

1. TITLE OF THE CERTIFICATE (DE) ⁽¹⁾

Diplomprüfungszeugnis des Kollegs für Wirtschaftsinformatik (Digital Business) an Handelsakademien

⁽¹⁾ in original language

2. TRANSLATED TITLE OF THE CERTIFICATE (EN) ⁽¹⁾

TVE-Diploma - Post-Secondary Course in TVE for Business Informatics (Digital Business) at Secondary Colleges for Business Administration

⁽¹⁾ This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

- Technical and everyday communication in the mother tongue and in at least two foreign languages
- Managerial problem solving competence and methodical competence for that specific area
- Analysis of economic code numbers in preparation of managerial decisions and actions
- Knowledge and skills in the fields of information and communication technology
- Use of Soft- and Hardware to solve managerial tasks
- Planning and organisation of IT solutions for managerial tasks
- Evaluation of hardware components and software regarding the goals of the company
- Skills for applied programming, software development, development and use of multimedia solutions
- Implementation of IT solutions, adaptation to the operational requirements
- Knowledge about operating systems, network management and network administration
- Use of the Internet, multimedia and content management solutions
- Use and administration of e-business solutions
- Development and implementation of marketing strategies, customer acquisition and customer service
- Project-oriented work in a team and individually to solve challenging managerial tasks
- Personnel clearance, cost accounting, calculation, code number analysis, controlling, performance analysis
- Company management, personnel and finance management
- Knowledge of the national and international legal regulations relevant for that specific area
- Presentation and negotiation skills also in the foreign language

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE ⁽¹⁾

Range of occupations:

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 information and communication technology, services in the field of the information business and information technology, content-provider, Internet and Internet search service, installation and maintenance of net services, direct advertising, trade, sales agent, foreign correspondent, price agency, public relations advisor, statistical survey and interpretation, office service, call-centre, production of data media, arrangement and completion of commodity trade business, arrangement of discount businesses, foreign currency dealing, orders for counselling, etc., auction of movable goods, pawn broker, advertising agency, administration of moveable property, product presentations, advertising agency, computer bureaus, software development and distribution

Pursuit of regulated professions on a self-employed basis (see also www.gewerbeordnung.at):

With evidence of the relevant professional experience the holder of the certificate is enabled to pursue the following regulated professions: e.g. management consultants including management organisers, accounting, financial consulting, insurance agents, debt collection agencies. Furthermore he/she has access to the examinations of the following regulated professions: e.g. employment agent, insurance broker, advisor in insurance matters, travel agency, forwarding agents including carriers, commercial accountant, property trustees, estate agents and managers, arrangement of personal loans provision of employees

⁽¹⁾ in 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 for Education, the Arts and Culture</p>
<p>Level of the certificate (national or international) ISCED 4A</p>	<p>Grading scale / Pass requirements</p> <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 ▪ This certificate attesting to successful completion of (training at) this (these) post-secondary VET course(s) can be classified as a diploma within the meaning of Article 11 point (c) (i) of the Directive 2005/36/EC on the recognition of professional qualifications 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 pursuant to Article 13 paragraph 3 of this Directive, 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
<p>Access to next level of education/training Access to all courses of study at universities, academies and at Fachhochschulen (university level study programme of at least 3years duration with vocational-technical orientation). The holder of the certificate might get credits at Fachhochschul-programmes if the course taken is similar in content to the topic areas covered by the certificate</p>	<p>International agreements Convention on the Recognition of Qualifications concerning Higher Education in the European Region, Chapter IV, BGBl (Federal Law Gazette) III, No. 71/1999 European convention on the mutual recognition of diplomas BGBl. (Federal Law Gazette) No. 44/1957</p>
<p>Legal basis Pilot Phase - National curriculum according to enactment GZ 17.023/8-II/3/02; 17.023/58-II/3/01; 17.023/6-II/3/02; Examination specification BMHS (concerning the final exams in vocational schools and colleges), BGBl. (Federal Law Gazette)II No. 70/2000</p>	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

1. Training and education as defined by the National Curriculum for Post-Secondary Courses in TVE for Business Informatics (Digital Business) at Secondary College for Business Administration
2. External certification as defined in BGBl. (Federal Law Gazette) II No.362/1979 current version

Additional information:

Entry requirements: Reifeprüfung, university entrance examination, Berufsreifeprüfung

Duration of education: 2 years

Duration of compulsory work placement: during the school holidays of at least 4 weeks

Education objectives: The Post-Secondary Course in TVE for Business Informatics (Digital Business) at Secondary Colleges for Business Administration has the task to provide graduates from various Secondary Academic schools with the vocational content of the Secondary College for Business Administration with further specialisation in information and communication technology. 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 their mother tongue and in the foreign languages acquired and specific knowledge of information and communication technology according to current technical standards.

Subjects include: The subjects taught are listed on the school leaving (examination) certificate.

More information (including a description of the national qualification system) is available at: <http://www.certificate.at> or at <http://www.zeugnisinfo.at>

National Europass center: info@zeugnisinfo.at