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EUROPASS CERTIFICATE SUPPLEMENT (*)

Czech Republic

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

Vysvědčení o maturitní zkoušce z oboru vzdělání:
64-41-L/51 Podnikání (denní studium)

(1) In the original language

2. TRANSLATED TITLE OF THE CERTIFICATE(2)

Maturita Certificate in:
64-41-L/51 Business (full-time study)

(2) This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

General competences:

- 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 B1 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:

- have knowledge of the legislation regarding business, civil and labour relations;
- evaluate the effect of macroeconomic events on the functioning of the enterprise;
- carry out marketing research and use effective marketing strategies in the enterprise;
- use knowledge management in practice;
- bill cash and cashless transactions of the enterprise;
- perform basic calculations related to purchase and storage of supplies;
- prepare final accounts and financial statement;
- carry out payroll calculations;
- keep tax records;
- work out written documents according to the standard with the use of computer technology;
- work with specific software used in the professional field;
- lead negotiation with business partners.

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

The graduate is employed in the middle management positions in the field of economics and business. Graduate is prepared to carry out economic, business management, commercial and administrative activities. He can apply acquired knowledge and skills in managing its own businesses primarily in the professional area for which he practised in the previous training in a particular course of study.

Examples of possible jobs: business and economics staff, sales representative.

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 škola obchodní Belgická 250/29 Praha 2 120 00 CZ public school	Ministry of Education, Youth and Sports Karmelitská 7 118 12 Praha 1 Czech Republic

Level of the certificate (national or international)	**Grading scale**	
	Result in the general section – success rate in % Czech language and literature, foreign language: more than 87 % to 100 % excellent - 1 more than 73 % to 87 % commendable - 2 more than 58 % to 73 % good - 3 44 % to 58 % sufficient - 4 0 % and less than 44 % insufficient - 5 **Mathematics and Advanced Mathematics:** more than 85 % to 100 % excellent - 1 more than 67 % to 85 % commendable - 2 more than 49 % to 67 % good - 3 33 % to 49 % sufficient - 4 0 % and less than 33 % insufficient - 5	**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)
Upper secondary education completed by the Maturita examination **ISCED 354, EQF 4**		

Access to next level of education / training	**International agreements**
ISCED 655/645/746, EQF 6 and EQF 7 (EQF7 only for Long first degree programmes at Master's)	

Legal basis
Law No. 561/2004 on Pre-school, Basic, Secondary, Post-secondary and Other Education (School Act) as amended by later regulations Ss. 22 and 24 of the Decree No. 177/2009 Coll., on Detailed Conditions for Completing Education by the School-leaving Examination in Secondary Schools, as amended.

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		**2 years** / 2 048 lessons

Entry requirements
Upper secondary education completed by the final examination - Apprenticeship Certificate (ISCED 353, EQF 3)

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 2025/2026

(*) **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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