

## SELF-ASSESSMENT GUIDE

Qualification	<b>HOUSEKEEPING NC IV</b>	
Units of Competency	<b>MANAGE PHYSICAL ASSESTS</b>	
Instruction: <ul style="list-style-type: none"> <li>• Read each of the questions in the left-hand column of the chart.</li> <li>• Place a check in the appropriate box opposite each question to indicate your answer.</li> </ul>		
<b>Can I?</b>	<b>YES</b>	<b>NO</b>
<ul style="list-style-type: none"> <li>• Develop strategy for managing physical assets that reflect the company's overall business and marketing objectives*</li> </ul>		
<ul style="list-style-type: none"> <li>• Evaluate current and potential financial objectives and constraints in developing asset management strategies*</li> </ul>		
<ul style="list-style-type: none"> <li>• Integrate occupational health and safety requirements into physical asset management*</li> </ul>		
<ul style="list-style-type: none"> <li>• Develop and maintain accurate and current physical assets register as part of the asset management strategy*</li> </ul>		
<ul style="list-style-type: none"> <li>• Incorporate maintenance and repair systems which minimize disruption and loss of revenue and involve appropriate specialists*</li> </ul>		
<ul style="list-style-type: none"> <li>• Integrate need for environmental sustainability into physical asset management practices*</li> </ul>		
<ul style="list-style-type: none"> <li>• Establish and implement systems to ensure that the condition and performance of physical assets are regularly reported and discussed within the organization*</li> </ul>		
<ul style="list-style-type: none"> <li>• Establish and implement systems to identify timely replacement of physical assets*</li> </ul>		
<ul style="list-style-type: none"> <li>• Make an assessment of physical asset performance based on safety, operational efficiency and customer service quality*</li> </ul>		
<ul style="list-style-type: none"> <li>• Identify problem and take appropriate action promptly*</li> </ul>		
<ul style="list-style-type: none"> <li>• Identify the need for, and access to, specialist assistance when required*</li> </ul>		

<ul style="list-style-type: none"> <li>• Prepare accurate work or equipment specifications to guide the acquisition process*</li> </ul>		
<ul style="list-style-type: none"> <li>• Estimate acquisition cost based on evaluation of current, accurate and relevant data, including supplier quotations and estimates*</li> </ul>		
<ul style="list-style-type: none"> <li>• Make appropriate decision on the acquisition of physical assets*</li> </ul>		
<ul style="list-style-type: none"> <li>• Select method of financing to meet the company's current financial objectives based on an analysis of internal and external sources*</li> </ul>		
<ul style="list-style-type: none"> <li>• Implement financing process in consultation with key stakeholders and appropriate financial specialists*</li> </ul>		
<ul style="list-style-type: none"> <li>• Make and keep accurate records of all financial agreements and related documents*</li> </ul>		
<p>I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.</p>		
<p><b>Candidate's Signature:</b></p>	<p><b>Date:</b></p>	

## SELF-ASSESSMENT GUIDE

Qualification	<b>HOUSEKEEPING NC IV</b>	
Unit of Competency:	<b>MANAGE STOCK PURCHASES AND INVENTORY</b>	
<b>Instruction:</b> <ul style="list-style-type: none"> <li>• Read each of the questions in the left-hand column of the chart.</li> <li>• Place a check in the appropriate box opposite each question to indicate your answer.</li> </ul>		
<b>Can I?</b>	<b>YES</b>	<b>NO</b>
• Establish and implement order and supply process*		
• Establish economic order quantities based on internal information and supplier advice*		
• Determine required stock levels according to peak seasons, special events and supplier's lead time*		
• Develop process to include monitoring of quality during supply and delivery processes*		
• Develop stock control systems and communicates to all appropriate staff in a timely manner*		
• Apply special control systems to items showing high wastage or loss*		
• Calculate standard methods and measures using correct data and communicates these to appropriate staff*		
• Monitor systems in the workplace and makes adjustments according to feedback and operational experience*		
• Initiate training of staff to minimize stock wastage*		
• Evaluate quality of supply based on feedback from colleagues and guests*		

<ul style="list-style-type: none"> <li>• Source and review potential suppliers against company requirements*</li> </ul>		
<ul style="list-style-type: none"> <li>• Develop appropriate and accurate purchase specifications*</li> </ul>		
<ul style="list-style-type: none"> <li>• Assess suppliers against specifications considering all relevant factors*</li> </ul>		
<ul style="list-style-type: none"> <li>• Assess terms of purchase and negotiates with suppliers to achieve optimum supply arrangements*</li> </ul>		
<ul style="list-style-type: none"> <li>• Adjust sources of supply in accordance with assessments and makes accurate records of agreements*</li> </ul>		
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## SELF-ASSESSMENT GUIDE

Qualification	<b>HOUSEKEEPING NC IV</b>	
Unit of Competency:	<b>PROVIDE FOR THE SAFETY OF VIPS</b>	
<b>Instruction:</b> <ul style="list-style-type: none"> <li>• Read each of the questions in the left-hand column of the chart.</li> <li>• Place a check in the appropriate box opposite each question to indicate your answer.</li> </ul>		
<b>Can I?</b>	<b>YES</b>	<b>NO</b>
• Clarify assignment arrangements where necessary and identify and assess resource requirements*		
• Identify potential threats which may affect the safety of the escorted person and acts according to the situation presented and assignment instructions*		
• Advise appropriately persons to be escorted of all factors which may affect their safety*		
• Draw up appropriate action plans and procedures to meet the requirements of the visit and particular VIP*		
• Select appropriate staff to attend to the VIP and participate in security arrangements according to selection criteria of establishment*		
• Make arrangements for required resources for visit*		
• Arrange security checks to be conducted on relevant persons*		
• Obtain special security clearance requisites relevant for the specific visit once a clearance is established from security check*		
• Communicate relevant information on VIP's visit to staff, informing them of any out-of-bounds areas*		
• Inform staff of details of visit on a "need to know" basis, emphasizing strict confidentiality, even to friends and family*		
• Issue special ID cards to bodyguards, police or other VIP staff for access to back of house, and briefs staff accordingly*		
• Communicate changes to VIP schedule immediately to appropriate persons*		

<ul style="list-style-type: none"> <li>Clarify assignment arrangements where necessary and identifies and assesses resource requirements*</li> </ul>		
<ul style="list-style-type: none"> <li>Identify potential threats which may affect the safety of the escorted person and acts according to the situation presented and assignment instructions*</li> </ul>		
<ul style="list-style-type: none"> <li>Advise appropriately persons to be escorted of all factors which may affect their safety*</li> </ul>		
<ul style="list-style-type: none"> <li>Draw up appropriate action plans and procedures to meet the requirements of the visit and particular VIP*</li> </ul>		
<ul style="list-style-type: none"> <li>Select appropriate staff to attend to the VIP and participate in security arrangements according to selection criteria of establishment*</li> </ul>		
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## SELF-ASSESSMENT GUIDE

Qualification	<b>HOUSEKEEPING NC IV</b>	
Unit of Competency:	<b>PROVIDE A LOST AND FOUND FACILITY</b>	
<b>Instruction:</b> <ul style="list-style-type: none"> <li>• Read each of the questions in the left-hand column of the chart.</li> <li>• Place a check in the appropriate box opposite each question to indicate your answer.</li> </ul>		
<b>Can I?</b>	<b>YES</b>	<b>NO</b>
• Establish appropriate location for the lost and found facility where required*		
• Inform personnel, or post suitable signage, where appropriate, to indicate location of lost and found facility*		
• Determine location where item was found, and date and time when it was found*		
• Receive carefully and check found items to ensure they are not dangerous or illegal*		
• Report dangerous, illegal or suspicious-looking items to relevant authorities and/or police.		
• Record description of items and other relevant details in the appropriate document or register according to company procedures*		
• Tag accurately located item and files in date order in an appropriate location*		
• Lock securely and stores valuable items appropriately*		
• Check ID of the claimant and ensure ownership of the item*		
• Secure acknowledgment of receipt of claimed item from claimant and asks claimant to sign and indicate date of receipt and/or follow company procedures for receipt of claimed items*		
• Obtain address and forwards items when owner is not able to collect the item personally*		
<p>I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.</p>		
<b>Candidate's Signature:</b>	<b>Date:</b>	