

	Unit ID: 324
Domain	LODGE, CAMP AND GUESTHOUSE OPERATIONS
Title:	Perform and organise grounds maintenance as part of lodge, camp and guesthouse operations
Level: 3	Credits: 5

Purpose

This unit standard specifies the competencies required to perform and organise maintenance of the grounds as part of lodge, camp and guesthouse operations. It includes assisting in specialised tasks, liaising with contractors and completing administrative tasks associated with grounds maintenance. This unit standard is intended for those who work in safari and tour operations in the hospitality and tourism industry.

Special Notes

1. Entry information

Prerequisite:

- Unit 42 *Follow workplace health, safety and hygiene procedures in a hospitality establishment* or demonstrated equivalent knowledge and skills.

2. Assessment evidence may be collected from a real workplace, or simulated real workplace or an appropriate simulated realistic environment in which lodge, camp and guesthouse operations are carried out.

3. All inspection, operation and maintenance procedures associated with the use of tools and equipment shall comply with establishment procedures and manufacturer's instructions.

4. *Safe working practices* include day to day observation of safety policies and procedures, legislative requirements and professional requirements.

5. '*Specifications*' refers to any, or all of the following: manufacturer's specifications and recommendations, establishment specific requirements.

6. Regulations and legislation relevant to this unit standard include the following:

- Labour Act No 6, 1992
 - Occupational Health and Safety Regulations No.18, 1997
- and all subsequent amendments to any of the above.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications

Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority. All approved unit standards, qualifications and national assessment arrangements are available on the Namibia Training Authority website www.nta.com.na

Elements and Performance Criteria

Element 1: Assist with specialised grounds maintenance

Range

Specialised grounds maintenance tasks may include but are not limited to installation, maintenance and restoration of structures and landscaping.

Performance Criteria

- 1.1 Specialised grounds maintenance tasks are carried out correctly, under the direction of appropriate specialist or supervisor, in line with establishment procedures.
- 1.2 Liaison with other project members is undertaken to ensure effective co-ordination of tasks within total project in line with establishment procedures.

Element 2: Liaise with contractors

Range

Contractors may include but are not limited to tradespeople such as electricians, builders, engineers, carpenters, plumbers, landscape architects, gardeners, labourers.

Performance Criteria

- 2.1 Contact with contractors is established and maintained to ensure effective co-ordination of maintenance work in line with establishment procedures.
- 2.2 Assistance and information are provided to contractors when required in line with establishment procedures.
- 2.3 Information is relayed between contractors and maintenance staff as required in line with establishment procedures.

Element 3: Perform administrative tasks associated with grounds maintenance

Range

Work report forms and other required documentation may include job sheets, maintenance books, sheets and schedules, sign-off sheets, requisitions and orders, audits.

Performance Criteria

- 3.1 Maintenance requests are interpreted accurately in line with establishment procedures.
- 3.2 Instructions are clarified with persons making a request, when required in line with establishment procedures.
- 3.3 Work report forms and other required documentation are completed accurately in line with establishment procedures.
- 3.4 Documentation is forwarded to appropriate person as required in line with establishment procedures.

Registration Data

Subfield:	Hospitality and Tourism
Date first registered:	29 March 2007
Date this version registered:	29 March 2007
Anticipated review:	2017
Body responsible for review:	Namibia Training Authority