

1. TITLE OF THE CERTIFICATE ⁽¹⁾

**Reife- und Diplomprüfungszeugnis der Höheren Lehranstalt für wirtschaftliche Berufe
Ausbildungsschwerpunkt Internationale Kommunikation in der Wirtschaft**

⁽¹⁾ In original language

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

**Matriculation and diploma certificate of the Secondary School for Economic Professions
Training focus: International Communication in the Economy**

⁽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 modern foreign languages;
- individually creating formally and linguistically proper papers and preparing them based on practical work;
- planning, performing and post-processing of presentations;
- basic psychological and philosophical knowledge (developmental psychology, industrial psychology, economic and marketing psychology, contemporary philosophy, etc.);
- practical and theoretical knowledge in artistic-creative areas (music, fine arts, creative design);
- knowledge in science (biology and ecology, chemistry, physics, mathematics);
- knowledge of economic systems and economic areas, regional planning, economic structures and processes;
- applying basic business knowledge, e.g. financing decisions, managing companies and staff members, recognising business and economic relationships, the competence to solve problems;
- taking notice of business accounting tasks, solving them by means of standard programs and presenting the results; e. g. revenue and expense statement, double bookkeeping; annual accounts of one-man businesses and incorporated companies; cost accounting, controlling, personnel accounting; specialities in the hotel and restaurant industries and e-commerce;
- knowing the statutory provisions significant for private and working life as well as knowing the means of legal recourse, providing and evaluating legal information;
- applying basic knowledge in the area of information technology, using standard software from the areas of text processing, table calculation, data bases and presentation programs based on practical work;
- providing, analysing, preparing and securing information;
- using knowledge from the areas of publishing and picture editing based on practical work;
- generating digital online-content and performing projects by using current project management-tools;
- building up and operating internet services and networks;
- knowing commercially available groceries and luxury foodstuffs as well as common and modern kinds of nutrition and diets;
- efficiently producing local and international cuisine and beverages by implementing nutrition-scientific knowledge as well as taking into consideration ecologic and economic demands and expert tool using;
- mastering production techniques of canteen and restaurant kitchens;
- mastering serving techniques and serving sequences in upscale gastronomy including caring for and advising guests;
- basic knowledge of beverages;
- showing appropriate customer orientation, hospitality, good manners and a well-kept appearance;
- knowledge in working and business organisation of accommodation and catering companies as well as in personnel and event management;
- communication competence, communication technique, economic language, leading discussions and negotiations, transfer of information and data, technical vocabulary from the professional practise.

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

Employee or entrepreneur in areas of different fields of economy, administration, tourism and nutrition at a medium and higher 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), manager of a canteen kitchen, nutritionist. Furthermore basic education for: foreign language correspondent, editorial secretary, personnel clerk.

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

With practical experience: hotel and restaurant industry, insurance agent.

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 2001/614/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

<p>Name and status of the body awarding the certificate 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 Federal Ministry of Education, Science and Research</p>
<p>Level of the certificate (national or international) EQF/NQF 5 ISCED 55</p>	<p>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)</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 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.</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 National curriculum, BGBl. (Federal Law Gazette) II No. 316/2003; current version; Regulation on Examinations BMHS, Federal Law Gazette II no. 177/2012 current version</p>	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

1. Training and education within the framework of the prescribed curriculum at a secondary school 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.

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 12 weeks in all during holidays;

Education goals: Intensive five-year vocational education in general education, vocational-practical, vocational-theoretical and economic subjects. Imparting knowledge and skills that qualify students for advanced professions in the economy and in administrative fields - also in the social and health areas -, in tourism and nutrition as well as providing the access to university studies. Important goals are professional and social competence, personality development, ability to be vocationally mobile and flexible, creativity, criticism, social commitment, self-responsibility, 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 an description of the national qualification system) is available at:

<http://www.bildungssystem.at>

National Europass Center: europass@oead.at

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