

101106T4HKA**HOUSEKEEPING MANAGEMENT LEVEL 6****HOS/OS/HK/CR/02/6****Manage Front Office Operations****July/August 2025**

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

CU IST

S/NO	ITEMS	QUANTITY (per candidate)	PROVIDED BY
1.	A simulated front office room	1 per 5 candidates	Institution
2.	Seats	6 per front office room.	
3.	Foolscaps	2 sheets per candidate.	
4.	Brochures	1 sheet per 3 candidates	
5.	File	1 piece per candidate.	
6.	Clipboards (A4 size)	1 piece per candidate.	
7.	Key cards	6 per front office room.	
8.	Pens	2 pieces per candidate	
9.	Welcome drink	6 portions per candidate	
10.	Jugs	2-litre size per candidate.	
11.	Juice glasses	6 pieces per candidate	
12.	Trays	1 piece per candidate.	

13.	Rooming list template.	1 sheet per candidate.	
14.	Guests	6 participants per candidate.	Candidate.