

1. BEZEICHNUNG DES ABSCHLUSSZEUGNISSES (DE ⁽¹⁾)

**Reife- und Diplomprüfungszeugnis der Höheren Lehranstalt für wirtschaftliche Berufe
Ausbildungszeitung Umwelt und Wirtschaft**

⁽¹⁾ In original language

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

**Matriculation and Diploma Examination Certificate of the Secondary School
for Economic Professions
Education Branch Environment and Economy**

⁽²⁾ If applicable. This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

- Vocational-specific communication in the instruction language and in at least two foreign languages;
- Independent formally and linguistically correct layout and practical production of papers;
- Planning, performing and post-processing of presentations;
- Applying basic knowledge in the area of information technology, practice-oriented use of standard software (text processing, table calculation, data bases, presentation programs, data base);
- practice-oriented application of knowledge in the areas of publishing and image processing;
- Creation of digital online contents and performing projects by use of current project management tools;
- Structuring and operating internet services and networks;
- Psychological basic knowledge (development psychology, personality psychology, industrial and work psychology, economic and advertisement psychology, social psychology,...); basic knowledge in philosophy;
- Practical and theoretical knowledge in the artistic-creative area (music, graphics, various creation techniques);
- Knowledge about economic systems and economic areas, economic structures and processes;
- Recognizing company and business relationships, problem-solving competence;
- Application of business skills by especially taking into consideration the environmental area, e.g. in the area investment, financing, company founding and managing, employee management;
- taking notice of business accounting tasks and solving them by means of standard software as well as presenting the results; e. g. revenue and expense statement, double bookkeeping, annual accounts of one-man businesses and partnerships, cost accounting, controlling, personnel accounting, eco balance, accounting of a public company;
- Knowing the means of legal recourse significant for private and working life (especially in the area of environmental law) and ways of law enforcement;
- Application of knowledge in the area of quality and environmental management, creating waste economy concepts;
- Applying standards and methods of biological, ecological and chemical quality assurance, environmental decontamination and environmental analytics;
- Knowledge about energy generation technologies, measuring, control and regulation technology;
- Knowledge about environmental protection facilities and devices of environmental technology;
- Evaluation of environmental technologies regarding sustainability, ecology and economy;
- Performing measures of landscape examination, conservation, maintenance and of landscape protection;
- Land use planning and regulation, living space and landscape creation;
- Performing tasks of a security specialist, of a security agent for toxic substances, hazardous goods, the environment, waste and radiation protection.

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

Profession areas:

Employee or entrepreneur in different branches of the economy and in administration at a middle and upper business and administrative level, e.g. energy consultant, quality and environment technician, security agent for toxic substances, hazardous goods, the environment and waste.

Pursuit of regulated professions (see also www.gewerbeordnung.at) :

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 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 2001/613/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	
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 of Education
Level of the certificate (national or international) EQF/NQF 5 ISCED 55	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 (matriculation- and diploma exam) is rated as follows: Pass with distinction, Good pass, Pass, Fail
Access to next level of education/training Admission to all courses of study at universities, academies and at Colleges. When starting studies at a respective academy the duration of studies can be shortened.	International agreements ▪ European Convention on the Equivalence of Diplomas BGBl. (Federal Law Gazette) No. 44/1957 ▪ Convention on the Recognition of Qualifications concerning Higher Education in the European Region, Chapter IV, BGBl. (Federal Law Gazette) III, No. 71/1999 ▪ 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.
Legal basis National curriculum acc. order BGBl. II Nr. 215/2008 current version; 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 secondary school economic professions; 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: 5 years Duration of compulsory work placement: facultative work placement 12 weeks in all during holidays. Education goals: Intensive five-year vocational education in general educational, technical practical and business subjects. Imparting knowledge and skills that qualify students for advanced economic professions and particularly in the areas of the economy, the environmental-economy, quality-economy, security-technology, toxic and hazardous goods as well as starting a scientific university career. Important goals are professional and social competence, personality development, ability to be vocationally mobile and flexible, criticism, self responsibility, social and ecological-political 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 matriculation and diploma certificate; Further information: (including a description of the national qualifications system) available at: http://www.bildungssystem.at National Europass center: europass@oead.at Ebendorferstraße 7, A-1010 Wien; Tel. + 43 1 53408-684