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# Hišnik/hišnica

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## Selected qualifications

Name of qualification	Hišnik/hišnica
Translated title (no legal status)	Housekeeper
Type of qualification	Nacionalna poklicna kvalifikacija, SOK raven 4
Category of qualification	Poklicna kvalifikacija
Admission requirements	<ul style="list-style-type: none"><li>• at least three years of work experience in the field of construction or electrical engineering or electronics or computer science or mechanical engineering or performing housekeeping work, thereby demonstrating the competences of the profession described in the professional standard Housekeeper 03400340 and proving them with an employment contract or a report on the work performed with a client's reference or an employer's certificate or a reference on a completed project (it is permitted to submit several different certificates that together demonstrate three years of work experience)</li></ul>
ISCED field	Splošne izobraževalne aktivnosti/izidi
Qualification level	SQF 4 EQF 4

## Learning outcomes

Candidates will be able to:

- use modern communication technology, computer equipment and appropriate software tools that he needs in his work,
- communicate with the owners and users of the building, service providers, suppliers and the manager, taking into account the principles of successful communication and business etiquette using modern information and communication technology
- act in accordance with the regulations for the safe use of real estate and environmental protection principles
- keep the required records in agreement with the manager
- equip and maintain a convenient workshop and a warehouse for spare parts and materials
- monitor the condition of the real estate and cooperate within their competence in eliminating irregularities
- monitor and control less demanding work by external contractors, control the cleaning of common areas and cooperate with the manager or another responsible person in supervising and taking over maintenance work
- carry out technically and organizationally less demanding work and other work necessary for the normal use and operation of real estate
- in accordance with the operating program, ensure the procurement of energy sources for local heating sources, materials, spare parts and participate in obtaining bids for maintenance and other work
- implement measures for the safe operation and use of common areas and devices, hygiene, fire protection and other protection and environmental protection
- implement measures for efficient energy use and promote sustainable operation of owners and users
- ensure regular inspections and servicing of common parts and devices in accordance with operating instructions

## 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

### 1.VALIDATION

During the guidance process the candidate prepares a portfolio, which is assessed by a committee. If the portfolio submitted by the candidate contains authentic, valid and adequate proof of the knowledge, skills and competences defined in the occupational standard, the committee may:

- validate the contents of the occupational standard in full,
- validate the contents of the occupational standard in part and define the knowledge, skills and competence to be verified,
- refuse to validate any of the contents of the occupational standard because the candidate has not provided proof of any of the knowledge, skills and competences defined in the occupational standard, in which case it will verify the occupational standard in full.

### 2.METHOD OF VERIFICATION

- Practical verification with an oral presentation.

## Condition for obtaining certificate

The candidate demonstrates that he/she achieves the knowledge, skills and competencies specified in the catalogue of professional knowledge and skills standards.

## Awarding body

Providers of procedures for identifying and validating NVQs are entered in a register of providers maintained in the collection of the national information centre for vocational qualifications. These are: vocational schools, businesses, B2B training centres, adult education centres and chambers of commerce.
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URL

<https://www.nrpslo.org/podrobnosti/izvajalec-pregled/03400341>

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