

**1. TITLE OF THE CERTIFICATE (DE) <sup>(1)</sup>**
**Lehrabschlussprüfungszeugnis Gastronomiefachmann/Gastronomiefachfrau**
<sup>(1)</sup> in original language

**2. TRANSLATED TITLE OF THE CERTIFICATE (EN) <sup>(2)</sup>**
**Certificate of Apprenticeship 'Gastronomy Expert' (f/m)**
<sup>(2)</sup> This translation has no legal status.

**3. PROFILE OF SKILLS AND COMPETENCES**
**1. Competence area: Working in a business and professional environment**

The gastronomy expert acts in a professional environment with personal, social and methodical competence. He/she articulates his/her needs and interests in an appropriate way, makes independent decisions and develops solution strategies. He/she acts responsibly, carefully and reliably. The gastronomy expert assesses the quality of the work carried out by him/her, recognises any potential for improvement and uses this in future tasks. He/she can express himself/herself in German and English in everyday and job-related conversations. He/she is familiar with the statutory regulations on the limits on working hours, breaks and rest periods and can apply them to the planning of duty rosters.

**2. Competence area: Safe, hygienic and sustainable work**

The gastronomy expert applies the relevant safety regulations as well as the regulations on food law and healthcare correctly. He/she implements the necessary measures in the area of personal hygiene, kitchen hygiene, hygiene in the service area and food hygiene. In this connection, he/she takes into account the HACCP guidelines and applies "good hygiene practice", among other things. He/she provides first aid for minor burns and cuts. Furthermore, he/she ensures correct waste separation and observes the company's environmental protection measures. In addition, the gastronomy expert ensures an attractive and clean appearance for himself/herself and in the service area as well as a clean appearance in the kitchen. He/she uses the machines and equipment used in the company professionally and safely.

**3. Competence area: Mise en place**

The gastronomy expert carries out the daily preparatory work. He/she arranges tables and buffets and implements theme-related decorations and different types of place settings. He/she makes available service materials and equipment to enable an efficient workflow. Depending on the company, food and drink menus are discussed and prepared alone or in a team. He/she prepares function sheets and implements the information provided in them. He/she develops his/her own kitchen post, arranges the necessary work equipment and ensures that the ingredients and foodstuffs to be used are available in sufficient quantities.

**4. Competence area: Looking after guests**

The gastronomy expert advises guests on the choice of food, provides information on its composition and can make suggestions on the composition of seasonal, regional and international menus. He/she recommends to the guests national and international alcoholic and non-alcoholic beverages corresponding to their selection of meals. His/her tasks include the reception of guests, ordering and billing. For his/her work, he/she uses the company's cash register or receipt system, table plans, etc. He/she deals with complaints professionally. Depending on the company, guests are looked after either alone or in a team with other colleagues from the service and/or kitchen. He/she advises customers on the organisation of gastronomic events and prepares corresponding offers.

**5. Competence area: Food serving and service**

The gastronomy expert arranges dishes in the various areas (à la carte, buffets, banquets and catering) in an appealing way. He/she serves cold and warm food depending on the time of day and season as well as corresponding drinks in open and closed containers. He/she uses different carrying, serving and placing techniques, among other things. His/her tasks include, among other things, buffet supervision and work in front of guests as well as preparing the food for transport to catering (e.g. filling, packaging) using the necessary utensils and suitable devices. He/she carries out presentation tasks and serving activities at the buffet. The gastronomy expert prepares meals at the table or buffet using the specified tools as well as the sideboard and guéridon.

**6. Competence area: Processing of food and preparation of beverages**

The gastronomy expert processes food, prepares Austrian, regional, seasonal and international dishes in accordance with the different tastes and applies the basic cooking and preparation methods in this process. He/she uses appropriate kitchen tools and appliances. When preparing meals, the gastronomy expert always pays attention to profitability. He/she works independently or in a team with other colleagues from the service and/or kitchen. He/she

prepares mixed drinks, coffee, coffee specialities as well as cocktails according to the intended recipe.

**7. Competence area: Compilation and planning of meals**

The gastronomy expert compiles meals and series of dishes and, if necessary, adjusts them individually to the guest or event. In doing so, he/she draws on comprehensive knowledge of products (seasonality, regionality, allergens) and diets (dietary cuisine, vegetarian and vegan cuisine). In the planning of meals, he/she communicates with superiors, colleagues from the kitchen and service.

**8. Competence area: Merchandise management**

The gastronomy expert checks the goods and utensils required for the service and kitchen and estimates the goods required by the company. He/she carries out orders according to economic criteria, checks deliveries and calculates prices. He/she ensures that storage is appropriate for the product, taking into account order, economic efficiency and safety.

**9. Competence area: Settlement of invoices**

The gastronomy expert carries out daily and/or full settlements using a computerised accounting system, checks the cash balance, calculates his/her daily turnover autonomously and hands it over to his/her superior.

**4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE <sup>(3)</sup>**

**Range of occupations:**

Employment including in the hotel and catering industry such as hotels, guest houses, restaurants, coffee houses, bars and catering companies as well as in the dining car service of the Austrian Federal Railways ÖBB

<sup>(3)</sup> 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 Decision (EU) 2018/646 of the European Parliament and of the Council of 18 April 2018 on a common framework for the provision of better services for skills and qualifications (Europass).

More information on Europass is available at: <http://europass.cedefop.europa.eu> or [www.europass.at](http://www.europass.at)

**5. OFFICIAL BASIS OF THE CERTIFICATE**

<p><b>Name and status of the body awarding the certificate</b></p> <p>Lehrlingsstelle der Wirtschaftskammer</p> <p>(Apprenticeship Office of the Economic Chamber; for the address, see certificate)</p>	<p><b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b></p> <p>Bundesministerium für Wirtschaft, Energie und Tourismus (Federal Ministry of Economy, Energy and Tourism)</p>
<p><b>Level of the certificate (national or international)</b></p> <p>NQF/EQF 4 ISCED 35</p>	<p><b>Grading scale / Pass requirements</b></p> <p>Overall performance: Pass with Distinction Good Pass Pass Fail</p>
<p><b>Access to next level of education/training</b></p> <p>Access to the <i>Berufsreifeprüfung</i> (i.e. certificate providing university access for skilled workers) or a vocational college for people under employment.</p> <p>Access to relevant courses at a <i>Fachhochschule</i> (i.e. university level study programme of at least three years' duration with vocational-technical orientation); additional examinations must be taken if the educational objective of the respective course requires it.</p>	<p><b>International agreements</b></p> <p>Between Germany, Hungary, South Tyrol and Austria, international agreements on the mutual automatic recognition of apprenticeship-leave examinations and other vocational qualifications have been concluded. Information on equivalent apprenticeship occupations can be obtained from the Federal Ministry of Economy, Energy and Tourism.</p>
<p><b>Legal basis</b></p> <ol style="list-style-type: none"> <li>1. Training Regulation for Gastronomy Expert BGBl. II (Federal Law Gazette) No. 136/2019 (company-based training)</li> <li>2. Curriculum framework (education at the vocational school for apprentices)</li> <li>3. The present apprenticeship trade replaces the apprenticeship trade Gastronomy Expert (Training and Examination Regulation BGBl. II [Federal Law Gazette] No. 178/2005 as amended by BGBl. II [Federal Law Gazette] No. 104/2007), which expired as of 31.05.2019.</li> </ol>	

## 6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

1. Training in the framework of the given Training Regulation for Gastronomy Expert and of the curriculum of the vocational school for apprentices. Admission to the final apprenticeship examination upon completion of the apprenticeship period specified for the apprenticeship trade concerned. The final apprenticeship examination aims to establish whether the apprentice has acquired the skills and competences required for the respective apprenticeship trade and is able to carry out the activities particular to the learned trade herself/himself in an appropriate manner.
2. Admission to the final apprenticeship examination in accordance with Article 23 (5) of the *Berufsausbildungsgesetz* (Vocational Training Act). An applicant for an examination is entitled to sit the final apprenticeship examination without completing a formal apprenticeship training if she/he has reached 18 years of age and is able to prove acquisition of the required skills and competences by means of a relevant practical or an on-the-job training activity of appropriate length, by attending relevant courses etc.

### **Additional information:**

**Entry requirements:** successful completion of 9 years of compulsory schooling

**Duration of training:** 4 years

**Enterprise-based training:** Enterprise-based training comprises  $\frac{4}{5}$  of the entire duration of the training and focuses on the provision of job-specific skills and competences according to Article 2 of the Training Regulation, BGBl. II (Federal Law Gazette) No. 136/2019, enabling the apprentice to exercise qualified activities as defined by the profile of skills and competences specified above.

**Education at vocational school:** School-based education comprises  $\frac{1}{5}$  of the entire duration of the training. The vocational school for apprentices has the tasks of imparting to apprentices the basic theoretical knowledge, of supplementing their enterprise-based training and of widening their general education in the framework of subject-oriented part-time instruction.

**More information** (including a description of the national qualification system) is available at:  
[www.zeugnisinfo.at](http://www.zeugnisinfo.at) and [www.edusystem.at](http://www.edusystem.at)

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