

1. TITLE OF THE CERTIFICATE (CZ)⁽¹⁾

**Vysvědčení o maturitní zkoušce z oboru vzdělání:
78-42-M/02 Ekonomické lyceum (denní studium)**

⁽¹⁾ In the original language

2. TRANSLATED TITLE OF THE CERTIFICATE⁽²⁾

**Maturita Certificate in:
78-42-M/02 Economic lyceum (full-time study)**

⁽²⁾ This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

General competences:

- have general knowledge necessary for further study;
- organise and manage own study and objectively assess results;
- 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;
- formulate views and attitudes verbally and in writing, communicate in one foreign language at level B1 and in another foreign language at the level of at least A2 of the Common European Framework of Reference for Languages, be motivated to deepen language competences;
- adapt to the changing social and economic conditions, be financially literate;
- have a basic overview of further studies, the opportunities in the labor market, the relations between employers and employees and decide responsibly about own career paths;
- 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 ecologically and in compliance with the strategy of sustainable growth;
- support values of local, national, European and world cultures, recognize the value of life;
- have the social and cultural abilities necessary for civic life in a democratic society;
- apply the principles for health and safety at work, fire defence and fire prevention.

Vocational competences:

- work with the sources of economic and legal information and interpret it correctly;
- continuously monitor the latest developments in national, European and world economy and comment it on the basis of a separate evaluation of the economic context;
- apply the perspective of economic efficiency in solving economic problems;
- apply knowledge of economics, marketing, law and accounting in implementing the necessary economic calculations;
- process professional work, tasks and projects on his own, and effectively present the results of the work;
- have knowledge of the course of business activities;
- have knowledge of the activities of banks, insurance companies, building and loan associations and pension funds;
- perform calculations needed to assess the supply of banking and insurance products;
- bill routine accounting operations;
- have knowledge of the tax system;
- work out basic types of documents on a computer and effectively operate the computer keyboard;
- deal with clients and business partners, when dealing apply appropriate means of communication.



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

Graduate is employed in middle management in the field of economy, business, finance, public administration and services, in work activities related to the performance of the state and public administration at all levels and also in work activities related to the private business.
Examples of possible jobs: economist, accountant, financial officer, marketing officer, sales representative, officer in the state administration, banking and insurance clerk.

5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the body awarding the certificate OA a SOŠZE, Žatec, p. o. Studentská 1354 Žatec 438 01 CZ public school	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
Level of the certificate (national or international) Upper secondary education completed by the Maturita examination ISCED 344, EQF 4	Grading scale / Pass requirements 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)
Access to next level of education / training ISCED 655/645/746, EQF 6	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
<ul style="list-style-type: none"> School- / training centre-based Workplace-based Accredited prior learning 	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		4 years / 4 096 lessons
Entry requirements Completed compulsory school education Additional information More information (including a description of the national qualifications system) available at: www.npicr.cz and www.eurydice.org National pedagogical institute of the Czech Republic – National Europass Centre Czech Republic Senovážné nám. 872/25 110 00 Praha 1		
Done at Prague for the school year 2019/2020		  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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