

# FEDERAL VET DIPLOMA IN COMMERCE

## way up plus

SERVICE AND ADMINISTRATION SECTOR

THIS APPRENTICESHIP OFFERS A SOLID PROFESSIONAL AND PRACTICAL FOUNDATION IN COMMERCE. IT HAS A LOT TO OFFER IN PARTICULAR TO GRADUATES OF THE ACADEMIC VOCATIONAL BACCALAUREATE WHO WOULD LIKE TO PURSUE FURTHER STUDIES AT A UNIVERSITY OR UNIVERSITY OF APPLIED SCIENCE.

### EDUCATION AND TRAINING

With an apprenticeship period of just two years to obtain the Federal VET Diploma, this apprenticeship offers a large degree of practical relevance, combined with a solid theoretical knowledge of business. You will become familiar with company-specific workflows and will learn how the wider world of business works.

### TASKS

Greeting visiting customers, operating the switchboard, conducting correspondence (D/F/E), planning business trips, organizing meetings and events, purchasing/sales, preparing quotations, selling products and services, managing stock, maintaining data, archiving, finance and accounting, marketing and HR.

THE «WAY UP PLUS» APPRENTICESHIP OFFERS AN ATTRACTIVE, PRACTICAL ALTERNATIVE TO EMBARKING ON ACADEMIC STUDIES AFTER COMPLETING THE FEDERAL ACADEMIC BACCALAUREATE.





«AS A HANDS-ON TRAINER, I'M PASSIONATE ABOUT OFFERING THE BEST POSSIBLE EXPERT SUPPORT TO THE APPRENTICES. IN OUR COLLABORATION WITH BILDZUG, EACH PARTNER CAN TAKE SOME OF THE WORK OFF THE OTHER'S SHOULDERS. WE CAN ALSO DOVETAIL OUR INDIVIDUAL SKILLS AND RANGES OF EXPERTISE TO SUPPORT APPRENTICES IN DEVELOPING THEIR FULL POTENTIAL.»  
 KÜBRA AVUL, KANNEWISCHER INGENIEURBÜRO AG

### COURSE DURATION

2 years

### APPRENTICESHIP MODELS

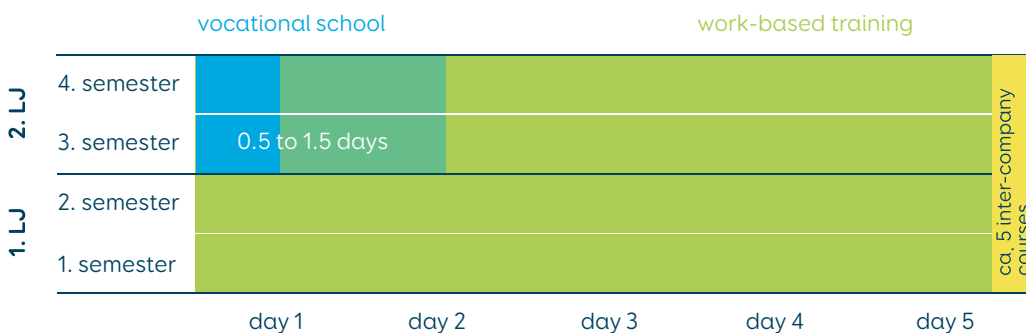
Profile E: Extended basic commercial training

### REQUIREMENTS

Successful completion of Federal Academic Baccalaureate

You enjoy meeting people and are a team player with excellent organizational skills. You have a high degree of independence, are keen to make use of your computer skills and have an interest in how the world of business works. You love foreign languages, have a good head for numbers and can express yourself with ease in both written and spoken form.

## THEORY AND PRACTICE - AN OVERVIEW



Those who undertake a networked apprenticeship with us will complete their practical training in companies of varying sizes from different industries. The partner-company can be changed over the course of the apprenticeship.