

1. TITLE OF THE CERTIFICATE (ES)

Certificado de Profesionalidad de nivel 1 en
HOTA0108 OPERACIONES BÁSICAS DE PISOS EN ALOJAMIENTOS

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Professional Certificate Level 1 in
HOTA0108 BASIC OPERATIONS IN ACCOMMODATIONS
(This translation has no legal status)

3. PROFILE OF SKILLS AND COMPETENCES

The holder of this certificate will have acquired the **general competence** to clean and prepare rooms, lobbies and common areas, as well as make the laundry, ironing and clothes fixing of the establishment and users of different types of accommodations, achieving a quality service and applying the safety and hygiene standards established in the professional sector. This general competence is divided into the following **skill units**(UC):

- Prepare and tidy up bedrooms, lobbies and common areas (UC0706_1).
- Carry out laundry service activities in accommodation establishments (UC0707_1).
- Carry out ironing and clothes fixing activities usual in accommodation establishments (UC0708_1).

The professional skills are acquired through the **learning outcomes** defined within the related Training Modules (MF):

- Rooms and common areas preparation in accommodations (MF0706_1).
- Laundry services in accommodations (MF0707_1).
- Ironing and clothes fixing in accommodations (MF0708_1).
- Practical training at the workplace in basic operations in accommodations (MP0011)

(See legal basis for all learning outcomes information acquired by the holder of this Certificate in each MF).

As a reference, the learning outcomes include in the Practical training that complete and reinforce the learning outcomes acquired in the other training modules, are:

- Carry out internal provision operations, organization and monitoring of products, tools and clothes of accommodation areas.
- Understand oral and written information and complete the necessary documentation for cleaning and preparing of rooms, washing, ironing and sewing clothes of accommodations areas.
- Apply cleaning and preparation techniques of rooms, lobbies and common areas, as well as furniture and decorative elements, using equipment and facilities of the accommodations area.
- Classify and mark clothes for their washing and ironing.
- Wash, drain and dry clothes, using, under supervision, the most appropriate procedure in each case.
- Carry out ironing, folding and presentation of clothes techniques, applying the proper procedure and using the correspondent equipment.
- Apply hand and machine sewing techniques using appropriate tools and materials.
- Recognize and implement safety, hygiene and health rules and measures in the preparation of rooms, public and common areas, in the handling and washing of dirty clothes and in the ironing and clothes fixing habitual in accommodation establishments.
- Communicate and assist customers applying the appropriate formulas to different types of users of the accommodation service.
- Participate in the working processes of the company, following the rules and instructions established at the workplace.

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THIS CERTIFICATE

The holder of this certificate may work in the hospitality sector and especially in the tourist accommodation subsector, although it can also be located in areas such as education, health or social services, under which certain types of non-tourist accommodations are found.

The most relevant occupations and work positions are:

- Maid (hospitality services).
- Room or Hotel valet.
- Floors and cleaning assistant.
- Laundry and clothes assistant in accommodations.

5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the national/regional authority providing accreditation/recognition of the certificate

The Ministry of Employment and Social Security or the corresponding autonomous regional administration within the scope of its competence, in the name of the King. The certificate is valid throughout Spain.

Level of the certificate

The Professional Certificate Level 1 of the National Repertoire of Professional Certificates corresponds to level 2 of the International Standard Classification of Education (ISCED-P 2011).

The European Qualification Framework (EQF) level:

Grading scale/Pass requirements

The grading scale and pass level of the training modules are expressed on a scale of 0 to 10. The minimum score for a pass is 5 in every training module including a pass in the practical training at the workplace module.

The grading system is as follows:

- FAIL: 0 to 4.9
- PASS-SATISFACTORY: 5 to 6.9
- PASS-GOOD: 7 to 8.9
- PASS-EXCELLENT: 9 to 10

Access to next level of education/training

This Professional Certificate Level 1 gives access to Professional Certificate Level 2 within the same professional area and family.

For validation purposes, the educational authorities will recognise the professional module or modules of the VET diplomas corresponding to the skills units included in the training modules of this certificate.

Legal basis

Royal Decree 1376/2008, of August 1st, by which ten professional certificates of the professional family Hospitality and Tourism included in the National Repertoire of professional certificates are established (Appendix III, Code: HOTA0108). Modified by Royal Decree 685/2011, of May 13th, by which six professional certificates of the professional family Hospitality and Tourism included in the National Repertoire of professional certificates and the professional certificate established like appendix III of the Royal Decree 1376/2008, of August 1st, and the professional certificates established by Royal Decree 1256/2009 of July 24th are updated, and Royal Decree 619/2013, of August 2nd, by which two professional certificates of the professional family Hospitality and Tourism included in the National Repertoire of professional certificates are established, and the professional certificates established as Appendix I, II, III, IV, V, VI, VII, VIII, IX and X of the Royal Decree 1376/2008, of August 1st, as Appendix I and II of Royal Decree 1256/2009, of July 24th, as amended by Royal Decree 685/2011, of May 13th as Appendix II, III and V of Royal Decree 685/2011 of May 13th are updated.

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

This certificate may be acquired by:

1. Training: Completion with a pass grade of the face-to-face or online training programme.
2. Recognition of the professional skills acquired through professional experience or non-formal training (prior learning): Completion of a process of skills evaluation and accreditation in all the skills units making up the professional certificate.
3. Dual training: Completion of a training and apprenticeship contract, which may range from 1 year (or 6 months, if stipulated as such in the collective agreement) to 3 years, during which effective working time is combined with time dedicated to training under the training programme for the professional certificate.

The training method (number 1 above) requires successful completion of the training modules and the practical training at the workplace:

Description of vocational training received	Percentage of total programme (%)	Duration (hours)
Training modules	79	300
Practical training at the workplace	21	80
Total duration of training leading to the certificate		380

Entry/access requirements:

- No entry requirements

Additional information: Professional certificates are instruments for official accreditation of the professional qualifications in the National Catalogue of Professional Qualifications for all economic activities, within the scope of the labour administration. The National Repertoire of Professional Certificates is divided into three qualification levels (Level 1, Level 2 and Level 3), and by sectors into 26 professional families and 102 professional areas. More information is available at: www.sepe.es

National Europass Centre: www.sepie.es

(*) **Explanatory note:** This document is designed to provide additional information about the specified certificate, but has no 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 is available at: <http://europass.cedefop.eu.int>

Information on Professional Certificates of the Map of Qualifications and Vocational Training in Spain

