EUROPASS CERTIFICATE SUPPLEMENT (*)

Czech Republic

1. TITLE OF THE CERTIFICATE (CZ)(1)

Vysvědčení o maturitní zkoušce z oboru vzdělání:
63-41-M/004 Obchodní akademie (denní studium)

(1) In the original language

2. TRANSLATED TITLE OF THE CERTIFICATE(2)

Maturita Certificate in:
63-41-M/004 Business Academy (full-time study)

(2) This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

General competences:

- be well informed about culture, history and the present of the Czech nation within the European and world context;
- formulate views and attitudes verbally and in writing, communicate in at least one other foreign language, use technical terminology;
- educate themselves, work in an effective way and assess impartially results;
- adapt themselves to the changing conditions of life and work, work well in a team and be responsible for assigned tasks;
- work with information, use ICT;
- use basic mathematics and the basic principles of physics and chemistry when needed;
- know the present rights and duties of employers and employees and know how to conduct a job search;
- act in an environmentally-conscious manner and in compliance with strategies for sustainability;
- apply the fundamentals of health, occupational safety, and fire prevention and safety.

Vocational competences:

- work with applicable legal regulations;
- be well-versed in labour law and issues related to commercial obligations;
- draft general documents in compliance with a standardized layout;
- make out accounting documents and reports, keep tabs on tax records, keep accounting and computer accounting
- carry out simple market research;
- calculate taxes (VAT, income tax);
- be well informed about bank activities;
- use basic knowledge of sales psychology when negotiating with clients and customers;
- represent the company well in public and contribute to company image in a positive way.

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE

The graduate can find a job as employees in all types of businesses in the economy sphere and public administration at all levels. After gaining necessary practical experience, graduates will be prepared to start private business in fields corresponding to their education.
Examples of possible work positions: economists, accountants, finance officers, marketing officers, assistants, secretaries, sales representatives, statistician, bank and insurance officers etc.

5. OFFICIAL BASIS OF THE CERTIFICATE	
Name and status of the body awarding the certificate Obchodní akademie a Jazyková škola s právem SJZ Čelakovského 200 Písek 397 01 CZ public school	**Name and status of the national/regional authority providing accreditation/recognition of the certificate** Ministry of Education, Youth and Sports Karmelitská 7 118 12 Praha 1 Czech Republic
Level of the certificate (national or international) Upper secondary education completed by the Maturita examination **ISCED 354, EQF 4**	**Grading scale / Pass requirements** 1 excellent (výborný) 2 very good (chvalitebný) 3 good (dobrý) 4 satisfactory (dostatečný) 5 fail (nedostatečný) *Overall assessment::* Prospěl s vyznamenáním: Pass with Honours (the average mark is ≤ 1,5) Prospěl: Pass (an examination mark is not worse than 4) Neprospěl: Fail (the examination mark in one or more subjects is 5)
Access to next level of education / training ISCED 655/645/746, EQF 6	**International agreements**
Legal basis Law No. 561/2004 on Pre-school, Basic, Secondary, Post-secondary and Other Education (School Act) as amended by later regulations	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE		
Description of vocational education and training received	**Percentage of total programme**	**Duration**
• School- / training centre-based	The ratio between theoretical education and practical training is defined by education providers themselves with regard to the respective educational programme and the employers´ needs.	
• Workplace-based		
• Accredited prior learning		
Total duration of the education / training leading to the certificate		**4 years** / 157 weeks

Entry requirements
Completed compulsory school education

Additional information
More information (including a description of the national qualifications system) available at: www.nuv.cz and www.eurydice.org

National Institute for Education, Education Counselling Centre and Centre for Continuing Education of Teachers – National Europass Centre Czech Republic
Weilova 1271/6
102 00 Praha 10
Czech Republic

Done at Prague for the school year 2017/2018

stamp and signature

(*) **Explanatory note**
This document is a supplement to a specific diploma/certificate. It provides additional information on competencies gained in the given field of study 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 2001/613/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 and Decision No 2241/2004/EC of the European Parliament and of the Council of 15 December 2004 on a single Community framework for the transparency of qualifications and competences (Europass).
More information available at:**http://europass.cedefop.europa.eu, http://www.europass.cz**
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