

## CORE COMPETENCIES (90 HOURS)

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
1. Clean living room, dining room, bedroom, bathroom and kitchen (24 hours)	1.1 Clean surfaces and floor	<p>Lecture and discussion on the following topics:</p> <ul style="list-style-type: none"> <li>• Types/ Uses/ Functions of Cleaning Equipment, Supplies and Materials</li> <li>• Waste disposal procedures <ul style="list-style-type: none"> <li>- Environmental risks</li> <li>- Health and related effects of unclean areas</li> <li>- Chemical and other solution related effects and reactions for cleaning surfaces</li> </ul> </li> <li>• Types and Characteristics of Floors/surfaces</li> <li>• Method of Removing Suitable Dirt/ Stain</li> <li>• Glass Types, including defects</li> <li>• Methods of Identifying Stains, Mud, Dirt and Grease</li> <li>• Stain Removal Techniques</li> <li>• Procedures in Arranging Furniture</li> <li>• Cleaning/polishing and Sweeping materials and equipment</li> <li>• Cleaning, polishing and sweeping procedures</li> <li>• Maintenance and storing of cleaning/polishing equipment</li> </ul> <p>Perform the following tasks:</p> <ul style="list-style-type: none"> <li>• Use appropriate dirt removal/cleaning equipment, supplies, materials, procedures and techniques in</li> </ul>	<ul style="list-style-type: none"> <li>• Computer-based/technology-based learning (online/offline)</li> <li>• Project-based learning/ Problem-based learning</li> <li>• Modular/ self-paced learning (digital/print format)</li> <li>• Multimedia Presentation /print materials</li> <li>• Demonstration /practical application</li> <li>• Individual/Group Coaching</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstration with Questioning</li> <li>• Online Written Examination</li> </ul>	4 hrs.

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<p>accordance with soil and litter types and established procedures</p> <ul style="list-style-type: none"> <li>• Remove all wastes from surface based on procedures.</li> <li>• Select and apply suitable maintenance procedures based on identified floor types and surface textures.</li> <li>• Perform cleaning, polishing and sweeping according to standard operating procedures.</li> <li>• Use cleaning, polishing and sweeping equipment, supplies and materials following safety procedures and manufacturer's specifications.</li> <li>• Clean cleaning/polishing equipment after use in accordance with relevant safety procedures and manufacturer's instructions</li> <li>• Store all cleaning, polishing, sweeping materials and equipment as per standard operating procedures (SOPs).</li> <li>• Carry out routine maintenance is as per SOPs.</li> </ul>			
	1.2 Clean furnishing and fixtures	<p>Lecture and discussion on the following topics:</p> <ul style="list-style-type: none"> <li>• Procedures in cleaning, arranging furniture: <ul style="list-style-type: none"> <li>- Aesthetics Principles</li> <li>- Types and uses of cleaning agents</li> <li>- Chemical reactions to other substance</li> <li>- Chemical compatibility/incompatibility</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Computer-based/technology-based learning (online/offline)</li> <li>• Project-based learning/ Problem-based learning</li> <li>• Modular/ self-paced learning</li> </ul>	<ul style="list-style-type: none"> <li>• Direct Observation</li> <li>• Oral Interview</li> <li>• Demonstration</li> <li>• Online Written Exams</li> </ul>	4 hrs.

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> <li>Types and Characteristics of Furniture and Furnishings</li> <li>Procedures in cleaning maintaining room furniture and furnishings</li> </ul> <p>Perform the following tasks:</p> <ul style="list-style-type: none"> <li>Clean furnishings and fixtures in accordance with standard operating procedures</li> <li>Position furniture based on comfort and convenience and room lay out</li> <li>Clean equipment after use in accordance with relevant safety and manufacturer's instructions.</li> <li>Store all cleaning materials and equipment following SOPs.</li> <li>Carry out or arrange routine maintenance as per standard operating procedures</li> </ul>	(digital/print format) <ul style="list-style-type: none"> <li>Multimedia Presentation /print materials</li> <li>Demonstration /practical application</li> <li>Individual/Group Coaching</li> </ul>		
	1.3 Make up beds and cots	Lecture and discussion on the following topics: <ul style="list-style-type: none"> <li>Types/classifications of Beds               <ul style="list-style-type: none"> <li>Various bedding materials and accessories</li> <li>Styles and arrangements of beds and accessories</li> <li>Types of bed insects/parasites and controls</li> </ul> </li> <li>Procedures in Bed Making               <ul style="list-style-type: none"> <li>Principles of bed designs and arrangements</li> <li>Basic principle of bed aesthetics</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Computer-based/technology-based learning (online/offline)</li> <li>Project-based learning/ Problem-based learning</li> <li>Modular/ self-paced learning</li> </ul>	<ul style="list-style-type: none"> <li>Direct Observation</li> <li>Demonstration</li> <li>Oral Interview</li> <li>Online Written Exams</li> </ul>	2 hrs.

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> <li>Knowledge on different areas where dirt and dust can easily accumulate</li> <li>Linens and fabric</li> </ul> <p>Perform the following tasks:</p> <ul style="list-style-type: none"> <li>Air, free and vacuum mattress from dust in accordance with SOPs.</li> <li>Replace soiled linens and pillowcases in accordance with SOPs.</li> <li>Center and miter linens when replaced as per SOPs</li> <li>Make-up beds and cots according to prescribed procedure</li> </ul>	(digital/print format) <ul style="list-style-type: none"> <li>Multimedia Presentation /print materials</li> <li>Demonstration /practical application</li> <li>Individual/Group Coaching</li> </ul>		
	1.4 Clean bathroom	<p>Lecture and discussion on the following topics:</p> <ul style="list-style-type: none"> <li>Procedures and safety in cleaning ceiling and other higher surfaces</li> <li>Procedures in cleaning toilets and bathrooms               <ul style="list-style-type: none"> <li>Materials/supplies for cleaning toilets and bathrooms</li> <li>Types of cleaning reagents for toilets and bathrooms</li> <li>Measurements of chemicals/solutions formulations</li> <li>Chemical compatibility/in compatibility</li> </ul> </li> <li>Handling and disposing of chemical               <ul style="list-style-type: none"> <li>Reactions/effects of chemicals and other solutions to human health</li> </ul> </li> <li>Storage of cleaning equipment and materials</li> </ul>	<ul style="list-style-type: none"> <li>Computer-based/technology-based learning (online/offline)</li> <li>Project-based learning/ Problem-based learning</li> <li>Modular/ self-paced learning (digital/print format)</li> <li>Multimedia Presentation /print materials</li> <li>Demonstration /practical application</li> </ul>	<ul style="list-style-type: none"> <li>Direct Observation</li> <li>Demonstration</li> <li>Oral Interview</li> <li>Online Written Exams</li> </ul>	4 hrs.

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> <li>Chemical compatibility/incompatibility</li> <li>Chemical reactions on temperature</li> </ul> <p>Perform the following tasks:</p> <ul style="list-style-type: none"> <li>Clean ceilings and walls in accordance with standard operating procedures and techniques.</li> <li>Wipe clean window edges and sills in accordance with standard operating procedures</li> <li>Scrub and disinfect bath tub, lavatory and toilet bowls in accordance with standard operating procedures and techniques.</li> <li>Wash and clean accessories in accordance with standard operating procedures and techniques.</li> <li>Replenish bathroom supplies and replace defective accessories as per SOPs.</li> <li>Clean equipment after use in accordance with manufacturer's instruction.</li> <li>Store all cleaning materials and equipment in a safe place as per SOPs.</li> <li>Carry out or arrange routine maintenance as per standard operating procedures</li> </ul>			
	1.5 Sanitize rooms	Lecture and discussion on the following topics:	<ul style="list-style-type: none"> <li>Computer-based/technology-</li> </ul>	<ul style="list-style-type: none"> <li>Demonstration</li> <li>Oral Interview</li> </ul>	3 hrs.

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> <li>Types of Sanitizing Agents               <ul style="list-style-type: none"> <li>Basic principle on identifying sanitizing agents (acid-based, alkaline-based, chlorine, iodine)</li> <li>Basic principle of formulating solutions</li> <li>Applications of various sanitizing agents</li> <li>Basic calculations on formulating sanitizing agent solutions</li> <li>Effects of sanitizing solutions/agents to equipment and metallic components</li> </ul> </li> <li>Standard Operating Procedures in Sanitizing Rooms</li> <li>Disposal of sanitizing agents</li> </ul> <p>Perform the following tasks:</p> <ul style="list-style-type: none"> <li>100% accurately measure and mix sanitizing agents in accordance with relevant safety regulations.</li> <li>Dispose excess mixtures of sanitizing agents according to environmental requirements.</li> <li>Sanitize rooms in accordance with standard operating procedures.</li> <li>Clean equipment after use in accordance with manufacturer's instructions</li> <li>Store all cleaning materials and equipment in a safe place as per SOPs</li> </ul>	<p>based learning (online/offline)</p> <ul style="list-style-type: none"> <li>Project-based learning/ Problem-based learning</li> <li>Modular/ self-paced learning (digital/print format)</li> <li>Multimedia Presentation /print materials</li> <li>Demonstration /practical application</li> </ul>	<ul style="list-style-type: none"> <li>Online Written Exams</li> </ul>	

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		<ul style="list-style-type: none"> <li>Carry out or arrange routine maintenance as per standard operating procedures</li> </ul>			
	1.6 Maintain clean room environment	<p>Lecture and discussion on the following topics:</p> <ul style="list-style-type: none"> <li>Equipment operation and cleaning</li> <li>Types of cleaning equipment and maintenance procedures</li> <li>Work planning and organization</li> <li>Waste disposal procedures:               <ul style="list-style-type: none"> <li>Classifications of wastes</li> <li>Environmental protocols and effects of wastes</li> <li>Safe handling of various wastes</li> </ul> </li> <li>Procedures in moving/shifting furniture's and other heavy appliances               <ul style="list-style-type: none"> <li>Safety measures in moving/lifting heavy objects</li> <li>Effects on surfaces/floor of moving heavy objects</li> <li>Using devices in moving/shifting heavy objects</li> </ul> </li> </ul> <p>Perform the following tasks:</p> <ul style="list-style-type: none"> <li>Check and maintain all equipment and cleaning paraphernalia according to manufacturer's instructions.</li> <li>Remove and dispose all wastes in accordance with employer's requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Computer-based/technology-based learning (online/offline)</li> <li>Project-based learning/ Problem-based learning</li> <li>Modular/ self-paced learning (digital/print format)</li> <li>Multimedia Presentation /print materials Demonstration /practical application</li> </ul>	<ul style="list-style-type: none"> <li>Direct Observation</li> <li>Demonstration</li> <li>Oral Interview</li> <li>Online Written Exams</li> </ul>	3 hrs.

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> <li>Shift all movable furniture and fittings to allow access to hidden dust/waste/dirt and as per SOPs.</li> <li>Check rooms regularly for orderliness/tidiness in accordance with employer's requirements.</li> </ul>			
	1.7 Clean kitchen	<p>Lecture and discussion on the following topics:</p> <ul style="list-style-type: none"> <li>Procedures in cleaning dishes, pots and other kitchenware's               <ul style="list-style-type: none"> <li>Basic principles of microorganisms lived in kitchens</li> <li>Disinfecting kitchenware</li> <li>Calculations and formulations of kitchen cleaning solutions</li> <li>Types of kitchen cleaning agents</li> </ul> </li> <li>Procedures in cleaning Kitchen appliances and fixtures</li> <li>Procedures in Cleaning Kitchen</li> <li>Replenishing kitchen supplies</li> </ul> <p>Perform the following tasks:</p> <ul style="list-style-type: none"> <li>Wash soiled dishes, pots, pans and linen in accordance with standard operating procedures</li> <li>Store cleaned/dried dishes, pots and pans as per standard operating procedures</li> <li>Clean kitchen appliances in accordance with standard operating procedures</li> </ul>	<ul style="list-style-type: none"> <li>Computer-based/technology-based learning (online/offline)</li> <li>Project-based learning/ Problem-based learning</li> <li>Modular/ self-paced learning (digital/print format)</li> <li>Multimedia Presentation /print materials</li> <li>Demonstration /practical application</li> </ul>	<ul style="list-style-type: none"> <li>Demonstration</li> <li>Direct Observation</li> <li>Oral interview</li> <li>Online Written Exams</li> </ul>	4 hrs.



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		<ul style="list-style-type: none"> <li>Wipe kitchen fixtures, tables and chairs in accordance with standard operating procedures</li> <li>Mop and dry floor in accordance with standard operating procedures</li> <li>Inspect and replenish kitchen supplies in accordance with standard operating procedures</li> </ul>			
2. Wash and iron clothes, linen and fabric (16 Hours)	2.1 Check and sort clothes, linen and fabric	<p>Lecture and discussion on the following topics:</p> <ul style="list-style-type: none"> <li>Language Label (Fabric and Garments Labels)</li> <li>Types of fabrics: <ul style="list-style-type: none"> <li>Cotton</li> <li>Lenin</li> <li>Tencel</li> <li>Acetate</li> <li>Silk</li> <li>Blend</li> </ul> </li> <li>Procedures in sorting laundry</li> <li>Prioritization of items according to the cleaning process</li> <li>Principles and Procedures in Darning Holes and Tears</li> <li>Hygiene, Health and Safety Issues Specific to Laundry Operations</li> </ul> <p>Perform the following tasks:</p> <ul style="list-style-type: none"> <li>Sort soiled clothes, linen and fabrics according to texture, color, size and defects</li> </ul>	<ul style="list-style-type: none"> <li>Computer-based/technology-based learning (online/offline)</li> <li>Project-based learning/ Problem-based learning</li> <li>Modular/ self-paced learning (digital/print format)</li> <li>Multimedia Presentation /print materials</li> <li>Demonstration /practical application</li> <li>Individual/Group Coaching</li> </ul>	<ul style="list-style-type: none"> <li>Demonstration</li> <li>Oral interview</li> <li>Online Written Exams</li> </ul>	2 hrs.

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		<ul style="list-style-type: none"> <li>Prioritize sorted items according to the cleaning process required ad the urgency of the item</li> <li>Sew/darn defective clothing, linen and fabric using appropriate threads and stitches</li> </ul>			
	2.2 Remove stains	<p>Lecture and discussion on the following topics:</p> <ul style="list-style-type: none"> <li>Types/Uses and Handling of Laundry Chemicals</li> <li>Principles and Procedures in Removing Stains <ul style="list-style-type: none"> <li>Types of stain removing agents</li> <li>Sources of stains how chemical reacts on stains</li> <li>Chemical reactions on fabrics</li> <li>Effects of laundry agents to human body</li> </ul> </li> <li>Safety measures related to laundry chemicals and agents</li> <li>Types/Uses of Stain Removing Agents</li> <li>Mixtures or Bleaching Solutions</li> </ul> <p>Perform the following tasks:</p> <ul style="list-style-type: none"> <li>Wear personal protective paraphernalia in accordance with standard operating procedures (SOPs)</li> <li>Use stain removing agents and chemicals in accordance with manufacturer's instruction</li> <li>Treat and remove stains using correct chemicals or agents</li> </ul>	<ul style="list-style-type: none"> <li>Computer-based/technology-based learning (online/offline)</li> <li>Project-based learning/ Problem-based learning</li> <li>Modular/ self-paced learning (digital/print format)</li> <li>Multimedia Presentation /print materials</li> <li>Demonstration /practical application</li> <li>Individual/Group Coaching</li> </ul>	<ul style="list-style-type: none"> <li>Demonstration</li> <li>Observation</li> <li>Oral interview</li> <li>Online Written Exams</li> </ul>	2 hrs.

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		<ul style="list-style-type: none"> <li>Store all stain removing agents and chemicals following safety procedures</li> </ul>			
	2.3 Prepare washing equipment and supplies	<p>Lecture and discussion on the following topics:</p> <ul style="list-style-type: none"> <li>Safe working condition feature of laundry area</li> <li>Types and Uses of Washing Machines and Dryers</li> <li>Selecting washing machine/dryer operation according to garments types</li> <li>Safe electrical connections and outlets</li> <li>Observing washing machine capacity/limits</li> <li>Electrical current and effects on water</li> <li>Objects detrimental to/ causes damage on washing machines</li> <li>Causes of washing machine/dryer malfunctions</li> <li>Standard Procedures in Checking and Preparing Washing Machine</li> <li>Procedures in Preparing Laundry Supplies and Materials</li> <li>Principles and procedures in washing, drying, and ironing clothes, linen and fabric</li> <li>Hygiene, Health and Safety Issues of Specific Relevance to Laundry Operations</li> </ul> <p>Perform the following tasks:</p> <ul style="list-style-type: none"> <li>Clean and make ready the laundry area at all times</li> </ul>	<ul style="list-style-type: none"> <li>Computer-based/technology-based learning (online/offline)</li> <li>Project-based learning/ Problem-based learning</li> <li>Modular/ self-paced learning (digital/print format)</li> <li>Multimedia Presentation /print materials</li> <li>Demonstration /practical application</li> <li>Individual/Group Coaching</li> </ul>	<ul style="list-style-type: none"> <li>Oral interview</li> <li>Online Written Exams</li> <li>Demonstration</li> </ul>	2 hrs.

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		<ul style="list-style-type: none"> <li>• Prepare and make available laundry supplies and materials at all times</li> <li>• Check and prepared washing machine for operation per manual procedures</li> </ul>			
	2.4 Perform laundry	<p>Lecture and discussion on the following topics:</p> <ul style="list-style-type: none"> <li>• Washing operating selectors according types of clothes and fabrics               <ul style="list-style-type: none"> <li>- Effects of wrong washing machine operations on clothes/garments</li> <li>- Effects of improper amount of washing detergents on washed garments</li> <li>- Measurements, calculations of detergents/ fabric conditioners</li> <li>- Effects of fabric conditioners on clothes/garments</li> <li>- Effects/reactions of detergents to allergies</li> <li>- Contaminations preventions</li> </ul> </li> <li>• Laundry Operations</li> <li>• Procedures in Drying Clothes, Linen and Fabric               <ul style="list-style-type: none"> <li>- Effects of drying to microorganisms causing odors</li> <li>- Effects of high temperatures on bacteria and other microorganisms</li> </ul> </li> <li>• Maintenance of Laundry Area</li> </ul>	<ul style="list-style-type: none"> <li>• Computer-based/technology-based learning (online/offline)</li> <li>• Project-based learning/ Problem-based learning</li> <li>• Modular/ self-paced learning (digital/print format)</li> <li>• Multimedia Presentation /print materials</li> <li>• Demonstration /practical application</li> <li>• Individual/Group Coaching</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Oral interview</li> <li>• Online Written exams</li> <li>• Demonstration</li> </ul>	4 hrs.

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		<p>Perform the following tasks:</p> <ul style="list-style-type: none"> <li>• Select correct laundry method is as per SOPs</li> <li>• Wash clothes, linen and fabric according to the labeling codes and washing instructions</li> <li>• Use laundry equipment in accordance with manufacturer's instruction</li> <li>• Free clothes, linen and fabric from stain, dirt and unpleasant odor after washing based on procedures</li> <li>• Sun-dry/machine dry washed clothes, linen and fabric as per instructions</li> <li>• Free dried clothes, linen and fabric from unpleasant odor and static cling</li> <li>• Clean washing area in accordance with safety and health procedures</li> <li>• Clean equipment after use in accordance with manufacturer's instructions</li> <li>• Store all cleaning materials and equipment following safety procedures</li> <li>• Carry out or arrange routine maintenance as per standard operating procedures</li> </ul>			

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	2.5 Dry clothes, linen and fabric	<p>Lecture and discussion on the following topics:</p> <ul style="list-style-type: none"> <li>Types of drying machines <ul style="list-style-type: none"> <li>Operating parameters (temp. range of operations)</li> <li>Load capacity and operating limits</li> </ul> </li> <li>Procedures in Drying clothes, linen and fabric on dryers <ul style="list-style-type: none"> <li>Techniques on loading garments on dryers</li> </ul> </li> </ul> <p>Perform the following:</p> <ul style="list-style-type: none"> <li>Dry wash clothes, linen and fabric according to procedures.</li> <li>Prepare drying machine according to procedure</li> <li>Remove dried clothes, linen and fabric when dryer bell rings or stops to prevent wrinkles and to minimize need for ironing.</li> <li>Dry clothes, linen and fabric without wrinkles according to procedures</li> </ul>	<ul style="list-style-type: none"> <li>Computer-based/technology-based learning (online/offline)</li> <li>Project-based learning/ Problem-based learning</li> <li>Modular/ self-paced learning (digital/print format)</li> <li>Multimedia Presentation /print materials</li> <li>Demonstration /practical application</li> <li>Individual/Group Coaching</li> </ul>	<ul style="list-style-type: none"> <li>Direct Observation</li> <li>Oral Interview</li> <li>Online Written Exams</li> </ul>	2 hrs.
	2.6 Iron clothes, linens and fabrics	<p>Lecture and discussion on the following topics</p> <ul style="list-style-type: none"> <li>Types of flat irons</li> <li>Operating flat iron</li> <li>Range of temperature per types of fabrics/garments</li> <li>Electric heating element</li> <li>Electric heating element with steam</li> <li>Steam</li> <li>Effects of steam /water on garments during ironing</li> </ul>	<ul style="list-style-type: none"> <li>Computer-based/technology-based learning (online/offline)</li> <li>Project-based learning/ Problem-based learning</li> <li>Modular/ self-paced learning (digital/print format)</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrations</li> <li>Direct Observation</li> <li>Oral Interview</li> <li>Online Written Exams</li> </ul>	4 hrs.

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		<ul style="list-style-type: none"> <li>Procedures in Ironing clothes, linen and fabric</li> </ul> <p>Perform the following tasks:</p> <ul style="list-style-type: none"> <li>Do ironing in accordance to the standard procedures</li> <li>Fold, place in a hanger and store ironed clothes, linens and fabrics in designated cabinets as per instructions</li> <li>Store ironing equipment and materials in the appropriate area following safety procedures</li> </ul>	<ul style="list-style-type: none"> <li>Multimedia Presentation /print materials</li> <li>Demonstration /practical application</li> <li>Individual/Group Coaching</li> </ul>		
3. Prepare hot and cold meals (32 Hours)	3.1 Prepare ingredients according to recipes	<p>Lecture and discussion the following topics:</p> <ul style="list-style-type: none"> <li>Mise en Place</li> <li>Kitchen Utensils</li> <li>Thawing Procedures</li> <li>Food Safety and Sanitation</li> <li>Food Theory               <ul style="list-style-type: none"> <li>Familiarization of Ingredients</li> <li>Classification of Ingredients</li> <li>Substitution of Ingredients</li> <li>Units of Measurements</li> <li>Ingredients and Recipes</li> <li>Personal Hygiene</li> <li>Different cuts of meats/poultry/fish, fruits and vegetables</li> </ul> </li> </ul> <p>Perform the following tasks:</p> <ul style="list-style-type: none"> <li>Purchase ingredients in accordance with purchase list.</li> <li>Check "Mise en place" as per SOPs</li> </ul>	<ul style="list-style-type: none"> <li>Computer-based/technology-based learning (online/offline)</li> <li>Project-based learning/ Problem-based learning</li> <li>Modular/ self-paced learning (digital/print format)</li> <li>Multimedia Presentation /print materials</li> <li>Demonstration /practical application</li> <li>Individual/Group Coaching</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrations</li> <li>Direct Observation</li> <li>Oral Interview</li> <li>Online Written Exams</li> </ul>	4 hrs.

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		<ul style="list-style-type: none"> <li>• Prepare thawing according to procedures.</li> <li>• Prepare meat according to procedures and prescribed recipe</li> <li>• Prepare vegetables according to the manner of preparation.</li> <li>• Prepare seafood according to method of preparation</li> </ul>			
	3.2 Cook meals and dishes according to recipes	<p>Lecture and discussion on the following topics</p> <ul style="list-style-type: none"> <li>• Recipes</li> <li>• Food Safety Hazard</li> <li>• Procedures and methods in cooking               <ul style="list-style-type: none"> <li>- Soup</li> <li>- Stock and Sauce Preparation</li> <li>- Vegetable dishes</li> <li>- Meat dishes</li> <li>- Seafood dishes</li> <li>- Pasta grain and farinaceous dishes</li> </ul> </li> </ul> <p>Perform the following tasks:</p> <ul style="list-style-type: none"> <li>• Demonstrate basic skills of cooking soup</li> <li>• Observe/apply safety measures in cooking soup throughout the activity</li> <li>• Cook vegetable dishes according to recipe</li> <li>• Cook meat dishes according to culinary methods</li> <li>• Cook poultry and game dishes according to recipe</li> </ul>	<ul style="list-style-type: none"> <li>• Computer-based/technology-based learning (online/offline)</li> <li>• Project-based learning/ Problem-based learning</li> <li>• Modular/ self-paced learning (digital/print format)</li> <li>• Multimedia Presentation /print materials</li> <li>• Demonstration /practical application Individual/Group Coaching</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrations</li> <li>• Direct Observation</li> <li>• Oral Interview</li> <li>• Online Written Exams</li> </ul>	4 hrs.



Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> <li>• Cook sea food dishes according to recipe</li> <li>• Cook egg dishes according to client's preference</li> <li>• Cook pasta grain and farinaceous dishes according to recipe</li> </ul>			
	3.3 Present cooked dishes	<p>Lecture and discussion on the following topics</p> <ul style="list-style-type: none"> <li>• Tools, utensils and equipment used in accordance with the standard requirement/ manuals</li> <li>• Methods of Cooking <ul style="list-style-type: none"> <li>- Meat Dishes Preparation</li> <li>- Poultry Dishes Preparation</li> <li>- Fish Dishes Preparation</li> <li>- Seafood Dishes Preparation</li> <li>- Vegetable Dishes Preparation</li> </ul> </li> <li>• Food Quality and Safety Hazard</li> <li>• Handling Food</li> <li>• Food Costing and Portioning</li> <li>• Food Storage</li> </ul> <p>Perform the following tasks:</p> <ul style="list-style-type: none"> <li>• Demonstrate Basic skills of cooking dishes</li> <li>• Develop and correct presentation of cooked dishes in accordance with SOPs</li> <li>• Maintain and check food quality as per SOPs</li> </ul>	<ul style="list-style-type: none"> <li>• Computer-based/technology-based learning (online/offline)</li> <li>• Project-based learning/ Problem-based learning</li> <li>• Modular/ self-paced learning (digital/print format)</li> <li>• Multimedia Presentation /print materials</li> <li>• Demonstration /practical application Individual/Group Coaching</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrations</li> <li>• Direct Observation</li> <li>• Oral Interview</li> <li>• Online Written Exams</li> </ul>	4 hrs.

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> <li>Ensure time and temperature condition of foods before serving based on freezing temperature</li> <li>Observe/apply safety measures in cooking meat and vegetable dishes throughout the activity</li> </ul>			
	3.4 Prepare sauces, dressings and garnishes	<p>Lecture and discussion on the following topics:</p> <ul style="list-style-type: none"> <li>Mise and Place</li> <li>Methods of preparing               <ul style="list-style-type: none"> <li>Sauces</li> <li>Garnishes</li> <li>hot and cold dressing</li> </ul> </li> <li>Types of Sauces               <ul style="list-style-type: none"> <li>Ingredients and recipes</li> <li>Methods of Cooking</li> <li>Proper Storage of Sauces</li> </ul> </li> </ul> <p>Perform the following tasks:</p> <ul style="list-style-type: none"> <li>Prepare materials, equipment/utensils prior to preparation of sauces, dressings and garnishes as per SOPs</li> <li>Prepare sauces, garnishes, hot and cold dressing as per SOPs</li> </ul>	<ul style="list-style-type: none"> <li>Computer-based/technology-based learning (online/offline)</li> <li>Project-based learning/ Problem-based learning</li> <li>Modular/ self-paced learning (digital/print format)</li> <li>Multimedia Presentation /print materials</li> <li>Demonstration /practical application</li> <li>Individual/Group Coaching</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrations</li> <li>Oral Interview</li> <li>Online Written Exams</li> </ul>	4 hrs.
	3.5 Prepare appetizers	<p>Lecture and discussion on the following topics:</p> <ul style="list-style-type: none"> <li>Kinds and preparation of               <ul style="list-style-type: none"> <li>D'oeuvres</li> <li>Canape's</li> <li>Finger Foods</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Computer-based/technology-based learning (online/offline)</li> </ul>	<ul style="list-style-type: none"> <li>Demonstration</li> <li>Oral Interview</li> <li>Online Written Exams</li> </ul>	4 hrs.

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> <li>• Kinds of Appetizer <ul style="list-style-type: none"> <li>- Importance of Appetizer</li> <li>- Familiarization of ingredients according to recipes</li> <li>- Personal Hygiene</li> </ul> </li> </ul> <p>Perform the following tasks</p> <ul style="list-style-type: none"> <li>• Prepare d'oeuvres according to requirement and preference of client</li> <li>• Prepare canape's according to requirement for preference of client</li> <li>• Prepare finger foods according to requirement or preference of client</li> <li>• Prepare appetizers according to recipe requirement/procedure</li> <li>• Properly arrange and serve appetizers on the platter/tray</li> </ul>	<ul style="list-style-type: none"> <li>• Project-based learning/ Problem-based learning</li> <li>• Modular/ self-paced learning (digital/print format)</li> <li>• Multimedia Presentation /print materials</li> <li>• Demonstration /practical application</li> <li>• Individual/Group Coaching</li> </ul>		
	3.6 Prepare desserts and salads	<p>Lecture and discussion on the following topics:</p> <ul style="list-style-type: none"> <li>• Preparation of Desserts and Salads</li> <li>• Kinds of Dessert's <ul style="list-style-type: none"> <li>- Sherbet's, ices and ice cream</li> <li>- Fruit desserts</li> <li>- Pastry desserts</li> <li>- Mousse</li> </ul> </li> <li>• Kinds of Salad's <ul style="list-style-type: none"> <li>- Cold salads and molded salads</li> </ul> </li> </ul> <p>Perform the following tasks:</p> <ul style="list-style-type: none"> <li>• Use materials, equipment/utensils for cooking are prepared as per SOPs</li> </ul>	<ul style="list-style-type: none"> <li>• Computer-based/technology-based learning (online/offline)</li> <li>• Project-based learning/ Problem-based learning</li> <li>• Modular/ self-paced learning (digital/print format)</li> <li>• Multimedia Presentation /print materials</li> </ul>	<ul style="list-style-type: none"> <li>• Direct Observation</li> <li>• Oral Interview</li> <li>• Online Exams</li> </ul>	4 hrs.

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> <li>• Prepare sherbets, ices and ice cream in accordance with prescribed procedures</li> <li>• Prepare fruit desserts as per prescribed procedures</li> <li>• Prepare pastry desserts as per prescribed procedures.</li> <li>• Prepare mousse as per prescribed procedures.</li> <li>• Prepare and mold cold salads as per prescribed procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstration /practical application</li> <li>• Individual/Group Coaching</li> </ul>		
	3.7 Prepare sandwiches	<p>Lecture and discussion on the following topics:</p> <ul style="list-style-type: none"> <li>• Types of Sandwiches</li> <li>• Procedures in Preparing Sandwiches</li> </ul> <p>Perform the following tasks:</p> <ul style="list-style-type: none"> <li>• Prepare hot sandwiches as per SOPs</li> <li>• Prepare cold dressings as per SOPs</li> <li>• Prepare hot sauces as per SOPs</li> <li>• Prepare cold sauces as per SOPs</li> <li>• Prepare, arrange and serve properly sandwiches on a platter</li> <li>• Observe/apply proper hygiene throughout the activity</li> </ul>	<ul style="list-style-type: none"> <li>• Computer-based/technology-based learning (online/offline)</li> <li>• Project-based learning/ Problem-based learning</li> <li>• Modular/ self-paced learning (digital/print format)</li> <li>• Multimedia Presentation /print materials</li> <li>• Demonstration /practical application</li> <li>• Individual/Group Coaching</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstration</li> <li>• Oral Interview</li> <li>• Online Exams</li> </ul>	4 hrs.
	3.8 Store excess food and	Lecture and discussion on the following topics:	<ul style="list-style-type: none"> <li>• Computer-based/technology-</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstration</li> </ul>	4 hrs.

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
	ingredients and Convert unconsumed cooked food	<ul style="list-style-type: none"> <li>Food storage</li> <li>Methods of storing food and ingredients</li> <li>Conversion of unconsumed food into new dishes</li> </ul> <p>Perform the following tasks</p> <ul style="list-style-type: none"> <li>Store unconsumed cooked food according to procedures</li> <li>Store excess ingredients according to client's requirement</li> <li>Implement proper method of refrigeration as per SOPs</li> <li>Implement proper storing of dry and wet food/ingredients in accordance with SOPs</li> <li>Convert/transform unconsumed cooked food into new dishes as per SOPs</li> <li>Freeze at zero degrees F temperature packed/wrapped uncooked foods in accordance with SOPs</li> <li>Prepare packed/wrapped food for storage as per SOPs</li> <li>Maintain uncooked food at proper temperature and as per SOPs</li> <li>Observe/apply proper hygiene throughout the activity</li> </ul>	<p>based learning (online/offline)</p> <ul style="list-style-type: none"> <li>Project-based learning/ Problem-based learning</li> <li>Modular/ self-paced learning (digital/print format)</li> <li>Multimedia Presentation /print materials</li> <li>Demonstration /practical application</li> <li>Individual/Group Coaching</li> </ul>	<ul style="list-style-type: none"> <li>Oral Interview</li> <li>Online Exams</li> </ul>	
4. Provide food and beverage service (18 hours)	4.1 Prepare dining area	<p>Lecture and discussion on the following topics:</p> <ul style="list-style-type: none"> <li>Principles and method of table setting</li> <li>Types and uses of China wares, glassware, silver ware</li> </ul>	<ul style="list-style-type: none"> <li>Computer-based/technology-based learning (online/offline)</li> </ul>	<ul style="list-style-type: none"> <li>Simulation</li> <li>Demonstration</li> <li>Oral Interview</li> <li>Online Exams</li> </ul>	5 hrs.

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> <li>Types and uses of crockery, cutlery and condiments</li> <li>Principles and methods of serving</li> <li>Preparation of dining area</li> </ul> <p>Perform the following tasks:</p> <ul style="list-style-type: none"> <li>Check dining area for cleanliness prior to service in accordance with standard operating procedures and when required, take corrective actions</li> <li>Prepare and adjust dining environment to ensure comfort and ambience of client and as appropriate</li> <li>Set up furniture in accordance with standard operating procedures</li> <li>Check tables and table settings for stability, and easy access to client and at all times</li> <li>Check and prepare equipment for service and as per SOPs</li> <li>Follow standard operating procedure in setting-up furniture and in preparing equipment for service</li> <li>Observe/apply safety measures in preparing dining area are throughout the activity</li> </ul>	<ul style="list-style-type: none"> <li>Project-based learning/ Problem-based learning</li> <li>Modular/ self-paced learning (digital/print format)</li> <li>Multimedia Presentation /print materials</li> <li>Demonstration /practical application</li> <li>Individual/Group Coaching</li> </ul>		

	4.2 Set-up table	<p>Lecture and discussion on the following topics:</p> <ul style="list-style-type: none"> <li>• Setting-up table</li> <li>• Table cloth and appointments</li> <li>• Napkin folding</li> <li>• Clearing table</li> <li>• Cleaning the table and changing soiled ashtrays.</li> <li>• Table manners and etiquette</li> <li>• Waste minimization and environmental techniques</li> <li>• Safety practices</li> <li>• Codes and regulation</li> </ul> <p>Perform the following tasks:</p> <ul style="list-style-type: none"> <li>• Inspect the table as to cleanliness and its condition</li> <li>• Select, inspect and prepare the table cloth as to cleanliness and without creases.</li> <li>• Lay the table drop cloth on the table accordingly</li> <li>• Fold and lay serviettes on the table</li> <li>• Prepare centerpiece with necessary tools and materials and place on the table</li> <li>• Select required table appointments according to the style of table service required</li> <li>• Set up the required table appointments on the table</li> <li>• Present and serve the aperitif/pre-food service wine from the right side of the guest/employer</li> </ul>	<ul style="list-style-type: none"> <li>• Computer-based/technology-based learning (online/offline)</li> <li>• Project-based learning/ Problem-based learning</li> <li>• Modular/ self-paced learning (digital/print format)</li> <li>• Multimedia Presentation /print materials</li> <li>• Demonstration /practical application</li> <li>• Individual/Group Coaching</li> </ul>	<ul style="list-style-type: none"> <li>• Simulation</li> <li>• Demonstration</li> <li>• Oral Interview</li> <li>• Online Exams</li> </ul>	5 hrs.
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Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> <li>• Serve the food and drink according to the menu of the day</li> <li>• Buss out the table appointments from the right side of the guest/employer when he/she is done with the particular food served</li> <li>• Clean and store all table appointments, tools and equipment used during the service in accordance to the standard procedures</li> <li>• Clean and sanitize area</li> </ul>			
	4.3 Prepare coffee and other beverages	<ul style="list-style-type: none"> <li>• Choose, prepare and inspect coffee maker and other equipment as to cleanliness and functionality and according to standard operating procedure</li> <li>• Set-up coffee filter according to standard procedure</li> <li>• Measure the required coffee granules and water</li> <li>• Operate coffee maker according to standard operating procedures</li> <li>• Select wine according to menu to be served</li> <li>• Prepare other beverages according to employer's preference</li> <li>• Serve coffee/tea at the right side of the guest/employer with appropriate temperature</li> <li>• Present and serve wine according to the standard procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Computer-based/technology-based learning (online/offline)</li> <li>• Project-based learning/ Problem-based learning</li> <li>• Modular/ self-paced learning (digital/print format)</li> <li>• Multimedia Presentation /print materials</li> <li>• Demonstration /practical application</li> <li>• Individual/Group Coaching</li> </ul>	<ul style="list-style-type: none"> <li>• Simulation</li> <li>• Demonstration</li> <li>• Oral Interview</li> <li>• Online Exams</li> </ul>	



Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> <li>• Present and serve other beverages</li> <li>• Buss out the coffee and other beverages from the right side of the guest/employer</li> <li>• Clean and store the coffee maker accordingly</li> </ul>			
	4.4 Serve food and beverage	<p>Lecture and discussion on the following topics:</p> <ul style="list-style-type: none"> <li>• Serving techniques and standards</li> <li>• Food handling and safety</li> <li>• Table serving</li> <li>• Types of foods, beverages and garnishing</li> <li>• Refilling water</li> <li>• Washing and handling of fresh fruits</li> </ul> <p>Perform the following tasks:</p> <ul style="list-style-type: none"> <li>• Check foods for completeness and correctness before serving.</li> <li>• Place and carry foods on the tray using the left hand and in accordance with food and beverage serving procedures.</li> <li>• Serve foods from the left side using the left hand in serving as per SOPs</li> <li>• Fill/refill water goblets from the right side without spilling as per SOPs.</li> <li>• Take and inspect beverage from the bar/kitchen for complete garnishing (if any).</li> </ul>	<ul style="list-style-type: none"> <li>• Computer-based/technology-based learning (online/offline)</li> <li>• Project-based learning/ Problem-based learning</li> <li>• Modular/ self-paced learning (digital/print format)</li> <li>• Multimedia Presentation /print materials</li> <li>• Demonstration /practical application</li> <li>• Individual/Group Coaching</li> </ul>	<ul style="list-style-type: none"> <li>• Simulation</li> <li>• Demonstration</li> <li>• Oral Interview</li> <li>• Online Exams</li> <li>•</li> </ul>	6 hrs.

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> <li>Serve beverage on a bar tray from the right side of the client being served as per SOPs.</li> <li>Follow proper sequence in serving food from lightest to heaviest.</li> </ul>			
	4.5 Clear table	<p>Lecture and discussion on the following topics</p> <ul style="list-style-type: none"> <li>Plate Clearing and Carrying Techniques</li> <li>Waste Minimization and Environmental Techniques</li> <li>Safety Practices</li> <li>Codes and Regulations</li> </ul> <p>Perform the following tasks:</p> <ul style="list-style-type: none"> <li>Ask clients politely if they are finished as per SOPs.</li> <li>Buss out soiled plates/flat wares from the right side of the family members and bring to the washing station/area as per SOPs.</li> <li>Crumb table as per standard operating procedure.</li> <li>Remove side plates and knives from the table as per SOPs.</li> <li>Remove condiments/shakers and other soiled items from the table as per SOPs.</li> <li>Replaced ashtrays as per SOPs.</li> <li>Additional requests are asked politely from clients as per SOPs.</li> </ul>	<ul style="list-style-type: none"> <li>Computer-based/technology-based learning (online/offline)</li> <li>Project-based learning/ Problem-based learning</li> <li>Modular/ self-paced learning (digital/print format)</li> <li>Multimedia Presentation /print materials</li> <li>Demonstration /practical application</li> <li>Individual/Group Coaching</li> </ul>	<ul style="list-style-type: none"> <li>Simulation</li> <li>Demonstration</li> <li>Oral Interview</li> <li>Online Exams</li> <li></li> </ul>	2 hrs.

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> <li>• Check clients' needs from time to time until they move out from the dining area as per SOPs.</li> <li>• Crumb table as per standard operating procedure.</li> <li>• Remove side plates and knives from the table as per SOPs.</li> <li>• Remove condiments/shakers and other soiled items from the table as per SOPs</li> <li>• Replace ashtrays as per SOPs.</li> <li>• Ask additional requests politely from clients as per SOPs.</li> <li>• Check clients' needs from time to time until they move out from the dining area as per SOPs.</li> <li>• Observe/apply safety measures in setting-up and clearing the area throughout the activity.</li> </ul>			