



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

HOUSEKEEPING TRADE TEST LEVEL III

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:

Signed:

Examiner Name/Sign:

Learner's Name/sign:

Date:

Date:

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:

Signed:

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:

Signed:

Examiner Name/Sign:

Learner's Name/sign:

Date:

Date:

TASK 5: REMOVING FRESH STAIN

	Activity						
		Satisfactory			Not satisfactory		
		1	2	3	1	2	3
During observation of work activities, the candidate demonstrated that they can:							
	5.1 Remove a grease stain on white linen. (a)Arranging of tools and equipment. This should include: ☐ Washing basin/bucket ☐ Pressing/pegs ☐ Pressing iron/pressing machine	☐	☐	☐	☐	☐	☐
	(b)Arranging of cleaning agents. This should include: ☐ Detergent ☐ White vinegar ☐ Stay soft	☐	☐	☐	☐	☐	☐
	(c)Removing of a grease stain on white linen. This should include ☐ Washing ☐ Drying ☐ Pressing/ironing	☐	☐	☐	☐	☐	☐
	5.2 Remove Blood 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 ☐ Water ☐ Stay soft	☐	☐	☐	☐	☐	☐

	(c)Removing of a blood stain on white linen. This should include: ☐ Washing ☐ Drying ☐ Pressing	☐	☐	☐	☐	☐	☐
	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	☐	☐	☐	☐	☐	☐

Examiner's comments:

Signed: Examiner Name/Sign: _____

Learner's Name/sign: _____

Date:

Date:

TASK 6: CLEANING OF A CHECK OUT ROOM

	Activity						
		Satisfactory			Not satisfactory		
		1	2	3	1	2	3
During observation of work activities, the candidate demonstrated that they can:							
	Clean a check-out room. This includes: (a) Arranging of tools and equipment. : ☐ Broom ☐ Mop ☐ Shining brush/shining machine ☐ Dust pan ☐ Vacuum cleaner ☐ Mutton cloth	☐	☐	☐	☐	☐	☐
	(b) Arranging of the cleaning agents ☐ Detergent ☐ Cobra/tile cobra ☐ Mr mini/Mr muscle ☐ Air freshener	☐	☐	☐	☐	☐	☐
	(c)Cleaning the room. This should include ☐ Sweeping ☐ Moping/dusting ☐ shining:						
	Make a bed. This should include: (a) Arranging of beddings ☐ Blankets ☐ Bed sheets ☐ Standard pillow covers/slips ☐ Continental pillow covers/slips ☐ Frills ☐ Standard pillows ☐ Continental pillows ☐ Bed spread ☐ Duvet ☐ Thrills	☐	☐	☐	☐	☐	☐

	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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Examiner`s comments:

Signed:

Examiner Name/Sign:

Learner`s Name/sign:

Date:

Date:

TASK 7: CLEANING OF AN OCCUPIED 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: ☐ Mop ☐ Broom ☐ Vacuum cleaner –depending on the type of the floor ☐ Feather dust/wash ☐ Bucket/basin ☐ Room attendant caddy/trolley ☐ Shining brush/shining machine ☐ Dust pan ☐ Cobweb remover ☐ Cloth rugs/rubber gloves	☐	☐	☐	☐	☐	☐
	(b) Arrange cleaning agents. This should include: ☐ Warm water ☐ Detergent ☐ Domestos/chlorine powder/Harpic ☐ Windolene	☐	☐	☐	☐	☐	☐
	(C) Arrange room amenities. This should include: (e) Soap (f) Shampoo/hair conditioner (g) Bathroom towel	☐	☐	☐	☐	☐	☐
	(d) Cleaning of the room. This should include ☐ Sweeping ☐ Mopping ☐ Dusting	☐	☐	☐	☐	☐	☐

Examiner's comments:

Signed:

Examiner Name/Sign:

Learner's Name/sign:

Date:

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:

Signed:

Examiner Name/Sign:

Learner's Name/sign:

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	☐	☐	☐	☐	☐	☐

Examiner's comments:

Signed:

Examiner Name/Sign:

Learner's Name/sign:

Date:

Date:

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:

Signed:

Examiner Name/Sign:

Learner`s Name/sign:

Date:

Date

FINAL 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	☐	☐

Assessor/Examiners comments:

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:

