



## COMMERCE VET

### SERVICE AND ADMINISTRATION SECTOR

Those with a diploma in commerce take on a wide range of administrative duties. They draw up reports, put together letters, contracts and minutes, work out strategies, keep accounts, generate statistics, manage client and supplier relationships, run projects, plan, and organize. In the process, they use new digital business technologies and communicate in a networked work environment. Their work varies according to the company's size and sector.



## Education and training

### Course duration

3 years

### VET school

Kaufmännisches Bildungszentrum  
Zug (KBZ)

### School days

2 days per week on average  
(less in the 3rd year)

### Inter-company industry courses

10 days spread across 3 years

### Federal Vocational Baccalaureate

Possible during or after the apprenticeship

## Requirements

- Secondary school completed (upper grade, level A)
- Excellent German language skills, good English/French
- Enjoys dealing with people
- Teamworking skills, independent, self-starter, organizational skills, conscientious
- Explore issues and identify solutions

## Future prospects

Those with a commercial diploma play key roles in companies of all sizes and just about any sector. Depending on their interests and talents, they can continue their development in accounts and controlling, marketing and communications, HR and management, admin and IT.



Find out more about  
the apprenticeship online

### bildxzug - a host company offering many options

- In-house seminars, workshops and coaching
- Attractive company placements\*
- Support from skilled, experienced personnel
- Long-term career opportunities via partner network

\*bildxzug apprentices can do their placements in up to three different companies of different sizes and different sectors.