

1. TITLE OF THE CERTIFICATE (DE) ⁽¹⁾
Reife- und Diplomprüfungszeugnis der Handelsakademie - Ausbildungsschwerpunkt "Europäische Wirtschaft"
<small>(1) in original language</small>

2. TRANSLATED TITLE OF THE CERTIFICATE (EN) ⁽²⁾
Reifeprüfung-Certificate and VET-Diploma - Secondary College of Business Administration - Specialist Subject Area "European Economy"
<small>(2) This translation has no legal status.</small>

3. PROFILE OF SKILLS AND COMPETENCES
<ul style="list-style-type: none"> ▪ Communication in the mother tongue and in at least two foreign languages in business relevant and everyday situations ▪ Use of information and communication technology to solve business problems ▪ Use of technical Soft and Hardware to solve managerial tasks ▪ Understanding internal contexts and operational decision-making processes ▪ Calculation and analysis of economic code numbers as the basis of business management ▪ Knowledge concerning the European Union and the European Economic Area ▪ Operational competence in all questions concerning Europe ▪ Knowledge and skills in technical fields as well as in decision-making and responsibility ▪ Understanding intercultural and political diversities in Europe ▪ Decision making responsibility for Europe on its way to integration ▪ Project-oriented work in a team and individually to solve challenging managerial tasks ▪ Independent work in all important fields of economic accounting under consideration of fiscal aspects and the use of relevant, frequently applied standard software ▪ Personnel clearance, cost accounting, calculation, code number analysis, controlling, interpretation and performance analysis ▪ Preparation of the annual audit, implementation and analysis of the results of documentary accounting ▪ Company Management and management, selling and negotiation techniques, knowledge about national and international contract arrangements ▪ Personnel and finance management ▪ Knowledge of the national and international legal regulations relevant for current business activities ▪ Managerial problem solving competence and specific methodical competence for that specific area ▪ Presentation and negotiation skills also in the foreign languages ▪ Cross culture management

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE ⁽³⁾
<p>Range of occupations:</p> <p>Employment in fields of activities with a high degree of responsibility as an employee or entrepreneur in various branches of the economy and the administration on an intermediate or higher commercial and administrative level, especially in the fields of international business and European administration, export advisor, services in the field of automated data processing, purveyor of information, trade sales agent, foreign correspondent, price agency, pawn broker, public relations advisor, statistical survey and interpretation, barter business, arrangement and completion of commodity trade business, arrangement of discount businesses, foreign currency dealing, orders for counselling, auction of movable goods, administration of moveable property, product presentations, advertising agency</p> <p>Pursuit of regulated professions on a self-employed basis (see also www.gewerbeordnung.at):</p> <p>After having worked for six months: e.g. insurance agent After a professional occupation of one year: e.g. accounting After a professional occupation of one and a half years: e.g. debt collection agencies, business consulting including company organisation After a professional occupation of one and a half years and a qualifying examination: e.g. real estate agent and manager, security business (private investigator), surveillance business, labour lease After a professional occupation of one and a half years and a qualifying examination: e.g. recruitment agency After a professional occupation of one and a half years and a proof of knowledge in the field of personal loan agencies: e.g. commercial investment counselling etc.</p>
<small>(3) if applicable</small>

<p>^(*) Explanatory note</p> <p>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/</p>
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5. OFFICIAL BASIS OF THE CERTIFICATE	
Name and status of the body awarding the certificate Educational institution recognised by the State of Austria, address see certificate	Name and status of the national/regional authority providing accreditation/recognition of the certificate Federal Ministry for Education, the Arts and Culture
Level of the certificate (national or international) ISCED 4A	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) In addition, the overall performance at the final exam (Reife- and diploma exam) is rated as follows: Pass with distinction, Good pass, Pass, Fail
Access to next level of education/training Access to all courses of study at universities; access to academies and Fachhochschulen. Taking up relevant studies at a Fachhochschul-study course can shorten the duration of study.	International agreements <ul style="list-style-type: none"> ▪ European Convention on the Equivalence of Diplomas leading to Admission to Universities, BGBl. Nr. 44/1957 ▪ Convention on the Recognition of Qualifications concerning Higher Education in the European Region, Section IV, BGBl. III Nr. 71/1999 ▪ Successful completion of (training/the (secondary) course at) this education institution/school/master class* is considered equivalent to completion of regulated education and training pursuant to the third subparagraph of Article 13 paragraph 2 and Annex III of Directive 2005/36/EC on the recognition of professional qualifications. This certificate can be classified as a diploma within the meaning of Article 11 point (c) of Directive 2005/36/EC and, pursuant to Article 13 paragraph 3 of this Directive, is therefore equivalent to a qualification certifying successful completion of higher or university education of (up to) four years' duration, regardless of whether the qualification required in the host Member State must be allocated to Article 11 point (d) or Article 11 point (e) of the Directive
Legal basis National curriculum, BGBl. (Federal Law Gazette) II Number (No.) 895/1994 of 18th November 1994 current version; Examination specification BMHS (regulation concerning the final exams in vocational schools and colleges), BGBl. (Federal Law Gazette) II No. 70/2000 current version.	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE
<ol style="list-style-type: none"> 1. Training and education as defined by the National Curriculum for Secondary Colleges of Business Administration 2. External certification as defined in BGBl. (Federal Law Gazette) II No. 362/1979 current version
<p>Additional information:</p> <p>Entry requirements: successful completion of school year 8, entrance examination</p> <p>Duration of education: 5 years</p> <p>Duration of work placement: voluntary work placements of at least 4 weeks during the school holidays</p> <p>Education objectives: Intensive five years of vocational training in general and commercial subjects. Transfer of methods how to think and act as well as attitudes how to work and decide that enable the graduates to immediately work in a senior position in business and in administration as well as a self-employed entrepreneur in various fields as well as allow the graduates to take up a scientific study. 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 languages acquired and knowledge of information and communication technology according to the current challenges of the economy and the management.</p> <p>Subjects include: The subjects taught are listed on the school leaving (examination) certificate.</p> <p>More information (including a description of the national qualification system) is available at: http://www.zeugnisinfo.at</p> <p>National Europass center: info@zeugnisinfo.at</p>