

1. TITLE OF THE CERTIFICATE (DE) (1)

**Abschlussprüfung im staatlich anerkannten Ausbildungsberuf
Buchbinder und Buchbinderin**

(1) in original language

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)(1)

**Final examination in the state-recognized training occupation
Bookbinder**

(1) This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

- Manual and machine manufacture of various kinds of bookbinding products such as books, jobbing products, brochures and sleeves whilst according due consideration to environmental and economic aspects
- Frame pictures and objects and laminate products
- Design bookbinding products
- Make customer and production samples
- Prepare special edition products
- Repair books
- Provide advice and identify customer requirements
- Work in a customer oriented manner both autonomously and within a team
- Select product-specific materials and production processes
- Analyse, plan and document work-related tasks and production processes
- Communicate with upstream and downstream divisions for the purpose of optimisation of production processes
- Set up and operate tools, machines and plants
- Check and optimise work processes, carry out measuring and testing activities as part of quality management
- Maintain and manage tools, machines and plants

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE (1)

Bookbinders work for craft trade companies specialising in one-off and special orders and in machine production.

(1) if applicable

^(*) Explanatory notes

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information on transparency is available at: www.europass.cedefop.eu.int/transparency

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
Level of the certificate (national or international) ISCED 3B	Grading scale / Pass requirements 100-92 points = 1 = excellent 91 - 81 points = 2 = good 80 - 67 points = 3 = average 66 - 50 points = 4 = pass 49 - 30 points = 5 = poor 29 - 0 points = 6 = fail A total of at least 50 grade points are required to pass the examination.
Access to next level of education / training Bookbinder specialising in restoration works, master craftsman qualification in bookbinding, certified industrial foreman in print media, certified industrial foreman in bookbinding, certified industrial foreman in paper and plastics manufacture, state certified technician	International agreements In the field of vocational training, joint declarations on the comparability of qualifications obtained in the respective vocational training systems have been signed on the basis of bilateral agreements concluded between Germany and France and between Germany and Austria.
Legal basis of (Federal Law Gazette, Part I, p)	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

Final examination administered by the competent body: <ol style="list-style-type: none"> 1. after completion of dual training in a company and at part-time vocational school (normal procedure) 2. after retraining in a recognized training occupation 3. as an external examination for working people without formal vocational qualifications or persons who have been trained at full-time vocational schools or other vocational training institutions
Additional information Entry requirements: Entry requirements are not governed by legislation; as a rule, young people are admitted after completing (nine or ten years of) general education. Duration of training: 3 years. Training in the "dual system": Teaching of the knowledge, skills and competences needed for an occupation is based on the typical requirements of work and business processes and prepares the trainees for a specific job. The training is provided in a company and at part-time vocational school: In the company, the trainees acquire practical skills in a real working environment. On one or two days per week, the trainees attend part-time vocational school, where they are taught general and vocational knowledge related to their training occupation. More information is available at: www.berufenet.arbeitsagentur.de National Europass Centre www.europass-info.de