



# CERTIFICATE SUPPLEMENT NO. .... \*



Republic  
of Poland

CERTIFICATE HOLDER'S FIRST NAME (MIDDLE NAME) AND LAST NAME.....

1. TITLE OF THE CERTIFICATE <sup>1)</sup>
Dyplom potwierdzający kwalifikacje zawodowe w zawodzie <b>kelner</b> , symbol cyfrowy <b>513101</b>
<sup>1)</sup> Original language version

2. TRANSLATED TITLE OF THE CERTIFICATE <sup>2)</sup>
Vocational Diploma for the occupation of <b>waiter</b> , occupation reference number <b>513101</b>
<sup>2)</sup> If applicable. This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES
<p>The vocational diploma for the occupation of <b>waiter</b>, for which the qualifications: <b>TG.10. Waitering services</b> and <b>TG.11. Organisation of catering services</b> have been specified, certifies that the holder is able to:</p> <ul style="list-style-type: none"> <li>– apply procedures to ensure the quality and health safety of food,</li> <li>– set the tables for consumers in accordance with guests' order, reception or event menu,</li> <li>– advise guests on the selection of dishes and beverages and receive and record their orders,</li> <li>– serve guests using various techniques of food and beverage serving and plan service organisation during receptions and catering services,</li> <li>– prepare, portion and decorate dishes in the presence of guests,</li> <li>– select equipment, appliances and tableware and prepare venues for catering services,</li> <li>– prepare catering service offers and plan their execution,</li> <li>– calculate and settle the costs of catering services and manage the related documentation,</li> <li>– use computer programmes, designed for the sector, supporting the performance of professional tasks,</li> </ul> <p>and, in addition, within the scope of professional tasks performed:</p> <ul style="list-style-type: none"> <li>– observe occupational health and safety, fire and environmental protection regulations and requirements of ergonomics,</li> <li>– provide first aid to the injured in accidents at work and in life or health-threatening situations,</li> <li>– apply the provisions concerning business operation, labour law and personal data protection law,</li> <li>– use a foreign language and use foreign-language sources of information within the scope of performing professional tasks,</li> <li>– organise work of a team within the scope of performing professional tasks.</li> </ul>

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THIS CERTIFICATE <sup>3)</sup>
waiter
<sup>3)</sup> If applicable.

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5. OFFICIAL BASIS OF THE CERTIFICATE	
<b>Name of the certificate awarding body</b> Regional Examination Board in .....	<b>Authority supervising the certificate awarding body</b> Central Examination Board
<b>Level of the certificate (national or international)</b> Full qualification at level four of the Polish Qualifications Framework – PQF IV Qualification at level four of the European Qualifications Framework – EQF 4  ISCED - 354	<b>Pass requirements</b> An examination is carried out for each qualification specified for a given occupation. In order to pass the examination for a given qualification the minimum required score is: 1) in the written part – at least 50% of points available, 2) in the practical part – at least 75% of points available.
<b>Access to next level of education</b> If the certificate holder has been awarded a secondary school graduation ( <i>matura</i> ) certificate, he/she may continue education at tertiary level.	<b>International agreements</b>  _____
<b>Legal basis</b> Regulation of the Minister of National Education of August 27, 2019 on certificates, state diplomas and other school prints (Journal of Laws of 2019, item 1700 as amended).	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE	
The holder of the certificate has obtained at least a secondary education and passed examinations for the qualifications specified for the occupation of waiter: <b>TG.10. Waitering services</b> and <b>TG.11. Organisation of catering services</b> . These qualifications can be obtained by pursuing one of the following educational paths.	
<b>Ways of acquiring qualifications for the occupation of waiter</b>	<b>Minimum percentage of practical training in vocational education (%)</b>
School education (four-year secondary technical school)	50
Continuing learning in out-of-school forms (minimum number of hours specified in the vocational education core curriculum for the occupation of waiter)	50
Confirmation of qualifications by extramural vocational examinations for those who have completed lower secondary education or 8-year primary school and: a) have at least 2 years' education in the occupation of waiter or b) have at least 2 years' experience of working as a waiter.	50 100
<b>Additional information:</b> More information (including a description of the national qualifications system) available at: National Europass Centre – <a href="http://www.europass.org.pl">www.europass.org.pl</a>	

**\*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, Decision (EU) 2018/646 of the European Parliament and of the Council of 18 April 2018 on a common framework for the provision of better services for skills and qualifications (Europass) and repealing Decision No 2241/2004/EC. More information available at: <http://europass.cedefop.europa.eu>

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