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EUROPASS CERTIFICATE SUPPLEMENT (*)

Czech Republic

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:

- **Common for both vocational jobs (based on the specialization of the school):**
- apply hygiene requirements in gastronomy facilities;
- know and understand the basics of nutrition, principles of rational nutrition, types of diets and alternative ways of meals;
- distinguish the properties and technological usefulness of the basic types of food and beverages;
- know and understand the storage requirements of food and beverages;
- compile food and drink menus according to gastronomic rules, rational nutrition and other aspects;
- be able to negotiate when selling products and services, know billing techniques;
- determinate products and services prices;
- know and comprehend the economic and legal requirements while running a catering facility;
- submit bids to supply products and services based on various criteria;
- use marketing tools to present the facility, offer services and products, use sales promotion strategies;
- prepare business and commercial documents in a standardized format;
- be in compliance with the main health and safety legislation and fire prevention in the workplace;
- be in compliance with the established standards and regulations related to the quality management system established in the workplace;
- handle materials, energy, waste, water and other substances economically and with respect to the environment.
- **Vocational competencies for the job position Cook:**
- know cooking traditional dishes of Czech cuisine and foreign cuisines, adhere to technological processes of preparation;
- prepare meals of the required quality, proper storage of meals, aesthetic finish and dispatch of products;
- use and maintain the technical and technological equipment in a catering facility.
- **Vocational competencies for the job position Waiter:**
- know and comprehend the sales skills and techniques;
- use appropriate service manners depending on the environment and the nature of the social occasion, use appropriate inventory;
- ensure good behaviour and professional communication with guests, business partners and co-workers.

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

The graduate will be employed in the field of catering services in large, medium or small establishments, depending on the focus of the school education program either in the production of food and/or in serving guests. After acquiring the necessary practical experience in the field, the graduates are soon ready to run their own businesses in gastronomic services.
Examples of possible job positions: cook or waiter according to the focus of the school education program.

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**
Integrovaná střední škola hotelového provozu, obchodu a služeb, Příbram, Gen. R. Tesaříka 114 Gen. R. Tesaříka 114 Příbram 261 01 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
Done at Prague for the school year 2024/2025

(*) **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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