



Technical, Entrepreneurship and Vocational Education and Training Authority (TEVETA)

HOUSEKEEPING TRADE TEST LEVEL I

Record of Practical Assessment

Learner`s Name:_____

Learner`s NRC no.:_____

Learner`s TEVETA No.:_____

Institution Name:_____

Institution TVA No.:_____

Assessment Period:_____

PREFACE

The Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA) is an institution created under the Technical Education, Vocational and Entrepreneurship Training Act Number 13 of 1998, as amended by the Technical Education, Vocational and Entrepreneurship Training (Amendment) Act Number 11 of 2005.

The Act among other things provides that TEVETA shall:

- (a) regulate and conduct national examinations and assessments relating to technical education, vocational and entrepreneurship training;
- (b) charge and collect fees in respect of examinations, assessments and other services provided by the Authority;
- (c) award certificates to persons who succeed in examinations and assessments undertaken under this Act
- (d) do all such things connected with or incidental to the functions of the Authority under this Act.

Through this mandate, the Assessment and Qualifications Division of TEVETA has developed Practical Assessment Tool Kits to enable learners achieve the competences that are congruent with the demand of the workplace tasks. These tool kits in part are also intended to ensure that similar conditions under which all students in TEVET are assessed and examined apply wherever the course is undertaken in Zambia.

The Trainers shall work with the Learners to collect evidence of competence, using the benchmarks provided by the unit standards. During the year, the Learners shall be required to undertake a series of practical assessment tasks. It is the sum of all these assessments tasks that deems a Learner to be competent (or not).

This approach to assessment is not a one-off event but one that gives learners many opportunities to demonstrate skill and allow for the capturing and recording of these demonstrations.

For the Learner to be deemed competent, they must demonstrate competency in every aspect of the practical tasks being undertaken. It must however be understood by the Trainer that Competency does not mean expert. It means that the candidate has attained sufficient skill and knowledge to perform the activity or service to a degree and quality that is acceptable to the industry and the customer in a time within which a competent person at the level could reasonably be expected to perform the task.

While this will be undertaken at institutional level, it is therefore envisaged that the Assessment principles of VALIDITY, RELIABILITY, FAIRENESS and FLEXIBILITY shall at all times be adhered to.

Pre-Assessment

Assessment process explained to the Trainee (✓ if Yes).	☐
Any appeal relating to the outcome of the assessment or the way in which the assessment was conducted shall be made through the TEVETA <u>fair treatment policy</u> as explained to the Trainee (✓ if Yes).	☐

Learner/Trainee Learner/Trainee name: (Print) Learner/Trainee comments:	Assessor/Examiner Assessor/Examiner name: (Print) Assessor/Examiner comments:
I fully understand the assessment and appeals process.	Theory assessment sighted and checked as satisfactory. ☐
Signature: Date:	Signature: Date:

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TASK 1: SAFETY

No	Activity						
		Satisfactory			Not Satisfactory		
		1	2	3	1	2	3
During observation of work activities, the candidate demonstrated that they can:							
	(a) Observe safety precautions/procedures. This should include: ☐ Wearing of safety attire, i.e. white dust coat, yellow rubber gloves and soft gloves, and flat closed leather shoes). ☐ Connecting power cables to the equipment's correctly ☐ Checking the equipment are in good condition ☐ Handle equipment and tools with care ☐ Reporting fault equipment to the relevant people	☐	☐	☐	☐	☐	☐
	(b) Prepare required cleaning agents. This should include: ☐ Windolene ☐ Domestos ☐ Vacuum shampoo ☐ Floor cleaners ☐ Swimming pool ☐ Laundry detergent	☐	☐	☐	☐	☐	☐
	(c) Prepare the required tools/equipment. This should include: ☐ Vacuum cleaner ☐ Polishing machine ☐ Broom ☐ Mop ☐ Pressing iron/pressing machine ☐ Room attendant's caddy/trolley	☐	☐	☐	☐	☐	☐

Examiner's comments:

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Examiner Name/Sign:

Learner's Name/sign:

Date:

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TASK 2: PERSONAL HYGIENIE

No	Activity	Satisfactory			Not Satisfactory		
		1	2	3	1	2	3
During observation of work activities, the candidate demonstrated that they can:							
	Practice personal Hygiene. This should include: ☐ Wearing a clean housekeeping uniform ☐ Wearing well-polished flat closed black shoes ☐ Combing and tying the hair neatly ☐ Bathing every day/regularly ☐ Cutting fingernail short and keeping them clean ☐ Regular brushing of teeth ☐ Wearing mild make –up ☐ Using anti-per spirant and deodorants	☐	☐	☐	☐	☐	☐

Examiner`s comments:

Signed:**Examiner Name/Sign:****Learner`s Name/sign:****Date:****Date:**

TASK 3:CLEANING OF THE OFFICE

	Activity						
		Satisfactory			Not Satisfactory		
		1	2	3	1	2	3
During observation of work activities, the candidate demonstrated that they can:							
	(a)Arrange tools and equipment. This should include: ☐ Bucket ☐ Feather wash ☐ Broom ☐ Mop ☐ Mutton cloth ☐ Shining brush	☐	☐	☐	☐	☐	☐
	(b)Arrange cleaning agents. This should include: ☐ Mr. mini ☐ Cobra/tile cobra ☐ Air freshener ☐ Carpet shampoo/detergent	☐	☐	☐	☐	☐	☐
	Cleaning the office: This should include: ☐ Sweeping ☐ Moping ☐ Shining ☐ dusting	☐	☐	☐	☐	☐	☐

Examiner`s comments:

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Examiner Name/Sign:

Learner`s Name/sign:

Date:

Date

TASK 4: CLEANING CERAMIC TILES

	Activity						
		Satisfactory			Not Satisfactory		
		1	2	3	1	2	3
During observation of work activities, the candidate demonstrated that they can:							
	(a) Arrange tools and equipment. This should include: ☐ Broom ☐ Mop ☐ Scrubbing brush/scrubbing machine ☐ Bucket	☐	☐	☐	☐	☐	☐
	(b) Arranging cleaning agents. This should include: ☐ Detergent ☐ Bicarbonate of soda Cobra/tile cobra	☐	☐	☐	☐	☐	☐
	(c) Cleaning the tiles: This should include: ☐ sweeping ☐ Scrubbing ☐ Wiping ☐ shining	☐	☐	☐	☐	☐	☐

Examiner's comments:

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	5.3 Remove the vegetable stain on white linen. (a)Arranging of tools and equipment. This should include: ☐ Washing basin/dish ☐ Pegs ☐ Liner/tumble drier machine ☐ Bucket ☐ Pressing iron ☐ Iron board/table (b)Arranging of cleaning agents ☐ Detergent paste/powder ☐ Warm Water ☐ Stay soft ☐ White vinegar ☐ Liquid hand detergent (c)Removing the vegetable stain on white linen. This should include: ☐ Washing ☐ Drying ☐ Pressing	☐	☐	☐	☐	☐	☐
	5.4 Remove the dye stain on white linen. (a)Arranging of tools and equipment ☐ Washing basin/dish ☐ Pegs ☐ Liner/tumble drier machine ☐ Bucket ☐ Pressing iron ☐ Iron board/table	☐	☐	☐	☐	☐	☐
	(b)Arranging of cleaning agents. This should include ☐ Detergent paste/powder ☐ Warm Water ☐ Stay soft ☐ White vinegar ☐ Liquid hand detergent ☐ Jik ☐ Chlorine solution/beach	☐	☐	☐	☐	☐	☐
	(c)Removing of the dye stain on white linen. This should include: ☐ Washing ☐ Drying ☐ Pressing	☐	☐	☐	☐	☐	☐

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	Clean the bathroom. (a) Arrange tools and equipment. This should include: ☐ Rubber gloves ☐ Scrubbing brush ☐ Mop ☐ Mutton cloth ☐ Broom	☐	☐	☐	☐	☐	☐
	(b) Arranging of cleaning agents. This should include: ☐ Domestos/Harpic ☐ Handy handy ☐ Mr mini/windolene/Mr muscle ☐ Detergent ☐ Glass cleaner	☐	☐	☐	☐	☐	☐
	(c) Arranging of the bathroom amenities ☐ Soap Shampoo/hair conditioner ☐ Bathroom towel	☐	☐	☐	☐	☐	☐
	(d) Cleaning of the bathroom. This should include ☐ soaking ☐ Scrubbing ☐ wiping	☐	☐	☐	☐	☐	☐
	Clean the toilet. This should include: (a) Arranging of tools and equipment. This should include ☐ Toilet brush ☐ Toilet brush holder ☐ Mop ☐ Broom ☐ Rubber gloves ☐ Mutton cloth	☐	☐	☐	☐	☐	☐
	(b) Arranging of cleaning agents ☐ Harpic ☐ Domestos ☐ chlorine powder ☐ spirit of salt ☐ All multi –purpose cleaner	☐	☐	☐	☐	☐	☐

	(a) Cleaning of the toilet. This should include ☐ soaking ☐ Scrubbing ☐ Wiping	☐	☐	☐	☐	☐	☐

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Learner`s Name/sign:

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Date:

TASK 8: CLEANING OF UNOCCUPIED ROOM

	Activity						
		Satisfactory			Not Satisfactory		
		1	2	3	1	2	3
During observation of work activities, the candidate demonstrated that they can:							
	(a) Arrange tools and equipment. This should include: ☐ feather dust ☐ mop/squeegee ☐ broom ☐ shining brush/shinning machine ☐ bucket	☐	☐	☐	☐	☐	☐
	(b) Arrange cleaning agents. This should include: ☐ cobra ☐ detergent ☐ air freshener ☐ Mr min	☐	☐	☐	☐	☐	☐
	(c) Cleaning of unoccupied room. This should include: ☐ Sweeping ☐ Mopping ☐ dusting	☐	☐	☐	☐	☐	☐

Examiner's comments:

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Date:**Date:**

TASK 9: WASHING OF BED SHEETS AND PILLOW CASES/SLIPS

	Activity						
		Satisfactory			Not Satisfactory		
		1	2	3	1	2	3
During observation of work activities, the candidate demonstrated that they can:							
	(a)Arrange tools and equipment. This should include: ☐ Bucket/basin ☐ Pegs ☐ Pressing iron	☐	☐	☐	☐	☐	☐
	(b)Arrange cleaning agents. This should include: ☐ Detergent paste/powder ☐ Stay soft ☐ Jik	☐	☐	☐	☐	☐	☐
	(c)Washing of bed sheets and pillow cases/slips. This should include: ☐ Washing ☐ Drying ☐ Packing	☐	☐	☐	☐	☐	☐

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Learner`s Name/sign:

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TASK 10: WASHING OF DIFFERENT FABRICS

	Activity						
		Satisfactory			Not Satisfactory		
		1	2	3	1	2	3
During observation of work activities, the candidates demonstrated that they can:							
	(a) Arrange tools and equipment. This should include: ☐ Washing machine ☐ Liner/Tumble drier machine ☐ Pressing iron ☐ Pegs ☐ Linen/garments ☐ Bucket ☐ Washing basin	☐	☐	☐	☐	☐	☐
	(a) Arrange cleaning agents. This should include: ☐ Detergent (paste/powder) ☐ Stay soft ☐ Jik ☐ Stain remover	☐	☐	☐	☐	☐	☐
	(b) Washing of different fabrics. This should include: ☐ Washing ☐ Drying ☐ Packing	☐	☐	☐	☐	☐	☐

Examiner's comments:

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TASK 11: CLEANING OF THE PUBLIC AREAS

	Activity						
		Satisfactory			Not Satisfactory		
		1	2	3	1	2	3
During observation of work activities, the candidate demonstrated that they can:							
	(a) Arrange the cleaning tools and equipment. This should include: ☐ Mop/squeegee ☐ Bucket ☐ Broom ☐ Shining brush/polishing machine ☐ Feather dust ☐ Cleaning rugs ☐ Rubber gloves	☐	☐	☐	☐	☐	☐
	(b) Arrange the cleaning agents. This should include: ☐ Detergent ☐ Cobra/tile cobra ☐ Air freshener ☐ Floor cleaner	☐	☐	☐	☐	☐	☐
	(c) Cleaning of the public areas. This should include: ☐ Sweeping ☐ Vacuum cleaning ☐ Mopping ☐ dusting	☐	☐	☐	☐	☐	☐

Examiner`s comments:

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Learner`s Name/sign:

Date:

Date:

TASK 12: IRONING/PRESSING LINEN AND GARMENT

	Activity	Satisfactory			Not Satisfactory		
		1	2	3	1	2	3
During observation of work activities, the candidate demonstrated that they can:							
	(a)Arrange the tools and equipment. ☐ machine/roller/calendar ☐ Pressing Iron ☐ Ironing board ☐ Hangers ☐ Laundry basket Ironing ☐ Arranging of linen/garments ☐ Bed sheets ☐ Pillow cases/slips ☐ Table linen/seat covers/napkin ☐ Suits (male/female) ☐ Skirts ☐ Dresses ☐ Shirts ☐ Trousers etc.	☐	☐	☐	☐	☐	☐
	(b)Ironing of the linen/garment. this should include ☐ Ironing/pressing ☐ Folding ☐ Packing/hanging	☐	☐	☐	☐	☐	☐

Examiner`s comments:

Signed:**Examiner Name/Sign:****Learner`s Name/sign:****Date:****Date**

TASK 13: DRY CLEANING OF DIFFERENT LINEN /GARMENTS

	Activity						
		Satisfactory			Not Satisfactory		
		1	2	3	1	2	3
During observation of work activities, the candidate demonstrated that they can:							
	Arrange the tools and equipment. This should include ☐ Washing machine ☐ Liner/ tumble Dryer machine ☐ Pressing machine/iron ☐ Garments ☐ Linen ☐ Laundry basket ☐ Hangers ☐ Spotting machine	☐	☐	☐	☐	☐	☐
	(c)Arrange cleaning agents. This should include: ☐ Perchloroethylene(perch) ☐ Jik ☐ Stay soft ☐ Solvent	☐	☐	☐	☐	☐	☐
	(c)Dry cleaning of fabrics. This should include: ☐ Cleaning following housekeeping standards	☐	☐	☐	☐	☐	☐

Signed:**Examiner Name/Sign:****Learner's Name/sign:****Date:****Date**

TASK 14: WASHING OF CARPETS AND RUGS/MATS

	Activity						
		Satisfactory			Not Satisfactory		
		1	2	3	1	2	3
During observation of work activities, the candidates demonstrated that they can:							
	(a)Arrange the tools and equipment. This should include ☐ Vacuum cleaner ☐ Washing basin ☐ Scrubbing brush ☐ Liner	☐	☐	☐	☐	☐	☐
	(b)Arrange the cleaning agents. This should include: ☐ Carpet shampoo ☐ Water ☐ Detergent (paste/powder) ☐ Stain remover ☐ Dry form carpet cleaning	☐	☐	☐	☐	☐	☐
	(c)Wash the carpet and rugs/mats. This should include: ☐ Vacuum cleaning ☐ scrubbing	☐	☐	☐	☐	☐	☐

Examiner`s comments:

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Learner's Name/sign:

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Date:

TASK 16: SETTING UP THE BANQUET/CONFERENCE/FUNCTION HALL

	Activity						
		Satisfactory			Not satisfactory		
		1	2	3	1	2	3
During observation of work activities, the candidate demonstrated that they can:							
	(a) Arrange tools and equipment. This should include: ☐ Banquet tables ☐ Banquet chairs ☐ Table linen/seat covers ☐ Music/sound system ☐ Projector/microphone/ ☐ Pens/writing pads ☐ Flower arrangements	☐	☐	☐	☐	☐	☐
	(b) Setting up the banquet hall. This should include: ☐ Setting up the chairs/tables ☐ Covering the seats/tables with the linen	☐	☐	☐	☐	☐	☐

Examiner's comments:

Signed:**Examiner Name/Sign:****Learner's Name/sign:****Date:****Date:**

TASK 17: CARRYING OUT VALET SERVICES

	Activity						
		Satisfactory			Not Satisfactory		
		1	2	3	1	2	3
During observation of work activities, the candidate demonstrated that they can:							
	(a) Arrange tools and equipment. This should include ☐ Laundry basket ☐ Laundry bags ☐ Laundry trolley ☐ Shoe brush ☐ Cleaning rugs ☐ Washing basin/bucket ☐ Pressing iron ☐ Hangers	☐	☐	☐	☐	☐	☐
	(b) Arrange cleaning agents. ☐ Shoe polish ☐ Detergent	☐	☐	☐	☐	☐	☐
	(c) Washing of guest garments and Polishing of guest's shoes. This should include ☐ Washing ☐ Ironing ☐ Polishing shoes	☐	☐	☐	☐	☐	☐

Examiner's comments:

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Examiner Name/Sign:

Learner's Name/sign:

Date:

Date:

TASK 18: SETTING OF FLOWER ARRANGEMENT IN GUEST ROOM

	Activity						
		Satisfactory			Not Satisfactory		
		1	2	3	1	2	3
During observation of work activities, the candidate demonstrated that they can:							
	Set flower arrangements. This should include: ☐ Collecting of flower arrangements ☐ Setting of flower arrangements	☐	☐	☐	☐	☐	☐

Examiner's comments:

Signed:**Examiner Name/Sign:****Learner's Name/sign:**

Date:**Date:**

TASK 19: MAKING DIFFERENT FLOWER ARRANGEMENT

No	Activity	Satisfactory			Not Satisfactory		
		1	2	3	1	2	3
	During observation of work activities, the candidate demonstrated that they can:						
	(a)Arrange the required tools. This should include ☐ Flower baskets ☐ Flower vase ☐ Plastic/silver plates ☐ Centre pieces/mirror	☐	☐	☐	☐	☐	☐
	(b)Arrange fresh rose flowers. This should include: ☐ Organising the required flowers and its accompaniments						
	(c)Making of flower arrangements. This should include: ☐ collecting flower ☐ making up different flower arrangement						

Examiner`s comments:

Signed:**Examiner Name/Sign:****Learner`s Name/sign:****Date:****Date:**

TASK 20: CARRYING OUT ROOM INSPECTIONS

	Activity						
		Satisfactory			Not Satisfactory		
		1	2	3	1	2	3
During observation of work activities, the candidate demonstrated that they can:							
	(a)Inspect the room. This should include ☐ Organizing the required items ☐ Noting down of rooms to be inspected	☐	☐	☐	☐	☐	☐
	(b)Inspecting of rooms. This should include ☐ Collecting of room inspection check list ☐ Inspecting the rooms	☐	☐	☐	☐	☐	☐

Examiner's comments:

Signed:**Examiner Name/Sign:****Learner's Name/sign:**

Date:**Date:**

TASK 21: PROVIDING FIRST AID SERVICES TO THE GUEST AND STAFFS

	Activity						
		Satisfactory			Not Satisfactory		
		1	2	3	1	2	3
During observation of work activities, the candidate demonstrated that they can:							
	(a) Arrange tools and equipment. This should include: ☐ The first aid kit ☐ The screening room/place	☐	☐	☐	☐	☐	☐
	(c) Carrying out first aid. this should include: ☐ Provide air ways ☐ Check the breathing rates ☐ Check for blood circulation ☐ Provide appropriate first aid	☐	☐	☐	☐	☐	☐

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Examiner`s comments:

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Learner`s Name/sign:

Date:

Date:

TASK 23: HANDLING OF LOST BUT FOUND GUEST ITEMS

	Activity						
		Satisfactory			Not Satisfactory		
		1	2	3	1	2	3
During observation of work activities, the candidate demonstrated that they can:							
	(a) Organize the required items. This should include: ☐ Pen ☐ Lost but found log book ☐ Furniture-i.e., table/chair etc.	☐	☐	☐	☐	☐	☐
	(b) Handling of lost but found items. This should include: ☐ Recording of lost but found items ☐ Keeping of lost but found items ☐ Issuing of lost but found items	☐	☐	☐	☐	☐	☐

Signed:**Examiner Name/Sign:****Learner's Name/sign:****Date:****Date**

TASK 24: CARRYING OUT HOUSEKEEPING INVENTORY

	Activity						
		Satisfactory			Not Satisfactory		
		1	2	3	1	2	3
During observation of work activities, the candidate demonstrated that they can:							
	(a)Organise the inventory process. This should include: ☐ Preparing of the housekeeping sections,e.g the storerooms/workshops, offices etc. ☐ Arranging of items	☐	☐	☐	☐	☐	☐
	(b)Carrying out the inventory. This should ☐ Counting of items ☐ Recording	☐	☐	☐	☐	☐	☐

Examiner`s comments:

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Examiner Name/Sign:

Learner`s Name/sign:

Date:

Date

TASK 25: MAKING BASIC WESTERN DECORATIONS

	Activity						
		Satisfactory			Not satisfactory		
		1	2	3	1	2	3
During observation of work activities, the candidate demonstrated that they can:							
	(a) Make basic western decorations. This should include: ☐ Preparing of the venue. ☐ Cleaning up of the venue ☐ Organizing and arranging the required flowers ☐ Arranging of the required linen/materials and other necessary items	☐	☐	☐	☐	☐	☐
	(b) Decorating of the venue/area. This should include: ☐ Setting up of tables/chairs ☐ Covering of chairs/tables with linen ☐ Putting of flower arrangements in appropriate places	☐	☐	☐	☐	☐	☐

Examiner's comments:

Signed:**Examiner Name/Sign:****Learner's Name/sign:****Date:****Date:**

TASK 26: MAKING BASIC TRADITIONAL ZAMBIAN DECORATION

	Activity						
		Satisfactory			Not satisfactory		
		1	2	3	1	2	3
During observation of work activities, the candidate demonstrated that they can:							
	(a) Prepare the venue. This should include: ☐ Organizing and arranging of the required items ☐ Preparation of the place/area/hall	☐	☐	☐	☐	☐	☐
	(b) Decorate the venue. This should include: ☐ Setting up chairs/tables ☐ Covering of chairs/tables with Zambian linen (chitenge materials) ☐ Putting of traditional flowers	☐	☐	☐	☐	☐	☐

Examiner`s comments:

Signed:**Examiner Name/Sign:****Learner`s Name/sign:**

Date:**Date:**

TASK 27: USING OF FIRE EXTINGUISHERS

	Activity	Satisfactory			Not Satisfactory		
		1	2	3	1	2	3
During observation of work activities, the candidate demonstrated that they can:							
	(a) Prepare the fire extinguishers. This should include ☐ Arranging of the fire extinguishers ☐ Testing of the extinguishers	☐	☐	☐	☐	☐	☐
	(b) Using of fire extinguishers. This should include: ☐ Test the fire extinguisher ☐ Opening the fire extinguisher ☐ Spraying the content of the fire extinguisher	☐	☐	☐	☐	☐	☐

Examiner's comments:

Signed:

Examiner Name/Sign:

Learner's Name/sign:

Date:

Date:

TASK 28: CLEANING OF EQUIPMENT/TOOLS (FRIDGE,VACUUM CLEANERS,MOPS,STOVE,BINS ETC)

	Activity	Satisfactory			Not Satisfactory		
		1	2	3	1	2	3
During observation of work activities, the candidate demonstrated that they can:							
	(a) Arrange the cleaning tools/materials. This should include: ☐ Mutton cloth ☐ Sponge ☐ Rubber gloves ☐ Steel wool ☐ Cleaning rugs	☐	☐	☐	☐	☐	☐
	(b) Arrange cleaning agents. This should include: ☐ Detergent ☐ Bicarbonate of soda ☐ Oven cleaner ☐ Handy handy ☐ Ajax/vim ☐ Multi-purpose cleaner/chlorine powder ☐ Degreaser ☐ Cleaning of equipment/tools	☐	☐	☐	☐	☐	☐

Examiner`s comments:

Signed:

Examiner Name/Sign:

Learner`s Name/sign:

Date:

Date:

TASK 29: SUPERVISING ROOM ATTENDANTS

	Activity	Satisfactory			Not Satisfactory		
		1	2	3	1	2	3
During observation of work activities, the candidate demonstrated that they can:							
	(a)Organise the required items. This should include: ☐ Room amenities ☐ Beddings/bed linen ☐ Cleaning agents ☐ Cleaning tools/equipment	☐	☐	☐	☐	☐	☐
	(b)Issuing of the required items. This should include: ☐ Room amenities ☐ Beddings/bed linen ☐ Cleaning agents ☐ Cleaning tools/equipment	☐	☐	☐	☐	☐	☐
	(c) Supervising of room attendants. This should include: ☐ Briefing room attendants ☐ Room allocation ☐ Inspecting rooms ☐ Noting down of errors ☐ Issuing instructions to correct errors	☐	☐	☐	☐	☐	☐

Examiner`s comments:

Signed:

Examiner Name/Sign:

Learner`s Name/sign:

Date:

Date:

TASK 30: CONDUCTING FIRE DRILLS

	Activity						
		Satisfactory			Not Satisfactory		
		1	2	3	1	2	3
During observation of work activities, the candidate demonstrated that they can:							
	(a) Prepare fire fighting system/fire alarm. This should include: ☐ Prior- testing of the fire alarm ☐ Preparing the fire assembly point ☐ Notifying of the occupants by alerting them ☐ Issuing of prior instructions	☐	☐	☐	☐	☐	☐
	(b) Conduct the fire drill. This should include: ☐ Alerting of the occupants the sounding the fire alarm system ☐ Evacuation of occupants from the building ☐ Assembling of occupants at the fire assembly point.	☐	☐	☐	☐	☐	☐

Examiner`s comments:

Signed:

Examiner Name/Sign:

Learner`s Name/sign:

Date:

Date:

SUMMARYFINAL PRACTICAL ASSESSMENT SUMMARY

Practical assessment summary	Satisfactory	Not Satisfactory
1.SAFETY	☐	☐
2.PERSONAL HYGIENE	☐	☐
3.CLEANING OF THE OFFICE	☐	☐
4.CLEANING OF THE CERAMIC TILES	☐	☐
5.REMOVING FRESH STAINS	☐	☐
6.CLEANING OF CHECK OUT ROOM	☐	☐
7.CLEANING OF AN OCCUPIED ROOM	☐	☐
8.CLEANING OF UNOCCUPIED ROOM	☐	☐
9.WASHING OF BED SHEETS AND PILLOW CASES/SLIPS	☐	☐
10.WASHING OF DIFFERENT FABRICS	☐	☐
11.CLEANING OF THE PUBLIC AREAS	☐	☐
12.IRONING/PRESSING OF LINEN AND GARMENTS	☐	☐
13.DRY CLEANING OF DIFFERENT GARMENTS/LINEN	☐	☐
14.WASHING OF CARPETS AND RUGS/MATS	☐	☐
15.CARRY OUT GENERAL CLEANING	☐	☐
16.SETTING UP THE BANQUET	☐	☐

17.CARRY OUT VALET SERBVICES	☐	☐
18.SETTING OF FLOWER ARRANGEMENT	☐	☐
19.MAKING OF DIFFERENT FLOWER ARRANGEMENT	☐	☐
20.CARRYING OUT ROOM INSPECTION	☐	☐
21.PROVIDING FIRST AID SERVICES	☐	☐
22.RECEIVING,STORING AND ISSUING AMENITIES	☐	☐
23.HANDLING OF LOST BUT FOUND GUEST ITEMS	☐	☐
24.CARRYING OUT IVENTORY	☐	☐
25.MAKING BASIC WESTERN DECORATIONS	☐	☐
26.MAKING BASIC ZAMBIAN TRADITIONAL DECORATION	☐	☐
27.USING OF FIRE EXTINGUISHERS	☐	☐
28.CLEANING OF EQUIPMENT/TOOLS	☐	☐
29.SUPERVISING ROOM ATTENDANTS	☐	☐
30.CONDUCTING FIRE DRILLS	☐	☐

Assessor/Examiners comments:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

ASSESSMENT OUTCOME

Competent ☐

Not Competent ☐

Learner/Trainee	Assessor/Examiner
Learner/Trainee name: _____ (Print)	Assessor/Examiner name: _____ (Print)
Learner/Trainee comments:	Assessor/Examiner comments:
Signature: _____ Date: _____	Signature: _____ Date: _____

VALIDATION OF THE ASSESSMENT

NAME:.....

DATE:.....

POSITION: PRINCIPAL/HEAD OF INSTITUTION

SIGNATURE:.....

NAME INSTITUTION:.....

STAMP:



