Curriculum of Matric Tech WORKING PRINCIPLES OF HOTEL GRADE X

2020



GOVERNMENT OF PAKISTAN

Ministry of Federal Education and Professional Training ISLAMABAD

In Collaboration with

National Vocational and Technical Training Commission

Introduction

Pakistan is a developing country with 5th largest population in the world. 64% of our population is below 30 years of age which makes it second youngest country in South Asia. This "youth bulge" provides unique challenges as well as opportunities for the country's social and economic development. The only remedy is to develop youth of Pakistan through education and training. To control the increasing un-employment, promoting entrepreneurship (self-employment), alleviate poverty and provide skilled manpower for industrial/economic growth, The Govt. of Pakistan has decided to introduce Technical Scheme at SSC Level. For this a stream of technical subjects has been selected including Hotel Management as one of the elective subjects.

The curriculum of WORKING PRINCIPLES OF HOTEL is designed to produce middle level human resources equipped with knowledge, skills and attitudes related to the field of hospitality industry so as to meet the demand of such workforce in the country and aboard to contribute in the national streamline of poverty reduction of Pakistan. It is for students who are primarily interested in the practical aspects of the hotel industry.

Hospitality is one of the world's fastest growing and most dynamic fields of employment with positive trends forecasted for the coming years. The world of hospitality offers a wide range of exciting careers in businesses related to travel and tourism, hotels and food & beverage, and events and leisure. Hotel is a branch of overall Hospitality Industry that provides the industry with well educated, adequately trained, and committed workforce.

In Pakistan, this industry contributes a large proportion to the country's economy. Pakistan is a vast country with a land of variety and very attractive archeological, cultural, religious, natural, and historical destinations for tourists from all over the world which in return has ever increasing space for hotel industry. Increasing business opportunities, improving infrastructure, and growing economy in Pakistan are acting as a stimulant for the hotel industry in Pakistan which has potential to create millions of new jobs. Students exploring a prospective career in this field in Pakistan have more opportunities available to them than ever before.

This curriculum is designed for the students who are interested in practical aspects of hotel industry. It focuses on Hotel Management education with the primary aim of broadening students' knowledge of the overall hospitality industry. It is a combination of theory and practical providing foundation for their career and provides a link between academia and industry. This curriculum has been designed with a view to integrate diverse skills and knowledge about the hotel management and foundation in front office skills, housekeeping, , essential cookery, hygiene, food safety and quality as well as presentation techniques which are indispensable ingredients to launch a successful career in the food-service industry. This course

provides students with practical information about hotel operations and knowledge of hospitality issues and strategies.

Rationale

As a result of globalization and CPEC and victory in war against terrorism, Hospitality Industry has taken on a growing importance in our economy. In preparing students for this new socio-economic environment, it is pertinent to provide students with a solid foundation of knowledge about hotel industry. Furthermore, study of Hotel Management will open up opportunities for students to pursue further studies in the field.

The social aspect of hotel management education will help students to develop a sense of ethical responsibility and a healthy hospitality culture. This is important in helping the community, the nation and the world to achieve the common goal of global sustainable development and is also important to the personal development of students.

The study of WORKING PRINCIPLES OF HOTEL will also provide opportunities for students to develop their general intellectual capacities for life-long learning by promoting communication, interpersonal, information processing, problem solving and decision-making skills, etc. will help students recognize the importance of being a self-motivated problem-solver and life-long learner.

WORKING PRINCIPLES OF HOTEL curriculum develops students' adaptability in a rapidly changing society of Pakistan. On completing the curriculum, students should have acquired a set of knowledge and concepts, and have developed a range of technical, personal, interpersonal, organizational, and generic skills, that can be applied in various contexts, both within and beyond the hotel industry. By providing a wide range of learning experiences, the study of WORKING PRINCIPLES OF HOTEL enables students to explore different pathways for further studies and career pursuits. These might include academic pursuits, such as Hotel Management, Tourism and Hospitality Management Studies, or career pursuits in the industry, such as initial placement in a hotel's front office, chef etc. Furthermore, this course will stimulate the learners towards entrepreneurship in the industry.

Aims and Objectives.

Aims

This curriculum aims to enable students to.

• acquire a comprehensive understanding of the hotel industry.

- develop the appropriate knowledge, skills values and attitude that support the sustainable development of the industry
- independently identify, analyze, assess, and reflect on problems with Knowledge and skills.
- manage assignments related to operations, development, and administration within the hospitality industry.
- develop human resources required for hospitality industry.
- the positive attitudes towards the trade with greater initiative and self-confidence in handling operations
- become a successful entrepreneur in a small size enterprise.
- develop critical thinking for problem-solving, decision making during the service procedures.
- enhance their awareness of the growing importance of the tourism and hospitality industry to our society, nation, and the world.

Objectives

After completing this SSC level Hotel Management program, the students will be able to:

- develop values and attitudes about the dynamic nature of the hospitality industry and the importance of being a self-motivated problem solver and life-long learner.
- understand organizational structure and function to utilize this knowledge in hotel industry.
- apply the acquired knowledge, values, and skills in the field of hospitality.
- start small size entrepreneurship.
- progress to higher levels of studies in hospitality industry.
- develop a range of technical, personal, interpersonal, organizational, and generic skills that can be applied in various contexts, both within and beyond the workplaces of hospitality industry

	Grade –IX							
Ch. # 01 Introduction to Safety and Hygiene in Hospitality Industry			10 Periods (06 =T, 04 = P)					
Themes	Students' Learning outcomes	Activities	Duration	Tools	Workplac e			
Safety and Hygiene	The Students will be able to: • learn the concept of hygiene in every department of Hotel • Understand the importance of health and hygiene in hotels	Group discussion on concept of hygiene with respect to Hotel Establishment						
Rules of Safety and Hygiene	 Learn about safety and hygiene procedures in hotel industry Understand reporting procedures and SOP's regarding hygiene 	Draw a chart on safety and hygiene procedures for the class Draw and present a chart on health and hygiene SOPs with respect to Pandemic situation in hotel						
International Safety Standards	 learn about international standards followed in Hotels understand safety and hygiene points in ISO 22000:9001 learn the requirement for obtaining ISO certification 	Prepare a list of safety points in ISO 22000						
Health and Safety Measures for Guests	 learn about health hazards in hotel industry understand the procedures to eliminate health hazards 	Roleplay on Health and Hygiene						

	know about safe handling of risky guests				
• Ch. # 02 V	Workplace Sanitation			06 = T, 04 = 1	P)
Themes	Students' Learning Outcomes	Activities	Duration	Tools	Workplace
Workplace Sanitatio n	The Students will be able to: • understand the concept and importance of workplace sanitation. • Learn how to identify risks to employees and guests. • Comply with sanitation guideline.	Perform workplace sanitation practices as per standards.	02 Period (T) 02 Period (P)(02 Hours 40 Minutes)		
Use of Chemicals	 Know how to use chemicals for the sanitation. Understand the chemical ratio with water for sanitation 	Perform sanitation procedure in your class			
Modern Sanitation and Sterilization	 Learn about modern techniques for the sanitization and sterilization. Understand the use of UV in sterilization 	Prepare and present list of equipment used for sterilization in hotels Practically operate UV sterilization machine			
Room Service	 Know the procedures for sanitization of room Understand the procedures of clearing room and removing guest 	Clear Room as per Room service standards and following health and safety procedures			

	waste				
Ch.3 Food Safety and Hygiene			15 Periods (09=T, 06 =	= P)
Themes	Students' Learning Outcomes	Activities	Duration	Tools	Workplace
Introduction to Hygiene and Safety	The Students will be able to: • learn the concept of food safety hygiene in Hotel Industry. • understand role of food hygiene and safety in catering service	Group discussion on importance of food hygiene and safety	03 Period (T) (02 Hours)		
Personal hygiene in Catering	 learn the concept of personal hygiene of food preparation department understand impact of personal hygiene on food safety Identify food borne risks concerning personal hygiene and safety. comply with personal hygiene guidelines. 	Perform personal hygiene practices as HACCP standards	02 Period (T) 02 Period (P)(02 Hours 40 Minutes)		
Kitchen area hygiene	 understand the concept and importance of Food preparation area hygiene. Identify procedures to comply with sanitation guidelines in food premises 	Perform workplace hygiene practices as per standards. Perform food	02 Period (T) 02 Period (P)(02 Hours 40 Minutes)		
Food safety and hygiene	 know about basic principles of food 	 Perform food safety for work 	02 Period(T)02		

	safety and hygiene. • maintain food safety during preparing storing and holding. • serve the food and beverages according to basic principle of food safety and hygiene.	area when storing, holding, and serving food	Period (P) (02 Hours 40 Minutes)		
Themes	ational Health, Safety a Students' Learning	Activities	16 Periods (Duration	10 =T, 06 = P) Workplace
Themes	Outcomes	Activities	Duration	Tools	vvoi kpiace
Introduction to health and safety	The Students will be able to: • learn about the concept of Health & Safety. • know Basic Principles of Safety. • understand standard operating procedure regarding health and safety. • observe the basic rules of health & safety in workplace environment.	Follow the Standard Operating Procedures (SOP's) regarding basic safety	04Periods(T) (02 hour 40 minutes)		
Personal Safety	 understand the importance of Personal Protective Equipment (PPE). Know how to use Personal Protective Equipment (PPE). 	Demonstrate the use of PPE Kits and Uniforms (Gloves, Uniforms, Shoes, Hair net, Beard net, Masks)	02 Periods (T) 02 Periods (P) (02 hours 40 Minutes)		
Equipment Handling	 Know the dangers posed by equipment. make safe use of knives, kitchen equipment and laundry equipment. 	 Demonstrate safe use of sharp cutting tools and electrical appliances. Maintain correct posture. Perform correct 	02 Periods (T) 02 Periods (P) (02 hours 40 Minutes)		

Fire and hazards	operate correct manual handling procedures. • know about fire triangle. • identify types of fires and fire extinguishers. • learn correct evacuation procedures. • Learn to identify and report hazards to concerned		Demonstrate use of Fire Extinguishers and Fire Safety Equipment. Perform correct evacuation procedures. Demonstrate various incidents reporting through	02 Periods (T) 02 Periods (P)(02 hours 40 Minutes		
	departments.		role play.			
Ch.5 Person	nal Grooming and Profe	essi	onalism	30 Periods	(12 =T, 18 =	- P)
Themes	Students' Learning Outcomes	A	ctivities	Duration	Tools	Workplace
Personal Grooming and Hygiene	the students will be able to: • learn the concept of personal hygiene and grooming in hotel industry • understand basic grooming guidelines in hotel industry • understand importance of oral hygiene	•	Demonstrate good practices of personal hygiene in class Group Presentation on oral hygiene and health			
Professional etiquettes	 learn the role of uniform in every department of hotel know the guidelines for maintaining professional attire learn basic etiquettes for communicating and dealing with 	•	Prepare and present a chart for uniform of different departments in hotel Role play on professional etiquettes			

	guests and staff				
Do's and Don'ts	 learn the importance of good behavior in hospitality industry understand the norms of professionalism in hotels learn how to follow professional practices 	 Roleplay on good behavior for a hospitality worker Presentation on professional practices 			
Ch.6. Persona	ality Development		18 Period 07 (T) 11 (P)	
Themes	Students' Learning	Activities	Duration	Tools	Workplace
CV & Resume Writing	 Outcomes learn the importance of cv in job application create and format CV/resume 	Create a CV with the help of teacher	02 Periods (T) 03Periods (P)	Computer system with MS office	Classroom/ Labs
Job Portals	access and register email account on various online job portals search job as per job description and title	Register on online job portals, follow job hunting procedure and steps to apply for an advertised job	03 Periods (T) 04 Periods(P)	Computer system with internet connectio n	Classroom/ Labs
Introduction to e- commerce	 familiarize oneself with online travel e- commerce websites learn about hotel websites learn about freelancing websites 	Create a travel booking on any online travel website Create an account on any freelancing website	02 Periods (T) 04 Periods (P)	Computer system with internet connectio n	
Ch.7. Interpo	ersonal Skills		21 Period 07 (T) 12 (P)	
Themes	Students' Learning Outcomes	Themes	Duration	Tools	Workplace
Effective Communicat ion	the student will be able to: • define effective	Roleplay on effective communication skills in hospitality	02 Period (T) 04 Period (P)		

		222424			
	communication	sector			
	know about characteristics of				
	effective				
	communication				
Process of					
Communicat	• define process of communication	Group Presentation	02 Period (T)		
ion		on communication	` ′		
	learn effective communication skills	process	04 Period (P)		
Listening		• Donanhuagina	03 Period (T)		
skills	• listen to the given instructions	ParaphrasingVisualization of a	04 Period (P)		
SKIIIS	effectively	video	041 (1)		
	 understand the 	communication			
	importance of	barrier			
	effective listening	A session with guest			
	know types of	speaker (motivational			
	listening skills	speaker)			
Ch.8 Soft Sk	ills			(14 = T, 08 =	= P)
Themes	Students' Learning	Activities	Duration	Tools	Workplace
	Outcomes				
Introduction	The Students will be	 Group Discussion 	02 Periods		Classroom
to soft skills	able to:	and model	(T)		
	• know the basic	presentation on	02 Periods		
	soft skills	soft skills	(P) (02 Hour 40 Minutes)		
	• understand the		40 Minutes)		
	importance of soft skills in daily life				
	• apply soft skills				
	for academic and				
	professional				
	success				
Personal	• learn the personal	Role play to	2 Periods (T)		Classroom
Developmen	and professional	enhance self-	(01 Hour 20		
t	aspects of life.	awareness, self-	Minutes)		
	 understand the 	confidence and			
	importance of self-	self-image			
	image.				
	 develop self- 				
	confidence				~1
Interpersona	know model of	• Role play, group	2 Periods (T)		Classroom
l and	communication.	exercises through	1 Period (p)		
Communicat	realize importance	listening audio or	(02 hours)		
ion Skills	of active listening	video			
	and responding.	documentaries.			
	 understand 	 Dialogue amongst 			

Teamwork and leadership	effective communication. • identify obstacles in communication. • know the importance of teamwork in a professional environment. • understand the concept of teamwork and leadership.	students to reflect verbal and non- verbal communication. Organize a welcome party/ birthday party and/or a national event	2 Periods (T) 1 Period (p) (80 mints)	
Time Managemen t	 Know the concept of better time management. observe time management in daily life understand professional and personal time management. 	 Arrange Outdoor Tour to a nearest venue observing time management Schedule the tasks. 	02 Periods (T) 03 Period (p) (03 hours 20 mints)	
Attention to detail	 Understand guidelines of attention to details. understand the advantages of attention to detail in work and studies. give attention to details to perform their tasks in an effective manner. 	 Practically apply the 5 methods of attention to detail. Through different exercises enhance the attention to detail skill. 	02 Periods (T) 02 Periods (P) (2 hours 40 mints)	
Attitude, behavior, and customer care	 learn the concepts of attitude and behavior understand the impact of positive and negative attitude in daily life 	 Through different scenarios practically apply the principles of customer care and positive attitude. Exercise and deal with problematic and angry persons by conducting role plays 	02 Periods (T) 02 Periods (P) (02 hours40 mints)	

Grade –X						
Ch. 1 Costu	mer Services and Comp	olaint Management	14 Periods (08=T, 06 = P)			
Themes	Students' Learning Outcomes	Activities	Duration	Tools	Workp lace	
Active Communicat ion in Hospitality	 learn how to communicate with guests using effective communication skills. know the use different modes of communication to communicate effectively e.g.: presentation, speaking, writing, listening, visual representation, reading etc. learn specific business terms used in the market 	 Roleplay on communicating with guest. Enlist business terms used in market. 			Classro	
Guest & Learn Module	 learn about guest module understand the use of guest module know about learn module understand the use of learn module 	 Presentation on GUEST & LEARN module Roleplay on LEARN Module 				
Complaint Managemen t	 learn how to deal with difficult customers understand how to rectify customer complaints and provide solutions 	 Role play how to deal with difficult customers Apply LEARN module to rectify complaints 				

Ch. 2 Reser	Reservation System Management		15 Periods $(08 = T, 7 = P)$		
THEMES	STUDENTS' LEARNINGOUTC OMES	ACTIVITIES	Duration	Tools	Workplace
Reservation Managemen t	the students will be able to • know about transition in reservation management from telephonic to online • learn about reservation management • understand the stages of reservation management	 Visit nearest hotel to observe reservation procedure. Draw a chart on stages of reservation management. 			
System	 learn online reservation system know about the required information for telephonic reservations understand about privileges provided to guest 	 Create checklist for online reservation. Roleplay on how to receive & greet guest who arrived through online reservation 			
Ch. 3 Event	Management		25 Periods (10	=T, 15 = $]$	P)
Themes	Students' Learningoutcomes	Activities	Duration	Tools	Workplace
Introduction to Event Managemen t	The Students will be able to: • learn about meaning and concept of event management. • know about 5C rules of Event Management: • Concept, • Coordination, • Culmination	 Prepare event plan. Prepare a checklist for a planned event. Presentation on 5Cs of event management 	03 Periods (T) 03Periods (P) (04 Hour)		

	o Closeout				
	• Observe 5C of				
	event management.				
Event	 know about Event 	 Manage a 	03 Periods (T)		
designing	Planning Process	national day	03 Periods (P)		
and planning	with 5 W's	event in your	(04 Hour)		
	Concept.	school.			
	 understand SWOT 				
	Analysis for Event	• Draw a chart on			
	Planning	SWOT analysis			
	T mining	for event			
		planning			
Types of	 learn about the 	 Organize a 	02 Periods (T)		
Events	type and	charity event for	01Period (P) (02		
	categories of	clean	Hours)		
	events.	environment.			
	 differentiate 	chivironinicht.			
	between nature				
	and requirements				
	of:				
	Private Event				
	Corporate				
	Event				
	Charity and				
	F 1				
	o Fundraising Event				
	0.11. 5				
			30 Periods (09 :	=T, $21 =$ F)
	oping hospitality Team		`		
Themes	Students' Learning	Activities	Duration	Tools	Workplace
T	Outcomes				
Teams In	the students will be	Presentation on			
Hotel	able to:	difference between			
Industry	know the	inter and intra			
	difference	department			
	between inter-	functions			
	department and				
	intra-department				
	teams				
	 understand the 				
	role of inter-				
	department teams				
	in hotels				
	 understand the 				
	role of intra-				
	department teams				
	_				
	in hotels				

Job Roles	 know about job description of hotel departments learn about guest expectations from different departments understand the duties of teams in hospitality to provide guest services 	 Visit to nearest hotel to understand the working/ job roles of the hotel staff in different departments Roleplay in class on job roles of different departments of hotel Mock sessions on providing multiple 			
		services to guest			
Develop Teams In Hotel	 learn the proficiencies to create teams in hotel for different indoor and outdoor events know how to create roasters for different departments understand how to manage teams according to event 	 Enlist proficiencies to create teams in hotel Create a team to manage a school event for large gathering Create roasters for different department personnel of hotels 			
Ch.5 Touris	requirement m and Hospitality		30 Periods (11	1 = T, 19 = I	P)
Themes	Students' Learning	Activities	Duration	Tools	Workplace
	Outcomes				
Introduction	the students will be	• Access	03 Periods (T)	Compute	Classroom/
to Tourism	able to:	National and International	04 Periods(P)	r, Multimed	Lab
	define tourismlearn about the	Tourism		ia,	
	traits of tourism	Websites		High	
	industry	 Locate and 		speed	
	 know about 	represent		internet,	
	national and	various national		tourist map,	
	international tourism	tourist attractions in		national/r	
	governing bodies	small groups		egional	

	know how to locate tourist attractions	Locate famous manmade and natural tourist attractions on regional/national map		maps, World map, Asia Map, South- east Asia Map (political maps) , tourism broacher s	
Hospitality And Tourism Trends	 know accommodatio n trends as per hotel category understand accommodation facility in a hotel 				
Visitor And Tourist	 learn why people travel know about motivational factors that influence traveling Differentiate between tourist and visitor 	Discuss personal travel experiences	02 Periods (T) 03 Periods(P)		Classroom
Factors Affecting Hotels	 know the factor how tourism affects hospitality Understand geographic condition of the 				
Ch.6 Recrea	local hotels ational Services		15 Periods (1	$\frac{1}{5 = T, 0 = P}$)
Themes	Students' Learning	Activities	Duration	Tools	Workplace
Introduction	Outcomes the students will be	Roleplay to			Classroom/
to	able to	explain and			Lab
Recreational		promote			

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Services	 learn about recreational services and membership offers provided in hotels. understand information on facilities to guide customers and club members as per sops learn about membership application forms in accordance with the hotel requirement 	recreational membership and rules to the guest and members following the standard procedures. • Create and Maintain membership records according to standard procedures			
Games and Activities	-	• Roleplay how to refer disputes over entry to relevant person according to established procedures			Classroom/ Lab
Transport Facilities	 learn how to arrange city tours for the guest understand how to manage guests during tours know about risks and hazards that 	 Roleplay in class and demonstrate how to assist guest to "sign" in accordance with established procedure Create a transportation plan for one day trip 			

Ch. 7 Hotel B	Ch. 7 Hotel Business Development		16 Periods (08 =T, 08 =	P)	
Themes	Students' Learning Outcomes	Activities	Duration	Tools	Workplace
Business Developmen t for Hotels Business Plan	the students will be able to: • know about business development department in hotel • learn about business development concept and its importance. • understand business development strategies for hotel business. • understand how to conduct a market survey to collect following information. • business model • financials • equipment	 Presentation on concept of business development. Draw and present a chart on business development techniques. Conduct a market survey by following the given information. Compile the information collected through the 			
	estimation o revenue generation sources o marketing strategy o market trends o overall expenses • know the best option in terms of cost, service, quality, sales, operational expenses.	market survey, in the business plan format. • Develop a business plan under the supervision of the teacher.			

	• learn how to compile the information collected through the market survey, in the business plan.		
Marketing plan	 Learn marketing plan for the service products, price, placement, promotion, people, packaging and positioning. Understand the importance information of marketing plan in the business plan 		

Assessment and Evaluation

Assessment is the practice of collecting evidence of student learning. It aims at improving learning and teaching as well as recognizing the achievement of students. It determines students' progression through their learning experiences and enables them to demonstrate that they have achieved the intended learning outcomes. The assessment is aligned with curriculum aims, design and learning processes.

Evaluation is an integral part of teaching-learning process. It involves gathering information through various assessment techniques, making valuable judgment and sound decisions. Assessment provides information and teaching about students' achievement in relation to learning objectives. With this information, the teacher makes informed decisions about what should be done to enhance the learning of students or to improve teaching methods. Assessment must be:

- mainly open-ended, allowing for discussion and revision of new understanding.
- tolerant of divergent thinking of students and promote the notion of no 'one right answer'.
- presented in alternative mode, not just paper-and-pencil responses to limiting questions.
- designed to foster analysis, comparison, generalization, prediction, and modification according to the grade and development level.
- capable of promoting collaboration and team effort in demonstration of competence.
- ongoing and cumulative, showing growth over time.

Formative (Internal) Assessment

Internal assessment refers to the assessment practices employed as part of the learning and teaching process. It is an ongoing process throughout the session and uses Test — Feedback — Adjust cycle repeatedly to improve students' performance and efficiency in learning and teaching. In designing internal assessment for the subject, teachers should maintain a proper balance between the formative and summative functions of assessment. It should be comprehensive to cover all the objectives as per curriculum. A diversity of assessment modes should be adopted so that students are given opportunities to develop and demonstrate the full range of learning outcomes of the curriculum, including those of knowledge, skills and values and attitudes.

Methods for Internal/Formative Assessment

Following tasks can help in formative assessment;

assignments • quizzes • tests • group discussions • oral/multimedia presentations • worksheets • online interactive activities • role play

• demonstration • practical exercises

Feedback on students' work in all of the above tasks must be prompt, effective, and efficient assessment should have questions setting that specifically help in finding out knowledge, understanding and skills.

Summative / External Assessment

Summative assessment will be managed by concerned Board of Intermediate and Secondary Education. It will be composed of two parts;

- 1) Theory Assessment /Written examination: The theory examination is suggested to consist of a wide variety of questions. Its overall weight age should be 40 %. It should be based on the curriculum rather than textbook. The assessment should be designed to examine the candidate's understanding of the whole syllabus and should test the range of abilities according to Bloom Taxonomy.
- 2) Practical Assessment/Practical examination: This is designed to test Practical skills of students. Its overall weight age should be 60%. It will comprise of written exam (10%), practical (70 %) and viva/oral exam (20%).

A standards-referenced approach will be adopted for grading and reporting student performance. The purpose of this approach is to recognize what each student can do the in the subject at the end of the 2-year secondary school level education. The performance of each student will be matched against a set of performance standards, rather than comparing to the performance of other students. It makes the implicit standards explicit by providing specific indication of individual student performance. Descriptions will be provided for the set of standards.

Guidelines for Writing a Textbook

A textbook is an important teaching and learning resource and one of the most extensively used resources in classrooms. To reflect national needs and aspirations the needs and aspirations, the textbooks should be written in accordance with this curriculum. This curriculum meets not only the general aims and objectives but also fulfills the specific requirements of the individual subject. As the textbook serves as a framework for teaching, the author/authors should consider the following features:

- A textbook must include an introduction to the textbook, explaining how to use the textbook
- The textbook must be in line with the National Curriculum, covering all SLOs of each theme or concept.

- Content and illustrations must be culturally, contextually and age appropriate.
- All text and material must be accurate, up-to-date and error-free.
- The continuity of the concepts, their integration and logical development should be ensured.
- Horizontal and vertical overlapping of the concepts should be avoided.
- The textbook should be informative and interactive with questions to be put at suitable intervals to provoke the students to think.
- The language used should be simple, clear, straight forward, unambiguous and easily comprehensible by the students of the particular level.
- Simple questions may be asked within the chapter, which requires students to recall, think, and apply what they have just learnt as well as to reinforce the learning of the concepts and principle.
- The examples and applications should be from everyday life and be supportive of our cultural values.
- Photographs and illustrations should be clear, labeled and supportive of the text. Tables, flow charts and graph may be given wherever needed.
- Key points at the end of each chapter should provide a summary of the important concepts and principles discussed in the chapter.
- End-of-the-Chapter exercises must include a variety of assessment styles based on levels of Bloom's Taxonomy. These should encourage students to think, develop skills, and use information for a variety of purposes.
- Textbooks should be free from all kinds of biases including, gender, religion, occupation, social background etc.
- To make the students self-learner use of IT based resources may be encouraged. Relevant internet links and other online resources may be included.
- Glossary of the new vocabulary must be included.

Guideline for planning and writing a chapter

The textbook author may decide the titles of each chapter and can choose to cover students' learning outcomes (SLOs) from any themes in developing the content of the chapter. The textbook author must also keep in mind that a number of SLOs cannot be addressed in the text (as if this is done it would lead students to simply memorize the text and not serve the realization of the curriculum). These SLOs could be realized through questions and practical activities within and at the end of the chapter exercises.

- Learning outcomes must be given at beginning of each chapter.
- Decide on key ideas, facts, concepts, skills and values that can be developed.
- Illustrations must clearly convey the desired concept.

- Activities must demand from students to do inquiry and problem solving according to grade level.
- Ensure that the content is up to date, accurate and developmentally appropriate.
- Contents must be in line with chapter outcomes.
- Language must be consistent, culturally appropriate and grammatically correct (as if talking to a group).
- Language must engage and hold reader's attention.
- Recall previous learning, where possible.
- Structure the writing so that the sentence is simple, paragraphs deal with single ideas etc.
- Interesting information in the form of tidbits, fact file, point to ponder etc. must be given.
- Write a summary/concept map at end of each chapter, reviewing key knowledge and skills.
- End-of-chapter exercises
- Recall and integrate previous learning
- Engage students and develop their creativity
- Move from lower to higher order thinking
- Focus on multiple intelligences
- Keep the text contextually relevant in line with local teaching and learning.
- Provide website links for further research

Guidelines for Writing Learner Workbook

Workbooks are books that contain writing activities and exercises that build upon each chapter in the textbook. Workbook exercises help students to develop conceptual understanding of the concepts dealt with in the text, to develop skills and to apply knowledge to new situations. Basic features of a workbook A workbook should have:

- Various exercises and activities for each chapter, topic, subtopic.
- Exercises and activities that will enable student to develop and practice the content knowledge, skills and higher order thinking.
- Accurate and variety of exercises.
- Clear illustrations/ examples/ explanations to show what students are supposed to do, and/or what product looks like.
- Exercises and activities with a variety of purposeful, stimulating, challenging and innovative items to encourage students to review and practice the knowledge and skills they have learnt.
- Exercises that include both constructed and restricted response items.
- Activities, which requires readily available, acceptable, and affordable materials and resources.

Basic Requirements for Lab (Tools/Equipment)

- · · ·		Brand Name/	Standard
Sr.#	Item Description	Model No	Quantity
1.	Cleaning equipment, including small equipment (cloths, dusters, mops, brushes, buckets, handheld cleaning spray),	Local	3 x class sets
2.	Guest services resources, handouts, articles, journals	Local printed	3 x class sets
3.	Memo forms	Local printed	20
4.	Menus, drinks lists, brochures, prices (including room rates), other promotional materials (including posters, blackboard / whiteboards, illustrated menu boards, vouchers and loyalty cards, additional promotional information)	Local printed	3 x class sets
5.	Notepads for recording messages	Local printed	20
6.	Operating manuals and specifications for tools and equipment relevant to hotel industry	Software	Class set
7.	Supplies, including bedsheets, pillow cases, towels, cleaning agents, equipment and supplies, paper towels	Local (White Linen)	Class set
8.	Food outlet log books		1 class set
9.	Food outlet logs for recording accidents and incidents		1 completed class copy as example 20 blank copies
10.	Guest services resources, handouts, articles, journals		1 class set
11.	Record of guest reservations		20 copies
12.	Record of guest needs, likes and dislikes		1 completed class copy as example 20 blank

			copies
13.	Tableware (table coverings, cruet sets, table decorations, menu holders, ashtrays)		20 sets
14.	Service list/menu dishes/flats, plate rings, sauce boats, soup tureens, service cloths		20 sets (minimum)
15.	Service equipment and utensils for serving food at the counter		20 sets
16.	Holders for order pads		20 sets
17.	Hot plates/plate warmers (stocked as required for service)		5
18.	Trays/trolleys		10
19.	Sideboards/side tables/service station		5
20.	Counter service materials, including posters, black/white board, menus board, promotional materials showing special offers		1 set
21.	Waiters' pantry		2 installations
22.	Front office stationery, including booking and amendment forms, arrivals and departure lists, house lists, accounting stationery, invoices Reception desk	Local designed ,Printed	Class set
23.	Telephone system		1 installation
24.	Room keys or cards	Local designed	Class set
25.	Standard operating procedures for front office, including handling problems and managing payments		20 sets
26.	Work area logs book	Local designed	20 sets
27.	Complaints Log book	Local designed	3 sets
28.	Bill/Check folders	Local designed	20 sets
29.	Cash till (mechanical/electronic)		1
30.	Cash float and mechanism for keeping cash secure	Artificial currency, local and international	5 sets
31.	Illustrative range of emergency notices		1 set

32.	Fire equipment		1 set
	including the provision of fire exits, fire doors, fire extinguishers, alarm systems, emergency lighting, fire safety and exit signs		
33.	First aid equipment properly stocked: Food safety plasters, in a variety of different sizes and shapes; small, medium and large sterile gauze dressings; sterile eye dressings; triangular bandages; crêpe rolled bandages; safety pins; disposable sterile gloves; scissors; alcohol-free cleansing wipes; tape; distilled water, for cleaning wounds and as an eye bath		1 set
34.	Food outlet logs for recording accidents and incidents		1 example copy
35.	Tools and equipment for disposing of waste, including waste disposal units, recycling bins, garbage drums on wheels (foot operated) with garbage bags included		2 sets
36.	Floor mop bucket	Material: Plastic with Steel Handle	1
37.	With 02 Dry Mops with handles and 02 Wet mops with handles.	and 4 Wheels 63*27*67cm	
Sr.#	Item Description	pack size: 46.5*27*29cm	Standard Quantity
1.	Cleaning equipment, including small equipment (cloths, dusters, mops, brushes, buckets, handheld cleaning spray),		3 x class sets
2.	Guest services resources, handouts, articles, journals		3 x class sets
3.	Memo forms		20
4.	Menus, drinks lists, brochures, prices (including room rates), other promotional materials (including posters, blackboard / whiteboards, illustrated menu boards, vouchers and loyalty cards, additional promotional information)		3 x class sets
5.	Notepads for recording messages		20
6.	Operating manuals and specifications for tools and equipment relevant to hotel industry		Class set
7.	Supplies, including bed sheets, pillow cases, towels, cleaning agents, equipment and supplies,		Class set

	paper towels	
8.	Food outlet log books	1 class set
9.	Food outlet logs for recording accidents and incidents	1 completed class copy as example 20 blank copies
10.	Guest services resources, handouts, articles, journals	1 class set
11.	Record of guest reservations	20 copies
12.	Record of guest needs, likes and dislikes	1 completed class copy as example 20 blank copies
13.	Tableware (table coverings, cruet sets, table decorations, menu holders, ashtrays)	20 sets
14.	Service list/menu dishes/flats, plate rings, sauce boats, soup tureens, service cloths	20 sets (minimum)
15.	Service equipment and utensils for serving food at the counter	20 sets
16.	Holders for order pads	20 sets
17.	Hot plates/plate warmers (stocked as required for service)	5
18.	Trays/trolleys	10
19.	Sideboards/side tables/service station	5
20.	Counter service materials, including posters, black/white board, menus board, promotional materials showing special offers	1 set
21.	Waiters' pantry	2 installations
22.	Front office stationery, including booking and amendment forms, arrivals and departure lists, house lists, accounting stationery, invoices	Class set
	Reception desk	
23.	Telephone system	1 installation

24.	Room keys or cards	Class set
25.	Standard operating procedures for front office, including handling problems and managing payments	20 sets
26.	Work area logs book	20 sets
27.	Complaints Log book	3 sets
28.	Bill/Check folders	20 sets
29.	Cash till (mechanical/electronic)	1
30.	Cash float and mechanism for keeping cash secure	5 sets
31.	Illustrative range of emergency notices	1 set
32.	Fire equipment	1 set
	including the provision of fire exits, fire doors, fire extinguishers, alarm systems, emergency lighting, fire safety and exit signs	
33.	First aid equipment properly stocked: Food safety plasters, in a variety of different sizes and shapes; small, medium and large sterile gauze dressings; sterile eye dressings; triangular bandages; crêpe rolled bandages; safety pins; disposable sterile gloves; scissors; alcohol-free cleansing wipes; tape; distilled water, for cleaning wounds and as an eye bath	1 set
34.	Food outlet logs for recording accidents and incidents	1 example copy
35.	Tools and equipment for disposing of waste, including waste disposal units, recycling bins, garbage drums on wheels (foot operated) with garbage bags included	2 sets
36.	Floor mop bucket	1
37.	With 02 Dry Mops with handles and 02 Wet mops with handles.	
38.	Lemons Squeezer (Steel made, Local)	3
39.	Air Tight Jars	40
40.	Pressure Cooker	3

	Industrial Aluminum Stainless Steel	
	Capacity	
	Body Material	
41.		
42.		
43.		
44.	Woks / Karahi	6
45.	French Fried Cutter (Local)	1
46.	Microwave Oven (Conventional)	1
	Capacity	
	62 Liters	
	Power Output	
	1200w	
	Power input (Grill)	
	1200w	
	Colors	
	Black / Silver	
	Digital Control Panel	
	Huge Capacity	
	SS front & handle	
	Grill Function	
	Weight / Time defrost	
	Attractive LED Display	
47.	POTS:	2each
	Material: Aluminum	
	Sizes:	
	Number 10 with round bottom:	
	Number 9 with round bottom:	

	Number 8 with round bottom:	
	Number 7with round bottom:	
	Number 6 with round bottom:	
48.	KARAHIS:	2 each
	Material: Aluminum	
	Sizes:	
	Number 5 with round bottom:	
	Number 4 with round bottom:	
	Number 3 with round bottom:	
	Number 5 with Flat bottom:	
	Number 4 with Flat bottom:	
	Number 3 with Flat bottom:	
49.	SAUCE PANS:	6
	Sizes: Number 9	
	Number 7	
50.	FRY PANS:	6
	Sizes:	
	Number 4	
51.	NON-STICK FRY PANS:	
	Sizes: 30cm Diameter	
52.	NON-STICK SPOON SET (06- PCS)	4
53.	STEAMER:	4
	3 Piece Steamer Stockpot 18/10 Stainless Steel)	
	6 QUART/5.7 LITRE	
	3 PIECE STAINLESS STEEL	
	SITS FLAT	
	IMPACT BONDED FOR EVEN HEAT DISTRIBUTION 18/10	

	Size: 10" IN DIAMETER AND 8 1/2" TALL	
54.	CAST IRON GRILL:	3
	Sizes: 35cm diameter	4
	Sizes: 24cm diameter	
55.	Cutlery Utensils (124 Pieces Set)	1
	Tea Spoon 12 PCS	
	Dessert Spoon 12 PCS	
	Dessert Fork 12 PCS	
	Dessert Knife 12 PCS	
	Service Curry Spoon 4 PCS	
	Service Rise Spoon 4 PCS	
	Demitasse Spoon 6 PCS	
	Sugar Spoon 2 PCS	
	Butter Knife (Sheet) 2 PCS	
	Service Fork 2 PCS	
	Cake Fork 12 PCS	
	Ice Cream Spoon 12 PCS	
	Soup Spoon 12 PCS	
	Cake Lifter 2 PCS	
	Soup Ladle 9" 2 PCS	
	Tea Spoon Big 12 PCS	
	Service Tong 2 PCS	
	Ice Tong 2 PCS	
56.	Refrigerator	1
	Single Door	
	Size 30"x28"x80"	
	Upright, Stainless Steel Body	
	Commercial Usage	

57.	Deep Freezer Double Door,	1	
	Single Door		
	Size 30"x28"x80"		
	Stainless Steel Body		
	Commercial		
58.	Salamander Grill (Stainless Steel)	1	
	Dimension		
	880*440*610 mm		
	Controllers		
	6		
	Power		
	10.3Kw		
	Weight		
	47Kg		
59.	Bain Marie	1	
59.	Bain Marie Mobile Dry Bain Marie With	1	
59.		1	
59.	Mobile Dry Bain Marie With	1	
59.	Mobile Dry Bain Marie With Cabinet(Hot)	1	
59.	Mobile Dry Bain Marie With Cabinet(Hot) 4 Bowls	1	
59.	Mobile Dry Bain Marie With Cabinet(Hot) 4 Bowls Dimension	1	
59.	Mobile Dry Bain Marie With Cabinet(Hot) 4 Bowls Dimension 1060*668*900mm	1	
59.	Mobile Dry Bain Marie With Cabinet(Hot) 4 Bowls Dimension 1060*668*900mm	1	
59.	Mobile Dry Bain Marie With Cabinet(Hot) 4 Bowls Dimension 1060*668*900mm Voltage	1	
59.	Mobile Dry Bain Marie With Cabinet(Hot) 4 Bowls Dimension 1060*668*900mm Voltage	1	
59.	Mobile Dry Bain Marie With Cabinet(Hot) 4 Bowls Dimension 1060*668*900mm Voltage 220V-240V Max Height of GN Pans	1	
59.	Mobile Dry Bain Marie With Cabinet(Hot) 4 Bowls Dimension 1060*668*900mm Voltage 220V-240V Max Height of GN Pans 150mm	1	

	1/1 GN pan	
60.	Bakery oven Single Deck 56x36x35 Stainless Steel	_
61.	Cutting boards Teflon (Different Colors) 24x18x2	-
62.	Dinner-ware set (One)	-
	Shape: Square	
	Pattern: Solid	
	Set Include: 80-piece	
	Care Instruction: Dishwasher Safe	
	Exact Color: White	
	Color: White	
	Set Includes:	
	12 x 10-inch Dinner Plates	
	12 x 7-inch Salad Plates	
	12 x 7-inch Bowls	
	12 x 10.5-ounce Mugs	
	12 x 4-inch Sauce Dishes	
	2 x 2-ounce Salt Shaker	
	2 x 2-ounce Pepper Shaker	
	2 x 8-ounce Sugar bowl with lid	
	2 x 8.75-ounce Milk creamer	
	2 x 8.5-inch Butter dish with lid	
	2 x 20-ounce Gravy boat	
	2 x 10-inch Large Serving bowl	
	2 x 13.75-inch Rectangular platter	

63.	Various knives & choppers (Set)	4
	Description:	
	High-carbon stainless steel blades	
	Durable bolster	
	Ergonomic hollow stainless steel handle	
	Includes all-purpose household shears	
	Dishwasher safe	
	Dimensions:	
	Chef's knife: 8 inches long	
	Slicing knife: 8 inches long	
	Santoku knife: 5.5 inches long	
	Serrated utility knife: 5.5 inches long	
	Paring knife: 3.5 inches long	
	Bird's peak paring knife: 2.75 inches long	
	Cleaver: 8 Inches	
	Serrated Knife:18 inches	
	Palette Knives: 10 inches	
	Sharpening steel: 8 inches long	
	Steak knives: 4.5 inches long	
	Block: 14.5 inches high x 7.2 inches long x 6.8 inches wide	
64.	Strainer different size	6
	Fry Jali with wooden handle (03 numbers)	
	Stainless steel basket with 28 cm diameter(02 numbers)	
	Flour sieves set (04 sieves)(01 set)	
65.	Measuring tools & equipment (Set)	4
	Measuring cups 01 sets	

	Measuring spoons 01 sets	
	Measuring jugs 01 Number	
	Local Made	
66.	Various moulds for baking (Set of 3)	8
67.	Baking trays	6
68.	Lava Rock Gas Griller with Shelves	1
	Dimension: 800*900*(850+60) mm	
	Power: 17KW/58188BTU	
	LPG Gas Pressure : 2800Pa	
	LPG Gas Consumption : 1.238kg/h	
	NG Gas Pressure : 2000Pa	
	NG Gas Consumption : 1.588m3/h	
	N.W: 137 Kg	
	G.W: 208 Kg	
	Free Standing	
69.	Deep Fat Fryer (Gas operated)	2
	Freestanding Gas 2-Tank 2-Basket	
	Fryer with chip dump table, with two	
	Basket	
	Dimension:	
	500*700*1080 mm	
	Power: 27KW/92125BTU	
	Capacity:36L	

	LPG Gas Consumption :1.70kg/h	
	NG Gas Pressure :2000Pa	
	NG Gas Consumption :5.53m3/h	
	N.W:62kg	
	G.W :80Kg	
70.	Sink	
	Triple Sink Bench	
	Dimension:1500x610x900+200mm	
	Package Dimension	
	1520x630x680 mm	
	Cube :0.65 m3	
	Weight: 24Kg	
	Gross Weight: 27Kg	
	Legs: 4	
71.	Working Table (Stainless Steel) Two Shelves	
	60x24x35 inches	
72.	Food Processor (1000 W Motor)21x22x40	
73.	Meat Grinder Metal Body 3.6 KG	
	Material: Stainless Steel(450x360x340mm)	
74.	Stoves / Cooking Range	
	Dimension:	
	60"x24"x35"	
	Gas Nozzle 3 Commercial burners with Tray	
	heavy duty commercial	
	Stove.	
	Full Stainless steel.	

75.	Multimedia Projector with white screen		1
76.	Computer Core i7 with 21" LCD		1
77.	Printer LaserJet with Wi-Fi		1
78.	Exhaust Hood		1 (24 feet)
	Dimensions : As per individual lab		
	Exhaust Hood (Stainless Steel) with Filters,		
	Shape and size: as per the site of the lab individually		
79.	Griddle/ Hot Plate		1
	Dimension: 1220*840*360+60 mm		
	Grilled Board Dimension: 1216*612*20 mm		
	Power: 35.2KW/120000BTU		
	Burners: 4		
80.	Exhaust Ducting and Blower (50 ft.)		1 (50 foot)
	Material: MS Ducting and Blower		
	Size: As per site of individual lab		
	Dimensions: As per individual lab.		
81.	Storage Rack/ Shelves Stainless Steel (4 shelves)		2
	Dimension : 36"x18"x72"		
	Legs: 4		
82.	Barbeque Counter		1
	4ft x 22" x 40"		
	With 50 Standard Kebab Bars and 50 Seeks Bars of Iron		
83.	Tandoor (Gas Operated)		1
	Height x Top Length x Mouth Dia. X Belly Dia.		
	32"x28"x12"x24" Stone clay body 2"		
	Hard Coated Stainless Steel Body		
		<u> </u>	<u> </u>

	Reinforcement Metal Rings	
	Triple layer insulation	
	Disposal Tray	
	Cast Iron Gas Plate	
	Include 12 Skewers	
	6" wheels	
	13" Butler Plate to detect Flame	
	Warranty required	
84.	Stainless Steel Food Pan	6
85.	Stainless Steel Bowls	
	Small: 30	
	Medium: 20	
	Large: 20	
	Extra Large: 10	
86.	Stainless Steel Bowls	6
	Capacity 1500 mL	
87.	Dough Mixer	1
	Electric, with Stainless Steel 9 Liter Bowl capacity	
	Capacity	
88.	Rolling Pin with Board set	2
00.	Wooden	2
	Woodell	

89.	Egg Slicer	4
90.	Wire Whisk	
	Stainless Steel Material	
		4
	Small (10 inches)	4
		4
	Medium (14 inches)	
	Large (18 inches)	
91.	Piping Bag (Canvas Material) with different shaped 6 nozzles	4
92.	Soup Bowls/	4
	Suitable for all hob types.	
	Black Bakelite handles with glass lid.	
	23cm Diameter.	
	7 Liters capacity	
93.	Bread Toaster	1
94.	Deep dish (Stainless Steel)	
	Small:-	10
	Stainless Steel Deep Square Balti Dish	
	Size: 200x200x95mm	
	Capacity: 2.5L	
	Medium:-	
	Stainless Steel Square Balti Dish	10
	Size: 255x255x65mm	
	Capacity: 3.2L	
	Large:-	
	Stainless Steel Deep Tray	

	Size: 410x310x55mm	10
	Capacity: 4.8L	
95.	Jug (Hotel and Restaurant Glass water Jug / cold water jug /	4
	high polishing finishing	
	Capacity: 1.7 Liters	
	Size: Dia8.8*22.2cm	
96.	Dust Bin/Waste Bin (foot Operated)	4
	Material: Plastic, HDPE (High Density Polyethylene)	
	Structure: Standing	
	Type: with wheels & pedal and lid cover	
	Capacity: 60 Liters	
	Top(mm): 360 x 360	
	Bottom(mm): 300 x 300	
	Height(mm): 620	
	Color: Yellow or Red	
97.	Steel Brush (Wire Brush) Wooden Handle	4
98.	Egg Beater	2
99.	Steak Hammer	2

100.	Mandolin	4
	Type: Adjustable Operations	
101.	Electric Fly Killer	2
	Blue light for insect attraction	
102.	Hot Air Hand Dryer	1
103.	Water Filter System	 1
103.	Size: Medium	
	Size. Wedium	
104.	Scrubbing Pads (Metal, Plastics, etc.)	20
105.	Rubber Spatulas	6
106.	Rice Strainers	6
107.	S.S Cooking Spoon set	3
108.	Silicone Molds and shapes	
109.	Food Containers	5
	Plastic.	5
	500 ml	5
	1000ml	5
	2000ml	
	5000ml	
110.	Measuring Scale Digital	2
	0.1g to 25kg	
111.	Food Brush	6
112.	Liquid Bottles	5
	Plastic	5
	1 liter	
	1.5 liter	