

1. TITLE OF THE CERTIFICATE (ES)

**Certificado de Profesionalidad de nivel 3 en
HOTR0309 DIRECCIÓN EN RESTAURACIÓN**

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

**Professional Certificate Level 3 in
HOTR0309 RESTAURANT AND CATERING MANAGEMENT
(This translation has no legal status)**

3. PROFILE OF SKILLS AND COMPETENCES

The holder of this certificate will have acquired the **general competence** to lead and manage restaurant and catering services or production units and food and beverages services, define and supervise its processes and optimise material and human resources available to achieve profitability for production unit, and offering the best quality and customer satisfaction services if necessary in English. This general competence is divided into the following **skill units** (UC):

- Lead and manage a restaurant and catering service unit (UC1097_3).
- Define and plan processes in a restaurant and catering service (UC1098_3).
- Manage provision of supplies in restaurant and catering services (UC1064_3).
- Carry out the economic and financial management of a restaurant and catering service (UC1099_3).
- Carry out the quality, environmental and safety management in restaurant and catering services (UC1100_3).
- Design and promote restaurant and catering services (UC1101_3).
- Manage catering logistics (UC1102_3).
- Communicate in English with an independent user level in restaurant and catering services (UC1051_2).

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

- Administration of production units in restaurant and catering services (MF1097_3).
- Design of restaurant and catering service processes (MF1098_3).
- Provision of restaurant and catering services (MF1064_3).
- Economic and financial processes in restaurant and catering services (MF1099_3).
- Quality, safety and environmental protection in restaurant and catering services (MF1100_3).
- Design and promotion of restaurant and catering services (MF1101_3).
- Catering logistics (MF1102_3).
- Professional English for restaurant and catering services (MF1051_2).
- Practical training at the workplace in Restaurant and catering management (MP00226)

(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 at the workplace that complete and reinforce the learning outcomes acquired in the other training modules, are:

- Participate in the design and planning of restaurant and catering services.
- Receive food and beverages provisions prior to its storage and distribution.
- Analyse economic and financial management issues of restaurant or catering services.
- Collaborate in the analysis and application of hygiene and health rules and conditions with respect to units producing or food and beverages services to prevent food poisoning risks or environmental pollution.
- Commercialize restaurant and catering services offers.
- Manage catering logistics operations.
- Speak with one or more people in English, expressing and understanding simple messages with limited complexity, in a variety of formal and informal situations that are usual in restaurant and catering services.
- Take part in the company's working processes, 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 within it the sub-sectors of restaurants and hotels. Also in the public sector, basically in education, health or social restaurant services centres. The most pertinent occupations and positions are:

- Director of a restaurant with 10 or more employees.
- Manager of a restaurant or similar establishment with less than 10 employees.
- Catering supervisor.
- Restaurant manager.
- Maitre assistant in restaurants.
- Food and beverage service manager.
- Catering manager.
- Catering operation manager.

The holder of this Certificate has received the training that fulfills the skills requirements for food handling.

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 3 of the National Repertoire of Professional Certificates corresponds to level 4 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 3 gives access to Professional Certificate Level 3 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 685/2011 of May 13th, establishing six professional certificates in the professional family Hospitality and Tourism, which are included in the National Repertoire of Professional Certificates, and updating the professional certificates established as Appendix III of Royal Decree 1376/2008 of August 1st, and the professional certificates established under Royal Decree 1256/2009 of July 24th. (Appendix VI, Code: HOTR0309).

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	90	750
Practical training at the workplace	10	80
Total duration of training leading to the certificate		830

Entry/access requirements:

- *Bachiller* Diploma (upper secondary education); or
- Professional Certificate Level 2 in the same professional area.
- If neither of the above or higher certifications are held, a pass in the key skills tests.

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

