NATIONAL APPRENTICE AND INDUSTRIAL TRAINING AUTHORITY

Transformation of Apprenticeship to NVQ - Establishment Assesment Guide

Requirement of Tools , Equipment and others for

GUEST RELATION OFFICER

Competency Standards Code : H55S006.1

(Selected Package for Apprenticeship Mode)

Sourse : National Competency Standard

Name , Address of Estblishment & Contact Number

Date of Assessment : **District:**

NO	Tools,Equipments & Others	Requirment for the Units					Availability at Establishment (Yes/No)	Remarks
		1	2	3	4	6		
1	Calculator				✓			
2	Communication equipment	✓	✓					
3	Computer and accessories with Internet facilities	✓	✓	✓	✓			
4	Facilities for differently able persons	✓						
5	Facilities for internet, e-mail	✓						
6	Fire protection equipment					✓		
7	First aid box with essential items		✓			✓		
8	Hotel information and facilities	✓						
9	Personal Protective Equipment					✓		
10	Posters					✓		
11	Property Management System (PMS)	✓						
12	Relevant communication devises submitted by organization management			✓				
13	Safety signs and symbols					✓		
14	Smart Phone Application(Apps)	✓			✓			

15	Standard Operating Procedures		✓					
16	Stationeries			✓	✓			

Selected Qualification (Package)		Units

forwarded by:	***Recommended by:***
Name of the Officer : ……	*Name of the Officer : ……*
Designation : ……	*Designation : ……*
Signature : ……..	*Signature : ……..*
Date : ……	*Date : ……*
Official Stamp : ……..	*Official Stamp : ……..*

Certified by:

Name of the Officer : …….. *Designation : ……*

Signature : …….. *Official Stamp : ……*

Date : ……