

## 1. TITLE OF THE CERTIFICATE (DE) <sup>(1)</sup>

**Reife- und Diplomprüfungszeugnis der Höheren Lehranstalt für Tourismus**

<sup>(1)</sup> in original language

## 2. TRANSLATED TITLE OF THE CERTIFICATE (EN) <sup>(2)</sup>

**Matriculation and Diploma Certificate of the College of Tourism**

<sup>(2)</sup> This translation has no legal status.

## 3. PROFILE OF SKILLS AND COMPETENCES

- Subject-specific communication in the language of instruction and in at least two foreign languages;
- Independent design using correct form and language and practical production of documents;
- Application of knowledge in the field of information technology, practical use of standard software in the areas of word processing, spreadsheets, image processing, publishing, databases and presentation;
- Procurement of information, data management, data protection and security; use of the internet; e-government;
- Knowledge in the fields of history and political education, art and culture, mathematics;
- Basic knowledge of organ systems of the human body and genetics;
- Knowledge in the fields of ecology, climate change and sustainability as well as food technology and health care;
- Knowledge of tourism geography; assessment of the consequences of globalisation and regionalisation for the economy, society and culture; sustainability in tourism;
- Preparation, calculation and sale of travel offers; design and marketing of tourist offers, application of marketing strategies, sales techniques and methods of customer management; communication policy in tourism;
- Application of basic entrepreneurial knowledge, e.g. investment and financing decisions, business creation and management, risk management, personnel management; development of a business plan; controlling; recognition of business and economic relationships, problem-solving skills;
- Performance of operational accounting tasks, e.g. cash-based accounting, double-entry bookkeeping, cost accounting in companies of the tourism and leisure industry, personnel accounting, annual financial statements of individual enterprises and partnerships, controlling;
- Knowledge of legislation relevant to private and professional life and the means of legal enforcement;
- Implementation of knowledge in the field of nutrition (nutrients, foods and ingredients, nutritional and culinary significance of foods, food quality and labelling, nutritional behaviour and forms);
- Preparation of food using nutritional science knowledge and taking into account ergonomic, hygienic, environmental and economic requirements; professional use of equipment, quality control;
- Organisation and implementation of work processes in the kitchen including purchasing and storage; good hygiene practice;
- Planning, organisation and production of menus; menu design; buffet, banquet and catering organisation;
- Knowledge of types, composition, production and the nutritional significance of beverages; bar stock;
- Planning, organisation and economically efficient implementation of service processes in upmarket gastronomy, including advising and supporting guests as well as complaint management;
- Alternative elective areas:
  - "Young Sommelier Austria": extensive knowledge of viticulture and cellar technology, wine production, sensory evaluation of wines, harmony of food and beverages; preparation of wine lists; storage; wine and beverage service;
  - "Cheese Connoisseur Austria": extensive knowledge of cheese manufacture and production, types of maturation, storage, quality characteristics, sensory evaluation of cheese, cutting techniques, cheese presentation, working on the cheese trolley; preparing offers;
  - "Young Barkeeper Austria": extensive bar knowledge; bar types, bar stock, bar equipment and utensils; professional preparation of mixed drinks (including garnishes); work of bar staff; sensory evaluation; preparation of bar menus, bar calculation;
- Knowledge of operational structures and procedures in accommodation and catering establishments, implementation of operational activities, application of knowledge in occupational safety, accident prevention, waste management and hygiene management;
- Planning, organisation, implementation and evaluation of gastronomic and tourist events; event management; use of project management instruments;
- Appropriate customer orientation, well-groomed appearance, appreciative manners and consideration of diversity as well as of different cultures and values.

## 4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE <sup>(3)</sup>

### Professional fields:

Employee or entrepreneur in fields of activity in various branches of the tourism and leisure industry and administration/management at middle and higher commercial and administrative levels, e.g. hotel and catering assistant, restaurant specialist, chef, travel agency assistant, office assistant (see decree GZ BMWFJ-33.800/0005-I/4/2012 from 28.2.2013), product developer in the tourism sector, nutritionist. In addition, basic training for foreign language correspondent, editorial office secretary, personnel officer, etc.

**Pursuit of regulated professions on a self-employed basis** (see also [www.gewerbeordnung.at](http://www.gewerbeordnung.at)):

With proof of practical experience: e.g. hospitality industry, travel agency.

As a result of the liberalisation of the Trade, Commerce and Industry Regulation Act, 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.

<sup>(3)</sup> if applicable

### <sup>(4)</sup>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><br>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><br>Federal Ministry of Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Level of the certificate (national or international)</b><br>EQF/NQF 5<br>ISCED 55                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Grading scale / Pass requirements</b><br>1 = excellent (excellent performance)<br>2 = good (good performance throughout)<br>3 = satisfactory (balanced performance)<br>4 = sufficient (performance meeting minimum pass levels)<br>5 = not sufficient (performance not meeting minimum pass levels)<br><br>In addition, the overall performance at the final exam (matriculation- and diploma exam) is rated as follows:<br>Pass with distinction, Good pass, Pass, Fail                                                                                                                                                                                                                                 |
| <b>Access to next level of education/training</b><br>In accordance with the School Organisation Act (Schulorganisationsgesetz), Federal Law Gazette no. 242/1962 as amended, this certificate entitles holders to attend a university, a post-secondary VET course (Kolleg) and a post-secondary VET college (Akademie); in accordance with the Act on Fachhochschule Study Programmes (Bundesgesetz über Fachhochschul-Studiengänge), Federal Law Gazette no. 340/1993 as amended, to attend a Fachhochschule study programme; and in accordance with the 2005 Higher Education Act (Hochschulgesetz), Federal Law Gazette I no. 30/2006 as amended, to attend a university college of teacher education (Pädagogische Hochschule). | <b>International agreements</b> <ul style="list-style-type: none"> <li>▪ European Convention on the Equivalence of Diplomas BGBl. (Federal Law Gazette) No. 44/1957</li> <li>▪ Convention on the Recognition of Qualifications concerning Higher Education in the European Region, Chapter IV, BGBl. (Federal Law Gazette) III, No. 71/1999</li> <li>▪ 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.</li> </ul> |
| <b>Legal basis</b><br>National Curriculum, BGBl. (Federal Law Gazette) II No. 340/2015 current version;<br>Regulation on Examinations BMHS, BGBl. (Federal Law Gazette) II No. 177/2012 current version                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

| 6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Education within the framework of the prescribed curriculum at a College of Tourism;<br>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><br><br><b>Entry requirements:</b> successful completion of school year 8, if necessary entry examination;<br><br><b>Duration of education:</b> 5 years;<br><br><b>Duration of compulsory work placement:</b> compulsory work placement for a total of 32 weeks during the holidays;<br><br><b>Education goals:</b> Intensive five-year vocational education in general educational, technical theoretical, technical practical and business subjects. Teaching of knowledge and skills for the direct pursuit of a high-level profession in the economy, especially in the tourism and leisure industry, as well as for taking up academic studies. Important goals are professional and social competence, personality development, ability to be vocationally mobile and flexible, criticism, self responsibility, social and ecological engagement, creativity, ability to work in a team, ability to communicate in the instruction language and foreign languages, readiness to permanent further education.<br><br><b>Subjects include:</b> see curriculum in the matriculation and diploma certificate;<br><br><b>More information</b> (including a description of the national qualification system) is available at:<br><a href="http://www.zeugnisinfo.at">www.zeugnisinfo.at</a> or at or at <a href="http://www.edusystem.at">www.edusystem.at</a><br><br><b>National Europass Center:</b> <a href="mailto:europass@oead.at">europass@oead.at</a><br>Ebendorferstraße 7, A-1010 Wien |