



Banking Professional





The training

The training as a banker clerk lasts three years and is organized in a dual system where theory and practical experience are connected. This means that the trainees will be working both in their training company and the vocational school. The theoretical knowledge is taught in the vocational school and applied in the bank.

The distribution can be such that two days a week trainees go to school and three days a week they work in the bank. Another possibility is the separation into weeks, i.e. school for one week, followed by a week of practical experience. Usually different departments and branches are traversed during the training.

The salary in the first year of training is about 766 euros per month. This increases in the third year of training up to 885 euros. The starting salary for trained professionals is, however, much higher, so that after completion of training, a starting salary of 2100 euros is the rule. In accordance with good deals this amount may also be significantly higher.

Duration of training

Generally, the training lasts between 2 1/2 to 3 years. High school graduates often have the opportunity to shorten the training for a half year.

Furthermore, some training companies also offer additional training to financial wizards, and education-related seminars.



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The most important requirement

The most important skills and qualities required in the banking sector are the following:

Trainees should have an attractive, well-groomed appearance and good manners.

Furthermore,

- ♣ poise,
- ♣ careful work,
- ♣ a certain level of sales talent
- ♣ an uncomplicated dealing with colleagues
- ♣ customer friendliness

are particularly important as well as the safe handling of figures and excellent computer skills.

The work as a bank clerk

Due to the ever-increasing demands the work as a bank clerk is challenging and involves a variety of activities. Bank clerks mainly work in customer's traffic, that is in servicing and advising private and business customers, but also the bank's internal management. Their duties include switch transactions (e.g. deposits, withdrawals), managing accounts, advising on credit and investment opportunities, conducting (cashless) payment, the credit check, the analysis of balance sheets and the national and international securities trade on customers order.

Main activity

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IT specialist





What does a computer scientist have to do?

A computer scientist is a scientist who has acquired knowledge of computer science, the study of the theoretical foundations of information and computation and their application.

Most computer scientists work for big companies in their own IT departments. They have a lot of different tasks, for example they have to analyze customer requirements and are responsible for the maintenance and administration of systems and computer networks. They have to install hardware and software and carry out tasks in the areas of consulting, training and IT security.

So you have to be interested in Computers and sit the whole day before it, install hardware and other things. I think if you are not interested in such things it will be the false job for you.





What education do you need to be an IT specialist?

The IT specialist is a nationally recognized training occupation. This means that you need no special education before you start the training occupation. You have only to complete the compulsory school then can you start such a training occupation in every bigger city, like Vienna or Graz.

The training lasts 3 years and 6 months, but it can be shorter if you have completed a high school. During the training, work in a company and sometimes you have to go to a vocational school. In the company you gain the work experience and at school you acquire all the theoretical knowledge that you need for the job.



How much can you earn as an IT specialist?

The monthly gross salary of an IT specialist depends on the experience he/she has and ranges from **€ 2670 to € 3770** if he or she has less than 3 years of experience in the field. It can go up to € 4510 if he or she has more than 8 years of practical experience.





Elementary teacher

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¹ <http://previews.123rf.com/images/claiev/claiev0905/claiev090500090/4874142-Lehrer-hinter-dem-Schreibtisch-Vektor-Illustration--Lizenzfreie-Bilder.jpg>



About elementary schools (primary schools):

Elementary school consists of junior stage I (levels 1 and 2 and sometimes preparatory classes) and junior stage II (levels 3 and 4).

Elementary school curricula for all children include the following objectives, amongst others: children are to acquire the basic techniques of reading, writing and numbers, and in addition are to gain a good understanding of their social environment enabling them to be tolerant, use their right to codetermination, share responsibilities and respect others.

Many elementary schools in Vienna now offer new forms of learning and teaching (open learning, the Freinet method, some and others). The aim is to promote individual learning, independence, motivate children to assume responsibility, cooperate and practice their social skills. Pilot schemes are introduced to test new forms of student assessment: verbal assessment, commented direct assessment of performance or task books. One modern foreign language is taught as a mandatory non-assessed course from level 1 onwards.

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² http://www.duden.de/_media_/full/M/Material-201100284501.jpg



How to become an elementary teacher

Occupational description

Elementary teachers teach children from the school entry up to the ending of elementary school in all subjects (except for religion). They provide specific skills like reading, writing, reckoning and fundamental knowledge in all subject subjects. Besides, elementary teachers also perform education work, stimulate the children to independent thinking and work and wake the children's interest in the acquisition of knowledge and in their environment. They lead the class as a group, however, also devote themselves to the pupils individually to promote talents or to intervene when problems arise. They pay attention to development difficulties and difficulties with learning, and keep close contact with the parents or people having parental authority.

Work areas and fields of activity

Elementary teachers plan the lessons according to the current course of study and prepare themselves by the choice of suitable didactic methods and appropriate teaching materials and media before. Besides, they plan the lessons clearly and to take into consideration the individual development state and the abilities of their pupils.

Elementary teachers observe the pupils' behaviour and participation in the lessons. They also correct school exercises, home exercises and revisions of every child to get information about the acquired knowledge as well as the pupil's interests and talents. In this way, they can intervene when problems arise and they can promote their pupils' special abilities.

Apart from the mediation of technical elements, elementary teachers make also convey social values to the pupils and promote the mental development of the children as well as social abilities like communication, co-operation, solidarity and the readiness for conflict solution free of authority.



Another important aspect in the work of elementary teachers is the contact with the parents or people having parental authority. Consulting hours, speech days and parents' evenings are used for it in general. Besides, the teachers inform them about strengths and weaknesses of the children and discuss difficulties, with them.

Beyond the teaching time elementary teachers also carry out corrections, administrate class lists, class register and take notes about behaviour and performance (achievements) of every child and constantly reflect or evaluate their own lessons. They administer teaching means and libraries, procure craft- and teaching materials, plan excursions, parties or other activities and pursue public relations. Besides, they participate in conferences of their school and in advanced training events.

Material

Elementary teachers closely cooperate with children and, therefore, have an important role model effect. That is why a cultivated language is an important basic element in this occupation.

For the lessons elementary teachers use the most different writing tools and textbooks as well as well selected educational games and illustrative materials. They work on boards with chalk or pencils (on Whiteboards), with Flipcharts, presentations and sometimes with boards capable of multimedia (Smartboards). Besides, they use musical instruments, gymnastic equipments, craft materials and profession witness and work with the pupils as far as possible on the computer.



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³ http://www.duden.de/_media_/full/M/Material-201100284501.jpg



Working environment

Elementary teachers work mostly in classrooms of school buildings or gyms. They teach children at the age of six to ten years take care of their pupils, cooperate with occupational colleagues (such as e.g. integration teachers) and are in regular contact with the parents or people having parental authority. Now and then they also closely cooperate with special educationists, psychologists youth welfare offices and other social institutions.

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⁴ <http://cdn.xl.thumbs.canstockphoto.de/canstock21515464.jpg>



Training as an elementary teacher

You can graduate the course at the PH (Pädagogische Hochschule) in Vienna.



The Course

Designation and the subject of the study

Teaching in elementary schools

The qualifications / authorizations which are reached with the completion of the study

Authorization for the exercise of the teaching in elementary schools

Duration of the study

Min. 6 - max. 12 terms

Admittance presuppositions

General university maturity, talent

Talent

- Control of the German language in writing
- Speech performance and vocal performance
- musical-rhythmic talent
- physical-motor talent individual talent talk and consultation
- Human sciences (39 ECTS-Credits)
- Specialized sciences and specialized didactics (84 ECTS-Credits)
- Supplementary studies (12 ECTS-Credits)
- Bachelor's work (9 ECTS-Credits)
- School-practical studies (36 ECTS-Credits)

Construction of the study

ECTS-Credits

180

Bachelorswork

Procedere

Conclusion

Academic degree: Bachelor of Education (BEd)