the interests of the workplace in terms of intrapreneurship. 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. In addition, he/she communicates in a manner appropriate to the target group, also in English to suit the job, and acts in a client-oriented manner.

Quality oriented, safe and sustainable work

The legal assistant 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 legal assistant 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 legal assistant 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 legal assistant 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 in lawyer's offices

⁽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 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 legal assistant BGBl. II (Federal Law Gazette) No. 63/2020 (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 legal office assistant (training regulation BGBl. II [Federal Law Gazette] No. 12/2004), 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 legal assistant 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. 63/2020, 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