

Part-Time Vocational Courses – The Dual System of Job Training

In Germany, many vocational qualifications are obtained through the dual system of education and training, which typically lasts three years. During this time, apprentices split their week between:

- 1 ½ days at Kuniberg Berufskolleg, where they receive theoretical instruction related to their chosen profession
- 3 ½ days at a training company, where they gain hands-on experience and practical skills in their field

Courses Offered by Our Dual Vocational School (Berufsschule)

- Automobile Sales Management Assistant
- Bank Business Management Assistant
- Assistant in Office Management
- Management Assistant in E-Commerce
- Management Assistant in Office Communication
- Management Assistant in Dialogue Marketing
- Management Assistant in Retail Business
- Management Assistant in Warehousing and Logistics
- Skilled Warehouse Operator
- Management Assistant in Wholesale and Foreign Trade
- Legal and Notary Assistants
- Management Assistant in Freight Forwarding and Logistics
- Management Assistant in Public Administration
- Management Assistant in Taxation

At the end of their training, apprentices take **written, oral, and practical exams** administered by relevant professional bodies such as the **Chamber of Commerce and Industry**, the **Chamber of Crafts**, the **Bar Association**, or the **Chamber of Tax Consultants**.

Language Skills and International Focus

As an accredited **Europaschule**, Kuniberg Berufskolleg places a strong emphasis on foreign language education. Students can have their language proficiency certified by recognized institutions such as the **IHK (Chamber of Commerce and Industry)**. All exams follow the **Common European Framework of Reference for Languages (CEFR)**.

Opportunities for Further and Higher Education

Our part-time vocational programs also offer pathways to higher qualifications. For example, students can enroll in **elective** courses—some offered as evening classes—that lead to the **Fachhochschulreife** (qualification for universities of applied sciences) upon completion of their training.

A newly developed program for Management Assistants in Taxation combines vocational training with academic study. Students attend:

- **2 days at Münster University of Applied Sciences**
- **1 day at Kuniberg Berufskolleg**
- **3 days at their respective tax consultancy offices**

This integrated model leads to both a **vocational diploma** and a **Bachelor of Arts (B.A.) in Business Management and Taxation**.

Advanced Vocational Training – Fachschule

Our **Fachschule** is a **three-year, part-time evening course** designed for professionals who have completed vocational training in business and have relevant work experience. It leads to the qualification of:

- **State-Approved Business Manager (Bachelor Professional)**
 - Specializations: Financial Controlling or Taxation

Graduates of this program are eligible to pursue a **Bachelor of Arts (B.A.)** degree at university in a significantly reduced time frame.