

<b>1. TITLE OF THE CERTIFICATE (DE) <sup>(1)</sup></b>
<b>Lehrabschlussprüfungszeugnis Koch/Köchin</b>
<sup>(1)</sup> in original language

<b>2. TRANSLATED TITLE OF THE CERTIFICATE (EN) <sup>(2)</sup></b>
<b>Certificate of Apprenticeship 'Cook' (f/m)</b>
<sup>(2)</sup> This translation has no legal status.

<b>3. PROFILE OF SKILLS AND COMPETENCES</b>
<p><b>1. Competence area: Working in a business and professional environment</b>  The cook acts in a professional environment with personal, social and methodical competence. He/she articulates his/her needs and interests in an appropriate way, makes independent decisions and develops solution strategies. He/she acts responsibly, carefully and reliably. The cook assesses the quality of the work carried out by him/her, recognises any potential for improvement and uses this in future tasks. He/she can express himself/herself in German and English in everyday and job-related conversations. He/she is familiar with the statutory regulations on the limits on working hours, breaks and rest periods and can apply them to the planning of duty rosters.</p> <p><b>2. Competence area: Safe, hygienic and sustainable work</b>  The cook applies the relevant safety, food law and healthcare regulations correctly. He/she takes the necessary measures in the field of personal, kitchen and food hygiene. In this connection, he/she takes into account the HACCP guidelines and applies "good hygiene practice", among other things. He/she provides first aid for minor burns and cuts. Furthermore, he/she ensures correct waste separation and observes the company's environmental protection measures. In addition, the cook ensures an appropriate clean appearance of himself/herself and the kitchen. He/she uses the machines and equipment used in the company professionally and safely.</p> <p><b>3. Competence area: Mise en place</b>  The cook carries out the daily preparatory work. He/she develops his/her own kitchen post, arranges the necessary work equipment and ensures that the ingredients and foodstuffs to be used are available in sufficient quantities.</p> <p><b>4. Competence area: Processing of food</b>  The cook processes food, prepares Austrian, regional, seasonal and international dishes in accordance with the different tastes and applies the basic cooking and preparation methods in this process. He/she uses appropriate kitchen tools and appliances. When preparing meals, the cook always pays attention to profitability. He/she carries out work independently or in a team with other cooks in coordination with the kitchen management.</p> <p><b>5. Competence area: Compilation and planning of meals</b>  The cook compiles meals and series of dishes and, if necessary, adjusts them individually to the guest or event. In doing so, he/she draws on comprehensive knowledge of products (seasonality, regionality, allergens) and diets (dietary cuisine, vegetarian and vegan cuisine). In the planning of meals, he/she communicates with superiors, colleagues from the kitchen and service.</p> <p><b>6. Competence area: Serving and provision of meals</b>  The cook arranges dishes in the various areas (à la carte, buffets, banquets and catering) in an appealing way. His/her tasks include, among other things, buffet supervision and work in front of guests as well as preparing the food for transport to catering (e.g. filling, packaging). In this process, he/she uses the necessary utensils and suitable devices.</p> <p><b>7. Competence area: Merchandise management</b>  The cook checks the goods and utensils required for the kitchen and estimates the goods required by the company. He/she carries out orders according to economic criteria, checks deliveries and calculates prices. He/she ensures that storage is appropriate for the product, taking into account order, economic efficiency and product safety.</p>

<b>4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE <sup>(3)</sup></b>
<b>Range of occupations:</b> Employment including in small, medium-sized and large enterprises in the hotel and catering industry, canteen

kitchens in companies, hospitals and care facilities, public facilities and university canteens

<sup>(3)</sup> 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) 2018/646 of the European Parliament and of the Council of 18 April 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](http://www.europass.at)

**5. OFFICIAL BASIS OF THE CERTIFICATE**

<b>Name and status of the body awarding the certificate</b> Lehrlingsstelle der Wirtschaftskammer  (Apprenticeship Office of the Economic Chamber; for the address, see certificate)	<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b>  Bundesministerium für Digitalisierung und Wirtschaftsstandort (Federal Ministry for Digital and Economic Affairs)
<b>Level of the certificate (national or international)</b>  NQF/EQF 4 ISCED 35	<b>Grading scale / Pass requirements</b>  Overall performance: Pass with Distinction Good Pass Pass Fail
<b>Access to next level of education/training</b> 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.	<b>International agreements</b> 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 Digital and Economic Affairs.
<b>Legal basis</b> 1. Training Regulation for Cooks BGBl. II (Federal Law Gazette) No. 137/2019 (company-based training) 2. Curriculum framework (education at the vocational school for apprentices) 3. The present apprenticeship trade replaces the apprenticeship trade Cooks (Training Regulation BGBl. II [Federal Law Gazette] No. 1093/1994 as amended by BGBl. II No. 177/2005 and Examination Regulation BGBl. II No. 1093/1994), which expired as of 31.05.2019.	

**6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE**

1. Training in the framework of the given Training Regulation for Cooks 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:** 3 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 2 of the Training Regulation, BGBl. II

(Federal Law Gazette) No. 137/2019, enabling the apprentice to exercise qualified activities as defined by the profile of skills and competences specified above.

**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](http://www.zeugnisinfo.at) and [www.edusystem.at](http://www.edusystem.at)

**National Europass Center:** [europass@oead.at](mailto:europass@oead.at)

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