

1. TITLE OF THE CERTIFICATE (DE) ⁽¹⁾

Abschlussprüfungszeugnis der Hotelfachschule

⁽¹⁾ in original language

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

Final Examination Certificate of the Vocational School for the Hotel and Restaurant Industry

⁽²⁾ 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;
- Planning, performing and post-processing presentations;
- Knowledge in the area of history and political education;
- Knowledge in the areas of biology and ecology (health prevention, wellness, sustainable tourism);
- Applying basic knowledge in the area of information technology, practice-oriented use of standard software in the areas of text processing, table calculation, presentation programs as well as graphics and image processing;
- Gathering information, data management, data protection and security, e-government;
- Knowledge in the areas of tourism geography, the economic significance of tourism; travel destinations and travel planning, landscape and nature protection, culture and tourism land Austria; marketing instruments, methods of market research;
- The use of basic knowledge in companies with regard to investment, financing, company founding and managing;
- Recognizing company and business relationships, problem-solving competence;
- Taking notice of business accounting tasks and solutions with the help of standard programs, e.g. cash accounting, double book keeping, cost accounting including calculations in the hotel and restaurant industry, personnel accounting, annual accounts of one-man businesses;
- Knowing the means of legal recourse significant for private and working life, providing and evaluating legal information;
- Basic knowledge in the area of nutrition (basic food ingredients, food quality, storage, conservation, need and covering needs, nutrition and health, nutrition trends, good hygiene practice);
- Production of foods in regional and international cuisine using nutritional knowledge and with consideration of ergonomic, hygienic, environmental and economic needs; professional use of devices; quality control;
- Planning, organization and production of menus; catering, buffet and banquet organization;
- Knowledge of types, mixture, production and the nutritional-physiological meaning of beverages; bar stock;
- Mastering serving techniques in gourmet restaurants, additional service activities at the guest's table such as flambéing; complaint management;
- Planning and organizing of service procedures in gourmet restaurants; guest hospitality;
- Alternative obligatory areas:
 - "Junior Sommelier Austria:" extended knowledge in the area of viticulture and cellar technique, wine production, sensory evaluation of wines, harmonizing food and drink; creating wine lists; storage; wine and beverage service;
 - "Cheese Expert Austria:" extended knowledge in the area of cheese-making and production, maturity types, storage, quality characteristics, sensory evaluation of cheese, slicing techniques, cheese presentation, working with the cheese cart; creating offers;
 - "Junior Bar Keeper Austria:" extended knowledge in the area of the bar; bar types, bar stock, bar devices and utensils; expert preparation of mixed drinks (including garnishes); the work of bar personnel; sensory evaluation; creating bar menus, bar calculation;
- Company structures and processes in the hotel and restaurant industry; application of knowledge in the area of workplace security, accident prevention, hygiene management and waste management;
- Planning, organization, performing and evaluating gastronomic events; event management;
- Appropriate customer orientation, well-groomed appearance, an appreciation and consideration of diversity in one's manners as well as different cultures and values.

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

Professional fields:

Employee or entrepreneur in different branches of tourism and leisure businesses and in administration at a middle business and administrative level, e.g. hotel and restaurant trade commercial assistant, restaurant specialist, cook, office assistant, corporate service provision (see also GZ BMWFJ-33.800/0005-1/4/2012, 28.2.2013). Furthermore basic education for editorial secretary, personnel clerk.

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

With practical experience: e.g. Hotel and restaurant industry, travel agency.

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.

⁽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 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

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 for Education
Level of the certificate (national or international) EQF/NQF 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 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.	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 No. 340/2015 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 the hotel and restaurant industry; 2. The external procedures according to External Testing Certification as defined in BGBl. (Federal Law Gazette) II No. 362/1979 current version.
Additional information Entry requirements: successful completion of school year 8, if necessary entry examination; Duration of education: 3 years; Duration of compulsory work placement: work placement 24 weeks in all during holidays; Education goals: Intensive three-year vocational education in general educational, technical practical, tourism-economic and business subjects. Imparting knowledge and skills that qualify students for professions in the economy, particularly in tourism and leisure industry with focus on the hotel and restaurant industry. Important goals are professional and social competence, personality development, ability to be vocationally mobile and flexible, criticism, self responsibility, social engagement, creativity, ability to work in a team, ability to communicate in the instruction language and foreign languages, readiness to permanent further education. Subjects include: see curriculum in the final exam certificate; More information (including a description of the national qualification system) is available at: www.zeugnisinfo.at or at or at www.edusystem.at National Europass Center: europass@oead.at Ebendorferstraße 7, A-1010 Wien