

Government of Pakistan

**National Vocational and Technical Training Commission
(NAVTTTC)**

"Prime Minister Youth Skill Development Program"



Short Course
Course Title: House Maid
Duration: 9 weeks

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Course Title	House Maid
Training Objective	<p>Provision of employable skills and hands on expertise for a House Maid</p> <p>National Vocational and Technical Training Commission (NAVTTTC), Government of Pakistan reflected upon the need to develop a short course for Professional level “House Maid” along with TVET Sector Support Program to become a certified household Maid.</p> <p>This course develops job-ready young professional ladies equipped with all sort of skills regarding private households.</p> <p>Household chores include Household Organization & Maintenance , General Cleaning tasks, Laundry Management ,basic cooking and Meal preparation, grocery shopping, Clearing counters and dining area, Cleaning dishes ,Organizing kitchen shelves, Basic Child care assistance, basic elderly or sick members of family care assistance ,organization & task management routines on daily as well as occasional and seasonal basis. It also caters Waste removal, storage, basic gardening, guarding the house, and even taking care of household pets(as per requirement of the employer)</p> <p>To align with international standards of household services, the individuals are trained not only in technical skills but also soft skills (i.e. interpersonal/communication skills; personal grooming of the trainees etc.) The course also seeks to inculcate work ethics to foster better citizenship in general and improve the image of Pakistani work force in particular.</p>
Training Outcomes	<p>On successful completion of this short course, trainees will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate learning of the core household skills. 2. Perform cleaning tasks & their management to provide a clean, tidy and sanitized well organized living space and comfort of the home. 3. Implement hygiene, sanitation, and allergen control protocols in household chores 4. Perform Domestic Laundry tasks by implementing modern techniques in washing, drying, ironing & stacking of clothes and other household linens. 5. Prepare basic meals, snacks, salads & beverages that are part of any type of cuisine 6. Formulate household tasks related Schedules, Routines & Checklists for domestic housekeeping and laundering etc. 7. Assist in kitchen care, grocery management, 8. Perform activities like Table layout, Setting up trolley & tray, Serving the food, handling the Crockery, Cutlery & Glassware arrangements. 9. Apply Care and Storage techniques to keep the house clutter free, and maintain the aesthetics of the house. 10. Operate and safeguard household relevant machinery, equipment & gadgets 11. Provide basic support in Child & Elderly care <p>The course to be conducted as 20% theory, 80% practical & demonstration which needs a comprehensive Orientation visits of (3 / 4 star hotels) or industry placement with professionalism, accuracy, HACCP (Hazard Analysis and Critical Control Point) compliance, and adaptability to workplace standard operating procedures (SOPs).</p>
Entry Requirements Trainee	Minimum Middle Pass (8 grade)
Trainer / Instructor Requirements	<ul style="list-style-type: none"> • Qualification: Intermediate along with diploma in Housekeeping / Hospitality Sector • Experience: Minimum 3 years professional housekeeping and household management <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Qualification: Graduate in Home Economics , preferably with“ Home Management” major • Experience: Minimum 3 years as professional demonstrator/ designing House hold chores

Scheme of Studies	Sr. No	Modules	Theory Hrs.	Practical Hrs.	Total Hrs.
	1	Introduction/ Orientation Session about the course <ul style="list-style-type: none"> Communication Skills/ Soft Skills Personal Grooming and Hygiene Health and safety & Environment 	5	20	25
	5	Fundamentals of Cleaning	5	20	25
	6	Household Organization and Maintenance	5	20	25
	7	Fundamentals of Laundry, Organization and Maintenance	5	20	25
	8	Kitchen Assistance, Domestic Cooking & Dining	5	20	25
	9	Childcare and Elderly care Assistance	5	20	25
	10	Care & Safety of Home & Kitchen appliances, Modern gadgets, tools and their Safety rules,	5	20	25
	11	Orientation Visits,Career Growth & Musaned	5	20	25
	12	Daily life Arabic and English	5	20	25
	Total		45	180	225
Course Duration & Delivery Plan	<ul style="list-style-type: none"> This short course is programmed to train young ladies as certified household maid. This section outlines the structure of course delivery, including total duration, weekly contact hours, and the balance between theory and practical training. The practical-to-theory balance is maintained at 80:20 across the 8 weeks, with formative checks embedded and summative assessments. Course Duration: 2 months/ 45 days (8 weeks teaching and training +1 week basic Arabic language) Weekly Hours: 25 hours/week Theory: 8 hours /week (20%) Practical: 28 hours/week (80%) Delivery Plan: Theory and demonstration delivered in a Classroom through AV aids on daily basis Hands-on practice on taught techniques, skills and activities on daily basis Any other co-curricular activities Trainees are required to compile a Practical File on covered topics on daily basis 				
Career Progression & Job Employment	Career Opportunities include: <ul style="list-style-type: none"> Employment as House Maid Career Progression Pathway: <ul style="list-style-type: none"> Basic Household worker Entrepreneurship: Domestic Staff Agency , Hospitality services Further Study & Recognition <ul style="list-style-type: none"> Leads to the position of House Keeping and other related positions in Hospitality Sector 				
No of Students	25				
Learning Place	Classroom /Mock workplace(Mock Bedroom, Mock Bathroom and Mock Kitchen)				
Instructional Resources	<ul style="list-style-type: none"> Training manuals, recipe booklet A 3-4 Star Hotel / Hospitality venues (Guest Houses) for orientation https://musaned.com.sa/en				

Essential Orientation for Labor Rights:

Labor Law: labour.kp.gov.pk or labour.sindh.gov.pk etc.

Rules against Harassment: pakistancode.gov.pk

<https://www.hrsd.gov.sa> ☎ 1919 (for reporting domestic violence across Saudi Arabia)

<https://998.gov.sa> ☎ 911 (call this number for police/emergency response in Saudi Arabia)

<https://parepjeddah.org/contact> , <https://pakistaninksa.com>

Domestic worker rights

<https://apwld.org/wp-content/uploads/2013/09/The-Right-to-Unite1.pdf>

housekeeping training manual

https://irp.cdnwebsite.com/de00abf2/files/uploaded/AbDom_Guide_V7.pdf

Show vegetable and fruit washing technique video

<https://www.youtube.com/watch?v=VmRtK4CVQ20>

Washing Of Laundry

<https://www.youtube.com/watch?v=b-RJ1q-OWs>

Hanging The Clothes on washing line

<https://www.youtube.com/watch?v=t1wPuBp7lh0>

Ironing The Shirts

<https://www.youtube.com/watch?v=EQRbJbXrCOI>

Ironing The Pants

<https://www.youtube.com/watch?v=EQRbJbXrCOI>

Changing Sofa Cover

https://www.youtube.com/watch?v=nuD_iEvH37Q

Basic Table setting

https://youtu.be/MG3NtShHMJs?si=krmzW1FFT0hFV_v

<https://youtu.be/p9mzBckf3G4?si=GbMbgERFhH5cld5B>

Basic Trolley setting and service

<https://youtu.be/BKBFNno6v5I?si=QkL0Qvllq8RuGS42>

Video Sources:

<https://www.youtube.com/@superchefofficial>

<https://www.foodfusion.com/>

technique video

<https://www.youtube.com/watch?v=VmRtK4CVQ20>

<https://www.youtube.com/watch?v=WrOzwoMKzH4>

DETAIL OF COURSE CONTENTS

Module Title	Learning Units	Task/Practical
Week 1 MODULE # 1 Introduction/ Orientation Session of Household Maid Program	Day 1: 1. Course Orientation Session <ul style="list-style-type: none"> Introduction to the Household Maid short Course Objectives & Goals of Course Expectations from the trainees after completion of this course. 2. Job Description of Household Maid / Household helper <u>Key Responsibilities</u> <ul style="list-style-type: none"> General Cleaning of the house & maintaining household hygiene Laundry Skills, Organization & Maintenance Supporting in kitchen tasks Basic cooking Assisting with childcare or elderly support (if included in contract, upon request of the employer) <ul style="list-style-type: none"> Work ethics <ul style="list-style-type: none"> Professional behavior; Readiness, Punctuality, Positive attitude; A willing worker Strong character (NO lie or deceive, observe family sanctity and privacy) <ul style="list-style-type: none"> Time Management (punctual, well organized) Reliability, (responsible) Trustworthy, (honest) A good stamina to keep up with the physically demanding tasks of a house. 	Task 1: Each trainee will speak briefly about what they aim to become after completing the Household Maid course.
	Day 2: <ul style="list-style-type: none"> How to interact with Employer/Household member <ul style="list-style-type: none"> Clarity in speech; Pronounce words properly, No slangs, Volume of voice & tone; Normal(neither too high not too low) Have Eye contact; Don't look around while talking to someone, Don't stare either Reply politely , Ask polite but confidently Better understanding of instruction, Reduce chance of confusion, misunderstanding, conflict, miscommunication, waste of time, Active Listening <ul style="list-style-type: none"> Listening with full concentration and attentively to the speaker for better understanding, Quick response to instructions / message is conveyed. Positive Body Language: <ul style="list-style-type: none"> A positive & pleasant conversation style Positive gesture; attentive, nod, pleasant facial expressions, Positive Attitude; I can-do attitude, ready to do perform Do not fold arms while getting instructions/ in conversation Do not play with hands, shoes or accessories while in conversation Do not show any eye gestures or facial expressions, displaying disinterest or disliking 	Task 2: Trainees participate in a role-play simulation where they arrive at a "new employer's home" for the first time. The instructor and 1–2 trainees act as the employer/family members. Tasks to Perform 1. Arrival & First Impression Trainee must: <ul style="list-style-type: none"> Enter with proper greeting (verbal + non-verbal). Maintain eye contact, respectful posture, and polite tone. Show confidence without being informal. Skills assessed: Interpersonal skills, communication etiquette. Task 3: The employer changes a task suddenly: <ul style="list-style-type: none"> Example: "Can you help in the kitchen instead of

Personal Grooming	<ul style="list-style-type: none"> - Do not scratch here & there while in a conversation - Observe patience in grave situations <ul style="list-style-type: none"> • Adaptability and Flexibility <ul style="list-style-type: none"> - Ability to change, be flexible; being able to handle challenges or unexpected situations positively - Find alternative solutions - Adjust to different environments, schedules, and needs - Smooth adjustment, An approach to problem-solving - Develop the ability to work efficiently as a team member / independently <ul style="list-style-type: none"> • Domestic Etiquette <ul style="list-style-type: none"> - Appropriate body posture; stand straight with high shoulders - Make eye contact, turn towards someone if speaking to you - how to take a phone call - how to receive guests <ul style="list-style-type: none"> • Basic English words to communicate to foreigners 	<p>cleaning today?"</p> <ul style="list-style-type: none"> • Or: "Can you handle the child's routine if needed?" <p>Trainee must respond positively:</p> <ul style="list-style-type: none"> • "Yes, I can manage." • "Sure, I will adjust." <p>Skills assessed: Flexibility, readiness to work in new/overseas environments.</p> <p>Task 4</p> <p>Employer assigns:</p> <ul style="list-style-type: none"> • One task to perform independently (e.g., organize shoes) • One task requiring teamwork with another trainee (e.g., preparing table) <p>Trainee must show:</p> <ul style="list-style-type: none"> • Coordination • Respectful interaction • Initiative without conflict <p>Skills assessed: Teamwork, collaboration, independence.</p> <p>Task 5</p> <p>Trainer prepares 30–40 basic English word cards, grouped by theme:</p> <p>Household Items</p> <ul style="list-style-type: none"> • broom, mop, bucket, towel, soap, plate, spoon <p>Daily Actions</p> <ul style="list-style-type: none"> • clean, wash, cook, fold, bring, keep, give <p>People & Places</p> <ul style="list-style-type: none"> • madam, sir, baby, kitchen, room, bathroom, laundry <p>Basic Polite Words</p> <ul style="list-style-type: none"> • please, thank you, sorry, yes, no, okay <p>Trainees pick cards, say the word aloud, and use it in a simple sentence:</p> <ul style="list-style-type: none"> • "Please give towel." • "Madam, laundry finished." • "Sir, room clean."
	<p>Day 3: Personal Grooming Essentials for a House Maid</p> <ul style="list-style-type: none"> • Personal hygiene and care Essentials • Oral hygiene: brush twice a day • Take daily Bath • Use mild deodorant/antiperspirant; avoid strong perfumes • Neatly tied hair in a pony/braid/Bun 	<p>Task 1:</p> <p>Trainer provides grooming items (real or demo):</p> <p>Soap, shampoo, deodorant, toothbrush, toothpaste, comb, nail cutter, moisturizer, etc.</p> <p>Trainee must assemble a complete grooming kit in a small pouch/bag.</p>

	<ul style="list-style-type: none"> Regular handwashing, especially before food handling and after using the toilet <p>Professional Clothing & Uniform Standards</p> <ul style="list-style-type: none"> Clean, properly washed, ironed clothing Soft cotton/breathable, wrinkle-free fabric Simple designs; no loud colors, prints, or silky fabric Comfortable attire suitable for full-day physical work Modest dressing (no tight, short, see-through or revealing clothes) <p>Appropriate Footwear & Headscarf Requirements</p> <ul style="list-style-type: none"> Clean, closed-toe, comfortable shoes for long standing/walking No ripped, fancy, open chappals or heels Headscarf: breathable, plain fabric; washed and ironed daily <p>Accessories & Jewelry Etiquette</p> <ul style="list-style-type: none"> Only Skin care or minimal make up during Duty Hours Minimal accessories: simple watch, wedding ring, small earrings No dangling, flashy, or noisy jewelry Avoid anything that can cause safety hazards or distractions 	<p>For each item, trainee must explain its purpose and show correct usage:</p> <ul style="list-style-type: none"> Demonstrate how to clip nails properly. Show how to apply deodorant safely. Show correct brushing technique using a demo model. Trainer checks kit for completeness and correct understanding. <p>Task 2: Each trainee must:</p> <ul style="list-style-type: none"> Wear clean, properly washed and ironed clothing Ensure the dress is simple, modest, and made from breathable cotton fabric Wear clean, closed-toe, comfortable shoes suitable for full-day work Use minimal accessories (simple watch, small earrings, wedding ring only) Apply only skincare/minimal make up (no loud lipstick or heavy colors) Trainees practice neatly tied hair dos on each other <p>Trainer checks:</p> <ul style="list-style-type: none"> Clothing is clean, ironed, and modest Fabric is simple and workplace-appropriate Shoes are closed-toe, safe, and comfortable Accessories are minimal and non-distracting Trainee not wearing any make up
	<p>Day 4 Health, Safety and environment</p> <ul style="list-style-type: none"> Recognize common household hazards (wet floors, faulty appliances, clutter). 	<p>Task 1</p> <p>Trainees will understand, identify and report health and safety issues, demonstrate resolving minor hazards (wipe spill, organize cables)</p>

<p>Health and safety & Environment</p>	<ul style="list-style-type: none"> Identify risks for children, elderly, and pets. Explain what hazards can be resolved independently. <p>Fire Safety for Electrical Hazards</p> <ul style="list-style-type: none"> Use proper fire extinguishing techniques for electrical fires. Apply preventive measures to avoid accidents. 	<p>will demonstrate correct position near exit and calling emergency numbers.</p> <p>Task 2: Trainees practice the PASS method on a dummy CO₂ or Dry Powder extinguisher:</p> <ul style="list-style-type: none"> Pull the pin Aim at the base Squeeze the handle Sweep side to side <p>Outcome: Trainees know how to physically operate the correct extinguisher.</p>
	<p>Day 5</p> <p>Fire Safety Protocol</p> <ul style="list-style-type: none"> Do not use water on electrical fires. Use a CO₂ or dry powder fire extinguisher for electrical appliances. Keep flammable materials away from the appliance. Understand steps to take in fire, gas leakage, electric sparks 	
<p><u>Week 2</u></p> <p>MODULE # 2</p> <p>Fundamentals of Cleaning</p>	<p>Day 6:</p> <ul style="list-style-type: none"> Identify & classify cleaning tools, gadget & modern equipment. Operation and methods of cleaning (sweep, vacuum, mop, wash, polish, dusting) Usage of Cleaning products ,tools and machines Daily Cleaning Routine: Sequence of cleaning chores <ul style="list-style-type: none"> Organizing rooms: making beds, changing linens, towels if needed Dusting of furniture & furnishings and tidying up living areas. Sanitizing & disinfecting surfaces to eliminate germs/bacteria: <ul style="list-style-type: none"> all rooms, kitchens and bathrooms & relevant appliances 	<p>Task 1 Trainer to Arrange a mock household or classroom setup with:</p> <ul style="list-style-type: none"> Automatic Appliances(Dish Washer, Washing Machine, Vacuum Cleaner etc.) Kitchen and bathroom props Cleaning tools: broom, mop,duster, polishing cloths, cleaning solutions, sanitizers, machines (if available) <p>Trainees classify cleaning tools, gadgets, and modern equipment</p> <p>Trainer demonstrates proper operations and maintenance of the appliances</p> <p>Trainees demonstrate correct methods for: Sweeping, vacuuming, mopping, dusting, polishing, washing Trainer checks for proper technique, safety, and efficiency and do the bellow:</p> <ul style="list-style-type: none"> Organize rooms: make beds, change linens, arrange towels Dust furniture and tidy living areas Clean kitchen surfaces and appliances Sanitize and disinfect bathrooms,

	<p>Day 7</p> <p>Methods of Cleaning for Different Surfaces</p> <ul style="list-style-type: none"> • Learn rubbing, scrubbing, polishing, and wiping techniques. • Identify which method is suitable for wood, glass, plastic, and metal. <p>Proper Use of Personal Protective Equipment (PPE)</p> <ul style="list-style-type: none"> • Understand the importance of gloves, masks, and aprons. • Learn correct procedures to wear, remove, and maintain PPE. • Apply PPE correctly while performing cleaning tasks. <p>Safety Rules for Chemical Handling & Ventilation</p> <ul style="list-style-type: none"> • Recognize hazards associated with cleaning chemicals. • Follow safe handling, storage, and disposal procedures. • Ensure proper ventilation and emergency measures during cleaning. 	<p>countertops, sinks, and relevant appliances</p> <p>Task 2</p> <p>Trainer Demonstration:</p> <ol style="list-style-type: none"> 1. Perform dusting of furniture and fixtures using correct technique (top-to-bottom, consistent strokes). 2. Clean various surfaces: <ul style="list-style-type: none"> ○ Wood: dust and polish ○ Glass: remove fingerprints, smudges, and spills ○ Plastic & Steel: wipe clean and remove stains 3. Demonstrate domestic polishing of wooden pieces. 4. Ensure hygiene maintenance in living and bedroom areas (tidying, sanitizing frequently touched surfaces). <p>Trainee Practice:</p> <ul style="list-style-type: none"> • Repeat the demonstration on assigned furniture and surfaces. • Practice dusting, cleaning, and polishing on all surface types. • Maintain cleanliness, order, and hygiene throughout the area.
	<p>Day 8:</p> <p>Demonstrate Floor Cleaning & Mopping ;</p> <ul style="list-style-type: none"> • Perform dry and wet mopping correctly. • Prepare mop solution properly. • Clean tiles, marble, laminate floors. • Using of Mop bucket • Follow safety measures to prevent slips. 	<p>Task 3</p> <p>Trainees will learn to perform dry and wet mopping safely and effectively, prepare solutions, use mop equipment, and maintain hygiene.</p> <p>Each trainee must:</p> <ol style="list-style-type: none"> 1. Prepare the mop solution correctly according to instructions. 2. Perform dry mopping to remove dust and debris. 3. Perform wet mopping on different surfaces: tiles, marble, and laminate floors. 4. Demonstrate 360-degree mop technique and use electric mop where available. 5. Organize and maintain the mop bucket and accessories properly. 6. Follow safety measures to prevent slips or accidents.

	<p>Day 9: Demonstrate Toilet Cleaning;</p> <ul style="list-style-type: none"> • Clean toilet, sink, shower, tiles, mirror • Use de-scaler, disinfectant, and anti-mold products. • Scrub grout and corners safely. • Maintain bathroom hygiene standards. 	<p>Task 4 Trainees will learn to clean and disinfect bathrooms thoroughly, ensuring hygiene and safety.</p> <p>Each trainee must:</p> <ol style="list-style-type: none"> 1. Identify all bathroom areas to clean: toilet, sink, shower, taps, mirrors, floors, and tiles. 2. Apply appropriate cleaning agents and disinfectants safely, following instructions and PPE guidelines. 3. Scrub, wipe, and sanitize all surfaces, including corners and hidden areas. 4. Rinse surfaces where needed and leave the bathroom clean, dry, and hygienic. 5. Organize cleaning tools and dispose of used cleaning materials properly.
	<p>Day 10: Demonstrate Kitchen Surface & Appliance Cleaning;</p> <ul style="list-style-type: none"> • Degrease stovetop, backsplash, and tiles. • Clean microwave, kettle, toaster • Sanitize countertop and sink. • Follow daily kitchen cleaning routines. 	<p>Task 5 Trainees will learn to clean, degrease, and sanitize kitchen surfaces and appliances, following daily, weekly, and monthly routines.</p> <p>Each trainee must:</p> <ol style="list-style-type: none"> 1. Degrease surfaces: stovetop, backsplash, and tiles using appropriate cleaning products. 2. Clean appliances: microwave, kettle, toaster, and other small kitchen appliances. 3. Sanitize countertops and sinks to eliminate germs and maintain hygiene. 4. Perform daily kitchen cleaning routines: wipe surfaces, clean sink, and organize tools. 5. Perform weekly tasks: deep cleaning of appliances, degreasing tiles, and thorough floor cleaning. 6. Perform monthly tasks: clean hidden corners, exhaust fan, refrigerator exterior/interior, and storage areas.
<p><u>Week 3</u></p> <p>MODULE # 3</p>	<p>Day 11: Rooms Organization & De-cluttering</p> <ul style="list-style-type: none"> • Organize bedrooms and living rooms efficiently. • Organize wardrobes, cupboards, drawers. • Organize kitchen shelves ,cabinets, pantry • Bed Maintaining Techniques 	<p>Task 1 Each trainee must:</p> <ol style="list-style-type: none"> 1. Prepare a sequence of bedroom chores: <ul style="list-style-type: none"> ○ Make the bed neatly (fold blankets, arrange pillows)

Household Organization & Maintenance	<ul style="list-style-type: none"> • Maintain aesthetic arrangement of décor. 	<ul style="list-style-type: none"> ○ Arrange personal items on shelves or bedside tables ○ Clear floor clutter and organize small items <ol style="list-style-type: none"> 2. Organize storage spaces: <ul style="list-style-type: none"> ○ Wardrobes, drawers, cupboards — clothes, accessories, and household items arranged neatly 3. Maintain aesthetics: <ul style="list-style-type: none"> ○ Ensure décor items, cushions, and accessories are orderly and visually pleasing 4. Apply the same principles to living room organization: <ul style="list-style-type: none"> ○ Arrange sofas, tables, décor items, and clear unnecessary clutter
	<p>Day 12:</p> <p>Cupboard, Drawer & Storage Organization</p> <ul style="list-style-type: none"> • Identify daily, weekly, monthly tasks. • Create cleaning and maintenance checklists. • Manage inventory of household supplies. • Develop smooth household routines • Apply de-cluttering techniques. 	<p>Task 2</p> <p>Trainees will learn to organize storage spaces efficiently, manage inventory, and develop smooth household routines(Seek consent of Employer before decluttering)</p> <p>Each trainee must:</p> <ol style="list-style-type: none"> 1. Identify cleaning and organization tasks for daily, weekly, and monthly routines for cupboards, drawers, and storage areas. 2. Create a checklist for cleaning, decluttering, and inventory management. 3. Organize items systematically: group similar items, fold or stack neatly, remove unnecessary clutter. 4. Manage household supplies: check quantities, mark items for replacement, and maintain stock records. 5. Apply decluttering techniques: discard, donate, or relocate unused items to maintain tidy and accessible storage spaces.
	<p>Day 13:</p> <ul style="list-style-type: none"> • Clean switches, fans, lights, and fixtures. • Polish windows, mirrors, and surfaces. • Sanitize high-touch areas. • Identify and report cracks, leaks, or loose fittings 	<p>Task 3</p> <p>Trainees will learn to clean, polish, sanitize, and inspect household fixtures and high-touch surfaces for hygiene and maintenance.</p> <p>Each trainee must:</p> <ol style="list-style-type: none"> 1. Clean switches, fans, lights, and other fixtures using

		<p>appropriate cleaning tools and methods.</p> <ol style="list-style-type: none"> 2. Polish windows, mirrors, and smooth surfaces to remove dust, smudges, and fingerprints. 3. Sanitize high-touch areas (door handles, railings, remote controls, switches) to reduce germs and bacteria. 4. Inspect fixtures and surfaces for cracks, leaks, or loose fittings, and report them to the trainer or supervisor.
	Day 14: <ul style="list-style-type: none"> • Introducing Storage & Storage Techniques Labelling, space-saving stacking, • Identify storage zones for all sort of household items • Maintain cleanliness inside storage spaces. 	Task 4 Each trainee must: <ol style="list-style-type: none"> 1. Identify storage zones for different household items (kitchen, bedroom, living room, bathroom, cleaning supplies). 2. Apply storage techniques: labeling boxes/containers, stacking items safely to save space, and grouping similar items together. 3. Maintain cleanliness inside storage spaces: wipe shelves, remove dust, and ensure items are stored hygienically.
	Day 15: <ul style="list-style-type: none"> • Organize Seasonal Storage clothing, shoes and linens. • Protect items from moisture, insects, and dust. • Use vacuum bags, bins, and silica gel effectively. • Review weekly cleaning and organization tasks. 	Task 5 <p>Trainees will learn to organize, protect, and maintain seasonal clothing, shoes, and linens while keeping storage areas clean and hygienic.</p> <p>Each trainee must:</p> <ol style="list-style-type: none"> 1. Organize seasonal items such as clothing, shoes, and linens systematically for storage. 2. Protect items from moisture, insects, and dust using proper storage techniques. 3. Use storage tools effectively: vacuum bags, bins, silica gel packets, and airtight containers. 4. Review and maintain weekly cleaning and organization routines to ensure stored items remain in good condition.

<p>Week 4:</p> <p>MODULE # 4</p> <p>Fundamentals of Laundry, Organization & Maintenance</p>	<p>Day 16:</p> <p>1. Washing Procedure</p> <p>Introducing washing products and their usage in washing; Detergents, soaps, liquids, bleach, stain removals, Fabric freshener,</p> <ul style="list-style-type: none"> Identify and sort clothes and linens by color, fabric type, and washing requirements. Operate washing machines safely, selecting appropriate cycles, detergents, and water levels. Hand-wash delicate garments using correct techniques. Hand-wash of delicate baby clothes Drying techniques for clothes Maintain hygiene and cleanliness throughout the process. 	<p>Task 1</p> <p>Trainees will learn to identify, sort, wash, and dry clothes safely and hygienically using appropriate products and techniques.</p> <p>Each trainee must:</p> <ol style="list-style-type: none"> Identify and sort clothes and linens by color, fabric type, and washing requirements. Select and use washing products correctly: detergents, soaps, bleach, stain removers, and fabric fresheners. Operate washing machines safely: choose the correct cycle, water level, and detergent amount. Dry clothes appropriately: sun-drying, shade-drying, or machine drying depending on fabric. Maintain cleanliness and hygiene during the entire washing and drying process. <p>Task 2:</p> <p>Trainees will learn to wash, handle, and dry delicate fabrics safely to maintain their quality.</p> <p>Each trainee must:</p> <ol style="list-style-type: none"> Sort delicate garments separately from regular laundry. Use gentle detergents or soaps appropriate for delicate fabrics. Hand-wash carefully: soak, gently rub, and rinse without wringing. Dry safely using shade-drying or flat-drying to prevent damage. Maintain cleanliness and hygiene during the process. <p>Task 3:</p> <p>Trainees will learn to wash and sanitize baby clothes safely, protecting delicate skin and ensuring hygiene.</p> <p>Each trainee must:</p> <ol style="list-style-type: none"> Sort baby clothes separately from other laundry. Use mild, baby-safe detergents or soaps. Hand-wash clothes gently, ensuring all stains and residues
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		<p>are removed.</p> <ol style="list-style-type: none"> 4. Rinse thoroughly and dry using shade-drying to protect fabric softness. 5. Maintain strict hygiene, ensuring clothes remain germ-free and safe for babies.
	<p>Day 17: Ironing Procedure</p> <ul style="list-style-type: none"> • Iron different fabrics safely by adjusting temperature settings and using steam/press methods. • Use ironing cushions, cloths for creases, heavy coats as needed • Fold clothes and linens neatly according to type (shirts, trousers, towels, and bed sheets). • Stack & organize washed items systematically for easy access. • Handle delicate/ embroidered garments carefully to avoid damage during ironing. • Maintain a clean and orderly ironing and folding area. 	<p>Task 4 Trainees will learn to iron different fabrics safely, use appropriate tools, and handle delicate or heavy garments properly.</p> <p>Each trainee must:</p> <ol style="list-style-type: none"> 1. Adjust iron temperature according to fabric type (cotton, silk, wool, synthetic). 2. Use steam or press methods and ironing aids like shoulder cushions, pressing cloths, or ironing boards. 3. Iron heavy coats, sheer fabrics, and embroidered garments carefully, making neat creases where required. 4. Maintain a clean, organized ironing area and handle the iron safely to prevent accidents.
	<p>Day 18: Wardrobe organization</p> <ul style="list-style-type: none"> • Categorize wardrobe items by daily use, weekly rotation, seasonal needs, and special occasions. • Arrange clothes and linens neatly using space-saving techniques (vertical folding, shelf division, labeling). • Maintain wardrobe hygiene by using fresheners, anti-moisture products, and regular dusting. 	<p>Task 5 Organizing Daily, Weekly, Seasonal & Occasional Wardrobes</p>
	<p>Day 19: 4. Care & storage of clothes , towels and house linens</p> <ul style="list-style-type: none"> • Store clothes and linens using correct methods to prevent wrinkles, mold, and fabric damage. Use storage tools such as hangers, bins, vacuum bags, and shelf organizers effectively. • Apply long-term storage techniques for seasonal/occasional clothing. • Maintain freshness and protection by using mothballs, silica gels, and fabric-safe storage materials. • Set up labelled and neatly arranged storage zones for easy identification. 	<p>Task 6 Trainees will sort, arrange, and maintain wardrobe items for easy access and prolonged garment life.</p> <p>Each trainee must:</p> <ol style="list-style-type: none"> 1. Sort clothes by type and frequency of use: daily wear, weekly rotation, seasonal items, and special occasion outfits. 2. Implement space-saving techniques: roll or vertically fold clothes, use shelf dividers, and label sections. 3. Perform maintenance for hygiene: place anti-moisture packs, deodorizing sachets, and dust shelves.

		<p>4. Check garment condition: identify stains, damages, or items needing repair before storing.</p>
	<p>Day 20:</p> <p>Garment Repair & Stain Removal Topics</p> <ul style="list-style-type: none"> Identify common garment issues and stains, Selection of suitable repair techniques stain-removal methods based on fabric type. 	<p>Task 7</p> <ul style="list-style-type: none"> Trainees to Perform basic clothing repairs such as button fixing, hemming, and small tear stitching using hand-sewing tools safely and neatly. Apply appropriate stain-removal procedures (oil, ink, tea, sweat, rust) and test chemicals/products safely to avoid fabric damage. Follow fabric-specific care guidelines for cotton, wool, silk, synthetics, and linens to maintain quality, color, and texture. Organize and maintain a repair and fabric-care kit, ensuring all tools and products are stored safely and ready for use.
<p><u>Week 5</u></p> <p>MODULE # 5</p> <p>Kitchen Assistance, Domestic Cooking & Dining</p>	<p>Day 21:</p> <p>Kitchen care & Grocery Management</p> <ul style="list-style-type: none"> Grocery Guidelines <ul style="list-style-type: none"> Types of grocery items; kitchen & other household related items (dry, fresh, frozen, cleaning, spices) Inspect grocery items for quality, expiry, and proper packaging during purchase. Grocery storage methods to maintain freshness and prevent spoilage Techniques of Cutting <ul style="list-style-type: none"> Basic Cutting, Chopping, Slicing, Peeling, Care & Organizing Clean and organize the cooking workspace before, during, and after meal preparation(counters, shelves, floors, utensils) Accurate Usage of Kitchen <ul style="list-style-type: none"> Electric Appliances & Equipment Dish washer, (loading, unloading, cleaning) Electric stoves, Ovens, Hot plates, Air Fryer Proper use of kitchen utensils, top settings, measuring tools, etc. 	<p>Task 1:</p> <p>Each trainee must:</p> <ol style="list-style-type: none"> Grocery Handling: <ul style="list-style-type: none"> Inspect a variety of grocery items (dry, fresh, frozen, spices, cleaning products) for quality, expiry, and proper packaging. Store items correctly to maintain freshness and prevent spoilage. Basic Cutting Practice: <ul style="list-style-type: none"> Perform chopping, slicing, peeling, and basic cutting of vegetables and fruits using proper knives and cutting boards. Observe knife safety rules and hygiene practices. Workspace Hygiene & Organization: <ul style="list-style-type: none"> Clean and organize counters, shelves, floors, and utensils before, during, and after food prep. Ensure all tools and ingredients are stored properly after use. Kitchen Appliance Usage: <ul style="list-style-type: none"> Operate electric appliances

		<p>safely: dishwashers (loading/unloading), electric stoves, ovens, hot plates, Coffee Machine and air fryer.</p> <ul style="list-style-type: none"> ○ Use kitchen utensils correctly, including measuring tools and appliance settings.
	<p>Day 22: Domestic Dining & Culinary Layout Introduction & Demonstration</p> <ul style="list-style-type: none"> • Cutlery, Crockery & Glassware Usage –:Types and proper use of dining items. • Table Setting Techniques :Correct placement for breakfast, lunch, and dinner. • Serving Trolleys & Trays : Arranging tea/coffee trolleys and individual trays. • Serving Etiquette : polite service, and conversation skills • Clearing & Hygiene :Efficient clearing while maintaining cleanliness and avoiding breakage. • Aesthetic Presentation :Maintaining visual appeal for casual and formal dining. 	<p>Task 2 :Mock Table & Trolley Setup Each trainee must:</p> <ol style="list-style-type: none"> 1. Set up a dining table for breakfast, lunch, or dinner with correct placement of crockery, cutlery, glassware, napkins, and placemats. 2. Arrange a serving trolley for tea/coffee with all required items (serving dishes, crockery, cutlery, plates). 3. Demonstrate polite serving techniques, including portion control and interaction etiquette. 4. Clear the table and trolley efficiently while avoiding breakage and maintaining hygiene. <p>Individual Tray & Meal Preparation Each trainee must:</p> <ol style="list-style-type: none"> 1. Prepare tea, snacks, and a one-person breakfast tray with proper layout of crockery, cutlery, and glassware. 2. Arrange items neatly on a tray or plate according to portion and presentation standards. 3. Serve the tray following basic etiquette and maintain cleanliness throughout
	<p>Day 23:</p> <p>Practical Learning of Basic Cooking Techniques</p> <ul style="list-style-type: none"> • Methods of Boiling, Sauté, Steam, Simmer by using suitable ingredients • Follow correct proportions of spices, salt, and other ingredients to maintain taste and nutrition. • Concept of over cook, under cook, raw in cooking • Maintain food hygiene standards by handling raw and cooked foods correctly. • Preparing different types of tea (milk tea, black tea, green tea/ coffee(Arabic, milk, black) using correct 	<p>Task 3 Trainees will practice basic cooking methods, beverage preparation, and hygiene standards for household breakfast and snacks.</p> <p>Activity Steps:</p> <ol style="list-style-type: none"> 1. Beverage Preparation: <ul style="list-style-type: none"> ○ Brew tea (milk, black, green) or coffee (Arabic, milk, black) using correct techniques. ○ Serve beverages in a clean cup with proper presentation.

	<p>brewing techniques.</p> <ul style="list-style-type: none"> • Preparing/ Assisting in simple breakfast items Eggs: Omelette, Fry & Boiled eggs, Breads: toasting, buttering, flat bread plain and paratha, Porridge: • Quick household snacks (egg Sandwiches, chicken sandwiches, French fries, and biscuits with tea) with safe use of appliances. • Maintain cleanliness and hygiene while preparing morning beverages and breakfast 	<p>2. Egg & Bread Cooking:</p> <ul style="list-style-type: none"> ○ Cook eggs: omelette, fried, boiled. ○ Prepare breads: toast, butter, flatbread, paratha. ○ Apply correct cooking methods: boiling, sauté, steaming, simmering. <p>3. Quick Snack Preparation:</p> <ul style="list-style-type: none"> ○ Prepare egg or chicken sandwiches, French fries, or biscuits with tea. ○ Use appliances safely (toaster, pan, stove). <p>4. Hygiene & Cleanliness:</p> <ul style="list-style-type: none"> ○ Maintain a clean and organized workspace before, during, and after cooking. ○ Wash hands, clean utensils, and sanitize surfaces <p>Task 4 Trainees will practice basic cooking methods for daily meals, including boiling, sautéing, simmering, and steaming.</p> <p>Activity Steps:</p> <ol style="list-style-type: none"> 1. Boiling: <ul style="list-style-type: none"> ○ Boil rice and lentils to the correct texture. ○ Ensure proper water ratio and seasoning. 2. Sautéing: <ul style="list-style-type: none"> ○ Sauté vegetables using minimal oil and correct seasoning. ○ Maintain proper cooking time to preserve nutrients and texture. 3. Simmering: <ul style="list-style-type: none"> ○ Prepare broth using lamb or chicken by simmering with spices and aromatics. ○ Monitor heat to prevent overcooking. 4. Steaming: <ul style="list-style-type: none"> ○ Steam meat and vegetables until cooked through while retaining texture and color.
	<p>Day 24:</p> <p>Practical Learning (Household cooking) (part 1) Independent Preparation of a complete household meal</p> <ul style="list-style-type: none"> • Basic Salads 3 +1 (M. Eastern style) Ceasar salad, Russian salad, Salata salad(mix veg salad) • 3 soup types Broth, Hot & Sour, Lentil Soup (M. Eastern) 	<p>Task 5 Trainees will independently prepare a full household meal, including salads, soups, main dishes, and side dishes, while maintaining hygiene, presentation, and proper cooking</p>

	<ul style="list-style-type: none"> • gravy dish (stew / Chicken curry) • dry dish (mix vegetables, potatoes bhujia 	<p>techniques.</p> <p>Activity Steps:</p> <ol style="list-style-type: none"> 1. Salads Preparation: <ul style="list-style-type: none"> ○ Prepare 3 basic salads + 1 Middle Eastern style: <ul style="list-style-type: none"> ▪ Caesar Salad ▪ Russian Salad ▪ Salata Salad (Mixed Vegetable) ○ Focus on fresh ingredients, hygiene, and presentation. 2. Soup Preparation: <ul style="list-style-type: none"> ○ Prepare 3 soup types: <ul style="list-style-type: none"> ▪ Broth ▪ Hot & Sour ▪ Lentil Soup (Middle Eastern style) ○ Ensure proper seasoning, texture, and doneness. 3. Gravy Dish: <ul style="list-style-type: none"> ○ Prepare 1 gravy-based main dish: <ul style="list-style-type: none"> ▪ Stew or Chicken Curry ○ Follow correct cooking methods (sauté, simmer) and spice proportions 4. Meat Dish: <ul style="list-style-type: none"> ○ Prepare Seekh Kabab using correct handling and cooking techniques. 5. Hygiene & Cleanliness: <ul style="list-style-type: none"> ○ Maintain a clean workspace, wash hands and utensils, and store ingredients properly. ○ Present all dishes neatly on serving platters.
	<p>Day 25: Day 5</p> <p>Practical Learning (Household cooking) (part 2)</p> <p>Independent Preparation of a complete household meal</p> <ul style="list-style-type: none"> • 2 types of Meat Roast • 2 types of Rice(boiled/ tarka rice) • Basic Roti/ paratha • 2 types of sweet dish (trifle custard , kheer) <p>Maintain food hygiene standards by handling raw and cooked foods correctly.</p>	<p>Task 6</p> <p>Trainees will independently prepare an advanced household meal including meat, rice, bread, and desserts while maintaining hygiene, proper cooking methods, and presentation standards.</p> <p>Activity Steps:</p> <ol style="list-style-type: none"> 1. Meat Preparation: <ul style="list-style-type: none"> ○ Prepare 2 types of meat roast (e.g., lamb roast, chicken roast). ○ Apply correct marination, seasoning, and roasting techniques. 2. Rice Preparation: <ul style="list-style-type: none"> ○ Cook 2 types of rice: <ul style="list-style-type: none"> ▪ Boiled rice ▪ Tarka rice (spiced/tempered

		<p>rice)</p> <ul style="list-style-type: none"> ○ Ensure proper texture, flavor, and doneness. <p>3. Bread Preparation:</p> <ul style="list-style-type: none"> ○ Make basic roti or paratha using correct rolling and cooking methods. ○ Maintain softness, uniformity, and proper cooking. <p>4. Dessert Preparation:</p> <ul style="list-style-type: none"> ○ Prepare 2 types of sweet dishes: <ul style="list-style-type: none"> ▪ Trifle Custard ▪ Kheer ○ Follow correct proportions, cooking time, and presentation.
Week 6 MODULE # 6 Childcare and Elderly care Assistance	Day 26: Self-hygiene protocol to be followed before indulging into the Childcare & Elderly care activities <ul style="list-style-type: none"> - Washing hands before & after each activity, - Using hygiene tools: sanitizers, wipes, gloves - Practice safe hand washing (20-second rule) - Maintaining a clean environment for both child and elderly persons - Safe disposal of waste <p>Part 1: Childcare Activities</p> <ul style="list-style-type: none"> • Demonstrate Feeding Practices required from a housemaid 	Task 1 Trainees will practice safe feeding and hygiene procedures for children under household care. <p>Hygiene Preparation:</p> <p>Wash hands using the 20-second rule. Wear gloves and use sanitizers/wipes as needed.</p> <p>Ensure the feeding area is clean and safe.</p> <p>Feeding Setup:</p> <p>Prepare the child/baby: seat in baby chair and place feeding napkin. Arrange utensils, bottles, or cups properly.</p> <p>Feeding & Post-Feeding:</p> <p>Feed the child/baby carefully following instructions. Wash, clean, and sterilize utensils after feeding. Perform burping procedure according to age (if required).</p>
	Day 27: <ul style="list-style-type: none"> • Bathing /dressing Practices required from a housemaid • Activities to be commenced as per instructions of Nanny / Mother • Prepare the baby/ child for bathing (unclothing, setting up the baby in bathing tub) as per instructions • Arranging the bathing area (making products handy/ available, towels) • Assisting in Dressing up the baby/child as per requirement • Organizing & clearing the place after performing bathing/ dressing activities 	Task 2 Task Steps: <ol style="list-style-type: none"> Preparation: <ul style="list-style-type: none"> ○ Wash hands and sanitize the area. ○ Arrange all bathing products, towels, and clean clothes within reach. ○ Prepare the baby/child by gently unclothing and placing in the bathing tub safely. Bathing: <ul style="list-style-type: none"> ○ Follow instructions from the nanny/mother. ○ Wash the child carefully,

		<p>ensuring safety, hygiene, and comfort.</p> <p>3. Dressing:</p> <ul style="list-style-type: none"> ○ Assist in dressing the child appropriately as per requirements. ○ Ensure clothes are comfortable, clean, and suited to the environment. <p>4. Cleanup:</p> <ul style="list-style-type: none"> ○ Organize and clear the bathing/dressing area. ○ Wash and store towels, bath products, and used items properly.
	<p>Day 28:</p> <ul style="list-style-type: none"> • Operating baby equipment: Stroller, pram, and car seat safely. • Sterilization: Clean and sterilize feeders, soothers, soft toys, feeding spoons, and cups. • Setting up the baby's sleeping area: Arrange and prepare baby cot/bed for safe use. 	<p>Task 3:</p> <p>Scenario:</p> <p>Trainee have been assigned to care for a 6-month-old baby in a household. The baby is about to take a nap, and later will have feeding time. You must ensure all equipment is safe, items are sterilized, and the sleeping area is ready.</p> <p>Task Instructions:</p> <p>1. Operating Baby Equipment:</p> <ul style="list-style-type: none"> ○ Fold and unfold the stroller/pram and place it in the designated area. ○ Install the car seat in a mock vehicle setup, ensuring all straps and locks are secure. <p>2. Sterilization Practice:</p> <ul style="list-style-type: none"> ○ Wash and sterilize feeders, soothers, soft toys, feeding spoons, and cups using proper methods. ○ Arrange the items ready for feeding. <p>3. Sleeping Area Setup:</p> <ul style="list-style-type: none"> ○ Prepare the baby cot/bed with clean bedding. ○ Ensure all items are positioned safely, free from hazards, and the area is tidy.
	<p>Day 29:</p> <p>Part 2: Elderly Care Activities</p> <ul style="list-style-type: none"> • Provides non-medical support & assistance with daily activities of the elderly - Assisting them in taking meds, changing clothes, eating food, etc - Handling of elderly in movement (walking, sitting, lying down, getting up, bathing toileting, dressing, undressing) taking them to doctor etc. - Provide support elders as needed according to requirement in bed and wheel chair 	<p>Task 4</p> <p>Trainee is assigned to assist a 75-year-old elderly person at home. The elder needs help with mobility, meals, and daily personal care. You must provide support safely and respectfully throughout the day.</p> <p>Task Instructions:</p> <p>1. Mobility Assistance:</p>

		<ul style="list-style-type: none"> ○ Help the elderly move safely: walking, sitting, lying down, getting up. ○ Assist in wheelchair transfers or bed adjustments as needed. ○ Use proper body mechanics to prevent injuries to both the caregiver and elder. <p>2. Daily Living Support:</p> <ul style="list-style-type: none"> ○ Assist with changing clothes, bathing, toileting, and dressing. ○ Help with eating meals safely, ensuring comfort and hygiene. ○ Support during medical visits (taking to doctor, assisting in medications if instructed). <p>3. Observation & Comfort:</p> <ul style="list-style-type: none"> ○ Monitor comfort, posture, and safety of the elder. ○ Communicate politely and respectfully, maintaining dignity and privacy.
	<p>Day 30</p> <ul style="list-style-type: none"> - Learn choking restoring - Putting on/off the feeding napkin, helping in washing hands - Socializing with them (listening, chitchatting, newspaper/book reading, showing affection). - Reporting any changes in a person's health/ habits to the family or a nurse. <p>Provide Basic first aid in case of emergency</p>	<p>Task 5</p> <p>Scenario: You are assigned to care for a child and an elderly person in a household. During your care routine, you need to manage hygiene, provide social interaction, and respond to a minor emergency.</p> <p>Task Instructions:</p> <p>1. First Aid & Emergency Response:</p> <ul style="list-style-type: none"> ○ Demonstrate choking restoration techniques (for children and adults) safely. ○ Provide basic first aid for minor injuries or emergencies. <p>2. Hygiene & Feeding Support:</p> <ul style="list-style-type: none"> ○ Assist in putting on/off feeding napkins. ○ Help the child or elderly wash hands before and after meals. <p>3. Social Interaction & Observation:</p> <ul style="list-style-type: none"> ○ Engage in social activities: conversation, reading newspaper/books, and showing affection. ○ Observe and report any changes in health, habits, or behavior to the family or nurse

WEEK 7 MODULE # 7 Care & Safety of Home & Kitchen appliances	Day 31: Introduction to Major Household Appliances <ul style="list-style-type: none"> • Washing machines, steamers, irons • Refrigerators, chillers, ovens, hot plates, microwaves, air fryers • Vacuum cleaners, electric kettles, dishwashers, water dispensers Modern Versions & Features of Appliances <ul style="list-style-type: none"> • Smart/electric vs. manual appliances • Energy-saving features and automation Care & Maintenance of Appliances <ul style="list-style-type: none"> • Cleaning and upkeep of appliances • Regular checks and troubleshooting basics 	Task 1 Trainees will identify, operate, and maintain major household appliances safely while understanding modern features and energy-saving practices. Task Instructions: <ol style="list-style-type: none"> 1. Identification & Operation: <ul style="list-style-type: none"> ○ Identify all major appliances: washing machine, steamer, iron, refrigerator, chiller, oven, hot plate, microwave, air fryer, vacuum cleaner, kettle, dishwasher, water dispenser. ○ Demonstrate correct operation of at least 3 selected appliances (e.g., washing machine, microwave, vacuum cleaner). 2. Modern Features Practice: <ul style="list-style-type: none"> ○ Explore smart/automated features on modern appliances. ○ Adjust settings for energy efficiency (e.g., eco-mode, timer, temperature control). 3. Care & Maintenance: <ul style="list-style-type: none"> ○ Clean and maintain appliances after use. ○ Perform basic troubleshooting: check plugs, switches, water inlets, filters, and cords. ○ Follow safety rules while operating appliances.
	Day 32: <ul style="list-style-type: none"> • Deep Cleaning kitchen appliances: fridge, microwave, kettle, toaster • Washing machine upkeep and filter maintenance • Vacuum cleaner cleaning and filter inspection • Safe operation of appliances: switching ON/OFF, electrical safety rules 	Task 2 The trainer has prepared a daily and weekly cleaning checklist for all household appliances in the kitchen and living area. You are assigned to execute the checklist, ensuring hygiene, safe handling, and proper operation of appliances. Task Instructions: <ol style="list-style-type: none"> 1. Checklist Execution: <ul style="list-style-type: none"> ○ Follow the trainer-provided checklist specifying: <ul style="list-style-type: none"> ▪ Daily: Wipe microwave, kettle, toaster; turn ON/OFF appliances safely. ▪ Weekly: Deep clean fridge,

		<p>empty and clean vacuum dust container, check washing machine filters, iron safety inspection.</p> <p>2. Safe Handling & Operation:</p> <ul style="list-style-type: none"> ○ Use gloves or sanitizers where required. ○ Handle appliance parts carefully (e.g., removable trays, filters). ○ Switch ON/OFF appliances following electrical safety rules. <p>3. Trainer Checks:</p> <ul style="list-style-type: none"> ○ Trainee follows checklist accurately and timely ○ Appliances cleaned without damage ○ Safety rules observed for electrical and hot appliances ○ Report completion of tasks to trainer
	<p>Day 33:</p> <p>Safe Use of Power Accessories</p> <ul style="list-style-type: none"> • Chargers, extension boards, and adapters • Correct electrical practices and precautions <p>Handling Small Household Appliances Safely</p> <ul style="list-style-type: none"> • Hair dryers, trimmers, fans, room heaters • Preventing accidents and misuse <p>Socket & Wiring Safety</p> <ul style="list-style-type: none"> • Avoiding socket overloading • Identifying unsafe or damaged wiring <p>Proper Appliance Disconnection</p> <ul style="list-style-type: none"> • Switching off power before unplugging • Removing plugs safely <p>Recognizing & Responding to Electrical Hazards</p> <ul style="list-style-type: none"> • Overheating, burning smells, sparks • Correct emergency response and preventive actions 	<p>Task 3</p> <p>The household has multiple appliances plugged in, and some devices are in use. Trainees must operate appliances safely, identify potential hazards, and take corrective action immediately.</p> <p>Task Instructions:</p> <p>1. Appliance Operation & Monitoring:</p> <ul style="list-style-type: none"> ○ Plug in and operate hair dryers, fans, trimmers, and heaters safely. ○ Ensure extension boards/adapters are not overloaded. <p>2. Hazard Identification & Response:</p> <ul style="list-style-type: none"> ○ Identify damaged cords, overheating appliances, or sparking plugs. ○ Switch off and unplug the appliance correctly and report to the trainer.
	<p>Day 34:</p> <ul style="list-style-type: none"> • Care for stainless-steel appliances by using suitable cleaners and maintaining shine and scratch-free surfaces. • Prevent rust, moisture buildup, and dust by implementing regular maintenance practices. • Select safe cleaning materials and avoid harmful chemicals or tools that can damage appliances. 	<p>Task 4</p> <p>The kitchen has stainless-steel appliances such as the fridge, oven, and dishwasher. Some surfaces have moisture buildup and minor scratches. Trainees are assigned to clean and maintain these appliances without causing damage.</p>

		Task Instructions: <ol style="list-style-type: none"> Moisture Removal: <ul style="list-style-type: none"> Wipe stainless-steel surfaces with a soft, dry cloth to remove water spots and moisture buildup. Use mild cleaning sprays or vinegar-water solutions where required. Scratch-Free Cleaning: <ul style="list-style-type: none"> Apply non-abrasive stainless-steel cleaners using soft microfiber cloths. Polish surfaces to restore shine without using harsh tools or steel wool. Preventive Maintenance: <ul style="list-style-type: none"> Identify areas prone to rust or dust accumulation. Suggest or apply protective measures (dry thoroughly, avoid harsh chemicals).
	Day 35: Identifying Appliance Malfunctions <ul style="list-style-type: none"> Recognize smoke, unusual noise, sparks, or overheating. Detect signs of electrical faults in appliances. Immediate Safety Measures <ul style="list-style-type: none"> Turn off the main switch and unplug appliances safely. Avoid water contact with electrical fires. Inspection & Fault Reporting <ul style="list-style-type: none"> Inspect cables, plugs, and wires for exposed or damaged parts. Report malfunctions or safety risks promptly and clearly. 	
Week 8 MODULE # 8 Orientation Visits, Career Growth & Musaned	Day 36: Orientation visit to a 3 – 4 star hotel, Commercial Guest House, Any other suitable venue for real time experience of operating; Modern Home care Appliances Vacuum cleaners, Handheld cleaners, electric mops, Robots (Robo cleaner), Humidifier, Dehumidifier, Modern Laundry Appliances Semi, Fully automatic washing machines, driers, steam pressers, irons, Method of pressing, steam pressing, Modern Kitchen Appliances Electric ovens, stoves, hotplates, refrigerators, chillers, Dough machine, microwaves, air fryer, etc. Operating (switch on/off) main home heating and air-conditioning system, security and fire alarms	
	Day 37: Career Growth & Musaned Orientation <ul style="list-style-type: none"> Career pathways Preparing for job interviews 	

	<ul style="list-style-type: none"> • Musaned App: job contracts, rights, responsibilities, safe migration guidelines • Financial literacy basics: budgeting, saving, safe remittances 	
	<p>Day 38:</p> <ul style="list-style-type: none"> • Orientation of rights related to safe working conditions and work place harassment • Identification of suspicious behaviors & know basic home safety rules. • How to flag or raise them to upper Authority • Identify safety needs of children, elderly, ill family members. • Identify internal threats (poor housekeeping, unsafe tools) and external threats (strangers, forced entry attempts) • Importance of accurate reporting, and the financial, social, and religious consequences of false or incorrect reporting. 	<p>Task 5 Trainers enact situations:</p> <ul style="list-style-type: none"> • Stranger at the door → trainee must respond safely • Spill on floor → trainee cleans and prevents accidents • Ill family member needs help → trainee assists safely <p>Discussion & Feedback: Trainers highlight missed hazards, explain risks, and demonstrate the safest approach</p> <p>Instructions for Trainees:</p> <ol style="list-style-type: none"> 1. Trainer presents 3–5 simple scenarios (verbal or on paper), for example: <ul style="list-style-type: none"> ○ A guest enters the house and behaves oddly around valuables. ○ An appliance is sparking near water. ○ Someone gives unwelcome personal comments/ bad touch to a worker. 2. Trainees answer: <ul style="list-style-type: none"> ○ Is this safe or unsafe? ○ Who should you report it to? (Supervisor, Employer, Family member) ○ What action would you take first? <p>Outcome:</p> <ul style="list-style-type: none"> • Trainees practice recognizing risks early. • Understand safe reporting channels. <p>Reinforce personal responsibility without fear.</p>
	<p>Day 39: Assessment & Evaluation</p>	
	<p>Day 40: Assessment & Evaluation</p>	

LIST OF MACHINERY/EQUIPMENT

Item	Quantity
Bedroom Environment with complete bedding accessories	
Mock Bathroom with complete toilet and Bathing accessories	
Wardrobe/garment racks	2
Sink / wash basin	2
Trash bins (with lids)	5
Safety posters/charts	Multiple
Wet and dry mops (manual) with buckets	5
Brooms/brushes (various types)	15
Dustpans	15
Vacuum cleaners (upright or handheld)	3
Spray bottles/cleaning solution dispensers	25
Cleaning containers/tool kits	10
Gas/electric stove or hotplate	2
Microwave oven	2
Refrigerator	2
Electric Kettle	2
Mixer / blender	2
Toaster	2
Sandwich maker	2
Cooking utensils (spoons, ladles, spatulas, knives)	4 sets
Dinner sets 6 pcs	4 sets
Table	1
Cutlery set (6 persons)	4 sets
Water glasses (set of 6)	5 sets
Juice glasses (set of 6)	5 sets
Table Mats	6
Tea/coffee mugs	30
Glass jugs	6
Serving trolley	5
Trays (large, medium)	10
Cutting boards	10
Pots, pans, saucepans (various sizes)	4 sets
Kitchen storage containers	15
Dish racks	2
Fire extinguisher (kitchen safety)	1
dummy CO ₂ /Dry Powder	2
Washing machines (semi-automatic/automatic)	2
Drying racks / clotheslines	4
Irons (steam and dry)	5
Ironing boards	5
Bed Linen/Sheet	2
Bed Cover	1
Bed Pillows	4
Mattress	2
Vacuum Bags	5
Silica Gels	5
Laundry baskets / hampers	5
Wardrobe organizers / small shelves	5

Polishing cloths for cutlery/glassware	10
First-aid kit	2
Extension boards / adapters	5
Baby dolls/mannequins	5
Infant bottles, sterilizers	10 sets
Towels, washcloths	30
Adult mannequins / elderly care dummies	3
Wheelchair / walking aids	2
30–40 basic English Flash cards, grouped by theme: Household Items	2 sets
Hairbrush	5
Pony Sets	10
Hair pins	10
Fabric	5 Mtr
Sewing Kit	5
Pram	2
Coffee Machine	

LIST OF CONSUMABLE MATERIAL

Item	Quantity
First aid kit refill packs (band-aids, gauze, antiseptic wipes)	5 Kits
Detergents, softeners, stain removers	Ample supply
Floor cleaner	10 L
Glass/window cleaner	5 L
Degreaser (kitchen)	5 L
Cleaning chemicals (acidic, alkaline, neutral)	Ample supply
Personal protection equipment (PPE) sets (gloves, masks, aprons, goggles)	25
Feather dusters/microfiber cloths	25
Dishwashing liquid	10 bottles (1 L)
Clothespins / hangers	50–75
Anti-moisture gel packets	20
Transparent storage labels	200
Zip-lock bags (various sizes)	200
Cloth storage bags	25
Cooking oil (demonstration)	5 bottle (1L)
Salt & basic spices (small demo packs)	Assorted 10 packs
Flour / rice / sugar (small demo amounts)	10 packs (1 kg each)
Dishwashing liquid	10 L
Scrubber sponges (kitchen)	50
Paper towels	10 rolls
Aluminum foil / cling wrap / baking paper	5 rolls
Disposable gloves (food handling)	3 boxes
Kitchen wipes	10 packs
Garbage bags (kitchen)	100