EUROPASS CERTIFICATE SUPPLEMENT (*)

Czech Republic

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

Vysvědčení o maturitní zkoušce z oboru vzdělání:
68-43-M/01 Veřejnosprávní činnost (denní studium)

(1) In the original language

2. TRANSLATED TITLE OF THE CERTIFICATE(2)

Maturita Certificate in:
68-43-M/01 Public Administration (full-time study)

(2) This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

General competences:

- be familiar with various methods of learning, use sources of information well, show functional literacy;
- understand assignments or identify the cores of problems, exert variable solutions, work both independently and within a team;
- communicate in one foreign language at the level of at least B1 of the Common European Framework of Reference for Languages;
- cope with changing socio-economic conditions, be financially literate;
- be aware of the labour market mechanisms, and of the employee-employer relationships, act on career decisions responsibly, understand the significance of lifelong learning;
- use basic mathematics and the basic principles of physics and chemistry when needed in daily situations;
- work with the means of information and communication technologies, exploit adequate sources of information, handle information effectively;
- act in an environmentally-conscious manner and in compliance with strategies for sustainability;
- support values of local, national, European and world cultures, recognize the value of life;
- exert fundamentals of health protection, occupational safety, and fire prevention and safety;
- exert norms and prescriptions in the field.

Vocational competences:

- know the structure and scope of state and local governments, the basic conditions and procedures for realization of the rights and obligations of recipients of public administration activities;
- apply basic legal standards and administrative regulations in dealing with the standard of work activities and situations in individual (selected) areas and sections of public administration;
- process materially, linguistically and formally correct simple legal papers and documents;
- self-process, control or expose administrative and other official papers and documents;
- carry out investigations, analyzes of activities, calculations and determining fees, process documents for business statistics, etc.;
- work with computer programs for state and local governments and with government portal;
- be ready to cooperate on regional development programs and European cooperation;
- communicate with the public.

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

The graduate is employed in the field of local, central and other administration bodies of state and local government
Examples of possible jobs: officer of state or local government.

5. OFFICIAL BASIS OF THE CERTIFICATE	
Name and status of the body awarding the certificate Obchodní akademie a Vyšší odborná škola Masarykova 101 Valašské Meziříčí 757 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** / 4 096 lessons

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 2018/2019

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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