

1. TITLE OF THE CERTIFICATE (CZ)⁽¹⁾

**Výuční list z oboru vzdělání:
66-51-H/022 Prodavač a výrobce lahůdek (denní studium)**

⁽¹⁾ In the original language

2. TRANSLATED TITLE OF THE CERTIFICATE⁽²⁾

**Apprenticeship Certificate in:
66-51-H/022 Salesperson and Delicacies Producer (full-time study)**

⁽²⁾ This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

General competences:

- be well informed about culture, history and the present of the Czech nation within the European and world context;
- formulate views and attitudes verbally and in writing, communicate in at least one other foreign language;
- effectively organize and manage and participate in a team, including the ability to lead a team and cope with problematic situations;
- know how to use information and ICT, have basic ICT skills;
- use basic mathematics and the basic principles of physics and chemistry when needed;
- act in an environmentally-conscious manner and in compliance with strategies for sustainability;
- apply the fundamentals of health, occupational safety, and fire prevention and safety.

Vocational competences:

- sell food goods including delicatessen products;
- make the basic and supplementary range of delicatessen products and beverages from readied semi-finished products;
- choose and use the technological processes for preparation, work with the technological norms, place emphasis on quality, aesthetic presentation and adjustment of delicatessen products with regards to the health of consumers and the principles of healthy eating;
- calculate the prices of products and services;
- assess the quality of foodstuffs and delicatessen products, identify faults in foods including delicatessen products;
- keep and store delicatessen products and foodstuffs;
- handle packaging in accord with the health and safety regulations;
- prepare and present delicatessen products;
- prepare and modify goods for sale;
- uphold the hygiene regulations;
- wrap goods in various ways including gift wrapping;
- make and process sales documentation for goods sold;
- deal with complaints about food goods from customers and suppliers in accord with the valid legislation;
- work with cash desks and cash desk systems;
- carry out goods sampling and inspection;
- work with devices, machines and other equipment in the outlet;
- keep documentation related to the movement of goods on the premises;
- carry out a physical and accounting inventory of goods and deposit/return packaging;
- dress and arrange goods in the retail outlets and window displays;
- negotiate goods purchases;
- make business and company papers in accord with the standard regulations;
- present oneself sociably and professionally when dealing with customers and business partners.



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

The graduate from this training can be employed as a salesperson and producer of delicacies can find work in fast food outlets, milk bars, gastronomic workplaces, at trade fairs and sales exhibitions. Likewise he or she is able to prepare delicatessen products from semi-finished goods. The graduate can find work on the cash desk of a shop. After the necessary training they are ready for private business in the retail sector.

5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the body awarding the certificate Střední škola informatiky a cestovního ruchu SČMSD Humpolec, s.r.o. Hradská 276 Humpolec 396 01 CZ private 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 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) <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 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
<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		3 years / 120 weeks
Entry requirements Completed compulsory school education		
Additional information More information (including a description of the national qualifications system) available at: www.nuv.cz and www.eurydice.org		
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		
Done at Prague for the school year 2018/2019		  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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