



1. TITLE OF THE CERTIFICATE (NL)

Diploma Beroepsonderwijs
Kwalificatie: Cateringbeheerder/-manager
Kwalificatiedossier: Fastservice

In the original language

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Certificate Senior Secondary Vocational Education
Qualification: Catering manager
Qualification file: Fast food service

This translation has no legal status

3. PROFILE OF SKILLS AND COMPETENCES

The most important duties of a Catering manager are:

Core task 1: Makes business areas ready for work and prepares and/or assembles fast service products

- 1.1 Inspects apparatus and tools and carries out simple repairs
- 1.2 Provides assistance in the work production
- 1.3 Closes up the fast food establishment or catering location

Core task 2: Sells fast service products and offers hospitality to guests

- 2.1 Deals with conduct that deviates from the standard
- 2.2 Acts under the framework of first aid at work
- 2.3 Takes and deals with complaints from guests
- 2.4 Provides assistance in the sales process and distribution process
- 2.5 Sets up a menu planning
- 2.6 Makes suggestions for the organisation of parties and celebrations

Core task 3: Manages and orders stock

- 3.1 Inspects and orders the stock
- 3.2 Receives and inspects raw materials and goods
- 3.3 Transports and stores raw materials and goods
- 3.4 Plans stock levels

Core task 4: Is in charge and carries out management tasks

- 4.1 Assists in the development of policy
- 4.2 Makes analyses for budgets and cost calculations, request for quotations and makes proposals
- 4.3 Carries out the daily administration
- 4.4 Monitors the budgets
- 4.5 Provides support in the recruitment and selection of new colleagues
- 4.6 Carries out performance and assessment interviews
- 4.7 Plans and divides up the working duties
- 4.8 Supervises and manages colleagues
- 4.9 Motivates and stimulates collaboration within the team
- 4.10 Monitors and evaluates processes and procedures on the workforce

*** 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 is available at: <http://www.europass.cedefop.europa.eu/>

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3. PROFILE OF SKILLS AND COMPETENCES

4.11 Organises staff meetings and periodical work meeting

4.12 Reports to the manager/ entrepreneur fast service

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

The Catering manager manages the catering services of a company, school, government institution or care institution commissioned by contract catering organisation. The contract catering organisation conducts a contract with the body which is going to receive the catering services. It is employed by the contract catering organisation.

5. OFFICIAL BASIS OF THE CERTIFICATE

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|---|---|----|-----------|---|-----------|---|------|---|-------------------|---|------|---|------|---|----------------|---|---------------------|---|------|---|-----------|
| <p>Name and status of the body awarding the certificate The certificate issued on completion of the programme is signed by the examination board at the school where the pupil attended the programme.</p> | <p>Name and status of the national/regional authority providing accreditation/recognition of the certificate Ministry of Education, Culture and Science</p> | | | | | | | | | | | | | | | | | | | | |
| <p>Level of the certificate (national or international) Qualification level 4 of the Dutch VET qualification structure Characteristics: non-job related skills such as tactical and strategic capacities. The professional bears his or her own responsibility, which is not only related to practical implementation in terms of monitoring and supervision, but also a more formal, organisational responsibility. The range of tasks also includes drafting new procedures. NLQF level 4 - EQF level 4 - ISCED 3A</p> | <p>Grading scale / Pass requirements</p> <table border="0"> <tr><td>10</td><td>excellent</td></tr> <tr><td>9</td><td>very good</td></tr> <tr><td>8</td><td>good</td></tr> <tr><td>7</td><td>very satisfactory</td></tr> <tr><td>6</td><td>pass</td></tr> <tr><td>5</td><td>fail</td></tr> <tr><td>4</td><td>unsatisfactory</td></tr> <tr><td>3</td><td>very unsatisfactory</td></tr> <tr><td>2</td><td>poor</td></tr> <tr><td>1</td><td>very poor</td></tr> </table> | 10 | excellent | 9 | very good | 8 | good | 7 | very satisfactory | 6 | pass | 5 | fail | 4 | unsatisfactory | 3 | very unsatisfactory | 2 | poor | 1 | very poor |
| 10 | excellent | | | | | | | | | | | | | | | | | | | | |
| 9 | very good | | | | | | | | | | | | | | | | | | | | |
| 8 | good | | | | | | | | | | | | | | | | | | | | |
| 7 | very satisfactory | | | | | | | | | | | | | | | | | | | | |
| 6 | pass | | | | | | | | | | | | | | | | | | | | |
| 5 | fail | | | | | | | | | | | | | | | | | | | | |
| 4 | unsatisfactory | | | | | | | | | | | | | | | | | | | | |
| 3 | very unsatisfactory | | | | | | | | | | | | | | | | | | | | |
| 2 | poor | | | | | | | | | | | | | | | | | | | | |
| 1 | very poor | | | | | | | | | | | | | | | | | | | | |
| <p>Access to next level of education/professions The Catering manager can by means of experience or education develop even further into a region manager of a contract catering organisation. There are also possibilities for a flow through to positions such as quality expert, food expert and logistics expert. The Catering manager can transfer to hbo such as the Hotel management school, the study Facility management or the study Food and Business.</p> | <p>International agreements The profession of Catering manager is not regulated in the Netherlands. However the education and training for this profession on qualification level 4 is regulated under the European directive 2005/36/EC, amended by directive 2013/55/EU. The regulated education and training gives access to regulated professions at the level of a diploma according to article 11 of this directive.</p> | | | | | | | | | | | | | | | | | | | | |
| <p>Legal basis Act on Vocational Education and Training (WEB), registered number of qualification (crebo): 95431 The education and training for this qualification is offered as of August 1, 2011.</p> | | | | | | | | | | | | | | | | | | | | | |

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

Senior secondary vocational education features two learning pathways: the school-based pathway (bol) and the training on the job pathway (bbl).

In the school-based pathway, the majority of the course consists of theory at school. The extent of the practical component (vocational practice) is between 20% and 60%. In the training on the job pathway, the extent of vocational practice is at least 60% of the course. The participant works four days a week in a training company, and attends school for theory subjects just one day a week.

In principle it is possible to follow both learning pathways, but which pathway is offered will depend on the individual educational institution.

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| <p>Average duration of the education/ training leading to the certificate</p> | <p>4 years (6400 study hours) (depending on previous education)</p> |
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Entry requirements

The certificate preparatory vocational secondary education (vmbo) advanced vocational programme, combined programme, or theoretical programme, or a comparable level.

7. ADDITIONAL INFORMATION

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Dutch senior secondary VET is based on qualification files, that each contain one or more qualifications. The information in section 3 and 4 is drawn directly from the qualification file, that is composed by the Centre of Expertise. The complete qualification file is available at <http://kwalificaties.s-bb.nl>, only in Dutch.

Additional information, including a description of the Dutch national qualifications system, is available at the Netherlands National Reference Point (NRP) for VET: www.nlgrp.nl

SBB has been appointed by the Ministry of Education, Culture and Science as NRP.