



## Federal VET Diploma in Business Administration Kaufmann / Kauffrau EFZ

If you would like a varied professional career working in the commercial departments of international companies, enjoy other cultures and speaking English, the Kauffrau/Kaufmann EFZ (Federal VET Diploma in Business Administration) is perfect for you.

### **What's special about this international apprenticeship?**

You will be hosted by international companies where the language of communication will often be English. You will regularly be speaking and working in English.

As well as attending an intensive business English course, you can attend residential language-study trips. The aim of which is to provide an internationally recognized language certificate in addition to the Federal VET (\*VET= Vocational education and training) Diploma. Subjects are taught bilingually but the majority of the content is in English.

A language certificate is achieved upon successful completion of the final exam in English. German assessment is at native

speaker level, therefore German knowledge at this level is required.

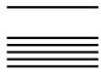
### **Tasks**

You will experience and be involved in all aspects of business, including customer service, sales and marketing, HR and event management.

### **VET (Vocational Education and Training) school**

Classroom based education takes place on average 2 days a week at the commercial training center in Zug (KBZ). It is determined on an individual basis and is subject to certain admission criteria.

You can continue to complete the Federal Vocational Baccalaureate (FVB) examination at the end of the 3-year apprenticeship. Either on a full-time (1 year) or part-time (2 years) basis.



### Qualifications

Swiss Federal Diploma in Business Administration  
Kauffrau/Kaufmann EFZ

A supplementary language certificate is issued in addition to the Diploma detailing what has been achieved over the course of the VET program.

### Bilingual VET school course

You can choose to just attend the bilingual VET school classes at KBZ (special registration required). A supplementary certificate is issued in addition to the Diploma detailing what has been achieved over the course of the VET program.

### Admission requirements

You must have completed your secondary education with good grades and be able to demonstrate skill with languages, particularly English, German (highest secondary level) and French as well as with computers and numbers. We are looking for motivated and responsible people who can work well with others and have an interest in international business.

### Language levels

Language competency is assessed (before the apprenticeship contract is signed) as part of the admission procedure.

### Education and training with the bildzug networked apprenticeship company.

Bildzug provides you with support and guidance throughout the apprenticeship and organizes attendance at inter-company industry course and placement in partner-companies.

### Education and training directly in the host companies

The host company provides you with support and guidance throughout the apprenticeship and organizes attendance as well as planning your practical training in the various departments.

	Entry Level	Graduation level
German	Secondary school / native speaker	Native speaker level
English	Min. B2 (FCE)	C1 (CAE)
French	Min. A2	Min. B1

Contact and further information:

[www.efz-international.ch](http://www.efz-international.ch)

