

99131002007000

Register for further training examinations to become an information services specialist or an administrative specialist

Heruntergeladen am 26.07.2025

<https://fimportal.de/xzufi-services/394010200/L100001>

Modul	Sachverhalt
Leistungsschlüssel	99131002007000
Leistungsbezeichnung I	Register for further training examinations to become an information services specialist or an administrative specialist
Leistungsbezeichnung II	
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Hessen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Weiterbildung (131)

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Verrichtungskennung	Zulassung (007)
SDG-Informationsbereich	Bildungswesen in einem anderen Mitgliedstaat, einschließlich der frühkindlichen Betreuung, Bildung und Erziehung, der Primar- und Sekundarschulbildung, der Hochschulbildung und der Erwachsenenbildung
Lagen Portalverbund	Weiterbildung (1040100), Aus-, Weiterbildung und Sachkunde (2030300)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	12.09.2023
Fachlich freigegeben durch	Hessian Ministry of the Interior and Sport
Handlungsgrundlage	https://www.gesetze-im-internet.de/bbig_2005/_53.html https://www.gesetze-im-internet.de/bbig_2005/_54.html https://rp-giessen.hessen.de/sites/rp-giessen.hessen.de/files/2021-12/pruefungsordnung_2.pdf https://rp-giessen.hessen.de/sites/rp-giessen.hessen.de/files/2023-01/pruefungsordnung_vfw_ab_2023_bf.pdf https://www.gesetze-im-internet.de/bbig_2005/_53.html https://www.gesetze-im-internet.de/bbig_2005/_54.html https://rp-giessen.hessen.de/sites/rp-giessen.hessen.de/files/2021-12/pruefungsordnung_2.pdf https://rp-giessen.hessen.de/sites/rp-giessen.hessen.de/files/2023-01/pruefungsordnung_vfw_ab_2023_bf.pdf
Teaser	<p>Do you have a relevant vocational qualification and would like to train to become an information services specialist or an administrative specialist?</p> <p>Use this application to register for the advanced training examination.</p>
Volltext	Once you have completed your training, you will soon realize in your professional practice how changeable areas of responsibility can be. You can adapt and expand your skills as part of further training to become an information services specialist or an administrative

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specialist. Successful completion can open up opportunities for higher positions or access to new areas of responsibility.

Erforderliche Unterlagen

Specialist in information services:

- Proof of qualification (with details of the specialization) if the final training examination in the FAMI occupational profile has not been entered in the vocational training register at this competent body in accordance with the BBiG
- (Proof must always be enclosed for all other educational qualifications)
- Proof of periods of employment

Administrative specialist:

- Proof of the final training examination in the occupational profiles "Administrative assistant (VFA)" or "Specialist for office communication (FBK)", if this has not been entered in the vocational training register at this competent body in accordance with the BBiG.
- Proof of the final training examination in the occupation "Office Management Assistant (KFBM)" as well as proof of participation and the content of the completed in-service training if this has not been entered in the vocational training register at this competent body in accordance with the BBiG.
- In the case of KFBM qualifications, proof of the two elective qualifications agreed in the training contract must also be enclosed.
- Proof must always be enclosed for all other qualifications
- Proof of periods of employment

Voraussetzungen

Specialist for information services: 1. you have passed the final examination in the training occupation "Media and Information Services Specialist" or another professional qualification in the field of archives, libraries or information and documentation.

2. you have/are able to carry out practical work in an archive, a library or an information and documentation facility up to the time of the second written part of this further training course. The required duration of the

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activity depends on the grade of the final examination of your training occupation:

- at least two and a half years with a grade of "good" or "very good"
- at least three and a half years with the grade "satisfactory"
- at least four and a half years with the grade "sufficient"

Part-time employment is counted proportionately.

3. you have attended/are regularly attending a course at the Verwaltungsseminar Frankfurt in preparation for the advanced training examination to become a Fachwirt/-in für Informationsdienste.

Administrative specialist:

Admission via educational qualification: You have one of the following educational qualifications:

- "Administrative assistant"
- "Specialist for office communication"
- "Office management assistant", provided that you have completed your training in the public sector and have completed an in-service training course in accordance with the published curriculum for Hesse and have chosen the elective qualification "Administration and law" or "Public finance"
- the Angestelltenprüfung I
- the career examination for the intermediate civil service in general administration
- a final, advanced training or career examination with similar content

You have worked in the public sector for at least 12 months in an administrative position corresponding to the above-mentioned professions since completing your education until the start of the further training course. (Valid from 01.01.2023)

You regularly attend/have regularly attended a course at an administrative seminar of the Hessischer Verwaltungsschulverband in preparation for the

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advanced training examination to become an administrative specialist.

Admission can also be granted if you have completed one of the following training courses in the public sector

- training as an office management assistant
- training as an office communications clerk
- training as an office administrator

and can provide evidence of relevant specialist theoretical knowledge by the start of the further training (e.g. the preceding adaptation course "Fit für Fachwirt - Basiswissen VFW"), and have worked for at least 12 months in an administrative position in the public sector corresponding to the above-mentioned professions since completing your education until the start of the further training course.

The time of your professional experience will be credited in full for corresponding activities with at least half of the regular working hours. Part-time employment of less than half the regular working hours will be counted towards your professional experience on a pro rata basis.

Admission may also be possible for applicants with comparable educational qualifications. As an individual assessment must be carried out in these cases, please contact the relevant regional administrator directly.

Kosten

Verfahrensablauf

The application for admission to this further training course can be submitted electronically to the competent body.

The competent body will check the relevant data and documents in accordance with the Vocational Training Act.

If necessary, the competent body will contact you with any queries, additional requests for documents or to rectify any deficiencies.

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	At the end of the procedure, you will receive a corresponding letter of admission from the competent body; at the same time, the competent examination board will receive the letter of admission, if necessary with documents relevant to the examination, as an order to take the examination.
Bearbeitungsdauer	3 - 5 Woche(n) At peak times (e.g. during exam periods or before vacations), this period may be longer.
Frist	3 Monat(e) The application must be submitted up to 3 months before the start of the training course. If the application is not submitted on time, participation in the upcoming date is not possible. Administrative specialist: Please note that if you are likely to be required to attend an adaptation period, the application must be submitted much earlier.
weiterführende Informationen	https://rp-giessen.hessen.de/karriere/die-zustaendige-stelle https://rp-giessen.hessen.de/karriere/die-zustaendige-stelle
Hinweise	
Rechtsbehelf	You can lodge a complaint with the administrative court.
Kurztext	<ul style="list-style-type: none"> • Advanced training examination according to BBiG Admission • Registration for the examination • This is a part-time further training course • Prerequisites: Depending on the training course Relevant previous training and activity in the profession required • Online registration • Responsible: Competent authority according to BBiG in the Giessen Regional Council
Ansprechpunkt	
Zuständige Stelle	The Giessen Regional Council is responsible.
Formulare	

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Ursprungsportal

Register for further training examinations to become an information services specialist or an administrative specialist, Zu Fortbildungsprüfungen zur/zum Fachwirtin/Fachwirt für Informationsdienste oder zur/zum Verwaltungsfachwirtin/Verwaltungsfachwirt anmelden