

1. TITLE OF THE CERTIFICATE (DE) ⁽¹⁾
Abschlussprüfungszeugnis der Handelsschule für Berufstätige
⁽¹⁾ in original language

2. TRANSLATED TITLE OF THE CERTIFICATE (EN) ⁽²⁾
Final Examination Certificate – Secondary Business School for People in Employment
⁽²⁾ This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES
Language Competence ▪ Adequate communication in German, the language of instruction and in one foreign language, use of the foreign language in professional situations and in everyday life; intercultural competence Social Competence and Personal Development ▪ Appropriate behavior in professional and social situations especially the ability of self-organization ▪ Assessment of the current personal situation as the starting point for career planning ▪ Project and team-oriented work, the ability to carry out projects independently Business Competence ▪ Knowledge and skills to solve business tasks ▪ Ability to solve complex tasks in an operational context ▪ Initiation and independent execution of business deals as well as customer relationship, knowledge of the main sales approaches and negotiation techniques ▪ Drafting of basic business plans ▪ Presentation skills and conversational skills also in the foreign language ▪ Qualifications for the essential areas of operational accounting and the ability to use practice-relevant standard software – ongoing business transactions, personnel accounting, taxes and duties, calculations, cost accounting ▪ Calculation of business key figures to prepare a decision making process ▪ Knowledge and skills in the fields of information and communication technology Society and Environment ▪ Basic knowledge for the participation in democratic, economic and social events ▪ Competence for an independent and responsible use of rights and duties in a professional environment ▪ Correct use of the terminology in economic and legal tasks ▪ Competence to take economic and ecological aspects as well as social and economic processes into account when solving complex tasks

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE ⁽³⁾
Range of occupations: Employee or entrepreneur in various fields of business at medium commercial and administrative level, e.g. in banks, insurances, trade, public authorities, commercial agent, property trustee, services in the area of accounting, personnel accounting, tax consultancy, business consultancy, information and communication technology, internet – establishment and maintenance of network services, information provider, directory publishers, employment agency, call center, leisure agency, acquisition of consulting contracts and business deals, statistical surveys and analyses, presentation of goods, advertising agency, advertising advice, event management, office services, etc. Pursuit of regulated professions on a self-employed basis: (look it also up www.gewerbeordnung.at) ▪ After having worked for two years: debt collection agency ▪ After a professional occupation of two years and after having successfully passed a qualifying exam: real estate agent and manager, security business (private investigator), surveillance business, labour lease
⁽³⁾ In applicable.

⁽⁴⁾ Explanatory note

The Certificate supplement provides additional information about the certificate and does not have any legal status in itself. Its format is based on 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) and repealing Decision No 2241/2004/EC.

5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the body awarding the certificate Educational institution recognised by the State of Austria, address see certificate	Name and status of the national/regional authority providing accreditation/recognition of the certificate Bundesministerium für Bildung (Federal Ministry of Education)
Level of the certificate (national or international) EQR/NQR 4 ISCED 35	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 next level of education/training Access to Berufsreifeprüfung, to an Add-on course or to a Higher College of Business Administration for people in employment. The holder of the certificate has access to study at Fachhochschule, but has to take additional examinations if the course taken requires them.	International agreements ▪ The training level of a training programme completed with this certificate satisfies the requirements set out in Article 11, point (b) of Directive 2005/36/EC on the recognition of professional qualifications, as last amended by Directive 2013/55/EU.
Legal basis National curriculum, BGBl. (Federal Law Gazette) II Number (No.) 1/2022 current version, Examination regulations Post-Secondary VET Courses and Post-Secondary Courses for People in Employment, BGBl. (Federal Law Gazette) II No. 36/2017 current version.	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

Training and education as defined by the National Curriculum for Secondary Business School for People in Employment
Additional information: Entry requirements: successful completion of school year 8, completion of one's 17th year, completed vocational training or an occupation respectively Duration of education: 2 years (4 semesters) Duration of work placement: none Education objectives: The Secondary Business School People in Employment provides general and commercial education in an integrated way that immediately enables to work in all fields of the economy and the administration. Further important goals are personal development, the ability for professional mobility and flexibility, creativity, the ability to criticise, social commitment, the ability to communicate in the mother tongue and in the foreign language acquired as well as knowledge of information and communication technology according to the current challenges of the economy. Subjects include: see List of Subjects in the Final Examination Certificate More information (including a description of the national qualification system) is available at: www.zeugnisinfo.at and http://www.bildungssystem.at National Europass Centre: europass@oead.at OeAD, Ebendorferstraße 7, A-1010 Wien