

1. TITLE OF THE CERTIFICATE (DE) ⁽¹⁾

Lehrabschlussprüfungszeugnis Hotel- und Restaurantfachmann/Hotel- und Restaurantfachfrau

⁽¹⁾ in original language

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

Certificate of Apprenticeship 'Hotel and Restaurant Specialist' (f/m)

⁽²⁾ This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES**Specialist areas of competence:****Reception**

The hotel and restaurant specialist carries out a wide range of tasks at the reception. This includes activities such as the individual preparation of offers for guests, room rental and check-in and check-out. Guests are looked after professionally by the hotel and restaurant specialist during their stay. He/she answers guests' questions and carries out the organisation to ensure their wishes are met. He/she deals with complaints and claims competently.

Front and back office

The hotel and restaurant specialist fulfils a variety of tasks within the scope of operational communication. This includes, in particular, letter or e-mail correspondence, where he/she takes care of the text design in accordance with internal specifications (e.g. corporate design). The hotel and restaurant specialist also handles the incoming and outgoing mail. He/she uses the equipment of his/her work area competently.

Offer preparation

The hotel and restaurant specialist is involved with the preparation of offers. Among other things, he/she determines key figures and prepares reports and statistics here. He/she also participates in the calculation and implementation of new offers. The hotel and restaurant specialist cooperates with sales and package partners.

Marketing and e-commerce

The hotel and restaurant specialist has knowledge of marketing and e-commerce and participates in the design of operational communication media (e.g. newsletters, morning mail) based on this knowledge: For example, he/she creates short texts or edits text modules and undertakes formatting and design work. In addition, he/she works on the workplace's external image. He/she uses the workplace's e-commerce system professionally when carrying out his/her tasks.

Event management and implementation

The hotel and restaurant specialist carries out various tasks connected with event planning and management. This includes activities such as assisting in the preparation of proposals for events, preparing and editing documents, receiving guests and looking after guests. The hotel and restaurant specialist also handles the administrative side of events.

Facility management/building services

The hotel and restaurant specialist carries out a wide range of tasks in the planning and implementation of facility management/building services in order to ensure smooth company operations. He/she checks operational equipment for completeness, damage and defects and takes appropriate measures if necessary. In addition, the hotel and restaurant specialist ensures efficient cleaning and hygiene management. He/she identifies any health and safety hazards and takes the necessary measures to eliminate them. The hotel and restaurant specialist designs, organises and carries out staff training.

Procurement/merchandise management

The hotel and restaurant specialist has knowledge of procurement, works on various tasks in this area and communicates with people inside and outside the workplace. In this way he/she determines the demand for goods in his/her area of responsibility, compares offers from different suppliers, makes a reasoned pre-selection and participates in the ordering of goods or services. The hotel and restaurant specialist accepts goods and stores them in a professional manner. He/she takes appropriate measures in case of defective deliveries and services.

Mise en place

The hotel and restaurant specialist carries out the daily preparatory work in the service area. 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 workplace, food and drink menus are prepared alone or in a team. He/she prepares function sheets and implements the information provided in them.

Guest care in service

The hotel and restaurant specialist 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 workplace, guests are looked after alone or in a team. He/she advises customers on the organisation of gastronomic events and prepares corresponding offers.

Service

The hotel and restaurant specialist 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, and carries out presentation tasks and serving activities at the buffet.

Food and beverages

The hotel and restaurant specialist prepares meals at the table or buffet using the specified tools as well as the sideboard and guéridon. He/she prepares mixed drinks, coffee, coffee specialities as well as cocktails according to the intended recipe.

Interdisciplinary areas of competence:**Working in an operational and professional environment**

The hotel and restaurant specialist has basic knowledge of the operational range of services and of business, economic and ecological connections in order to organise and carry out his/her activities efficiently and sustainably. He/she acts self-competently, socially and methodically within the operational structure and process organisation and works on the tasks assigned to him/her in a solution-oriented manner appropriate to the situation based on his/her understanding of intrapreneurship. In addition, he/she communicates in a manner appropriate to the target group, also in English to suit the job, and acts in a customer-oriented manner.

Quality oriented, safe, hygienic and sustainable work

The hotel and restaurant specialist applies the principles of operational quality management and is involved in the further development of operational standards. He/she reflects on his/her own approach and uses the knowledge gained from this in his/her area of responsibility. He/she also applies the relevant safety, food law and healthcare regulations correctly. He/she takes the necessary measures in the field of personal hygiene, hygiene in service and food hygiene, taking into account the HACCP guidelines. Within the scope of his/her area of responsibility, he/she considers significant ecological effects of his/her activity and therefore acts in a sustainable and resource-saving manner.

Digital work

The hotel and restaurant specialist selects and efficiently uses the most suitable digital equipment, operational software and digital forms of communication for his/her tasks within the framework of the legal and operational requirements. He/she digitally obtains the internal and external information necessary for the processing of tasks. The hotel and restaurant specialist acts purposefully and responsibly based on his/her digital competence. This includes in particular the sensitive and secure handling of data in compliance with legal and operational requirements (e.g. General Data Protection Regulation).

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE ⁽³⁾**Range of occupations:**

Employment including in hotels, catering establishments, guesthouses, restaurants, cafés, holiday and leisure centres, wellness resorts and clubs, spas and health resorts, dining car operations and on passenger ships with catering

⁽³⁾ 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 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	
Name and status of the body awarding the certificate Lehrlingsstelle der Wirtschaftskammer (Apprenticeship Office of the Economic Chamber; for the address, see certificate)	Name and status of the national/regional authority providing accreditation/recognition of the certificate Bundesministerium für Digitalisierung und Wirtschaftsstandort (Federal Ministry for Digital and Economic Affairs)
Level of the certificate (national or international) NQF/EQF 4 ISCED 35	Grading scale / Pass requirements Overall performance: Pass with Distinction Good Pass Pass Fail
Access to next level of education/training Access to the <i>Berufsreifeprüfung</i> (i.e. certificate providing university access for skilled workers) or a vocational college for people under employment. 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.	International agreements 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 for Digital and Economic Affairs.
Legal basis 1. Training regulation for hotel and restaurant specialist BGBl. II (Federal Law Gazette) No. 59/2020 (company-based training), examination regulation will be issued in 2021 2. Curriculum framework (education at the vocational school for apprentices)	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE
1. Training in the framework of the given training regulation for hotel and restaurant specialist 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 <i>Berufsausbildungsgesetz</i> (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. 59/2020, 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 and www.edusystem.at National Europass Center: europass@oead.at Ebendorferstraße 7, A-1010 Wien; Tel. + 43 1 53408-684