

1. TITLE OF THE CERTIFICATE (CZ)⁽¹⁾

**Vysvědčení o maturitní zkoušce z oboru vzdělání:
63-43-L/001 Peněžní manipulants (denní studium)**

⁽¹⁾ In the original language

2. TRANSLATED TITLE OF THE CERTIFICATE⁽²⁾

**Maturita Certificate in:
63-43-L/001 Monetary Handler (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, use technical terminology;
- educate themselves, work in an effective way and assess impartially results;
- be able to adapt themselves to the changing conditions of life and work, work well in a team and be responsible for assigned tasks;
- work with information, use ICT;
- be able to use basic mathematics and the basic principles of physics and chemistry when needed;
- know the present rights and duties of employers and employees and know how to conduct a job search;
- 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:

- keep an organisation's accounts;
- write company documents in accord with national standards;
- make financial analyses of a company's financial management;
- characterise the basic products of banks;
- characterise individual types of commercial instruments and the principles of financial markets;
- prepare a simple analysis of insurance risk;
- characterise the individual products of insurance companies.


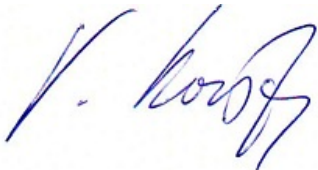
4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE

The graduate can find work in middle management positions in the area of banking and insurance and the financial market, in work activities associated with providing banking and insurance services to people.
Examples of possible jobs: bank teller, worker offering banking services to clients, capital markets worker, consumer loans worker, internal banking services worker, exchange dealer, insurance officer.

5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the body awarding the certificate Střední škola technická, Most, příspěvková organizace Dělnická 21 Most 434 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 3A, 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 5A/5B, 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 / 157 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 2014/2015		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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