

1. TITLE OF THE CERTIFICATE (DE) ⁽¹⁾

**Reife – und Diplomprüfungszeugnis des Aufbaulehrgangs für wirtschaftliche Berufe
Alternativer Pflichtgegenstandsbereich
„Unternehmens- und Dienstleistungsmanagement und Seminare“**

⁽¹⁾ in original language

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

**Matriculation and Diploma Examination Certificate of the
Advanced Training Course for Economic Professions
Alternative Compulsory Course “Business and Service Industry Management and Seminars”**

⁽²⁾ 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 formal and linguistically correct creation and practice-oriented production of papers;
- Knowledge of land use planning, economic structures and processes, globalization and sustainability;
- Application of basic business knowledge, e.g. financing decisions, company management, personnel management and development, development of a business plan including marketing, creating services, recognizing company and economic relationships, problem-solving competence;
- Perception of business accounting tasks, solutions with the help of standard programs and presentation of the results, i.e. cash accounting, double book keeping;
- Annual accounts of one-man businesses and corporations;
- Cost accounting, controlling, personnel accounting, specialties in the hotel and restaurant industry and e-commerce;
- Creating digital online content and performing projects using common project management tools;
- Set-up and operation of internet services and networks, 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 in the area of history and political education;
- Basic knowledge in psychology and philosophy (developmental psychology, personality psychology, epistemology, ethics etc.);
- Practical and theoretical knowledge in the artistic-creative area (music, arts, creative expression);
- Knowledge in mathematics and science (biology and ecology, chemistry, physics);
- Well-founded technical knowledge in the area of nutrition and food technology (food ingredients, foodstuffs quality and technology, foodstuffs, drinks and tobacco, nutrition in prevention and therapy, alternative forms of nutrition, sustainable nutrition etc.);
- Knowledge regarding the creation of customer-oriented service industry offers (service design);
- Service development from idea creation and evaluation to realization including the organizational implementation;
- Planning, organizing and performing gastronomic and/ or other events with consideration to professional time management;
- The use of business planning instruments with the help of branch-specific software, situation-oriented use of various working methods, creativity techniques and media;
- Appropriate customer orientation, well-groomed appearance, an appreciation and consideration of diversity in one’s manners as well as different cultures and values;
- Further positions, knowledge and skills according to the school-autonomous seminar, especially cultural, ecological, economic and social competences and attitudes.

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

Professional fields:

Employee or entrepreneur in different branches of the economy, in administration, in tourism and nutrition at a middle and upper business and administrative level, e.g. hotel and restaurant assistant, office administrator, company service (see abatement GZ BMWFJ-33.800/0005-I/4/2012 of 2013 February 28), manager of a canteen kitchen, nutrition consultant. Beyond a basic education among others for foreign language correspondent, editorial secretary, personnel clerk.

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

⁽¹⁾ 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

<p>Name and status of the body awarding the certificate</p> <p>Educational institution recognised by the State of Austria, address see certificate</p>	<p>Name and status of the national/regional authority providing accreditation/recognition of the certificate</p> <p>Federal Ministry for Education, Science and Research</p>
<p>Level of the certificate (national or international)</p> <p>EQF/NQF 5 ISCED 55</p>	<p>Grading scale / Pass requirements</p> <p>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)</p> <p>In addition, the overall performance at the final exam (matriculation- and diploma exam) is rated as follows: Pass with distinction, Good pass, Pass, Fail</p>
<p>Access to next level of education/training</p> <p>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).</p>	<p>International agreements</p> <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.
<p>Legal basis</p> <p>National curriculum BGBl. (Federal Law Gazette) II No. 340/2015 in the current version; Regulation on Examinations BMHS, BGBl. (Federal Law Gazette) II No. 177/2012 current version</p>	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

<p>1. Education within the framework of the prescribed curriculum at an advanced training course for economic professions; 2. The external procedures according to External Testing Certification as defined in BGBl. (Federal Law Gazette) II No. 362/1979, current version.</p>
<p>Additional information</p> <p>Entry requirements:</p> <ul style="list-style-type: none"> ▪ positive completion of a three-year vocational school for economic professions or a vocational school for hotel and restaurant industry or ▪ positive completion of an apprenticeship including the successful graduate test for apprenticeship training for the vocation hotel- and restaurant manager and successful completion of a preparatory course; <p>Duration of education: 3 years;</p> <p>Duration of compulsory work placement: work placement 8 weeks in all during holidays;</p> <p>Education goals: Intensive three-year vocational education in general educational, technical theoretical, technical practical and business subjects. Imparting knowledge and skills that qualify students for advanced economic professions in administration, tourism and nutrition 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.</p> <p>Subjects include: see curriculum in the matriculation and diploma certificate;</p> <p>More information (including a description of the national qualification system) is available at: http://www.certificate.at or at http://www.edusystem.at or at http://www.bmbwf.gv.at</p> <p>National Europass Center: europass@oead.at Ebendorferstraße 7, A-1010 Wien</p>