



**කම්කරු හා විදේශ රැකියා අමාත්‍යාංශය
ශ්‍රී ලංකා විදේශ සේවා නියුක්ති කාර්යාංශය**

**ගෘහස්ථ ගෘහපාලන සහකාර
(Domestic Housekeeping Assistant) තනතුර සඳහා
විදේශගතවීමට අපේක්ෂිත කාන්තාවන්
පුහුණු කිරීම සඳහා පුදුසුකම්ලත්
පුහුණුකිරීමේ ආයතන ලියාපදිංචි කිරීම**

1985 අංක 21 දරණ පනතින් ශ්‍රී ලංකා විදේශ සේවා නියුක්ති කාර්යාංශය පිහිටුවා ඇති අතර, කුසලතාවයෙන් පිරි ශ්‍රී ලාංකික ශ්‍රමිකයින් එතෙර වෙළෙඳපළ වෙත යොමු කිරීම එහි ප්‍රධාන අරමුණක් වේ.

ගෘහස්ථ ගෘහපාලන සහකාර තනතුර සඳහා විදේශගත වීමට අපේක්ෂිත කාන්තාවන් සඳහා විවෘත පුහුණුවක් ලබා දීම කාර්යාංශය විසින් සිදු කරමින් සිටින අතර, එම පුහුණුව ලබාදීමට රාජ්‍ය හා පෞද්ගලික ආයතන වෙත ද අවස්ථාව ලබා දීමට ශ්‍රී ලංකා විදේශ සේවා නියුක්ති කාර්යාංශය තීරණය කර ඇත.

ඒ අනුව, ගෘහස්ථ ගෘහපාලන සහකාර තනතුර (මැදපෙරදිය හා මැදපෙරදිය නොවන රටවල්) සඳහා පුහුණුව ලබාදිය හැකි, තෘතීයික හා වෘත්තීය අධ්‍යාපන කොමිෂන් සභාව යටතේ ලියාපදිංචි වී ඇති පුහුණු කිරීමේ ආයතන වෙතින් අයදුම්පත් කැඳවන අතර, ඒ පිළිබඳ වැඩිදුර තොරතුරු www.sibfa.lk වෙබ් සබැඳිය ඔස්සේ ලබාගත හැක.

බඹගේ අයදුම්පත 2023.01.21 දින හෝ ඊට පෙර පහත සඳහන් ලිපිනයට හෝ විද්‍යුත් තැපෑලට යොමු කරන මෙන් දන්වමි.

කළමනාකරු (පුහුණු - ගෘහස්ථ)
කො. 553/1, නව නුවර පාර, තලංගම උතුර, ඔත්තරමුල්ල.
දුරකථන අංක : 011 279 1909
ඊ-මේල් : mgr_trdomestic@sibfa.lk

ශ්‍රී ලංකා විදේශ සේවා නියුක්ති කාර්යාංශය
“එතෙර සවිියට මෙතෙර අත්වැල”

ගෘහස්ථ ගෘහපාලන සහකාර (Domestic Housekeeping Assistant) තනතුර සඳහා විදේශගතවීමට අපේක්ෂිත කාන්තාවන් පුහුණු කිරීම සඳහා සුදුසුකම්ලත් පුහුණුකිරීමේ ආයතන ලියාපදිංචි කිරීමේ අයදුම්පත්‍රය

1. ආයතනයේ නම :
2. ලිපිනය :
3. ලියාපදිංචි අංකය :
4. ලියාපදිංචිය සිදුකළේ කුමන ආයතනයකද යන වග :
5. ලියාපදිංචිය ලබාගෙන ඇත්තේ කවුරුන් විසින් ද යන වග (නම) :
6. දුරකථන අංක :
7. විද්‍යුත් තැපැල් ලිපිනය :
8. පාඨමාලාව පවත්වාගෙන යනු ලබන ගොඩනැගිල්ලේ ඇති වර්ග අඩි ප්‍රමාණය :

9. I. එකවර ඉගෙනුම ලබා ගත හැකි පන්ති කාමර ප්‍රමාණය :
(දිග x පළල සහිතව සඳහන් කරන්න)

	පුහුණුලාභීන් සංඛ්‍යාව	පන්ති කාමර ප්‍රමාණය	එක් පන්ති කාමරයක ඇති වර්ග අඩි ප්‍රමාණය
01	30-35 අතර		
02	35-40 අතර		

- II. වැසිකිළි ප්‍රමාණය :
- III. නාන කාමර ප්‍රමාණය :
- IV. පානීය ජල පහසුකම් පිළිබඳ විස්තර : නළ ජලය ලී ජලය
- V. එක්වරකට තේටාසික පහසුකම් ලබාගත හැකි ප්‍රමාණය :

10. පොදු මගී ප්‍රවාහන පහසුකම් පිළිබඳ විස්තර :
 - I. ආයතනයට ළඟා විය හැකි මාර්ග සඳහන් කරන්න
 - II. ආසන්න නගරයේ සිට එම එක් එක් මාර්ගයෙන් ආයතනයට ඇති දුර ප්‍රමාණය : කි.මී මීටර්

11. උපදේශක/උපදේශිකාවන් සඳහා සුදුසුකම් :
තානිසික හා වෘත්තීය අධ්‍යාපන කොමිසන් සභාව (TVEC) මගින් අනුමත කර ඇති විෂය නිර්දේශය ඉගැන්වීමට සුදුසුකම් සහ හැකියාව ඇති උපදේශක උපදේශිකාවන් විය යුතුය. (විෂය නිර්දේශය ලබා දී ඇත.)

නම :
අත්සන :
දිනය :

ගෘහස්ථ ගෘහපාලන සහකාර පුහුණු පාඨමාලාව සඳහා වන මාර්ගෝපදේශ

1. පුහුණු කාලය :

දින 28 පුහුණුව (මැදපෙරදිග සහ මැදපෙරදිග නොවන) ඇඟයීම ඇතුළුව

- දින 25 - නේවාසික පුහුණු පාඨමාලාව
- දින 01 - පූර්ව ඇඟයීම
- දින 02 - අවසන් ඇඟයීම

2. පුහුණු මට්ටම සහ ඇඟයීම් මට්ටම :

තෘතීයික හා වෘත්තීය අධ්‍යාපන කොමිසන් සභාව (TVEC) මගින් අනුමත කර ඇති විෂය නිර්දේශය අනුව පුහුණු පාඨමාලා පැවැත්විය යුතු අතර, ඇඟයීම් කටයුතු තෘතීයික හා වෘත්තීය අධ්‍යාපන කොමිසන් සභාව අනුමත කරන ලද ඇඟයීම් උපදේශකවරු මගින් සිදු කරනු ලැබේ.

3. විෂයමාලාව, කාලසටහන සහ පුහුණු උපකරණ :

- විෂය මාලාව - ඇමුණුම් අංක 01
- කාලසටහන - ඇමුණුම් අංක 02
- පුහුණු උපකරණ - ඇමුණුම් අංක 03

4. සුදුසුකම්ලත් පුහුණු ආයතනයක් විය යුතුය :

තෘතීයික හා වෘත්තීය අධ්‍යාපන කොමිසන් සභාව (TVEC) මගින් ප්‍රතීතනය කරන ලද සුදුසුකම්ලත් රජයේ හෝ පුද්ගලික පුහුණු ආයතනයක් විය යුතුය.

5. එක් පාඨමාලාවක් සඳහා බඳවාගනු ලබන අයදුම්කරුවන් සංඛාව සහ පාඨමාලා ගාස්තු :

- අයදුම්කරුවන් සංඛාව - 30-40 අතර විය යුතුය.
- පාඨමාලා ගාස්තු - එක් පුහුණුලාභියකු සඳහා රු. 20,000.00 ක් අය කෙරේ. (ආහාරපාන සඳහා හා නවාතැන් පහසුකම් සඳහා යන වියදම් මෙයට ඇතුළත් නොවේ.)

6. පුහුණු උපදේශක/උපදේශිකාවන්ගේ සේවය ලබා ගැනීම :

පුහුණු උපදේශක/උපදේශිකාවන් තෝරා ගැනීම පුහුණු ආයතනය විසින් සිදුකළ යුතු අතර, කිසියම් පුහුණු ආයතනයකට පුහුණු උපදේශක/උපදේශිකාවන් ලබා ගැනීමට අවශ්‍ය නම් ශ්‍රී ලංකා විදේශ සේවා නියුක්ති කාර්යාංශයේ ලියාපදිංචි වී ඇති උපදේශක/උපදේශිකාවන් තෝරා ගැනීමට හැකියාව ඇත.

පුහුණු පාඨමාලා ආරම්භ කිරීමට පෙර, සුදුසුකම්ලත් පුහුණු ආයතන ශ්‍රී ලංකා විදේශ සේවා නියුක්ති කාර්යාංශය සමඟ ගිවිසුමකට එළඹිය යුතුය.

Summary of Curriculum

**Course Name: Domestic sector House Keeping and Care giving
Training Programme**

Duration : 28 Days (Residential) – (3 days – Assessment)

Module No	Module	Theory Hour	Practical Hour
01	House Keeping M04,M05,M06	16	34
02	Laundry M07	1½	3½
03	Food Preparation M08,M09	1½	11¾
04	Food & Beverage Service M10	½	1½
05	Care Giving	6¼	04
06	Communication Skills M02	26	12½
07	Work place Common Competencies M01	8	2½
08	Safe Migration Awareness M01	06	03
09	Post arrival stage / Stage at the destination country M01	10 ½	01
10	Stage of return and registration M01	3½	½
11	Family Wellbeing M01	06	02
12	Other Administrative	15	23½

Module NO	Main Topic Covered Under the Module	Theory Hour	Practical Hour
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01 House keeping

1.1 Home setup Decor	1.1.1 Knowledge on home B1,B2,B3,B4		
	1.1.2 Operation of living room appliances (AC heater TV, DVD, Fan) B1,B2,B3,B4		
	1.1.3 Clean decoration pieces B1,B2,B3,B4		
	1.1.4 Care & maintenances Indoor plants A4,A5		
1.2 Cleaning	1.2.1 Procedures in cleaning, polishing, disinfecting and sanitizing rooms B1,B2,B3		
	1.2.2 Clean surfaces and floor A1,A4,A5		
	1.2.3 Clean toilet and bathroom C1,C2,C3,C4,C5,C6,C8		
	1.2.4 Make up beds and cots C1,C7,C8		
	1.2.5 Clean ceiling, walls and ceiling fixture (fan, lights) & wall fixtures (lights) A1,A2,A3,A5,C2		
	1.2.6 Clean furniture B1,B2,B3,B4		
	1.2.7 Clean kitchen and pantry (sink, fridge, oven, stove, Microwave dish washer, blender, mixer, utensils) E6		
	1.2.8 Clean windows and doors C2,C3,A1,C4		
	1.2.9 Operation and maintenance of cleaning equipment A1		
	1.2.10 Maintenance of supplies and materials A1		
	1.2.11 Carpet cleaning (manual and machine) B1,B2,B3,B4		

Laundry

Washing	2.1.1 solid clothes linen fabrics are sorted according to texture color and size D1		
	2.1.2 Sorted item are prioritized according to D1 The cleaning process required & urgency		
	2.1.3 Operation and maintenance of washing Equipment and supplies D2,D3, D4		
	2.1.4 Washing clothes, linen, fabrics According procedure D3, D4		
2.2 Drying	2.2.1 Drying machine operation & maintenance D3,D4		
	2.2.2 Drying clothes linen and fabrics according to D3, D4 procedure		
2.3 Ironing	2.3.1 Ironing according to procedure D5		
	2.3.2 Folding hanging and stowing clothes D5		

Module NO	Main Topic Covered Under the Module	Theor Y	Practi cal
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Food and Beverage preparation

3.1 Underpinning of preparing Food and Beverage	3.1.1 Operation and maintenance of kitchen equipment E1, E3, E6,		
	3.1.2 Maintenance and storage of utensils E6		
	3.1.3 Introduction to the food chart F2		
	3.1.4 Purchase and storing of ingredients in fridge and Pantry E5,F2		
	3.1.5 Planning meals E1 ,E2,E3		
	3.1.6 Preparing poultry (trimming, wiping, boning, cutting, shaping, trussing, marinating) E4		
	3.1.7 Preparing fish (washing, boning, filleting, skinning, shaping, coating) E4		
	3.1.8 Preparing vegetables (washing, peeling, cutting) E4		
	3.1.9 Following recipes E2		
3.2 Cooking and Baking	3.2.1 Cooking methods (boiling, simmering, stewing, steaming, pressure cooking, roasting, baking, frying, sautéing) E1, E2, E3, E4, E6		
	3.2.2 Cooking soup (1 item); poultry (1 item); fish (1 item); pasta (1 item); vegetable (1 item); egg (boiling, frying, poaching, baking) E1, E2, E3, E4		
	3.2.3 Baking: cake (1 item) and cookie (1 item) E3		
3.3 Prepare beverages	Basic principles and preparation of fresh juice, tea and coffee F1, F2, F3, F4, F5		
3.4 Prepare sauces, dressings & garnishes	Introduction, basic principles and prepare 1 item E1, E2, E3, E4, E6		
3.5 Prepare salads	Basic principles and prepare 1 item E1, E2, E3, E4, E5, E6		
3.6 Prepare desserts	Introduction and prepare 1 item E1, E2, E3, E4, E6		
3.7 Prepare dip	Common dip and prepare 1 item E2, E5, E6,		
3.8 Prepare sandwiches	Basic principles and prepare 1 item E2, E5, E6		
3.9 Present food	Temperature, presentation and serving portion E1, E3		
3.10 Storing leftovers	3.10.1 Unconsumed cooked food is stored according to procedures Unconsumed cooked food is stored according to procedures E3, E5, E6		
	3.10.2 Excess ingredients are stored E2		
	3.10.3 Proper method of refrigeration is followed E1, G5		

3.11 Converting leftover food	Unconsumed cooked food is converted/transformed into new dishes. E1,E2,E3,E4,E5,E6		
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Module NO	Main Topic Covered Under the Module	Theory Hour	Practical Hour
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4 Food and Beverage Service

4.1 Prepare Dining area	Cleaning prior to serving		
4.2 Table setting	Table cloth laid napkin folded and crockery & cutlery laid , condiment laid		
4.3 Serving	Food and Beverage served according to procedure plate & glass carrying technique responding to additional request		
4.4 Cleaning	Table cleared according to procedure		

5 Care giving

5.1 Infant , Toddler & children	5.1.1 Bath and dress infant ,toddler and children		
	5.1.2 Feed infant ,toddler and children		
	5.1.3 Put infant and toddler to sleep		
	5.1.4 Hygiene for infant and toddler		
	5.1.5 Instilling personal hygiene among children		
	5.1.6 Creating a child friendly environment		
	5.1.7 Comforting infant and toddlers		
	5.1.8 Treating infant ,toddler and children		
	5.1.9 Keeping infant ,toddler and children occupied		
	5.1.10 Handling difficult situation		
5.2 Care Elderly, Sick person & Physical challenges	5.2.1 Roles and responsibilities of care giver		
	5.2.2 Respond effectively difficult behavior		
	5.2.3 Provide support to personal need		
	5.2.4 Attending to personal hygiene (bed mopping bathing toileting etc.)		
	5.2.5 Dressing and undressing		
	5.2.6 Preparing food		
	5.2.7 Feeding		
	5.2.8 Responding in emergencies		

Module NO	Main Topic Covered Under the Module	Theory Hour	Practical Hour
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6 Communication skill

Effective Communication	6.1.1	Intra and interpersonal skills		
	6.1.2	Behavior and manner		
Foreign Language Skill	6.2.1	Arabic/Greek/Hebrew/English		
	6.2.2	Introducing Family members, House Item Part of the House		
	6.2.3	Verbs in Language & Make sentences		
	6.2.4	Grocery Item		
	6.2.5	House keeping		
	6.2.6	Part of the body & At the Hospital		
	6.2.7	Dresses in Language		
	6.2.8	Shopping and baby care		
	6.2.9	Numbers Time Days of the Week Month of The year and Important places		
	6.2.10	At the post office Bank ,Air Port		
	6.2.11	Practical with Behavior & Manner		
	6.2.12	Transport items , Colors, Animals		
English	6.31	English		
	6.3.2			
	6.3.3			
	6.3.4			
Module NO	Main Topic Covered Under the Module		Theory	Practical

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7 Common competencies in workplace

7.1 Personal Hygiene	7.1.1 Maintenance of personal and hygiene		
	7.1.2 Use of Toilet		
7.2 Personal Presence	7.2.1 Stance, posture, appearance and body language		
	7.2.2 Grooming		
7.3 Maintaining Effective Relationship with Employer and Employer Family	7.3.1 Punctuality		
	7.3.2 Maintain cleaned tidy work area		
	7.3.3 Expected Behavior in employer's house		
	7.3.4 Meet employer requirement		
	7.3.5 Build credibility with employer		
	7.3.6 Employer dissatisfaction identified and dealt with		
7.4 Maintain a Health and Safe Environment	7.4.1 Identify household hazard and risk		
	7.4.2 Evaluate household hazard and risk		
	7.4.3 Control household hazard and risk		
	7.4.4 Maintain clean, tide and comforting environment		
7.5 Occupational Health and Safety	7.5.1 Handling (what to do) emergency situation (accidents ,fire and use of fire extinguisher) earthquake		
	7.5.2 Use of Telephone		
	7.5.3 Basic First Aid Care		
	7.5.4 Use of various item in the First Aid box		
	7.5.5 Safety of use Electrical appliances		
7.6 Time management and work plan	7.6.1 Priorities workload and requirements		
	7.6.2 Develop work plan according to employer need		
	7.6.3 Plan for completion of own workload		
	7.6.4 Maintain quality of performance		
7.7 Personal Development	7.7.1 Awareness on required skill (assessment of own skill) and obligations at workplace		
	7.7.2 Means of developing skill		

Module NO	Main Topic Covered Under the Module	Theory	Practical
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8 Safe migration awareness

Stage of pre departure

<p>8.1Preparing for Migration</p>	<p>8.1.1 Cost and benefit of migration</p> <ul style="list-style-type: none"> • Popular myths on easy success through migration • Realities of foreign employment • Potential benefit of migration (familial, financial, social etc.) • Pre requisite to reap the benefits of migrations • Government policy and benefits offered regarding migrants (tax holiday, housing savings scheme, migrant welfare fund, etc.) • Financial costs of migration (legal fees for foreign employment agent / registration cost / government tax / Visa fee, etc.) • Social costs of migration (alienation from family, community, conjugal gaps etc.) • Psychological costs • Personal risk factors (including sexual) abuse, health risks including mental health and HIV/AIDS, exploitation extent of job pressure, etc. • Constraints and complication regarding return and reintegration <p>Factors to be considered to estimate net-benefit of the migration (how much will be gained after paying of debt, loss of assets, meeting travel costs, cost of living at destination, social cost, familial cost, etc.)</p>		
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8.1 Preparing for Migration	8.1.2 SLBFE and channels of regular migration. <ul style="list-style-type: none"> • SLBFE procedure • Proper avenues of foreign employment • Importance of registration • Services and benefits from government sources (pre departure loan, health insurance, scholarship for children, housing loan, etc.) 	
	8.1.3 Risk of irregular migration <ul style="list-style-type: none"> • Risks of human trafficking and awareness on whom to avoid, what to avoid, whom to seek assistance etc. • Risks of alternate contract, non-payment or low payment of salary and overall work environment • Risks of forced return. 	
8.2 Organizing Migration	8.2.1 Making arrangements for safe and successful Migration <ul style="list-style-type: none"> • Setting realistic and achievable goals • Making arrangements for safe migration (factors to ensure safe stay and reintegration of migrant and wellbeing of migrants' family), mental preparation and family responsibilities • Successful migration (maximizing benefits of a safe migration that sustain improved livelihood and esteem and optimal duration of migration) • Unsuccessful migration (redress mechanism and assistance, awareness on how to seek assistance in case of trouble (whom to go for what) awareness on embassy assistance (how to reach Sri Lankan Embassy assistance what to expect, what are the obligations of the Embassy, whom to talk with in case of difficulty), institutional aid at destinations (which organizations can help at destinations to provide either transfer to employer or organize repatriation) etc. • Locally available occupational and business opportunities 	

8.3 Pre- Flight Briefing	8.2.2	Legal fees and other related costs	
	8.2.3	Travel document preparation (passport and visa)	
	8.2.4	Importance of passport and updated and work permitting valid visa (importance of passport as a mean of personal safety)	
	8.3.1	Airport procedure (orientation on process, requirements, finding ways through airport, literacy on airport signs symbols & physical environment of the airport, etc.	
	8.3.2	Orientation on transit situation	
	8.3.3	Filling in embarkation forms	
	8.3.4	Orientation on flight (orientation on airplane and its logistics, such as, seating arrangements food, use of toilet, etc.)	
	8.3.5	Immigration procedures (orientation on immigration requirements, expected documents to carry and produce, expected questions and required answers, roles of the authority, probable difficulties, etc.)	
	8.3.6	Means of seeking assistance	
	8.3.7	Reaching Employers (how to arrange transfer from airport to the employment location how to ensure pick-up, in case of difficulty whom to call and seek help etc	

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Module No	Main Topic Covered Under the Module	Hour	Hour
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9 Post arrival stage / Stage at the destination country

9.1 Role and Responsibilities	9.1.1	Standard duties of migrant		
	9.1.2	Code of conduct of migrant		
	9.1.3	Roles and responsibilities of SLBFE, foreign employment agent and employer		
9.2 Rights and Law and Origin and Destination	9.2.1	Standard contract		
	9.2.2	Rights as a migrant worker		
	9.2.3	Laws in Sri Lanka		
	9.2.4	Legal environment at the destination country (Laws, Punishment)		
9.3 Cultural Orientation	9.3.1	General information on weather, social norms, culture, transportation, food, health care, language, etc.		
	9.3.2	Social adjustment		
	9.3.3	Cultural and behavioral dos and don'ts		
Financial Management	9.4.1	Financial plan and savings <ul style="list-style-type: none"> • Importance of saving-investment plan • Making a financial plan • How much and how to send money home • Securing personal saving 		
	9.4.2	Remittance transfer <ul style="list-style-type: none"> • Risks of <i>hawala</i> or other unofficial channels in remittance transfer, and skills in using the regular means of remittance transfer (through banks and authorized dealers etc.) • Benefits of using financial institutions • Importance of documentation in financial transaction quick cash transfer during emergency 		
	9.4.3	Use of remittance <ul style="list-style-type: none"> • Regular expenditure • Cash management at workplace • Options of savings-investment schemes and associated risks and benefits • Benefits and financial facilities for children and family • Awareness on the need of ensuring a bank account to secure personal savings out of the transferred remittance at home <p>What to buy or not to buy on home visits (i.e. not to waste on consumer durables that can be cheaper at home et</p>		

9.5 Personal Health	9.5.1	General Health	
	9.5.2	Mental Health	
	9.5.3	Sexual Health	
	9.5.4	Reproductive Health	
	9.6.1	Personal safety and security	
	9.6.2	Sexual, physical verbal harassment	
	9.6.3	Awareness on conditionality, constraints and complications regarding social, love and conjugal life at destination including facing critical challenge	
	9.6.4	Facing critical challenges	

10 Stage of return and reintegration

10.1 Difficulties in Return and Reintegration	10.1.1	Awareness on the difficulties in reintegration (conjugal difficulties, scandals, stigmas, alienations, re-orientation of lifestyle and culture, etc.)
	10.1.2	Re-integration plan based on the financial gains of migration
	10.1.3	Possibility of disintegrating family
10.2 Risk of Remittance use		Awareness on the risks of the remittance being misappropriated, mal invested and mismanaged by relatives at home

Module No	Main Topic Covered Under the Module	Time
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11 Family Wellbeing

11.1 Family Health	11.1.1 Protection of spouses from STD and HIV		
	11.1.2 Immunization of children		
	11.1.3 Nutrition and general health care of children		
	11.1.4 Protection of children from sexual abuse		
11.2 Care and Protection of children	11.2.1 Ensuring Education of Children		
	11.2.2 Ensuring overall wellbeing of children (including psychological)		
	11.2.3 Make Realistic plan for expenditure servings and investment		
11.3 Remittance use and investment options	11.3.1 Option of serving- investment schemes and associated risk and benefits		
	11.3.2 Benefits and financial facilities for children and family		
	11.3.3 Awareness on the difficulties in Re- integration		
11. Re-integration	11.4.1 Re- integration plan based on the financial gains of migration		
	11.4.2 Possibility of disintegrating family		
10.5 Protection of family	11.5.1 Making a plan for overall protection of family (savings investment care & protection of children family unity and reintegration		

12 Other

12.1 Administrative	12.1.1 Selection of trainees (physical test)		
	12.1.2 Registration & inauguration session		
	12.1.3 Objective and scope of the training programmed		
	12.1.4 Introducing each other		
	12.1.5 Test and NVQ		

Time Table – Domestic Housekeeping Assistant – Middle East - 28 days (3 days Assessment)

Day / Time	1 st Day	2 nd Day	3 rd Day	4 th Day	5 th Day
7.30-8.30	Selecting of trainees (12.1.)	Physical Exercises	Physical Exercises	Physical Exercises	Physical Exercises
8.30-9.15	Registration ,bag Checking (12.1.2)	Area cleaning (unit 01)	Memorizing previous Day & Area cleaning (unit 01)	Memorizing previous day & Area cleaning (unit 01)	Area cleaning (unit 01)
9.15-10.15	Inauguration and Introducing each other (12.1.4)	Cultural Orientation(9.3.1.)(9.3.2.)(9.3.3)	Maintenance of Personal hygiene & grooming (7.1.1.)	Maintenance of Personal hygiene & grooming (7.1.1.)	Memorizing previous day & Area cleaning unit 02
10 .15 - 10 .30	TEA Break				
10.30-11.30	Introducing rules and procedures of SLBFE.(12.1.3)	Arabic language (6.2.1.)	Clean ceiling, walls & fixture Clean surfaces and floor (with Arabic practical)(1.2.5)	Clean furniture & furnishing with Arabic – Theory (unit02)(1.2.4.)(1.2.6.) (1.2.11)	Clean Toilet & Bath room (1.2.3) practical
11.30- 12.30	Introducing objective scope of the training (12.1.3.) NVQ procedure (12.1.5)	Arabic language (6.2.1)	Clean ceiling, walls & fixture Clean surfaces and floor (with Arabic practical)(1.2.5)	Clean furniture & furnishing with Arabic - Theory (unit02)(1.2.4.)(1.2.6.)(1.2.11)	Clean Toilet & Bath room(1.2.3) practical
12.30-13.30	LUNCH TIME				
13.30-14.30	Maintenance of Personal hygiene & grooming (7.1.1.)	Operation & Maintenance Cleaning Equipment (theory) (1.2.9.)	Clean ceiling, walls & fixture Clean surfaces and floor (with Arabic practical)(1.2.5)	Clean furniture & furnishing with Arabic (1.2.4.)(1.2.6.)(1.2.11) practical	Arabic language (6.2.1)
14.30-15.30	Knowledge on Home setup(1.1.1.)	Procedures in cleaning, polishing, disinfecting and sanitizing room (1.2.1.)	Visiting Lecture (Health)(9.5.1. – 9.5.4)	Clean furniture & furnishing with Arabic (1.2.4.)(1.2.6.)(1.2.11) practical	Personal hygiene & grooming (7.1.1.)(7.2.1.)(7.2.2.)
15.30-15.45	Tea Break				
15.45-16.45	Effective Communication (6.1.1.)(6.1.2) Arabic and English language	Clean ceiling, walls & fixture Clean surfaces and floor(Theory)(1.2.5.)(1.2.8.)(1.2.2.)	Visiting Lecture (Health) (9.5.1. – 9.5.4.)	Clean Toilet & Bath room (1.2.3) Theory & Practical	Personal hygiene & grooming (7.1.1.)(7.2.1.)(7.2.2.)
16.45-17.00	Day Evaluation and cleaning	Day Evaluation and cleaning	Day Evaluation and cleaning	Day Evaluation and cleaning	Day Evaluation and cleaning

Day / Time	6 th Day	7 th Day	8 th Day	9 th Day	10 th Day
7.30-8.30	Physical Exercises	Physical Exercises	Physical Exercises	Physical Exercises	Physical Exercises
8.30-9.15	Area cleaning (unit 01)	Area cleaning (unit 01) & assist in gardening & washing of Domestic vehicles/cars	Area cleaning (unit 01)	Area cleaning (unit 01) assist in gardening & washing of Domestic vehicles/cars	Area cleaning (unit 01)
9.15-10.15	unit 01 unit 02 Area cleaning	Memorizing previous day & area cleaning (U 01 U3)	Memorizing previous day & Area cleaning (unit 01 unit 02)	Arabic language (6.2.1.)	Memorizing previous day & Area cleaning (unit 03)
10.15-10.30	Tea Break				
10.30-11.30	Visiting Lecture (Safety) (7.5.1.-7.5.5.)	Occupation Health & safety (7.5.1.)	Arabic language (6.2.1.)	Arabic language (6.2.1.)	Beauty Culture (7.2.2.)
11.30-12.30	Visiting Lecture (Safety)((7.5.1.-7.5.5.)	Occupation Health & safety(7.5.1.)	Clean furniture (1.2.6)	Stage of pre- departure (8.1.-8.2)	Beauty Culture(7.2.2.)
12.30-13.30	LUNCH TIME				
13.30-14.30	Time Management & work plan (7.6) Development	English Language (6.3.)	Clean furniture & furnishing (with Arabic language) (1.2.6)	Stage of pre- departure (8.1-8.2)	Stage of return and reintegration(10.)
14.30-15.30	English Language (6.3.)	English Language (6.3.)	Unit 02 NVQ Practical Test Prepare Record book	Unit 03NVQ Test prepared Record book	Care giving (Theory) support for children (5.1)
15.30-15.45	Tea Break				
15.45-16.45	English Language (6.3.)	Unit 01 NVQ Practical Test prepared Record book	Stage of pre departure(8.1.-8.2.)	Clean Toilet & Bath room NVQ test (1.2.3.)	Care giving (Practical) support for children (5.1)
16.45-17.00	Day Evaluation and cleaning	Day Evaluation and cleaning	Day Evaluation and cleaning	Day Evaluation and cleaning	Care giving (Practical) support for children (5.1)

Day / Time	11 th Day	12 ^d Day	13 th Day	14 th Day	15 th Day
7.30-8.30	Physical Exercises	Physical Exercises	Physical Exercises	Physical Exercises	Physical Exercises
8.30-9.15	Area cleaning (assist in gardening & washing of Domestic vehicles/cars)	Area cleaning	Area cleaning (assist in gardening & washing of Domestic vehicles/cars)	Area cleaning	Area cleaning
9.15-10.15	Family well being & Child protection (11.1.1.)	Memorizing previous day and area cleaning	Area cleaning (assist in gardening & washing of Domestic vehicles/cars)	Memorizing previous day and area cleaning (unit 01 unit 02)	Area cleaning (unit 01 unit 02)
10.15-10.30	Tea Break				
10.30-11.30	Financial Literacy (9.4..)	Arabic language (6.2.7)	Visiting lecture (Bank) (9.4.)	Food and beverage preparation (Break fast) (3.1.1.- 3.11.1)(Theory)	Food and beverage preparation (Lunch) (Theory)(3.1.1.- 3.11.1)
11.30-12.30	11*1.2,11.1.3 11.1.4 11.2.1 11.2.2 Pipenakakulu	Laundry (2.1.1-2.3.2.) Theory	Visiting lecture (Bank)(9.4.)	Food and beverage preparation (Break fast)(3.1.1.- 3.11.1)	Food and beverage preparation (Lunch)(3.1.1.- 3.11.1)
12.30-13.30	Lunch Time				
13.30-14.30	MADARA	Arabic language with Laundry washing (practical)(2.1.1 -2.3.2.)	Rights and law at origin and destination (9.2.)	Food and beverage preparation (Break fast)(3.1.1.- 3.11.1)) Clean pantry & kitchen	Food and beverage preparation (Lunch)(3.1.1.- 3.11.1)
14.30-15.30	Harinkadatura STD /HIV	Laundry Washing Drying (2.2.1.- 2.2.2.)	Arabic language (6.2.1.)	Food and beverage preparation NVQ Test (unit 05)	Food and beverage preparation – NVQ Test (Unit 05) (Lunch)(3.1.1.- 3.11.1)
15.30-15.45	Tea Break				
15.45-16.45	Samajadumriya (AIDS)	Laundry - Ironing (2.3.1. 2.3.2.)	Laundry activities in residence (2.1. -2.3.)	Serve food and beverage (3.1.1.- 3.11.1)	Serve food and beverage NVQ test (unit 6)
16.45-17.00	Day Evaluation and cleaning	Day Evaluation and cleaning	Laundry activities in residence (2.1. -2.3.)	Day Evaluation and cleaning	Day Evaluation and cleaning

Day / Time	22 nd Day	23 rd Day	24 th day	25 th day	26 th day	27 th day	28 th day
7.30-8.30	Physical Exercises	Physical Exercises	Physical Exercises	Physical Exercises	NVQ Test (Pre Assessment)	NVQ Test (Final Assessment)	NVQ Test (Final Assessment)
8.30-9.15	Memorizing previous day & area cleaning	Memorizing previous day & area cleaning	Memorizing previous day and area cleaning	Memorizing previous day and area cleaning	NVQ Test (Pre Assessment)	NVQ Test (Final Assessment)	NVQ Test (Final Assessment)
9.15-10.15	Personal hygiene & grooming (7.1.1.)	Fair Communication in English/Arabic (6.1-6.2.)	Making arrangement for safe & successful(8.2)	Making plan for overall protection (8.2)	NVQ Test (Pre Assessment)	NVQ Test (Final Assessment)	NVQ Test (Final Assessment)
10.15-10.30	TEA TIME						
10.30-11.30	Visit market, super stores & pharmacies (6.2.8. – 6.2.9.)	Fair Communication in English/Arabic (6.1-6.2.)	Making arrangement for safe & successful(8.2)	Making plan for overall protection (8.2)	NVQ Test (Pre Assessment)	NVQ Test (Final Assessment)	NVQ Test (Final Assessment)
11.30-12.30	Visit market, super stores & pharmacies (6.2.8. – 6.2.9.)	Fair Communication in English/Arabic (6.1-6.2.)	Stage of return & reintegration(10)	Ability to perform simple/routine dialog in Arabic(6.1-6.2)	NVQ Test (Pre Assessment)	NVQ Test (Final Assessment)	NVQ Test (Final Assessment)
12.30-13.30	LUNCH TIME						
13.30-14.30	Visit market, super stores & pharmacies (6.2.8. – 6.2.9.)	Practice Team work, work with difficult behaviors(6.2.11)	Ability to attend routine activities with the use of literacy and numeracy(6.2.)	Family day (Prepare for migration)(8.1)	NVQ Test (Pre Assessment)	NVQ Test (Final Assessment)	NVQ Test (Final Assessment)
14.30-15.30	Visit market, super stores & pharmacies (6.2.8. – 6.2.9.)	Practice Team work, work with difficult behaviors(6.2.11)	Ability to attend routine activities with the use of literacy and numeracy(6.2.)	Attitude Changing with family (Visiting Lecture)(8.1)(8.2) (8.3)	NVQ Test (Pre Assessment)	NVQ Test (Final Assessment)	NVQ Test (Final Assessment)
15.30-15.45	TEA TIME						
15.45-16.45	Practice workplace communication Use of IT(6.1.)	Practice Team work, work with difficult behaviors(6.2.11)	Ability to attend routine activities with the use of literacy and numeracy(6.2.)	Attitude Changing with family including family well being & child protection (Visiting Lecture) (8.1)(8.2)(8.3)(11.1.1.)	NVQ Test (Pre Assessment)	NVQ Test (Final Assessment)	NVQ Test (Final Assessment)
16.45-17.00	Day Evaluation and cleaning	Day Evaluation and cleaning	Day Evaluation and cleaning	End of the day	NVQ Test (PreAssessment)	NVQ Test (Final Assessment)	NVQ Test (Final Assessment)

Time Table – Domestic Housekeeping Assistant – Non Middle East - 28 days (3 days Assessment)

Day / Time	1 st Day	2 nd Day	3 rd Day	4 th Day	5 th Day
7.30-8.30	Selecting of trainees (12.1.)	Physical Exercises	Physical Exercises	Physical Exercises	Physical Exercises
8.30-9.15	Registration ,bag Checking (12.1.2)	Area cleaning (unit 01)	Memorizing previous Day & Area cleaning (unit 01)	Memorizing previous day & Area cleaning (unit 01)	Area cleaning (unit 01)
9.15-10.15	Inauguration and Introducing each other (12.1.4)	Cultural Orientation(9.3.1.)(9.3.2.)(9.3.3)	Maintenance of Personal hygiene & grooming (7.1.1.)	Maintenance of Personal hygiene & grooming (7.1.1.)	Memorizing previous day & Area cleaning unit 02
10 .15 - 10 :30	TEA Break				
10.30-11.30	Introducing rules and procedures of SLBFE.(12.1.3)	English language (6.3.)	Clean ceiling, walls & fixture Clean surfaces and floor (practical)(1.2.5)	Clean furniture & furnishing– Theory (unit02)(1.2.4.)(1.2.6.) (1.2.11)	Clean Toilet & Bath room (1.2.3) practical
11.30- 12.30	Introducing objective scope of the training (12.1.3.) NVQ procedure (12.1.5)	English language (6.3.)	Clean ceiling, walls & fixture Clean surfaces and floor (practical)(1.2.5)	Clean furniture & furnishing - Theory (unit02)(1.2.4.)(1.2.6.)(1.2.11)	Clean Toilet & Bath room(1.2.3) practical
12.30-13.30	LUNCH TIME				
13.30-14.30	Maintenance of Personal hygiene & grooming (7.1.1.)	Operation & Maintenance Cleaning Equipment (theory) (1.2.9.)	Clean ceiling, walls & fixture Clean surfaces and floor (practical)(1.2.5)	Clean furniture & furnishing (1.2.4.)(1.2.6.)(1.2.11) practical	English language (6.3.)
14.30-15.30	Knowledge on Home setup(1.1.1.)	Procedures in cleaning, polishing, disinfecting and sanitizing room (1.2.1.)	Visiting Lecture (Health)(9.5.1. – 9.5.4)	Clean furniture & furnishing (1.2.4.)(1.2.6.)(1.2.11) practical	Personal hygiene & grooming (7.1.1.)(7.2.1.)(7.2.2.)
15.30-15.45	Tea Break				
15.45-16.45	Effective Communication (6.1.1.)(6.3) English language	Clean ceiling, walls & fixture Clean surfaces and floor(Theory)(1.2.5.)(1.2.8.)(1.2.2.)	Visiting Lecture (Health) (9.5.1. – 9.5.4.)	Clean Toilet & Bath room (1.2.3)Theory & Practical	Personal hygiene & grooming (7.1.1.)(7.2.1.)(7.2.2.)
16.45-17.00	Day Evaluation and cleaning	Day Evaluation and cleaning	Day Evaluation and cleaning	Day Evaluation and cleaning	Day Evaluation and cleaning

Day / Time	6 th Day	7 th Day	8 th Day	9 th Day	10 th Day
7.30-8.30	Physical Exercises	Physical Exercises	Physical Exercises	Physical Exercises	Physical Exercises
8.30-9.15	Area cleaning (unit 01)	Area cleaning (unit 01) & assist in gardening & washing of Domestic vehicles/cars	Area cleaning (unit 01)	Area cleaning (unit 01) assist in gardening & washing of Domestic vehicles/cars	Area cleaning (unit 01)
9.15-10.15	unit 01 unit 02 Area cleaning	Memorizing previous day & area cleaning (U 01 U3)	Memorizing previous day & Area cleaning (unit 01 unit 02)	English language (6.3.)	Memorizing previous day & Area cleaning (unit 03)
10.15-10.30	Tea Break				
10.30-11.30	Visiting Lecture (Safety) (7.5.1.-7.5.5.)	Occupation Health & safety (7.5.1.)	English language (6.3.)	English language (6.3.)	Beauty Culture (7.2.2.)
11.30-12.30	Visiting Lecture (Safety)((7.5.1.-7.5.5.)	Occupation Health & safety(7.5.1.)	Clean furniture (1.2.6)	Stage of pre- departure (8.1.-8.2)	Beauty Culture(7.2.2.)
12.30-13.30	LUNCH TIME				
13.30-14.30	Time Management & work plan (7.6) Development	English Language (6.3.)	Clean furniture & furnishing (1.2.6)	Stage of pre- departure (8.1-8.2)	Stage of return and reintegration(10.)
14.30-15.30	English Language (6.3.)	English Language (6.3.)	Unit 02 NVQ Practical Test Prepare Record book	Unit 03NVQ Test prepared Record book	Care giving (Theory) support for children (5.1)
15.30-15.45	Tea Break				
15.45-16.45	English Language (6.3.)	Unit 01 NVQ Practical Test prepared Record book	Stage of pre departure(8.1.-8.2.)	Clean Toilet & Bath room NVQ test (1.2.3.)	Care giving (Practical) support for children (5.1)
16.45-17.00	Day Evaluation and cleaning	Day Evaluation and cleaning	Day Evaluation and cleaning	Day Evaluation and cleaning	Care giving (Practical) support for children (5.1)

Day / Time	11 th Day	12 ^d Day	13 th Day	14 th Day	15 th Day
7.30-8.30	Physical Exercises	Physical Exercises	Physical Exercises	Physical Exercises	Physical Exercises
8.30-9.15	Area cleaning (assist in gardening & washing of Domestic vehicles/cars)	Area cleaning	Area cleaning (assist in gardening & washing of Domestic vehicles/cars)	Area cleaning	Area cleaning
9.15-10.15	Family well being & Child protection (11.1.1.)	Memorizing previous day and area cleaning	Area cleaning (assist in gardening & washing of Domestic vehicles/cars)	Memorizing previous day and area cleaning (unit 01 unit 02)	Area cleaning (unit 01 unit 02)
10.15-10.30	Tea Break				
10.30-11.30	Financial Literacy (9.4..)	English language (6.3.)	Visiting lecture (Bank) (9.4.)	Food and beverage preparation (Break fast) (3.1.1.- 3.11.1)(Theory)	Food and beverage preparation (lunch) (Theory)(3.1.1.- 3.11.1)
11.30-12.30	11'1.2,11.1.3 11.1.4 11.2.1 11.2.2 Pipenakakulu	Laundry (2.1.1-2.3.2.) Theory	Visiting lecture (Bank)(9.4.)	Food and beverage preparation (Break fast)(3.1.1.- 3.11.1)	Food and beverage preparation (Lunch))(3.1.1.- 3.11.1)
12.30-13.30	Lunch Time				
13.30-14.30	MADARA	Laundry washing (practical)(2.1.1 -2.3.2.)	Rights and law at origin and destination (9.2.)	Food and beverage preparation (Break fast)(3.1.1.- 3.11.1)) Clean pantry & kitchen	Food and beverage preparation (Lunch))(3.1.1.- 3.11.1)
14.30-15.30	Harinkadatura STD /HIV	Laundry Washing Drying (2.2.1 - 2.2.2.)	English language (6.3.)	Food and beverage preparation NVQ Test (unit 05)	Food and beverage preparation – NVQ Test (Unit 05) (lunch)(3.1.1.- 3.11.1)
15.30-15.45	Tea Break				
15.45-16.45	Samajadumriya (AIDS)	Laundry - Ironing (2.3.1. 2.3.2.)	Laundry activities in residence (2.1. -2.3.)	Serve food and beverage (3.1.1.- 3.11.1)	Serve food and beverage NVQ test (unit 6)
16.45-17.00	Day Evaluation and cleaning	Day Evaluation and cleaning	Laundry activities in residence (2.1. -2.3.)	Day Evaluation and cleaning	Day Evaluation and cleaning

Day / Time	22 nd Day	23 rd Day	24 th day	25 th day	26 th day	27 th day	28 th day
7.30-8.30	Physical Exercises	Physical Exercises	Physical Exercises	Physical Exercises	NVQ Test (Pre Assesment)	NVQ Test (Final Assesment)	NVQ Test (Final Assesment)
8.30-9.15	Memorizing previous day & area cleaning	Memorizing previous day & area cleaning	Memorizing previous day & area cleaning	Memorizing previous day & area cleaning	NVQ Test (Pre Assesment)	NVQ Test (Final Assesment)	NVQ Test (Final Assesment)
9.15-10.15	Personal hygiene & grooming (7.1.1.)	Fair Communication in English (6.1-6.2.)	Making arrangement for safe & successful(8.2)	Making plan for overall protection (8.2)	NVQ Test (Pre Assesment)	NVQ Test (Final Assesment)	NVQ Test (Final Assesment)
10.15-10.30	TEA TIME						
10.30-11.30	Visit market, super stores & pharmacies (6.2.8. – 6.2.9.)	Fair Communication in English (6.1-6.2.)	Making arrangement for safe & successful(8.2)	Making plan for overall protection (8.2)	NVQ Test (Pre Assesment)	NVQ Test (Final Assesment)	NVQ Test (Final Assesment)
11.30-12.30	Visit market, super stores & pharmacies (6.2.8. – 6.2.9.)	Fair Communication in English (6.1-6.2.)	Stage of return & reintegration(10)	Ability to perform simple/routine dialog in English(6.1-6.2)	NVQ Test (Pre Assesment)	NVQ Test (Final Assesment)	NVQ Test (Final Assesment)
12.30-13.30	LUNCH TIME						
13.30-14.30	Visit market, super stores & pharmacies (6.2.8. – 6.2.9.)	Practice Team work, work with difficult behaviors(6.2.11)	Ability to attend routine activities with the use of literacy and numeracy(6.2.)	Family day (Prepare for migration)(8.1)	NVQ Test (Pre Assesment)	NVQ Test (Final Assesment)	NVQ Test (Final Assesment)
14.30-15.30	Visit market, super stores & pharmacies (6.2.8. – 6.2.9.)	Practice Team work, work with difficult behaviors(6.2.11)	Ability to attend routine activities with the use of literacy and numeracy(6.2.)	Attitude Changing with family including family well being & child protection (visiting lecture)(8.1)(8.2)(8.3) (11.1.1.)	NVQ Test (Pre Assesment)	NVQ Test (Final Assesment)	NVQ Test (Final Assesment)
15.30-15.45	TEA TIME						
15.45-16.45	Practice workplace communication Use of IT(6.1.)	Practice Team work, work with difficult behaviors(6.2.11)	Ability to attend routine activities with the use of literacy and numeracy(6.2.)	Attitude Changing with family (Visiting Lecture)(8.1)(8.2) (8.3)	NVQ Test (Pre Assesment)	NVQ Test (Final Assesment)	NVQ Test (Final Assesment)
16.45-17.00	Day Evaluation and cleaning	Day Evaluation and cleaning	Day Evaluation and cleaning	End of the day	NVQ Test (PreAssesment)	NVQ Test (Final Assesment)	NVQ Test (Final Assesment)

**EQUIPMENTS AND CHEMICALS NEEDED FOR DOMESTIC HOUSEKEEPING
ASSISTANT TRAINING PROGRAMME - Page 01**

Equipment	Chemical		
Cobweb Brush	Detergent	REQUIRED DETERGENT AND ACCESSORIES	Unit 01
Scooper	Tile cleaner		
Long handle scrubbing brush	Air freshner		
Hand brush dust pan	Disinfectant		
Dust bin			
Wet mop			
Mop Bucket			
Water Collector			
Broom			
Feather Duster			
Ladder			
Mopping cloth			
Water buckets			
Bowls			
Yellow colour sponge			
Windows squeegee			
Glass Wiper			
Vaccum Cleaner	Furniture polish	CLEANING OF FURNITURE AND FURNISHINGS	Unit 02
Feather Duster	Glass cleaner		
Bowls	Air freshner		
Hand scrubbing Brush	Carpet Shampoo		
Hand brush dust pan			
Dust bin			
White towel			
Furniture Wipes			
Carpet			
Bed			
Bed sheets			
Dressing Table			
Cobweb Brush	Toilet bowl cleaner	BATHROOM AND TOILETS	Unit 03
Long handle scrubbing brush	Disinfectant		
Scooper	Detergent		
Hand scrubbing Brush	Tile cleaner		
Hand brush dust pan	Glass cleaner		
Peddle sani pan	Air freshner tablets		
Broom			
Wet mop			
Mop Bucket			
4 Colour towels (Green,Orange,Blue,Brown)			
2 Sponges (Blue,Red)			
2 Bowls (Blue,Red)			
Toilet mats and Rugs			
Slip mat			
Water buckets			

EQUIPMENTS AND CHEMICALS NEEDED FOR DOMESTIC HOUSEKEEPING
ASSISTANT TRAINING PROGRAMME - Page 02

Equipment	Chemical	
Semi auto washing machine	Detergent Soap powder	LAUNDRY AREA
Top loading automatic washing machine	Fabric softener	
Front loading washing machine	Fabric Liquid	
Soiled linen basket	Stain remover	
Iron table	Strach Spray	
Iron Box normal/Iron Box steam		
Steam iron		
Steam press iron (TOBI)		
Fresh Liner basket		
Safety cloths		
Testing cloths		
Hangers		
Electric Gas cooker		
Liquidizer		
Grainder		
Food processor		
Lemon Squeezer		
Pressure Cooker		
Juice extractor		
Rice cooker		
Non-Stick pan		
Wooden Spoon		
Soup Spoon		
Salad fork and spoon		
Rice Spoon		
Rice dish		
Soup Bowl		
Soup Serving Spoon		
Table fork		
Table knife		
Table Spoon		
Salad fork and spoon		
Salad bowl		
Pyrex bowl		
Knife		
Cutting boards		
Steiner		
Oil spoon		
Frying pan		
Trays		
Dish washer		

Unit 04

Unit 05

EQUIPMENTS AND CHEMICALS NEEDED FOR DOMESTIC HOUSEKEEPING
ASSISTANT TRAINING PROGRAMME - Page 03

Equipment	Chemical	
Juice Glass		DINNING AREA
Table mat		
Water Glass		
Water Juges		
Straw		
Dining Table		
Chairs		
Table cloths		
Table mats		
Baby Bed	Baby soap	BABY ROOMS AND INVALID ROOMS
Baby Cot	Feeding bottles soap	
Baby cradle		
Go cart		
Baby Walker		
Baby feeding chair		
Sterilizer		
Baby combed		
Baby cot sheets and bed sheets		
Baby nets		
Feeding bottles		
Baby Cupboard		
Bathing basin		
Baby Mackintosh		
Baby dress and pampers		
Carpet		
Pair of Scissor		
Downia Pillows		
Dummy (Mother and Baby)		
Trolley		
Coffee set		

Unit 06