europass

# EUROPASS CERTIFICATE SUPPLEMENT (*)

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

**Vysvědčení o maturitní zkoušce z oboru vzdělání:**
**63-41-M/02 Obchodní akademie** (denní studium)

(1) In the original language

## 2. TRANSLATED TITLE OF THE CERTIFICATE(2)

**Maturita Certificate in:**
**63-41-M/02 Business Academy** (full-time study)

(2) This translation has no legal status.

## 3. PROFILE OF SKILLS AND COMPETENCES

**General competences:**

- master different ways of learning and take responsibility for the development of one's own potential in a lifelong perspective;
- understand tasks or identify the core of a problem, apply various solutions, work independently and in a team;
- apply advanced reading literacy skills to work effectively with information and to critically evaluate and interpret texts;
- 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;
- apply scientific, technical, IT and mathematical knowledge, skills and procedures in practical contexts and in solving problems in various areas of life;
- work safely and at an advanced level with digital technologies and their software, and keep up with their development;
- search for, process and critically evaluate information, use algorithmic thinking, communicate and collaborate in online environments, and create digital content and models;
- understand the basic principles of information systems, analyse their structure and functions, design data models and adapt interfaces to user needs;
- be well versed in different social and value systems, as well as social, political, legal and economic processes of everyday life, and demonstrate financial and media literacy;
- adapt to changing social, economic and technological conditions, and make responsible economic decisions;
- strive for the highest quality of one's own work, services and products in accordance with technological procedures and quality standards;
- choose optimal solutions in real-life work and personal situations based on the interconnection of environmental, economic and social factors;
- observe the principles of occupational health and safety, and fire protection.

**Vocational competences:**

- work with legal regulations governing business, labor law, accounting, taxes, receivables, and other related areas;
- prepare typical documents in standardized formats;
- secure the main activity of the company with current assets;
- prepare accounting documents, keep tax records for entrepreneurs, keep accounts;
- prepare financial statements and annual accounts;
- prepare reports on the financial situation of projects;
- determine basic tax liabilities (VAT, income tax);
- conduct simple market research, prepare a promotional campaign and evaluate its effectiveness;
- understand the workings of the central bank, commercial banks, and insurance companies;
- apply basic knowledge of sales psychology;
- represent companies in a suitable manner and help shape their public image.

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

Graduates are employed in the economic and commercial departments of organizations and will also be prepared for private enterprise in areas corresponding to their education.

Examples of possible job positions include: economist, accountant, financial officer, marketing agent, assistant, business representative, bank or insurance employee.

# 5. OFFICIAL BASIS OF THE CERTIFICATE

<table>
<tr><td colspan="2">Name and status of the body awarding the certificate<br>Gymnázium, Stříbro, Soběslavova 1426<br>Soběslavova 1426<br>Stříbro<br>349 01<br>CZ<br>public school</td><td colspan="2">Name and status of the national/regional authority providing accreditation/recognition of the certificate<br>Ministry of Education, Youth and Sports<br>Karmelitská 7<br>118 12 Praha 1<br>Czech Republic</td></tr>
<tr><td rowspan="2">Level of the certificate (national or international)<br><br>Upper secondary education completed by the Maturita examination<br>ISCED 354, EQF 4</td><td colspan="3">Grading scale / Pass requirements</td></tr>
<tr><td>Result in the general section – success rate in % Czech language and literature, foreign language:<br>more than 87 % to 100 % excellent - 1<br>more than 73 % to 87 % commendable - 2<br>more than 58 % to 73 % good - 3<br>44 % to 58 % sufficient - 4<br>0 % and less than 44 % insufficient - 5<br>Mathematics and Advanced Mathematics:<br>more than 85 % to 100 % excellent - 1<br>more than 67 % to 85 % commendable - 2<br>more than 49 % to 67 % good - 3<br>33 % to 49 % sufficient - 4<br>0 % and less than 33 % insufficient - 5</td><td>Pass requirements<br>1 excellent (výborný)<br>2 very good (chvalitebný)<br>3 good (dobrý)<br>4 satisfactory (dostatečný)<br>5 fail (nedostatečný)<br>Overall assessment:<br>Prospěl s vyznamenáním: Pass with Honours (the average mark is ≤ 1,5)<br>Prospěl: Pass (an examination mark is not worse than 4)<br>Neprospěl: Fail (the examination mark in one or more subjects is 5)</td></tr>
<tr><td colspan="2">Access to next level of education / training<br>ISCED 655/645/746, EQF 6 and EQF 7 (EQF7 only for Long first degree programmes at Master's)</td><td>International agreements</td></tr>
<tr><td colspan="3">Legal basis:<br>Law No. 561/2004 on Pre-school, Basic, Secondary, Post-secondary and Other Education (School Act) as amended by later regulations<br>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.</td></tr>
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## 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 | | **4 years** / 4 096 lessons |
| **Entry requirements**<br>Completed compulsory school education<br>**Additional information**<br>More information (including a description of the national qualifications system) available at:<br>EQF, EURYDICE, NPI<br>**National Pedagogical Institute of the Czech Republic – National Europass Centre Czech Republic, Senovážné nám. 872/25, 110 00 Praha 1** | | <br>stamp and signature<br>**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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