

PERSONAL INFORMATION



Dušan Špáta

 Zimní 19, 566 01 Vysoké Mýto (Czech Republic)
 +420 465 429 692  +420 797 112 233  +420 782 605 022
 dusan.spata@seznam.cz
 www.spata.eu
 Skype [dusan.spata](https://www.skype.com/people/dusan.spata) |  ICQ 797-112-233

Date of birth 25/02/1978 | Nationality Czech Republic

WORK EXPERIENCE

01/07/2012–31/01/2020

Eldorado Hotel, a.s., Hradec Králové (Czech Republic)

Coordination of cooperation with other sections of the organization, hotel management and business strategy of the hotel, analyses and monitoring of market trends and business opportunities, dealings with business partners and other stakeholders, head of the sales team

Business or sector Accommodation, catering and hospitality

01/07/2004–31/12/2011

Junior manager

CK Léto, s. r. o., travel agency
Sladkovského 126, 530 02 Pardubice (Czech Republic)

Administration and organization of tours around Europe.

Business or sector Culture, entertainment and leisure

19/06/2003–21/09/2003

Tourist assistant

Casino Pier and Breakwater Beach, amusement park
800 Ocean Terrace, US-087 51 Seaside Heights (United States)

Secures safety control of visitors, ensures smooth operation of programs for clients

Business or sector Culture, entertainment and leisure

10/01/2001–30/04/2003

Receptionist

Modrý Beránek Hotel
Vítězné náměstí 3, 565 01 Choceň (Czech Republic)

Responsible for reservations, guest accommodation and currency exchange, provides basic tourist information

Business or sector Accommodation, catering and hospitality

EDUCATION AND TRAINING

21/09/1998–12/06/2001

Tertiary professional education in the field of Hospitality and Tourism, certified specialist / DiS.

EQF level 6

Vyšší odborná škola cestovního ruchu, Hradec Králové (Czech Republic)

Profile subjects: hotel and restaurant operations, economics, travel agency management

Study focus on hotel operations and acquisition of skills needed for hotel, restaurant and travel agency middle management

Knowledge of marketing, operations and entrepreneurial activities, monetary and fiscal policy, accounting and organization of catering services

01/09/1994–01/06/1998

Maturita examination in the field of Business Academy

EQF level 4

Obchodní akademie a jazyková škola, Pardubice (Czech Republic)

Profile subjects: accounting, economics, law, information technology

Language skills, Microsoft Office 2010, touch writing, bookkeeping, knowledge of legal regulations, business etiquette

PERSONAL SKILLS

Mother tongue(s) Czech

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B2	B2	B2
First Certificate in English (FCE, 2007)					
German	B1	B1	B1	B1	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills The ability to lead and motivate members of a successful business team. The ability to communicate assertively, focus on clients in the field of tourism

Organisational / managerial skills Organizational skills gained via planning and organizing tours, including the necessary logistics

Job-related skills Currency exchange operations

Digital skills Very good user skills of Microsoft Office (Word, Excel, PowerPoint, Project), Internet search, accounting (MRP), currency exchange (Apis) and booking (Galileo) programs

Other skills Guitar (3 years of study at the Elementary Art School, Vysoké Mýto), currently as a hobby

Driving licence A, B

ADDITIONAL INFORMATION

Memberships Czech Tourists Association

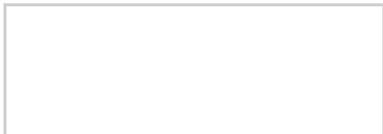
Holder of the document

- | | | |
|-----------------|-------------------|--------------------|
| 1 SURNAME(S) * | 2 FIRST NAME(S) * | 3 ADDRESS |
| ŠPÁTA | Dušan | Zimní 19 |
| 4 DATE OF BIRTH | 5 NATIONALITY | 566 01 Vysoké Mýto |
| 25 02 1978 | Czech | Czech Republic |
| dd mm yyyy | | |

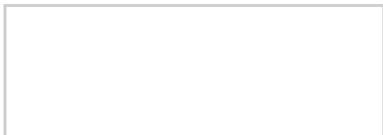
Issuing organisation

- | | | |
|--------------------------------------|---------------------------|------------------|
| 6 NAME OF THE ORGANISATION * | 7 DOCUMENT NUMBER * | 8 ISSUING DATE * |
| Vyšší odborná škola cestovního ruchu | CZ/00/2000/0357/001/IT/10 | 17 04 2000 |
| | | dd mm yyyy |

Sending partner

- | | |
|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 9 NAME AND ADDRESS * | 10 STAMP AND/OR SIGNATURE |
| Vyšší odborná škola cestovního ruchu
Horní 13
500 03 Hradec Králové 1
Czech Republic |  |
| 11 SURNAME(S) AND FIRST NAME(S) OF REFERENCE PERSON/MENTOR * | 12 TELEPHONE |
| Havlova Katerina | +420 383 412 212 |
| 13 TITLE/POSITION | 14 E-MAIL |
| Mgr. / deputy director | sekretariat@vos.hk |

Host partner

- | | |
|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 15 NAME AND ADDRESS * | 16 STAMP AND/OR SIGNATURE |
| Scuola di Ristorazione e Alberghiera di Cesenatico
Via Braglia
41028 Serramazzoni
Italia |  |
| 17 SURNAME(S) AND FIRST NAME(S) OF REFERENCE PERSON/MENTOR * | 18 TELEPHONE |
| Capasso Michele | +39 070 284 200 |
| 19 TITLE/POSITION | 20 E-MAIL |
| MBA / coordinator | coordinatore@ialemiliaromagna.it |

* Headings marked with an asterisk are mandatory.



VYŠŠÍ ODBORNÁ ŠKOLA
VYŠŠÍ ODBORNÁ ŠKOLA CESTOVNÍHO RUCHU, s.r.o.
Horní 13, 500 03 Hradec Králové 1

1. INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

Last name/s	First name/s
1.1 Špáta	1.2 Dušan
Date of birth (dd/mm/yyyy)	Student identification number / code (if available)
1.3 25 02 1978	1.4

2. INFORMATION IDENTIFYING THE QUALIFICATION

Awarded degree and conferred title (if applicable)	Main field/s of study for the qualification
2.1 Diploma Specialist - DIS	2.2
Name and status of awarding institution (in original language)	Name of institution providing the study course (if different from 2.3, in original language)
2.3 Vyšší odborná škola cestovního ruchu Horní 13, 500 03 Hradec Králové Public school	2.4
Language/s of instruction and examination	
2.5 Czech language	

3. INFORMATION ON THE LEVEL OF THE QUALIFICATION

Level of education	Official length of programme
3.1 ISCED-A 650, EQF 6	3.2 3,5 years of full-time study – 3.104
Access requirements	
3.3 Completed upper secondary education completed by the Maturita examination ISCED-A 344, ISCED-A 354, EQF 4, entrance examination	

4. INFORMATION ON THE CONTENTS AND RESULTS GAINED

Mode of study
4.1 Full-time study
Programme requirements
4.2 School/training centre based education - 2.464 contact hours Workplace based education - 640 hours Graduation examination in vocational subjects, written assignment and its defence, examination in German language

Programme details and the individual grades / credits obtained

4.3

Module / subject code	Module / subject title	Required assessment	Grade	Date	Number of ECTS credits
GAS	Principles of Gastronomy	Exam	A	26.5.1998	
MAT	Mathematics	Exam	B	5.6.1998	
ZPR	Law	Exam	A	5.1.1998	
INF	Information Technology	Exam	B	25.5.1998	
TPP	Tourism Policy and Planning	Exam	C	12.1.1998	
STA	Statistics	Test	Pass	9.6.1998	
TMV	Wine Tourism Marketing	Test	Pass	15.6.1998	
ÚFI	Introduction to Finance	Exam	A	14.1.1998	
FIT	Financial Markets	Exam	A	3.6.1998	
ÚČE	Accounting	Test	Pass	1.6.1998	
NEJ	German Language	Test	Pass	15.12.1997	
NEJ	German Language	Exam	A	1.6.1998	
ZPM	Marketing	Exam	B	14.6.1999	
AVT	Applied IT	Exam	C	31.5.1999	
NEJ	German Language	Exam	A	4.1.1999	
ZPFM	Financial Management	Exam	B	31.5.1999	
OPR	Commercial Law	Test	Pass	22.12.1998	
MMD	Destination Marketing	Exam	A	12.1.1999	
FÚČ	Financial Accounting	Exam	A	9.6.1999	
STR	Statistics and Market	Exam	B	9.1.1999	
PMA	Personal Management	Exam	A	28.5.1999	
PLA	Event Planning	Graded Test	A	5.2.1999	
PLA	Event Planning	Graded Test	A	25.6.1999	
FPR	Financial Law	Test	Pass	25.5.1999	
MCR	International Tourism	Exam	C	3.6.1999	
MK	Conflict Management	Test	Pass	25.5.1999	
ZPO	Entrepreneurship Theory and Practice	Exam	B	10.1.2000	
NEJ	German Language	Exam	A	5.1.2000	
BAS	Bank Systems	Test	Pass	15.12.1999	
PCHS	Leisure Psychology and Consumer Behaviour	Exam	A	17.1.2000	
FIN	Finance	Test	Pass	11.12.1999	
KT	Regional Culture and Tourism	Exam	A	12.1.2000	
SPPS	Hospitality Service Delivery Strategies	Test	Pass	16.12.1999	
TPPS	Tourism and Hospitality Law	Graded Test	A	16.12.1999	
FIN	Finance	Exam	A	11.12.2000	
SWA	Software News	Test	Pass	23.11.2000	
NEJ	German Language	Exam	A	4.12.2000	
VPBP	Selected Lectures on Banking	Test	Pass	28.11.2000	
SAP	Seminar on Diploma Thesis	Test	Pass	9.10.2000	
VPAP	Selected Lectures	Test	Pass	24.11.2000	
CRTP	Tourism and the Environment	Exam	A	6.12.2000	
ZAS	Last Seminar	Test	Pass	28.11.2000	
	Work Placement	Graded Test	A		
GAS	Principles of Gastronomy	Exam	A	26.5.1998	
MAT	Mathematics	Exam	B	5.6.1998	
ZPR	Law	Exam	A	5.1.1998	
INF	Information Technology	Exam	B	25.5.1998	

Absolutorium

Grade

Date

Foreign language	A	28.1.2001
Vocational subjects - GAS, TPP, MCR, TPPS	A	28.1.2001
Graduate thesis topic	Tourism Destination Development in the Context of Brand Personality and Advertising Message	28.1.2001
Graduate thesis defence	A	28.1.2001
Overall assessment		Date
		28.1.2001

Grading scheme and explanation of its meaning

4.4

Examination:

Excellent - A
Very Good - B
Good - C

Test:

Pass/Fail
Graded Test: A, B, C

Grading scale of the overall assessment (in original language)

4.5

Prospěl/a s vyznamenáním
Prospěl/a
Neprospěl/a

5. INFORMATION ON THE FUNCTION OF THE QUALIFICATION

Access to further study

5.1

Bachelor's studies ISCED-P 645, EQF 6
Master's studies ISCED-P 746, EQF 7

Examples of occupations accessible to the diploma holder

5.2

Independent employee in: Tourism and hospitality, Commerce, Administration, Government bodies

6. ADDITIONAL INFORMATION

Additional information

6.1

Further information sources

6.2

www.vops-hk.cz

7. CERTIFICATION OF THE SUPPLEMENT

Date

7.1

28. 06. 2006

Official stamp

7.4

Name and signature

7.2

Doc. Ing. Irena Svatošová, Ph.D.

Capacity

7.3

Headmaster

Explanation:

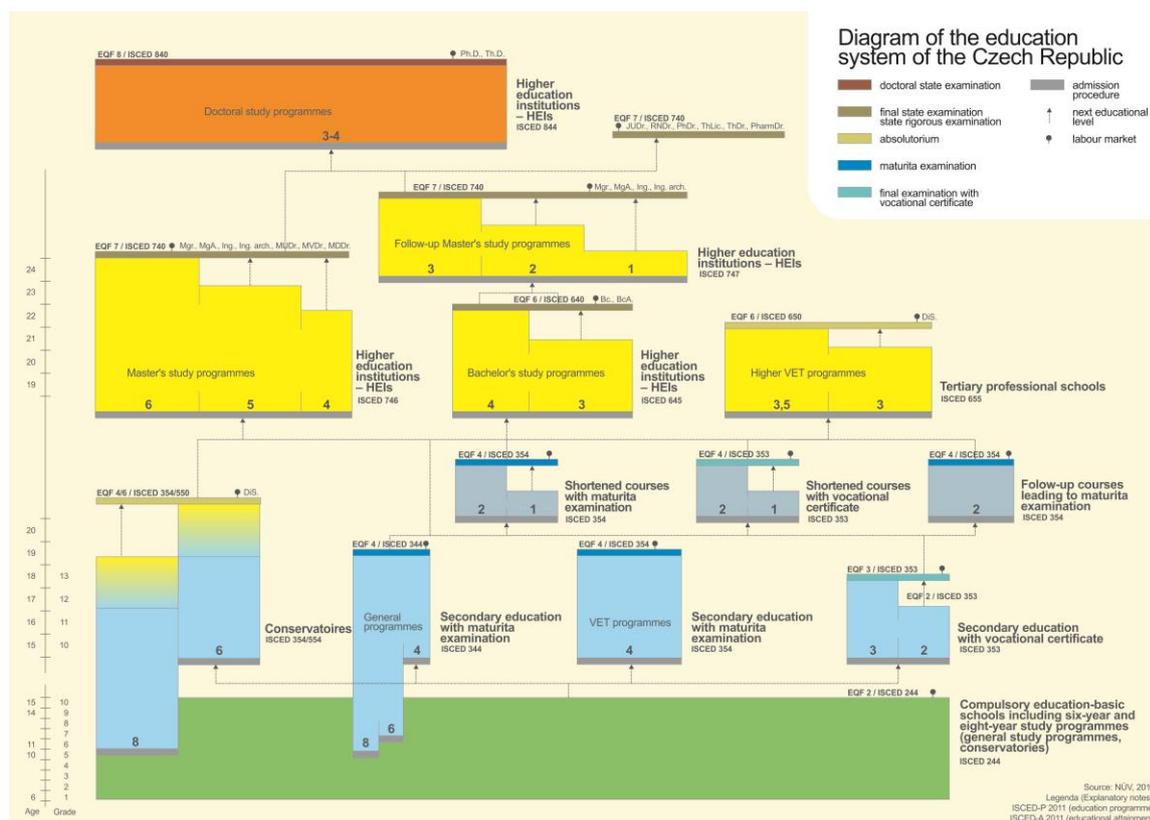
This document is called the Diploma Supplement of the Tertiary Professional School Graduate. It is only valid together with an absolute report and provides additional information on educational content in the given type of tertiary courses and it is not a legal document itself. The diploma supplement is based on the Decision No 2241/2004/EC of the European Parliament and of the Council of 15 December 2004.

For more information:

<http://europass.cedefop.europa.eu>
www.europass.cz

8. INFORMATION OF THE TERTIARY EDUCATION IN THE CZECH REPUBLIC

TERTIARY EDUCATION IN THE CZECH REPUBLIC



The newest segment in the education system of the Czech Republic, **tertiary professional schools (VOŠ)**, provide education on ISCED-A 650 level and are included in level 6 within EQF (European Qualification Framework). They mostly constitute one legal entity together with vocational secondary schools and are divided according to the educational authority into public, private and church ones. Two of them have a status of higher education institutions. Tertiary professional education develops and deepens knowledge and skills of the students acquired in secondary education with school-leaving examination and provides general and professional education for carrying out demanding professional activities requiring experience. In some of the fields, the practical preparation takes 14-16 weeks during study at the most (at the workplace/practical training at school). The education programme must obtain accreditation which is granted by Accreditation Commission for tertiary professional education. The Ministry of Education, Youth and Sports decides afterwards whether the VOŠ is included in the school register. The length of tertiary professional education in full-time study form is 3 years. The education can also take other forms (part-time, evening courses, distant and combined) which can be one year longer at the most. The study at VOŠ is concluded by „absolutorium“ (graduation examination) consisting of three parts (foreign language examination, examination in up to three vocational subjects and defence of a written assignment). The document certifying achievement of the education is the absolutorium report and the diploma. VOŠ graduates are awarded a degree „diplomovaný specialista“ (a qualified specialist) which is stated after their name as „DiS“.

Conservatories are a specific type of secondary education and tertiary professional schools with a different operating mode. Students talented for performing arts must take a talent examination as a part of the admission procedure. Students who completed grade 9 of basic school can be admitted in six-year music and dramatic art courses. Students who completed grade 5 of basic school can be admitted in an eight-year dance course. These students complete their compulsory school attendance in lower grades of the conservatories. Conservatory students can take an optional Maturita examination (ISCED-A 354, EQF 4) but only after completing grade 4 of the conservatory (grade 8 of the dance course). Six-year and eight-year education are generally completed by the absolutorium. The document certifying achievement of this type of education is the absolutorium report and the diploma. Conservatory graduates are awarded a degree „diplomovaný specialista“ (a qualified specialist) which is stated after their name as „DiS“ (ISCED-A 650, EQF 6).

Higher education institutions provide accredited study programmes and programmes of lifelong learning. **A bachelor's degree programme** focuses on job preparation. Bachelor's study takes 3-4 years (ISCED-A 640, EQF 6). Graduates can continue their study in Master's degree programmes. **A master's degree programme** focuses on gaining both theoretical and practical knowledge based on the current state of scientific knowledge, research and development, on applying it in practice and on developing skills in creativity; in the field of arts they aim at demanding arts training and talent development. A master's degree programme follows a bachelor's degree programme. The standard length of study is 1-3 years (ISCED-A 740, EQF 7). In cases where the nature of a study programme so requires, a master's degree programme can be accredited without a previous bachelor's degree programme; in those cases it lasts 4-6 years (ISCED-A 740, EQF 7). A completed master's degree programme can be followed, in case of interest or need, by a **doctoral degree programme**. It focuses on scientific research and independent creative activity in the field of development or the independent theoretical and creative activity in the field of art. The standard length of study is 3-4 years (ISCED-A 840, EQF 8).

1. TITLE OF THE CERTIFICATE (CZ)⁽¹⁾

**Vysvědčení o maturitní zkoušce z oboru vzdělání:
63-41-M/004 Obchodní akademie (denní studium)**

⁽¹⁾ In the original language

2. TRANSLATED TITLE OF THE CERTIFICATE⁽²⁾

**Maturita Certificate in:
63-41-M/004 Business Academy (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;
- 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;
- 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:

- work with applicable legal regulations;
- be well-versed in labour law and issues related to commercial obligations;
- draft general documents in compliance with a standardized layout;
- make out accounting documents and reports, keep tabs on tax records, keep accounting and computer accounting
- carry out simple market research;
- calculate taxes (VAT, income tax);
- be well informed about bank activities;
- use basic knowledge of sales psychology when negotiating with clients and customers;
- represent the company well in public and contribute to company image in a positive way.

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

The graduate can find a job as employees in all types of businesses in the economy sphere and public administration at all levels. After gaining necessary practical experience, graduates will be prepared to start private business in fields corresponding to their education.

Examples of possible work positions: economists, accountants, finance officers, marketing officers, assistants, secretaries, sales representatives, statistician, bank and insurance officers etc.

5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the body awarding the certificate NPI ČR Senovážné náměstí 25 Praha 1 110 00 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 354, 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 655/645/746, 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.npicr.cz and www.eurydice.org National pedagogical institute of the Czech Republic – National Europass Centre Czech Republic Senovážné nám. 872/25 110 00 Praha 1 <div style="text-align: right; margin-top: 20px;">   </div>		
Done at Prague for the school year 2019/2020		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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