

1. Title of the certificate ^(TR)

Kat Hizmetleri Sorumlusu Mesleki Yeterlilik Belgesi
(Seviye 4)

⁽¹⁾ In the original language

2. Translated title of the certificate ^(EN)

Housekeeping Supervisor VQA Vocational Qualification Certificate
(Level 4)

⁽¹⁾ If applicable. This translation has no legal status.

3. Profile of skills and competences

A typical holder of the certificate is able to:

UNIT CODE	TYPE	UNITS
12UY0098-4/A1	MANDATORY	Occupational Health and Safety and Environmental Protection Methods <ul style="list-style-type: none"> Explains the occupational health and safety works. Explains the environmental protection methods and reducing environmental risks.
12UY0098-4/A2	MANDATORY	Work Organisation <ul style="list-style-type: none"> Makes personal cleaning and care. Explains preparations related to work. Explains the methods for following the borrowed fixtures. Explains the methods of following fixtures and machines taken away from the enterprise.
12UY0098-4/A3	MANDATORY	Performing the Operation <ul style="list-style-type: none"> Explains the method for performing operation. Explains the methods for following the employers. Explains her/his managerial responsibilities. Explains business practices relating to hotel textiles and guest laundry. Explains the methods for following up the lost and found items. Explains the end of day operations
12UY0098-4/A4	MANDATORY	Periodical Operations <ul style="list-style-type: none"> Explains the preparation of the housekeeping services budget. Explains pest management monitoring. Explains periodical cleaning and maintenance services. Explains the legionella prevention works.
12UY0098-4/A5	MANDATORY	Quality Management System <ul style="list-style-type: none"> Explains the activities of quality management systems. Explains the feedback system.
12UY0098-4/B1	OPTIONAL	Foreign Language <ul style="list-style-type: none"> Has listening skill at A2 level at foreign language. Has reading skill at A2 level at foreign language. Has conversation skill at B1 level at foreign language. Has verbal expression skill at A2 level at foreign language. Has written expression skill at A2 level at foreign language.

4. Range of occupations accessible to the holder of the certificate ⁽¹⁾

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⁽¹⁾ If applicable

^(*) Explanatory note

This document is designed to provide additional information about the specified certificate 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.

5. Official basis of the certificate

Name and status of the body awarding the certificate Housekeeping Supervisor (Level 4) Vocational Qualification Certificate, is awarded by Authorised Certification Bodies authorised by Vocational Qualification Authority. The list of Authorised Bodies available at: http://www.myk.gov.tr/ybk	Name and status of the national/regional authority providing accreditation/recognition of the certificate Vocational Qualification Authority (Mesleki Yeterlilik Kurumu) Ziyabey Caddesi 1420. Sokak No:12 Balgat Çankaya/ANKARA TURKIYE www.myk.gov.tr
Level of the certificate (national or international) ISCO 08: 5151 and Level 4- Turkish Qualifications Framework Detailed information on Turkish Qualifications Framework available at: http://www.tyc.gov.tr	Grading scale / Pass requirements It is required that the candidate must be successful at the stages of A1,A2,A3,A4,A5,B1 for obtaining Housekeeping Supervisor (Level 4) Vocational Qualification Certificate.
Access to next level of education/training It is evaluated that the continuance of persons holding this certificate to their careers on National Qualifications below will be appropriate: 12UY0098-4 - Housekeeping Supervisor- Level 5	International agreements -
Legal basis Vocational Qualification Authority Law No. 5544	

6. Officially recognised ways of acquiring the certificate

This document is prepared for candidates applying to authorised certification bodies, in the case of meeting the performance criteria after theoretical and applied assessments are made and each required unit for obtaining the qualification is successfully completed.

The performance criteria and assessment rates may be different for each qualification.

Entry requirements

There is not an entry requirement for this national qualification.

Information

12UY0098-4 - 23/07/2014 Rev. No:01

Additional information

It is an equitable, transparent and confidential system including rules and activities regarding the development and application of technical and vocational education standards and qualifications, and accreditation, authorisation, audit, assessment, certification related to them, based on national and international occupational standards.

The levels of VQA Vocational Qualification Certificates in relation to Turkish Qualifications Framework are defined as a result of comparing the learning outcomes of the related national qualification to TQF level descriptors. TQF level descriptors, defining the minimum learning outcomes required for the qualifications levelled according to TQF, are available at <http://www.tyc.gov.tr/st>. Since TQF is referenced to European Qualifications Framework (EQF), eight TQF levels correspond to eight EQF levels. Level 4 qualifications for which this certificate herein is issued are defined as "Employee exercises self-management for the work or study activities that are usually predictable, but are subject to change; supervises the routine work of others, taking some responsibility for the evaluation and improvement of work or study activities."

More information (including a description of the national qualifications system) available at:

Vocational Qualifications Authority

www.myk.gov.tr

www.tyc.gov.tr

Europass

www.europass.gov.tr

<https://europass.cedefop.europa.eu/>

