

**REPUBLIC OF KENYA**

**COMPETENCY-BASED MODULAR CURRICULUM**

**FOR**

**BARTENDING**

**KNQF LEVEL 4**

**PROGRAMME ISCED CODE**: **1013 354 A**

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# FOREWORD

The provision of quality education and training is fundamental to the Government’s overall strategy for social and economic development. Quality education and training contribute to the achievement of Kenya’s development blueprint and sustainable development goals.

Reforms in the education sector are necessary to achieve Kenya Vision 2030 and meet the provisions of the Constitution of Kenya 2010. The education sector had to be aligned to the Constitution, and this resulted in the formulation of the Policy Framework for Reforming Education and Training in Kenya (Sessional Paper No. 14 of 2012). A key feature of this policy is the radical change in the design and delivery of TVET training. This policy document requires that training in TVET be competency-based, curriculum development be industry-led, certification be based on demonstration of competence, and the mode of delivery allow for multiple entry and exit in TVET programmes.

These reforms demand that Industry takes a leading role in curriculum development to ensure the curriculum addresses its competence needs. It is against this background that this curriculum has been developed. For trainees to build their skills on foundational hands-on activities of the occupation, units of learning are grouped in modules. This has eliminated duplication of content and streamlined exemptions based on skills acquired as a trainee progresses in the up-skilling process, while at the same time allowing trainees to be employable in the shortest time possible through the acquisition of part qualifications.

It is my conviction that this curriculum will play a great role in developing competent human resources for the Tourism Sector’s growth and development.

**PRINCIPAL SECRETARY**

**STATE DEPARTMENT FOR TVET**

**MINISTRY OF EDUCATION**

# PREFACE

Kenya Vision 2030 aims to transform Kenya into a newly industrializing middle-income country, providing high-quality life to all its citizens by the year 2030. Kenya intends to create globally competitive and adaptive human resource base to meet the requirements of a rapidly industrializing economy through lifelong education and training. TVET has a responsibility to facilitate the process of inculcating knowledge, skills, and worker behaviour necessary for catapulting the nation to a globally competitive country, hence the paradigm shift to embrace Competency-Based Education and Training (CBET).

CAP 210A and Sessional Paper No. 1 of 2019 on Reforming Education and Training in Kenya for Sustainable Development emphasized the need to reform curriculum development, assessment, and certification. This called for a shift to CBET to address the mismatch between skills acquired through training and skills needed by industry, as well as increase the global competitiveness of the Kenyan labour force.

This curriculum has been developed in adherence to the Kenya National Qualifications Framework and CBETA standards and guidelines. The curriculum is designed and organized into Units of Learning with Learning Outcomes, suggested delivery methods, learning resources, and methods of assessing the trainee’s achievement. In addition, the units of learning have been grouped in modules to concretize the skills acquisition process and streamline upskilling.

I am grateful to all expert trainers and everyone who played a role in translating the Occupational Standards into this competency-based modular curriculum.

# ACKNOWLEDGMENT

This curriculum has been designed for competency-based training and has independent units of learning that allow the trainee flexibility in entry and exit. In developing the curriculum, significant involvement and support were received from expert trainers, institutions and organizations.

I recognize with appreciation the role of the Hospitality National Sector Skills Committee (NSSC) in ensuring that competencies required by the industry are addressed in the curriculum. I also thank all stakeholders in the Hospitality and Tourism Sector for their valuable input, and everyone who participated in developing this curriculum.

I am convinced that this curriculum will go a long way in ensuring that individuals aspiring to work in the Hospitality Sector acquire competencies to perform their work more efficiently and effectively.

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**ACRONYMS**

CBS: Competency-Based Skilling

CBET: Competency-Based Education and Training

HACCPs: Hazard Analysis and Critical Control Points

HVAC: Heating, ventilation and air conditioning

HSEPR: Health, safety and Environment principles and requirements

TVETA: Technical and vocational education and training Authority

OSH: Occupational Health and Safety

PPE: Personal Protective Equipment

# KEY TO ISCED UNIT CODE



# COURSE OVERVIEW

Bar tender Level 4 qualification consists of competencies that an individual must acquire in order to perform tasks of a bar tender in the hospitality industry. It involves preparing alcoholic and non- alcoholic beverages, preparing varieties of coffee beverages, and serving bar beverages and snacks, performing bar operations and performing bar maintenance operations.

The units of competency for Bar Tender level 4 qualifications include the following:

**Summary of Units of Learning**

|  |  |  |  |
| --- | --- | --- | --- |
| **MODULE I** | | | |
| **Unit Code** | **Units Title** | **Unit Duration (Hours)** | **Credit Factor** |
| 1013 354 01 A | Perform bar-keeping operations | 80 | 8 |
| 1013 354 02 A | Prepare non-alcoholic and alcoholic beverages | 90 | 9 |
| 1013 354 03 A | Prepare mocktails and cocktails. | 90 | 9 |
| **MODULE II** | | | |
| 1013 354 04 A | Prepare Alcoholic and Non- Alcoholic Beverages | 70 | 7 |
| 1013 354 05 A | Perform Bar Keeping Operations | 80 | 8 |
| 1013 354 06 A | Prepare Mocktails and Cocktails | 100 | 10 |
| 1013 354 07 A | Prepare Coffee Beverages | 80 | 8 |
| 1013 354 08 A | Serve Bar Beverages and Snacks | 70 | 7 |
| **Sub Total** | | 660 | 66 |
| **Industrial Attachment** | | 320 | 32 |
| **GRAND TOTAL** | | 980 | 98 |

**Entry requirements**

An individual entering this course should have any of the following minimum requirements:

1. Kenya Certificate of Primary Education (KCPE)

**Or**

1. Equivalent qualifications as determined by TVETA

**Trainer Qualification**

A trainer for any of the units of competency in this course must:

1. Possession of at least a Craft Certificate in the Food and Beverage Operations level 5 or related trade area;
2. License by TVETA; and

**Industry Training**

An individual enrolled in this course will be required to undergo Industry training for a minimum period of 320 hours in the Hospitality sector Service department. The industrial training may be taken after completion of all units for those pursuing the full qualification, or be distributed equally in each unit for those pursuing a part qualification. In the case of the dual training model, industrial training shall be guided by the dual training policy.

**Assessment**

The course shall be assessed formatively and summatively:

1. During formative assessment, all performance criteria shall be assessed based on performance criteria weighting.
2. Number of formative assessments shall minimally be equal to the number of elements in a unit of competency.
3. Assessment of basic and common competencies shall be integrated in the core units.
4. Theoretical assessment shall be integrated in practical assessment and conducted orally in both formative and summative assessments.
5. Theoretical and practical weight shall be 10:90, respectively, for each unit of learning.
6. Formative and summative assessments shall be weighted at 60% and 40% respectively in the overall unit of learning score
7. Assessment performance rating for each unit of competency shall be as follows:

|  |  |
| --- | --- |
| **MARKS** | **COMPETENCE RATING** |
| 80 -100 | Attained Mastery |
| 65 - 79 | Proficient |
| 50 - 64 | Competent |
| 49 and below | Not Yet Competent |
| Y | Assessment Malpractice/Irregularities |

1. Assessment for Recognition of Prior Learning (RPL) may lead to the award of part and/or full qualification**.**

**Certification**

A candidate will be issued with a Certificate of Competency upon demonstration of competence in a core Unit of Competency. To be issued with the **Kenya National TVET Certificate in Bartender Level 4**, the candidate must demonstrate competence in all the Units of Competency as given in the qualification pack. A Statement of Attainment certificate may be issued upon demonstration of competence in a certifiable element within a unit.

The certificates will be awarded by the Qualification Awarding Institution.

# MODULE I

# PERFORM BAR KEEPING OPERATIONS

**UNIT CODE: 1013 254 01A**

**UNIT DURATION: 80 HOURS**

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Perform bar keeping operations

**Unit Description**

This unit describes the competencies required to perform barkeeping operations. It involves preparing bar equipment, stocking bars, and restocking bars.

The unit is applicable in the hospitality industry

**Summary of Learning Outcomes**

By the end of this unit of learning, the trainee should be able to:

|  |  |  |
| --- | --- | --- |
| **S/No.** | **Learning outcomes** | **Duration (Hours)** |
| 1. | Prepare bar equipment | **20** |
|  | Perform bar stocking | **30** |
|  | Perform bar restocking | **30** |
| **Total** | | **80** |

**Learning Outcomes, Content and Suggested Assessment Methods**

| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| --- | --- | --- |
| 1. Prepare bar equipment | * 1. Introduction to bar operations      1. Definition of terms * Bar * Bar operations   + 1. Bar layout * Bar counter * Seating areas * Storage and shelves   Service stations   * + 1. Types of bars * Open bars * Pool bars * Mini bars * Cash /wine bar * Main /cocktail   1. Bar personnel duties and responsibilities. * Bar manager * Bar head waiter * Bar man * Glass washer   1. Bar tools and equipment      1. Large equipment * Fridge * Ice makers * Coffee maker   + 1. Small tools and equipment * Shakers * Chopping Boards * Liquidizer * Muddler * Tot Measurer * Glasses * Bar Knives * Corkscrew * Assorted glasses * Wine basket * Opener * Wine bucket * Ice bucket * Ice maker * Ice crusher * Refrigerator * Bar spoon * Decanter * Mixing glass * Hawthorn strainer * Coaster. * Ash tray   + 1. Use, care and maintenance of bar tools and equipment.     2. Storage of bar tools and equipment   1. Safety rules in the bar.   2. Hygiene rules in the workshop      1. Personal hygiene * Neat hair * Short nails * Clean uniform   + 1. PPEs * Black leather low-heeled shoes * Black trouser/skirt * Bowtie * Half coat * Waiters’ cloth   + 1. Environmental hygiene * Bar cleaning procedures   • High dusting  • Sweeping  • Low dusting  • Damp dusting  • Cleaning the floor | * Practical * Portfolio of evidence * Third party reports * Oral test * Written texts |
| 1. Perform bar stocking | * 1. Bar stock taking (opening inventory)      1. Bar stock sheet * Number of drinks * Bin number * Opening stock * Received stock * Total stock * Consumption * Price per drink.   1. Checking labels and expiry dates   2. Bar requisition   3. Bar closing stock      1. Bar stock sheet      2. Operate computer devices   + Procedure for turning On/off a computer   + Types of computer devices (tablets, desktop, and laptop computers).   2.4 .2 Working with word documents   * + - Open and close word processor     - Create a new document     - Save a document     - Using navigation tools     1. Enter & Select text     2. Document editing (copy, cut, paste commands, spelling and Grammar check)     3. Document formatting     4. Formatting text     5. Formatting paragraph     6. Formatting styles     7. Alignment     8. Creating tables     9. Formatting tables | * Practical * Portfolio of evidence * Third party reports * Oral test * Written texts |
| 1. Perform bar re- stocking. | * 1. Restocking non- alcoholic beverages * Mineral water * Aerated water * Fruit juices * Squashes * Tea * Coffee * Chocolate * Milk   1. Restocking alcoholic beverages * Beers * Spirits * Wines * Aperitifs * Cider and Perry * Liqueur   1. Restocking bar food items and supplies * Fruits * Vegetables * Herbs * Spices * Beverages * Eggs * Ice cubes * Straw   3.4 Refilling ice trays | * Practical * Portfolio of evidence * Third party reports * Oral test * Written texts |

**Suggested Methods of delivery**

* Demonstration
* Group discussions
* Direct instructions
* Practical
* Project

**Recommended Resources for 25 Trainees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No.** | **Category/ Item** | **Description/Specifications** | **Quantities** | **Recommended Ratio (Item: Trainee)** |
| **A** | **LEARNING MATERIALS** | | | |
|  | Laptops | Functional laptops for displaying content during presentations | 2 | 1:13 |
| Stable and reliable Internet connection | | | |
| Projectors | Functional projector for displaying content during presentations | 2 | 1:13 |
| Assorted Flash Cards | Functional flash cards for displaying content during presentations | 5 | 1:5 |
| Whiteboards | Quality whiteboard of approximately 6 ft by 3 ft for writing during theory instruction | 1 | 1:25 |
| Flip Charts | Functional flip charts for displaying content during presentations | 5 | 1:5 |
| Assorted colour of whiteboard markers | | |  |
| A simulated bar environment | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **B .** | **Equipment** | | | |
|  | **Category/ Item** | **Description/Specifications** | **Quantities** | **Recommended Ratio (Item: Trainee)** |
| Salver | Flat tray for serving drinks or snacks. | 12 | 1:3 |
| Boston shaker | Two-piece shaker (metal + glass) for mixing cocktails. | 12 | 1:3 |
| Cocktail shaker | Three-part shaker with built-in strainer. | 12 | 1:3 |
| Mixing glasses | Heavy glasses for stirring drinks like martinis. | 12 | 1:3 |
| Assorted glasses | Different glasses (wine, cocktail, etc.) for specific drinks. | 100 | 4:1 |
| Bar spoons | Long spoons for stirring cocktails. | 12 | 1:3 |
| Cutting board | Board for chopping garnishes (fruit, herbs). | 12 | 1:3 |
| Refrigerators | Small fridges to keep drinks and ingredients cold. | 2 | 1:13 |
| Ice maker | Machine that makes ice quickly. | 2 | 1:13 |
| Ice bucket & tongs | Bucket for ice; tongs to pick it up. | 5 | 1:5 |
| Wine stands | Racks to hold or display wine bottles. | 5 | 1:5 |
| Wine baskets | Baskets to serve wine bottles horizontally. | 5 | 1:5 |
| Wine buckets | Buckets with ice to chill wine bottles. | 5 | 1:5 |
| Cock screw opener | Tool to open wine bottles. | 5 | 1:5 |
| Coasters | Small pads to protect tables from drink spills. | 15 | 1:2 |
| Bottle opener | Tool to open beer bottles. | 12 | 1:3 |
| Tot measure | Small cup for measuring alcohol. | 10 | 1:3 |
| Speed pourers | spouts for bottles to pour drinks quickly. | 10 | 1:3 |
| Side plates | Small plates for snacks or garnishes. | 12 | 1:3 |
| Small glass bowls | Bowls for holding garnishes (olives, lemons). | 12 | 1:3 |
| Knives | Sharp knives for cutting fruit or herbs. | 12 | 1:3 |
| Variety of beverages | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **C** | | **Safety equipment** | | | |
|  | **Item** | | **Description/Specifications** | **Quantities** | **Recommended Ratio**  **(Item: Trainee)** |
| Assorted Fire extinguishers | | Designed to combat different types of fires (Class A, B, C, D, K) | 5 | 1:5 |
| Fire blankets | | Flame-resistant fabrics like fiberglass or wool, stored in easy-to-access pouches. | 5 | 1:5 |
| Well stocked first aid kits | | Bandages, gauze, antiseptic wipes, gloves, scissors, CPR masks, pain relievers, tweezers, emergency thermal blankets, and instructions. | 2 | 1:13 |

# PREPARE NON -ALCOHOLIC AND ALCOHOLIC BEVERAGES

**UNIT CODE: 1013 354 02A**

**UNIT DURATION: 90 HOURS**

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: prepare non -alcoholic and alcoholic beverages

**Unit Description**

This unit describes competencies required to prepare non -alcoholic and alcoholic beverages. It involves prepare stillroom beverages, prepare non- alcoholic dispense bar beverages and prepare alcoholic beverages.

The unit is applicable in the hospitality industry

**Summary of Learning Outcomes**

By the end of this unit of learning, the trainee should be able to:

|  |  |  |
| --- | --- | --- |
| S/no. | Learning outcomes | Duration (Hours) |
| 1. | Prepare still room beverages | **30** |
| 2. | Prepare non- alcoholic dispense bar beverages | **30** |
| 3. | Prepare alcoholic beverages | **30** |
| **Total** | | **90** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Prepare still room beverages | 1. Still room beverages    * 1. Tea  * Condition for storing tea * Types of tea * Tea making procedures * Qualities of a good tea   + 1. Coffee * Condition for storing coffee * Types of coffee * Qualities of a good coffee * Coffee making method   + 1. Chocolate * Condition for storing Chocolate * Types of Chocolate * Qualities of a good Chocolate  1. Other still room beverages    * 1. Milo      2. Milkshakes 2. Service of still room beverages | * Practical * Portfolio of evidence * Third party reports * Oral test * Written texts |
| 2.Prepare non- alcoholic dispense bar beverages | * 1. Alcoholic dispense bar beverages   2.1 .1 Mineral water  2.1.2 Aerated water   * Soda water * Tonic water * Ginger Ale   1. Fruits juices * Mango juice * Passion juice * Pineapple juice * Apple juice * Orange juice * Lime juice   1. Syrups   2. Squashes   3. Other non- alcoholic dispenses bar beverage * Smoothies * Vegetable juices   1. Service non-alcoholic dispense beverages   2. Post service duties * Taking closing bar stock * Cleaning equipment and surfaces * Drying equipment * Storing equipment * Waste disposal | * Practical * Portfolio of evidence * Third party reports * Oral test * Written texts |
| 3.Prepare alcoholic beverages | * 1. Alcoholic beverages      1. Definition * Alcohol * Alcoholic beverages   1. Types of Wines * Table wines * Fortified wines * Sparkling wines * Organic wines * House wines   1. Spirits * Rum * Vodka * Brandy * Tequila * Whisky   1. Beers      1. Types of beer * Lager * Stout * Pilsner   1. Bitters   2. Liqueurs   3. Cider and Perry   4. Aperitifs   5. Service of alcoholic beverages   6. Post service duties * Taking closing bar stock * Cleaning equipment and surfaces * Drying equipment * Storing equipment * Waste disposal | * Practical * Portfolio of evidence * Third party reports * Oral test * Written texts |

**Suggested Methods of delivery**

* Demonstration
* Group discussions
* Direct instructions
* Practical
* Project

**Recommended Resources for 25/30 Trainees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No.** | **Category/ Item** | **Description/Specifications** | **Quantities** | **Recommended Ratio (Item: Trainee)** |
| **A** | **LEARNING MATERIALS** | | | |
|  | Laptops | Functional laptops for displaying content during presentations | 2 | 1:13 |
| Stable and reliable Internet connection | | | |
| Projectors | Functional projector for displaying content during presentations | 2 | 1:13 |
| Assorted Flash Cards | Functional flash cards for displaying content during presentations | 5 | 1:5 |
| Whiteboards | Quality whiteboard of approximately 6 ft by 3 ft for writing during theory instruction | 1 | 1:25 |
| Flip Charts | Functional flip charts for displaying content during presentations | 5 | 1:5 |
| Assorted colour of whiteboard markers | | |  |
| A simulated bar environment | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **B .** | **Equipment** | | | |
|  | **Category/ Item** | **Description/Specifications** | **Quantities** | **Recommended Ratio (Item: Trainee)** |
| Salver | Flat tray for serving drinks or snacks. | 12 | 1:3 |
| Boston shaker | Two-piece shaker (metal + glass) for mixing cocktails. | 12 | 1:3 |
| Cocktail shaker | Three-part shaker with built-in strainer. | 12 | 1:3 |
| Mixing glasses | Heavy glasses for stirring drinks like martinis. | 12 | 1:3 |
| Assorted glasses | Different glasses (wine, cocktail, etc.) for specific drinks. | 100 | 4:1 |
| Bar spoons | Long spoons for stirring cocktails. | 12 | 1:3 |
| Cutting board | Board for chopping garnishes (fruit, herbs). | 12 | 1:3 |
| Refrigerators | Small fridges to keep drinks and ingredients cold. | 2 | 1:13 |
| Ice maker | Machine that makes ice quickly. | 2 | 1:13 |
| Ice bucket & tongs | Bucket for ice; tongs to pick it up. | 5 | 1:5 |
| Wine stands | Racks to hold or display wine bottles. | 5 | 1:5 |
| Wine baskets | Baskets to serve wine bottles horizontally. | 5 | 1:5 |
| Wine buckets | Buckets with ice to chill wine bottles. | 5 | 1:5 |
| Cock screw opener | Tool to open wine bottles. | 5 | 1:5 |
| Coasters | Small pads to protect tables from drink spills. | 15 | 1:2 |
| Bottle opener | Tool to open beer bottles. | 12 | 1:3 |
| Tot measure | Small cup for measuring alcohol. | 10 | 1:3 |
| Speed pourers | spouts for bottles to pour drinks quickly. | 10 | 1:3 |
| Side plates | Small plates for snacks or garnishes. | 12 | 1:3 |
| Small glass bowls | Bowls for holding garnishes (olives, lemons). | 12 | 1:3 |
| Knives | Sharp knives for cutting fruit or herbs. | 12 | 1:3 |
| Variety of beverages | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **C** | | **Safety equipment** | | | |
|  | **Item** | | **Description/Specifications** | **Quantities** | **Recommended Ratio**  **(Item: Trainee)** |
| Assorted Fire extinguishers | | Designed to combat different types of fires (Class A, B, C, D, K) | 5 | 1:5 |
| Fire blankets | | Flame-resistant fabrics like fiberglass or wool, stored in easy-to-access pouches. | 5 | 1:5 |
| Well stocked first aid kits | | Bandages, gauze, antiseptic wipes, gloves, scissors, CPR masks, pain relievers, tweezers, emergency thermal blankets, and instructions. | 2 | 1:13 |

# PREPARE MOCKTAILS AND COCKTAILS

**UNIT CODE: 1013 354 03A**

**UNIT DURATION: 90 HOURS**

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: prepare mocktails and cocktails

**Unit Description**

This unit describes competencies required to prepare mocktails and cocktails. It involves prepare mocktails and cocktails ingredients, prepare mocktails and prepare cocktails.

The unit is applicable in the hospitality industry

**Summary of Learning Outcomes**

By the end of this unit of learning, the trainee should be able to:

|  |  |  |
| --- | --- | --- |
| **S/no.** | **Learning outcomes** | **Duration (Hours)** |
| **1.** | Prepare mocktails and cocktails ingredients | **30** |
| **2.** | Prepare mocktails | **30** |
| **3.** | Prepare cocktails | **30** |
| **Total** | | **90** |

1. Prepare cocktails

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Prepare mocktails and cocktails ingredients | * 1. Work organisation      1. Assembling ingredients      2. Assembling equipment.   2. Garnishes /decorations   + Lemon wheels   + Lemon twists   + Orange slices   + Sugar and salt ring   + Jelly crystals   1.3 Waste disposal | * Practical * Portfolio of evidence * Third party reports * Oral test * Written texts |
| 1. Prepare mocktails | * 1. Work organisation      1. Assembling ingredients      2. Assembling equipment   2. Polishing      1. Glasses   + Tom Collins glass   + Cosmopolitan glass   + Martini glass   + Brandy balloon   + Highball   + Paris goblet glass   + Flute   + Champagne saucer.   + Whisky glasses   1. Mocktail making methods   + Shaking   + Stirring   + Layering   + Building   1. Garnishing mocktails   2. Service of mocktails      + Mocktails   + Shirley temple   + Virgin mojito   + Virgin colada   2.6 Principles of effective communication:   * + - Courtesy     - Correctness     - Completeness   2.7 Communication barriers:   * + - Language     - Emotions     - Channel   1. Post service duties   + Taking closing bar stock   + Cleaning equipment and surfaces   + Drying equipment   + Storing equipment   + Waste disposal | * Practical * Portfolio of evidence * Third party reports * Oral test * Written texts |
| 1. Prepare cocktails | * 1. Work organization      1. Assembling ingredients      2. Assembling equipment   2. Polishing      1. Glasses   + Tom Collins glass   + Cosmopolitan glass   + Martini glass   + Brandy balloon   + Highball   + Paris goblet glass   + Flute   + Champagne saucer.   + Whisky glasses   + Mocktail making methods   + Shaking   + Stirring   + Layering   + Building   1. Garnishing cocktails   2. Service of cocktails      1. Types of cocktails   + Blood Mary   + Screw driver   + Whisky sour   + Pink gin   + Old fashioned   + Pinacolada   1. Post service duties   + Taking closing bar stock   + Cleaning equipment and surfaces   + Drying equipment   + Storing equipment   + Waste disposal | * Practical * Portfolio of evidence * Third party reports * Oral test * Written texts |

**Suggested Methods of delivery**

* Demonstration
* Group discussions
* Direct instructions
* Practical
* Project

**Recommended Resources for 25 Trainees**

|  |  |  |
| --- | --- | --- |
| Item | Quantities | Recommended Ratio (Item: Trainee) |
| Laptops | 2 | 1:13 |
| Stable and reliable Internet connection | | all students |
| Projectors | 2 | 1:13 |
| Assorted Flash Cards | 5 | 1:5 |
| Whiteboards | 1 | 1:25 |
| Flip Charts | 5 | 1:5 |
| Assorted colour of whiteboard markers | |  |
| A simulated bar environment | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **B .** | **Equipment** | | | |
|  | **Category/ Item** | **Description/Specifications** | **Quantities** | **Recommended Ratio (Item: Trainee)** |
| Salver | Flat tray for serving drinks or snacks. | 12 | 1:3 |
| Boston shaker | Two-piece shaker (metal + glass) for mixing cocktails. | 12 | 1:3 |
| Cocktail shaker | Three-part shaker with built-in strainer. | 12 | 1:3 |
| Mixing glasses | Heavy glasses for stirring drinks like martinis. | 12 | 1:3 |
| Assorted glasses | Different glasses (wine, cocktail, etc.) for specific drinks. | 100 | 4:1 |
| Bar spoons | Long spoons for stirring cocktails. | 12 | 1:3 |
| Cutting board | Board for chopping garnishes (fruit, herbs). | 12 | 1:3 |
| Refrigerators | Small fridges to keep drinks and ingredients cold. | 2 | 1:13 |
| Ice maker | Machine that makes ice quickly. | 2 | 1:13 |
| Ice bucket & tongs | Bucket for ice; tongs to pick it up. | 5 | 1:5 |
| Wine stands | Racks to hold or display wine bottles. | 5 | 1:5 |
| Wine baskets | Baskets to serve wine bottles horizontally. | 5 | 1:5 |
| Wine buckets | Buckets with ice to chill wine bottles. | 5 | 1:5 |
| Cock screw opener | Tool to open wine bottles. | 5 | 1:5 |
| Coasters | Small pads to protect tables from drink spills. | 15 | 1:2 |
| Bottle opener | Tool to open beer bottles. | 12 | 1:3 |
| Tot measure | Small cup for measuring alcohol. | 10 | 1:3 |
| Speed pourers | spouts for bottles to pour drinks quickly. | 10 | 1:3 |
| Side plates | Small plates for snacks or garnishes. | 12 | 1:3 |
| Small glass bowls | Bowls for holding garnishes (olives, lemons). | 12 | 1:3 |
| Knives | Sharp knives for cutting fruit or herbs. | 12 | 1:3 |
| Variety of beverages | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **C** | | **Safety equipment** | | | |
|  | **Item** | | **Description/Specifications** | **Quantities** | **Recommended Ratio**  **(Item: Trainee)** |
| Assorted Fire extinguishers | | Designed to combat different types of fires (Class A, B, C, D, K) | 5 | 1:5 |
| Fire blankets | | Flame-resistant fabrics like fiberglass or wool, stored in easy-to-access pouches. | 5 | 1:5 |
| Well stocked first aid kits | | Bandages, gauze, antiseptic wipes, gloves, scissors, CPR masks, pain relievers, tweezers, emergency thermal blankets, and instructions. | 2 | 1:13 |

# MODULE II

# PREPARE ALCOHOLIC AND NON-ALCOHOLIC BEVERAGES

**UNIT CODE: 1013 354 04A**

**UNIT DURATION: 70 HOURS**

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: prepare non -alcoholic and alcoholic beverages

**Unit Description**

This unit describes competencies required to prepare non -alcoholic and alcoholic beverages. It involves prepare stillroom beverages, prepare non- alcoholic dispense bar beverages and prepare alcoholic beverages.

The unit is applicable in the hospitality industry

**Summary of Learning Outcomes**

By the end of this unit of learning, the trainee should be able to:

|  |  |  |
| --- | --- | --- |
| **S/no.** | **Learning outcomes** | **Duration (Hours)** |
| 1. | Prepare still room beverages | **30** |
| 2. | Prepare non- alcoholic dispense bar beverages | **20** |
| 3. | Prepare alcoholic beverages | **20** |
| **Total** | | **70** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Prepare still room beverages | * 1. Still room beverages   1.1.1 Tea   * Condition for storing tea * Types of tea * Tea making procedures * Qualities of a good tea   + 1. Coffee * Condition for storing coffee * Types of coffee * Qualities of a good coffee * Coffee making method   + 1. Chocolate * Condition for storing Chocolate * Types of Chocolate * Qualities of a good Chocolate  1. Other still room beverages    * 1. Milo      2. Milkshakes 2. Service of still room beverages | * Practical * Portfolio of evidence * Third party reports * Oral test * Written texts |
| 2.Prepare non- alcoholic dispense bar beverages | * 1. Alcoholic dispense bar beverages   2.1 .1 Mineral water  2.1.2 Aerated water   * Soda water * Tonic water * Ginger Ale   1. Fruits juices * Mango juice * Passion juice * Pineapple juice * Apple juice * Orange juice * Lime juice   1. Syrups   2. Squashes   3. Other non- alcoholic dispense bar beverage * Smoothies * Vegetable juices   1. Service non-alcoholic dispense beverages   2. Post service duties * Taking closing bar stock * Cleaning equipment and surfaces * Drying equipment * Storing equipment * Waste disposal | * Practical * Portfolio of evidence * Third party reports * Oral test * Written texts |
| 3.Prepare alcoholic beverages | * 1. Alcoholic beverages      1. Definition * Alcohol * Alcoholic beverages   1. Types of Wines * Table wines * Fortified wines * Sparkling wines * Organic wines * House wines   1. Spirits * Rum * Vodka * Brandy * Tequila * Whisky   1. Beers      1. Types of beer * Lager * Stout * Pilsner   1. Bitters   2. Liqueurs   3. Cider and Perry   4. Aperitifs   5. Service of alcoholic beverages   6. Post service duties * Taking closing bar stock * Cleaning equipment and surfaces * Drying equipment * Storing equipment * Waste disposal | * Practical * Portfolio of evidence * Third party reports * Oral test * Written texts |

**Suggested Methods of delivery**

* Demonstration
* Group discussions
* Direct instructions
* Practical
* Project

**Recommended Resources for 25 Trainees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No.** | **Category/ Item** | **Description/Specifications** | **Quantities** | **Recommended Ratio (Item: Trainee)** |
| **A** | **LEARNING MATERIALS** | | | |
|  | Laptops | Functional laptops for displaying content during presentations | 2 | 1:13 |
| Stable and reliable Internet connection | | | |
| Projectors | Functional projector for displaying content during presentations | 2 | 1:13 |
| Assorted Flash Cards | Functional flash cards for displaying content during presentations | 5 | 1:5 |
| Whiteboards | Quality whiteboard of approximately 6 ft by 3 ft for writing during theory instruction | 1 | 1:25 |
| Flip Charts | Functional flip charts for displaying content during presentations | 5 | 1:5 |
| Assorted colour of whiteboard markers | | |  |
| A simulated bar environment | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **B .** | **Equipment** | | | |
|  | **Category/ Item** | **Description/Specifications** | **Quantities** | **Recommended Ratio (Item: Trainee)** |
| Salver | Flat tray for serving drinks or snacks. | 12 | 1:3 |
| Boston shaker | Two-piece shaker (metal + glass) for mixing cocktails. | 12 | 1:3 |
| Cocktail shaker | Three-part shaker with built-in strainer. | 12 | 1:3 |
| Mixing glasses | Heavy glasses for stirring drinks like martinis. | 12 | 1:3 |
| Assorted glasses | Different glasses (wine, cocktail, etc.) for specific drinks. | 100 | 4:1 |
| Bar spoons | Long spoons for stirring cocktails. | 12 | 1:3 |
| Cutting board | Board for chopping garnishes (fruit, herbs). | 12 | 1:3 |
| Refrigerators | Small fridges to keep drinks and ingredients cold. | 2 | 1:13 |
| Ice maker | Machine that makes ice quickly. | 2 | 1:13 |
| Ice bucket & tongs | Bucket for ice; tongs to pick it up. | 5 | 1:5 |
| Wine stands | Racks to hold or display wine bottles. | 5 | 1:5 |
| Wine baskets | Baskets to serve wine bottles horizontally. | 5 | 1:5 |
| Wine buckets | Buckets with ice to chill wine bottles. | 5 | 1:5 |
| Cock screw opener | Tool to open wine bottles. | 5 | 1:5 |
| Coasters | Small pads to protect tables from drink spills. | 15 | 1:2 |
| Bottle opener | Tool to open beer bottles. | 12 | 1:3 |
| Tot measure | Small cup for measuring alcohol. | 10 | 1:3 |
| Speed pourers | spouts for bottles to pour drinks quickly. | 10 | 1:3 |
| Side plates | Small plates for snacks or garnishes. | 12 | 1:3 |
| Small glass bowls | Bowls for holding garnishes (olives, lemons). | 12 | 1:3 |
| Knives | Sharp knives for cutting fruit or herbs. | 12 | 1:3 |
| Variety of beverages | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **C** | | **Safety equipment** | | | |
|  | **Item** | | **Description/Specifications** | **Quantities** | **Recommended Ratio**  **(Item: Trainee)** |
| Assorted Fire extinguishers | | Designed to combat different types of fires (Class A, B, C, D, K) | 5 | 1:5 |
| Fire blankets | | Flame-resistant fabrics like fiberglass or wool, stored in easy-to-access pouches. | 5 | 1:5 |
| Well stocked first aid kits | | Bandages, gauze, antiseptic wipes, gloves, scissors, CPR masks, pain relievers, tweezers, emergency thermal blankets, and instructions. | 2 | 1:13 |

# PERFORM BAR KEEPING OPERATIONS

**UNIT CODE: 1013 354 05A**

**UNIT DURATION: 80 HOURS**

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Perform bar keeping operations

**Unit Description**

This unit specifies the competencies required to; perform bar opening duties, Prepare and serve non-alcoholic and alcoholic beverages, present cigars and carry out bar closing activities.

**Summary of Learning Outcomes**

By the end of this unit of learning, the trainee should be able to:

|  |  |  |
| --- | --- | --- |
| **S/no.** | **Learning outcomes** | **Duration (Hours)** |
| 1. | Perform bar opening duties. | 10 |
| **2.** | Prepare and serve non-alcoholic beverages. | **20** |
| **3.** | Prepare and serve alcoholic beverages. | **20** |
| **4.** | Present cigars | **10** |
| **5.** | Carry out bar closing activities | **20** |
| Total | | **80** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Perform bar opening duties | * 1. Introduction to bar.      1. Parts of a bar. * Front bar * Back bar * Under bar   + 1. Arrangement of the bar     2. Types of bars * Cash bar * Snack bar * Main bar * Dispense bar * Pool bar   + 1. Bar personnel * Bar manager * Head barman * Barman * Glass washer   + 1. Duties and responsibilities of bar personnel.   1. Safety rules in the bar.   2. Hygiene rules in the bar.      1. Personal hygiene * Neat hair * Short nails * Clean uniform   + 1. PPES * Black leather low-heeled shoes * Black trouser/skirt * Bowtie * Half coat * Waiter’s cloth   + 1. Environmental hygiene * Cleaning the bar * Cleaning work surfaces   1. Conservation of resources * Fuel * Water * Energy * Food commodities * Time.   1. Cleaning procedures * Dusting * Sweeping * Mopping * Wiping bar surfaces   1. Bar stock taking (opening stock)      1. Details in the checklist * Number of drinks * Bin number * Opening stock * Received stock * Total stock * Consumption * Price per visit.   + 1. Bar records * Daily consumption sheet * Bin card * Order book * Good returned book * Good inwards book * Cellar ledger * Requisition book * Ullage book * Off-sales book * Transfer book   1. Bar tools and equipment      1. Assorted bar glasses * White wine glass * Red wine glass * Tulip * Champagne saucer * Sherry glass * Beer glass * Tumbler * Cocktail glass * Paris goblet. * Elgin.   + 1. Large equipment * Fridge * Ice makers * Ice cream maker. * Ice bucket.   + 1. Small equipment * Bar spoon * Mixing glasses * Boston shakers, * Wine opener * Wine basket * Wine bucket * Hawthorn strainer * Tot measure. * Strainers. * Tongs. * Funnel. * Decanter * Candle. * Carafe. * Coasters. * Openers. * Mixing glass. * Chopping board and knife   + 1. Factors to consider when purchasing bar equipment.     2. Use, care and maintenance of bar equipment   1. Bar supplies stocking. * Fruits * Vegetables * Herbs * Spices * Condiments. * Sugars. * Straw. * Cocktail sticks * Serviettes * Doilies. * Eggs * Ice cubes * Beverages * Jelly crystals * Food colours. | * Practical * Portfolio of evidence * Third party reports * Oral test * Written texts |
| 1. Prepare and serve non-alcoholic beverages | * 1. Classification of non-alcoholic beverages      1. Dispense bar beverages * Aerated waters * Natural juices * Squashes * Syrup * Natural spring waters. * Smoothie * Milkshake   + 1. Stillroom beverages * Types of stillroom beverages * Tea * Coffee   + 1. Wine and drink list * Prepare and design soft drink menu   + 1. Taking beverage orders * Duplicate * Triplicate * Pre-ordered * Service with order   1. Ingredients for preparing non-alcoholic beverages. * Fruits * Vegetables * Herbs * Spices * Condiments. * Sugars. * Straw. * Jelly crystals * Food colours. * Cocktail sticks * Serviettes * Doilies. * Eggs * Ice cubes * Beverages   1. Quality inspection of ingredients for non-alcoholic beverages. * Freshness * Expiration date * Smell and appearance. * Check damaged and leaking seals   1. Prepare of beverages.      1. Preparation of non-alcoholic beverages      2. Methods of preparing non-alcoholic beverages * Stirring * Shaking * Layering * Building   + 1. Procedure for presentation and service of non-alcoholic beverages     2. Preparation of stillroom beverages     3. Procedure for presentation and service of stillroom beverages   1. Billing and handling payments      1. Billing methods * Separate bill, * Pre-paid, * Voucher, * Bill as check, * No charge, * Deferred account   + 1. Methods of payments * Cash, * Card, * Cheque, * Voucher   1. Final clearance * Cleaning the stillroom. * Clearing working surfaces. * Return food items to the store * Clean, dry and return equipment to the store * Waste disposal * Liquid waste * Solid waste * Bio-degradable * Non-degradable | * Practical * Portfolio of evidence * Third party reports * Oral test * Written texts |
| 1. Prepare and serve alcoholic beverages | * 1. Classification of alcoholic beverages      1. Wines * Vinification process * Quality of wines * Classification of wines-table wines, fortified wines, sparkling wines, aromatised wines * Faults in wines * Service of wines   + 1. Spirits * Types of spirit-rum, vodka, gin, brandy, whisky * Service of spirits   + 1. Aperitifs * Types of aperitifs –vermouths * Service of aperitifs   + 1. Beers * Types of beer-draught, lager * Faults in beer * Service of beer   + 1. Liqueurs * Categories of liqueurs * Types of liqueurs * Service of liqueurs   + 1. Cocktails * Points to note in making cocktails * Types of cocktails * Garnishes * Preparation of cocktails * Presentation and service of cocktails   + 1. Wine and drink list * Prepare and design a wine and drink list   + 1. Taking beverage orders * Duplicate * Triplicate   1. Ingredients for preparing alcoholic beverages. * Fruits * Vegetables * Herbs * Spices * Condiments. * Sugars. * Straw. * Jelly crystals * Food colours. * Cocktail sticks * Serviettes * Doilies. * Eggs * Ice cubes * Beverages   1. Quality inspection of ingredients for alcoholic beverages. * Freshness of ingredients. * Expiration date * Smell and appearance. * Check damaged and leaking seals   1. Billing and payments.      1. Billing methods * Separate bill, * Pre-paid, * Voucher, * Bill as check, * No charge, * Deferred account   + 1. Methods of payments * Cash, * Card, * Cheque, * Voucher   1. Final clearance * Cleaning the bar. * Clearing working surfaces. * Return food items to the store * Clean, dry and return equipment to the store * Waste disposal * Liquid waste * Solid waste * Bio-degradable * Non-degradable | * Practical * Portfolio of evidence * Third party reports * Oral test * Written texts |
| 1. Present cigars | * 1. Definition of terms * Cigar * Cigar menu   1. Types of cigars * Corona * Cigarillo * Lonsdale * Churchill   1. Cigar service tools * Cigar cutter * Lighter * Ashtray   1. Presentation and service of cigar   2. Billing and handling payments      1. Billing methods * Separate bill, * Pre-paid, * Voucher, * Bill as check, * No charge, * Deferred account   + 1. Methods of payments * Cash, * Card, * Cheque, * Voucher   1. Clearance * Clearance of ash trays * Waste disposal * Bio-degradable * Non-degradable | * Practical * Portfolio of evidence * Third party reports * Oral test * Written texts |
| 1. Carry out bar closing activities | * 1. Bar closing procedures      1. Bar closing stock * Details in the checklist * Number of drinks * Bin number * Closing stock * Received stock * Inventory usage. * Total stock. * Stock level * Consumption * Waste and spoilage * Restock needed   1. Sales reconciliation * Reconciliation of bills * Sales summary report. * Details * Sales mix * Total sales * Payment breakdown   1. Cleaning of bar equipment and tools   2. Cleaning bar surfaces   3. Waste disposal      1. Types of waste * Bio-degradable * Non-degradable | * Practical * Portfolio of evidence * Third party reports * Oral test * Written texts |

**Suggested Methods of delivery**

* Demonstration
* Group discussions
* Direct instructions
* Practical
* Project

**RECOMMENDED RESOURCES FOR 25/30 TRAINEES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No.** | **Category/ Item** | **Description/Specifications** | **Quantities** | **Recommended Ratio (Item: Trainee)** |
| **A** | **LEARNING MATERIALS** | | | |
|  | Laptops | Functional laptops for displaying content during presentations | 2 | 1:13 |
| Stable and reliable Internet connection | | | |
| Projectors | Functional projector for displaying content during presentations | 2 | 1:13 |
| Assorted Flash Cards | Functional flash cards for displaying content during presentations | 5 | 1:5 |
| Whiteboards | Quality whiteboard of approximately 6 ft by 3 ft for writing during theory instruction | 1 | 1:25 |
| Flip Charts | Functional flip charts for displaying content during presentations | 5 | 1:5 |
| Assorted colour of whiteboard markers | | |  |
| A simulated bar environment | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **B .** | **Equipment** | | | |
|  | **Category/ Item** | **Description/Specifications** | **Quantities** | **Recommended Ratio (Item: Trainee)** |
| Salver | Flat tray for serving drinks or snacks. | 12 | 1:3 |
| Boston shaker | Two-piece shaker (metal + glass) for mixing cocktails. | 12 | 1:3 |
| Cocktail shaker | Three-part shaker with built-in strainer. | 12 | 1:3 |
| Mixing glasses | Heavy glasses for stirring drinks like martinis. | 12 | 1:3 |
| Assorted glasses | Different glasses (wine, cocktail, etc.) for specific drinks. | 100 | 4:1 |
| Bar spoons | Long spoons for stirring cocktails. | 12 | 1:3 |
| Cutting board | Board for chopping garnishes (fruit, herbs). | 12 | 1:3 |
| Refrigerators | Small fridges to keep drinks and ingredients cold. | 2 | 1:13 |
| Ice maker | Machine that makes ice quickly. | 2 | 1:13 |
| Ice bucket & tongs | Bucket for ice; tongs to pick it up. | 5 | 1:5 |
| Wine stands | Racks to hold or display wine bottles. | 5 | 1:5 |
| Wine baskets | Baskets to serve wine bottles horizontally. | 5 | 1:5 |
| Wine buckets | Buckets with ice to chill wine bottles. | 5 | 1:5 |
| Cock screw opener | Tool to open wine bottles. | 5 | 1:5 |
| Coasters | Small pads to protect tables from drink spills. | 15 | 1:2 |
| Bottle opener | Tool to open beer bottles. | 12 | 1:3 |
| Tot measure | Small cup for measuring alcohol. | 10 | 1:3 |
| Speed pourers | spouts for bottles to pour drinks quickly. | 10 | 1:3 |
| Side plates | Small plates for snacks or garnishes. | 12 | 1:3 |
| Small glass bowls | Bowls for holding garnishes (olives, lemons). | 12 | 1:3 |
| Knives | Sharp knives for cutting fruit or herbs. | 12 | 1:3 |
| Variety of beverages | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **C** | | **Safety equipment** | | | |
|  | **Item** | | **Description/Specifications** | **Quantities** | **Recommended Ratio**  **(Item: Trainee)** |
| Assorted Fire extinguishers | | Designed to combat different types of fires (Class A, B, C, D, K) | 5 | 1:5 |
| Fire blankets | | Flame-resistant fabrics like fiberglass or wool, stored in easy-to-access pouches. | 5 | 1:5 |
| Well stocked first aid kits | | Bandages, gauze, antiseptic wipes, gloves, scissors, CPR masks, pain relievers, tweezers, emergency thermal blankets, and instructions. | 2 | 1:13 |

**Cleaning materials**

|  |  |  |  |
| --- | --- | --- | --- |
| **NO** | **ITEM** | **QUANTITY** | **Recommended Ratio**  **(Item: Trainee)** |
|  | Detergent | 400 litres | 1:15 |
|  | Bar soap | 25 bars | 1:1 |
|  | Scouring pads | 12 | 1:2 |
|  | Steel wool | 5 | 1:5 |
|  | Window cleaner | 5 | 1:5 |
|  | Yellow dusters | 5 | 1:5 |
|  | Sanitizers | 5 | 1:5 |
|  | Wipes | 5 | 1:5 |
|  | Cleaning cloths | 5 | 1:5 |

**Cleaning equipment**

|  |  |  |  |
| --- | --- | --- | --- |
| **NO.** | **ITEM** | **QUANTITY** | **Recommended Ratio**  **(Item: Trainee)** |
|  | Cobweb removers | 5 | 1:5 |
|  | Soft brush | 5 | 1:5 |
|  | Dustpan & brush | 5 | 1:5 |
|  | Mops | 5 | 1:5 |
|  | Mop buckets | 5 | 1:5 |
|  | Hard brushes | 5 | 1:5 |
|  | Squeezers | 5 | 1:5 |
|  | Large dustbins | 5 | 1:5 |

# PREPARE MOCKTAILS AND COCKTAILS

**UNIT CODE: 1013 354 06A**

**UNIT DURATION: 100 HOURS**

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: prepare mocktails and cocktails

**Unit Description**

This unit describes competencies required to prepare mocktails and cocktails. It involves prepare mocktails and cocktails ingredients, prepare mocktails and prepare cocktails.

The unit is applicable in the hospitality industry

**Summary of Learning Outcomes**

By the end of this unit of learning, the trainee should be able to:

|  |  |  |
| --- | --- | --- |
| **S/no.** | **Learning outcomes** | **Duration (Hours)** |
| **1.** | Prepare mocktails and cocktails ingredients | **20** |
| **2.** | Prepare mocktails | **40** |
| **3.** | Prepare cocktails | **40** |
| **Total** | | **100** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Prepare mocktails and cocktails ingredients | * 1. Work organisation      1. Assembling ingredients      2. Assembling equipment.   2. Garnishes /decorations   + Lemon wheels   + Lemon twists   + Orange slices   + Sugar and salt ring   + Jelly crystals   1.3 Waste disposal | * Practical * Portfolio of evidence * Third party reports * Oral test * Written texts |
| 1. Prepare mocktails | * 1. Work organization      1. Assembling ingredients      2. Assembling equipment   2. Types of mocktails glasses      1. Glasses   + Tom Collins glass   + Cosmopolitan glass   + Martini glass   + Brandy balloon   + Highball   + Paris goblet glass   + Flute   + Champagne saucer.   + Whisky glasses     1. Polishing   1. Mocktails making methods   + Shaking   + Stirring   + Layering   + Building   1. Garnishing mocktails   2. Service of mocktails      1. Mocktails   + Shirley temple   + Virgin mojito   + Virgin colada   1. Post service duties   + Taking closing bar stock   + Cleaning equipment and surfaces   + Drying equipment   + Storing equipment   + Waste disposal | * Practical * Portfolio of evidence * Third party reports * Oral test * Written texts |
| 1. Prepare cocktails | * 1. Work organization      1. Assembling ingredients      2. Assembling equipment   2. Types of cocktail glasses      1. Glasses   + Tom Collins glass   + Cosmopolitan glass   + Martini glass   + Brandy balloon   + Highball   + Paris goblet glass   + Flute   + Champagne saucer.   + Whisky glasses     1. Polishing   1. Cocktail making methods   + Shaking   + Stirring   + Layering   + Building   1. Garnishing cocktails   2. Service of cocktails      1. Types of cocktails   + Blood Mary   + Screw driver   + Whisky sour   + Pink gin   + Old fashioned   + Pinacolada   1. Post service duties   + Taking closing bar stock   + Cleaning equipment and surfaces   + Drying equipment   + Storing equipment   + Waste disposal | * Practical * Portfolio of evidence * Third party reports * Oral test * Written texts |

**Suggested Methods of delivery**

* Demonstration
* Group discussions
* Direct instructions
* Practical
* Project

**RECOMMENDED RESOURCES FOR 25/30 TRAINEES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No.** | **Category/ Item** | **Description/Specifications** | **Quantities** | **Recommended Ratio (Item: Trainee)** |
| **A** | **LEARNING MATERIALS** | | | |
|  | Laptops | Functional laptops for displaying content during presentations | 2 | 1:13 |
| Stable and reliable Internet connection | | | |
| Projectors | Functional projector for displaying content during presentations | 2 | 1:13 |
| Assorted Flash Cards | Functional flash cards for displaying content during presentations | 5 | 1:5 |
| Whiteboards | Quality whiteboard of approximately 6 ft by 3 ft for writing during theory instruction | 1 | 1:25 |
| Flip Charts | Functional flip charts for displaying content during presentations | 5 | 1:5 |
| Assorted colour of whiteboard markers | | |  |
| A simulated bar environment | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **B .** | **Equipment** | | | |
|  | **Category/ Item** | **Description/Specifications** | **Quantities** | **Recommended Ratio (Item: Trainee)** |
| Salver | Flat tray for serving drinks or snacks. | 12 | 1:3 |
| Boston shaker | Two-piece shaker (metal + glass) for mixing cocktails. | 12 | 1:3 |
| Cocktail shaker | Three-part shaker with built-in strainer. | 12 | 1:3 |
| Mixing glasses | Heavy glasses for stirring drinks like martinis. | 12 | 1:3 |
| Assorted glasses | Different glasses (wine, cocktail, etc.) for specific drinks. | 100 | 4:1 |
| Bar spoons | Long spoons for stirring cocktails. | 12 | 1:3 |
| Cutting board | Board for chopping garnishes (fruit, herbs). | 12 | 1:3 |
| Refrigerators | Small fridges to keep drinks and ingredients cold. | 2 | 1:13 |
| Ice maker | Machine that makes ice quickly. | 2 | 1:13 |
| Ice bucket & tongs | Bucket for ice; tongs to pick it up. | 5 | 1:5 |
| Wine stands | Racks to hold or display wine bottles. | 5 | 1:5 |
| Wine baskets | Baskets to serve wine bottles horizontally. | 5 | 1:5 |
| Wine buckets | Buckets with ice to chill wine bottles. | 5 | 1:5 |
| Cock screw opener | Tool to open wine bottles. | 5 | 1:5 |
| Coasters | Small pads to protect tables from drink spills. | 15 | 1:2 |
| Bottle opener | Tool to open beer bottles. | 12 | 1:3 |
| Tot measure | Small cup for measuring alcohol. | 10 | 1:3 |
| Speed pourers | spouts for bottles to pour drinks quickly. | 10 | 1:3 |
| Side plates | Small plates for snacks or garnishes. | 12 | 1:3 |
| Small glass bowls | Bowls for holding garnishes (olives, lemons). | 12 | 1:3 |
| Knives | Sharp knives for cutting fruit or herbs. | 12 | 1:3 |
| Variety of beverages | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **C** | | **Safety equipment** | | | |
|  | **Item** | | **Description/Specifications** | **Quantities** | **Recommended Ratio**  **(Item: Trainee)** |
| Assorted Fire extinguishers | | Designed to combat different types of fires (Class A, B, C, D, K) | 5 | 1:5 |
| Fire blankets | | Flame-resistant fabrics like fiberglass or wool, stored in easy-to-access pouches. | 5 | 1:5 |
| Well stocked first aid kits | | Bandages, gauze, antiseptic wipes, gloves, scissors, CPR masks, pain relievers, tweezers, emergency thermal blankets, and instructions. | 2 | 1:13 |

# PREPARE COFFEE BEVERAGES

**UNIT CODE: 1013 354 07 A**

**UNIT DURATION: 75 HOURS**

**Relationship to occupational standards**

This unit addresses the unit of competency: prepare coffee beverages.

**UNIT DESCRIPTION**

This unit specifies the competencies required to prepare coffee beverages. It involves performing barista mis en place, taking customer order, preparing espresso, brewed coffee and espresso- based beverage

This standard applies in hospitality industry

**Summary of learning outcomes**

By the end of this unit of learning, the trainee should be able to:

|  |  |  |
| --- | --- | --- |
| **S/no.** | **Learning outcomes** | **Duration (Hours)** |
| 1. | Perform barista mis en place | **15** |
| 2. | Take customer order | **10** |
| 3. | Prepare espresso | **20** |
| 4. | Prepare brewed coffee | **15** |
| 5. | Prepare espresso-based beverage | **15** |
| **Total** | | **75** |

**Learning outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning outcome** | **Content** | **Suggested Assessment methods** |
| 1. Perform barista mis en place | * 1. Introduction to coffee beverages      1. Definition * Beverages * Coffee * Barista * Coffee shop   1. Coffee beverages * Espresso * Iced coffee * Mocha * Infused coffee * Vacuum coffee * Speciality coffees   1. Barista duties and responsibilities      1. Barista tools and equipment. * Coffee cups * Coffee saucer * Coffee pot * Coffee mugs * Cappuccino cups * Latte glass * Coffee making machines * Refrigerator * Ice maker   1. Garnishes/Decorations * Whipping/double cream and syrups * Nuts * Spices * Flowers * Dusting   1. Functionality of electronic gadgets * power connectivity * assembling parts | * Practicals * Projects * Portfolio of Evidence * Written tests * Oral tests |
| 2. Take customer order | * 1. Welcoming guest   2. Presentation of beverage list   3. Prepare and designed a beverage list   4. Order taking   5. Recommendations and suggestions on beverages   6. Order taking methods      1. Triplicate method      2. Duplicate method      3. Service with order   7. Order posting methods * Electronic point of sales * Manual | * Practical * Projects * Portfolio of Evidence * Written tests * Oral tests |
| 3. Prepare espresso | * 1. Preparation and setting of espresso machine. * Assemble the machine * Place on stable surface * Fill water tank with fresh cold water * Turn on the machine and allow it to heat up * Grind coffee beans   1. Coffee roasting degrees * Light /pale * medium * full * high roasted   1. The Grind grades * very fine grind   1. wipe and clean port filter sides and spouts   2. Minimise ground beans spillages * flush group heads * insert port filter * brew coffee * Check and monitor espresso volume and extraction time * inspect shot crema | * Practical * Projects * Portfolio of Evidence * Written tests * Oral tests |
| 4. Prepare brewed coffee | * 1. Coffee brewing method * Instant method * Jug and sauce pan method * La cafeteria /plunger pot * Percolator * Espresso - * Individual filter   1. Weighing and measuring coffee beans   2. Brewing time allowed   3. Rules to be observed when making coffee   4. Service of coffee      1. Equipment * service salver * Coffee pots * Coffee cups * Coffee saucer * Coffee spoon * Sugar basin * Milk jar * Stands for the coffee pots and milk jar | * Practical * Projects * Portfolio of Evidence * Written tests * Oral tests |
| 5.Prepare espresso-based beverage | * 1. Espresso based beverage brewing method * Single espresso * Double espresso   1. Hot and cold espresso-based beverages      1. Hot * Cappuccino * Late * Mocha * Flat white   + 1. Cold * Freddo cappuccino * Freddo espresso * Ice shot * Shake lotto * Iced coffee – double shot   1. Cups, glasses and accessories   5.3.1 Cups   * Coffee cups -single, double * Espresso   5.3.2 Espresso glasses   * Coffee mugs * Latte glasses * Paris goblet * Tim Collins * Highball   5.3.3 Accessories   * Mocha pot * Blind filter * Doing cups * Portafilter * Milk frothing   1. Qualities of perfect shot espresso * Crema * Full Of Body * Aroma | * Practical * Projects * Portfolio of Evidence * Written tests * Oral tests |

**Suggested Methods of Delivery**

* Practical
* Projects
* Demonstrations
* Group discussion
* Direct instructions

**RECOMMENDED RESOURCES FOR 25/30 TRAINEES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No.** | **Category/ Item** | **Description/Specifications** | **Quantities** | **Recommended Ratio (Item: Trainee)** |
| **A** | **LEARNING MATERIALS** | | | |
|  | Laptops | Functional laptops for displaying content during presentations | 2 | 1:13 |
| Stable and reliable Internet connection | | | |
| Projectors | Functional projector for displaying content during presentations | 2 | 1:13 |
| Assorted Flash Cards | Functional flash cards for displaying content during presentations | 5 | 1:5 |
| Whiteboards | Quality whiteboard of approximately 6 ft by 3 ft for writing during theory instruction | 1 | 1:25 |
| Flip Charts | Functional flip charts for displaying content during presentations | 5 | 1:5 |
| Assorted colour of whiteboard markers | | |  |
| A simulated bar environment | | | 1:25 |
|  | A well-equipped theory classroom | | | 1:25 |
|  | A well-equipped restaurant | | | 1:25 |

**Equipment**

|  |  |  |  |
| --- | --- | --- | --- |
| S/NO | ITEM | QUANTITY | RATIO |
|  | Coffee pots | 25 | 1:5 |
|  | Trays | 10 | 1:3 |
|  | Salvers | 10 | 1:3 |
|  | Coffee cups | 30 | 1:5 |
|  | Coffee saucers | 30 | 1:5 |
|  | Coffee spoons | 30 | 1:5 |
|  | Sugar basins | 30 | 1:5 |
|  | Milk jar | 30 | 1:5 |
|  | Stands for the coffee pots and milk jar | 10 | 1:3 |
|  | Side plates | 30 | 1:5 |
|  | Coffee making machine | 1 | 1:25 |
|  | Sieves | 3 | 1:25 |
|  | Long handle latte Spoon | 5 | 1:3 |

**FURNITURE**

|  |  |  |  |
| --- | --- | --- | --- |
| S/NO | ITEM | QUANTITY | RATIO |
|  | Square tables | 5 | 1:5 |
|  | Sideboards | 5 | 1:5 |
|  | Chairs | 30 | 1:5 |

**Cleaning materials and equipment**

|  |  |  |  |
| --- | --- | --- | --- |
| **S/NO** | **ITEM** | **QUANTITY** | **RATIO** |
|  | Bar soap | 5 bars | 1:5 |
|  | Liquid detergent | 5 litres | 1:5 |
|  | Scouring pads | 5 pcs | 1:5 |
|  | Steel wool | 5 pcs | 1:5 |
|  | Window cleaner | 5pcs | 1:5 |
|  | Yellow dusters | 15pcs | 1:3 |
|  | Air fresheners | 5 | 1:5 |
|  | Cobweb removers | 2 | 1:12 |
|  | Soft brushes | 2 | 1:12 |
|  | Dustpan & brush | 2 | 1:12 |
|  | Mops | 10 | 1:3 |
|  | Mop buckets | 10 | 1:3 |
|  | Hard brushes | 5 | 1:5 |
|  | Squeezers | 5 | 1:5 |
|  | large dustbins | 4 | 1:6 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **C** | | **Safety equipment** | | | |
|  | **Item** | | **Description/Specifications** | **Quantities** | **Recommended Ratio**  **(Item: Trainee)** |
| Assorted Fire extinguishers | | Designed to combat different types of fires (Class A, B, C, D, K) | 5 | 1:5 |
| Fire blankets | | Flame-resistant fabrics like fiberglass or wool, stored in easy-to-access pouches. | 5 | 1:5 |
| Well stocked first aid kits | | Bandages, gauze, antiseptic wipes, gloves, scissors, CPR masks, pain relievers, tweezers, emergency thermal blankets, and instructions. | 2 | 1:13 |

**Linen**

|  |  |  |  |
| --- | --- | --- | --- |
| **S/NO** | **ITEM** | **QUANTITY** | **RATIO** |
|  | Table cloths | 20 | 1:5 |
|  | Slip cloth | 20 | 1:5 |
|  | Waiters’ cloths | 5 | 1:5 |
|  | Dish cloths | 5 | 1:5 |
|  | Napkins | 40 | 1:5 |

# SERVE BAR BEVERAGES AND SNACKS

**UNIT CODE: 1013 354 06A**

**UNIT DURATION: 75 HOURS**

**Relationship to occupational standards**

This unit addresses the unit of competency: Serve bar beverages and snacks.

**UNIT DESCRIPTION**

This unit specifies the competencies required to serve bar beverages and snacks**.** It involves presenting beverage and snack menu, taking beverage and snack orders, serving bar beverages, presenting guest bill, receive beverage, and snack payment.

This standard applies in hospitality industry.

**Summary of learning outcomes**

By the end of this unit of learning, the trainee should be able to:

|  |  |  |
| --- | --- | --- |
| **S/no.** | **Learning outcomes** | **Duration (Hours)** |
| **1.** | Present beverage and snack menu | **10** |
| **2.** | Take beverage and snack order | **10** |
| **3.** | Serve bar beverages | **25** |
| **4.** | Present guest bill | **10** |
| **5.** | Receive beverage and snack payment | **10** |
| **Total** | | **75** |

**Learning outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning outcome** | **Content** | **Suggested Assessment Methods** |
| 1 Present beverage snack menu | 1.1Definition   * Snack * Beverage * Beverage list * Snack menu   1.2 Welcoming guests   * Greeting * Directing * seating * handling coats and wraps   1.3Types of guests   * Regular patrons * Business professionals * Tourists * Couples * Groups celebrating special occasions   1. Types of beverages   2. Classification of beverages      1. Non-alcoholic bar beverages      2. Mineral waters      3. Natural juices * Canned juice * Fresh juice   + 1. Squashes * Lemon * Orange * Lime * Grape fruits   + 1. Aerated waters. * Soda water * Tonic water * Dry ginger * Bitter lemon * Alcoholic beverages   + 1. Wines * Table wines, * Fortified wines, * Sparkling wines, * Aromatised wines * Non-Alcoholic wines   + 1. Spirits * Rum, * Vodka * Gin * Brandy * Whisky   + 1. Aperitifs * Vermouths * Sherry   + 1. Beers * Draught * Lager * Ale * Porter * Stout * Non-alcoholic beer   + 1. Liqueurs * Baileys * Malibu * Tia Maria * Calvados * Cointreau   1.3 Types of snacks   * Nuts * Chips * Popcorns * Sandwich * Chicken wings * Fish fingers * Fries   1.3 Beverage labels   * Brand name * Alcohol content percentage * Country of origin * Vintage (for wines) * Flavour profile descriptions   1.4 Range of drinks   * Classic cocktails * Signature house cocktails * Local craft beers * Premium spirits * Seasonal special   1.5 Assisting guests in selecting beverages and snacks | * Practical * Projects * Portfolio of Evidence * Written tests * Oral tests |
| 2. Take beverage and snack order | * 1. Order taking      1. Methods of order taking * Duplicate * Triplicate * Service with order * Pre ordered   + 1. Requirements for order taking * Order pad * Pen * Waiters cloth * Guest   + 1. Information recorded on an order pad * Name of the establishment * Table number * Number of covers * Order itself * Date * Signature   + 1. Posting the order * electronic   1. Recommendations/suggestions when taking beverage and snack orders * Ask guest preferences * Highlight signature or seasonal drinks * Suggest pairings * Consider the occasions * Mention popular favourites   1. Beverage Information * Brand name * Alcohol content percentage * Country of origin * Vintage (for wines) * Flavour profile descriptions   1. Beverage and snack mise en place duties * Collecting beverages and ingredients * Collecting snacks * Collecting beverage and snack service equipment   1. Details in an order slip * Table number * Order date and time * Beverage details * Snack details * Quantity * Price * Special instructions * Order status | * Practicals * Projects * Portfolio of Evidence * Written tests * Oral tests |
| 3.Serve bar beverages | 3.1 Preparation of bar glasses and accessories  3.1.1 Bar glasses and accessories   * Highball glasses * Martini glasses * Wine glasses * Shot glasses * Brandy balloon * Paris goblet * Tumbler * Beer mug * Cocktail shakers * Tot measures   3.1.2 Cleaning and polishing glasses   * 1. Collection of guest order   2. Enquire from the guest when to open the beverage and serve the snack   3. Beverage presentation and opening   4. Serve beverage and snack according to the service procedure   5. Beverage service sequence   6. Clearing * Glasses * Other equipment * Accompaniments | * Practical * Projects * Portfolio of Evidence * Written tests * Oral tests |
| 4. Present guest bill | 4.1 Obtaining guest feedback  4.2 Bill presentation   * Forms of bill presentation   1. Methods of payment * Cash * Credit/debit cards * Mobile payment apps * Bar tabs * Gift cards or vouchers   1. Appreciate guest and welcome them back again | * Practicals * Projects * Portfolio of Evidence * Written tests * Oral tests |
| 5. Receive beverage and snack payment | 5.1 Verification of payment authenticity and validity   * Payment details check * Account verification * Fraud detection * Authentication checks * Funds availability verification * Payer confirmation   5.2 Validation of payments  5.3 Generation of payment receipt  5.4 Appreciate and see off the guest | * Practical * Projects * Portfolio of Evidence * Written tests * Oral tests |

**Suggested Methods of delivery**

* Demonstration
* Group discussions
* Direct instructions
* Practical
* Project

**RECOMMENDED RESOURCES FOR 25/30 TRAINEES**

| **S/No.** | **Category/ Item** | | **Description/Specifications** | | | **Quantities** | **Recommended Ratio (Item: Trainee)** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **LEARNING MATERIALS** | | | | | | | |
|  | Laptops | | Functional laptops for displaying content during presentations | | | 2 | 1:13 | |
| Stable and reliable Internet connection | | | | | | | |
| Projectors | | Functional projector for displaying content during presentations | | | 2 | 1:13 | |
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| Whiteboards | | Quality whiteboard of approximately 6 ft by 3 ft for writing during theory instruction | | | 1 | 1:25 | |
| Flip Charts | | Functional flip charts for displaying content during presentations | | | 5 | 1:5 | |
| Assorted colours of whiteboard markers | | | | | |  | |
| A simulated bar environment | | | | | | 1:25 | |
|  | A well-equipped theory classroom | | | | | | 1:25 | |
|  | A well-equipped restaurant | | | | | | 1:25 | |
| **Equipment** | | | | | | | | |
|  | |  | | | | | | |
| Salver | Flat tray for serving drinks or snacks. | | 12 | | | 1:3 |
| Boston shaker | Two-piece shaker (metal + glass) for mixing cocktails. | | 12 | | | 1:3 |
| Cocktail shaker | Three-part shaker with built-in strainer. | | 12 | | | 1:3 |
| Mixing glasses | Heavy glasses for stirring drinks like martinis. | | 12 | | | 1:3 |
| Assorted glasses | Different glasses (wine, cocktail, etc.) for specific drinks. | | 100 | | | 4:1 |
| Bar spoons | Long spoons for stirring cocktails. | | 12 | | | 1:3 |
| Cutting board | Board for chopping garnishes (fruit, herbs). | | 12 | | | 1:3 |
| Refrigerators | Small fridges to keep drinks and ingredients cold. | | 2 | | | 1:13 |
| Ice maker | Machine that makes ice quickly. | | 2 | | | 1:13 |
| Ice bucket & tongs | Bucket for ice; tongs to pick it up. | | 5 | | | 1:5 |
| Wine stands | Racks to hold or display wine bottles. | | 5 | | | 1:5 |
| Wine baskets | Baskets to serve wine bottles horizontally. | | 5 | | | 1:5 |
| Wine buckets | Buckets with ice to chill wine bottles. | | 5 | | | 1:5 |
| Cock screw opener | Tool to open wine bottles. | | 5 | | | 1:5 |
| Coasters | Small pads to protect tables from drink spills. | | 15 | | | 1:2 |
| Bottle opener | Tool to open beer bottles. | | 12 | | | 1:3 |
| Tot measure | Small cup for measuring alcohol. | | 10 | | | 1:3 |
| Speed pourers | spouts for bottles to pour drinks quickly. | | 10 | | | 1:3 |
| Side plates | Small plates for snacks or garnishes. | | 12 | | | 1:3 |
| Small glass bowls | Bowls for holding garnishes (olives, lemons). | | 12 | | | 1:3 |
| Knives | Sharp knives for cutting fruit or herbs. | | 12 | | | 1:3 |
| A variety of beverages | | | | | | |
| **C** | | **Safety equipment** | | | | | | |
|  | | **Item** | | **Description/Specifications** | **Quantities** | | | **Recommended Ratio**  **(Item: Trainee)** |
| Assorted Fire extinguishers | | Designed to combat different types of fires (Class A, B, C, D, K) | 5 | | | 1:5 |
| Fire blankets | | Flame-resistant fabrics like fiberglass or wool, stored in easy-to-access pouches. | 5 | | | 1:5 |
| Well-stocked first aid kits | | Bandages, gauze, antiseptic wipes, gloves, scissors, CPR masks, pain relievers, tweezers, emergency thermal blankets, and instructions. | 2 | | | 1:13 |
| **C** | | **Safety equipment** | | | | | | |
|  | |
| Assorted Fire extinguishers | | Designed to combat different types of fires (Class A, B, C, D, K) | 5 | | | 1:5 |
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