

**1. TITLE OF THE CERTIFICATE (CZ)<sup>(1)</sup>**

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

<sup>(1)</sup> In the original language

**2. TRANSLATED TITLE OF THE CERTIFICATE<sup>(2)</sup>**

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

<sup>(2)</sup> 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

<b>Name and status of the body awarding the certificate</b> Obchodní akademie a Vyšší odborná škola Masarykova 101/18, Krásno nad Bečvou Valašské Meziříčí 757 01 CZ public school		<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b> Ministry of Education, Youth and Sports Karmelitská 7 118 12 Praha 1 Czech Republic
<b>Level of the certificate (national or international)</b>  Upper secondary education completed by the Maturita examination <b>ISCED 354, EQF 4</b>	<b>Grading scale</b>	
	<b>Result in the general section – success rate in % Czech language and literature, foreign language:</b> more than 87 % to 100 % excellent - 1 more than 73 % to 87 % commendable - 2 more than 58 % to 73 % good - 3 44 % to 58 % sufficient - 4 0 % and less than 44 % insufficient - 5 <b>Mathematics and Advanced Mathematics:</b> more than 85 % to 100 % excellent - 1 more than 67 % to 85 % commendable - 2 more than 49 % to 67 % good - 3 33 % to 49 % sufficient - 4 0 % and less than 33 % insufficient - 5	<b>Pass requirements</b> 1 excellent (výborný) 2 very good (chvalitebný) 3 good (dobrý) 4 satisfactory (dostatečný) 5 fail (nedostatečný) <b>Overall assessment:</b> 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)
<b>Access to next level of education / training</b> ISCED 655/645/746, EQF 6 and EQF 7 (EQF7 only for Long first degree programmes at Master's)		<b>International agreements</b>
<b>Legal basis</b> 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
<ul style="list-style-type: none"> <li>School- / training centre-based</li> <li>Workplace-based</li> <li>Accredited prior learning</li> </ul>	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.	
Total duration of the education / training leading to the certificate		<b>4 years / 4 096 lessons</b>
<b>Entry requirements</b> Completed compulsory school education		
<b>Additional information</b> More information (including a description of the national qualifications system) available at: <a href="http://www.npicr.cz">www.npicr.cz</a> and <a href="http://www.eurydice.org">www.eurydice.org</a>		
<b>National Pedagogical Institute of the Czech Republic – National Europass Centre Czech Republic, Senovážné nám. 872/25, 110 00 Praha 1</b>		  stamp and signature <b>Done at Prague for the school year 2022/2023</b>

### (\*) 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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