

Curriculum on House Keeping

(For Non-Formal Vocational Education)

Level Prevoc-2

লাইব্রেরী

উপানুষ্ঠানিক শিক্ষা ব্যুরো
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
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Equivalence Non-Formal Vocational Education
Curriculum Development Project
Bureau of Non-Formal Education
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উপানুষ্ঠানিক শিক্ষা ব্যুরো
গ্রন্থাগার
সংযোজন নং ৪৪২৭
তারিখ

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NATIONAL COMPETENCY STANDARDS

For

House Keeping

(Domestic)

(NTVQF Prevocational Qualification Level 2)

Informal Sector Industry Skills Council

Bangladesh

BANGLADESH TECHNICAL EDUCATION BOARD

December, 2013


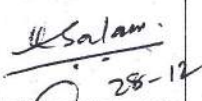

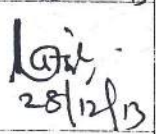
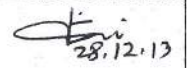
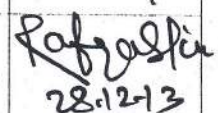
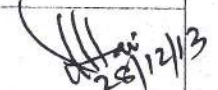
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Bangladesh Technical Education Board
Standard Curriculum Development Committee
National Competency Standard
for

House Keeping Level Pre-Voc-2
Meeting held on 28-12-2013

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7.	Md. Shahdat Hossain	Curriculum Specialist, BTEB 01558439769	Member		

National Technical and Vocational Qualification Framework (NTVQF) for Bangladesh

House Keeping: Pre-voc 2

Course Structure

SL.No	Unit Code and Title		UoC Level	Hours
GENERIC – Compulsory (4 UoCs required)				180
1.	GNPV2001A1	Apply Basic Mathematics	Pre-voc 2	40
2.	GNPV2002A1	Identify Occupational Safety and Health (OSH) Practice in the Workplace	Pre-voc 2	20
3.	GNPV2003A1	Apply Basic English	Pre-voc 2	60
4.	GNPV2004A1	Apply Basic Bangla	Pre-voc 2	60
SECTOR SPECIFIC– Compulsory (1 UoCs required)				30
5.	INFSSPV2005A1	Use Housekeeping Tools & Equipment	Pre-voc 2	30
OCCUPATION SPECIFIC – Compulsory (5 UoCs required)				150
6.	HKPV2006A1	Apply basic cleaning principle to perform cleaning task	Pre-voc 2	20
7	HKPV2007A1	Clean and maintain bedrooms and living areas	Pre-voc 2	40
8	HKPV2008A1	Clean and maintain bathrooms and toilet	Pre-voc 2	30
9	HKPV2009A1	Wash cloths, linen and fabrics	Pre-voc 2	20
10	HKPV2010A1	Iron and store Laundered items	Pre-voc 2	20
11	HKPV2011A1	Clean and operate basic household equipment	Pre-voc 2	20
Total Hours				360

Bangladesh NTVQF with Job Classification

NTVQF Levels	Education Sector			Job Classification
	Pre-Vocation Education	Vocational Education	Technical Education	
NTVQF 6			Diploma in engineering or equivalent	Middle Level Manager /Sub Assistant Engr. etc.
NTVQF 5		National Skill Certificate 5 (NSC 5)		Highly Skilled Worker / Supervisor
NTVQF 4		National Skill Certificate 4 (NSC 4)		Skilled Worker
NTVQF 3		National Skill Certificate 3 (NSC3)		Semi-Skilled Worker
NTVQF 2		National Skill Certificate 2 (NSC 2)		Basic-Skilled Worker
NTVQF 1		National Skill Certificate 1 (NSC 1)		Basic Worker
Pre-Voc 2	National Pre-Vocation Certificate NPVC 2			Pre-Vocation Trainee
Pre-Voc 1	National Pre-Vocation Certificate 1 NPVC 1			Pre-Vocation Trainee

Note: National Technical and Vocational Qualification Framework (NTVQF) At the Completion of the Pre-Vocational Programs the participants would move into training program at the NTVQF level 1

Qualification Level Descriptors

BTVQF Level	Knowledge	Skill	Responsibility	Job Class
6	Comprehensive actual and theoretical knowledge within a specific study area with an awareness of the limits of that knowledge.	Specialised and restricted range of cognitive and practical skills required to provide leadership in the development of creative solutions to defined problems	Manage a team or teams in workplace activities where there is unpredictable change Identify and design learning programs to develop performance of team members	Supervisor/Middle-Level Manager/Sub Assistant Engineer
5	Very broad knowledge of the underlying, concepts, principles, and processes in a specific study area	Very broad range of cognitive and practical skills required to generate solutions to specific problems in one or more study areas.	Take overall responsibility for completion of tasks in work or study Apply past experiences in solving similar problems	Highly Skilled Worker/ Supervisor (NSC 4)
4	Broad knowledge of the underlying, concepts, principles, and processes in a specific study area	Range of cognitive and practical skills required to accomplish tasks and solve problems by selecting and applying the full range of methods, tools, materials and information	Take responsibility, within reason, for completion of tasks in work or study Apply past experiences in solving similar problems	Skilled Worker
3	Moderately broad knowledge in a specific study area.	Generic cognitive and practical skills required to use relevant information in order to carry out tasks and to solve routine problems using simple rules and tools	Work or study under supervision with some autonomy	Semi Skilled worker
2	Generic underpinning knowledge in a specific study area.	Generic skills required to carry out simple tasks	Work or study under indirect supervision in a structured context	Medium Skilled Worker
1	Elementary understanding of the underpinning knowledge in a specific study area.	Limited range of skills required to carry out simple tasks	Work or study under direct supervision in a structured context	Generic Skilled Worker

BTVQF Level	Knowledge	Skill	Responsibility	Job Class
Pre-Voc 2	Limited general knowledge	Very limited range of skills and use of tools required to carry out simple tasks	Work or study under direct supervision in a well-defined, structured context.	Pre-Vocation Trainee (NPVC 2)
Pre-Voc 1	Extremely limited general knowledge	Minimal range of skills required to carry out simple tasks	Simple work or study exercises, under direct supervision in a clear, well defined structured context	Pre-Vocation Trainee (NPVC 1)

GENERIC UNITS
Pre-voc 2

National Technical Vocational Qualification Framework (NTVQF) for Bangladesh

House Keeping: Pre-voc 2

Unit of Competency

Unit Code and Title	GNPV2001A: Apply Basic Mathematics
Nominal Hours	40 Hours
Unit Descriptor	This unit of competency requires the knowledge, skills and attitude to apply mathematical method such as addition, subtraction, multiplication and division to measure and find out dimension of object in the workplace.
Elements of Competency	Performance Criteria <i>Italicized</i> terms are elaborated in the range of variables
1. Read and write numeric numbers in Bangla and English.	1.1. Numerical numbers from 0 to 9 in Bangla and English is recognized. 1.2. Arrangement in ascending and descending order of numbers in English and Bangla is demonstrated. 1.3. Reading and writing of numerical numbers in Bangla and English are demonstrated.
2. Use mathematical methods.	2.1. Addition, subtraction, multiplication and division are applied. 2.2. <i>Addition</i> of numbers is carried out. 2.3. <i>Subtraction</i> of numbers from other numbers is demonstrated. 2.4. <i>Multiplication</i> of numbers with other numbers is demonstrated. 2.5. <i>Division</i> of numbers by other numbers is carried out. 2.6. Addition, subtraction, multiplication and division In <i>decimal system</i> are solved. 2.7. <i>Percentage</i> of numbers is calculated.
3. Measure in Metric system.	3.1. Units of measurement of length, breadth, height, weight and thickness in <i>metric system</i> is used. 3.2. Measurement of <i>area</i> and <i>volume</i> of solid and liquid in metric system is carried out. 3.3. Measurement of time is applied.
4. Measure in English system.	4.1. Units of measurement of length, breadth, height, weight and thickness in <i>English system</i> is used. 4.2. Measurement of <i>area</i> and <i>volume</i> of solid and liquid in English system is carried out. 4.3. Measurement of time is applied.

Range of Variables	
Variable	Range (May include but not limited to):
1. Tools and resources.	Tools and resources include but not limited to. 1.1. Calculator. 1.2. Measuring tape. 1.3. Ruler. 1.4. Marking chalk. 1.5. Ball pen. 1.6. Pencil. 1.7. Marker. 1.8. White board. 1.9. Flip charts.
2. Task	Mathematical methods include but not limited to. 2.1. Addition in Metric and English system. 2.2. Subtraction in Metric and English system. 2.3. Multiplication in Metric and English system. 2.4. Division in Metric and English system. 2.5. Calculation of percentage. 2.6. Finding out units of area and volume. 2.7. Finding out of units of weight of liquid and solid.
3. Workplace information.	Information includes but not limited to. 3.1. Charts of numbers. 3.2. Manuals. 3.3. Specification of different items.
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirement of the current version of the Unit of Competency.	
1. Critical aspect of competency.	1.1. Use of appropriate mathematical methods. 1.2. Performance of appropriate mathematical methods. 1.3. Use of appropriate assessing method. 1.4. Use of appropriate delivery method.
2. Underpinning knowledge.	2.1. Calculation requirements in the workplace. 2.2. Selection of appropriate mathematical methods. 2.3. Use of tools and equipment. 2.4. Symbols and terminology. 2.5. Use of units.
3. Underpinning skill.	3.1. Identification of appropriate mathematical methods from workplace information. 3.2. Selection of workplace information (Charts, tables, equipment, manuals). 3.3. Application of required skills in the workplace.
4. Required attitude.	4.1. Commitment to occupational safety and health. 4.2. Promptness in carrying out activities. 4.3. Tidiness and timeliness. 4.4. Respect for rights of peers, sub-ordinates and seniors in workplace. 4.5. Eagerness to learn. 4.6. Communication with peers, sub-ordinate and seniors in workplace.

5. Resource implication.	The following resources must be provided. 5.1. Tools, equipment and physical facilities. 5.2. Materials and consumables.
6. Assessment methods.	Assessment methods may include but not limited to. 6.1. Log book. 6.2. Continuous assessment 6.3. Oral question 6.4. Observation 6.5. Written test
7. Context of assessment.	Competency may be assessed in the workplace or in a simulated workplace.

Accreditation Requirements

Training providers must be accredited by Bangladesh Technical Education Board (BTEB), the national quality assurance body or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of any national qualification.

Accredited providers assessing against this unit of competency must meet the quality assurance requirement set by BTEB.

National Technical Vocational Qualification Framework (NTVQF) for Bangladesh

House Keeping: Pre-voc 2

Unit of Competency

Unit Code and Title	GNPV2002A1 – Identify Occupational Safety & Health (OSH) Practice in the workplace
Nominal Hours	20 Hours
Unit Descriptor	This unit of competency requires the knowledge, skills and attitude to apply Occupational Safety & Health (OSH) Practice in the workplace.
Elements of Competency	Performance Criteria Italicized terms are elaborated in the range of variables
1. Identify OSH(Occupation Safety and Health) hazards at workplace.	1.2. Hazards at workplace explained. 1.3. Unsafe tools at workplace are listed. 1.4. Flammable materials are recognized. 1.5. Access and storable materials are preserved in designated place. 1.6. OSH equipment is used safely according to specifications, legislation and standard operating procedures.
2. Perform work in safe condition.	2.1. Appropriate personal protective equipment (PPE) is used. 2.2. Safety signs, symbols and banners are displayed. 2.3. Locations of fire fighting equipment are identified. 2.4. Clear and free emergency exit passages are marked and maintained.
3. Use first aid kits.	3.1. Contents in the first aid kit are selected. 3.2. First aid kit in emergency is used.
4. Maintain healthy and hygiene workplace.	4.1. Aspect of good housekeeping is explained. 4.2. Washing procedure of hands and parts of body is used. 4.3. Useable cleaning agents at workplace are selected. 4.4. Safe drinking water is made available.
Range of Variables	
Variable	Range (May include but not limited to):
1. Hazardous workplace.	Hazard includes but not limited to. 1.1. Accumulation of waste materials. 1.2. Random storage of tools, equipment and furniture. 1.3. Storage of rejected wires, cables and structural materials. 1.4. Storage of flammable materials. 1.5. Congested emergency exit. 1.6. Oil splits floor at workplace.

2. PPE materials and resources.	<p>PPE materials and resources may include but not limited to:</p> <ol style="list-style-type: none"> 2.1. Hand gloves. 2.2. Mask. 2.3. Apron. 2.4. Cap. 2.5. Goggles. 2.6. Safety shoes. 2.7. Cautionary signs, symbols and banners. 2.8. Evacuation program. 2.9. Fire extinguisher. 2.10. Emergency lights. 2.11. Instructions. 2.12. Stretcher.
3. First aid box.	<p>First aid box may include but not limited to.</p> <ol style="list-style-type: none"> 3.1. Sterilized cotton. 3.2. Bandage. 3.3. Scissors. 3.4. Washing agent for injury. 3.5. Medicine for burn. 3.6. Medicine for sudden head-ache.
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirement of the current version of the Unit of Competency.	
1. Critical aspect of competency.	<ol style="list-style-type: none"> 1.1. Use of appropriate OSH materials and equipment. 1.2. Handling of OSH materials and equipment. 1.3. Use of appropriate assessing method. 1.4. Use of appropriate delivery method.
2. Underpinning knowledge.	<ol style="list-style-type: none"> 2.1. Maintenance of good OSH condition in workplace. 2.2. Use of symbols. 2.3. Evacuation instructions with pictures and words 2.4. Planning of floor layout of workplace. 2.5. Elimination of hazardous condition. 2.6. Use of PPE.
3. Underpinning skill.	<ol style="list-style-type: none"> 3.1. Use of appropriate PPE.. 3.2. Preparation of signs and banners. 3.4. Displaying of signs and banners.
4. Required attitude.	<ol style="list-style-type: none"> 4.1. Commitment to occupational safety and health. 4.2. Promptness in carrying out activities.. 4.3. Tidiness and timeliness. 4.4. Respect for rights of peers, sub-ordinates and seniors in workplace. 4.5. Eagerness to learn. 4.6. Communication with peers, sub-ordinate and seniors in workplace.
5. Resource implication.	<p>The following resources must be provided.</p> <ol style="list-style-type: none"> 5.1. Drawing paper. 5.2. Drawing templates. 5.3. First Aid kit with required contents. 5.4. PPE 5.5. Pens, pencils, markers, eraser. 5.6. Banners showing OSH practice.

6. Methods of assessment.	6.1. Oral questions. 6.2. Observation. 6.3. Practical display. 6.4. Written test.
7. Context of assessment.	Competency may be assessed in the workplace or in a simulated workplace.

Accreditation Requirements

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National Technical Vocational Qualification Framework (NTVQF) for Bangladesh
House Keeping: Pre-voc 2
Unit of Competency

Unit Code and Title	GNPV2003A1 – Apply Basic English
Nominal Hours	60 Hours
Unit Descriptor	This unit of competency requires the knowledge, skills and attitude to read, and write and speak and communicate in English in the workplace.
Elements of Competency	Performance Criteria Italicized terms are elaborated in the range of variables
1. Recognize the alphabets in English.	1.1. Alphabets in English are recognized. 1.2. Reading and writing words in English are carried out. 1.3. Reading and writing of technical terms are performed.
2. Read and write workplace information in English.	2.1. Reading of safety signals, banners, nameplates are demonstrated. 2.2. Writing of safety signals, banners, nameplates are demonstrated.
3. Introduce yourself in English to others. Speak introductory conversation in English.	3.1. Introductory conversation in English is demonstrated. 3.2. Self introduction to other in English is performed. 3.3. Reading and writing of nameplates on equipment, materials in the workplace are demonstrated. 3.4. Reading English text is performed.
Range of Variables	
Variable	Range (May include but not limited to):
1. Learning aids.	The following resources must be provided to trainees to practice to read, write and speak in English. 1.1. Books / booklets with pictures with names written in English. 1.2. Work sheets / ID cards. 1.3. Catalogues / Manuals. 1.4. White boards / Marker pens. 1.5. Chalk boards / Chalk.. 1.6. OSH information banner. 1.7. Pens / Pencils. 1.8. Flip charts. 1.9. Cassettes player / recorder. 1.10. Cassettes recorded in English conversations. 1.11. Lessons in English conversations. 1.12. TV and monitor. 1.13. Multimedia.
2. Visual information.	Visual aid includes but not limited to. 2.1. Signs. 2.2. Banners. 2.3. Forms. 2.4. Charts. 2.5. Labels. 2.6. Photographs captions. 2.7. Catalogues. 2.8. Cartoons. 2.9. News papers.

3. Vocabulary practice.	Vocabulary practices include but not limited to. 3.1. Conversation in English between two. 3.2. Group conversation. 3.3. Reading. 3.4. Singing. 3.5. Listening and reproducing.
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirement of the current version of the Unit of Competency.	
1. Critical aspect of competency.	1.1. Use of appropriate delivery methods. 1.2. Use of learning aids and equipment. 1.3. Use of appropriate delivery methods.
2. Underpinning knowledge.	2.1. Writing and reading of alphabets. 2.2. Pronunciation of English words. 2.3. Reading workplace information in English. 2.4. Reading words and sentences in English. 2.5. Structures of words and sentences in English. 2.6. Reading of words in English related to occupation.
3. Underpinning skill.	3.1. Writing of alphabets in English. 3.2. Writing words and sentences in English. 3.3. Writing workplace information in English. 3.4. Writing words and sentences in English related to occupation.
4. Required attitude.	4.1. Commitment to occupational safety and health. 4.2. Promptness in carrying out activities.. 4.3. Tidiness and timeliness. 4.4. Respect for rights of peers, sub-ordinates and seniors in workplace. 4.5. Eagerness to learn. 4.6. Communication with peers, sub-ordinate and seniors in workplace.
5. Resource implication.	The learning aids and other required materials must be provided to learn English.
6. Methods of assessment.	Method of assessment includes but not limited to. 6.1. Continuous assessment. 6.2. Oral questions. 6.3. Written test. 6.4. Writing test 6.5. Reading test 6.6. Speaking test.
7. Context of assessment.	Competency may be assessed in the workplace or in a simulated workplace.
Accreditation Requirements Training providers must be accredited by Bangladesh Technical Education Board (BTEB), the national quality assurance body or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of any national qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirement set by BTEB.	

National Technical Vocational Qualification Framework (NTVQF) for Bangladesh

House Keeping: Pre-voc 2

Unit of Competency

Unit Code and Title	GNPV2004A1 – Apply Basic Bangla
Nominal Hours	60 Hours
Unit Descriptor	This unit of competency requires the knowledge, skills and attitude to read, write, speak and communicate in Bangla in the workplace.
Elements of Competency	Performance Criteria <i>Italicized</i> terms are elaborated in the range of variables
1. Recognize the alphabets in Bangla.	1.1. Alphabets in Bangla are recognized. 1.2. Reading and writing words in Bangla are carried out. 1.3. Reading and writing of technical terms are performed.
2. Read and write workplace information in Bangla.	2.1. Reading of safety signals, banners, nameplates are demonstrated. 2.2. Writing of safety signals, banners, nameplates are demonstrated.
3. Introduce yourself in Bangla to others.	3.1. Self introduction to others in Bangla is performed. 3.2. Reading and writing of nameplates on equipment, materials in the workplace are demonstrated. 3.3. Reading Bangla text is performed.
Range of Variables	
Variable	Range (May include but not limited to):
1. Learning aids.	The following resources must be provided to trainees to practice to read, write and speak in Bangla. 1.1. Books / booklets with pictures with names written in Bangla. 1.2. Work sheets / ID cards. 1.3. Catalogues / Manuals. 1.4. White boards / Marker pens. 1.5. Chalk boards / Chalk.. 1.6. OSH information banner. 1.7. Pens / Pencils. 1.8. Flip charts. 1.9. Cassettes player / recorder. 1.10. Cassettes recorded in Bangla conversations. 1.11. Lessons in Bangla conversations. 1.12. TV and monitor. 1.13. Multimedia.
2. Visual information.	Visual aid includes but not limited to. 2.1. Banners. 2.2. Forms. 2.3. Charts. 2.4. Labels. 2.5. Photographs captions. 2.6. Catalogues. 2.7. News papers.

3. Vocabulary practice.	Vocabulary practices include but not limited to. 3.1. Conversation in Bangla between two. 3.2. Conversation In Bangla in groups. 3.3. Reading 3.4. Singing in Bangla. 3.5. Listening and reproducing.
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirement of the current version of the Unit of Competency.	
1. Critical aspect of competency	1.1. Use of appropriate assessing methods. 1.2. Use of learning aids and equipment. 1.3. Use of appropriate delivery methods.
2. Underpinning knowledge.	2.1. Writing and reading of alphabets. 2.2. Pronunciation of Bangla words. 2.3. Reading workplace information in Bangla. 2.4. Reading words and sentences in Bangla. 2.5. Structures of words and sentences in Bangla. 2.6. Reading of words in Bangla related to occupation.
3. Underpinning skill.	3.1. Writing of alphabets in Bangla . 3.2. Writing words and sentences in Bangla. 3.3. Writing workplace information in Bangla. 3.4. Writing words and sentences in Bangla related to occupation.
4. Required attitude.	4.1. Commitment to occupational safety and health. 4.2. Promptness in carrying out activities. 4.3. Tidiness and timeliness. 4.4. Respect for rights of peers, sub-ordinates and seniors in workplace. 4.5. Eagerness to learn. 4.6. Communication with peers, sub-ordinate and seniors in workplace.
5. Resource implication.	2.1. The learning aids and other required materials must be provided to learn Bangla.
6. Methods of assessment.	Method of assessment includes but not limited to. 6.1. Continuous assessment. 6.2. Oral questions. 6.3. Written test. 6.4. Reading test 6.5. Speaking test.
7. Context of assessment.	Competency may be assessed in the workplace or in a simulated workplace.
Accreditation Requirements Training providers must be accredited by Bangladesh Technical Education Board (BTEB), the national quality assurance body or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of any national qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirement set by BTEB.	

SECTOR SPECIFIC UNITS
Pre-voc 2

National Technical Vocational Qualification Framework (NTVQF) for Bangladesh

House Keeping: Pre-voc 2

Unit of Competency

Unit Code and Title	INFSSPV2005A1- Use Housekeeping Tools and Equipment
Nominal Hours	30 Hours
Unit Descriptor	This unit of competency requires the knowledge, skills and attitude to identify the various types of cleaning Tools, equipments, accessories and agents to perform the task to the required standard.
Elements of Competency	Performance Criteria <i>Italicized</i> terms are elaborated in the range of variables
1. Select tools and equipment	1.1 Housekeeping tools and equipments are selected to the required task 1.2 Selected appropriate housekeeping Accessories as per task .
2. Use tools and equipment	2.1 Personal protective equipments (PPE's) collected and used 2.2 Appropriate cleaning agents and equipments identified and selected to perform task 2.3 Followed safety measures as per recommendation of manufacturers of cleaning tools, equipment, accessories and cleaning agents. 2.4 Task is performed as per job requirement.
3. Store tools and equipment	3.1 Routine maintenance of tools and equipments performed as per workplace practice. 3.2 Damaged labels, caps and bottles/containers of cleaning agents checked and recorded. 3.3 Stock rotated (First in first out) in relation of expiry date of cleaning agents is maintained 3.4 Tools, equipments and agents stored according to manufactures instruction or standard house procedure.
Range of Variables	
Variable	Range (May include but not limited to):
1. Personal Protective equipments(PPE's)	1.1 Apron /Overall 1.1 Hand gloves 1.2 Goggles 1.3 Cap/Head Covering 1.4 Mask 1.5 Nail Guard
2. Housekeeping Tools	2.1 Brushes <ul style="list-style-type: none"> • Toilet/commode brush • Floor brush • Hand brush 2.2 Mops/Brooms <ul style="list-style-type: none"> • Dry mops • Wall broom • Wet mops • yard broom • Squeezers

3. Housekeeping equipment	3.1 Maids cart/trolley 3.2 Buckets 3.3 Dustpans 3.4 Dustbins 3.5 Caddies 3.6 Waste paper baskets 3.7 Vacuum cleaner 3.8 Electric iron 3.9 Washing machine 3.10 Air cooler
4. Accessories	4.1 Duster 4.2 Cloths mitten 4.3 sponge 4.4 Floor cloths 4.5 Rags & polishing cloths 4.6 Glass cloth
5. Cleaning agents	5.1 Water 5.2 Detergents 5.3 Acid cleaners 5.4 Alkaline cleaners 5.5 Solvent cleaners 5.6 Disinfectants 5.7 Deodorants 5.8 Polishes 5.9 Laundry aids
6. Task	Systematic cleaning 6.1 Top to bottom 6.2 Clock wise /anti clock wise 6.3 Section wise 6.4 Furthest corner towards exits cleaning Process 6.5 Dry dusting 6.6 Damp dusting 6.7 Wiping 6.8 Mopping 6.9 Polishing 6.10 Sweeping 6.11 Washing 6.12 Rinsing 6.13 Brushing
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirement of the current version of the Unit of Competency.	
1. Critical aspect of competencies	1.1 Select and use the correct tools, cleaning equipment and agent suitable for the required job 1.2 Know the appropriate cleaning agent required in conjunction with the cleaning tools, equipments, and accessories to perform the particular task.

2. Underpinning knowledge	2.1	Housekeeping tools, equipments and agents, their types and uses.
3. Underpinning skill	3.1	Safe handling of cleaning tools, equipments and agents.
	3.2	Effective communication with supervisors/instructors and co-workers.
	3.3	Interpret instructions
4. Required attitude	4.1	Commit to occupational safety and health (OSH) practices
	4.2	Respects seniors and other peoples rights
	4.3	Follow guidelines/instructions of use of tools, equipments and agents.
5. Resource implication	The following resources must be provided.	
	5.1	PPE 's
	5.2	Housekeeping tools, equipments, accessories and agents for job.
	5.3	All support equipments for demonstrations.
	5.4	Audio visual support.
6. Assessment methods	Assessment methods may include but not limited to.	
	6.1	Demonstration & observation
	6.2	Written
	6.3	Oral questions
7. Context of assessment	Competency may be assessed in the workplace or in a simulated workplace.	

Accreditation Requirements

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OCCUPATION SPECIFIC UNITS
Pre-voc 2

National Technical Vocational Qualification Framework (NTVQF) for Bangladesh

House Keeping: Pre-voc 2

Unit of Competency

Unit Code and Title	HKPV2006A1- Apply basic cleaning principle to perform cleaning task
Nominal Hours	20 Hours
Unit Descriptor	The Unit of competency deals with the knowledge, skills and attitude associated with performing basic domestic cleaning tasks safely and appropriately.
Elements of Competency	Performance Criteria <i>Italicized</i> terms are elaborated in the range of variables
1. Identify basic cleaning needs in a household environment	1.1 <i>Cleaning requirements</i> in a household environment, relevant to the task, are identified. 1.2 <i>Components of cleaning task</i> are identified, planned and standard of performance clarified with relevant people such as employer or work supervisor.
2. Prepare to perform Cleaning task.	2.1 <i>Personal Protective equipment (PPE)</i> relevant to cleaning tasks are identified and worn. 2.2 Relevant cleaning <i>equipment</i> and methods are identified and the most appropriate ones chosen depending on components of cleaning task 2.3 <i>Cleaning agents and supplies</i> appropriate for the task are identified
3. Perform cleaning task	3.1 Cleaning task is safely performed according to instruction. 3.2 Equipment and cleaning agents used in performing cleaning task are used in a safe manner and according to instruction provided by the manufacturer.
4. Dispose waste and store cleaning items	4.1 Dirt, waste and spoilage from cleaning task are disposed as per instruction. 4.2 Cleaning agents and supplies are replenished where necessary. 4.3 Work area is cleaned and cleaning items, supplies are stored in their designated places.
Range of Variables	
Variable	Range (May include but not limited to):
1. Cleaning requirements	1.1 Floors and other surfaces such as wood, tiles etc 1.2 Windows, frames and glass panels 1.3 Furniture 1.4 Carpets 1.5 Household equipment
2. Components of cleaning	2.1 Cleaning agents, equipment, supplies start and finish times

3. Personal Protective equipments(PPE's)	3.1 Apron /Overall 3.2 Hand gloves 3.3 Face masks 3.4 Cap 3.5 Waterproof clothing and footwear
4. Equipment	4.1 Manual 4.2 Sweeping equipment 4.3 Mopping equipment 4.4 Vacuum cleaner with accessories etc.
5. Chemicals	5.1 Neutral detergent 5.2 Acid and alkaline based detergents 5.3 Disinfectants and degreasers etc
6. Supplies	6.1 Mop heads 6.2 Cloths 6.3 Sponges 6.4 Spray bottles 6.5 Buckets 6.6 Wipes etc

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirement of the current version of the Unit of Competency.

1.Critical aspect of competencies	1.1 Correct identification of cleaning need 1.2 Appropriate choice of cleaning method and equipment 1.3 Appropriate choice of cleaning agent and supplies 1.4 Performance of cleaning task according to instruction and specification
2. Underpinning knowledge.	2.1 Different types of cleaning needs within a household setting. 2.2 Alternative ways of performing a household cleaning tasks and their respective merits and demerits 2.3 Safe handling procedures of different cleaning agents and chemicals 2.4 Safe disposal procedures for household wastes
3. Underpinning skill.	3.1 Identify and differentiate cleaning needs 3.2 Identify appropriate cleaning method and equipment 3.3 Use different cleaning methods and equipments suited to household cleaning 3.4 Identify appropriate cleaning agents and supplied 3.5 Use different cleaning agents and supplies suited to house hold cleaning 3.6 Dispose household waste according to type
4. Required attitude.	4.1 Communication in workplace 4.2 Commitment occupation safety & health 4.3 Promptness in carrying out activities 4.4 Tidiness & Timeliness 4.5 Respect for peers, subordinate and senior work place 4.6 Eagerness

5. Resource implication.	5.1 Tools, equipments and facilities appropriate to processes or activity 5.2 Materials relevant to the proposed activity
6. Assessment methods.	Assessment methods may include but not limited to. 6.1 Oral question 6.2 Written 6.3 Demonstration & Observation
7. Context of assessment.	Competency may be assessed in the workplace or in a simulated workplace.

Accreditation Requirements

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National Technical Vocational Qualification Framework (NTVQF) for Bangladesh

House Keeping: Pre-voc 2

Unit of Competency

Unit Code and Title	HKPV2007A1- Clean and maintain bedrooms and living area
Nominal Hours	40 Hours
Unit Descriptor	This unit of competency deals with the knowledge, skills and attitude required to clean and maintain bedroom and living area.
Elements of Competency	Performance Criteria <i>Italicized</i> terms are elaborated in the range of variables
1.Select equipment and materials	1.1 Equipments and materials are selected as per job requirements. 1.2 All equipment is checked if clean and in safe working condition prior to use.
2 Prepare for cleaning	2.1 Personal protective equipment(PPE) relevant to cleaning tasks are identified and worn 2.2 Cleaning requirements for bedroom and living room are identified 2.3 Appropriate cleaning equipment, supplies and agents are identified and collected
3.Clean bedrooms	3.1 Floor surfaces are cleaned and carpets are vacuumed as required. 3.2 Furniture and fixtures are cleaned using appropriate methods and cleaning supplies. 3.3 Beds and cots are made and dirty beddings and linens are replaced.
4.Clean living area	4.1 Floor surfaces are cleaned and carpets are vacuumed as required. 4.2 Furniture and fixture are cleaned using appropriate methods and cleaning supplies 4.3 Upholstery is cleaned using appropriate methods and cleaning supplies.
5.Pack and store cleaning equipment and chemicals	5.1 Dirt, waste and spoilage from cleaning task are disposed safely and hygienically as per instruction. 5.2 Cleaning equipment is cleaned, dried, checked and stored in their designated place. 5.3 Cleaning agents and supplies are replenished where necessary.
Range of Variables	
Variable	Range (May include but not limited to).
1. Bedroom Cleaning requirements	1.1 Floor and other surfaces such as wood, tiles etc 1.2 Carpets 1.3 Windows, frames and glass panels 1.4 Curtains 1.5 Manchester including bed sheet, pillow cases, blanket etc.

2. Living room cleaning requirements	2.1 Floor and other surfaces such as wood, tiles etc 2.2 Carpets 2.3 Windows, frames and glass panels 2.4 Curtains 2.5 Upholstery including covers of sofas, lounge, ottomans and chairs.
3. Cleaning equipment	3.1 Manual 3.2 Sweeping equipment 3.3 Mopping equipment 3.4 Vacuum cleaner etc
4. Personal Protective equipments(PPE's)	4.1 Apron /Overall 4.2 Hand gloves 4.3 Mask 4.4 Nail Guard
5. Agents	5.1 Neutral detergent 5.2 Acid and alkaline based detergents 5.3 Disinfectants etc
6. Supplies	6.1 Mop heads 6.2 Cloths 6.3 Sponges 6.4 Spray bottles 6.5 Buckets 6.6 Wipes etc.
7. Bedroom furniture and fixtures	7.1 Wardrobes 7.2 Dressers and mirrors 7.3 Beds and cots 7.4 Tables 7.5 Chairs and ottomans 7.6 Lamps and shades
8. Living room furniture and fixtures	8.1 Sofas 8.2 Lounges and ottomans 8.3 Shelves and cupboards 8.4 Tables and chairs 8.5 Lamps and shades 8.6 Decorations etc.
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirement of the current version of the Unit of Competency.	
1.Critical aspect of competencies	1.1 Correct identification of cleaning need 1.2 Appropriate choice of cleaning method and equipment 1.3 Appropriate choice of cleaning agent and supplies 1.4 Performance of cleaning task according to instruction and specification
2. Underpinning knowledge	2.1 Different types of cleaning needs within a household setting. 2.2 Alternative ways of performing a household cleaning tasks and their respective merits and demerits 2.3 Available cleaning agents and supplies and their appropriateness to different cleaning needs

	2.4 Different types of Manchester including their shapes, colours and sizes 2.5 Different types of upholstery and their respective cleaning methods 2.6 Safe handling procedures of different cleaning agents and chemicals 2.7 Safe disposal procedures for household wastes
3. Underpinning skill	3.1 Inspect conditions of rooms and identify cleaning needs 3.2 Identify appropriate cleaning methods and equipment 3.3 Use different cleaning methods and equipment suited to cleaning bedrooms and living room including procedure of making beds and cleaning upholstery 3.4 Identify appropriate cleaning agents and supplies. 3.5 Use different cleaning agents and supplies suited to cleaning bedrooms and living room 3.6 Dispose household waste according to type and safety requirements
4. Required attitude	4.1 Communication in workplace 4.2 Commitment occupation safety & health 4.3 Promptness in carrying out activities 4.4 Tidiness & Timeliness 4.5 Respect for peers, subordinate and senior work place 4.6 Eagerness
5. Resource implication	5.1 Tools, equipments and facilities appropriate to processes or activity 5.2 Materials relevant to the proposed activity
6. Assessment methods	Assessment methods may include but not limited to. 6.1 Written 6.2 Oral questions 6.3 Demonstration & Observation
7. Context of assessment	Competency may be assessed in the workplace or in a simulated workplace.
Accreditation Requirements Training providers must be accredited by Bangladesh Technical Education Board (BTEB), the national quality assurance body or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of any national qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirement set by BTEB.	

National Technical Vocational Qualification Framework (NTVQF) for Bangladesh

House Keeping: Pre-voc 2

Unit of Competency

Unit Code and Title	HKPV2008A1- Clean and maintain bathrooms and toilet facilities
Nominal Hours	30 Hours
Unit Descriptor	This unit of competency describes the skills, knowledge and outcomes required to clean and maintain bathroom and toilets in a domestic setting.
Elements of Competency	Performance Criteria <i>Italicized</i> terms are elaborated in the range of variables
1.Select equipments and materials	1.1 Equipments and materials are selected as per job requirements. 1.2 All equipment are checked if clean and in safe working condition prior to use
2.Prepare for cleaning	2.1 <i>Appropriate personal protective equipment(PPE)</i> are selected and worn. 2.2 Toilets and bathrooms are inspected for <i>cleaning requirements</i> . 2.3 <i>Appropriate cleaning equipment, agents and supplies</i> are selected to perform cleaning. 2.4 Chemicals are diluted as per instruction. 2.5 Working condition of cleaning equipment is checked.
3.Clean bathrooms and toilet	3.1 All Surfaces, fixtures and fittings are cleaned and free of excess moisture. 3.2 Urinals and toilets are free from waste and drains make free by flushing. 3.3 Basin, bidet, shower are bathing areas are cleaned areas are cleaned and free from debris. 3.4 Damaged or broken surfaces, fixtures and fittings are reported to employer.
4.Pack and store cleaning equipment and chemicals	4.1 Dirt, waste and spoilage from cleaning task are disposed safely and hygienically as per instruction. 4.2 Cleaning equipments is cleaned, dried, checked and stored in their designated place. 4.3 Cleaning agents, chemicals and supplies are replenished where necessary.
Range of Variables	
Variable	Range (May includes but not limited to):
1. Cleaning requirements	Toilet cleaning requirements 1.1 The seat, the lid, lid and ring joints, feet under the ring, area under the flush rim, area between the rim and water level and below the water level 1.2 The trough of the urinal and the dip/lip of the urinal drainage hole. Bathroom cleaning requirements 1.1 Sponges, mops, brushes or cleaning cloths, brooms and dust pans

	1.2 Toilet bowl swabs, disinfectants, sanitizing agents 1.3 Wash basin, basin counter and mirror 1.4 Air freshener, deodorizer 1.5 Garbage bags
2. Agents	2.1 Chemicals used to remove lime scale and/or any material, carried by water from a hard surface. These include acidic chemicals. 2.2 Cleaning solutions including stain removers, floor polisher, liquid and powder detergents.
3. Personal Protective equipments(PPE's)	3.1 Apron 3.2 Hand gloves 3.3 Mask 3.4 Goggles
4. Surfaces	4.1 Glass 4.2 Stainless steel 4.3 Granite 4.4 Marble 4.5 Plaster 4.6 Wall paper 4.7 Sealed wood 4.8 Brass 4.9 Ceramic 4.10 Metal 4.11 Plastic 4.12 Tiles 4.13 Porcelain
5. Fixtures and fittings	5.1 Taps and around taps, plugholes, inside baths, basins and bidets outside baths, basins and bidets tiles, floor and wall surfaces, overflow holes, soap dispensers, counter tops, mirrors door handles and light switches 5.2 Showerheads, taps and around taps, soap holders/dispensers, jet, shower pipes, tiles, door tracks, doors/curtain, floors of showers, windows sills, shampoo tray, bathroom cabinet/shelves/cupboards, wall hard floors/carpets and towel rails
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirement of the current version of the Unit of Competency.	
1.Critical aspect of competencies	1.1 Select and use of agents and tools appropriate to the job 1.2 Clean and wash bathroom fittings 1.3 Storage of tools and materials
2. Underpinning knowledge	2.1 Types of bathrooms. 2.2 Bathroom fittings and their care 2.3 Personal protective equipment 2.4 Waste materials in workplace

3. Underpinning skill	3.1 Selection of proper tools & agents 3.2 Use of hand tools & accessories 3.3 Use of PPE as per workplace procedure 3.4 Communicate with supervisors and co-workers 3.5 Interpreting instructions
4. Required attitude	4.1 Communication in workplace 4.2 Commitment occupation safety & health 4.3 Promptness in carrying out activities 4.4 Tidiness & Timeliness 4.5 Respect for peers, subordinate and senior work place 4.6 Eagerness
5. Resource implication	5.1 Tools, equipments and facilities appropriate to processes or activity 5.2 Materials relevant to the proposed activity
6. Assessment methods	Assessment methods may include but not limited to. 6.1 Oral questions 6.2 Demonstration 6.3 Observation 6.4 Interviews
7. Context of assessment	Competency may be assessed in the workplace or in a simulated workplace.

Accreditation Requirements

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National Technical Vocational Qualification Framework (NTVQF) for Bangladesh

House Keeping: Pre-voc 2

Unit of Competency

Unit Code and Title	HKPV2009A1- Wash cloths, linen and fabrics
Nominal Hours	20 Hours
Unit Descriptor	This unit of competency deals with the basic knowledge, skills and attitude to required washing and drying cloths, linen and fabrics.
Elements of Competency	Performance Criteria <i>Italicized</i> terms are elaborated in the range of variables
1.Select equipment and materials	1.1 Equipments and materials are selected as per job requirements. 1.2 All equipment are checked if clean and in safe working condition prior to use
2.Prepare for washing	2.1 <i>Appropriate personal protective equipment (PPE)</i> is selected and worn. 2.2 Soiled cloths, linen and fabrics are sorted as per instruction. 2.3 Appropriate <i>laundry equipment, agents and supplies</i> are selected based on the type and manufacturer instructions 2.4 Cloths, linen and fabrics are checked for stains and stains are treated as per instruction.
3.Complete laundering process	3.1 Laundry equipment is operated and cloths, linen and fabrics safely laundered according to instructions. 3.2 Laundered cloths, linen and fabrics are sun dried/machine dried. And are free from dirt and odour 3.3 Laundry area is cleaned and supplies and agents are stored in their designated place. 3.4 Laundry supplies and agents are replenished where necessary.
4.Pack and store cleaning equipment and agents	4.1 Dirt, waste and spoilage from cleaning task are disposed safely and hygienically. 4.2 Washing equipments is cleaned, dried, checked and stored in their designated place. 4.3 Washing agents, chemicals and supplies are replenished where necessary.
Range of Variables	
Variable	Range (May include but not limited to):
1. Laundry equipment	1.1 Electrical and mechanical washing machines and dryer 1.2 Iron and Ironing boards 1.3 Sink and net trolley
2. Laundry supplies and agents	1.6 Personal Protective equipment including gloves and hair net 1.7 Washing agents such as fabric cleaners, fabric softener and chlorine bleach 1.8 Stain removing agents such as Acid cleaners, Alkali cleaners, Chlorine bleach and all purpose detergents 1.9 Brushes and measuring spoons to aid in washing

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirement of the current version of the Unit of Competency.

1.Critical aspect of competencies	1.1 Operate laundry equipment safely, using a full range of cycles available 1.2 Complete the laundering process using a variety of clothing items, linens and fabrics
2. Underpinning knowledge	2.1 Hygiene, health and safety issues specific to washing cloths, linen and fabric, including handling laundry equipments and chemicals 2.2 Types of fabrics and their respective washing and drying requirements 2.3 Types of fabric stains and their respective methods of removal 2.4 Safe handling and disposal methods of laundry chemicals
3. Underpinning skill	3.1 Use different washing equipment and supplies. 3.2 Treating different types of stains on a variety of cloths, Linens and fabrics. 3.3. Interpreting labels on fabrics to determine laundry equipments and supplies. 3.4 Determine require level of supplies and chemicals for different types of fabrics and cloths. 3.5 Communicate with supervisors and co-workers
4. Required attitude	4.1 Communication in workplace 4.2 Commitment occupation safety & health 4.3 Promptness in carrying out activities 4.4 Tidiness & Timeliness 4.5 Respect for peers, subordinate and senior work place 4.6 Eagerness
5. Resource implication.	5.1 Tools, equipments and facilities appropriate to processes or activity 5.2 Materials relevant to the proposed activity
6. Assessment methods.	Assessment methods may include but not limited to. 6.1 Written 6.2 Oral questions 6.3 Demonstration 6.4 Observation
7. Context of assessment.	Competency may be assessed in the workplace or in a simulated workplace.

Accreditation Requirements

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National Technical Vocational Qualification Framework (NTVQF) for Bangladesh

House Keeping: Pre-voc 2

Unit of Competency

Unit Code and Title	HKPV2010A1- Iron and store laundered items
Nominal Hours	20 Hours
Unit Descriptor	This unit of competency deals with knowledge, skills and attitude to perform iron washed items of clothing and storing them appropriately.
Elements of Competency	Performance Criteria <i>Italicized</i> terms are elaborated in the range of variables
1.Select equipment and materials	1.1 Equipments and materials are selected as per job requirements. 1.2 Equipment are checked if clean and in safe working condition prior to use
2.Prepare for ironing	2.1 <i>Appropriate personal protective equipment(PPE)</i> are selected and worn. 2.2 <i>Washed items</i> are sorted according to their type and the order of ironing 2.3 <i>Ironing equipment</i> is checked for cleanliness and visible damage.
3.Iron laundered items of clothing	3.1 Temperature on ironing equipment is set according to the type of fabric. 3.2 The items of clothing are checked for spots, stains and visible cleanliness before ironing 3.3 Laundered items are ironed in a safe manner.
4.Pack and store ironed items	4.1 The qualities of ironed items are checked. 4.2 Laundered items are <i>folded, packed and stored</i> in their designated places/cabinets.
Range of Variables	
Variable	Range (May includes but not limited to):
1. Washed items	1.1 Linen 1.2 Variety of clothing items 1.3 Manchester 1.4 Table cloths, napkins etc.
2. Ironing equipment	2.1 Household irons or pressers, 2.2 Ironing table
3. Folding and packing	3.1 Folding non-clothing items according to size and use 3.2 Hanging items of clothing onto hangers for storing
Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirement of the current version of the Unit of Competency.	
1.Critical aspect of competencies	1.1 Assess the appropriate level of cleanliness of the clothing items and fabrics 1.2 Correctly select the different temperature to which to set the ironing equipment 1.3 Iron different types of clothing items and fabrics safely

2. Underpinning knowledge.	<p>2.1 Necessity of checking ironing equipment for cleanliness and damage and the consequences of using faulty equipment</p> <p>2.2 Different types of fabrics and the respective levels of temperature to set in order to iron them without causing damage to the fabrics themselves.</p> <p>2.3 Reasons for checking the items of clothing and fabrics for cleanliness before ironing and the consequences of ironing dirty clothing</p> <p>2.4 Reasons for maintaining safety and quality requirements and the consequences of not following them</p>
3. Underpinning skills.	<p>3.1 Identify ironing equipment for cleanliness and visible damage</p> <p>3.2 Determine temperature for ironing of different types of fabrics</p> <p>3.3 Iron clothing items and fabrics safely and properly</p> <p>3.4 Laundered items are folded, packed and stored.</p>
4. Required attitude.	<p>4.1 Commitment occupation safety & health</p> <p>4.2 Tidiness & Timeliness</p> <p>4.3 Communication in workplace</p> <p>4.4 Promptness in carrying out activities</p> <p>4.5 Respect for peers, subordinate and senior work place</p> <p>4.6 Eagerness</p>
5. Resource implication.	<p>5.1 Tools, equipments and facilities appropriate to processes or activity</p> <p>5.2 Materials relevant to the proposed activity</p>
6. Assessment methods.	<p>Assessment methods may include but not limited to.</p> <p>6.1 Written/Oral questions</p> <p>6.2 Demonstration</p> <p>6.3 Observation</p>
7. Context of assessment.	<p>Competency may be assessed in the workplace or in a simulated workplace.</p>

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National Technical Vocational Qualification Framework (NTVQF) for Bangladesh

House Keeping: Pre-voc 2
Unit of Competency

Unit Code and Title	HKPV2011A1- Clean and operate basic household equipment
Nominal Hours	20 Hours
Unit Descriptor	This units of competency deals with the knowledge, skills and attitude to perform safely clean and operate basic household equipments.
Elements of Competency	Performance Criteria <i>Italicized</i> terms are elaborated in the range of variables
1.Select Equipment	1.1 Functions of the equipment are explained. 1.2 Equipment are selected as per job requirements.
2. Operate basic household equipment	2.1 The basic household equipment , that needs to be operated by a domestic worker, is identified. 2.2 PPE's is selected and worn. 2.3 The equipment is safely connected to the power supply. 2.4 The equipment are operated safely, according to manufacturer's instructions
3. Clean and store equipment	3.1 Equipment is cleaned according to manufacturer's instructions. 3.2 Cleaned and dried household items. 3.3 Equipments are stored in their designated places.
Range of Variables	
Variable	Range (May includes but not limited to):
1. Basic household equipments	1.1 Washing machine and dryer 1.2 Microwave oven, 1.3 Toasters, 1.4 Blenders, 1.5 Mixers and food processors, 1.6 Electric kettles and 1.7 Coffee makers, 1.8 Cooking stove 1.9 Dish washer 1.10 Freezer and refrigerator 1.11 Television 1.12 Audio visual equipment
2.PPE	2.1 Apron 2.2 Hand gloves 2.3 Head cap 2.4 Mask

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirement of the current version of the Unit of Competency.

1. Critical aspect of competencies	1.1 Identify and perform the functions of basic household equipment to meet a range of household needs.
2. Underpinning knowledge.	2.1 Different household items and their respective functions and cleaning procedure. 2.2 Safety requirements in the operation of basic household equipments.
3. Underpinning skills.	3.1 Identify basic household equipment for selected job. 3.2 Operate basic household equipment safely, according to manufacturer's instruction. 3.3 Clean and store equipment according to manufacturer's instruction.
4. Required attitude.	4.1 Commitment occupation safety & health 4.2 Tidiness & Timeliness 4.3 Communication in workplace 4.4 Promptness in carrying out activities 4.5 Respect for peers, subordinate and senior work place 4.6 Eagerness
5. Resource implication.	5.3 Tools, equipments and facilities appropriate to processes or activity 5.1 Materials relevant to the proposed activity
6. Assessment methods.	Assessment methods may include but not limited to. 6.1 Written 6.2 Oral questions 6.3 Demonstration
7. Context of assessment.	7.1 Competency may be assessed in the workplace or in a simulated workplace.

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