

1. TITLE OF THE CERTIFICATE (DE) ⁽¹⁾
Reife- und Diplomprüfungszeugnis der Höheren Lehranstalt für wirtschaftliche Berufe
⁽¹⁾ in original language
2. TRANSLATED TITLE OF THE CERTIFICATE (EN) ⁽²⁾
Matriculation and diploma certificate of the Secondary School for Economic Professions
⁽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 two modern foreign languages ▪ Individually creating formally and linguistically proper papers and preparing them based on practical work ▪ Planning, performing and post-processing of presentations ▪ Basic psychological and philosophical knowledge (developmental psychology, industrial psychology, economic and marketing psychology, contemporary philosophy, etc.) ▪ Practical and theoretical knowledge in artistic-creative areas (music, fine arts, creative design) ▪ Knowledge in science (biology and ecology, chemistry, physics, mathematics) ▪ Knowledge of economic systems and economic areas, regional planning, economic structures and processes ▪ Applying basic business knowledge, e.g. financing decisions, managing companies and staff members, recognising business and economic relationships, the competence to solve problems ▪ Taking notice of business accounting tasks, solving them by means of standard programs and presenting the results; e. g. revenue and expense statement, double bookkeeping; annual accounts of one-man businesses and incorporated companies; cost accounting, controlling, personnel accounting; specialities in the 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, providing and evaluating legal information ▪ 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 ▪ Generating digital online-content and performing projects by using current project management-tools ▪ Building up and operating internet services and networks ▪ 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 as well as 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 ▪ Further / more extended knowledge depending on the area of intensified study
4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE ⁽³⁾
<p>Employee or entrepreneur in areas of different fields of economy, administration, tourism and nutrition at a medium and higher business and administrative level, e.g. purchasing agent in the hotel and restaurant industry, manager of a canteen kitchen, nutritionist, skilled employee for kitchen and service, hotel merchant, housekeeper, team assistant, office clerk, business assistant, costumer advisory service.</p> <p>Furthermore basic education 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 (see also www.gewerbeordnung.at): <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
<p>(*) Explanatory note</p> <p>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.</p> <p>More information on transparency is available at: http://europass.cedefop.eu.int/ or http://www.europass.at</p>

5. OFFICIAL BASIS OF THE CERTIFICATE

<p>Name and status of the body awarding the certificate</p> <p>Educational institution recognised by the State of Austria, for address see certificate</p>	<p>Name and status of the national/regional authority providing accreditation/recognition of the certificate</p> <p>Federal Ministry for Education, the Arts and Culture</p>
<p>Level of the certificate in the country in which it is issued</p> <p>ISCED 4A</p>	<p>Grading scale / Pass requirements</p> <p>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)</p> <p>In addition, the overall performance at the final exam (matriculation- and diploma exam) is rated as follows: Pass with distinction, Good pass, Pass, Fail</p>
<p>Access to the next level of education/training</p> <p>Access to all courses of study at universities, academies and at Colleges. The holder of the certificate might get credits for the college programmes if the course taken is similar in content to the topic areas covered by the certificate.</p>	<p>International agreements</p> <ul style="list-style-type: none"> ▪ European Convention on the Equivalence of Diplomas leading to Admission to Universities, BGBl. Nr. 44/1957 ▪ Convention on the Recognition of Qualifications concerning Higher Education in the European Region, Section IV, BGBl. III Nr. 71/1999 ▪ Successful completion of (training/the (secondary) course at) this education institution/school/master class* is considered equivalent to completion of regulated education and training pursuant to the third subparagraph of Article 13 paragraph 2 and Annex III of Directive 2005/36/EC on the recognition of professional qualifications. This certificate can be classified as a diploma within the meaning of Article 11 point (c) of Directive 2005/36/EC and, pursuant to Article 13 paragraph 3 of this Directive, is therefore equivalent to a qualification certifying successful completion of higher or university education of (up to) four years' duration, regardless of whether the qualification required in the host Member State must be allocated to Article 11 point (d) or Article 11 point (e) of the Directive
<p>Legal basis</p> <p>National curriculum, BGBl. (Federal Law Gazette) II 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.</p>	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

<p>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.</p>
<p>Additional information:</p> <p>Entry requirements: successful completion of school year 8, if necessary entrance examination</p> <p>Duration of education: 5 years</p> <p>Duration of compulsory work placement: 12 weeks practise work in all during holidays</p> <p>Education objectives: 5 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 higher professional economic and administrative fields - also in the social and health areas -, in tourism and nutrition as well as providing the access to university studies. Further important goals are: personality development, the capability of vocational mobility and flexibility, creativity, criticism, social commitment and communication in the mother tongue and in foreign languages.</p> <p>Subjects include: The subjects taught are listed on the school leaving (examination) certificate.</p> <p>More information (including a description of the national qualifications system) available at: www.certificate.at or www.zeugnisinfo.at</p> <p>National Europass center: info@zeugnisinfo.at</p>