



EUROPASS CERTIFICATE SUPPLEMENT (*)



Republic of Estonia

1. TITLE OF THE CERTIFICATE ⁽¹⁾

Hotelliteenindaja I

⁽¹⁾ in the original language

2. TRANSLATED TITLE OF THE CERTIFICATE ⁽¹⁾

Hospitality Service Person I

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

3. PROFILE OF SKILLS AND COMPETENCIES

A holder of the Hospitality Service Person level I professional certificate:

- organises his/her work independently, prepares the work area and his/her workplace and ensures maintenance of the means of work
- services the guests based on their wishes and needs
- is familiar with products and services
- introduces and sells the services offered by the accommodation enterprises, advises the guests
- identifies the wishes of the guests and offers solutions
- is familiar with different selling techniques
- is able to perform check-in and check-out procedures
- has an overview of the principles of reservation
- receives and confirms orders
- is able to receive both individual guests and groups
- is able to handle reception documents
- forwards messages to the guests
- allocates rooms and organises preparation of rooms for incoming customers
- ensures confidentiality of the information of the guests
- organises safekeeping of valuables and documents
- draws up a night audit
- is familiar with Estonian and local sights and is able to recommend them
- is able to settle accounts using different means of payment
- is familiar with the principles of accommodation statistics
- is able to draw up customer arrival plans and corresponding reports
- is familiar with the basics of food preparation and is able to prepare simpler meals
- is familiar with the principles of food service and is able to service the guests
- is familiar with the principles of the organisation of housekeeping and is able to clean guest rooms and common areas
- is familiar with the communication and information systems of the accommodation establishment
- ensures customer safety and security

^(*) 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.

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

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

A Hospitality Service Person may be employed by undertakings offering accommodation services and accompanying services.

(1) If applicable

5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the body awarding the certificate Estonian Association of Hotels and Restaurants Kiriku 6, 10130 Tallinn, Estonia Ph. +372 6411428 Fax +372 6411425 E-mail info@ehrl.ee www.ehrl.ee The authorisation to act as the body awarding professional certificates was granted to the Estonian Association of Hotels and Restaurants on 5 June 2002 by the resolution No. 8 of the Professional Council for Services. 8.	Name and status of the national/regional authority providing accreditation/recognition of the certificate Estonian Qualification Authority 'Kutsekoda' Mustamäe tee 16 10617 Tallinn, Estonia Ph. +372 679 1700 Fax +372 679 1701 E-mail kutsekoda@kutsekoda.ee www.kutsekoda.ee The private law foundation 'Kutsekoda' (Professions Chamber) was established in 2001 in cooperation with the Estonian Government to continue the creation of the system of professions started in 1997 by the Estonian Chamber of Commerce and Industry. The objectives of the Professions Chamber include establishment and development of an integrated and organised professional qualifications system, establishment of prerequisites for achieving comparability of the qualifications of Estonian employees and acknowledgement of other countries, as well as management of the state register of professions as the authorised processor.
Level of the certificate (national or international) National Estonian Professional Qualifications System Level I	Grading scale / Pass requirements The examination consists of two stages: 1. Examination of knowledge 2. Examination of practical skills
Access to next level of education/training Hospitality Service Person II	International agreements
Legal basis Professions Act (RT I 2008, 24, 156; 01.09.2008)	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

Application entry requirements (level of education or training, professional experience, in-service training, etc.) Please indicate duration if required.

Application for the professional qualifications of Hospitality Service Person level I requires professional training, secondary education or vocational secondary education.

More information available at:

www.kutsekoda.ee