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101104T4HKA

HOUSEKEEPING AND ACCOMODATION LEVEL 4

HOS/CU/HK/CR/02/4

Coordinate Front Office Operations

July/August 2025

TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL (TVET CDACC)

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PRACTICAL ASSESSMENT

Time: 2 HOURS

INSTRUCTIONS TO CANDIDATE:

1. You are required to perform the following tasks:
   i) **Task 1**-Create a guest registration form.
   ii) **Task 2**-Carry out inspection of a cleaned and blocked room for Very Important Person (VIP)

2. You have been provided with the following resources for the practical tasks:
    1. A fully equipped front office desk
    2. Note book
    3. Marker pen
    4. Dustbin
    5. Mop bucket
    6. Mops
    7. Clock
    8. Broom
    9. Empty registration form
    10. Lounge seats/improvised
    11. Liquid soap
    12. Masking tape
    13. Staple pins
    14. Staplers
    15. Manila paper
    16. Working Desktop/ laptop

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