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MODULE 2

ACCOMMODATION OPERATIONS ATTENDANT

HOS/OS/ACO/CR/04/4/MA

Perform Housekeeping Interior and Decoration

September - December 2025

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

PRACTICAL ASSESSMENT CHECKLIST

INSTRUCTIONS TO THE ASSESSOR:

1. This assessment is to take place in the prescribed order as arranged in the tool.
2. Capture clear **photographs** and/or **videos** of each candidate's work at critical points as they perform the tasks and label all media files with: Candidate Registration Number, Unit Code, Practical Session Number, and Date.
3. Record candidate scores and assessor remarks in the observation checklists for each session.
4. Store all completed checklists, media files, and candidate drawings in a secure digital/physical folder per candidate.

CANDIDATE & ASSESSOR DETAILS

Candidate Name:	**CDACC Reg. No.:**
Assessor Name:	**Assessor ID Number:**

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PRACTICAL BRIEF

In this practical, the candidate must demonstrate competence in all four Elements of this unit by completing three hands-on sessions Practical 1 – 3 (each ~ 4 hours) followed by oral assessment (~1 hour). All work must comply with the workplace safety standards.

SESSION 1 (4 HOURS): PERFORM SKIRTING AND TOWEL FOLDING FOR A BIRTHDAY

Assessment Date:	
Assessment Venue:	

PRACTICAL CHECKLIST

No.	Items of evaluation	Max Marks	Awarded
1.	Well groomed i. Correct shoes worn (closed shoes) ii. Proper attire worn (dustcoat/sky blue uniform) iii. Hair held at the back (hairnet worn) iv. Nails cut and no polish applied	5	

	v. No jewelry worn (no earring & necklace) *(Award 1 mark for each correctly worn PPE)*		
2.	• Assembled skirting and towel folding materials and tools (skirting fabric, table, table clips or pins, tablecloth, measuring tape, iron box, clean and dry towels set, rubber bands) *(Award 1 mark for each material assembled)*	8	
3.	Ventilated room and labeled equipment correctly (for ventilation; proper airflow and safety against harm on both health and equipment for labelled equipment; clear identification) *(Award 2 mark for each correct aspect)*	4	
4.	Cleaned and maintained skirting fabrics and towels (free from dust, rust; free from wrinkles and loose threads) *(Award 1 mark for each correct response)*	4	
5.	Practiced skirting style using box pleat: • Measured the length and width of the fabric and marked where the pleats should go. (4) • Folded the fabric evenly, alternating the direction of the pleats to form a neat box shape. (4) • Pinned the pleats in place before sewing to keep them uniform. (2) • Sewed along the top edge to secure the pleats. (2) • Pressed the pleats down with an iron for a crisp, clean look. (2) *(Award marks allocated for each correct activity)*	14	
6.	Executed decorative towel swan folding techniques:		

	Steps to be followed for towel swan • **Laid the Towel Flat**: Place the towel flat and fold it in half lengthwise. • **Rolled**: Rolled one end of the towel toward the center, and repeated for the other side so both rolls meet in the middle. • **Shaped the Swan's Body**: Formed a U-shape with one of the rolls for the body of the swan, then loop the second roll to create the neck and head. • **Positioned the Head**: Fold the top of the second roll to form the head and secure it with a small piece of fabric or a ribbon. *(Award 3 marks for detail captured)*	12	
7.	Interpreted birthday theme in skirting and towel folding • In this case a Towel Swan for a Prince theme Create the swan by folding towels into an elegant shape, with a curled neck and wings, and place a crown on top for extra charm. *(Award 4 marks for the interpretation)*	4	
8.	Maintained hygiene and safety throughout the process **For hygiene maintenance** • Cleaned surfaces • Washed hands • Fabric care **For safety maintenance** • Secured skirting properly	5	

	• Check for safety hazards especially loose fabric can cause tripping *(Award 1 mark for each maintenance)*		
9.	Performed post-cleaning tasks (proper waste disposal especially the pins used, equipment storage which have been cleaned and checked for damage) *(Award 2 marks for each handled request)*	6	
	Total Section 1	**62**	
REMARKS:			

NB: Photos and videos should be taken as the candidate performs items 2, 3, 4, 5, 6, 7, 8, 9.

SESSION 2 (4 HOURS): MAKING OF SURFACE DRAPING'S FOR A BIRTHDAY.

Assessment Date:	
Assessment Venue:	

PRACTICAL CHECKLIST

No.	Items of evaluation	Max Marks	Awarded
1.	Well groomed i. Correct shoes worn (closed shoes) ii. Proper attire worn (dustcoat/sky blue uniform) iii. Hair held at the back (hairnet worn) iv. Nails cut and no polish applied v. No jewelry worn (no earring & necklace) *(Award 1 mark for each correctly worn PPE)*	5	

2.	Prepared draping materials • Chose the right draping material (flowy/ Stretchy) • Pre-pressed and steamed the fabric • Prepared hanging equipment i.e. curtains rods/ draping rods *(Award 2 marks for each aspect)*	6	
3.	Cleaned and maintained draping fabrics • Dusted and spot cleaned the draping fabric • Freed from tears and damage *(Award 2 marks for each aspect)*	4	
4.	Identified draping styles i.e. swag draping *(Award 2 marks for identification)*	2	
5.	Demonstrated basic draping techniques (layering method) **Steps to follow when layering draping** • **Start with a Base Layer**: firstly, laid down a solid base layer as your first piece. This could be a solid fabric like satin. Secondly, Hanged the base layer from a rod or secure it across the space, ensuring the fabric is smooth and evenly distributed. **(4)** • **Add a Layering Fabric**: **Step 1** Chose a **contrasting** fabric or a sheer overlay (like organza or chiffon) to layer over the base. This creates a beautiful visual contrast. **Step 2** Draped the second piece of fabric over the first, ensuring it falls evenly or slightly off-center depending on your design preference. **Step 3**: You can let the second layer cascade or drape in a way that reveals part of the base fabric for a multi-textured effect**. (6)** • **Overlap for Depth**: made the effect more dramatic, overlapped the layers slightly or gathered the second layer, allowing the base layer to peek through in certain areas. **(4)** *(Award indicated marks for each step done)*	14	
6.	Applied fabric knowledge (flowy and stretchy, structured)		

	• Checked the lightweighted-ness • Checked the softness • Checked the flexibility *(Award 2 marks for each check)*	6	
7.	Interpreted birthday theme in draping layout • Fun and vibrant party themed • Chic and elegant party themed • Whimsical and playful party themed • Rustic and outdoor themed • Glamorous themed *(Award 2 marks for appropriate interpretation)*	10	
8.	Maintained hygiene and safety during draping • Cleaned hands regularly • Checked the odors of fabric drapes • Wore gloves at all times • Lifted and handled materials safely • Check stability of equipment to avoid tripping hazards *(Award 2 marks for the activity)*	10	
9.	Performed post-cleaning tasks (waste disposal, equipment storage) *(Award 2 mark for each activity)*	4	
	Total Section 2	**61**	
REMARKS:			

NB: Photos and videos should be taken as the candidate performs item 2, 3, 5, 6, 7, 8, 9

SESSION 3 (4 HOURS): MAKING OF FLORAL ARRANGEMENT FOR A BIRTHDAY

Assessment Date:	
Assessment Venue:	

PRACTICAL CHECKLIST

No.	Items of evaluation	Max Marks	Awarded
1.	Well groomed i. Correct shoes worn (closed shoes) ii. Proper attire worn (dustcoat/sky blue uniform) iii. Hair held at the back (hairnet worn) iv. Nails cut and no polish applied v. No jewelry worn (no earring & necklace)	5	
2.	Assembled floral tools and materials Oasis floral foam, Fresh flowers (mixed), Flower vase, Decorative stones or sand, Decorative accessories, cleaning agents, Waste bin liners, Floral scissors, Flower knife, Floral Wire mesh, Wire cutters, Floral glue gun, Floral stem stripper, Floral tape, Eucalyptus, Stapler and pins, Spray bottle, cleaning cloths, Picks and stakes, Ribbons and twines (satin), Table cloth, Table *(Award 1 mark for each tool and materials)*	22	
3.	Identified floral arrangement types i.e. cascade floral arrangement • Dramatic • Flowing, • Elegant. *(Award 2 marks for each correct identification)*	6	

4.	Performed floral arrangement with balance, proportion, and harmony • Balanced (symmetrical and asymmetrical) • Proportioned (the height of arrangement) • Harmony (chose flowers that complement each other) *(Award 2 marks for correct activity done)*	6	
5.	Applied flower treatment techniques (conditioning, stem cutting, temp control) • Conditioned (Remove any leaves or thorns that would be submerged in water to prevent bacteria) • Stem-cutting (Prevents stem blockage, increases hydration, reduces wilting) • Controlled temperature (stored them in a cool environment until ready to arrange) *(Award 2 marks for each correct aspect)*	6	
6.	Used preservation methods (refrigeration method) • Placed flowers in clean water with preservative. • Stored in a floral refrigerator at 2–5°C. *(Award 2 marks in each activity)*	4	
7.	Interpreted birthday theme in floral layout • Identified the Theme/Concept • Selected Appropriate Flowers • Chose Arrangement Style • Added Decorative Elements. *(Award 2 marks for each correct interpretation)*	8	
8.	Cared for potted plants • Watered • Pruned • Placement	6	

	(Award 2 marks for each care done correctly)		
9.	Performed post-cleaning tasks (waste disposal, equipment storage) *(Award 2 marks for each activity)*	4	
	Total Section 3	**67**	
REMARKS:			

NB: Photos and videos should be taken as the candidate performs items 2 - 8.

SECTION 4: ORAL ASSESSMENT (25 MARKS)

Assessor to award 1 mark for each correct response given by the candidate in the table below:

Q#	Question	Expected answer (key points)	Max Marks	Awarded
1.	Name three requirement needed when skirting and towel folding	• A clean, flat surface • Cleanliness of materials • Proper Tools and Materials • Precision and Attention to Detail • Uniformity	3	
2.	Name two types of towel folds and one of their uses.	• Basic • Decorative • Origami **Their uses are:** • Aesthetics value • Enhance guest experience (Award 1 mark for each type and 1 mark for its use)	3	

3.	Identify two safety measures should be observed during interior decoration.	• Wearing correct PPEs • Correct tool handling • Waste disposal	2	
4.	Describe how to make the swag-style draping.	• Fabric selection • Pleating • Securing and Symmetry	3	
5.	State two methods to preserve fresh flowers for longer use.	• Refrigeration • Use of silica gel • Conditioning	2	
6.	State three principles of floral arrangement.	• Balance • Proportion and scale • Rhythm • Unity and Harmony • Dominance (or Focal Point) • Contrast	3	
7.	State two ways on how to interpret a theme in interior decoration.	• Color • Texture • Accessories • Layout	2	
8.	Name two post-cleaning tasks are essential after decoration.	• Waste disposal • Equipment cleaning • Storage	2	
9.	State three ways to care for potted plants in a hotel setting.	• Watering • Pruning, • Placement • Sunlight	3	
10.	State two challenges that may arise during towel folding.	• Fabric stiffness • Wrong symmetry issues • Wrong folding technique	2	

	TOTAL ORAL		**25**	

SUMMARY OF ASSESSMENT

PRACTICAL ASSESSMENT			
S/N	**SECTION**	**Total Marks**	**Marks Awarded**
1.	Assessment 1	62	
2.	Assessment 2	61	
3.	Assessment 3	67	
	Total	**190**	
	Percentage (100%)		
ORAL ASSESSMENT			
1.	Oral Assessment	**25**	
	Percentage (100%)		

ASSESSMENT OUTCOME

The candidate was found to be:

Competent ☐ Not yet Competent ☐

(Please tick as appropriate)

The candidate is competent if the candidate obtains an average of at least 50%

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