

**1. TITLE OF THE CERTIFICATE (DE)<sup>(1)</sup>****Lehrabschlussprüfungszeugnis Restaurantfachmann/Restaurantfachfrau**<sup>(1)</sup> in original language**2. TRANSLATED TITLE OF THE CERTIFICATE (EN)<sup>(2)</sup>****Certificate of Apprenticeship 'Restaurant Specialist' (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 restaurant specialist 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 restaurant specialist 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 restaurant specialist 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. 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 restaurant specialist ensures an appropriate clean appearance of himself/herself and the service area He/she uses the machines and equipment used in the company professionally and safely.

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

The 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 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.

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

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

**5. Competence area: Service**

The 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.

**6. Competence area: Food and beverages**

The 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.

**7. Competence area: Merchandise management**

The restaurant specialist checks the goods and utensils required for the service 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.

## 8. Competence area: Settlement of invoices

The restaurant specialist 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 enterprises of the hotel and catering industry: 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 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](http://www.europass.at)

## 5. OFFICIAL BASIS OF THE CERTIFICATE

<b>Name and status of the body awarding the certificate</b> Lehrlingsstelle der Wirtschaftskammer  (Apprenticeship Office of the Economic Chamber; for the address, see certificate)	<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b>  Bundesministerium für Digitalisierung und Wirtschaftsstandort (Federal Ministry for Digital and Economic Affairs)
<b>Level of the certificate (national or international)</b>  NQF/EQF 4 ISCED 35	<b>Grading scale / Pass requirements</b>  Overall performance: Pass with Distinction Good Pass Pass Fail
<b>Access to next level of education/training</b> 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.	<b>International agreements</b> 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.
<b>Legal basis</b> 1. Training Regulation for Restaurant Specialist BGBl. II (Federal Law Gazette) No. 139/2019 (company-based training) 2. Curriculum framework (education at the vocational school for apprentices) 3. The present apprenticeship trade replaces the apprenticeship trade Restaurant Specialist (Training Regulation BGBl. II [Federal Law Gazette] No. 375/2003 as amended by BGBl. II [Federal Law Gazette] No. 177/2005 and Examination Regulation BGBl. II [Federal Law Gazette] No. 375/2003), which expired as of 31.05.2019.	

## 6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

1. Training in the framework of the given Training Regulation for 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 *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:** 3 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. 139/2019, 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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