

SKILLS ASSESSMENT

Programme d'apprentissage en milieu de travail (PAMT) (Workplace Learning Program)

HOME SUPPORT WORKER

HOME SUPPORT WORKER'S NAME:

WORKPLACE TRAINER'S NAME:

ORGANISATION'S NAME:

DATE:

Note: When the feminine pronoun is used in this document, it refers to both men and women.

THE SKILLS ASSESSMENT COMPLETION

The *Skills Assessment* will enable the workplace trainer to determine, for each of the home support workers in the workplace learning program (PAMT) :

- 1- What should be included in the individual learning plan;
- 2- What is mastered and leading to skills recognition.

The *Skills Assessment* covers 6 **core** skills for the exercise of the profession:

- ☞ Be able to organize your work;
- ☞ Be able to perform general housekeeping;
- ☞ Be capable of washing household clothes and linens;
- ☞ Be capable of doing the shopping for and preparing simple nondietetic meals;
- ☞ Be able to communicate with and provide assistance to the client;
- ☞ Be capable of concluding the service at the client's.

The *Skills Assessment* also covers 2 **complementary** skills:

- ☞ To be able to perform seasonal housekeeping;
- ☞ Be able to prepare nondietetic meals.

PRELIMINARY STEPS TO CONDUCT THE SKILLS ASSESSMENT

- 1- The workplace trainer must first provide a copy of the *Skills Assessment* to the home support worker enrolled in the PAMT. The apprentice will become familiar with the skills of the trade.
- 2- The *Skills Assessment* can be filled out different ways. Here are 3 suggestions:
 - a) The workplace trainer and the apprentice fill out the *Skills Assessment* together and then agree on the *Final Summary of Skills*;
 - b) The workplace trainer and the apprentice fill out the *Skills Assessment*, separately and then compare their results to finally agree on the *Final Summary of Skills*;
 - c) Only the workplace trainer fills out the *Skills Assessment* and presents the results to the home support worker for discussions. Then the workplace trainer fills out the *Final Summary of Skills* with the home support worker.
- 3- It is suggested that the employer participate in the *Final Summary of Skills*.

📌 **NOTE** _ To fill out the *Skills Assessment*, the workplace trainer and the apprentice will have to use the *Apprenticeship Booklet* and the *Workplace Trainer's Handbook*: See example page 19.

ONCE FILLED OUT THE SKILLS ASSESSMENT WILL RESULT IN ONE OR OTHER OF THE FOLLOWING ELEMENTS:

- ☞ An **Individual Learning Plan** for the tasks that have not been successfully completed for each of the skills;
- ☞ A **partial recognition** of the skill. This partial recognition will come with an individual learning plan for the tasks that have not been successfully completed;
- ☞ An **entire recognition: a)** of the 6 core skills, which will lead to obtaining an occupational qualification certificate for the trade of home support worker;
b) either of the two complementary skills, which will lead to obtaining an attestation of skills.

INSTRUCTIONS FOR FILLING OUT THE SKILLS ASSESSMENT

This skills assessment is subdivided into two parts:

SECTION 1: Assessment for each of the 8 skills (6 core skills and 2 complementary);

SECTION 2: Final summary of skills and individual learning plan.

SECTION 1 – Assessment for each of the eight (8) skills

It is the **OBSERVATION** step. This observation will help to determine an assessment of the apprentice's skills regarding the 6 core skills and the 2 complementary skills. To obtain the information, the workplace trainer can: **a)** observe at the client's; **b)** ask team members, including general management; **c)** use the quizzes and scenarios designed for the Workplace Training Program (these quizzes and scenarios cannot be use as exams). All the information collected must remain strictly **confidential**.

In the skills assessment, the workplace trainer must indicate if the skill is to be considered:

- TO ACQUIRE:** based on the information gathered, the workplace trainer considers that the apprentice does not master or masters only partially the following elements: the entire skill; one or more elements of the skill; one or more tasks. What is « To acquire » will become part of the individual learning plan;
- TO VERIFY:** based on the information gathered, the workplace trainer has to go more deeply into the assessment of the following elements: the entire skill; one or more elements of the skill; one or more tasks. This assessment can be performed: **a)** at the client's; **b)** using the scenarios; **c)** using the quizzes. Then, the workplace trainer will decide if what is « To verify » will be part of the individual learning plan;
- MASTERED:** based on the information gathered, the workplace trainer considers that the skill, the element of skill or the task is entirely mastered.

🔗 **NOTE** _ Some elements of the skill may not need to be evaluated. For example: "Accompany the client to do the shopping, if necessary". In this case, the workplace trainer indicates "Non-applicable" in the « Remarks » section.

SECTION 2 - Final summary of skills and individual learning plan

The SECTION 1 results are transposed into **SECTION 2**, which constitute the FINAL SUMMARY OF SKILLS. This summary of skills specifies:

- a) What is mastered and deserves to be recognized without any other learning process needed;

🔗 **NOTE** _ For a skill to be entirely recognize, all the elements of the skill must have been checked « Mastered » (example: 1A, 1B and 1C).

- b) What will need a learning process (the elements checked « To acquire ») will be part of the individual learning plan.

This skills assessment can be used throughout the workplace learning and skills recognition process. The workplace trainer can refer to it at anytime to measure the apprentice's progress toward the mastery of the skills required for the exercise of her trade.

SECTION 1 - Assessment for each of the eight (8) skills

SKILL 1 – BE ABLE TO ORGANIZE YOUR WORK						
Elements of the skill and criteria to verify					Remarks	
1A	Verify your daily and weekly work schedule		To acquire	To verify		Mastered
The apprentice...	1A.1	Review your work schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1A.2	Verify what tasks are to be done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1A.3	Get instructions for accessing the client's home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1A.4	Verify the information specific to the client	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1B	Plan your travel		To acquire	To verify	Mastered	
The apprentice...	1B.1	Locate the client's address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1B.2	Organize your travel according to the selected mode of transport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1C	Communicate the necessary information to the client and the organization		To acquire	To verify	Mastered	
The apprentice...	1C.1	Identify information to be communicated to the client	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1C.2	Confirm appointments with clients, id necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1C.3	Communicate relevant information to the organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The following attitudes and behaviours have been verified:			Yes	No	Remarks	
The apprentice...	Demonstrate autonomy in the organization of work		<input type="checkbox"/>	<input type="checkbox"/>		
	Apply organization's guidelines and rules regarding the organization of work		<input type="checkbox"/>	<input type="checkbox"/>		
	Respect the work schedule		<input type="checkbox"/>	<input type="checkbox"/>		
	Adapt easily to changes in your work schedule		<input type="checkbox"/>	<input type="checkbox"/>		
	Demonstrate a good sense of organization and responsibility		<input type="checkbox"/>	<input type="checkbox"/>		
	Respect the confidentiality of information about the clients		<input type="checkbox"/>	<input type="checkbox"/>		
	Clearly communicate with the client and the organization		<input type="checkbox"/>	<input type="checkbox"/>		

SKILL 2 – BE ABLE TO PERFORM GENERAL HOUSEKEEPING						
Elements of the skill and criteria to verify					Remarks	
2A	Prepare to do the housekeeping					
		To acquire	To verify	Mastered		
The apprentice...	2A.1	Wear appropriate attire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2A.2	Evaluate the client's needs according to the service agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2A.3	Evaluate the workload	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2A.4	Organize the sequence of housekeeping tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2A.5	Check the condition of the equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2A.6	Prepare materials, equipment and products needed to perform housekeeping tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2A.7	Clear, illuminate and ventilate the workspace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2B	Tidy and clean					
		To acquire	To verify	Mastered		
The apprentice...	2B.1 à 5	Tidy and clean the following rooms: bedrooms; living and dining rooms; kitchen; bathroom; basement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2B.6	Clean up the biological mess	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2B.7	Do minor chores	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2C	Use the appropriate methods to store housekeeping materials, products and equipment					
		To acquire	To verify	Mastered		
The apprentice...	2C.1	Maintain and store cleaning cloths and work accessories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2C.2	Maintain and store equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2C.3	Store the cleaning products used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The following elements have been verified :		Yes	No	Remarks		
The apprentice...	Properly apply the techniques of light housekeeping according to the task performed	<input type="checkbox"/>	<input type="checkbox"/>			
	Apply safety rules and safe work practices (personal protection accessories and clothes and appropriate hygiene accessories, prevention rules, etc.)	<input type="checkbox"/>	<input type="checkbox"/>			
	Apply appropriate hygiene and disinfection standards for light housekeeping	<input type="checkbox"/>	<input type="checkbox"/>			

SKILL 2 – BE ABLE TO PERFORM GENERAL HOUSEKEEPING (cont.)				
The following elements have been verified (cont.) :		Yes	No	Remarks
The apprentice...	Use appropriately and safely the cleaning products, equipment and material	<input type="checkbox"/>	<input type="checkbox"/>	
	Prepare cleaning solutions in accordance with directions	<input type="checkbox"/>	<input type="checkbox"/>	
	Apply safe practices for moving something heavy	<input type="checkbox"/>	<input type="checkbox"/>	
	Comply with the organization's quality standards for cleaning the rooms	<input type="checkbox"/>	<input type="checkbox"/>	

The following attitudes and behaviours have been verified:		Yes	No	Remarks
The apprentice...	Arrive at the client's on time	<input type="checkbox"/>	<input type="checkbox"/>	
	Clearly communicate with the client and the organization	<input type="checkbox"/>	<input type="checkbox"/>	
	Demonstrate ability to establish a trusting relationship with the client	<input type="checkbox"/>	<input type="checkbox"/>	
	Demonstrate positive and courteous attitude	<input type="checkbox"/>	<input type="checkbox"/>	
	Demonstrate respect for client's privacy	<input type="checkbox"/>	<input type="checkbox"/>	
	Respect client's needs within the structure of the service agreement	<input type="checkbox"/>	<input type="checkbox"/>	
	Respect client's property	<input type="checkbox"/>	<input type="checkbox"/>	
	Pay attention to client satisfaction	<input type="checkbox"/>	<input type="checkbox"/>	
	Respect the confidentiality of information about the clients	<input type="checkbox"/>	<input type="checkbox"/>	
	Organize efficiently your work	<input type="checkbox"/>	<input type="checkbox"/>	
	Demonstrate autonomy in carrying out the work	<input type="checkbox"/>	<input type="checkbox"/>	
	Easily adapt to various work situations	<input type="checkbox"/>	<input type="checkbox"/>	

SKILL 2 – BE ABLE TO PERFORM GENERAL HOUSEKEEPING (cont.)

The following attitudes and behaviours have been verified (cont.) :		Yes	No	Remarks
The apprentice...	Demonstrate ability in management of priorities in the work	<input type="checkbox"/>	<input type="checkbox"/>	
	Exercise good judgment	<input type="checkbox"/>	<input type="checkbox"/>	
	Demonstrate professionalism	<input type="checkbox"/>	<input type="checkbox"/>	
	Respect the time allotted for each task	<input type="checkbox"/>	<input type="checkbox"/>	
	Pay attention to quality of work	<input type="checkbox"/>	<input type="checkbox"/>	
	Concern for personal safety and that of others	<input type="checkbox"/>	<input type="checkbox"/>	
	Know when to perform teamwork	<input type="checkbox"/>	<input type="checkbox"/>	

SKILL 3 – BE CAPABLE OF WASHING HOUSEHOLD CLOTHES AND LINENS					
Elements of the skill and criteria to verify					Remarks
3A					
3A Preparing the laundry		To acquire	To verify	Mastered	
The apprentice...	3A.1 Sort household clothes and linens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3A.2 Soak stained or soiled items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3B Wash and dry the laundry		To acquire	To verify	Mastered	
The apprentice...	3B.1 Use stain removers, detergents and fabric softeners according to the manufacturer's suggestions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3B.2 Wash the laundry using the washing machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3B.3 Dry the laundry using the dryer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3B.4 Hand the laundry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3B.5 Store the laundry products used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3C Ironing and pressing		To acquire	To verify	Mastered	
The apprentice...	3C.1 Prepare the equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3C.2 Adjust the iron according to the type of material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3C.3 Iron and, if necessary, press the clothes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3C.4 Maintain and store equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3D Fold and store household clothes and linens		To acquire	To verify	Mastered	
The apprentice...	3D.1 Fold household clothes and linens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3D.2 Store household clothes and linens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The following elements have been verified :		Yes	No		
The apprentice...	Correctly interpret the symbols and follow the instructions on the labels for washing, drying and ironing	<input type="checkbox"/>	<input type="checkbox"/>		

SKILL 3 – BE CAPABLE OF WASHING HOUSEHOLD CLOTHES AND LINENS (cont.)				
The following elements have been verified (cont.) :		Yes	No	Remarks
The apprentice...	Apply hygiene and disinfection standards	<input type="checkbox"/>	<input type="checkbox"/>	
	Wear personal protection accessories	<input type="checkbox"/>	<input type="checkbox"/>	
	Apply appropriate washing and drying techniques	<input type="checkbox"/>	<input type="checkbox"/>	
	Apply safe work rules and practices	<input type="checkbox"/>	<input type="checkbox"/>	
	Take the necessary precautions when using a bleach	<input type="checkbox"/>	<input type="checkbox"/>	
	Avoid burns and wrinkles on clothes when ironing	<input type="checkbox"/>	<input type="checkbox"/>	
	Properly use and maintain the washing machine and the dryer	<input type="checkbox"/>	<input type="checkbox"/>	
	Properly use, maintain and store ironing and pressing equipment	<input type="checkbox"/>	<input type="checkbox"/>	
	Respect the client's preferences for folding household clothes and linens	<input type="checkbox"/>	<input type="checkbox"/>	
	Store household clothes and linens in accordance with the client's directions	<input type="checkbox"/>	<input type="checkbox"/>	
The following attitudes and behaviours have been verified:		Yes	No	Remarks
The apprentice...	Respect client's privacy	<input type="checkbox"/>	<input type="checkbox"/>	
	Respect client's needs	<input type="checkbox"/>	<input type="checkbox"/>	
	Respect the confidentiality of information about the clients	<input type="checkbox"/>	<input type="checkbox"/>	
	Pay attention to client satisfaction	<input type="checkbox"/>	<input type="checkbox"/>	
	Respect client's property	<input type="checkbox"/>	<input type="checkbox"/>	
	Work methodically	<input type="checkbox"/>	<input type="checkbox"/>	
	Demonstrate professionalism	<input type="checkbox"/>	<input type="checkbox"/>	
	Concern for personal safety and that of others	<input type="checkbox"/>	<input type="checkbox"/>	

SKILL 4 – BE CAPABLE OF DOING THE SHOPPING FOR AND PREPARING SIMPLE NONDIETETIC MEALS						
Elements of the skill and criteria to verify					Remarks	
4A	Identify the client's needs:	To acquire	To verify	Mastered		
	<ul style="list-style-type: none"> ▪ Make the shopping list in collaboration with the client ▪ Determine other errands to do for the client 					
The apprentice...	4A.1	Make a shopping list in collaboration with the client	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4A.2	Estimate the cost of the shopping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4A.3	Ask the client for the money needed for shopping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4B	Do the shopping	To acquire	To verify	Mastered		
The apprentice...	4B.1	Plan the shopping itinerary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4B.2	Accompany the client to do the shopping, if necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4B.3	Do the shopping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4B.4	Transport the purchases to the client's. If necessary, arrange the delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4B.5	Store the purchases (with the instructions of the client)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4C	Preparing simple nondietetic meals	To acquire	To verify	Mastered		
The apprentice...	4C.1	Check what food is available at the client's	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4C.2	Plan, with the client, a simple meal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4C.3	Prepare or reheat a simple meal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4C.4	Serve the meal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4C.5	Clean up the kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SKILL 4 –BE CAPABLE OF DOING THE SHOPPING FOR AND PREPARING SIMPLE NONDIETETIC MEALS (cont.)

The following elements have been verified :		Yes	No	Remarks
The apprentice...	Apply the organization rules on determining the client's needs	<input type="checkbox"/>	<input type="checkbox"/>	
	Strictly apply the organization policy on handling money	<input type="checkbox"/>	<input type="checkbox"/>	
	Concern in preventing waste of food	<input type="checkbox"/>	<input type="checkbox"/>	
	Efficiently apply basic food hygiene and sanitation rules	<input type="checkbox"/>	<input type="checkbox"/>	
	Apply safety rules and practices when going out for shopping	<input type="checkbox"/>	<input type="checkbox"/>	
	Use your time optimally	<input type="checkbox"/>	<input type="checkbox"/>	
	Strictly apply basic food hygiene and sanitation rules	<input type="checkbox"/>	<input type="checkbox"/>	
	Safely use equipment and material	<input type="checkbox"/>	<input type="checkbox"/>	
	Properly use, maintain and store material and equipment used	<input type="checkbox"/>	<input type="checkbox"/>	

The following attitudes and behaviours have been verified:		Yes	No	Remarks
The apprentice...	Respect the confidentiality of information about the clients	<input type="checkbox"/>	<input type="checkbox"/>	
	Respect client's budget	<input type="checkbox"/>	<input type="checkbox"/>	
	Take into consideration the client's preferences	<input type="checkbox"/>	<input type="checkbox"/>	
	Work neatly in the kitchen	<input type="checkbox"/>	<input type="checkbox"/>	
	Demonstrate ability in time management	<input type="checkbox"/>	<input type="checkbox"/>	
	Able to count with precision	<input type="checkbox"/>	<input type="checkbox"/>	
	Pay attention to basic food hygiene and sanitation	<input type="checkbox"/>	<input type="checkbox"/>	
	Demonstrate professionalism	<input type="checkbox"/>	<input type="checkbox"/>	

SKILL 5 – BE ABLE TO COMMUNICATE WITH AND PROVIDE ASSISTANCE TO THE CLIENT

Elements of the skill and criteria to verify						Remarks
5A Interact with the client :		To acquire	To verify	Mastered		
<ul style="list-style-type: none"> ▪ Before going to the home ▪ Upon arrival ▪ In particular situations ▪ At the end of the visit 						
The apprentice...	5A.1	Make contact with the client by phone, if necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	5A.2	Upon arrival, greet the client	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	5A.3	be attentive to the client's needs and suggest other ways you can be of assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	5A.4	Ending a visit to a client's	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	5A.5	Establish a trusting relationship with the client and those around him or her	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	5A.6	Deal with a client who has special needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5B Act preventively		To acquire	To verify	Mastered		
The apprentice...	5B.1	Notice signs of the client's physical or mental deterioration and any deterioration in the client's environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	5B.2	Detect any abnormal situations and recognize emergencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5C Respond appropriately in emergencies		To acquire	To verify	Mastered		
The apprentice...	5C.1	Apply the measures required by the organization in an emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	5C.2	Deal with emergencies safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SKILL 5 - BE ABLE TO COMMUNICATE WITH AND PROVIDE ASSISTANCE TO THE CLIENT (cont.)

The following attitudes and behaviours have been verified:		Yes	No	Remarks
The apprentice...	Clearly communicate with the client and the organization and use polite phrases	<input type="checkbox"/>	<input type="checkbox"/>	
	Be attentive and vigilant	<input type="checkbox"/>	<input type="checkbox"/>	
	Demonstrate ability to establish a trusting relationship with the client	<input type="checkbox"/>	<input type="checkbox"/>	
	Able to cope with contingencies and emergencies	<input type="checkbox"/>	<input type="checkbox"/>	
	Able to make decisions	<input type="checkbox"/>	<input type="checkbox"/>	
	Able to adapt to different clientele	<input type="checkbox"/>	<input type="checkbox"/>	
	Capable of empathy, in keeping a safe emotional distance from the client	<input type="checkbox"/>	<input type="checkbox"/>	
	Respect the confidentiality of information about the clients	<input type="checkbox"/>	<input type="checkbox"/>	
	Demonstrate active listening skills	<input type="checkbox"/>	<input type="checkbox"/>	
	Demonstrate professional ethics	<input type="checkbox"/>	<input type="checkbox"/>	
	Pay attention in maintaining client's personal autonomy	<input type="checkbox"/>	<input type="checkbox"/>	
	Capable of self-control in difficult situations	<input type="checkbox"/>	<input type="checkbox"/>	
	Respect client's privacy	<input type="checkbox"/>	<input type="checkbox"/>	
	Stay within the limit of your work	<input type="checkbox"/>	<input type="checkbox"/>	
	Pay attention to the client's well-being	<input type="checkbox"/>	<input type="checkbox"/>	
Adopt safe assistance rules and methods in emergency situations	<input type="checkbox"/>	<input type="checkbox"/>		

SKILL 6 – BE CAPABLE OF CONCLUDING THE SERVICE AT THE CLIENT						
Elements of the skill and criteria to verify					Remarks	
6A	Review your work		To acquire	To verify		Mastered
The apprentice...	6A.1	Inspect the premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	6A.2	Notify the client of any cleaning products that have run out or are about	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	6A.3	Notify the client of any defective equipment or breakage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	6A.4	Communicate any relevant information to the client	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	6A.5	Transmit any relevant information to the organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6B	Record all information on the timesheet		To acquire	To verify	Mastered	
The apprentice...	6B.1	Total your timesheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6C	Complete the payment transaction for services rendered		To acquire	To verify	Mastered	
The apprentice...	6C.1	Apply the organization's payment policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The following elements have been verified :			Yes	No	Remarks	
The apprentice...	Fully review the work performed		<input type="checkbox"/>	<input type="checkbox"/>		
	Safely use the equipment and material		<input type="checkbox"/>	<input type="checkbox"/>		
	Properly use, maintain and store the equipment and material used		<input type="checkbox"/>	<input type="checkbox"/>		
The following attitudes and behaviours have been verified:			Yes	No	Remarks	
The apprentice...	Respect the confidentiality of information about the clients		<input type="checkbox"/>	<input type="checkbox"/>		
	Respect client's property		<input type="checkbox"/>	<input type="checkbox"/>		
	Pay attention to client's satisfaction		<input type="checkbox"/>	<input type="checkbox"/>		
	Pay attention to the quality of work		<input type="checkbox"/>	<input type="checkbox"/>		

SKILL 7 – BE ABLE TO PERFORM SEASONAL HOUSEKEEPING						
Elements of the skill and criteria to verify					Remarks	
7A	Prepare to do the seasonal housekeeping					
		To acquire	To verify	Mastered		
The apprentice...	7A.1	Wear appropriate attire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	7A.2	Wait for your colleague at the client's residence (if the work is to be done by two people)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	7A.3	Review the service agreement with the client and inform the organization of any change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	7A.4	Establish work priorities according to the client's needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	7A.5	Evaluate the workload	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	7A.6	Divide work among team members, if necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	7A.7	Prepare materials, equipment and products to perform seasonal housekeeping tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	7A.8	Clear, illuminate and ventilate the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7B	Do the seasonal housekeeping (spring cleaning)					
	To acquire	To verify	Mastered			
The apprentice...	7B.1	Moving loads (heavy furniture)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	7B.2	Do the spring cleaning (for details see the <i>Apprenticeship Booklet</i> , page 34)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7C	Use appropriate methods to store housekeeping materials, products and equipment					
	To acquire	To verify	Mastered			
The apprentice...	7C.1	Inspect the premises to check that all work has been done correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	7C.2	Maintain and store material, cleaning products and equipment used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The following elements have been verified :		Yes	No	Remarks		
The apprentice...	Apply heavy housekeeping techniques	<input type="checkbox"/>	<input type="checkbox"/>			
	Apply safe work rules and practices	<input type="checkbox"/>	<input type="checkbox"/>			
	Respect the time allotted for each task	<input type="checkbox"/>	<input type="checkbox"/>			

SKILL 7 - BE ABLE TO PERFORM SEASONAL HOUSEKEEPING (cont.)				
The following elements have been verified (cont.) :		Yes	No	Remarks
The apprentice...	Properly and safely use cleaning products, material and equipment	<input type="checkbox"/>	<input type="checkbox"/>	
	Prepare cleaning solutions in accordance with directions	<input type="checkbox"/>	<input type="checkbox"/>	
	Apply hygiene and disinfection standards to seasonal housekeeping tasks	<input type="checkbox"/>	<input type="checkbox"/>	
	Properly tidy rooms of the house once the cleaning performed	<input type="checkbox"/>	<input type="checkbox"/>	
	Preserve the client's property and prevent equipment failure	<input type="checkbox"/>	<input type="checkbox"/>	

The following attitudes and behaviours have been verified:		Yes	No	Remarks
The apprentice...	Arrive at the client's on time	<input type="checkbox"/>	<input type="checkbox"/>	
	Clearly communicate with the client and the organization	<input type="checkbox"/>	<input type="checkbox"/>	
	Respect for client's needs within the structure of the service agreement	<input type="checkbox"/>	<input type="checkbox"/>	
	Respect the confidentiality of information about the clients	<input type="checkbox"/>	<input type="checkbox"/>	
	Demonstrate ability to establish a trusting relationship with the client	<input type="checkbox"/>	<input type="checkbox"/>	
	Respect for client's privacy	<input type="checkbox"/>	<input type="checkbox"/>	
	Pay attention to client's satisfaction	<input type="checkbox"/>	<input type="checkbox"/>	
	If necessary, collaborate and coordinate the effort with the colleague	<input type="checkbox"/>	<input type="checkbox"/>	
	Demonstrate autonomy in carrying out the work	<input type="checkbox"/>	<input type="checkbox"/>	
	Demonstrate positive and courteous attitude	<input type="checkbox"/>	<input type="checkbox"/>	
	Demonstrate professionalism	<input type="checkbox"/>	<input type="checkbox"/>	

SKILL 8 – PREPARING NONDIETETIC MEALS						
Elements of the skill and criteria to verify					Remarks	
8A Create menus		To acquire	To verify	Mastered		
The apprentice...	8A.1	Wear appropriate attire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	8A.2	Greet the client	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	8A.3	Plan the meals with the client and determine the portions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	8A.4	Determine what dishes you are going to prepare and choose the recipices (with the client)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	8A.5	List the ingredients needed according to the menu chosen by the client	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	8A.6	Check availability and freshness of ingredients supplied by the client that are needed for the planned menu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	8A.7	Identify suitable substitutes as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8B Prepare the meals for cooking			To acquire	To verify	Mastered	
The apprentice...	8B.1	Check and ensure the cleanliness of the work surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	8B.2	Defrost food as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	8B.3	Prepare the work surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	8B.4	Handle kitchen tools, appliances and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	8B.5	Prepare and season the food as called for in the recipe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8C Cook the prepared meals			To acquire	To verify	Mastered	
The apprentice...	8C.1	Select and prepare the equipment you need for cooking prepared meals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	8C.2	Cook the food that has been properly prepared	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8D Preserve the food that has been prepared			To acquire	To verify	Mastered	
The apprentice...	8D.1	Select the appropriate storage containers for the food that is to be preserved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SKILL 8 – BE ABLE TO PREPARE NONDIETETIC MEALS (cont.)

8D Preserve the food that has been prepared (cont.)		To acquire	To verify	Mastered	
The apprentice...	8D.2 Place food in containers and store	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8E Maintain the workplace and equipment		To acquire	To verify	Mastered	
The apprentice...	8E.1 Clean the work surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	8E.2 Clean and store tools, appliances and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

The following elements have been verified :		Yes	No	Remarks
The apprentice...	Compose balanced menus	<input type="checkbox"/>	<input type="checkbox"/>	
	Strictly apply safe work rules and practices	<input type="checkbox"/>	<input type="checkbox"/>	
	Strictly apply hygiene and basic sanitation rules	<input type="checkbox"/>	<input type="checkbox"/>	
	Concern in preventing waste of food	<input type="checkbox"/>	<input type="checkbox"/>	

The following attitudes and behaviours have been verified:		Yes	No	Remarks
The apprentice...	Arrive at the client's on time	<input type="checkbox"/>	<input type="checkbox"/>	
	Respect the confidentiality of information about the clients	<input type="checkbox"/>	<input type="checkbox"/>	
	Respect client's budget	<input type="checkbox"/>	<input type="checkbox"/>	
	Adopt positive and courteous attitude	<input type="checkbox"/>	<input type="checkbox"/>	
	Pay attention to the quality of work	<input type="checkbox"/>	<input type="checkbox"/>	
	Pay attention to client's satisfaction	<input type="checkbox"/>	<input type="checkbox"/>	
	Efficiently organize the work	<input type="checkbox"/>	<input type="checkbox"/>	
	Exercise good judgement and demonstrate professionalism	<input type="checkbox"/>	<input type="checkbox"/>	
	Demonstrate autonomy in carrying out the work	<input type="checkbox"/>	<input type="checkbox"/>	

EXAMPLE TO HELP YOU TO TRANSFER THE RESULTS OF THE SKILLS ASSESSMENT IN THE APPRENTICESHIP BOOKLET AND THE FINAL SUMMARY OF SKILLS

SKILLS ASSESSMENT: SKILL 1 RESULTS

Elements of the skill and criteria to verify				
1A Verify your daily and weekly work schedule		To acquire	To verify	Mastered
The apprentice ...	1A.1 Review your work schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1A.2 Verify what tasks are to be done	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	1A.3 Get instructions for accessing the client's home	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	1A.4 Verify the information specific to the client	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1B Plan your travel		To acquire	To verify	Mastered
The apprentice ...	1B.1 Locate the client's address	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	1B.2 Organize your travel according to the selected mode of transport	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1C Communicate the necessary information to the client and the organization		To acquire	To verify	Mastered
The apprentice ...	1C.1 Identify information to be communicated to the client	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	1C.2 Confirm appointments with clients, if necessary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	1C.3 Communicate relevant information to the organization	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



**IN THE APPRENTICESHIP BOOKLET, CHECK WHAT IS MASTERED:
HERE IS THE EXAMPLE FOR A1**

Elements of the skill	√	Initials of the apprentice and the workplace trainer
1A Verify your daily and weekly work schedule		
1A.1 Review your work schedule	<input type="checkbox"/>	<i>P.B. et S.O.</i>
1A.2 Verify what tasks are to be done	<input type="checkbox"/>	
1A.3 Get instructions for accessing the client's home	<input checked="" type="checkbox"/>	
1A.4 Verify the information specific to the client	<input type="checkbox"/>	



**AS A FORMATIVE SUMMARY OF SKILLS, SPECIFY WHAT REMAINS
« TO ACQUIRE », « TO VERIFY » AND « MASTERED »**

SKILL 1 - BE ABLE TO ORGANIZE YOUR WORK			
Elements of the skill	To acquire	To verify	Mastered
1A →	<input checked="" type="checkbox"/> (#1 et #4)	<input checked="" type="checkbox"/> (#2)	<input checked="" type="checkbox"/> (#3)
1B →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1C →	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

SKILL 1 IS:	
MASTERED	NOT YET MASTERED
<input type="checkbox"/> (1A to 1C are all checked « Mastered »)	<input checked="" type="checkbox"/> (1A and/or 1B and/or 1C are not checked « Mastered »)

‡ **Remarks :**
 For 1A : tasks 1 to 4 are checked « To acquire »; task 2 is checked « To verify »; task 3 is checked « Mastered »; which means 1A is not mastered, 1B is mastered and 1C is to verify. **FORMATIVE SUMMARY OF SKILLS:** as only 1B is mastered, skill 1 is « Not yet mastered ».

SECTION 2 – Final summary of skills and individual learning plan

For each skill, transpose the results of the **SECTION 1** assessment in the following charts. Based on the final summary of skills, indicate if the apprentice masters or not the skill.

SKILL 1 - BE ABLE TO ORGANIZE YOUR WORK										
Element of the skill	To acquire	To verify	Mastered	<p style="text-align: center;">SKILL 1 IS:</p> <table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">MASTERED</td> <td style="text-align: center;">NOT YET MASTERED</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">(1A to 1C are all checked « Mastered »)</td> <td style="text-align: center;">(1A and/or 1B and/or 1C are not checked « Mastered »)</td> </tr> </table>	MASTERED	NOT YET MASTERED	<input type="checkbox"/>	<input type="checkbox"/>	(1A to 1C are all checked « Mastered »)	(1A and/or 1B and/or 1C are not checked « Mastered »)
MASTERED	NOT YET MASTERED									
<input type="checkbox"/>	<input type="checkbox"/>									
(1A to 1C are all checked « Mastered »)	(1A and/or 1B and/or 1C are not checked « Mastered »)									
1A →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
1B →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
1C →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
<p>↳ Remarks :</p>										

SKILL 2 – BE ABLE TO PERFORM GENERAL HOUSEKEEPING										
Element of the skill	To acquire	To verify	Mastered	<p style="text-align: center;">SKILL 2 IS:</p> <table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">MASTERED</td> <td style="text-align: center;">NOT YET MASTERED</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">(2A to 2C are all checked « Mastered »)</td> <td style="text-align: center;">(2A and/or 2B and/or 2C are not checked « Mastered »)</td> </tr> </table>	MASTERED	NOT YET MASTERED	<input type="checkbox"/>	<input type="checkbox"/>	(2A to 2C are all checked « Mastered »)	(2A and/or 2B and/or 2C are not checked « Mastered »)
MASTERED	NOT YET MASTERED									
<input type="checkbox"/>	<input type="checkbox"/>									
(2A to 2C are all checked « Mastered »)	(2A and/or 2B and/or 2C are not checked « Mastered »)									
2A →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
2B →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
2C →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
<p>For skill 2, make sure the apprentice has an excellent mastery of the following elements:</p> <ul style="list-style-type: none"> → Apply regular housekeeping techniques according to the task performed..... <input type="radio"/> → Apply safe work rules and practices..... <input type="radio"/> → Apply appropriate hygiene and disinfection standards to housekeeping tasks..... <input type="radio"/> → Appropriate and safe use of the cleaning products, equipment and material..... <input type="radio"/> 										
<p>↳ Remarks :</p>										

SKILL 3 – BE CAPABLE OF WASHING HOUSEHOLD CLOTHES AND LINENS										
Element of the skill	To acquire	To verify	Mastered	<p style="text-align: center;">SKILL 3 IS:</p> <table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">MASTERED</td> <td style="text-align: center;">NOT YET MASTERED</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">(3A to 3D are all checked « Mastered »)</td> <td style="text-align: center;">(3A and/or 3B and/or 3C and/or 3D are not checked « Mastered »)</td> </tr> </table>	MASTERED	NOT YET MASTERED	<input type="checkbox"/>	<input type="checkbox"/>	(3A to 3D are all checked « Mastered »)	(3A and/or 3B and/or 3C and/or 3D are not checked « Mastered »)
MASTERED	NOT YET MASTERED									
<input type="checkbox"/>	<input type="checkbox"/>									
(3A to 3D are all checked « Mastered »)	(3A and/or 3B and/or 3C and/or 3D are not checked « Mastered »)									
3A →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
3B →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
3C →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
3D →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
<p>↳ Remarks :</p>										

SECTION 2 - Final summary of skills and individual learning plan (cont.)

SKILL 4 - BE CAPABLE OF DOING THE SHOPPING FOR AND PREPARING SIMPLE NONDIETETIC MEALS			
Element of the skill	To acquire	To verify	Mastered
4A →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4B →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4C →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
🔍 Remarks :			

SKILL 4 IS:

MASTERED

☐

(4A to 4C are all checked « Mastered »)

NOT YET MASTERED

☐

(4A and/or 4B and/or 4C are not checked « Mastered »)

SKILL 5 – BE ABLE TO COMMUNICATE WITH AND PROVIDE ASSISTANCE TO THE CLIENT			
Element of the skill	To acquire	To verify	Mastered
5A →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5B →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5C →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
🔍 Remarks :			

SKILL 5 IS:

MASTERED

☐

(5A to 5C are all checked « Mastered »)

NOT YET MASTERED

☐

(5A and/or 5B and/or 5C are not checked « Mastered »)

For skill 5, make sure the apprentice has a really good mastery of the following element:

→ The attitudes and behaviours listed in page 14..... ○

SKILL 6 – BE CAPABLE OF CONCLUDING THE SERVICE AT THE CLIENT'S			
Element of the skill	To acquire	To verify	Mastered
6A →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6B →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6C →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
🔍 Remarks :			

SKILL 6 IS:

MASTERED

☐

(6A to 6C are all checked « Mastered »)

NOT YET MASTERED

☐

(2A and/or 6B and/or 6C are not checked « Mastered »)

The undersigned confirm that _____ (Name of the apprentice) has been evaluated on the six (6) core skills of the occupational standards.

Workplace trainer's signature

date

Employer's signature

date

SECTION 2 - Final summary of skills and individual learning plan (cont.)

SKILL 7 – BE ABLE TO PERFORM SEASONAL HOUSEKEEPING

Element of the skill	To acquire	To verify	Mastered	SKILL 7 IS:	
7A →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MASTERED	NOT YET MASTERED
7B →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7C →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7A <u>to</u> 7C are all checked « Mastered »)	(7A and/or 7B and/or 7C are not checked « Mastered »)

For skill 7, make sure the apprentice has an excellent mastery of the following elements:

- Apply heavy housekeeping techniques..... ○
- Apply safe work rules and practices..... ○
- Apply hygiene and disinfection standards to heavy housekeeping..... ○
- Appropriate and safe use of cleaning products, equipment and material..... ○

Remarks :

The undersigned confirm that _____ (Name of the apprentice) has been evaluated on the complementary skill 7 of the occupational standards.

Workplace trainer's signature

date

Employer's signature

date

SECTION 2 - Final summary of skills and individual learning plan (cont.)

SKILL 8 – BE ABLE TO PREPARE NONDIETETIC MEALS

Element of the skill	To acquire	To verify	Mastered	SKILL 8 IS:	
8A →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MASTERED <input type="checkbox"/> (8A to 8E are all checked « Mastered »)	NOT YET MASTERED <input type="checkbox"/> (8A and/or 8B and/or 8C and/or 8D and/or 8E are not checked « Mastered »)
8B →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8C →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8D →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8E →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

For skill 8, make sure the apprentice has an excellent mastery of the following elements:

- Apply safe work rules and practices..... ○
- Apply rules of hygiene and basic sanitation..... ○

📝 **Remarks :**

The undersigned confirm that _____ (Name of the apprentice) has been evaluated on the complementary skill 8 of the occupational standards.

Workplace trainer's signature

date

Employer's signature

date