

1. TITLE OF THE CERTIFICATE (DE) ⁽¹⁾**Lehrabschlussprüfungszeugnis Nah- und Distributionslogistik**⁽¹⁾ in original language**2. TRANSLATED TITLE OF THE CERTIFICATE (EN)** ⁽²⁾**Certificate of Apprenticeship 'Local and Distribution Logistics' (f/m)**⁽²⁾ This translation has no legal status.**3. PROFILE OF SKILLS AND COMPETENCES**

- handling of the operational business such as selling of shipping services and products, acceptance and delivery of shipments as well as proper recording of incoming and outgoing payments and checking the cash balance
- participation in determining demand, carrying out purchase orders and obtaining, processing and checking quotations, and checking order confirmations
- acceptance of shipments in the private and business customer segment and carrying out quantity and status checks of shipments
- commissioning of shipments, preparation of units suitable for dispatch and transport, and loading into different means of transport
- use of the company-specific means of transport and transport tools such as low-floor pallet trucks, roller containers, etc. and operation of industrial trucks and forklift trucks
- sorting of shipments for manual or mechanical further processing and processing of non-mechanically sortable shipments or sorting of shipments according to logistical aspects (trip route, trip planning, priority, quantity, etc.) as well as supply of shipments for mechanical sorting
- operation of sorting and conveying equipment, identification of faults and malfunctions and elimination of simple process disruptions
- adoption of measures in the event of distribution problems and in the detection of defects and damage to goods and packaging
- electronic recording of shipments requiring documentation and creation of a virtual delivery card
- management of delivery vehicles
- delivery, depositing and notification of shipments as well as execution of subsequent and return shipments
- informing and advising customers, conducting sales talks, dealing with complaints and offering services
- performance of the work taking into consideration relevant safety regulations, hygiene regulations, norms and environmental standards as well as distribution-related provisions
- 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 ⁽³⁾**Range of occupations:**

Employment including in companies offering postal and parcel services (e.g. Post AG)

⁽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	
<p>Name and status of the body awarding the certificate</p> <p>Lehrlingsstelle der Wirtschaftskammer</p> <p>(Apprenticeship Office of the Economic Chamber; for the address, see certificate)</p>	<p>Name and status of the national/regional authority providing accreditation/recognition of the certificate</p> <p>Bundesministerium für Digitalisierung und Wirtschaftsstandort (Federal Ministry for Digital and Economic Affairs)</p>
<p>Level of the certificate (national or international)</p> <p>NQF/EQF 4 ISCED 35</p>	<p>Grading scale / Pass requirements</p> <p>Overall performance: Pass with Distinction Good Pass Pass Fail</p>
<p>Access to next level of education/training</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>International agreements</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>Legal basis</p> <ol style="list-style-type: none"> 1. Training Regulation for Local and Distribution Logistics BGBl. II (Federal Law Gazette) No. 197/2019 (company-based training) 2. Curriculum framework (education at the vocational school for apprentices) 	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE
<ol style="list-style-type: none"> 1. Training in the framework of the given Training Regulation for Local and Distribution 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.
<p>Additional information:</p> <p>Entry requirements: successful completion of 9 years of compulsory schooling</p> <p>Duration of training: 3 years</p> <p>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. 197/2019, enabling the apprentice to exercise qualified activities as defined by the profile of skills and competences specified above.</p> <p>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.</p> <p>More information (including a description of the national qualification system) is available at: www.zeugnisinfo.at and www.edusystem.at</p> <p>National Europass Center: europass@oead.at Ebendorferstraße 7, A-1010 Wien; Tel. + 43 1 53408-684</p>