

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

**Vysvědčení o maturitní zkoušce z oboru vzdělání:  
64-41-L/51 Podnikání (dálkové studium)**

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

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

**Maturita Certificate in:  
64-41-L/51 Business (distance 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:**

- have knowledge of the legislation regarding business, civil and labour relations;
- evaluate the effect of macroeconomic events on the functioning of the enterprise;
- carry out marketing research and use effective marketing strategies in the enterprise;
- use knowledge management in practice;
- bill cash and cashless transactions of the enterprise;
- perform basic calculations related to purchase and storage of supplies;
- prepare final accounts and financial statement;
- carry out payroll calculations;
- keep tax records;
- work out written documents according to the standard with the use of computer technology;
- work with specific software used in the professional field;
- lead negotiation with business partners.

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



The graduate is employed in the middle management positions in the field of economics and business. Graduate is prepared to carry out economic, business management, commercial and administrative activities. He can apply acquired knowledge and skills in managing its own businesses primarily in the professional area for which he practised in the previous training in a particular course of study.

Examples of possible jobs: business and economics staff, sales representative.

## 5. OFFICIAL BASIS OF THE CERTIFICATE

<b>Name and status of the body awarding the certificate</b> Střední škola automobilní a informatiky Weilova 1270/4 Praha 10 102 00 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 / Pass requirements</b> 1 excellent (výborný) 2 very good (chvalitebný) 3 good (dobrý) 4 satisfactory (dostatečný) 5 fail (nedostatečný) <i>Overall assessment::</i> 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	<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	

## 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>2–3 years</b> / 400–660 consultation lessons
<b>Entry requirements</b> Upper secondary education completed by the final examination - Apprenticeship Certificate (ISCED 353, EQF 3)		
<b>Additional information</b> More information (including a description of the national qualifications system) available at: <a href="http://www.nuv.cz">www.nuv.cz</a> and <a href="http://www.eurydice.org">www.eurydice.org</a>		
<b>National Institute for Education, Education Counselling Centre and Centre for Continuing Education of Teachers – National Europass Centre Czech Republic</b> 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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