

1. TITLE OF THE CERTIFICATE (DE) ⁽¹⁾

**Lehrabschlussprüfungszeugnis
Kosmetik (Kosmetologie) / Fußpflege (Podologie)**

⁽¹⁾ in original language

2. TRANSLATED TITLE OF THE CERTIFICATE (EN) ⁽²⁾

**Certificate of Apprenticeship
“Cosmetics (Cosmetology) / Pedicure (Podiatry)” (f/m)**

⁽²⁾ This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES
Specialist areas of competence:
Basics of cosmetics and pedicure

In his/her work, the specialist in cosmetics (cosmetology)/pedicure (podiatry) observes the principles of anatomy, dermatology, physiology, pathology and kinematics specific to the profession. He/she recognises different skin types and skin conditions, such as seborrhoeic and photodamaged skin, and changes in the musculoskeletal system and foot deformities as well as their consequences, and selects beauty care treatments based on this assessment. Based on his/her expertise in the field of skin, vascular, tissue and body hair changes and in the field of diseases affecting the extremities and changes to the nails on the hands and feet, he/she adapts beauty care treatments to the individual needs of his/her clients. In this regard, he/she records medical histories as part of cosmetic work and pedicure treatments, assesses the skin from a cosmetic and pedicure perspective and takes indications and contraindications into account. He/she documents the obtained information properly.

Cosmetic and pedicure work

The specialist in cosmetics (cosmetology)/pedicure (podiatry) cares for the skin and carries out pedicure and beauty care treatments, in accordance with the rules of practice relevant to the profession, on feet and legs, hands and arms as well as on the face, throat and neck.

Here he/she researches new developments and applies current trends in the field of cosmetics and pedicure. The specialist prepares the equipment required for the upcoming beauty care work, taking into account necessary measures such as disinfection or sterilisation. He/she helps draw up hygiene plans applied in the company and documents the relevant information. Based on the areas of application, effects on the human body, indications and contraindications, he/she selects and applies preventive, decorative, improving, maintaining and caring products, preparations and active ingredients.

During cosmetic work, the skin is cleansed with cleansing products and equipment, impurities are removed and compresses are applied. The specialist deals with different skin types and conditions. For cosmetic purposes, he/she carries out various treatments on the face, throat and cleavage using ampoules, serums, packs, modelling and masks. The specialist carries out cosmetic treatments using equipment and works with physical beauty care products. He/she also carries out nourishing, firming and shaping full-body treatments.

Based on his/her specialist knowledge of colour and style advice, colour harmonies and colour contrasts, the specialist creates decorative cosmetics for different occasions and applies special make-up techniques. This means he/she creates day and evening make-up as well as fantasy make-up. As part of cosmetic treatments, he/she grooms, shapes and colours brows and eyelashes and makes short-term hair changes. If necessary, he/she removes hair from the entire body using various hair removal methods.

During a pedicure, the specialist recognises deformities in nails and then cuts, files and shapes them. He/she treats ingrown toenails, applies different nail braces taking onychonychia into account and produces nail prosthetics. He/she works safely in all areas of the foot with instruments and cutters and removes calluses, corns and horny areas of skin. Taking into account the individual needs of his/her customers, the specialist applies suitable pedicure measures. He/she administers hand and foot baths and carries out physical pedicure treatments. The specialist massages extremities taking into account indications and contraindications. Depending on the initial situation, the specialist treats pressure points and wounds using cosmetic and pedicure measures with suitable pressure relief materials and products and applies different dressings as required for initial treatment. For further wound care, the specialist refers clients to doctors, graduated healthcare and nursing staff or other medically trained healthcare providers.

During a manicure, the specialist takes care of hands and nails. He/she carries out hand and arm treatments, such as hand masks or paraffin packs. He/she also paints and designs nails according to the customers' wishes using the latest methods, and carries out nail modelling and nail designs.

When carrying out work, the specialist ensures the personal well-being of customers and complies with the necessary

protective measures and hygiene requirements.

Customer advice and sales

The specialist in cosmetics (cosmetology)/pedicure (podiatry) advises customers on cosmetics and pedicure issues based on their requirements and needs, explains the importance of behavioural measures to maintain cosmetic treatment and pedicure results and explains preventive measures for maintaining cosmetic health. He/she asks customers about their needs and wishes, informs them about the services on offer and conducts sales talks. If required, the specialist can also carry out simple advisory discussions in English. If there are any complaints and claims, he/she reacts appropriately and takes steps to resolve conflict. The specialist deals with administrative tasks in the area of customer management, such as coordinating customer appointments, and is involved in carrying out advertising and sales promotion measures for the company. He/she also processes payment transactions in compliance with the associated security measures, calculates the daily turnover and closes the cash desk.

Interdisciplinary areas of competence:

- Working in an operational and professional environment
- Quality oriented, safe and sustainable work
- Digital work

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE ⁽³⁾

Range of occupations:

Employment including in cosmetic, pedicure and beauty salons, drugstores with beauty salons attached, spas, thermal baths, wellness resorts as well as mobile work with customer visits or in retirement and nursing homes

⁽³⁾ if applicable

(*) Explanatory note

This document has been developed with a view to providing additional information on individual certificates; it has no legal effect in its own right. These explanatory notes refer to the Decision (EU) no. 2018/646 of the European parliament and the Council of 2 May 2018 on a common framework for the provision of better services for skills and qualifications (Europass).

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

5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the body awarding the certificate Lehrlingsstelle der Wirtschaftskammer (Apprenticeship Office of the Economic Chamber; for the address, see certificate)	Name and status of the national/regional authority providing accreditation/recognition of the certificate Bundesministerium für Arbeit und Wirtschaft (Federal Ministry for Labour and Economy)
Level of the certificate (national or international) NQF/EQF 4 ISCED 35	Grading scale / Pass requirements Overall performance: Pass with Distinction Good Pass Pass Fail
Access to next level of education/training Access to the <i>Berufsreifeprüfung</i> (i.e. certificate providing university access for skilled workers) or a vocational college for people under employment. Access to relevant courses at a <i>Fachhochschule</i> (i.e. university level study programme of at least three years' duration with vocational-technical orientation); additional examinations must be taken if the educational objective of the respective course requires it.	International agreements Between Germany, Hungary, South Tyrol and Austria, international agreements on the mutual automatic recognition of apprenticeship-leave examinations and other vocational qualifications have been concluded. Information on equivalent apprenticeship occupations can be obtained from the Federal Ministry for Labour and Economy.
Legal basis 1. Training Regulation for Cosmetics/Pedicure BGBl. II (Federal Law Gazette) No. 390/2023 (company-based training) 2. Curriculum framework (education at the vocational school for apprentices)	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

1. Training in the framework of the given Training Regulation for Cosmetics/Pedicure and of the curriculum of the

vocational school for apprentices. Admission to the final apprenticeship examination upon completion of the apprenticeship period specified for the apprenticeship trade concerned. The final apprenticeship examination aims to establish whether the apprentice has acquired the skills and competences required for the respective apprenticeship trade and is able to carry out the activities particular to the learned trade herself/himself in an appropriate manner.

2. Admission to the final apprenticeship examination in accordance with Article 23 (5) of the *Berufsausbildungsgesetz* (Vocational Training Act). An applicant for an examination is entitled to sit the final apprenticeship examination without completing a formal apprenticeship training if she/he has reached 18 years of age and is able to prove acquisition of the required skills and competences by means of a relevant practical or an on-the-job training activity of appropriate length, by attending relevant courses etc.

Additional information:

Entry requirements: successful completion of 9 years of compulsory schooling

Duration of training: 4 years

Enterprise-based training: Enterprise-based training comprises $\frac{4}{5}$ of the entire duration of the training and focuses on the provision of job-specific skills and competences according to Article 3 of the Training Regulation, BGBl. II (Federal Law Gazette) No. 390/2023, enabling the apprentice to exercise qualified activities as defined by the profile of skills and competences specified above (cf. job profile).

Education at vocational school: School-based education comprises $\frac{1}{5}$ of the entire duration of the training. The vocational school for apprentices has the tasks of imparting to apprentices the basic theoretical knowledge, of supplementing their enterprise-based training and of widening their general education in the framework of subject-oriented part-time instruction.

More information (including a description of the national qualification system) is available at:

www.zeugnisinfo.at and www.edusystem.at

National Europass Center: europass@oead.at

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