SLOVENSKO
OGRODJE
KVALIFIKACIJ

Archived

Vodja hotelske recepcije

Selected qualifications

Name of qualification	Vodja hotelske recepcije
Translated title (no legal status)	Hotel reception manager
Type of qualification	Nacionalna poklicna kvalifikacija, SOK raven 6
Category of qualification	Poklicna kvalifikacija
Admission requirements	• General secondary or technical secondary education • and five years of work experience in the hotel industry.
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 and the work of others,
- 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,
- communicates with guests, co-workers, experts and business partners,
- uses modern information and communication technologies,
- plans and organises the department’s work and ensures the optimal allocation of resources with regard to the needs of the work process,
- manages personnel matters relating to reception,
- controls the quality and efficiency of reception work,
- receives guests and assigns them rooms,
- provides services for guests,
- informs and advises guests,
- manages rooms,
- maintains record of rooms and guests, and
- provides financial transactions.

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/81100141