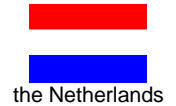


# CERTIFICATE SUPPLEMENT (\*)



## 1. TITLE OF THE CERTIFICATE (NL)

**Diploma Beroepsonderwijs**  
**Kwalificatie: Manager/ondernemer horeca**  
**Kwalificatiedossier: Ondernemer horeca/bakkerij**  
In the original language

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

**Certificate Senior Secondary Vocational Education**  
**Qualification: Hospitality manager/entrepreneur**  
**Qualification file: Entrepreneur hospitality/bakery**  
This translation has no legal status

## 3. PROFILE OF SKILLS AND COMPETENCES

The most important duties of a Hospitality manager/entrepreneur are:

Core task 1: Runs an enterprise

- 1.1 Develops a business plan
- 1.2 Makes preparations for starting up an enterprise
- 1.3 Implements the business plan
- 1.4 Prepares market analyses
- 1.5 Performs commercial duties
- 1.6 Determines the financial policy and the selling price
- 1.7 Determines purchasing and inventory policy

Core task 2: Provides leadership and carries out management tasks

- 2.1 Devises an operational plan
- 2.2 Plans and assigns tasks
- 2.3 Budgets finances
- 2.4 Monitors finances
- 2.5 Manages employees
- 2.6 Conducts formal internal meetings

Core task 3: Works along at companies which sell food and drinks

- 3.1 Performs preparatory tasks in the hospitality establishment
- 3.2 Provides assistance as a server
- 3.3 Provides assistance in the kitchen
- 3.4 Performs closing tasks in the hospitality establishment
- 3.5 Creates and keeps an eye on the atmosphere

Core task 4: Works along at companies which provide lodging

### \* 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

- 4.1 Takes reservations for rooms and/or banquets/conference rooms and makes the necessary arrangements
- 4.2 Checks guests in
- 4.3 Provides service to guests during their stay
- 4.4 Monitors safety
- 4.5 Checks guests out
- 4.6 Makes night audit reports of the revenue
- 4.7 Develops arrangements and special activities

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

A Hospitality manager/entrepreneur is the founder, owner and/or company manager of a business that sells food or drinks, or a company that provides lodging. He is responsible for operational management of the company. He provides direction and works along in carrying out daily activities.

### 5. OFFICIAL BASIS OF THE CERTIFICATE

<p><b>Name and status of the body awarding the certificate</b> 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><b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b> Ministry of Education, Culture and Science</p>																				
<p><b>Level of the certificate (national or international)</b> 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><b>Grading scale / Pass requirements</b></p> <table style="width: 100%; border: none;"> <tr><td style="width: 10%;">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
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<p><b>Access to next level of education/professions</b> A Hospitality manager/entrepreneur can develop to become an entrepreneur of multiple catering companies (director). It is also possible to develop through a higher professional education, such as catering college or teacher course.</p>	<p><b>International agreements</b> The profession of Hospitality manager/entrepreneur 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><b>Legal basis</b> Act on Vocational Education and Training (WEB), registered number of qualification (crebo): 25184 The education and training for this qualification is offered as of August 1, 2015.</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.

## 6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

**Average duration of the education/ training leading to the certificate**

**4 years (6400 study hours) (depending on previous education)**

### **Entry requirements**

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

## 7. ADDITIONAL INFORMATION

Dutch senior secondary VET is based on qualification files, that each contain one or more qualifications. The information included in part 3 and 4 is derived directly from the qualification file determined by the Minister of Education, Culture and Science. The complete qualification file can be found at <http://kwalificaties.s-bb.nl/>, only in Dutch.

Optional subjects are linked to the qualification. The optional subjects have a total size of 15% of the course duration. The optional subjects completed by the student are listed on the certificate.

Additional information, including a description of the Dutch national qualifications system, is available at the Netherlands National Reference Point (NRP): [www.s-bb.nl](http://www.s-bb.nl). The NRP is the information centre for vocational qualifications in the Netherlands. SBB has been appointed in this capacity by the Ministry of Education, Culture and Science.