CERTIFICATE SUPPLEMENT (*)

Österreich

1. TITLE OF THE CERTIFICATE (DE) [1]

Abschlussprüfungszeugnis der Handelsschule
Fachbereich „Sales Management"

[1] in original language

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

Final Examination Certificate - Secondary Business School
Special Field „Sales Management"

[2] This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

- Technical communication in the mother tongue and in one foreign language
- Use of the foreign language in job-related and everyday situations
- Economic knowledge and skills for the solution of managerial tasks
- Understanding internal contexts
- Use of relevant Soft and Hardware to solve managerial tasks
- Knowledge and skills in all the fields of information and communication technology
- Knowledge and skills in the field of marketing
- Development and independent completion of business deals as well as permanent customer service (customer relationship)
- Selling and negotiation techniques
- Presentation and negotiation skills also in the foreign language
- Project-oriented work in a team and individually to solve challenging managerial tasks
- Qualifications in the major fields of operational accounting and the ability to use standard software applied in business
- Personnel clearance, calculation, cost accounting
- Calculation of economic code numbers in preparation of decisions
- Self-initiative and creativity, completion of repetitive tasks in a directly responsible way
- Knowledge of job-specific legal regulations
- Managerial problem solving competence and specific methodical competence for that specific area
- Knowledge and understanding for different cultures and business traditions
- Deepening knowledge and skills in the special field „Sales Management"

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE [3]

Range of occupations:

Employee or entrepreneur in different fields of the economy and the administration on an intermediate commercial and administrative level, e.g. in banks, insurances, trade, various public authorities, trade sales agent, services in the field of information and communication technology, export consultant (except business consultant), leisure agency, information provider, Internet installation and maintenance of net services, address publisher, office services, foreign correspondence offices, personnel selection, call-centres, credit agencies, pawn broker, auction of movable goods, event agency, window dresser, arrangement of mortgage loans, procurement of consulting contracts between business consultants and clients, statistical survey and evaluation, acquisition of business deals, product presentations, advertising agency etc.

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

- After having worked for two years: debt collection agency, insurance agent
- After a professional occupation of two years and after having successfully passed a qualifying exam: placement officer, real estate agent and manager, security business (private investigator), surveillance business, labour lease
- After a professionally relevant occupation of three years: business consulting including business organisation

[3] In applicable.

(*) Explanatory note

This document is designed to provide additional information about specified certificates. It 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 and Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, as well as Recommendation 2001/613/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 www.europass.at

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, Science and Culture
Level of the certificate (national or international) ISCED 3B	**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 is rated as follows: Pass with distinction, Good pass, Pass, Fail
Access to next level of education/training Access to Berufsreifeprüfung, to an Add-on course or to a Secondary College for Business Administration for People in Employment. The holder of the certificate has access to study at Fachhochschule, but has to take additional examinations if the course taken requires them.	**International agreements** ▪ This final examination certificate that certifies the successful graduation of this Secondary Business School is considered as a certificate according to Article 11 Letter b) of the Directive 2005/36/EG about the recognition of professional qualifications.
Legal basis National curriculum, BGBl. (Federal Law Gazette) II Number (No.) 315/2003 current version, Examination specification BMHS (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
1. Training and education as defined by the National Curriculum for Secondary Business Schools 2. External 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 entrance examination **Duration of education:** 3 years **Duration of work placement:** voluntary work placement during the school holidays of four weeks as far as possible **Education objectives:** The Secondary Business School provides general and commercial education in an integrated way that immediately enables to work in all fields of the economy and the administration. 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 language acquired as well as knowledge of information and communication technology according to the current challenges of the economy. **Subjects include:** see List of Subjects in the Final Examination Certificate **More Information (including a description of the national qualification system) is available at:** www.zeugnisinfo.at **National Europass center:** info@zeugnisinfo.at