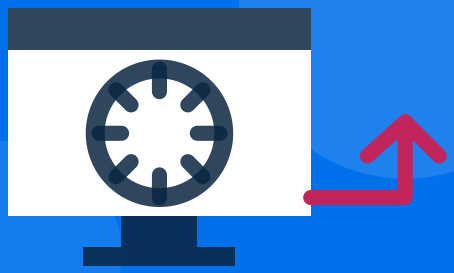
Vocational training in Germany (Ausbildung)

Digitalisation management clerk (Kaufmann/-frau für Digitalisierungsmanagement)

Kaufmann für Digitalisierungsmanagement / Kauffrau für Digitalisierungsmanagement

You help companies digitalise their processes: a business and IT training of 3 years, paid from the first year, in almost every sector.



LEVEL	DURATION	GERMAN	PAY DURING TRAINING
Baccalaureate required	**3 years** 36 months	**B2** required level	**€1,241 to €1,393** gross / month, during the training

We are by your side from day one until you arrive in Germany.

GERMANY
+49 (0) 7033 694 18 80

CAMEROON
+237 622 20 81 64

www.campus-allemagne.org

Douala office : Rond-point Maetur Bonamoussadi – Nice Cream building (4th floor), opposite the COGENI hardware store, Douala, Cameroon

View the full sheet online

THE OCCUPATION IN 30 SECONDS

What a digitalisation management clerk does

They make information and knowledge available to gain economic benefit from digitalisation, and they manage the digitalisation of business processes at the operational level.

Analyse

Study a company's processes to spot what can be digitalised or improved.

Design

Develop digital solutions and business models suited to the company's needs.

Advise

Advise customers on IT solutions and put in place security and data protection.

This occupation is for you if...

- ✓ you are interested in both IT and business
- ✓ you like analysing processes and suggesting improvements
- ✓ you can explain a digital solution to non-specialists
- ✓ you like working on projects with several people

Less suitable if...

- – you mainly want to program with no customer contact
- – you dislike administrative and commercial tasks
- – you dislike presenting your work to others

A TYPICAL DAY IN THE WORKSHOP

08:30 **Team meeting** : The team reviews the digitalisation projects under way and the priorities.

09:30 **Analysing a process** : Describing the steps of a company process to find efficiency gains.

11:00 **Choosing a solution** : Comparing digital tools with a requesting department and advising on the best option.

13:30 **Buying IT products** : Requesting quotes for hardware or services and comparing the offers.

15:00 **Security and data** : Checking that security and data protection rules are followed.

16:30 **Project presentation** : Preparing to present the results to the team or a customer.

Process analysis | Digital business models | IT advice for customers | Security and data protection | Buying IT products | Project management | Analytical mind | Communication | Curiosity | Organisation | Teamwork

THE TRAINING

How the Ausbildung works

In Germany you learn by working: this is the “dual system”. You are an employee of a company and a student at a vocational school (Berufsschule) at the same time.

3 to 4 days a week at the company | **1–2 days school**

Year 1

Common foundations

- IT workstation
- Company processes
- Security and data protection

Year 2

Area of activity

- Advising customers
- Process analysis
- Part 1 of the final exam

Year 3

Professional project

- Company project on your own
- Presentation and discussion
- Part 2 of the final exam

Exams and qualification

There is no intermediate exam: the final exam is spread over two parts. Part 1 takes place in the 4th semester (a 90-minute written paper on an IT workstation). Part 2 includes a company project of up to 40 hours, with a presentation, and written papers. Qualification: the Abschlusszeugnis of the IHK.

YOU ARE PAID DURING THE TRAINING

What you need to apply

- ✓ Baccalaureate level is required.
- ✓ The required level is B2. Good technical vocabulary for the trade is a real plus.
- ✓ The work is mostly sedentary, at a screen, in an office or in meetings. No particular physical fitness is required.

Documents to prepare

- ✓ CV and cover letter in German
- ✓ Translated baccalaureate diplomas and transcripts
- ✓ German B2 level certificate

AFTER THE TRAINING

Where it can lead

STRAIGHT AWAY

Digital business clerk

Jobs in the IT sector, in companies, in organisations or in the public service.

WITH EXPERIENCE

Specialist in one area

Work in operational control, organisation, products and marketing or IT solutions.

LONGER TERM

Bachelor Professional in IT

A DQR level 6 Fortbildung aimed at professionals who already hold an IT qualification.

YOUR PATHWAY WITH CAMPUS GERMANY

We are by your side from day one until you arrive in Germany

1

CHECK MY ELIGIBILITY

Take the test online or at the office

The eligibility test is done online on our website, or by visiting our Douala office directly.

2

TALK TO AN ADVISOR

Talk to our team

Germany: **+49 (0) 7033 694 18 80**
Cameroon: **+237 622 20 81 64**

3

PREPARE YOUR GERMAN

DZK, our language centre

Deutschzentrum KAGEDEV (DZK) is our own language centre in Douala. Outside Douala: partner language centres, call us to find the nearest one.

4

GET THE CONTRACT

AZUFA is always us

AZUFA is our platform: it connects you with German companies that recruit apprentices and follows your application through to the training contract.

Douala office

Rond-point Maetur Bonamoussadi – Nice Cream building (4th floor), opposite the COGENI hardware store, Douala, Cameroon

From German A1 to the first day of training in Germany

Each step is run by one of our structures. You keep the same contact from start to finish.

1 — **Check my eligibility**
The test is done online on our website or at our Douala office.
RUN BY CAMPUS GERMANY

2 — **Talk to an advisor**
Review your profile, your wishes and the chosen occupation.
RUN BY CAMPUS GERMANY

3 — **Learn German, from A1 to B2**
Courses adapted to your starting level, up to the required B2 level. In Douala at our own language centre; elsewhere, with our partner centres.
RUN BY DZK

4 — **Prepare the application file**
CV and cover letter in German, translated baccalaureate diplomas and transcripts, B2 level certificate.
RUN BY CAMPUS GERMANY

5 — **Find the company and sign the training contract**
We connect you with German companies that recruit apprentices, and follow your application through to the contract.
RUN BY AZUFA

6 — **Prepare the visa and paperwork**
Support to gather the documents and complete the administrative steps.
RUN BY CAMPUS GERMANY

7 — **Prepare your departure and settling in**
Travel, housing and first steps in Germany: we prepare you before you leave.
RUN BY KAGEDEV E.V.

8 — **First day of training in Germany**
You arrive prepared and supported, with a team that has known you since day one.
RUN BY AZUFA

Contact us

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