

101104T4HKA

HOUSEKEEPING AND ACCOMODATION LEVEL 4

HOS/CU/HK/CR/02/4

Coordinate Front Office Operations

July/August 2025



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

PRACTICE ASSESSMENT

Time: 2 HOURS

INSTRUCTIONS TO CANDIDATE:

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

2. You have been provided with the following resources for the practical tasks:

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