

1. Title of the certificate (TR)
<b>Kat Sorumlusu Mesleki Yeterlilik Belgesi</b> (Seviye 3)
<sup>(1)</sup> In the original language

2. Translated title of the certificate (EN)
<b>Housekeeper VQA Vocational Qualification Certificate</b> (Level 3)
<sup>(1)</sup> 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
12UY0097-3/A1	MANDATORY	<b>Occupational Health and Safety and Environmental Safety</b> <ul style="list-style-type: none"> <li>Explains the occupational health and safety methods.</li> <li>Explains the reduction methods of environmental risks.</li> </ul>
12UY0097-3/A2	MANDATORY	<b>Work Organisation and Quality Management System</b> <ul style="list-style-type: none"> <li>Makes preparation before work.</li> <li>Explains the subjects that s/he follows related to the room cleaning attendants.</li> <li>Ensures having the work performed in the department in desired quality.</li> </ul>
12UY0097-3/A3	MANDATORY	<b>Region Monitoring</b> <ul style="list-style-type: none"> <li>Performs region monitoring.</li> <li>Detects and monitors malfunctions.</li> <li>Monitors the lost and damaged fixtures.</li> </ul>
12UY0097-3/A4	MANDATORY	<b>Periodical Operations</b> <ul style="list-style-type: none"> <li>Monitors the periodical maintenance and cleaning processes.</li> <li>Explains the drawing good from the main warehouse process.</li> <li>Ensures taking the inventories of fixture.</li> <li>Explains pest management methods.</li> <li>Explains the legionella prevention methods.</li> </ul>
12UY0097-3/A5	MANDATORY	<b>End of Day (Shift) Operations</b> <ul style="list-style-type: none"> <li>Explains the end of shift cleaning operations.</li> <li>Performs operations related to the lost and found items and laundries of guests.</li> <li>Follows up the gifts given by the guest.</li> <li>Performs end of shift reporting and delivery operations.</li> </ul>
12UY0097-3/B1	OPTIONAL	<b>Foreign Language</b> <ul style="list-style-type: none"> <li>Has listening skill at A2 level at foreign language.</li> <li>Has reading skill at A2 level at foreign language.</li> <li>Has conversation skill at A2 level at foreign language.</li> <li>Has verbal expression skill at A2 level at foreign language.</li> <li>Has written expression skill at A2 level at foreign language.</li> </ul>

4. Range of occupations accessible to the holder of the certificate (1)
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<sup>(1)</sup> If applicable

<sup>(\*)</sup> **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.  
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## 5. Official basis of the certificate

<p><b>Name and status of the body awarding the certificate</b>  Housekeeper (Level 3) Vocational Qualification Certificate, is awarded by Authorised Certification Bodies authorised by Vocational Qualification Authority.  The list of Authorised Bodies available at:  <a href="http://www.myk.gov.tr/ybk">http://www.myk.gov.tr/ybk</a></p>	<p><b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b>  Vocational Qualification Authority (Mesleki Yeterlilik Kurumu)  Ziyabey Caddesi 1420. Sokak No:12 Balgat Çankaya/ANKARA TURKIYE  <a href="http://www.myk.gov.tr">www.myk.gov.tr</a></p>
<p><b>Level of the certificate (national or international)</b>  ISCO 08: 5151  and  Level 3- Turkish Qualifications Framework   Detailed information on Turkish Qualifications Framework available at:  <a href="http://www.tyc.gov.tr">http://www.tyc.gov.tr</a></p>	<p><b>Grading scale / Pass requirements</b>  It is required that the candidate must be successful at the stages of A1,A2,A3,A4,A5,B1 for obtaining Housekeeper (Level 3) Vocational Qualification Certificate.</p>
<p><b>Access to next level of education/training</b>  -</p>	<p><b>International agreements</b>  -</p>
<p><b>Legal basis</b>  Vocational Qualification Authority Law No. 5544</p>	

## 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

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### 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 3 qualifications for which this certificate herein is issued are defined as "Employee takes responsibility for the completion of tasks in work or study; adapts own behaviour to circumstances in solving problems."

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

#### Vocational Qualifications Authority

[www.myk.gov.tr](http://www.myk.gov.tr)

[www.tyc.gov.tr](http://www.tyc.gov.tr)

#### Europass

[www.europass.gov.tr](http://www.europass.gov.tr)

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

