Erasmus+	**RefuSkills: Cook**						RefuSkills
Generic Title of the Unit:	**RefuSkills:** **Vocational competences**						
RefuSkills: Cook SQF Level:	**(if applicable)**						
Total ECVET Points:	**(if applicable)**						
Total ECTS Credits:	**(if applicable)**						
EQF(NQF) Level	**L1**	**L2**	**L3**	**L4**	**L5**	**L6**	**L7**
				x			
Units of Learning Outcomes	**RefuSkills: Cook –U1**	**Meals preparation, menu definition, product quality management**					
	RefuSkills: Cook –U2	**Organization and Hygiene and safety in the kitchen**					
	Cook						

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Generic Title of the Unit:	**RefuSkills: Vocational competences –U1: Meals preparation and menu definition**						
ECVET points:	**(if applicable)**						
ECTS Credits:	**(if applicable)**						
EQF(NQF) Level	**L1**	**L2**	**L3**	**L4**	**L5**	**L6**	**L7**
				x			

Learning outcomes

RefuSkills: Vocational competences – U1-Label of Learning Outcome	Training Module Code	Competence	
		Knowledge	Skills
Meals preparation, menu definition, product quality management	U1	Prepare meals according to the menu defined, taking into account nutritional properties and food composition, food allergies and intolerance, manage the kitchen supplies according to the menu and the amount of meals provided	
		She/he knows the regionality and seasonality of the gastronomic offer of recipes, the specific composition of foods and nutritional properties	She/he defines the menu on the basis of regionality, seasonality of products and type of restaurant; she/he applies the principles of nutrition and preparation techniques compatible with food intolerances
		She/he knows the cooking techniques, the characteristics, operation and use of the main technology, equipment, tools and kitchen utensils;	She/he applies recipes, cooking techniques and decorating methods and techniques;
		She/he knows the quality standards of food;	She/he controls the quality and quantity of the products;
		She/he knows methods of ordering food and principles, techniques and methods of storing food	She/he adopts food processing and preservation techniques

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Erasmus+		Cook					
Generic Title of the Unit:		**RefuSkills: Vocational competences –U2: Hygiene and safety in the kitchen**					
ECVET points:		**(if applicable)**					
ECTS Credits:		**(if applicable)**					
EQF(NQF) Level	**L1**	**L2**	**L3**	**L4**	**L5**	**L6**	**L7**
				x			

Learning outcomes

RefuSkills: Vocational competences – U5- Label of Learning Outcome	Training Module Code	Competence	
		Knowledge	Skills
Organization and Hygiene and safety in the kitchen	U2	Manage hygiene and safety in the kitchen in compliance with the rules for occupational safety and environmental protection as well as consumer hygiene and food safety, organize the kitchen according to the staff's directions	
		She/he knows the regulations on the environment and safety at work in the kitchen; She/he applies the principles, techniques and methods of cleaning and hygiene in the working environment and equipment in catering, clothing and personal hygiene; She/he knows the Hygiene and Consumer Food Safety Protocols (HACCP); She/he knows the principles and techniques of	She/he uses personal hygiene tools and procedures; She/he applies methods and techniques of working in compliance with safety and hygiene standards. She/he applies the principles, techniques and methods provided by the regulations for cleaning and hygiene of the working environment for catering;

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		planning, organizing and synchronizing work in the kitchen;	She/he applies restaurant planning techniques

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Erasmus+	**RefuSkills: Hairdresser**						
Generic Title of the Unit:	**RefuSkills:** **Vocational competences**						
RefuSkills: Hairdresser SQF Level:	**(if applicable)**						
Total ECVET Points:	**(if applicable)**						
Total ECTS Credits:	**(if applicable)**						
EQF(NQF) Level	**L1**	**L2**	**L3**	**L4**	**L5**	**L6**	**L7**
		x					
Units of Learning Outcomes	**RefuSkills: Hairdresser -U1**	**Hair-and scalp care**					
	RefuSkills: Hairdresser -U2	**Cut hair, design of hairstyles, colouring, bleaching, compliance of hygiene-and health protection**					

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Erasmus+	**RefuSkills: Hairdresser**						RefuSkills
Generic Title of the Unit:	**RefuSkills: U1 - Hair-and scalp care**						
ECVET points:	**(if applicable)**						
ECTS Credits:	**(if applicable)**						
EQF(NQF) Level	**L1**	**L2**	**L3**	**L4**	**L5**	**L6**	**L7**
		x					

Learning outcomes

RefuSkills: Vocational competences – U1-Label of Learning Outcome	Training Module Code	Competence	
		Knowledge	Skills
Hair-and scalp care	U1	Is able to perform hair care and select hair care products for scalp care process	
		She/he knows and evaluates the nature of scalp and hair She/he knows different hair cleanser and hair care products She/he knows methods for cleaning and care of hair and scalp	She/he examines and assesses the condition and nature of scalp and hair She/he proposes measures for treatment She/he chooses hair cleanser and hair products, dosed and inserted them She/he cleans and cares the hair and scalp She/he cleans und cares hair parts and hair replacement

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Erasmus+	**RefuSkills: Hairdresser**						
Generic Title of the Unit:	**RefuSkills: U2 - Cut hair, design of hairstyles, colouring, bleaching, compliance of hygiene- and health protection**						
ECVET points:	**(if applicable)**						
ECTS Credits:	**(if applicable)**						
EQF(NQF) Level	**L1**	**L2**	**L3**	**L4**	**L5**	**L6**	**L7**
		x					

Learning outcomes

RefuSkills: Vocational competences – U2-Label of Learning Outcome	Training Module Code	Competence	
		Knowledge	Skills
2.1 Cut hair, design of hairstyles, colouring, bleaching	U2	Is able to cut hair according to different design of hairstyles, colouring and bleaching hair	
		She/he imagines the planned hairstyle She/he is able to estimate and divide hairlength considering of planned hairstyle She/he knows classic cutting techniques She/he knows preparations for	She/he forms the planned hairstyle considering of hairline, hairquality, grew direction and fall hair She/he estimates and divides hairlength She/he chooses classic cutting techniques and carries out haircuts She/he chooses preparations for

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		support of hairdressing She/he knows design possibilities of hairstyles She/he knows colouring and bleaching techniques She/he knows how to cut and shape beards and treats the skin before and after the shave She/he knows techniques for shave She/he is knows to use scissors, hair clipper devices and hairdryers	support of hairdressing and uses these She/he designes hairstyles through curlers, crimps and papillotier techniques She/he designes hairstyles through blow-dry She/he designes pin-up-hairstyles and imprinted hairstyles She/he uses styling- and finish techniques She/he colours and bleach hair She/he cuts and shapes beards, treats the skin before and after the shave She/he carries out shaves by different techniques She/he uses scissors, hair clipper devices and hairdryers
2.2 compliance of hygiene- and health protection		Is able to comply with hygiene-and health protection	
		She/he knows safety regulations She/he knows health protection measures and cleaning-, disinfection- and care supplies She/he knows the measures of personal hygiene and the application of workwear requirements	She/he cleans, disinfects and maintains tools She/he chooses and uses cleaning-, disinfection- and care supplies She/he carries out personally health protection measures especially skin protection She/he applies customized health protection measures

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Erasmus+	**RefuSkills: Office Worker**						
Generic Title of the Unit:	**RefuSkills:** **Vocational competences**						
RefuSkills: Office Worker SQF Level:	**(if applicable)**						
Total ECVET Points:	**(if applicable)**						
Total ECTS Credits:	**(if applicable)**						
EQF(NQF) Level	**L1**	**L2**	**L3**	**L4**	**L5**	**L6**	**L7**
				x			

Units of Learning Outcomes	**RefuSkills: Office Worker –U 1**	**Business Process**
	RefuSkills: Office Worker – U 2	**Office Organisation**
	RefuSkills: Office Worker – U 3	**Office Process**

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Erasmus+	**RefuSkills: Office Worker**						RefuSkills
Generic Title of the Unit:	**RefuSkills: Vocational competences –U1:**						
ECVET points:	**(if applicable)**						
ECTS Credits:	**(if applicable)**						
EQF(NQF) Level	**L1**	**L2**	**L3**	**L4**	**L5**	**L6**	**L7**
				x			

Learning outcomes

RefuSkills: Vocational competences – U1-Label of Learning Outcome	Training Module Code	Competence	
		Knowledge	Skills
Business Process	U1	Business process, accounting	
		She/he applies cash register rules.	She/he manages a cashier. She/he keeps records for the accounting. She/he keeps documents (receipts, delivering notes, etc.) in a systematic order.

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		She/he applies accounting rules.	She/he issues receipts. She/he examines invoices. She/he writes cost estimations. She/he administrates receipts, slips and supporting documents.

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Erasmus+	**RefuSkills: Office Worker**						
Generic Title of the Unit:	**RefuSkills: Vocational competences –U2:**						
ECVET points:	**(if applicable)**						
ECTS Credits:	**(if applicable)**						
EQF(NQF) Level	**L1**	**L2**	**L3**	**L4**	**L5**	**L6**	**L7**
				x			

Learning outcomes

RefuSkills: Vocational competences – U3-Label of Learning Outcome	Training Module Code	Competence	
		Knowledge	Skills
Office organisation	U2	Organisation of business process and at the workplace	
		She/he applies order processes in the office. She/he is able to apply information management systems.	She/he orders goods and controls consumption. She/he asks for and writes cost estimations. She/he deals with reclamations. She/he uses different information and media channels (e.g. administrative

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			databases, Google office, Sharepoint systems, etc.) She/he uses various information technologies. She/he structures information in a professional way on her/his PC (files, document names, etc.). She/he is able to use relevant IT programmes. She/he processes information. is able to and forward information.
		She/he is able to use a professional time management system.	She/he plans appointments and daily agendas with electronic media. She/he plans activities. She/he controls and improves the office time management.

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Erasmus+	**RefuSkills: Office Worker**						
Generic Title of the Unit:	**RefuSkills: Vocational competences –U3:**						
ECVET points:	**(if applicable)**						
ECTS Credits:	**(if applicable)**						
EQF(NQF) Level	**L1**	**L2**	**L3**	**L4**	**L5**	**L6**	**L7**
				x			

Learning outcomes

RefuSkills: Vocational competences – U6-Label of Learning Outcome	Training Module Code	Competence	
		Knowledge	Skills
Office process	U3	Processes in office and workplace	
		She/he identifies the workflows in the office. She/he applies software for word processing.	She/he keeps records over income and expenses. She/he uses various functions in Word as checking, numbering, tabs, etc. She/he layouts texts in Word. She/he uses various functions to write a business letter.

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			She/he uses Word processing efficiently. She/he creates documents and texts using Words.
		She/he applies Excel.	She/he calculates in Excel. She/he uses various functions of Excel, such as tables, formulas, number format, etc.
		She/he creates a file management system.	She/he uses various file structures. She/he implements an effective file management system.
		She/he applies data security measures.	She/he securely processes external information. She/he implements up-dates, virus protection and firewalls and/or knows who is responsible for doing this in the enterprise. She/he reacts to virus alerts.
		She/he is able to use the phone in a professional way.	She/he uses various online communication forms as for example Skype. She/he can organise a professional phone call (prepare, take notes, work after the call) She/he answers the phone in a correct way and connects phone calls.
		She/he is able to organize meetings and events.	She/he uses Outlook to plan events. She/he coordinates meetings.

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			She/he plans the organisation of events, travels, meetings, etc. She/he invites people to events (via Outlook, Email, etc.) She/he writes reports and notes. She/he books and prepares meeting rooms. She/he welcomes visitors and invites visitors.
		She/he is able to use PowerPoint.	She/he uses PowerPoint to prepare short presentations. She/he uses various functions of PowerPoint (insert pictures, tables, etc.)

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Erasmus+	**RefuSkills: Sales person**						
Generic Title of the Unit:	**RefuSkills: Vocational competences**						
RefuSkills: Sales person SQF Level:	**(if applicable)**						
Total ECVET Points:	**(if applicable)**						
Total ECTS Credits:	**(if applicable)**						
EQF(NQF) Level	**L1**	**L2**	**L3**	**L4**	**L5**	**L6**	**L7**
		x					
Units of Learning Outcomes	**RefuSkills: Sales Person -U1**	**Prospecting, preparation and sale**					
	RefuSkills: Sales Person -U2	**Animation at the sales point & merchandising techniques**					

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Erasmus+	**RefuSkills: Sales Person**						RefuSkills
Generic Title of the Unit:	**RefuSkills: U1 - Prospecting, preparation and sale**						
ECVET points:	**(if applicable)**						
ECTS Credits:	**(if applicable)**						
EQF(NQF) Level	**L1**	**L2**	**L3**	**L4**	**L5**	**L6**	**L7**
		x					

Learning outcomes

RefuSkills: Vocational competences – U1-Label of Learning Outcome	Training Module Code	Competence	
		Knowledge	Skills
Prospecting, preparation and sale	U1	Is able to perform a sale	
		He / she knows how to prospect, prepare and perform a sale He / she knows how to apply costumer approach techniques He / she knows how to present and advise a product / service He / she knows how to argue and object during a sales talk	He / she is able to prepare a customer contact He / she is able to prepare a costumer diagnose He / she is able to identify the customer needs and motivations He / she is able to present the product and / or service referring its benefits

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			He / she is able to apply argumentation techniques He / she is able to meet the customer in an appropriate way He / she is able to close a sale

Erasmus+	**RefuSkills: Sales Person**						
Generic Title of the Unit:	**RefuSkills: U2 - Animation at the sales point & merchandising techniques**						
ECVET points:	**(if applicable)**						
ECTS Credits:	**(if applicable)**						
EQF(NQF) Level	**L1**	**L2**	**L3**	**L4**	**L5**	**L6**	**L7**
		x					

Learning outcomes

RefuSkills: Vocational competences – U2-Label of Learning Outcome	Training Module Code	Competence	
		Knowledge	Skills

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Animation at the sales point & merchandising	U2	Is able to perform a sales point animation and optimize the commercial space	
		He / she knows how to implement a permanent or temporary animation at the sales point	He / she is able to apply animation techniques at the sale point under supervision He / she is able to perform a promotion and animation of the sales point, according to the objectives and company policy business He / she applies promotion and sales point animation techniques, using means and materials appropriate in accordance with products and objectives settled down
		He / she knows replacement techniques	He / she is able to organise the commercial space optimizing the sales He / she is able to expose products optimizing the sales according to the company directives

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Erasmus+	**RefuSkills: WELDER**						
RefuSkills: Welder SQF Level:	**(if applicable)**						
Total ECVET Points:	**(if applicable)**						
Total ECTS Credits:	**(if applicable)**						
EQF(NQF) Level	**L1**	**L2**	**L3**	**L4**	**L5**	**L6**	**L7**
		X					

Units of Learning Outcomes	**RefuSkills: Welder -U1**	**Basic competences**
	RefuSkills: Welder -U2	**Transversal competences**
	RefuSkills: Welder -U3	**Vocational competences**

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Erasmus+	**RefuSkills: Welder**						
Generic Title of the Unit:	**RefuSkills: Basic competences -U1:**						
RefuSkills: Welder SQF Level:	**(if applicable)**						
ECVET points:	**(if applicable)**						
ECTS Credits:	**(if applicable)**						
EQF(NQF) Level	**L1**	**L2**	**L3**	**L4**	**L5**	**L6**	**L7**
		X					

Learning outcomes

RefuSkills: Basic competences -U1-Label of Learning Outcome	Training Module Code U1	Competence	
		Knowledge	Skills
Numerical competences	U1.1	Perform calculations for the welding activity with autonomy.	
		She/he knows basic mathematical operations (sums, subtracting, multiplying and divisions).	She/he performs basic calculations with information taken from the WPS (Welding Procedures Specifications), drawings, tables and graphs. She/he reads data in tables and graphs.

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			She/he selects relevant information for the welding activity, from standards, drawings and WPS. She/he solves math exercises dealing with WPS, tables and graphs.
Literacy competences	U1.2	Perform interpretation of technical drawings including symbols, abbreviations and drawings, as well as WPS, with some level of autonomy.	
		She/he knows the characteristics and specifications of technical drawings. She/he knows about drawing views (e.g. top, side, isometric). She/he knows about WPS structure, contents, and terminology. She/he knows about specific standardised welding symbols.	She/he interprets information contained in a WPS and/or in a technical drawing of a welded construction. She/he interprets symbolic drawings and representation of tools, accessories and equipment. She/he analyses technical drawings, symbols and abbreviations. She/he identifies the location and position of the weld.

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Erasmus+	**RefuSkills: Hairdresser**						
Generic Title of the Unit:	**RefuSkills: Transversal competences–U2:**						
RefuSkills: Welder SQF Level:							
ECVET points:	**(if applicable)**						
ECTS Credits:	**(if applicable)**						
EQF(NQF) Level	**L1**	**L2**	**L3**	**L4**	**L5**	**L6**	**L7**
		x					

Learning outcomes

RefuSkills: Transversal competences –U2-Label of Learning Outcome	Training Module Code U2	Competence	
		Knowledge	Skills
Health and safety competences	U2.1	Prepare the working place according to health and safety regulations and risk accident prevention, with some level of autonomy.	
		She/he knows about occupational health and safety aspects in different welding procedures hazards related to the welding job.	She/he chooses and applies methods to prevent hazards related to welding and ancillary activities in different welding processes.

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		She/he knows about specific risks associated with the welding profession. She/he knows the safety regulations and accident prevention regulations. She/he knows about maintenance of health and safety equipment. She /he knows general issues of environment protection in the welding activity. She/he knows about first aid.	She/he keeps health and safety equipment in suitable conditions. She/he applies health and safety procedures in the workplace, according to the welding work. She/he identifies specific hazards and potential accidents in the profession. She/he explains the reasons to implement health and safety measures and related negative impact of their non-use.
Communication competences	U2.2	Interact with others in order to perform a welding job under supervision.	
		She/he knows about different types of communication (formal vs informal, verbal vs non-verbal). She/he knows when to apply the different communication types.	She/he implements the actions received from verbal and written instructions. She/he interacts with the Welding Coordinator and other welding personnel involved in the welding job.

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Erasmus+	**RefuSkills: Welder**						
Generic Title of the Unit:	**RefuSkills: Vocational competences –U3:**						
RefuSkills: Welder SQF Level:							
ECVET points:	**(if applicable)**						
ECTS Credits:	**(if applicable)**						
EQF(NQF) Level	**L1**	**L2**	**L3**	**L4**	**L5**	**L6**	**L7**
		x					

Learning outcomes

RefuSkills: Vocational competences - U3-Label of Learning Outcome	Training Module Code U3	Competence	
		Knowledge	Skills
Measurement equipment and tools	U3.1	Use measurement and control instruments with autonomy.	
		She/he knows about measurement procedures, and about the applicability of measuring equipment and tools (e.g. dimensions, welding parameters, temperatures).	She/he selects the equipment and tools to do specific measurements. She/he interprets specific unit measurement procedures from information contained in the WPS.

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		She/he knows the importance of using equipment to measure and control welding variables.	She/he uses basic dimensional measuring tools for welds measurement.
Materials	U3.2	Apply welding procedures and technique according to the materials specifications, with some level of autonomy.	
		She/he she knows how to distinguish between different materials and consumables for welding. She/he knows the elementary concepts of weldability of different materials. She/he knows basics of material preparation (e.g. cutting, cleaning) She/he knows the elementary concepts of shielding gases and their properties, especially in connection with safety hazards.	She/he identifies and uses consumables (filler material, shielding gas, other) to perform welding jobs. She/he assesses if the consumables are in adequate condition for use. She/he identifies base materials (ferrous and non-ferrous) for welding. She/he prepares base materials and consumables for the welding job.
Welding and Auxiliary Equipment and its maintenance	U3.3	Use and maintain welding and auxiliary equipment with autonomy.	
		She/he knows technological characteristics of manual tools and equipment used in welding. She/he knows about equipment and tool maintenance requirements.	She/he sets up the welding equipment according to the requirements of the WPS. She/he chooses the tools, welding and auxiliary equipment, according to the performed work.

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			She/he distinguishes the main characteristics of equipment and tools. She/he uses the appropriate tools, welding and other auxiliary equipment, according to the WPS and before, during and after the welding phases. She/he measures pre-heat and interpass temperature, if required. She/he executes the maintenance of welding and auxiliary equipment.
Structures assembly	U3.4	Prepare a welding joint fit-up according to the WPS, with autonomy.	
		She/he knows about manufacturing and assembly of structures with different welding processes.	She/he performs joining preparation according to the WPS requirements. She/he implements fit up tolerances according to the technical drawings and WPS. She/he uses welding assembly techniques for metallic structures.
Welding processes: • **MMA (111)** • **MIG/MAG (131/135)** • **TIG (141)**	U3.5	Perform a welding job according to the WPS, with some level of autonomy.	
		She/he knows the characteristics of at least one fusion welding processes (e.g. MMA, TIG,	She/he executes at least one fusion welding process in a professional environment, based on requirements from EN ISO 9606.

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• **FCAW (136)** • **Gas Welding (311)**		MIG/MAG, FCAW and Gas Welding) and its main welding parameters. She/he knows the purposes of specific processes and their applications on different materials and joints. She/he knows the reasons and basic elements for pre-heating and most common post-welding heat treatment.	She/he adjusts the welding power source and other welding variables. She/he performs pre-heating, if required.
Quality Control and Standards	U3.6	Ensures quality control of own work, respecting instructions and relevant welding standards, with some level of autonomy.	
		She/he knows basic elements and techniques of visual inspection. She/he knows welding imperfections and reasons for them to occur. She/he knows the purpose and procedures of NDT inspection of welds. She/he knows the factors influencing welding quality. She/he is familiar with common	She/he identifies the weld imperfections/defects through simple visual inspection according to instructions. She/he implements quality control activities according to welding standards.

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		welding standards and their purpose.	

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Erasmus+	RefuSkills: waiter/waitress						
Generic Title of the Unit:	**RefuSkills: Vocational competences**						
RefuSkills: Waiter/Waitress SQF Level:	**(if applicable)**						
Total ECVET Points:	**(30)**						
Total ECTS Credits:	**(22,4) 560 hours**						
EQF(NQF) Level	**L1**	**L2**	**L3**	**L4**	**L5**	**L6**	**L7**
				x			
Units of Learning Outcomes	**RefuSkills: Waiter/Waitress-U1**	**Food and beverage service techniques in bar and table.**					
	RefuSkills: Waiter/Waitress-U2	**Drinks and wine service**					
	RefuSkills: Waiter/Waitress-U3	**Safety, hygiene and environmental protection in the hotel industry**					

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	RefuSkills: Waiter/Waitress- U4	**Bar-cafeteria Management and Professional English**					
Erasmus+	**RefuSkills: waiter/waitress**						
Generic Title of the Unit:	**RefuSkills: Vocational competences- U1: Food and beverage service techniques in a bar and serving a table.**						
ECVET points:	**(if applicable)**						
ECTS Credits:	**(2,8) 70 hours**						
EQF(NQF) Level	**L1**	**L2**	**L3**	**L4**	**L5**	**L6**	**L7**
				x			
Learning outcomes							

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RefuSkills: Vocational competences – U1-Label of Learning Outcome	Training Module Code	Competence	
		Knowledge	Skills
Food and beverage service techniques in bar and serving a table.	U1	Competence: To develop food and beverage service processes in bar and serving a table.	

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		- He/she develpes the pre-service process in the bar-cafeteria. - He/she welcomes and attend the customers within the bar-cafeteria. - He/she serves food, drinks and manages tools and accessories accordingly to the service standards. - He/she issues a check or invoice, collect and fire the clients according to the established rules. - He/she carries out post-service operations in the bar-cafeteria in order to prevent possible risks.	- He/she executes the opening process of the premises. - He/she fills in the supply's vouchers. - He/she assembles the central station and review the material and equipment for its implementation. - He/she analyzes the dishes' offers and drinks menu. - He/she communicates with customers fluidly. - He/she applies the means of work defined. - He/she informs about the credit cards that the establishment accepts. - He/she knows the rules regarding storage and replacement, the adequacy of the bar-cafeteria and the completion of the service.

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Erasmus+	**RefuSkills: waiter/waitress**						
Generic Title of the Unit:	**Drinks and wine service**						
ECVET points:	**(if applicable)**						
ECTS Credits:	**(6,8) 170 hours**						
EQF(NQF) Level	**L1**	**L2**	**L3**	**L4**	**L5**	**L6**	**L7**
				X			

Learning outcomes

RefuSkills: Vocational competences – U2-Label of Learning Outcome	Training Module Code	Competence	
		Knowledge	Skill
Drinks and wine service	U2	Competence: To advise about drinks other than wines, prepare t and present them to the customers.	

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		- He/she defines an attractive drinks menu so that it sales will be enhanced. - He/she determines the degree of necessary quality for preparing a drink. - He/she carries out the internal procurement of goods and utensils. - He/she prepares and present beverages other than wines.	- He/she knows the consumer habits and to establish a system of menu's rotation. - He/she identifies characteristics of the product in order to guarantee the quality expected by the client. - He/she follows the work plan established for the proper internal procurement of goods and genre. - He/she learns how to present and prepare all type of beverages.
		Competence: To serve wines and provide basic information about them.	

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		- He/she defines basic wines' menus in order to make them attractive for the client. - He/she carries out the supply of wines of current consumption for the winery. - He/she offers and serves wines according to the service's types and standards. - He/she performs simple tastings of the most significant wines.	- He/she defines the wine list taking into account: supply possibilities, offers, existence, quality / price ratio, establishment's gastronomic offer. - He/she learns the characteristics of the demand and control the existence of wines. - He/she knows the suitability of the wine offer meeting clients' expectations. - He/she becomes acquainted of most suitable characteristics for wine tasting

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ECVET points:	**(if applicable)**						
ECTS Credits:	**(4,4) 110 hours**						
EQF(NQF) Level	**L1**	**L2**	**L3**	**L4**	**L5**	**L6**	**L7**
				X			

Learning outcomes

RefuSkills: Vocational competences – U3-Label of Learning Outcome	Training Module Code	Competence	
		Knowledge	Skills
Preparation and exhibition of meals in the bar-cafeteria.	U3	Competence: To prepare and exhibit basic elaborations of bar-cafeteria's offer	

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Safety, hygiene and environmental protection in the hotel industry		- He/she defines an attractive, balanced and appropriate gastronomic offer. - He/she determines the degree of quality of raw materials. - He/she prepares and presents breakfasts, appetizers, and dishes according to products' definition and basic rules of its preparation. - He/she designs basic foods' decorations.	- He/she defines gastronomic offers taking into account aspects such as: needs, tastes, raw materials, etc. - He/she checks that the product has the level of quality expected by the client and that the economic objectives of the bar-cafeteria are met. - He/she learns basic techniques of food elaboration, responding to characteristics of presentation such as. - He/she learns different techniques and decorative elements that best suit the genre and culinary product.
		Competence: To act under safety, hygiene and environmental protection regulations in the hotel industry	

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		- He/she applies and control the rules of personal hygiene established in the current regulations. - He/she performs the cleaning and control the good condition of equipment, machinery and catering utensils. - He/she conducts and carry out the operations of collection, purification and discharge of the food waste.	- He/she learns how to use the regulatory dress and an optimal state of hygiene and personal hygiene. - He/she knows the established notification procedures in case of illness. - He/she knows and avoid habits, gestures or practices that could project germs. - He/she maintains and control the work areas and facilities of the hotel establishment and in particular the preparation and service of food and beverages. - He/she acts according to the rules of safety, hygiene and health.

Erasmus+	**RefuSkills: waiter/waitress**	
Generic Title of the Unit:	**Bar-cafeteria Management and Professional English**	

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ECVET points:	**(if applicable)**						
ECTS Credits:	**(8,4) 210 hours**						
EQF(NQF) Level	**L1**	**L2**	**L3**	**L4**	**L5**	**L6**	**L7**
				X			

Learning outcomes

RefuSkills: Vocational competences – U4-Label of Learning Outcome	Training Module Code	Competence	
		Knowledge	Skills
Bar-cafeteria management. Professional English for	U4	Competence: Manage the bar-cafeteria	

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restaurant services		- He/she is conscious of management of purchases and supply of the goods that are necessary. - He/she stores the food, beverages and other goods received. - He/she performs the daily closing of production and cash settlement according to the rules and established procedures. - He/she assesses the need for computer resources for the operation of the bar-cafeteria.	- He/she learns how to negotiate with suppliers to get the most advantageous conditions taking into account aspects such as market price, delivery time, qualities, etc. - He/she knows the characteristics of a correct storage of products as well as the documentation derived from the process and the optimal cleaning conditions. - He/she knows the rules regarding daily closing. - He/she co-identifies the management of the different programs that are used in a rational, safe and effective way.
		Competence: To communicate in English with an independent user level, in the catering services.	

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		- He/she understands oral and written information in English in the field of restoration activity.	- He/she knows and understands predictable situations in English such as: greeting and farewell, request for information on the gastronomic offer, provision of food and beverages services, billing, etc. - He/she produces simple oral messages in English in common work's situations. - He/she learns how to extract information from brief and basic documents written in English. - He/she produces or complete in English short and simple written documents.

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