

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

**Výuční list z oboru vzdělání:  
69-54-E/01 Provozní služby (denní studium)**

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

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

**Apprenticeship Certificate in:  
69-54-E/01 Operational Services (full-time study)**

<sup>(2)</sup> This translation has no legal status.

## 3. PROFILE OF SKILLS AND COMPETENCES

**General competences:**

- communicate independently and fluently in mother tongue, give reason for his own attitude;
- seek out essential information from the text and other sources;
- understand the task and solve simple problems, find the information necessary for the solution;
- work or learn under supervision with certain autonomy, apply basic rules and procedures;
- cooperate with others when solving simple problems and situations;
- apply basic mathematic skills to solve simple tasks;
- work with a personal computer and its basic and application software;
- apply principles of safety and health protection at work, fire protection and fire prevention;
- act in an environmentally-conscious manner and in compliance with strategies for sustainability;
- have a basic knowledge of career opportunities in the labor market and of the job search process.

**Vocational competences:**

- tidy up in accommodation facilities;
- prepare simple meals and beverages;
- repair linen and clothes and make simple household accessories;
- wash and iron clothes and linen.

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



Graduates can carry out specific work in the area of social and accommodation services and in public catering.

Examples of possible jobs: auxiliary work when preparing meals, auxiliary work in social, health and accommodation facilities.

### 5. OFFICIAL BASIS OF THE CERTIFICATE

<b>Name and status of the body awarding the certificate</b> Střední škola prof. Zdeňka Matějčka, Ostrava-Poruba, příspěvková organizace 17. listopadu 1123/70 Ostrava-Poruba 708 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 final examination (Apprenticeship Certificate) <b>ISCED 353, EQF 2</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 353, EQF 3	<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> </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.	
<ul style="list-style-type: none"> <li>• Workplace-based</li> </ul>		
<ul style="list-style-type: none"> <li>• Accredited prior learning</li> </ul>		
Total duration of the education / training leading to the certificate		<b>2 years / 2 048 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="#">EQE</a> , <a href="#">EURYDICE</a> , <a href="#">NPI</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 2023/2024</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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