

1. TITLE OF THE CERTIFICATE (DE) ⁽¹⁾

**Reife- und Diplomprüfungszeugnis der Höheren Lehranstalt für wirtschaftliche Berufe
Fachrichtung „Sozialmanagement“**

⁽¹⁾ in original language

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

**Matriculation and Diploma Certificate of the College of Management and Services Industries
Area specialisation: Social Management**

⁽²⁾ This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

- Vocational-specific communication in the instruction language and in two foreign languages;
- Independent formally and linguistically correct layout and practical production of papers;
- Knowledge in the areas of history and political education;
- Application of knowledge in the artistic-creative area, in the sculptural area, in the musical-rhythmic area and in the musical-instrumental area;
- Knowledge of methods in social work, social institutions, social occupational studies, social policy, social security, national, European and international welfare systems; non-profit organizations;
- Management in the social area, marketing instruments, e.g. social sponsoring and fund raising, concept creation for projects in the social area, developing implementation strategies, evaluation; process-, project- and quality management;
- Knowledge in the areas of general psychology, development psychology, personality psychology, social psychology, organizational psychology; psycho therapy and psychiatry;
- Knowledge of important sociological approaches and methods, social structures and processes, social conflicts and problems;
- Practical and theoretical knowledge in the areas of pedagogy, special pedagogy and philosophy;
- Applying knowledge in the areas of communication, conflict management, mediation, coaching and supervision, documentation and presentation;
- Knowledge in the areas of biology and ecology, somatology, health prevention, genetics, evolution, medical microbiology, hygiene; performing measures of First Aid;
- Knowledge in the areas of chemistry, physics, mathematics and applied mathematics;
- Knowledge of economic areas and systems, land use planning, economic structures and processes; globalization and sustainability;
- Application of basic business skills, e.g. investment and finance decisions, company and employee management, development of a business plan, recognizing company and business relationships; problem-solving competence; e-commerce;
- Taking notice of business accounting tasks including cost accounting, especially in the non-profit and/or social-profit area, e. g. revenue and expense statement, double bookkeeping; personnel accounting, annual accounts of one-man businesses and incorporated businesses, controlling;
- Applying basic knowledge in the area of information technology, practice-oriented use of standard software (text processing, table calculation, presentation, publishing, data bases and picture processing); security in the network, data protection and security, e-government;
- Knowing the means of legal recourse significant for private and working life, providing and evaluating legal information;
- Knowledge of standard foodstuffs, drinks and tobacco (types, ingredients, nutrition physiological and economic meaning), food quality, nutrition forms for healthy and sick people, prophylactic and therapeutic implementation of diet forms, nutritional counselling, sustainable nutrition;
- Knowledge in the areas of company and household organization; ergonomics, hygiene and workplace security, ecological and sustainable economic management; organization of care und cleaning;
- Production of food taking into consideration various food and diet forms and current nutrition-scientific knowledge; communal catering, service;
- 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 at a middle management level, particularly in organization and administration in the social and health area, in social-profit organizations and in the economy.

Pursuit of regulated professions on a self-employed basis (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 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 of Education, Science and Research
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 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).	International agreements <ul style="list-style-type: none"> ▪ 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, 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
<ol style="list-style-type: none"> 1. Education within the framework of the prescribed curriculum at a College of Management and Services Industries Area specialisation: Social Management; 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: work placement 16 weeks in all during holidays and 5 semester hours during the school year; Education goals: Intensive five-year vocational education in general educational, technical theoretical, technical practical and business subjects. Imparting knowledge and skills that qualify students for advanced professions in the middle management level, particularly in organization and administration in the social and health area, in social-profit-organizations and in the economy, as well as entry to a university. 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 matriculation and diploma 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