

## **Assistants for Technical Communication and Documentation**

### **Profile of Qualifications and Competences**

#### **1. Establishments for practical training**

Software companies  
Offices (technical, publication, design, general)  
Publishers,  
Construction and engineering offices

#### **2. Tasks and operations**

- Creation and application of technical documentations in the areas of manufacturing, electronics,
- construction, and technical services.
- Planning and design of technical drawings, connection diagrams and construction drawings
- using CAD (3D)- software,
- Visualisation of technical devices applying up-to-date communication and graphics programmes/  
software, (using Photoshop, Indesign, AutoCAD)
- Design of technical handbooks and manuals (product description, catalogues etc.)
- Conducting research in databases and networks, structuring and evaluating research results,
- administration and installation of archives used for technical purposes.
- Working with Office-Software (Word, Excel, Access etc.)
- Design of illustrations, preparing visualisations for various purposes
- Digital processing of photos/ pictures and art-material

For further information please contact us via E-Mail: [europa@oszimt.de](mailto:europa@oszimt.de)

(Source: <http://www.bibb.de/de/index.htm>, Federal Institute for Vocational Education and Training)