

1. TITLE OF THE CERTIFICATE (DE) ⁽¹⁾

**Diplomprüfungszeugnis des Kollegs (für Berufstätige) an Handelsakademien
Schulautonome Fachrichtung**

⁽¹⁾ in original language

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

**VET-Diploma - Post-Secondary Course in VET (for People in Employment) at Secondary Colleges for Business
Administration
School-autonomous Special Subject**

⁽²⁾ This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

- Ability to communicate, present and negotiate in the mother tongue and in at least two foreign languages
- Use of information and communication technologies for solving economic tasks
- Application of technical software for solving managerial tasks
- Understanding inter-company relations and operational decision making processes
- Calculation and analysis of operational code numbers as the basis for business management
- Knowledge about the European Union and the European Economic Area
- Project-oriented work in a team and individually for solving challenging economic tasks
- Independent work in all essential areas of operational accounting using business standard software
- Staff accounting, cost accounting, costing, ratio analysis, controlling
- Preparation of annual audits, analysis of the results of documentary accounting
- Business management, staff, finance and quality management
- Sales and negotiation techniques, knowledge about the drafting of contracts
- Knowledge of the legal regulations common in business, preparation of contracts
- Problem solving competence and specific methodical competence in the school-autonomous Special Subject Area

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

Range of occupations:

Employee or business person in fields of activities with a high degree of personal responsibility in different sectors of the economy and administration holding positions in middle and senior commercial and administrative management, particularly services in the field of accounting as well as services in the field of information and communication technologies, sales representative, public relations consultant, statistical surveys and evaluations, auction of moveable goods, advertising agency etc.

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

- After having worked for six months: insurance agent
- After a professional occupation of one year: accounting
- After a professional occupation of one and a half years: debt collection agency, business consulting including company organisation
- After a professional occupation of one and a half years and a qualifying examination: 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: recruitment agency
- After a professional occupation of one and a half years and a proof of knowledge in the field of personal loan agencies: commercial investment counselling

⁽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 5B	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 (Diploma exam) is rated as follows: Pass with distinction, Good pass, Pass, Fail
Access to next level of education/training By fulfilling the entry requirements for the Post-Secondary Course in VET, access to all courses of study at universities, academies and universities of applied sciences is normally given. If the course of study taken at a university of applied sciences is appropriate, the duration of study can be reduced.	International agreements <ul style="list-style-type: none"> This diploma that certifies the successful graduation of this Post-Secondary Course in TVE is a diploma according to Article 11 Letter c) No. i) of the Directive 2005/36/EG and according to Article 13 Paragraph 3 of this Directive it complies with a recognition of professional education and training that ends with the graduation from a university of applied sciences or a university after (up to) four years, irrespective of the fact whether the requested education matches Article 11 Letter d) or Article 11 Letter e) of the Directive in the host country.
Legal basis National curriculum, BGBl. (Federal Law Gazette) II Number (No.) 283/2006 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 at a Secondary Course in VET (for People in Employment) of a Secondary College of Business Administration External certification as defined in BGBl. (Federal Law Gazette) II No. 362/1979 current
Additional information: Entry requirements: Reifeprüfung, university entrance examination, Berufsreifeprüfung Duration of education: 2 years (4 semesters) Duration of work placement: voluntary work placement during the school holidays of four weeks as far as possible Education objectives: The Post-Secondary Course in VET (for People in Employment) at Secondary Colleges of Business Administration has the task to provide the graduates from various Secondary Academic Schools with the job specific content of the Secondary College of Business Administration and with the respective specialisation in the chosen Special Subject/Specialist Subject Area. The graduates are enabled to work in senior positions in business and administration as well as a self-employed entrepreneur. Subjects include: see List of Subjects in the VET-Diploma More Information (including a description of the national qualification system) is available at: www.zeugnisinfo.at National Europass center: info@zeugnisinfo.at