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EUROPASS CERTIFICATE SUPPLEMENT (*)

Czech Republic

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

Výuční list z oboru vzdělání:
66-51-E/01 Prodavačské práce (denní studium)

(1) In the original language

2. TRANSLATED TITLE OF THE CERTIFICATE(2)

Apprenticeship Certificate in:
66-51-E/01 Sales Assistant (full-time study)

(2) This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

General competences:

- communicate independently and fluently in mother tongue, give reason for his own attitude;
- seek out essential information from the text and other sources;
- understand the task and solve simple problems, find the information necessary for the solution;
- work or learn under supervision with certain autonomy, apply basic rules and procedures;
- cooperate with others when solving simple problems and situations;
- apply basic mathematic skills to solve simple tasks;
- work with a personal computer and its basic and application software;
- apply principles of safety and health protection at work, fire protection and fire prevention;
- act in an environmentally-conscious manner and in compliance with strategies for sustainability;
- have a basic knowledge of career opportunities in the labor market and of the job search process.

Vocational competences:

- assist in the taking and receipt of goods at the check including verification of the warranty period and useful life of minimum durability;
- store, take care of the stocks in accordance with the health and safety regulations;
- manipulate the stock in accordance with the health and safety regulations;
- work safely with devices, machine shops and other facilities in accordance with their purpose;
- arrange and prepare a selected group of goods for sale;
- sell a selected group of goods, when selling the goods comply with the principles of business;
- perform basic window dressing activities associated with issuing and selling of goods;
- carry out cleaning work in sales and operating unit.

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

The graduate can perform specific works in the field of retail sales. These are auxiliary, preparatory, service and handling works linked to the sale of various types of goods.
Examples of possible jobs: auxiliary sales assistant.

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 průmyslová škola, Odborná škola a Základní škola, Nové Město nad Metují Československé armády 376 Nové Město nad Metují 549 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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