

Archived

# Menedžer/menedžerka manjšega hotela

## Selected qualifications

Name of qualification	Menedžer/menedžerka manjšega hotela
Translated title (no legal status)	Small hotel manager
Type of qualification	Nacionalna poklicna kvalifikacija, SOK raven 6
Category of qualification	Poklicna kvalifikacija
Admission requirements	<ul style="list-style-type: none"><li>• General secondary or technical secondary education</li><li>• and least five years of work experience in the hospitality industry.</li></ul>
ISCED field	Field Transport, varnost, gostinstvo in turizem, osebne storitve
ISCED subfield	subfield hotelirstvo in gostinstvo

## Qualification level

SQF 6  
EQF 5

## Learning outcomes

The candidate:

- plans, prepares and controls own work,
- ensures the rational use of energy, material and time,
- ensures occupational safety and observes environmental protection principles,
- ensures the quality and efficiency of work in the working environment in accordance with standards,
- is able to communicate with co-workers, business partners and guests,
- develops business cooperation between a company's various departments,
- carries out operational management tasks at a company to ensure efficiency, effectiveness and quality,
- controls production and business processes,
- analyses and monitors the efficiency of the hotel's operations,
- works with business partners, ordering parties and guests,
- manages personnel matters (i.e. human resource management), and
- participates in the development and execution of promotional and sales campaigns, and monitors their effectiveness.

## Accessors

Verification and assessment are carried out by committees for the verification and validation of national vocational qualifications, appointed by the National Examination Centre (NEC). Committee members must be licensed by the National Examination Centre. Licences may be found [here](#) .

## Assessment and completion

### VALIDATION

During the counselling process, the candidate prepares a portfolio. The relevant committee assesses the portfolio and recognises the catalogue content in part or full. If the committee is unable to recognise all catalogue content, it assigns tasks to the candidate for verification.

### VERIFICATION METHOD

Service with an oral presentation.

## Condition for obtaining certificate

A candidate demonstrates the attainment of the knowledge, skills and competences defined in the catalogue of standards of vocational knowledge and skills.

## Awarding body

Providers of procedures for identifying and validating national vocational qualifications are entered in a register of providers maintained in the relevant collection of the National Reference Point for Occupational Qualifications. Providers include: vocational schools, companies, inter-company training centres, adult education centres, chambers of commerce, etc.

URL

<https://www.nrpslo.org/podrobnosti/npk/81100121>

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