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EUROPASS CERTIFICATE SUPPLEMENT (*)

Czech Republic

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

Výuční list z oboru vzdělání:
66-51-H/01 Prodavač (denní studium)

(1) In the original language

2. TRANSLATED TITLE OF THE CERTIFICATE(2)

Apprenticeship Certificate in:
66-51-H/01 Sales Clerk (full time study)

(2) This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

General competences:

- take responsibility for completion of tasks in work or study;
- adapt own behaviour to circumstances in solving problems;
- 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 A2+ 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:

- prepare and arrange goods for sale;
- provide customers with professional consultation regarding the sale of goods;
- wrap goods in various manners, including gift-wrapping;
- prepare and process sales receipts for the goods sold;
- handle refund claims in accordance with current legislation;
- work with devices, machines, or other equipment in the retail store;
- professionally handle goods in the store;
- collect, receive, and inspect goods;
- check physical inventory against accounting records of goods in the retail store;
- have knowledge of the main assortment of groups of goods;
- operate cash registers and payment systems, accept cash and cash-free payments;
- keep an administrative agenda associated with working the cash register;
- carry out basic promotional and window dressing activities associated with the display and sale of goods.

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

Graduates are employed in the sale of goods. After acquiring the necessary practical experience in the field, they are prepared to run their own businesses in the given area.
Examples of possible job positions include: sales clerk, senior sales clerk, cashier.

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**
Střední odborná škola a Střední odborné učiliště obchodu a služeb, Chrudim, Čáslavská 205 Čáslavská 205 Chrudim 53701 CZ public school	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 final examination (Apprenticeship Certificate) **ISCED 353, EQF 3**	**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 354, EQF 4	**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		**3 years** / 3 072 lessons

Entry requirements
Completed compulsory school education

Additional information
More information (including a description of the national qualifications system) available at: EQF, EURYDICE, NPI

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

stamp and signature
Prague, 30. 6. 2025

(*) **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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