

1. TITLE OF THE CERTIFICATE ⁽¹⁾

Puhastusteenindaja-juhendaja, tase 4

⁽¹⁾ in the original language

2. TRANSLATED TITLE OF THE CERTIFICATE ⁽¹⁾

Cleaner, level 4

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

3. PROFILE OF SKILLS AND COMPETENCIES

The work of the cleaner includes cleaning and maintaining various work and living environments. The cleaner knows the reasons for staining and contamination, he/she knows surface coating materials and can use detergents, cleaning accessories, devices and machines economically and in a way that spares the health and the environment. The cleaner. Vele 4 works independently and according to instructions. He/she instructs and checks the ordinary work of others and works in a team. In the profession of the cleaner, one can specialise as a specialist of specialised cleaning or a housekeeping attendant of accommodation establishment. The work of the specialist of specialised cleaning includes one-time thorough cleaning of surfaces and treating these with protective substances. The duties of the specialist of specialised cleaning do not include maintenance cleaning. The specialist of specialised cleaning instructs and checks the employees of the group of specialised cleaning.

The work of the housekeeping attendant of an accommodation establishment includes cleaning of hotel rooms, changing bed linen, ensuring that the hotel room has necessary accessories. The housekeeping attendant-floor manager instructs and checks the work of other housekeeping attendants.

Parts of work:

1 Preparation for work

- Planning of cleaning works
- Choosing and preparation of cleaning accessories/machines
- Choosing and dosing of detergent

2 Maintenance cleaning

- Cleaning of furniture and objects
- Cleaning of walls and floors
- Cleaning and arranging of cleaning accessories and machines

3 Spring-cleaning

- Cleaning of furniture and objects
- Cleaning of walls, ceilings, windows and floors

4 Instructing co-employees

- Instructing
- Giving feedback

Parts of work related to specialisation:

^(*) 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.europa.eu/en/home>

Housekeeping attendant of accommodation establishment

5 Housekeeping

- Changing and arranging of bed linen, bathroom textiles
- Arranging of hygiene accessories, utensils, advertising materials, minibar, etc.

Specialised cleaner

6 Specialised cleaning

- Intensive cleaning and/or washing, protective treatment of furniture and objects
- Intensive cleaning and/or washing of walls, window cleaning
- Intensive cleaning and/or washing of floors, protective treatment

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

Cleaner, site director, site manager, senior cleaner, specialist of specialised cleaning, housekeeping attendant

⁽¹⁾ If applicable

5. OFFICIAL BASIS OF THE CERTIFICATE

<p>Name and status of the body awarding the certificate</p> <p>The occupational certificate that has been issued by the professional council that operates under the activity license issued by a Awarding Body</p>	<p>Name and status of the national/regional authority providing accreditation/recognition of the certificate</p> <p>Sector Skills Council approved by a Regulation of the Government of the Republic</p>
<p>Level of the certificate (national or international)</p> <p>Estonian Qualification Framework level 4 European Qualification Framework level 4</p>	<p>Grading scale / Pass requirements</p> <p>passed/fail</p>
<p>Access to next level of education/training</p> <p>Cleaning manager, level 5</p>	<p>International agreements</p>
<p>Legal basis</p> <p>Occupational Qualifications Act (RT I, 10.12.2010, 12; 01.01.2011)</p>	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

In order to obtain a occupational certificate, the applicant has to prove all his/her competencies required by the occupational standard and by the procedure for awarding of occupational qualification established by the body awarding the occupational qualification.

More information (including a description of the national qualifications system) available at:
www.kutsekoda.ee