

15 Glossary

Academy of Continuing Education *Weiterbildungsakademie – WBA*

Examines and recognises competences of adult educators based on defined standards. WBA awards a two-tier occupational qualification with a certificate and diploma and supports quality assurance and transparency by laying down binding VET and CET standards. WBA is influenced by the cooperative system of Austrian adult learning.

Add-on courses (ISCED 5)

Aufbaulehrgänge

For graduates of *BMS* or a preparatory course; they lead to the matriculation and diploma examination of the corresponding colleges for higher vocational education.

Admission requirement and entrance qualifications for *BMS* and *BHS*

Aufnahmebedingung für BMS und BHS

The admission requirement for graduates of the lower cycle of *AHS* and new secondary school is successful completion of years 8 (or 9); for general secondary school graduates, successful completion of year 8 and good performance in the subjects German, mathematics and a modern foreign language.

Adult education (adult learning) – ALE

Erwachsenenbildung – EB

Adult education is essentially understood as educational programmes for adults, with the spectrum ranging from general education, basic education and the acquisition of qualifications in second-chance education, on to vocational training and personal development measures, as well as higher education and university-based programmes.

ALE programmes are offered in many different educational establishments and in the occupational field itself, participants can acquire both formal and non-formal qualifications. BMBF is responsible for general adult education and vocational adult training, but other ministries also fulfil specific related tasks.

Adult education is often also termed the third pillar of the education system and therefore constitutes an important area of lifelong learning, which however covers all educational sectors. The main objective of adult education and training is to enhance access to lifelong education measures for everyone. Essential for participation and CET success are the implementation of programmes appropriate to adults and the target group as well as high-quality educational counselling and career guidance. Adult education and training serves both personal development as well as CVET and, in this way, contributes to creating equal opportunities, reducing educational disadvantages and, overall, to social development.

Adult Education Initiative

Initiative Erwachsenenbildung

Enables adults who lack basic skills and/or have not acquired a compulsory school qualification to resume and complete compulsory schooling free of charge. The support scheme was developed jointly by the Federal Government and provincial governments, its legal basis is

an agreement according to Article 15a of the Austrian Federal Constitution (*B-VG*).

AHS - Academic secondary schools

Allgemein bildende höhere Schulen / AHS

For broad and advanced general education at lower (lower secondary level, years 5-8; ISCED 2) and upper level (upper secondary level, years 9-12; ISCED 3); are completed with the matriculation examination, which provides general higher education entrance qualifications. Educational options from year 7 include classical academic secondary school (grammar school), academic secondary school specialising in mathematics and science, and academic secondary school specialising in economics.

Apprenticeship-leave examination

Lehrabschlussprüfung

Final examination taken at the end of the apprenticeship period before a committee of employer and employee representatives: practical and theoretical examination with a written and oral section.

Apprenticeship trade / apprenticeship training

(see Dual system)

Lehrberuf / Lehre

Austrian Conference of Adult Education Institutions – KEBÖ

KEBÖ is the working platform and representation of interest of ten Austria-wide adult education associations which are recognised in the 1973 Adult Education Funding Act and is part of the cooperative system. The associations represented by KEBÖ act autonomously and carry out continual and scheduled educational activities throughout Austria. Performance agreements are concluded between the individual KEBÖ associations and BMBF. The chair changes based on the rotation principle. The member associations of KEBÖ are listed in alphabetical order:

- Arbeitsgemeinschaft der Bildungshäuser Österreichs (Working Group of Austrian Education and Training Centres, www.arge-bildungshaeuser.at)
- Berufsförderungsinstitut Österreich – BFI (Vocational Training Institute Austria, www.bfi.at)
- Büchereiverband Österreichs – BVÖ (Austrian Library Association, www.bvoe.at)
- Forum Katholischer Erwachsenenbildung in Österreich (Forum of Catholic Adult Education in Austria, www.weiterwissen.at)
- Laendliches Fortbildungsinstitut – LFI (Institute of Agrarian Education and Training, www.lfi.at)
- Ring Österreichischer Bildungswerke (Network of Austrian Adult Education Institutes, www.ring.bildungswerke.at)
- Verband Österreichischer Gewerkschaftlicher Bildung – VÖGB (Association of Austrian Adult Education for Trade Unions, www.voegb.at)
- Verband Österreichischer Volkshochschulen – VÖV (Association of Austrian Adult Education Centres, www.vhs.or.at)

- Volkswirtschaftliche Gesellschaft Österreich – VG-Ö (Austrian Adult Education Association, www.vwg.at)
- Wirtschaftsförderungsinstitut der Wirtschaftskammer Österreich – WIFI (Economic Promotion Institute of the Austrian Economic Chamber, www.wifi.at)

Autonomy

Autonomie

Schools can choose between special focuses of the curriculum, develop their own school profile, and respond to economic and regional requirements (the total number of weekly lessons may differ).

Berufsreifeprüfung (BRP)

Provides general higher education entrance qualifications for graduates of the initial vocational training system (e.g. apprenticeship, *BMS*) by taking specific examinations externally. Preparatory courses for the *BRP* are offered, among other places, at adult education institutions, where up to three out of four partial exams can be taken if candidates have attended related courses there, at least one partial exam has to be taken at upper secondary college in front of a school-specific exam committee. Since 2011 the partial *BRP* exams in German, English and mathematics have had to be conducted with competence orientation. From April 2016 the standardised matriculation and diploma exam will also apply for the *BRP*.

BHS – Colleges for higher vocational education (ISCED 3/5)

BHS – Berufsbildende höhere Schulen

For high-level initial VET as well as a well-founded general education (duration: 5 years); are completed with the matriculation and diploma examination (EU recognition). Acquisition of general higher education entrance qualifications and specific professional qualifications, depending on the programme type, for jobs at the executive level (double qualification).

BMBF – Federal Ministry of Education and Women's Affairs

Bundesministerium für Bildung und Frauen

Among other functions, this is the supreme administrative authority for all school-based education and training pathways; it comprises the entire primary and secondary state education system from compulsory school to completion of upper secondary level and university colleges of teacher education. These pathways also include adult education and all issues connected with lifelong learning.

In the sphere of women's affairs, the focus is on promoting various equality measures which enable women to lead a self-determined life. Other priorities are protection against violence, ensuring there are institutions to provide advice for women and girls, and legal support for people affected by discrimination.

BMS – Schools for intermediate vocational education (ISCED 3)

BMS – Berufsbildende mittlere Schulen

For initial VET and general education (duration: 1 to 4 years); the 3- to 4-year programmes are completed with a final examination.

BS – Part-time vocational schools (ISCED 3)

BS – Berufsschulen

Part-time school attendance as a mandatory part of the dual system during the apprenticeship; different organisation forms exist.

CET master's degree

Weiterbildungsmaster

CET master's degree programmes follow an internationally established concept and require relevant professional experience for admission. In Austria they usually do not entitle holders to study at PhD level.

Compulsory schooling

Schulpflicht

Duration: 9 years; applies to all children from the age of 6 who live permanently in Austria, irrespective of their nationality.

Compulsory schools

Allgemein bildende Pflichtschulen

Comprise primary school (years 1-4), general secondary school, the lower cycle of academic secondary school and new secondary school (years 5-8) and special needs school (years 1-8, for children with special educational needs) and pre-vocational school (year 9).

Compulsory school qualification

Pflichtschulabschluss

Successful completion of the 9th year of schooling, which is the compulsory school period. No specific final certificate exists for this, however. See: Compulsory schooling. As part of the Adult Education Initiative, since 2012 adults who have not completed compulsory schooling have been able to continue and complete their educational career free of charge even after completion of compulsory schooling.

COOL Cooperative Open Learning

COOL Cooperatives offenes Lernen

Some schools in the VET sector offer forms of cooperative open learning which aim to teach students to work in an increasingly independent and responsible way.

Cooperative system of Austrian adult education

Kooperatives System der österreichischen

Erwachsenenbildung

Organises the Austrian Academy of Continuing Education (WBA) and is a joint initiative of KEBÖ associations and the Federal Institute for Adult Education (BIFEB), which is supported by BMBF.

Diploma examination

Diplomprüfung

Final examination at a post-secondary VET course as well as part of the final examination at a college for higher vocational education (the matriculation and diploma examination).

Dual system

Duales System

Training of apprentices at two separate and complementary places: at a company (apprenticeship contract) and at part-time vocational school (duration: 2 to 4 years, usually 3 years); apprenticeship-leave examination.

Educational counselling and career guidance

Bildungsberatung

Students at *BMS* and *BHS* can use the services of specially trained teachers who provide educational counselling and career guidance and assist them. In the adult education sector, an efficient, nationwide and provider-independent educational counselling system has been set up in Austria with networks which serve as first point of contact for all people interested in education and in which qualified educational counsellors work.

Educational standards

Bildungsstandards

On the basis of competence models, educational standards specify specialist and multi-disciplinary skills and competences which are important for future school-based education and for vocational education and training. Educational standards enable learning outcomes to be represented and compared optimally at the national and European level.

Entrepreneurial examination

Unternehmerprüfung

In Austria, the state entrepreneurial examination, which forms part of the master craftsperson examination or the entrance examination for proof of professional competence, is a prerequisite for self-employment. The state entrepreneurial examination is waived upon completion of specific school-based educational pathways, such as all *BHS* and most *BMS*, business-oriented vocational schools, some specialist colleges, higher education establishments and universities (as laid down in Federal Law Gazette II no. 210/1999 § 8).

Entrepreneurship education

Comprises all educational activities to encourage entrepreneurial attitudes and skills, in particular teaching of specialist knowledge, abilities and competence required for successful start-ups and business management. Related content is taught in many different subjects and area specialisations in the VET school system.

EU recognition

EU-Anerkennung

At the EU level, the high educational level of colleges of higher vocational education is taken into account in **Directive 2005/36/EC** on the recognition of professional qualifications. The education and training programmes provided by *BHS*s, including their special forms for people in employment, come under the diploma level stipulated in the Directive. As expressly laid down in the Directive, this diploma provides access to a regulated profession in another member state where access is contingent upon possession of a diploma certifying successful completion of higher or university education of up to four years' duration. The Directive provides

access to professions but does not regulate equivalence of academic degrees.

The new **Directive 2013/55/EU** amending Directive 2005/36/EC on the recognition of professional qualifications entered into force on 18 January 2014 and has to be implemented into national law by member states by 18 January 2016. The recognition of professional qualifications is noticeably simplified, mobility enhanced and regulations on the recognition of professional qualifications are written more concisely and consequently their transparency improved.

Europass

In the form of a portfolio of five documents it offers all European citizens the possibility to present their skills and qualifications acquired at school, university, or during an organised period of study or training abroad in a clear and standardised format.

External examination (committee)

Externisten(prüfungskommission)

Educational qualifications can also be acquired without prior attendance of a school (or a higher education institution). In this case, these qualifications are proven before committees for external examinations, which are instituted by the school authorities (or universities/higher education institutions).

Fachhochschule programmes or

Fachhochschulen or FH

Fachhochschul-Studiengänge (Fachhochschulen)

Provide practical, professional and academically founded training for specific occupational fields (duration: a minimum of 6 semesters; ISCED 6). Access requirements: higher education entrance qualifications or relevant professional experience; acquisition of academic degree (to which the abbreviation *FH* is added).

Fachschulen (see: *BMS* – Schools for intermediate vocational education)

Federal Institute for Adult Education

Bundesinstitut für Erwachsenenbildung – BIFEB

Service provided by BMBWF, competence centre for the professionalisation, quality development and specialist discourse in adult education, partner in national and international networks and projects as well as seminar centre for all people active in the adult education sector (www.bifeb.at).

Federal sport academies (ISCED 3)

Bundessportakademien

Education and training institution for teachers and educators in the field of competitive, health-promoting and recreational sport: instructors, trainers, qualified coaches.

Final examination

Abschlussprüfung

At 3- to 4-year schools for intermediate vocational education, leading to professional qualifications for immediate exercise of the respective occupations and entry into regulated professions.

General higher education entrance qualification

Universitätsreife, Hochschulzugang

Also called: general university entrance qualification; granted upon successful completion of the matriculation examination, the matriculation and diploma examination and *Berufsreifeprüfung* and enables graduates to study at universities, higher education institutions, post-secondary VET colleges, *Fachhochschulen* and post-secondary VET courses. Additional examinations or aptitude tests may be required and particular subject-specific knowledge can be recognised depending on the type of completed schools and intended study.

General secondary schools

Hauptschulen

4-year programmes (years 5-8; ISCED 2) after primary school; provide general education and prepare for initial vocational education and training as well as for intermediate and upper secondary schools and colleges.

Höhere Lehranstalt (see *BHS*)

In-depth area / training focus selected autonomously by schools

Schulautonome Vertiefung / Ausbildungsschwerpunkt

Occupation-related focus in the selected programme at *BHS*, from the third year of training.

Industrial master colleges (ISCED 5)

Werkmeisterschulen

Expand theoretical specialist training for those who have completed initial vocational education and training in the field of engineering and crafts (duration: 4 semesters); final examination before a committee; in particular, industrial master colleges lead to the entitlement to train apprentices and, after 4 years of work in the respective craft, to become self-employed.

Integrative / inclusive vocational education and training

Integrative Berufsausbildung

is offered both as an apprenticeship training scheme with a longer training period and as a VET programme imparting partial qualifications in order to provide access to the labour market to people who cannot acquire an apprenticeship diploma.

In-service and continuing training of teachers

Lehrer/innenfort- und -weiterbildung

provided by university colleges of teacher education; in addition to the individual responsibility of every teacher to train themselves.

Mandatory work placement

Pflichtpraktikum

Compulsory period of work placement relevant to the training objective to be completed in the school holidays; duration: 4 to 32 weeks. There are also mandatory work placements during the school year and voluntary work placements.

Master craftsperson schools (ISCED 5)

Meisterschulen

For people who have completed initial vocational training: special forms of the schools for engineering, arts and crafts for subject-specific CET.

Matriculation and diploma exam

Reife- und Diplomprüfung

Final examination at *BHS*: double qualification with general higher education entrance and professional qualifications giving immediate entitlement to jobs on the executive level.

Matriculation examination

Reifeprüfung

Final examination at *AHS* and part of the final examination at *BHS*, acquisition of general higher education entrance qualifications.

National Qualifications Framework (NQF)

Nationaler Qualifikationsrahmen (NQR)

Facilitates the referencing of national certificates and qualifications to the European Qualifications Framework (EQF), including non-formal and informal qualifications. Referencing is achieved by describing individual national qualification levels with an approach that builds on learning outcomes and is oriented towards the requirements of the Austrian labour market (eight reference levels).

New secondary school

Neue Mittelschule

New secondary school (ISCED 2) is a comprehensive school for 10- to 14-year-olds. It offers a wide range of learning programmes under one roof and promotes different talents and interests. In principle the curriculum of the lower cycle of *AHS* applies; students obtain individual support and tailored instruction.

Ö-CERT

Ö-CERT – quality framework for the adult education sector in Austria – is a nationwide scheme to recognise quality-assuring measures of adult learning providers in Austria and was launched in 2011.

Post-secondary VET courses (ISCED 5)

Kollegs

For holders of the matriculation certificate, matriculation and diploma certificate, *Berufsreifeprüfung* certificate or the general higher education entrance qualification (*Studienberechtigungsprüfung*); provide theoretical, subject-related knowledge and practical skills and competence equivalent to at a *BHS*; final diploma examination; 4 to 6 semesters of vocational training.

Practice firm

Übungsfirma

Model of a real business at a school or college within the framework of lessons to illustrate internal procedures, external business relations and other economic cultures; depending on the school type, training firms are recommended for – or form a compulsory part of – business-related training at *BMS* and *BHS*.

Pre-vocational schools

Polytechnische Schulen

year 9 of compulsory schooling for those who do not transfer to other upper secondary programmes immediately after year 8; not compulsory; often used to bridge the time to apprenticeship training; ISCED 3.

Preparatory courses

Vorbereitungslehrgänge

Pathway for apprenticeship graduates and for adults preparing for add-on courses and colleges for people in employment.

QIBB

The VET Quality Initiative is an initiative of the General Directorate for Vocational Education and Training, Adult Education and School Sports at BMBWF to implement a comprehensive quality management system in the Austrian VET school sector. QIBB is an expression of the common endeavour of all schools and colleges in the Austrian VET system to continuously safeguard and systematically develop the quality of their educational work; it is oriented towards the specific requirements of VET schools and colleges and not only covers the level of individual schools but all system levels (including educational administration and school supervision).

Recognition of specialist

subject knowledge acquired at BHS

Anerkennung fach einschlägiger BHS-Kenntnisse

It is prescribed by law that the knowledge of BHS graduates be recognised if they continue their studies at Austrian *Fachhochschulen* and universities. Relevant consultation with tertiary education institutions ensures that students do not have to repeat existing knowledge unnecessarily, thus enabling earlier entry into the world of work.

Regional Education Board

Landesschulrat / Stadtschulrat für Wien

Federal school authority in every federal province, commissioned with various tasks, particularly with the implementation of legislation and school supervision.

Regulated and non-regulated professions

Reglementierte und Nicht reglementierte Berufe

Regulated professions: regulation of access to and practice of a profession by legislative requirements (in Austria through the Trade, Commerce and Industry Regulation Act, for example). Non-regulated professions: no regulation by legislation.

Schools and colleges for people in employment

Schulen für Berufstätige

Many BMS, BHS and post-secondary VET courses also run courses in modular form for people in employment (evening classes).

Specialist / subject-related activity

Fachliche Tätigkeit

Activity to acquire experience and knowledge required for self-employment in the relevant trade.

Studienberechtigungsprüfung – SBP

For people without the matriculation certificate; provides only access to the study programme for which it was taken specifically; holders do not acquire general HE entrance qualifications. Preparatory courses for the *Studienberechtigungsprüfung* are offered, among other places, at adult learning institutions, where up to four out of five exams can be taken if candidates have attended related courses there; they have to take at least one exam at the educational establishment where they want to study (university, HE institution, *Fachhochschule*, post-secondary VET course, university college of teacher education). Since 2010 autonomy for the SBP exam has rested with the HE institutions.

Trade, Commerce and Industry Regulation Act

Gewerbeordnung

Federal legislation; specifies under which circumstances people are entitled to start their own business (requirements to exercise self-employed professions).

University colleges of teacher education

Pädagogische Hochschulen

Tertiary education establishments for initial, in-service and continuing teacher training in each federal province. There are also a separate university for agricultural and environmental policy and private university colleges of teacher education run by the church.

VET schools

Berufsbildende Schulen

Comprise part-time vocational schools for apprentices, BMS, BHS, add-on courses, post-secondary VET courses, and school-based programmes for people in employment.

Vocational Training Act

Berufsausbildungsgesetz

The statutory framework for the company-based training of apprentices. Some provisions of the Vocational Training Act also refer to BMS and BHS.