

TITLE OF THE CERTIFICATE (DE) ⁽¹⁾
Abschlussprüfungszeugnis der Dreijährigen Fachschule für wirtschaftliche Berufe Ausbildungsschwerpunkt Gesundheit und Soziales
⁽¹⁾ in original language
2. TRANSLATED TITLE OF THE CERTIFICATE ⁽²⁾
Final examination certificate of the Triennial Vocational School for Economic Professions Training focus: Health Care and Social Welfare Education
⁽²⁾ This translation has no legal status.
3. PROFILE OF SKILLS AND COMPETENCES
<ul style="list-style-type: none"> ▪ Vocational-specific communication in the mother tongue and in at least one modern foreign language ▪ Individually creating formally and linguistically proper papers and preparing them based on practical work ▪ Planning, performing and post-processing of presentations ▪ Basic knowledge in psychology ▪ Practical and theoretical knowledge in artistic-creative areas (music, fine arts, creative design) ▪ Knowledge of science (biology and ecology, chemistry) ▪ Knowing economic systems and economic areas ▪ Applying basic business knowledge, managing companies and staff members, recognising business and economic relationships, the competence to solve problems ▪ Taking notice of business accounting tasks, especially for trade and tourist companies and solving them by means of standard programs; e.g. revenue and expense statement, double bookkeeping; annual accounts of one-man businesses; cost accounting, personnel accounting; specialities in hotel and restaurant industries and e-commerce ▪ Knowing the statutory provisions significant for private and working life as well as knowing the means of legal recourse ▪ Applying basic knowledge in the area of information technology, using standard software from the areas of text processing, table calculation, data bases and presentation programs based on practical work ▪ Providing, analysing, preparing and securing information ▪ Using knowledge from the areas of publishing and picture editing based on practical work ▪ Creating digital online-content and performing projects by using current project management-tools ▪ Knowing commercially available groceries and luxury foodstuffs as well as common and modern kinds of nutrition and diets ▪ Efficiently producing local and international cuisine and beverages by implementing nutrition-scientific knowledge taking into consideration ecologic and economic demands and expert tool using ▪ Mastering production techniques of canteen and restaurant kitchens ▪ Mastering serving techniques and serving sequences in upscale gastronomy including caring for and advising guests ▪ Basic knowledge of beverages ▪ Showing appropriate customer orientation, hospitality, good manners and a well-kept appearance ▪ Knowledge in working and business organisation of accommodation and catering companies as well as in personnel and event management ▪ Knowledge and skills in the areas of preventive and protective health measures, injury and illness prevention, hygiene, social psychology, social administration, medical service law
4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE ⁽³⁾
<p>Employee or entrepreneur in areas of different branches of economy, administration, tourism, nutrition as well as in the area of health care and social welfare on a medium business and administrative level, e.g. purchasing agent in the hotel and restaurant industry, skilled kitchen and service employees, office worker, secretary, hotel merchant, hotel secretary, office clerk, sales representative, customer advisor, team assistant.</p> <p>Furthermore basic training in: correspondent in foreign languages, secretary in an editorial department, person in charge for personnel, among other things.</p> <p>Pursuit of regulated professions on a self-employed basis: <u>Providing practice evidence of 12-weeks:</u> hotel and restaurant industry.</p> <p>As stipulated by the current Crafts, Trade and Industry Act everyone being of age has access to examinations for almost all regulated professions unless particular qualifications are required.</p>
⁽³⁾ if applicable

(*) Explanatory note

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/614/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information on transparency is available at: <http://europass.cedefop.eu.int/> or <http://www.europass.at>

5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the body awarding the certificate Educational institution recognised by the State of Austria, for address see certificate	Name and status of the national/regional authority providing accreditation/recognition of the certificate Federal Ministry for Education, Science and Culture
Level of the certificate in the country in which it is issued ISCED 3B	Grading scale / Pass requirements 1 = excellent (excellent performance) 2 = good (good performance throughout) 3 = satisfactory (balanced performance) 4 = sufficient (performance meeting minimum pass levels) 5 = not sufficient (performance not meeting minimum pass levels) In addition, the overall performance at the final exam is rated as follows: Pass with distinction, Good pass, Pass, Fail
Access to the next level of education/training Access to the matriculation examination for professionals, to an advanced training course or to a secondary school for professionals. Access to post-secondary educational institutions whereby additional exams are to be taken, if required by the educational target in the relevant studies.	International agreement
Legal basis National curriculum, BGBl. (Federal Law Gazette) II Number (No.) 316/2003 current version Examination specification BMHS (concerning the final exams in vocational schools and colleges), BGBl. (Federal Law Gazette) II No. 70/2000 current version	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

1. Training and education as defined by the National Curriculum for colleges of economic professions. 2. The external procedures according to External Certification as defined in BGBl. (Federal Law Gazette) II No. 362/1979, current version.
Additional information: Entry requirements: successful completion of school year 8, if necessary entrance examination Duration of education: 3 years Duration of compulsory work placement: 4 weeks facultative practise work during holidays Education objectives: 3 years of intensive vocational education in general education, vocational-practical, vocational-theoretical and economic subjects. Imparting thought processes as well as behaviour in work and decision processes, that qualify the degree holders to exercise directly in the professional economic and administrative fields - also in the social and health areas -, in tourism and nutrition. Further significant goals are: personality development, the capability of vocational mobility and flexibility, creativity, criticism, social commitment and communication in the mother tongue and in the foreign language. Subjects include: German, communication and presentation, English, history and culture, psychology, music education, art and design, biology and ecology, chemistry, geography and economics, business administration and economics, political education and law, accounting, information and office management, applied computer science, nutrition, kitchen and service, business administration, physical education, health and social education. More information (including a description of the national qualifications system) available at: www.certificate.at or www.zeugnisinfo.at National reference point: Schottengasse 4, A – 1010 Vienna; Tel. + 43 (1) 532 47 26 / 35 or 24