

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

**Abschlussprüfungszeugnis der dreijährigen Fachschule für wirtschaftliche Berufe**

<sup>(1)</sup> in original language

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

**Final Examination Certificate of the Three-Year Vocational School  
for Economic Professions**

<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 formal and linguistically correct creation and practice-oriented production of papers;
- Planning, performing and post-processing of presentations;
- Knowledge in the area of history and political education;
- Knowledge in the area of science (biology and ecology, chemistry, physics);
- Basic knowledge in psychology, practical and theoretical knowledge in the artistic-creative area (music, arts, creative expression)
- Knowledge of economic areas and systems;
- Application of basic business knowledge, e.g. investment and financing, company foundation and management;
- Recognizing company and business relationships, problem solving competence;
- Perception of business accounting tasks and solutions with the help of standard programs, e.g. cash accounting, double book keeping, annual accounts of one-man businesses, cost accounting, personnel accounting, specialties in the hotel and restaurant industry;
- Knowing the means of legal recourse significant for private and working life;
- Applying basic knowledge in the area of information technology, practice-oriented use of standard software from 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;
- Basic knowledge in the area of nutrition (food ingredients, foodstuffs quality and technology, foodstuffs, drinks and tobacco, nutrition in prevention and therapy, alternative forms of nutrition, sustainable nutrition etc.);
- Rational production of foods and drinks in regional and international cuisine using nutrition-physiological, ergonomic, ecologic and economic needs as well as with consideration to the professional use of devices;
- Mastering production techniques in canteen and restaurant kitchens;
- Mastering serving techniques and processes in upscale gastronomy including customer care and guidance; complaint management;
- Basic vocational knowledge of drinks and the bar stock;
- Knowledge of the work and company organization in the hotel and restaurant industries, ergonomics, hygiene and security management, waste management, ecological company management and sustainability.
- Planning, organization, performing and evaluating gastronomic events, personnel 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 <sup>(3)</sup>

### Professional fields:

Employee or entrepreneur in areas of different fields of economy, administration - also in the social and health areas -, hotel and restaurant industry and nutrition at a medium business and administrative level, e.g. restaurant specialist, office assistant (see also GZ BMWFJ-33.800/0005-I/4/2012, 28.2.2013), purchasing agent in the hotel and restaurant industry, hotel merchant, secretary, hotel secretary, office clerk, sales representative, customer advisor, team assistant. Furthermore basic education for: editorial secretary, personnel clerk.

### Pursuit of regulated professions on a self-employed basis (see also [www.gewerbeordnung.at](http://www.gewerbeordnung.at)):

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

### <sup>(\*)</sup>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](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 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.	<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 BGBl (Federal Law Gazette) II No. 340/2015 in the current version; Regulation on Examinations BMHS, Federal Law Gazette II No. 177/2012 current version	

## 6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

<ol style="list-style-type: none"> <li>1. Training and education within the framework of the prescribed curriculum at a triennial vocational school for economic professions;</li> <li>2. The external procedures according to External Testing Certification as defined in BGBl. (Federal Law Gazette) II No. 362/1979, current version.</li> </ol>
<b>Additional information</b> <b>Entry requirements:</b> successful completion of school year 8, if necessary entry examination; <b>Duration of education:</b> 3 years; <b>Duration of compulsory work placement:</b> work placement 8 weeks in all during holidays; <b>Education goals:</b> Intensive three-year vocational education in general education, vocational-practical, vocational-theoretical and economic subjects. Imparting knowledge and skills that qualify the degree holders to exercise directly in the professional economic and administrative fields - also in the social and health areas -, in the hotel and restaurant industry and nutrition. 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 language, readiness to permanent further education. <b>Subjects include:</b> see curriculum in the final exam certificate; <b>More information</b> (including a description of the national qualification system) is available at: <a href="http://www.zeugnisinfo.at">www.zeugnisinfo.at</a> or at or at <a href="http://www.edusystem.at">www.edusystem.at</a>  <b>National Europass Center:</b> <a href="mailto:europass@oead.at">europass@oead.at</a> Ebendorferstraße 7, A-1010 Wien