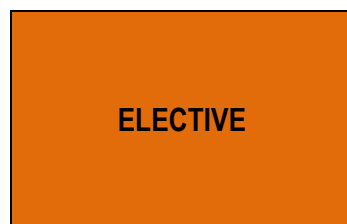
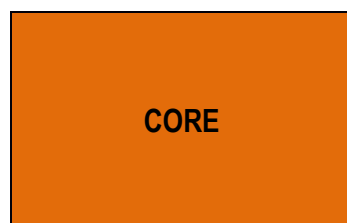


COMPETENCY PROFILE CHART (CPC)

SECTOR	HOSPITALITY & TOURISM		
SUB SECTOR	HOUSEKEEPING		
JOB AREA	HOUSEKEEPING OPERATIONS		
JOB LEVEL	THREE (3)	JOB AREA CODE	HT-050-3:2012

←----- COMPETENCY -----→

←----- COMPETENCY UNIT -----→



CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	HOUSEKEEPING						
Job Area	HOUSEKEEPING OPERATIONS						
Competency Unit Title	GUEST ROOMS PREPARATION						
Learning Outcome	<p>The person who is competent in this CU shall be able to set up, maintain guest room's cleanliness and quality standard in accordance with organization standard and regulation. Upon completion of this competency unit, trainees will be able to:-</p> <ul style="list-style-type: none"> • Determine guest rooms preparation requirements • Prepare cleaning equipment and activities • Access guest rooms • Carry out beginning task • Make up guest beds • Carry-out room cleaning • Carry-out bathroom cleaning • Prepare next shift duty 						
Competency Unit ID	HT-050-3:202-C01	Level	THREE (3)	Training Duration	240 Hours	Credit Hours	24
Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Determine guest rooms preparation requirements	i. List of hotel and room facilities ii. List of hotel layout and hotel facilities iii. Working condition of all items, such as: <ul style="list-style-type: none"> • Television • Air conditioning systems • Internet access • Mini bar • Electrical appliances • Telephone 			4 hours	Lecture	i. Specific organization policies and procedures for room preparation listed ii. Types of grooming and personal presentation standards identified for room preparation iii. Sequence for guest rooms preparation obtained	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iv. Requirements for cleaning a room, including: <ul style="list-style-type: none"> • Organization policies and procedures for room preparation • Grooming and personal presentation standards • Workflow for room preparation • Safety and security 					iv. Working condition of all items determined v. Safety, hygiene and security requirements listed
		i. Obtain organization policies and procedures for room preparation ii. Apply grooming and personal presentation standards for room preparation iii. Identify workflow for room preparation	<u>Attitude:</u> i. Meticulous in identifying guest rooms preparation ii. Ability to follow instructions in guest rooms preparation	8 hours	Demonstration and observation	