



COMMERCE VET BUSINESS PLUS

SERVICE AND ADMINISTRATION SECTOR

Business plus apprentices take on a wide range of administrative duties in international companies. They draw up reports, put together letters, contracts and minutes, work out strategies, keep accounts, generate statistics, manage client and supplier relationships, run projects, plan, and organize. In the process, they use new digital business technologies and often communicate in English. Their work will vary according to the company and sector.



Education and training

Course duration

3 years

VET school

Kaufmännisches Bildungszentrum Zug (KBZ)

School days

2 days per week on average
(less in the 3rd year)

Inter-company industry courses

10 days spread across 3 years

Federal vocational baccalaureate

Possible during or after the apprenticeship

Requirements

- Secondary school completed (upper grade, level A)
- Excellent German language skills, good French language skills
- First Certificate or teacher's recommendation
- Very interested in languages, international business and foreign cultures
- Teamworking skills, independent, self-starter, organizational skills
- Explore issues and identify solutions

Special features of the business plus apprenticeship

Most of your host companies operate on the global stage. As a result, workplace communication will often be in English. The program also includes getting recognized language certificates, an overseas stay to improve language skills, and a «business & English week» to develop intercultural and linguistic skills.



Find out more about
the apprenticeship online

bildxzug - a host company offering many options

- Language learning support
- In-house seminars, workshops and coaching
- International placements*
- Support from skilled, experienced personnel
- Long-term career opportunities via partner network

*bildxzug apprentices can do their placements in up to three different companies of different sizes and different sectors.