



The candidates who have accomplished the criteria of the final examination will receive a **certificate of apprenticeship of Liechtenstein as well as a report card** and they have the right to assume this legally protected occupational title.



1. LEGALLY PROTECTED TITLE

Salesclerk / Vendor

2. DESCRIPTION

Sales transactions have fundamentally changed during the past decades. Salesclerks possess distinctive knowledge in the field of selling goods. Their main tasks are in the following fields:

Advice and sales

Layout and product lines of the company

Handling of the products within the company

Marketing of products

Accounting.

The most important tasks of a salesclerk are attending to the client at the cash register and settling the clearing. They also understand process and handling of cashless payment options. They input and organise operational information by means of modern software on a PC. With their politeness and charisma, salesclerks contribute a great deal to the success of the company. The ability to relate to the product that they are selling is also very important. Vendors are required to have a distinctive sense for interaction with and behaviour of the clients.

This translation does not have a legal status.

3. PROFILE OF PROFESSIONALSKILLS AND QUALITIES

Those who have completed this professional training successfully will have gained competence in attending to and advising customers, selling products, professionally carrying out sales transactions and performing expected services. They master the fields of payment transactions, assortment management and knowledge, work flow of products within the company, product sales and loss prevention.

4. PROSPECTIVE PROFESSIONAL FIELDS OPEN TO HOLDERS OF A SALESCLERK CERTIFICATE

Among the many shopping possibilities today there are market stalls, teleshopping, boutiques, catalogue shopping, department stores, supermarkets as well as the internet. Vendors are sought in various industries which likewise offer as many fields for work.

5. LEGAL BASIS OF THE CERTIFICATE OF ACCOMPLISHMENT

<p>Authority issuing the certificate of apprenticeship Liechtensteinisches Amt für Berufsbildung Postgebäude Postfach 22 FL- 9494 Schaan</p>	<p>Status: Department of vocational and educational training Liechtenstein Controlling institution according to the vocational training law.</p>
<p>International level (national and international) of the certificate ISCED3C (CFC without general qualification for university entrance)</p>	<p>Rating / rules of accomplishment The performance is ranked from 6 to 1. 6 is the best mark. The mark 4 and higher indicates sufficient performance. The result of the exam is shown in a cumulative grade (mean value of the subjects). The exam is passed successfully if neither the subject mark "basic professional tasks" nor the cumulative grade are below 4 and a maximum of one of the subjects "final exam" or "practical knowledge" is graded as insufficient.</p>
<p>Next professional level CFC ISCED3C entitles the holder to enter vocational schools.</p>	<p>International contracts As member of the EEA Member of the United Nations</p>
<p>Legal basis</p> <ul style="list-style-type: none"> • Vocational and educational training law of the Principality of Liechtenstein of July 17th 1976 • Decree of May 31st 1977 on acknowledgement of the Swiss professional training in Liechtenstein • Rules of procedure of vocational training and the final exam of the specific profession 	

6. OFFICIALLY ACKNOWLEDGED WAYS OF OBTAINING THE CERTIFICATE OF APPRENTICESHIP

<p>Basis Swiss regulations of vocational training of December 18th 1991 Duration 2 years Practical training In a specialty shop or department store Theoretical training 1 day per week at the vocational school Profession-related courses Science of goods, sales and business management, mathematics, German, French or Italian, word processing and information technology, political science and economics "Berufsmaturität" can not be obtained due to the short apprenticeship time Transferring to a 3-year apprenticeship as sales clerk: It is possible to transfer to an apprenticeship as retail trade employee during the first apprenticeship year. Note: choice of industry should be based on future professional perspectives. Diploma Certificate of apprenticeship of Liechtenstein as "Qualified Salesclerk / Vendor"</p>
<p>Conditions for admission Completed lower secondary school ISCED2A or completed 10th school year (secondary school) ISCED3PV Candidate profile Enjoys selling products, outgoing personality, good manners, well versed, good memory, sense of order, organisational skills, initiative, good health (mainly healthy back, legs and feet)</p>