

1. Title of the certificate ^(en)



**City & Guilds IVQ Certificate in Accommodation Operations and Services
(Chinese) (8708-01)**

⁽¹⁾ In the original language

2. Translated title of the certificate ⁽¹⁾

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

3. Profile of skills and competences

A typical holder of the certificate is able to:

- Adopt and maintain appropriate security, safety and emergency practices
- Serve customers politely, promptly and effectively
- Present self positively and in accordance with establishment standards
- Use appropriate health and hygiene practices
- Demonstrate professional attitude at all times
- Operate effectively and co-operatively in team situations
- Communicate clearly and effectively at all times
- Demonstrate appropriate procedures to prevent fire
- Describe techniques and skills for dealing with fire
- Carry out cleaning procedures using appropriate methods and materials
- Organise and complete cleaning tasks effectively and efficiently
- Monitor cleaning standards
- Prepare a diagram of a basic room layout for a specific target market
- Prepare a diagram of basic bedroom layout, suitable for a disabled guest
- Use appropriate handling, cleaning, control, ironing and finishing processes and procedures when dealing with textiles
- Make beds in accordance with establishment standards
- Select and organise appropriate storage facilities.

4. Range of occupations accessible to the holder of the certificate ⁽¹⁾

- Trainee Housekeeper.

Note: the above is an example only, other occupations may also be accessible to holders of the certificate.

⁽¹⁾ If applicable

⁽¹⁾ 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>.

5. Official basis of the certificate

<p>Name and status of the body awarding the certificate</p> <p>City & Guilds 1 Giltspur Street London EC1A 9DD United Kingdom T +44 (0)20 7294 2800 F +44 (0)20 7294 2400 www.cityandguilds.com</p> <p>City & Guilds was established in 1878 as a registered charity (no. 312832) and received Royal Charter (RC117) in 1900.</p> <p>City & Guilds is accredited as an awarding body by the Office of the Qualifications and Examinations Regulator (Ofqual) and the Scottish Qualifications Authority (SQA) to offer qualifications.</p>	<p>Name and status of the national/regional authority providing accreditation/recognition of the certificate</p> <p>International Vocational Qualifications (IVQs) are a unique set of qualifications designed by City & Guilds specifically for international use.</p> <p>They are subject to global quality assurance rules and regulations set by City & Guilds. These policies are based on the quality assurance practices which have been approved by Ofqual.</p> <p>The English language version of the IVQ Certificate in Accommodation Operations and Services is accredited on the National Qualifications Framework of England, Wales and Northern Ireland (NQF).</p>
<p>Level of the certificate (national or international)</p> <p>Level 1* – National Qualifications Framework of England, Wales and Northern Ireland (NQF)</p> <p><i>* the English language version of the qualification is accredited at this level</i></p>	<p>Grading scale/Pass requirements</p> <p>Written assessments are graded 'Pass', 'Credit', 'Distinction' or 'Fail'.</p> <p>Practical assessments are graded 'Pass' or 'Fail'.</p> <p>The overall qualification is not graded. A certificate will only be awarded on successful completion of the required number of units.</p>
<p>Access to next level of education/training</p> <p>We consider the following options to be relevant progression routes from this qualification:</p> <ul style="list-style-type: none"> • IVQ Diploma in Accommodation Operations and Services (Chinese) (8708-02) • IVQ Diploma in Reception Operations and Services (Chinese) (8707-02) • Employment. 	<p>International agreements</p>
<p>Legal basis</p> <p>Not applicable.</p>	

6. Officially recognised ways of acquiring the certificate

This qualification can only be offered by an institution/provider ('centre') that has been approved by City & Guilds and therefore meets its quality requirements for staff and centre resources and is subject to regular checks.

The following assessment methods are used:

- Ongoing assessments carried out by the centre
- Final assessments:
 - written test set and marked by City & Guilds
 - practical assessments set by City & Guilds and marked by the centre.

All assessments are quality assured by City & Guilds verifiers.

The vocational education and training is a combination of classroom based and/or work based and/or realistic working environment based activities.

The recommended Guided Learning Hours (GLHs) for this qualification are 480 hours.

Entry requirements

City & Guilds exercises a policy of open access and does not set formal entry requirements for its qualifications. Centres are however required to ensure that learners are registered for a programme of study and examination at the appropriate level.

More information (including a description of the national qualifications system) available at: www.naric.org.uk.

National reference point: www.uknlp.org.uk.