



EUROPASS CERTIFICATE SUPPLEMENT (*)



Republic of Estonia

1. TITLE OF THE CERTIFICATE ⁽¹⁾

Puhastustööde juht III

⁽¹⁾ in the original language

2. TRANSLATED TITLE OF THE CERTIFICATE ⁽¹⁾

Cleaner Manager III

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

3. PROFILE OF SKILLS AND COMPETENCIES

A holder of the professional certificate of Cleaner Manager level III is able to:

- organise cleaning operations at the site in his/her responsibility
- supervise and manage the work of the cleaners
- ensure preservation of the health and the environment and use the resources at his/her disposal economically
- comply with the occupational safety and fire safety requirements, provide basic first aid, understand the rights and obligations of an employee
- plan rational positioning of the cleaning accessories in a storage room, maintain cleaning accessories
- classify the types of dirt and common surface materials (PVC, linoleum, parquet, laminate, etc.) and select/recommend the best method of cleaning
- use common cleaning accessories (mops, cloths, brushes, etc.)
- classify and measure cleaning agents and choose the best method of application in a particular situation
- use various cleaning methods (dry, low-moisture, moist, wet) as required
- use common cleaning appliances (water suction appliances and vacuum cleaners, combined floor washing machines, floor maintenance machines), being familiar with their operating principles, maintenance and safety requirements
- clean common rooms, including the furnishing, floor, walls and ceiling
- clean windows, mirrors and other glass surfaces without auxiliary equipment (lifts, ladders, etc.)
- sort trash in compliance with environmental labelling and hazardous waste requirements

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

Cleaning manager, work supervisor, object manager, master at common maintenance cleaning objects

⁽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.

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

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5. OFFICIAL BASIS OF THE CERTIFICATE

<p>Name and status of the body awarding the certificate</p> <p>OÜ Puhastusekspert Väike-Maarja 46202 Ehitajate tee 9-5 Ph. +372 5092094 Fax + 372 3261991 E-mail: info@puhastusekspert.ee www.puhastusekspert.ee</p> <p>The authorisation to act as the body awarding professional qualifications was granted on 8 December 2003.aastal by the resolution No. 11 of the Professional Council for Services.</p> <p>Brief description of activities: OÜ Puhastusekspert was founded in 1998. The principal activities of the company include independent training and consultations on cleaning, as well as normative regulation of cleaning. Puhastusekspert holds the education license No. 2336 HM, issued by the Ministry of Education and valid until 25.06.2007. The education license has been issued for the organisation of training courses on 'Cleaning' and 'Management of cleaning operations'.</p>	<p>Name and status of the national/regional authority providing accreditation/recognition of the certificate</p> <p>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</p> <p>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.</p>
<p>Level of the certificate (national or international)</p> <p>National Estonian Professional Qualifications System Level III</p>	<p>Grading scale / Pass requirements</p> <p><u>There are the following possibilities for the attestation of professional qualifications:</u></p> <p>a) Examination of knowledge (written test, interview) and/or b) examination of skills (test assignment, observation at workplace). Prerequisite for the test assignment is passing of the written test.</p>
<p>Access to next level of education/training</p>	<p>International agreements</p>
<p>Legal basis Professions Act (RT I 2008, 24, 156; 01.09.2008)</p>	

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 **Cleaner Manager level III** professional qualifications requires at least 60 hours of professional training, at least 8 hours of hygiene training, secondary education and 1.5 years of professional experience as a cleaning manager (work supervisor, object manager, master, housekeeper or a similar position in the field of cleaning) during the last four years.

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

www.kutsekoda.ee