

1. TITLE OF THE CERTIFICATE (DE) ⁽¹⁾
Abschlussprüfungszeugnis der Hotelfachschule für Berufstätige
⁽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 for People in Employment
⁽²⁾ This translation has no legal status.
3. PROFILE OF SKILLS AND COMPETENCES
<ul style="list-style-type: none"> ▪ 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; culture and tourism land Austria; ▪ Development and presentation of touristic projects; the use of marketing instruments, methods and types of market research; ▪ The use of basic knowledge in companies with regard to investment, financing, company founding and managing, employee management; ▪ Recognizing company and business relationships, problem-solving competence; ▪ Taking notice of business accounting tasks and solutions with the help of standard programs, 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); ▪ Planning, organization and preparation of foods with reference to nutritional knowledge as well as with consideration of ergonomic, hygienic, environmental and economic needs; quality control; ▪ Catering, buffet and banquet organization; the knowledge of types, mixture, production and the nutritional-physiological meaning of customary beverages; bar stock; ▪ Planning, organizing and economically rational implementation of service procedures in gourmet restaurants including guest hospitality and care as well as complaint management; ▪ Alternative obligatory areas: <ul style="list-style-type: none"> - "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; ▪ Appropriate customer orientation, well-groomed appearance, an appreciation and consideration of diversity in one's manners as well as different cultures and values; ▪ Planning, organization, performing and evaluating gastronomic events; event management; ▪ Knowledge of company structures and processes in the hotel and restaurant industry, workplace security, accident prevention, hygiene and waste management.
4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE ⁽³⁾
<p>Professional fields:</p> <p>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-I/4/2012, 28.2.2013). Furthermore basic education for foreign language correspondent, editorial secretary, personnel clerk.</p> <p>Pursuit of regulated professions on a self-employed basis (see also: www.gewerbeordnung.at):</p> <p><u>With practical experience:</u> e.g. Hotel and restaurant industry, travel agency.</p> <p>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>
⁽³⁾ if applicable
<p>(*) Explanatory note</p> <p>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).</p> <p>Any section of these notes which the issuing authorities consider irrelevant may remain blank.</p> <p>More information on transparency is available at: http://europass.cedefop.europa.eu or www.europass.at</p>

5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the body awarding the certificate Educational institution recognized by the State of Austria, for address see certificate	Name and status of the national/regional authority providing accreditation/recognition of the certificate Federal Ministry of Education, Science and Research
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 (diploma 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 GZ BMBF-21.703/0032-III/3/2015; Regulation on Examinations BMHS, 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 for People in Employment; 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: Compulsory school leaving certificate; if necessary entry examination; Duration of education: 6 semesters; Duration of compulsory work placement: work placement 24 weeks in all during holidays; Education goals: Intensive six-semester 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 and www.edusystem.at National Europass Center: europass@oead.at Ebendorferstraße 7, A-1010 Wien; Tel. + 43 1 53408-684