Certificate supplement(*)

Turkey

1. Title of the certificate (1)
Konaklama ve Seyahat Hizmetleri Alanı Konaklama Hizmetleri Dalı
(1) In the original language

2. Translated title of the certificate (1)
Accommodation and Travel Services Field Accommodation Services Branch
(1) If applicable. This translation has no legal status.

3. Profile of skills and competences

The holder of this certificate;

- In line with 21st-century skills and a design-thinking approach, students acquire skills that will facilitate professional development in the areas of “professional ethics and the Ahilik tradition, occupational health and safety, technological advancements and industrial transformation, environmental protection, entrepreneurial ideas, starting and running a business, and intellectual and industrial property rights.”
- Explains general tourism in accordance with communication techniques and business procedures.
- Performs front desk, housekeeping, and entertainment services in lodging establishments in accordance with occupational health and safety measures.
- Handles reservation procedures at the front desk.
- Handles guest check-in and check-out procedures.
- Performs housekeeping duties in lodging establishments.
- Performs front desk services in lodging establishments.
- Lists sustainable tourism activities in accordance with national standards and operational procedures.
- Lists lodging management practices in accordance with national standards and operational procedures.
- Uses a professional foreign language at a basic level in the field of lodging and travel services.
- Performs laundry operations in lodging establishments.
- Performs routine tasks in housekeeping at lodging establishments.
- Performs shift operations at the front desk.
- Performs statistical analysis and accounting tasks at the front desk.

4. Range of occupations accessible to the holder of the certificate (1)

- Can work as a Front Desk Clerk, Housekeeping Supervisor, or Laundry and Dry Cleaning Supervisor.

1) If applicable

(*) 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.

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5. Official basis of the certificate

Name and status of the body awarding the certificate Related secondary education institutions realising formal vocational and technical education which is subordinated to Ministry of National Education	**Name and status of the national/regional authority providing accreditation/recognition of the certificate** Ministry of National Education
Level of the certificate (national or international) Level 4 occupation according to EQF. Level 4 occupation according to TQF. It complies with ISCED 3. ISCED-F CODE: 1015	**Grading scale / Pass requirements** Score — Grade 85.00-100 — Excellent 70.00-84.99 — Good 60.00-69.99 — Average 50.00-59.99 — Passing 0-49,99 — Fails
Access to next level of education/training The holder of this diploma can switch to higher education programs in line with related legislation.	**International agreements**

Legal basis

National Education Basic Law No. 1739
Vocational Education Law No. 3308
Regulation on Ministry of National Education Secondary Education Institutions.

6. Officially recognised ways of acquiring the certificate

1. Completing vocational and technical Anatolian High School, Anatolian vocational or Anatolian technical program providing four-year education
2. Successfully completing education program related to his/her field on vocational open education high school

The duration of formal education is 4 years starting in 9th grade; the percentage and duration of each component within the program are listed below. Vocational training consists of both theoretical and practical components.

Description of vocational education and training received	Percentage of total programme (%)			Duration (hours/weeks/months/years)		
	Anatolian Vocational Program	Anatolian Technical Program	Vocational Training Centre	Anatolian Vocational Program	Anatolian Technical Program	Vocational Training Centre
School-/training centre-based	85	93	-	122	108	-
Workplace-based	15	7	-	22	8	-
Total duration of the education/ training leading to the certificate				144	116	-

Entry requirements

1. To enroll in formal vocational education, applicants must have completed middle school and not exceed the age limit specified in the relevant regulations
2. To enroll in a vocational open-learning high school, applicants must have completed middle school
3. To enroll in the Anatolian Vocational and Anatolian Technical programs at an Anatolian vocational and technical high school, applicants must pass the secondary school entrance exam or be admitted through the centralized placement system.

Additional information

This EUROPASS Certificate Supplement has been prepared for students who graduate from the relevant program in 2024 and beyond.

More information (including a description of the national qualifications system) available at:

www.myk.gov.tr
www.tyc.gov.tr

Europass

https://www.europass.gov.tr/

https://europass.cedefop.europa.eu/

National Reference Point

http://urn.meb.gov.tr