europass

# EUROPASS CERTIFICATE SUPPLEMENT (*)

Czech Republic

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

**Vysvědčení o maturitní zkoušce z oboru vzdělání:**
**63-41-M/02 Obchodní akademie** (denní studium)

(1) In the original language

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

**Maturita Certificate in:**
**63-41-M/02 Business Academy** (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:**

- work with relevant legal regulations;
- be aware of current labour regulations governing contractual relationships;
- prepare typical documents in standardized formats;
- oversee company commercial and financial operations;
- prepare accounting documents, keep tax records for entrepreneurs, keep accounts, even using ICT technology;
- determine basic tax liabilities (VAT, income tax);
- conduct simple market research;
- understand the workings of bank activities;
- compile annual financial statements;
- apply basic sales psychology when negotiating with clients and business partners;
- represent companies in a suitable manner and share in the creation of their public image.

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

Graduates are employed in the economic sphere, as well as in government and public administration at all levels. Graduates are also prepared for private enterprise in areas corresponding to their education.
Examples of possible job positions include: economist, accountant, financial officer, marketing agent, assistant, secretary, business representative, government clerk, bank or insurance employee.

## 5. OFFICIAL BASIS OF THE CERTIFICATE

| **Name and status of the body awarding the certificate** | **Name and status of the national/regional authority providing accreditation/recognition of the certificate** |
|---|---|
| Obchodní akademie a Vyšší odborná škola<br>Masarykova 101/18, Krásno nad Bečvou<br>Valašské Meziříčí<br>757 01<br>CZ<br>public school | Ministry of Education, Youth and Sports<br>Karmelitská 7<br>118 12 Praha 1<br>Czech Republic |

| **Level of the certificate (national or international)** | **Grading scale** | |
|---|---|---|
| Upper secondary education completed by the Maturita examination<br>**ISCED 354, EQF 4** | **Result in the general section – success rate in % Czech language and literature, foreign language:**<br>more than 87 % to 100 % excellent - 1<br>more than 73 % to 87 % commendable - 2<br>more than 58 % to 73 % good - 3<br>44 % to 58 % sufficient - 4<br>0 % and less than 44 % insufficient - 5<br>**Mathematics and Advanced Mathematics:**<br>more than 85 % to 100 % excellent - 1<br>more than 67 % to 85 % commendable - 2<br>more than 49 % to 67 % good - 3<br>33 % to 49 % sufficient - 4<br>0 % and less than 33 % insufficient - 5 | **Pass requirements**<br>1 excellent (výborný)<br>2 very good (chvalitebný)<br>3 good (dobrý)<br>4 satisfactory (dostatečný)<br>5 fail (nedostatečný)<br>**Overall assessment**:<br>Prospěl s vyznamenáním: Pass with Honours (the average mark is ≤ 1,5)<br>Prospěl: Pass (an examination mark is not worse than 4)<br>Neprospěl: Fail (the examination mark in one or more subjects is 5) |

| **Access to next level of education / training** | **International agreements** |
|---|---|
| ISCED 655/645/746, EQF 6 and EQF 7<br>(EQF7 only for Long first degree programmes at Master's) | |

**Legal basis**
Law No. 561/2004 on Pre-school, Basic, Secondary, Post-secondary and Other Education (School Act) as amended by later regulations
Ss. 22 and 24 of the Decree No. 177/2009 Coll., on Detailed Conditions for Completing Education by the School-leaving Examination in Secondary Schools, as amended.

## 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.npicr.cz and www.eurydice.org

**National Pedagogical Institute of the Czech Republic – National Europass Centre Czech Republic, Senovážné nám. 872/25, 110 00 Praha 1**

stamp and signature
**Done at Prague for the school year 2021/2022**

(*) **Explanatory note**
The Certificate supplement provides additional information about the certificate and does not have any legal status in itself. Its format is based on the Decision (EU) 2018/646 of the European Parliament and of the Council of 18 April 2018 on a common framework for the provision of better services for skills and qualifications (Europass) and repealing Decision No 2241/2004/EC.

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