

1. TITLE OF THE CERTIFICATE (EL) ⁽¹⁾

**Απολυτήριο Τεχνικής Σχολής Πρακτικής Κατεύθυνσης, Κλάδου Υπηρεσιών,
Ειδικότητας Υπαλλήλων Τουριστικών Γραφείων και Ξενοδοχείων**

⁽¹⁾ In the original language

2. TRANSLATED TITLE OF THE CERTIFICATE (EN) ⁽¹⁾

**Technical School Leaving Certificate Practical Direction, Services Branch,
Tourist Agencies and Hotel Clerks Specialty**

⁽¹⁾ This translation has no legal status..

3. PROFILE OF SKILLS AND COMPETENCES

The holder of this certificate:

- Uses computer applications for word processing and spread sheets and operates modern office equipment
- Applies essential accounting procedures and standards for businesses bookkeeping
- Prepares and issues invoices, including VAT
- Prepares payroll lists and Social Insurance Fund, Value Added Tax and Income Revenue statements
- Carries out regular correspondence tasks as well as essential reception and hospitality tasks
- Carries out essential tasks in the purchase and sales departments
- Employs health and safety standards and regulations in his/her occupational activities
- Utilises his/her knowledge in Tourism and Finance in carrying out his/her occupational duties.

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE ⁽¹⁾

The holder of the certificate can be employed in tourist operators businesses or hotel units in the fields of basic secretary duties, basic accounting duties and reception and hospitality duties.

⁽¹⁾ If applicable

^(*) Explanatory Note

This supplement is designed to provide additional information about the completed qualification and is not a certificate of the qualification in its own right. The format of the supplement is pursuant to the following documents: Council Resolution 93/C49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C224/04 of 15 July 1996 on the transparency of vocational training certificates and Recommendation 01/L215/01 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

More information: <http://europass.cedefop.eu.int>

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5. OFFICIAL BASIS OF THE CERTIFICATE

<p>Name and status of the body awarding the certificate Every Technical School, established and operating according to the Unified Education Law</p>	<p>Name and status of the national/regional authority providing accreditation/recognition of the certificate Directorate of Secondary Technical and Vocational Education, Ministry of Education and Culture</p>
<p>Level of the certificate (national or international) Upper Secondary Level - ISCED 3</p>	<p>Grading scale / Pass requirements 1 to 20, with 10 the lowest grade for promotion to the next class or graduation</p>
<p>Access to next level of education/training A holder of the certificate can successfully compete for a place at tertiary education institutions in Cyprus and Greece. He/she can also study in tertiary education institutions of other countries after satisfying their requirements for entry.</p>	<p>International agreements None existing</p>
<p>Legal basis On the basis of the Unified Educational Laws and the regulations for Public Secondary Schools functioning and operation.</p>	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

The Certificate for the Specialty of *Tourist Agencies and Hotel Clerks* of the *Services Branch*, Practical Direction, can be acquired after a successful three-year-study in a public Technical School or after attending the Evening Technical School. The curriculum includes the subjects given in the table below.

SUBJECT CATEGORY	TEACHING PERIODS	
	WEEKLY	% OF TOTAL
General Education Subjects ¹	57	54,3
Elective subjects ²	8	7,6
Technological and Workshop subjects ³	40	38,1
Placement in industry for training ⁴	-	-
Total periods	(*)105	100

Notes

1. Religious Studies, Modern Greek, History and Citizenship Studies, Introduction to Computers, Physical Education, Mathematics, Physics, Chemistry, English Language
 2. Elective General Education or Technological subjects for forms B and C with total duration of 4 periods per week
 3. Subjects relevant to Branch Technology for form A which focuses on Specialty in forms B and C
 4. Placement in industry for training takes place in the period between forms B and C.
- (*) 35 periods weekly, taught for three years

Conditions of entry

Eligible students to attend the programme of study should have successfully completed the nine year compulsory public education and should have been awarded the Gymnasium (three year cycle, lower secondary education) Leaving Certificate. Students from private schools of secondary education can enrol and attend the programme if they have successfully taken the placement examinations, organised by the Ministry of Education and Culture.

Additional information

Additional information (including description of the national vocational qualifications system, certificates, diplomas and other qualification titles) can be obtained from the Directorate of Secondary Technical and Vocational Education, Ministry of Education and Culture, Kimonos & Thoukididi corner, 1434 Nicosia, www.moec.gov.cy.

Competent national agent for related information

Information regarding Vocational Training in general and specifically vocational qualifications can be obtained from the Human Resource Development Authority, www.hrdauth.org.cy.