

1. TITLE OF THE CERTIFICATE (DE) <sup>(1)</sup>
<b>Abschlussprüfungszeugnis der Fachschule für Sozialberufe</b>
<sup>(1)</sup> in original language

2. TRANSLATED TITLE OF THE CERTIFICATE (EN) <sup>(2)</sup>
<b>Final Examination Certificate of the Vocational School for Social Professions</b>
<sup>(2)</sup> This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES
<ul style="list-style-type: none"> <li>Vocational-specific communication in the instruction language and in English;</li> <li>Independent creation of written texts in an accurate, grammatically correct and practice-oriented manner;</li> <li>Planning and performing presentations;</li> <li>Knowledge in the area of science (biology and ecology, chemistry, physics);</li> <li>Knowledge in the area of history and political education;</li> <li>Basic knowledge of psychology and pedagogy (e.g. developmental and personality psychology, social psychology);</li> <li>Knowledge in the area of social and health professions;</li> <li>Personal and vocational competencies in the social area, particularly in social institutions (e.g. kindergartens, institutions for persons with special needs, institutions for geriatric care) including supervision, reflection and documentation;</li> <li>Use of knowledge in creative expression, e.g. creation with music and movement, movement games, common dancing and music making, musical-rhythmical forms of expression for relaxation and body awareness, manual techniques with various materials and tools in working with children, senior citizens and persons with special needs;</li> <li>Musical and artistic preparation and creation of events and festivals throughout the year;</li> <li>Basic knowledge in the area of somatology and pathology, pharmacology, care, hygiene and First Aid;</li> <li>Preparation of simple foods and drinks using dietetic knowledge as well as ecological and economic needs and with consideration to the special needs of various target groups;</li> <li>Implementation of knowledge in household organization in various institutions and social systems; professional planning, organization and performance of work processes;</li> <li>Implementation of basic knowledge in service, a cultivated appearance, good manners;</li> <li>Basic knowledge in the area of nutrition (tasks and ingredients of food, nutrition and health/sickness, energy and nutrient needs, quality of food stuff, diet forms etc.);</li> <li>Knowledge about economic systems and economic areas;</li> <li>Application of basic business knowledge;</li> <li>Taking notice of business accounting tasks, particularly in the non-profit area and solving them by means of standard programs, e.g. revenue and expense statement, double bookkeeping; annual accounts of one-man businesses, cost accounting, personnel accounting;</li> <li>Knowledge of the means of legal recourse significant for private and working life as well as providing and evaluating legal information;</li> <li>Application of basic knowledge in the area of information technology, practice-oriented use of standard software from the areas of text processing, table calculation, presentation programs, data protection and security, gathering information; e-government;</li> <li>Project planning, project controlling and performance including presentation and reflection;</li> <li>An appreciation and consideration of diversity in one's manners as well as different cultures and values.</li> </ul>

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE <sup>(3)</sup>
<p><b>Professional fields:</b> Employee or entrepreneur in social institutions as well as in various branches of economy and administration at a middle business and administrative level, e.g. corporate service provision (see also GZ BMWFJ-33.800/0005-I/4/2012, 28.2.2013), clerk, secretary, office employee, team assistant. In addition basic education in social care and health care professions.</p> <p><b>Pursuit of regulated professions on a self-employed basis</b> (see also <a href="http://www.gewerbeordnung.at">www.gewerbeordnung.at</a>): Because of the liberalization of the Trade Law access to almost all master and qualifying certificate examinations is given in completion of the general requirements of the trading license. Manager examination is not applicable.</p>
<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 Council Resolution no. 2241/2004/EG of the European parliament and 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> 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> Educational institution recognised by the State of Austria, address see certificate	<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b> Federal Ministry for Education, Science and Research
<b>Level of the certificate (national or international)</b> EQF/NQF 4 ISCED 35	<b>Grading scale / Pass requirements</b> 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
<b>Access to next level of education/training</b> Access to vocational matriculation examination, to an advanced training course or an academy of commerce for employed persons. Access to an advanced technical college, whereby additional examinations are to be completed if it is required by the educational goal of the respective study course.	<b>International agreements</b> 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.
<b>Legal basis</b> National curriculum, BGBl. (Federal Law Gazette) II No. 340/2015 in the current version; Regulation on Examinations BMHS, BGBl. (Federal Law Gazette) II No. 177/2012 current version	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE
1. Training and education within the framework of the prescribed curriculum at a vocational school for social professions; 2. The external procedures according to External Testing Certification as defined in BGBl. (Federal Law Gazette) II No. 362/1979 current version.
<b>Additional information</b> <b>Entry requirements:</b> successful completion of school year 8, if necessary entry examination; <b>Duration of education:</b> 3 years; <b>Duration of compulsory work placement:</b> work placement 12 - 18 hours in all during the school year; <b>Education goals:</b> Intensive three-year vocational education in general education, vocational-practical, vocational-theoretical and economic subjects. Imparting knowledge and skills that qualify the degree holders to exercise directly in the professional social and economic fields as well as in preparation for education and professions in the social and health care fields. Important goals are professional, social and action competences, a responsible interpersonal attitude, social engagement, personality development, self responsibility, creativity, ability to work in a team, criticism, ability to be vocationally mobile and flexible, ability to communicate in the instruction language and in English, readiness to permanent further education. <b>Subjects include:</b> see curriculum in the final exam certificate;  <b>More information</b> (including a description of the national qualification system) is available at: <a href="http://www.zeugnisinfo.at">www.zeugnisinfo.at</a> or at or at <a href="http://www.edusystem.at">www.edusystem.at</a>  <b>National Europass Center:</b> <a href="mailto:europass@oead.at">europass@oead.at</a> Ebendorferstraße 7, A-1010 Wien