

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

### **Abschlussprüfungszeugnis der Gastgewerbefachschule Ausbildungsschwerpunkt Restaurant und Catering**

<sup>(1)</sup> In der Originalsprache

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

### **Final Examination Certificate – Vocational school for the hotel and restaurant industry, Training focus: Restaurant and Catering**

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

## 3. PROFILE OF SKILLS AND COMPETENCES

- Vocational-specific communication in the instruction language and in at least one foreign language;
- Independent formally and linguistically correct layout and practical production of papers;
- Use of basic knowledge in the area of information technology, practical use of standard software from the areas of word processing, table calculation, data bases and graphics;
- Knowledge in the areas of history and culture as well as in geography;
- Knowledge in the areas of tourism and marketing;
- Basic knowledge in terms of investment, finance, foundation and management of an enterprise, particularly in hotels and restaurants;
- Recognizing company and economic relationships, problem solving competence;
- Taking notice of business accounting tasks, solving them by means of standard programs; e. g. revenue and expense statement, double bookkeeping; personnel accounting, cost accounting in the hotel and restaurant industry, annual accounts of one-man businesses, taxes and duties;
- Knowing the means of legal recourse significant for private and working life, providing and evaluating legal information
- Knowledge in staples and non-staples (types, ingredients, nutrition physiological and economic meaning) as well as in common and current forms of nutrition and diets;
- Planning, organizing and economically rational implementation of service procedures in gourmet restaurants including guest hospitality and care;
- Knowledge in origins, ingredients and appropriate treatment of common beverages;
- Planning, preparing and performing catering, buffets and banquets;
- Preparing of local and international cuisine by using nutrition scientific knowledge as well as taking into consideration ergonomic, hygienic, environmentally gentle and economic requirements;
- Organization and performance of work in kitchens including purchase and storage;
- Appropriate customer orientation, hospitality, good manners, well-groomed appearance.

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

Employee or entrepreneur in different branches of tourism and leisure-time businesses, particularly in the hotel and restaurant industry, and administration at a middle business and administrative level, e.g. restaurant specialist, cook, office assistant (see also GZ BMWFJ-33.800/0005-I/4/2012, 28.2.2013). Furthermore basic education for foreign language correspondent, editorial secretary, personnel clerk.

### **Pursuit of regulated professions on a self-employed basis:**

With practical experience: hotel and restaurant industry.

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.

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

### **(\*) Explanatory note**

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/614/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information on transparency is available at: <http://europass.cedefop.eu.int/> or <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 of Education
<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 done 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 and examination specification acc. order GZ 24.366/1-III/A/4a/2001;	

6 OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE
1. Training and education within the framework of the prescribed curriculum for a hotel and restaurant industry college; 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 entrance examination  <b>Duration of education:</b> 3 years  <b>Duration of compulsory work placement:</b> 24 weeks in all during holidays  <b>Education goals:</b> Intensive three-year vocational education in general educational, technical, tourism-economic and business subjects. Imparting methods of thought as well as work and decision-making views that qualify students to direct exercise in hotel and restaurant industry professions. Further important goals are personality development, ability to be vocationally mobile and flexible, creativity, team work ability, criticism, independence in work, social engagement, ability to communicate in the instruction and foreign language/s, readiness for permanent further education.  <b>Subjects include:</b> see curriculum in the final exam certificate  <b>More information</b> (including an description of the national qualification system) is available at: <a href="http://www.bildungssystem.at">http://www.bildungssystem.at</a> <b>National Europass Center:</b> <a href="mailto:europass@oead.at">europass@oead.at</a> Ebendorferstraße 7, A-1010 Wien; Tel. + 43 1 53408-684