



1. TITLE OF THE CERTIFICATE (DE)

**Zeugnis über die Prüfung zum anerkannten Fortbildungsberuf
Geprüfter Hotelmeister/Geprüfte Hotelmeisterin**

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

**Certificate on completion of the recognized further training examination for
Certified master hotel administrator**

This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

- Order, purchase, administer and use products; observe quality requirements and the pertinent legal regulations; arrange for the orderly storage of goods, ingredients and aids; check stores; arrange for the maintenance of apparatus, machines, equipment and utility goods
- Plan, perform and control services rendered to the guest independently; carry out cost accounting and calculate prices; oversee trends in costs and work performance; prepare gastronomical products taking aspects of nutritional physiology into account
- Draw up marketing strategies; plan and implement campaigns to stimulate sales; advise guests and conduct sales talks
- Deploy staff in order to guarantee the timely and efficient performance of work taking into account food and hygiene regulations; encourage smooth cooperation in working operations; cooperate with other departments, companies and institutions
- Assign tasks to members of staff according to their qualifications, efficiency and suitability and taking into account specialist, economic and social aspects; motivate, lead and encourage members of staff; promote the training and further training of staff; cooperate with the management and the works council
- Conduct the necessary infection control and labour protection measures, particularly occupational health and safety and accident prevention measures, in cooperation with the departments and persons responsible for occupational safety both inside and outside the business; identify environmental problems connected with business operations, and observe environmental regulations

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

Certified master hotel administrators work as managers in the various departments of large hotels, in restaurants, in catering companies or are self-employed. They are responsible for solving complex planning, managerial, organizational and supervisory tasks independently, using instruments of operations control and human resources management; they also provide instruction for staff.

(*) Explanatory notes

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 on transparency is available at: www.cedefop.eu.int/transparency

5. OFFICIAL BASIS OF THE CERTIFICATE

<p>Name and status of the body awarding the certificate Chamber of Industry and Commerce (<i>Industrie- und Handelskammer, IHK</i>)</p>	<p>Name and status of the national/regional authority providing accreditation/recognition of the certificate Chamber of Industry and Commerce</p>
<p>Level of the certificate (national or international) ISCED (2011) Level 65 These qualifications are referenced to level 6 of both the German and the European Qualifications Framework (DQR, EQR); see publication of 1 August 2013 (BAnz AT 20.11.2013 B2)</p>	<p>Grading scale/Pass requirements (**) 100 - 92 points = 1 = excellent 91 - 81 points = 2 = good 80 - 67 points = 3 = average 66 - 50 points = 4 = pass 49 - 30 points = 5 = poor 29 - 0 points = 6 = fail The candidate passed all examinations required for the completion of further training.</p>
<p>Access to next level of education and training The further training examination gives access to the next level of qualifications</p> <ul style="list-style-type: none"> • Certified business economist under the Vocational Training Act (<i>Geprüfter Betriebswirt/Geprüfte Betriebswirtin - BBiG</i>) • Certified vocational training specialist (<i>Geprüfter Berufspädagoge/Geprüfte Berufspädagogin</i>) <p>as well as access to advanced higher education programmes.</p>	<p>International agreements</p>
<p>Legal basis Regulations concerning recognized qualifications as a certified master hotel administrator of 5 August 2003 (BGBl. I, p. 1568); last amended by the regulations of 26 March 2014 (BGBl. I, p. 274)</p>	

6. OFFICIALLY RECOGNIZED WAYS OF ACQUIRING THE CERTIFICATE

<p>The certificate is acquired through passing the examination administered by the body mentioned in section 5 above. Before sitting the examination, candidates must furnish proof of</p> <ol style="list-style-type: none"> 1. successful completion of a three-year course of training in a recognized training occupation, followed by at least two years of relevant practical work, or 2. successful completion of a two-year course of training in a recognized training occupation, followed by at least three years of relevant practical work, or 3. at least five years of relevant practical work, or 4. relevant skills and competences.
<p>Additional information The skills and competences of which proof is to be furnished in the further training examination are usually acquired during many years of practical work and within the framework of education measures. Courses are offered in preparation for the examination; their duration and content is geared to the different specialist and managerial tasks. Passing the examination also confers the qualifications required to provide training on the certificate holder, pursuant to Section 30 Para 5 Vocational Training Act (<i>Berufsbildungsgesetz</i>). Translations of the certificate can be obtained from the national/regional competent body named in section 5 above.</p>

() Note**

Simplified grading scale; for official grading scale see Sixth Ordinance Amending Further Training Examination Regulations of 9 December 2019 (Federal Law Gazette Part I, p. 2153)