

1. TITLE OF THE CERTIFICATE (CZ)⁽¹⁾

**Výuční list z oboru vzdělání:
65-51-H/01 Kuchař - číšník (denní studium)**

⁽¹⁾ In the original language

2. TRANSLATED TITLE OF THE CERTIFICATE⁽²⁾

**Apprenticeship Certificate in:
65-51-H/01 Cook-Waiter (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:

Joint for both professions, specialization chosen by school:

- apply hygiene requirements in the dining industry;
- have a basic understanding of nutrition, understand the principles of a good diet, types of diets, and alternative eating habits;
- distinguish the attributes and technological utilization of basic types of foods and beverages;
- know manners of storing foods and beverages;
- compose a menu of foods and beverages according to culinary convention, special diets, or other requirements;
- carry out the sale of products and services, perform billing;
- calculate the price of products and services;
- understand the economic and legal requirements for providing dining services;
- compile offers of products and services based on various criteria;
- use marketing tools to present a company, its services and products, use various means of sales support;
- prepare company and commercial correspondence in standardized formats;
- adhere to basic legal regulations concerning workplace health and safety as well as fire safety;
- adhere to established standards and regulations associated with the quality control system implemented in the workplace;
- handle materials, energy, waste, water, and other items economically with respect to the environment.

Vocational competences for cooks:

- master the preparation of standard Czech and international cuisine, adhere to the technological processes of preparation;
- prepare meals of the desired quality, properly store meals, and aesthetically present and ship products;
- use and maintain technical and technological systems utilized in dining services.

Vocational competences for waiters:

- master sales techniques and types of sale;
- use suitable manners of service depending on the environment and character of the social occasion, use a suitable inventory;
- interact socially and professionally with guests, business partners and co-workers.

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

Graduates provide dining services in large, medium-sized, or small businesses depending on their particular training program either in food production and/or in sales and customer services. After acquiring the necessary practical experience in the field, they are prepared to run their own dining service businesses.

Examples of possible job positions include: cook or waiter depending on the school training program.

5. OFFICIAL BASIS OF THE CERTIFICATE

<p>Name and status of the body awarding the certificate Střední odborná škola a Střední odborné učiliště obchodu a služeb, Chrudim, Čáslavská 205 Čáslavská 205 Chrudim 53701 CZ public school</p>	<p>Name and status of the national/regional authority providing accreditation/recognition of the certificate Ministry of Education, Youth and Sports Karmelitská 7 118 12 Praha 1 Czech Republic</p>
<p>Level of the certificate (national or international) Upper secondary education completed by the final examination (Apprenticeship Certificate) ISCED 353, EQF 3</p>	<p>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)</p>
<p>Access to next level of education / training ISCED 354, EQF 4</p>	<p>International agreements</p>
<p>Legal basis Law No. 561/2004 on Pre-school, Basic, Secondary, Post-secondary and Other Education (School Act) as amended by later regulations</p>	

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"> • School- / training centre-based • Workplace-based • Accredited prior learning 	<p>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.</p>	
<p>Total duration of the education / training leading to the certificate</p>		<p>3 years / 3 072 lessons</p>
<p>Entry requirements Completed compulsory school education</p>		
<p>Additional information More information (including a description of the national qualifications system) available at: www.nuv.cz and www.eurydice.org</p>		
<p>National Institute for Education, Education Counselling Centre and Centre for Continuing Education of Teachers – National Europass Centre Czech Republic Weilova 1271/6 102 00 Praha 10 Czech Republic</p>		
<p>Done at Prague for the school year 2017/2018</p>		<p>stamp and signature</p>



[Handwritten 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>

© European Communities 2002