

1. TITLE OF THE CERTIFICATE ⁽¹⁾

**Reife- und Diplomprüfungszeugnis der Höheren Lehranstalt für Tourismus
Ausbildungsschwerpunkt Tourismus- und Freizeitmanagement**

⁽¹⁾ In original language

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

**Matriculation and Diploma Examination Certificate of the Secondary School for Tourism
Training Focus Tourism and Leisure Management**

⁽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 foreign languages;
- Independent formally and linguistically correct layout and practical production of papers;
- Applying basic knowledge in the area of information technology, practice-oriented use of standard software (text processing, table calculation, data bases, presentation programs);
- Planning, performing and post-processing presentations;
- Knowledge in the areas of biology and ecology (health prevention, wellness, sustainable tourism), mathematics, geography and travel economics;
- Creation and marketing of touristic offers, application of marketing strategies;
- Creation, calculation and sales of travel offers;
- Knowledge of investment, financing, founding and managing companies, employee management, quality management;
- Recognizing business and economic relationships, problem-solving competence;
- Taking notice of business accounting tasks including cost calculation in companies of the tourism and leisure industry, personnel accounting, annual accounts of one-man businesses and incorporated businesses, controlling;
- Knowing the means of legal recourse significant for private and working life, providing and evaluating legal information;
- Knowledge of customary staples and non-staples (types, ingredients, nutrition physiological and economic meaning) as well as of common and modern nutrition and diet forms;
- Preparing food by using nutrition-scientific knowledge as well as taking into consideration ergonomic, hygienic, ecological and economic requirements and using professional tools;
- Organization and performance of work in kitchens including purchase and storage;
- Knowledge of types, ingredients and production as well as the nutrition-physiological meaning of customary beverages;
- Planning, organizing and economically rational implementation of service procedures in gourmet restaurants including guest advice and care; preparing and performing buffets, banquets and caterings;
- Appropriate customer orientation, hospitality, good manners, well-groomed appearance;
- Taking notice of tasks in the areas of touristic information management, destination management, trade fair management, complaint management, environmental management, quality management;
- Planning, performing, documenting and evaluating projects by using common project management tools.

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

Employee or entrepreneur in different branches of the tourism and leisure industries and in administration at a middle and upper business and administrative level, e.g. hotel and restaurant trade commercial assistant, restaurant specialist, cook, travel agency assistant, office assistant (see also GZ BMWFJ-33.800/0005-1/4/2012, 28.2.2013), product developer in the area of tourism, nutritionist. Furthermore basic education for: foreign language correspondent, editorial secretary, personnel clerk.

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

With practical experience: e.g. Hotel and restaurant industry, travel agency, 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. 320/2006; 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 tourism;
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 32 weeks in all during holidays.

Education goals: Intensive five-year vocational education in general educational, technical practical, tourism-economic and business subjects. Imparting knowledge and skills that qualify students for advanced professions in the economy, particularly in the area of the tourism and leisure industry as well as entry to a university. Important goals are professional and social competence, personality development, ability to be vocationally mobile and flexible, criticism, self responsibility, social engagement, creativity, 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

Ebendorferstraße 7, A-1010 Wien; Tel. + 43 1 53408-684