

## 1. BEZEICHNUNG DES ZEUGNISSES (DE)

**Zeugnis über die Prüfung zum anerkannten Fortbildungsberuf  
Geprüfter Meister/Geprüfte Meisterin der Hauswirtschaft**

## 2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

**Certificate on completion of the recognized further training examination for  
Certified senior housekeeping specialist**

This translation has no legal status.

## 3. PROFILE OF SKILLS AND COMPETENCES

- Perform analyses of various types of housekeeping services taking into account the personal, social and cultural requirements and needs of the receivers of services/care
- Develop targets, strategic plans and measures, and also implement them in housekeeping service companies
- Plan, control, and optimize housekeeping processes
- Employ, manage, and promote staff using instruments of personnel management
- Enable trainees to work independently; provide training for staff
- Cooperate with internal and external service providers
- Implement relevant legal provisions
- Apply quality and cost management instruments
- Apply marketing instruments

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

Certified senior housekeeping specialists are employed in housekeeping service companies of different size and structure or work as self-employed specialists. They independently discharge complex tasks and responsibilities related to planning, management, organization and supervision using the control instruments of business and personnel management. They plan and organize housekeeping processes and provide relevant instruction for staff.

**(\*) Explanatory notes**

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 on transparency is available at: [www.cedefop.eu.int/transparency](http://www.cedefop.eu.int/transparency)

## 5. OFFICIAL BASIS OF THE CERTIFICATE

<p><b>Name and status of the body awarding the certificate</b> Chamber of Industry and Commerce (<i>Industrie- und Handelskammer, IHK</i>)</p>	<p><b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b> Chamber of Industry and Commerce</p>
<p><b>Level of the certificate (national or international)</b>  ISCED 2011 Level 65 These qualifications are referenced to level 6 of both the German and the European Qualifications Framework (DQR, EQF); see publication of 1 August 2013 (BAnz AT 20.11.2013 B2).</p>	<p><b>Grading scale/Pass requirements (**)</b> 100 - 92 points = 1 = excellent 91 - 81 points = 2 = good 80 - 67 points = 3 = average 66 - 50 points = 4 = pass 49 - 30 points = 5 = poor 29 - 0 points = 6 = fail The candidate passed all examinations required for the completion of further training.</p>
<p><b>Access to next level of education and training</b> The further training examination gives access to the next level of qualifications</p> <ul style="list-style-type: none"> <li>• Certified technical business management specialist (<i>Geprüfter Technischer Betriebswirt/Geprüfte Technische Betriebswirtin</i>)</li> <li>• Certified business economist under the Crafts Code (<i>Geprüfter Betriebswirt/Geprüfte Betriebswirtin, HwO</i>)</li> <li>• Certified vocational training specialist (<i>Geprüfter Berufspädagoge/Geprüfte Berufspädagogin</i>)</li> </ul>	<p><b>International agreements</b></p>
<p><b>Legal basis</b> Regulations governing the master craftsman's examination for the occupation of housekeeper of 28 July 2005 (BGBl. I, p. 2278)</p>	

## 6. OFFICIALLY RECOGNIZED WAYS OF ACQUIRING THE CERTIFICATE

<p>The certificate is acquired through passing the examination administered by the body mentioned in section 5 above. Before sitting the examination, candidates must furnish proof of</p> <ol style="list-style-type: none"> <li>1. successful completion of training for the recognized training occupation of housekeeper, followed by at least two years of relevant work experience,</li> <li>2. at least five years of relevant practical work or</li> <li>3. relevant skills and competences.</li> </ol>
<p><b>Additional information</b> The skills and competences of which proof is to be furnished in the further training examination are usually acquired during many years of practical work and within the framework of education measures. Courses are offered in preparation for the examination; their duration and content is geared to the different specialist and managerial tasks. Translations of the certificate can be obtained from the body mentioned in section 5 above.</p>

**(\*\*) Note**

Simplified grading scale; for official grading scale see Sixth Ordinance Amending Further Training Examination Regulations of 9 December 2019 (Federal Law Gazette Part I, p. 2153)