

1. TITLE OF THE CERTIFICATE (DE ⁽¹⁾)

**Reife- und Diplomprüfungszeugnis der
Höheren Lehranstalt für Hairstyling, Visagistik und Maskenbildnerei
Schulautonome Vertiefung: Make-up-Artist**

(1) In original language

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

**Matriculation and Diploma Certificate of the
College of Higher Vocational Education of Hairstyling and Cosmetology
In-depth specialisation: Make-up Artist**

(2) If applicable. This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

- Vocational-specific communication in the instruction language and in two foreign languages;
- Independent creation of written texts in an accurate, grammatically correct and practice-oriented manner;
- Knowledge of natural sciences (chemistry, physics, biology, ecology), applied mathematics, history and political education;
- Knowledge of art history, fashion history and trend research;
- Knowledge of the legal provisions relevant to private and professional life as well as the ways of enforcing the law;
- Knowledge about economic systems and economic areas, economic structures and processes;
- Application of basic entrepreneurial knowledge, e.g. investment and financing decisions, business start-up and management, human resources management and development;
- Recognition of business management contexts, problem-solving skills;
- Performance of operational accounting tasks, solution using standard programs and evaluation of the results; cash-based accounting, double-entry bookkeeping, cost accounting in small and medium-sized enterprises, personnel accounting, annual financial statements of individual enterprises and partnerships;
- Application of basic knowledge in the area of information technology, practice-oriented use of standard software (text processing, spreadsheets, presentation and image processing, databases);
- Planning, performing and follow-up of speeches and presentations;
- Performing tasks in service management, sales management, customer management; advisory and sales talks;
- Planning, management, implementation and completion of projects using subject-specific software;
- Performing quality management tasks;
- Performing merchandise management tasks;
- Application of knowledge and skills in the field of analysis, cleaning and care of scalp and hair, preparation of treatment plans;
- Implementation of different cutting and curling techniques as well as post-treatments, shaving and shaping of beards; selection of suitable reshaping products;
- Hairstyle design using various styling techniques (putting in rollers, waving, using papillotes, using thermal appliances and finishing products); pinned-up hairstyles incl. incorporation of hairpieces and hair accessories, hair extensions, colour change of hair using various application techniques;
- Colour, type and style consultation, taking into account the shape of the face and body;
- Production of wigs and hairpieces from hair and non-hair materials;
- Development of mask designs as well as planning, design and creative design of masks; fabrication of rigid and flexible masks, body parts and bald heads in different processes and forms (e.g. hollow mould process);
- Production of special effects such as skin changes, action injuries, deformities, tattoos etc. (made up, moulded onto the skin or glued on from prefabricated parts);
- Implementation of a holistic mask design on the model in various projects with the integration of all mask-related fabrications;
- Make-up design using different techniques for various occasions;
- Implementation of eyelash extensions and thickening, creating eyelash perms;
- Treatment of hands and fingernails; diagnosis, extension and strengthening;
- Application of knowledge from the field of fashion and beauty photography, incorporating contemporary tools.

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

Professional fields:

Entrepreneur or employee with a high degree of personal responsibility in the field of hairstyling and make-up art and in administration at middle and higher commercial and administrative levels, e.g. hairdresser, make-up artist, colour and style consultant, sales consultant.

Pursuit of regulated professions on a self-employed basis (see also www.gewerbeordnung.at):

With practical experience: Hairdresser (stylist), make-up artist.

As a result of the liberalisation of the trade regulations, access to almost all master craftsperson examinations and certificate of competence examinations is possible if the general requirements for carrying out a trade are met. The entrepreneurial examination is waived.

(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 No 2241/2004/EC of the European Parliament and of the Council of 15 December 2004 on a single Community framework for the transparency of qualifications and competences (Europass).

Any section of these notes which the issuing authorities consider irrelevant may remain blank.

More information on transparency is available at: <http://europass.cedefop.europa.eu> and 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, address see certificate	Name and status of the national/regional authority providing accreditation/recognition of the certificate Federal Ministry of Education
Level of the certificate (national or international) EQF/NQF 5 ISCED 55	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 matriculation and diploma exam is rated as follows: Pass with distinction, Good pass, Pass, Fail
Access to next level of education/training Access to all university study programmes; access to post-secondary VET colleges (Akademien) and programmes at universities of applied sciences (Fachhochschulen). The period of study can be shortened when taking up a study programme at a relevant university of applied sciences.	International agreements ▪ European convention on the equivalence of school-leaving certificates, Federal Law Gazette no. 44/1957 ▪ Convention on the Recognition of Qualifications concerning Higher Education in the European Region, Section IV, Federal Law Gazette III no. 71/1999 ▪ Training completed with this certificate is a regulated education and training programme in accordance with Article 11, point (c) (ii) of Directive 2005/36/EC on the recognition of professional qualifications, as last amended by Directive 2013/55/EU. The level of training corresponds to point (c) of Article 11 of the Directive.
Legal basis School pilot project according to authorisations GZ BMBF-21.709/0002-III/3/2015, GZ BMB-21.709/0005-Präs.12/2015 and GZ BMBWF-11.014/0017-I/1b/2019 Regulation on Examinations BMHS, Federal Law Gazette II no. 177/2012 as amended.	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

1. Training within the framework of the prescribed curriculum at a College of Higher Vocational Education of Hairstyling and Cosmetology; 2. The external procedures according to External Examination Regulation as defined in Federal Law Gazette no. 362/1979 as amended.
Additional information Entry requirements: successful completion of school year 8, if necessary entry examination; Duration of education: 5 years; Duration of compulsory work placement: 3-month compulsory work placement between the 3rd and 4th year; Education goals: Intensive five-year vocational training in general education, occupation-related practice, occupation-related theory and business-oriented subjects. Teaching of knowledge and skills qualifying graduates to directly exercise a high-level profession in the business sphere, especially in the areas of hairstyling and cosmetology, as well as to take up academic studies. Key objectives include: professional and social competence, personal growth and development, capacity for professional mobility and flexibility, ability to criticise and take criticism, personal responsibility, social and ecological involvement, creativity, innovation, teamwork, problem-solving orientation, communicative skills in the language of instruction and foreign languages, the willingness to take part in lifelong learning. Subjects include: see curriculum in the matriculation and diploma certificate; More information (including a description of the national qualification system) is available at: http://www.zeugnisinfo.at and http://www.bildungssystem.at National Europass Centre: europass@oead.at Ebendorferstraße 7, A-1010 Vienna