

1. TITLE OF THE CERTIFICATE (DE) <sup>(1)</sup>
<b>Abschlussprüfungszeugnis der Handelsschule</b>
<sup>(1)</sup> in original language

2. TRANSLATED TITLE OF THE CERTIFICATE (EN) <sup>(2)</sup>
<b>Final Examination Certificate – Secondary Business School</b>
<sup>(2)</sup> This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES
<p><b>Language Competence</b></p> <ul style="list-style-type: none"> <li>▪ Adequate communication in German, the language of instruction and in one foreign language, use of the foreign language in professional situations and in everyday life; intercultural competence</li> </ul> <p><b>Social Competence and Personal Development</b></p> <ul style="list-style-type: none"> <li>▪ Appropriate behavior in professional and social situations especially the ability of self-organization</li> <li>▪ Assessment of the current personal situation as the starting point for career planning</li> <li>▪ Project and team-oriented work, the ability to carry out projects independently</li> </ul> <p><b>Business Competence</b></p> <ul style="list-style-type: none"> <li>▪ Knowledge and skills to solve business tasks</li> <li>▪ Ability to solve complex tasks in an operational context</li> <li>▪ Initiation and independent execution of business deals as well as customer relationship, knowledge of the main sales approaches and negotiation techniques</li> <li>▪ Drafting of basic business plans</li> <li>▪ Presentation skills and conversational skills also in the foreign language</li> <li>▪ Qualifications for the essential areas of operational accounting and the ability to use practice-relevant standard software – ongoing business transactions, personnel accounting, taxes and duties, calculations, cost accounting</li> <li>▪ Calculation of business key figures to prepare a decision making process</li> <li>▪ Knowledge and skills in the fields of information and communication technology</li> </ul> <p><b>Society and Environment</b></p> <ul style="list-style-type: none"> <li>▪ Basic knowledge for the participation in democratic, economic and social events</li> <li>▪ Competence for an independent and responsible use of rights and duties in a professional environment</li> <li>▪ Correct use of the terminology in economic and legal tasks</li> <li>▪ Competence to take economic and ecological aspects as well as social and economic processes into account when solving complex tasks</li> </ul>

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE <sup>(3)</sup>
<p><b>Range of occupations:</b></p> <p>Employee or entrepreneur in various fields of business at medium commercial and administrative level, e.g. in banks, insurances, trade, public authorities, commercial agent, property trustee, services in the area of accounting, personnel accounting, tax consultancy, business consultancy, information and communication technology, internet – establishment and maintenance of network services, information provider, directory publishers, employment agency, call center, leisure agency, acquisition of consulting contracts and business deals, statistical surveys and analyses, presentation of goods, advertising agency, advertising advice, event management, office services, etc.</p> <p><b>Pursuit of regulated professions on a self-employed basis:</b> (look it also up <a href="http://www.gewerbeordnung.at">www.gewerbeordnung.at</a>)</p> <ul style="list-style-type: none"> <li>▪ After having worked for two years: debt collection agency</li> <li>▪ After a professional occupation of two years and after having successfully passed a qualifying exam: real estate agent and manager, security business (private investigator), surveillance business, labour lease</li> <li>▪ After a professionally relevant occupation of three years: business consulting including business organisation</li> </ul>
<sup>(3)</sup> In applicable.

<p><b>(*) Explanatory note</b></p> <p>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).</p> <p>Any section of these notes which the issuing authorities consider irrelevant may remain blank.</p> <p>More information on transparency is available at: <a href="http://europass.cedefop.europa.eu">http://europass.cedefop.europa.eu</a> or <a href="http://www.europass.at">www.europass.at</a></p>
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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 certificat	<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b> Bundesministerium für Bildung (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 Berufsreifeprüfung, to an Add-on course or to a Higher College of Business Administration for people in employment. The holder of the certificate has access to study at Fachhochschule, but has to take additional examinations if the course taken requires them.	<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 Number (No.) 209/2014 current version, Regulation on Examinations BMHS, Federal Law Gazette II no. 177/2012 current version	

6. OFFICALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE
1. Training and education as defined by the National Curriculum for Secondary Business Schools. 2. External certification as defined in BGBl. (Federal Law Gazette) II No. 362/1979 current version.
<b>Additional information:</b>  <b>Entry requirements:</b> successful completion of school year 8, entrance examination  <b>Duration of education:</b> 3 years  <b>Duration of work placement:</b> totally 4 weeks (150 hours)  <b>Education objectives:</b> The Secondary Business School provides general and commercial education in an integrated way that immediately enables to work in all fields of the economy and the administration. Further important goals are personal development, the ability for professional mobility and flexibility, creativity, the ability to criticise, social commitment, the ability to communicate in the mother tongue and in the foreign language acquired as well as knowledge of information and communication technology according to the current challenges of the economy.  <b>Subjects include:</b> see List of Subjects in the Final Examination 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> and <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; Tel. + 43 1 53408-684