

Course- Room Attendant

Functional test:

Task: Changing the bedding set

Steps to complete the task:

1. Preparing a new bedding set.
2. Removal of old bedding from the bed (duvet, pillows, sheet).
3. Checking the condition of the mattress and bed for cleanliness and possible damage.
4. Putting a new sheet on the mattress.
5. Arrangement of new pillowcases.
6. Putting a new duvet cover on the duvet cover.
7. Aesthetic arrangement of pillows and duvet on the bed.

Assessment:

- **Accuracy:** Checking that the bedding is worn correctly, without creases or folds.
- **Speed:** The time it takes to complete a task.
- **Aesthetics of workmanship:** The overall appearance of the bed after the task is completed, including the aesthetic arrangement of the bedding.

Course: Hotel Attendant

Module 1: Introduction to the work of a hotel attendant

- **Aim of the module:** To familiarize with the role and responsibilities of a hotel service assistant.
- **Module content:**
 - Introduction to the organizational structure of the hotel.
 - Responsibilities of a hotel service assistant.
 - Occupational health and safety rules.
- **Steps:**
 1. Lecture on the organizational structure of the hotel.
 2. Overview of the scope of duties.
 3. Overview of health and safety rules.
- **Exercise:**
 1. Quiz on hotel structure and responsibilities.
 2. Practical exercises in the field of health and safety.

Module 2: Hotel Room Cleaning Procedures

- **Aim of the module:** To learn standard procedures for cleaning and preparing a hotel room.
- **Module content:**
 - Room cleaning and maintenance procedures.
 - Rules for replenishment of supplies (minibar, towels, toiletries).

- Quality and aesthetic standards.
- **Steps:**
 1. Demonstration of room cleaning procedures.
 2. Practical exercises in replenishment.
 3. Overview of quality standards.
- **Exercise:**
 1. Practical room cleaning according to standards.
 2. Replenishment simulations.

Module 3: Hotel Guest Service

- **Aim of the module:** To learn the principles of professional guest service.
- **Module content:**
 - Techniques of communication with guests.
 - Troubleshoot and respond to complaints.
 - Rules of courtesy and etiquette.
- **Steps:**
 1. Lecture on communication techniques.
 2. Genre scenes about guest service.
 3. Understand etiquette policies.

Exercises in verbal and non-verbal communication.

- **Exercise:**
- Role-playing with simulation of problematic situations.

Course- **Cleaning work**

Functional test:

Task: Thorough sweeping and mopping of the floor in the designated area

Steps to complete the task:

1. Preparation of appropriate tools and cleaning products (broom, mop, bucket, detergents).
2. Removing all obstacles from the designated area.
3. Sweeping the entire surface, removing dust and debris.
4. Preparation of a floor detergent solution.
5. Mop the floor, starting from the farthest corner and working your way to the exit.
6. Check that all dirt has been removed.
7. Allowing the floor to dry.

Assessment:

- Accuracy: Assess whether the floor is completely clean without any dirt left behind.
- Efficiency: Time to complete a task.
- Attention to detail: Checking that all areas, including hard-to-reach areas, have been thoroughly cleaned.

Course: Cleaning work

Module 1: Basics of cleaning work

- **Aim of the module:** Introduction to the basic principles and tools used in cleaning work.
- **Module content:**
 - Introduction to cleaning work.
 - Overview of tools and cleaning products.
 - Health and safety rules in cleaning works.
- **Steps:**
 1. Lecture on the basic principles of cleaning work.
 2. Presentation of tools and cleaning products.
 3. Discussion of health and safety rules.
- **Exercise:**
 1. A quiz about tools and cleaning products.
 2. Practical exercises in the field of health and safety.

Module 2: Surface Cleaning Techniques

- **Aim of the module:** To learn techniques for cleaning various surfaces.
- **Module content:**
 - Sweeping and vacuuming techniques.
 - Floor cleaning techniques.
 - Methods of dust wiping.
- **Steps:**
 1. Demonstration of sweeping and vacuuming techniques.
 2. Presentation of floor cleaning techniques.
 3. Discussion of dust wiping methods.
- **Exercise:**
 1. Practical sweeping and vacuuming of surfaces.
 2. Washing floors in the designated area.
 3. Dust wiping off various surfaces.

Module 3: A systematic approach to cleaning work

- **Aim of the module:** To learn a systematic approach to tidying up different surfaces.
- **Module content:**
 - Planning and organization of work.
 - Step by step: a complete cleaning cycle for your office.
 - Quality standards in cleaning work.

- **Steps:**

1. Discussion of methods of planning and organizing work.
2. Instructions for performing a full office cleaning cycle.
3. Presentation of quality standards.

Course- **Car wash worker**

Functional test:

Task: Manual washing of the car (bodywork)

Steps to complete the task:

1. Preparation of all necessary tools and cleaning products (bucket, sponges, brushes, cleaning products for the body).
2. Rinsing the car with water to remove loose dirt.
3. Washing the car body with a suitable cleaning agent and sponge, starting from the top and working your way down.
4. Rinse the entire car with water to remove any remaining cleaning products.
5. Drying the car with microfiber cloths.

Assessment:

- **Accuracy:** Evaluation that all surfaces are thoroughly cleaned without streaks or dirt residues.
- **Ability to use the right cleaning products:** Assess whether the right cleaning products have been properly selected and used for different parts of the car.
- **Completion Time:** A measurement of the time it takes to complete a task.

Course: Car wash worker

Module 1: Car Washing Basics

- **Aim of the module:** Introduction to the basic principles of car washing.
- **Module content:**
 - Introduction to the types of dirt and methods of their removal.
 - Overview of tools and cleaning products.
 - Health and safety rules when washing cars.
- **Steps:**
 1. Lecture on the types of dirt and methods of their removal.
 2. Presentation of tools and cleaning products.
 3. Discussion of health and safety rules.
- **Exercise:**
 1. Quiz on types of dirt and appropriate cleaning products.
 2. Practical exercises in the field of health and safety.

Module 2: Techniques for manual car washing

- **Module objective:** To learn techniques for washing various parts of the car by hand.
- **Module content:**
 - Car body washing techniques.
 - Window cleaning techniques.
 - Rim washing techniques.
 - Techniques for cleaning the cockpit and plastic elements.
- **Steps:**
 1. Demonstration of car body washing techniques.
 2. Presentation of window cleaning techniques.
 3. Discussion of rim cleaning techniques.
 4. Demonstration of cleaning the cockpit and plastic parts.
- **Exercise:**
 1. Practical body washing.
 2. Car window cleaning.
 3. Rim cleaning.
 4. Cleaning the interior.

Module 3: Washing cars with equipment

- **Aim of the module:** Learning how to use car wash equipment.
- **Module content:**
 - Types of car wash equipment and their application.
 - Procedures for washing cars with the use of equipment.
 - Car drying and polishing techniques.
- **Steps:**
 1. A lecture on the types of car wash equipment.
 2. Demonstration of equipment car washing procedures.
 3. Presentation of car drying and polishing techniques.
- **Exercise:**
 1. Practical use of car wash equipment.
 2. Drying and polishing cars.

Module 4: Automotive Waxing and Maintenance

- **Module objective:** To learn car waxing and maintenance techniques.
- **Module content:**
 - Types of waxes and their use.
 - Car waxing techniques.
 - Car maintenance procedures.
- **Steps:**
 1. A lecture on the types of waxes and their use.
 2. Demonstration of waxing techniques.
 3. Discussion of car maintenance procedures.
- **Exercise:**

1. Practical car waxing.
2. Car maintenance exercises.

Course- **Mechanic's assistant**

Functional test:

Task: Segregation of tools, loosening and screwing in

Steps to complete the task:

1. Segregation of tools by category (open-end wrenches, socket wrenches, screwdrivers, hammers, etc.).
2. Identification of the right wrench for the type of screw.
3. Using a jack to lift the car.
4. Unscrew the screws in the designated place using the appropriate wrench.
5. Screwing the screws back into place.
6. Checking the correctness of the work done (whether the screws are tightened properly, the tools are in order).

Assessment:

- **Manual dexterity:** Evaluation of smoothness and precision of movements when loosening and screwing screws.
- **Key skills:** Assessment of the correct selection and use of keys.
- **Ability to use the lift:** Assessment of the correct use of the lift and safety when operating it.

Course: Mechanic's assistant

Module 1: Health and Safety at Work

- **Aim of the module:** To learn about the principles of occupational health and safety in a car repair shop.
- **Module content:**
 - Basic health and safety rules.
 - Proper use of protective clothing.
 - Procedure in the event of an accident.
- **Steps:**
 1. Lecture on health and safety rules.
 2. Demonstration of the proper use of protective clothing.
 3. Discussion of procedures to be followed in the event of an accident.
- **Exercise:**
 1. Quiz on health and safety rules.
 2. Exercises in the field of putting on protective clothing.
 3. Simulation of what to do in the event of an accident.

Module 2: Automotive workshop equipment

- **Module objective:** To learn about the tools and equipment used in the car repair shop.
- **Module content:**
 - Overview of hand and power tools.
 - Discussion of workshop equipment (lifts, tool trolleys).
 - Tool maintenance and storage rules.
- **Steps:**
 1. Presentation of hand and power tools.
 2. Demonstration of the operation of workshop equipment.
 3. Overview of tool maintenance policies.
- **Exercise:**
 1. Tool identification.
 2. Practical exercises in the use of workshop equipment.
 3. Tool maintenance and storage.

Module 3: Basics of Car Mechanics

- **Aim of the module:** Introduction to the basics of car mechanics.
- **Module content:**
 - Basic principles of engine operation.
 - Types of systems in the car.
 - Diagnosis of basic mechanical problems.
- **Steps:**
 1. A lecture on the principles of engine operation.
 2. An overview of the different systems in the car.
 3. Demonstration of diagnosis of basic problems.
- **Exercise:**
 1. Recognition of engine parts.
 2. Diagnosis of simple mechanical problems.
 3. Practical exercises in the identification of car systems.

Module 4: Power train

- **Purpose of the module:** To familiarize yourself with the structure and functioning of the drive system.
- **Module content:**
 - Construction of the drive system.
 - Principles of operation of the drive system.
 - Diagnostics and repair of the drive system.
- **Steps:**
 1. Lecture on the construction of the drive system.
 2. Demonstration of the principles of operation of the drive system.
 3. Discussion of diagnostic and repair methods.
- **Exercise:**
 1. Recognition of powertrain components.

2. Practical exercises in the diagnosis of powertrain problems.
3. Simulation of the repair of the drive system.

Module 5: Braking system

- **Aim of the module:** Learning the structure, operation and diagnostics of the braking system.
- **Module content:**
 - Construction of the braking system.
 - How the brakes work.
 - Diagnostics and repair of the brake system.
- **Steps:**
 1. Lecture on the construction of the braking system.
 2. Demonstration of how the brakes work.
 3. Discussion of diagnostic and repair methods.
- **Exercise:**
 1. Recognition of brake system parts.
 2. Practical exercises in the diagnosis of brake system problems.
 3. Simulation of brake system repair.

Module 6: Electrical System

- **Aim of the module:** To familiarize yourself with the structure and functioning of the electrical system in a car.
- **Module content:**
 - Electrical system basics.
 - Principles of operation of the electrical system.
 - Diagnostics and repair of the electrical system.
- **Steps:**
 1. Lecture on the basics of the electrical system.
 2. Demonstration of the principles of operation of the electrical system.
 3. Discussion of diagnostic and repair methods.
- **Exercise:**
 1. Recognition of electrical system components.
 2. Practical exercises in the diagnosis of electrical system problems.
 3. Simulation of electrical system repair.

Course- **Painter's / plasterer's assistant**

Functional test:

Task: Painting the wall in a solid color

Steps to complete the task:

1. Preparation of tools and materials (brushes, rollers, painter's tape, paint, protective film).

2. Securing the painting area (covering the edges with painter's tape, spreading protective film).
3. Preparation of the wall surface (cleaning of dust, possible priming).
4. Mixing the paint until a uniform consistency is obtained.
5. Painting the wall from top to bottom, using even roller or brush movements.
6. Check that the entire surface is evenly covered with paint and that there are no clearances.
7. Remove the painter's tape before the paint is completely dry to avoid chipping.

Assessment:

- Accuracy: Checking that the paint has been applied evenly without streaks or streaks.
- Ability to apply paint evenly: Evaluate smoothness and precision of movement during painting and uniform surface coverage.

Course: Painter's / plasterer's assistant

Module 1: Basics of painting and plastering

- **Aim of the module:** To familiarize with the basic tools and techniques used in painting and plastering.
- **Module content:**
 - Introduction to painting and plastering tools.
 - Types of paints and plasters and their application.
 - Health and safety rules in painting and plastering works.
- **Steps:**
 1. Lecture on basic tools and materials.
 2. Presentation of different types of paints and plasters.
 3. Discussion of health and safety rules.
- **Exercise:**
 1. Tools and materials quiz.
 2. Practical exercises in the field of health and safety.

Module 2: Preparing the surface for painting and plastering

- **Aim of the module:** Learning how to prepare surfaces for painting and plastering.
- **Module content:**
 - Surface cleaning and priming techniques.
 - Repair of minor wall damage.
 - Principles of securing the work area.
- **Steps:**
 1. Surface cleaning and priming demonstration.
 2. Presentation of techniques for repairing wall damage.
 3. Understand workspace security policies.
- **Exercise:**
 1. Practical preparation of surfaces for painting and plastering.

2. Repair of minor wall damage.
3. Secure your workspace.

Module 3: Plastering Techniques

- **Aim of the module:** Learning techniques of applying and smoothing plasters.
- **Module content:**
 - Types of plasters and their application.
 - Techniques of plastering.
 - Plaster smoothing techniques.
- **Steps:**
 1. Lecture on the types of plaster.
 2. Demonstration of plastering techniques.
 3. Presentation of plaster smoothing techniques.
- **Exercise:**
 1. Practical exercises in plastering.
 2. Exercises in plaster smoothing.
 3. Simulation of plaster application and smoothing on a fragment of the wall.

Module 4: Painting Techniques

- **Aim of the module:** Learning wall painting techniques.
- **Module content:**
 - Preparation of paint and painting tools.
 - Techniques of painting with a roller and brush.
 - Rules for applying paint to different surfaces.
- **Steps:**
 1. Lecture on the preparation of paint and tools.
 2. Demonstration of roller and brush painting techniques.
 3. Discussion of the principles of painting various surfaces.
- **Exercise:**
 1. Practical wall painting with a roller and brush.
 2. Applying paint to various surfaces.
 3. Assessment of the accuracy and uniformity of paint application.

Course - **Carpenter's / Carpenter's Assistant**

Functional test:

Task: Sanding a single-sided painted block of wood

Steps to complete the task:

1. Preparation of tools and materials (sandpaper with appropriate gradation, block of wood, carpenter's clamp).
2. Securing the workplace (laying out protective film, putting on protective clothing and a dust mask).

3. Fixing a block of wood in a carpenter's clamp.
4. Sanding the surface of the pad, starting with coarse sandpaper and gradually working your way up to finer sandpaper.
5. Uniform sanding of the entire surface, paying attention to accuracy and detail.
6. Checking that the surface is smooth and uniform.

Assessment:

- Ability to sand evenly: Evaluate the uniformity and smoothness of the surface after sanding.
- Attention to detail: Checking that all details have been taken into account and that the surface is free of unevenness and paint residues.

Course: Carpenter's assistant/carpenter

Module 1: Introduction to Carpentry

- **Aim of the module:** To familiarize with the basic tools and materials used in carpentry.
- **Module content:**
 - An introduction to the different types of wood and their uses.
 - An overview of basic carpentry tools.
 - Principles of occupational health and safety in carpentry.
- **Steps:**
 1. Lecture on different types of wood.
 2. Presentation of carpentry tools.
 3. Discussion of health and safety rules.
- **Exercise:**
 1. Quiz on types of wood and tools.
 2. Practical exercises in the field of health and safety.

Module 2: Sanding and woodworking techniques

- **Aim of the module:** To learn sanding techniques and basic woodworking.
- **Module content:**
 - Wood sanding techniques.
 - Preparation of the surface for painting and varnishing.
 - Wood cutting and forming techniques.
- **Steps:**
 1. Demonstration of wood sanding techniques.
 2. Presentation of surface preparation for painting.
 3. Discussion of wood cutting and forming techniques.
- **Exercise:**
 1. Practical wood sanding exercises.
 2. Preparation of wooden surfaces for finishing.
 3. Exercises in cutting and forming wood.

Module 3: Assembling furniture

- **Aim of the module:** Learning how to assemble furniture from prepared elements.
- **Module content:**
 - Types of carpentry connections.
 - Furniture assembly techniques.
 - Step-by-step assembly instructions.
- **Steps:**
 1. Lecture on different types of joinery connections.
 2. Demonstration of furniture assembly techniques.
 3. Step-by-step overview of the installation instructions.
- **Exercise:**
 1. Practical exercises in carpentry connections.
 2. Assembly of the small cabinet according to the instructions.
 3. Checking the correctness of assembly and finishing.

Course- Production Line Worker

Functional test:

Task: Assembling simple components according to a schematic - pen

Steps to perform the task:

1. Preparation of the workstation and all necessary components (housing, insert, spring, tip, button).
2. Viewing the pen assembly diagram.
3. Assembling components according to the diagram, starting with placing the cartridge in the housing.
4. Adding a spring for the cartridge.
5. Fitting the tip and button.
6. Checking the operation of the folded pen (whether the mechanism works correctly).

Assessment:

- **Speed:** The time it takes to fold the pen.
- **Precision:** Assembly accuracy, no folding errors.
- **Ability to work in repetitive activities:** Constant pace of work, no decrease in quality on subsequent attempts.

Course: Production Line Worker

Module 1: Introduction to inline work

- **Aim of the module:** To familiarize yourself with the basic principles of the production line.
- **Module content:**
 - History and development of production lines.

- Structure and organization of the production line.
- The role of an employee on the production line.
- **Steps:**
 1. Lecture on the history and development of production lines.
 2. Overview of the structure and organization of the production line.
 3. Presentation of the role of the employee on the production line.
- **Exercise:**
 1. Quiz on the history and organization of production lines.
 2. Group discussion on the role of the employee on the production line.

Module 2: Inline Assembly Techniques

- **Module objective:** To learn techniques for assembling and assembling components on a production line.
- **Module content:**
 - Basic tools and materials used on the production line.
 - Assembly techniques for various components.
 - Ergonomics and safety rules during assembly.
- **Steps:**
 1. Presentation of tools and materials used on the production line.
 2. Demonstration of component assembly techniques.
 3. Discussion of the principles of ergonomics and safety during work.
- **Exercise:**
 1. Practical exercises in the use of assembly tools.
 2. Assembly of various components according to instructions.
 3. Ergonomic exercises.

Module 3: Inline Quality Control

- **Aim of the module:** To learn about quality control procedures in the production process.
- **Module content:**
 - Principles of quality control in production.
 - Visual and functional inspection techniques.
 - Documentation and reporting of quality control results.
- **Steps:**
 1. Lecture on the principles of quality control.
 2. Demonstration of visual and functional inspection techniques.
 3. Discussion of procedures for documentation and reporting of quality control results.
- **Exercise:**
 1. Practical exercises in visual and functional inspection.
 2. Simulation of reporting quality control results.
 3. Review and analysis of real cases of manufacturing defects.

Course- Office Worker's Assistant

Functional test:

Task: Rewrite text on a computer while preserving formatting

Steps to complete the task:

1. Opening the appropriate office program (e.g. Microsoft Word, Google Docs).
2. Transcription of text from a paper document into a computer file.
3. Preservation of the original formatting of the text (font, size, style, paragraphs, highlights).
4. Checking whether the rewritten text is free of errors (spelling, grammar, punctuation).
5. Save the file in the right format and place on your computer.

Assessment:

- Accuracy: Evaluate whether the text has been rewritten without errors and with the original formatting.
- Typing Speed: A measure of the time it takes to transcribe text.
- Knowledge of basic office programs: Assessment of the ability to use the office program and its functions.

Course: Office Worker's Assistant

Module 1: Introduction to Office Work

- **Aim of the module:** To familiarize yourself with basic office tasks and tools.
- **Module content:**
 - Introduction to the office environment.
 - Overview of basic office tools (computer, printer, scanner, phone).
 - Rules for the organization of work in the office.
- **Steps:**
 1. Lecture on the office environment.
 2. Presentation of office tools.
 3. Discussion of the principles of office work organization.
- **Exercise:**
 1. Office Tools Quiz.
 2. Exercises in the organization of the workplace.

Module 2: Handling basic office programs

- **Aim of the module:** Learning how to use basic office programs.
- **Module content:**
 - Introduction to programs like Microsoft Word, Excel, PowerPoint, Outlook.
 - Basic functions and tools in office programs.
 - Creating and editing text documents.
- **Steps:**

1. Demonstration of the basic functions of office programs.
2. Overview of tools for creating and editing documents.
3. Practical exercises in creating text documents.

- **Exercise:**

1. Create and format a document in Word.
2. Data editing and analysis in Excel.
3. Create presentations in PowerPoint.
4. Sending e-mails.

Module 3: Preparation and circulation of documents

- **Aim of the module:** Learning how to prepare, print, scan and send documents.

- **Module content:**

- Techniques for preparing documents for printing.
- Printer and scanner support.
- Rules for sending electronic documents.

- **Steps:**

1. Demonstration of techniques for preparing documents for printing.
2. A demonstration of printer and scanner operation.
3. Overview of the rules for sending electronic documents.

- **Exercise:**

1. Printing documents and their correct arrangement.
2. Scan documents and save them to your computer.
3. Send scanned documents by e-mail.

Module 4: Effective communication in the office

- **Aim of the module:** Learning effective written and oral communication in an office environment.

- **Module content:**

- Rules for writing professional emails and letters.
- Techniques of effective telephone communication.
- Rules of office etiquette.

- **Steps:**

1. Lecture on the principles of writing e-mails and letters.
2. Discussion of telephone communication techniques.
3. Presentation of the rules of office etiquette.

- **Exercise:**

1. Writing and formatting professional emails.
2. Simulating phone calls.
3. Office etiquette exercises.

Course – **Waiter – small catering service**

Functional test:

Task: Arrangement of tableware according to gastronomic standards

Steps to perform the task:

1. Preparation of all tableware elements (plates, cutlery, glasses, napkins).
2. Arrange the tablecloth on the table, making sure it is clean and evenly distributed.
3. Placing the plates in the right places on the table.
4. Arrangement of cutlery according to standards (knives on the right side of the plate, forks on the left side, spoons above the plate).
5. Setting glasses suitable for the drinks served (e.g. water, wine).
6. Arrangement of napkins according to the selected folding technique.
7. Checking the final layout of the tableware for aesthetics and compliance with standards.

Assessment:

- **Aesthetics:** Assessment of the visual attractiveness of the tableware.
- **Knowledge of the rules of service:** Assessment of compliance with applicable catering standards.
- **Accuracy:** Checking that all elements are correctly arranged and that there are no omitted elements.

Course: Waiter - Small catering service

Module 1: Introduction to the work of a waiter

- **Aim of the module:** To familiarize yourself with the basic duties and principles of waiter's work.
- **Module content:**
 - The role and responsibilities of a waiter in small gastronomy.
 - Rules of personal hygiene and occupational safety.
 - Waiter's tools (tableware, menu, payment terminals).
- **Steps:**
 1. Lecture on the role and responsibilities of a waiter.
 2. Discussion of the principles of personal hygiene and occupational safety.
 3. Presentation of waiter's work tools.
- **Exercise:**
 1. A quiz about the role and responsibilities of a waiter.
 2. Personal hygiene exercises.
 3. Practical familiarization with work tools.

Module 2: Arrangement of the tableware

- **Aim of the module:** Learning the principles of arranging tableware according to gastronomic standards.
- **Module content:**
 - Gastronomic standards for the arrangement of tableware.
 - Napkin folding techniques.
 - Principles of aesthetics and table organization.

- **Steps:**
 1. Lecture on gastronomic standards.
 2. Demonstration of napkin folding techniques.
 3. Discussion of the principles of aesthetics and table organization.
- **Exercise:**
 1. Practical arrangement of tableware according to standards.
 2. Napkin folding exercises.
 3. Assessment of the aesthetics of the table arrangement.

Module 3: Accepting orders

- **Aim of the module:** Learning techniques for taking orders from guests.
- **Module content:**
 - Techniques for effective communication with guests.
 - Rules for menu presentation and advising guests.
 - Use of tools for accepting orders (notepads, terminals).
- **Steps:**
 1. Lecture on techniques of communication with guests.
 2. Demonstration of menu presentation.
 3. An overview of the rules for using the tools for accepting orders.
- **Exercise:**
 1. Simulations of conversations with guests and taking orders.
 2. Menu presentation exercises.
 3. Practical order taking using notepads and terminals.

Module 4: Serving food and drinks

- **Aim of the module:** Learning techniques of serving food and drinks.
- **Module content:**
 - Rules for serving food and drinks.
 - Techniques for carrying plates and serving drinks.
 - Rules of aesthetics and hygiene when serving.
- **Steps:**
 1. Lecture on the principles of serving food and drinks.
 2. Demonstration of plate-carrying techniques.
 3. Discussion of the principles of aesthetics and hygiene during serving.
- **Exercise:**
 1. Practical serving of food and drinks.
 2. Exercises in carrying plates and serving drinks.
 3. Table Serving Simulations.

Course- Assistant Cook

Functional test:

Task: Cutting vegetables into equal pieces

Steps to complete the task:

1. Preparation of the workstation and appropriate tools (cutting board, knife, bowls for chopped vegetables).
2. Selection and preparation of vegetables for cutting (washing, peeling).
3. Cut the vegetables into equal pieces as recommended (slices, cubes, strips).
4. Transfer the chopped vegetables to bowls.
5. Keeping the workplace clean, in accordance with the rules of hygiene.

Assessment:

- Precision: Checking that the vegetables are cut into equal pieces.
- Knife Literacy: Assessment of slicing technique and the effectiveness of knife use.
- Occupational safety: Assessment of compliance with safety rules during cutting (e.g. correct knife grip, use of a cutting board).

Course: Assistant cook

Module 1: Introduction to working in the kitchen

- **Aim of the module:** To learn the basic principles of working in the kitchen and the duties of a cook's assistant.
- **Module content:**
 - The role and responsibilities of the cook's assistant.
 - Rules of personal hygiene and work safety in the kitchen.
 - An overview of basic kitchen tools and equipment.
- **Steps:**
 1. A lecture on the role and responsibilities of a cook's assistant.
 2. Discussion of the principles of occupational health and safety.
 3. Presentation of basic kitchen tools and equipment.
- **Exercise:**
 1. A quiz on the role of a cook's assistant.
 2. Personal hygiene exercises.
 3. Practical familiarization with kitchen tools.

Module 2: Vegetable Cutting and Processing Techniques

- **Aim of the module:** Learning basic techniques of cutting and processing vegetables.
- **Module content:**
 - Types of slicing (slices, cubes, julienne).
 - Techniques of using a knife.
 - Safety when slicing.
- **Steps:**
 1. Lecture on various slicing techniques.
 2. Demonstration of the correct use of the knife.
 3. Discussion of safety rules during cutting.

- **Exercise:**
 1. Practical cutting of vegetables using various techniques.
 2. Exercises in the correct grip of the knife.
 3. Simulations of situations related to occupational safety.

Module 3: Principles of hygiene and organization of work in the kitchen

- **Aim of the module:** To learn about the principles of hygiene and organization of work in the kitchen.
- **Module content:**
 - Basic rules of hygiene in the kitchen.
 - Organization of the workplace.
 - Keeping order while cooking.
- **Steps:**
 1. Lecture on the principles of hygiene in the kitchen.
 2. Presentation of workplace organization techniques.
 3. Discussion of methods for keeping order while cooking.
- **Exercise:**
 1. Practical exercises in workplace organization.
 2. Simulations of keeping order while preparing dishes.
 3. Hygiene exercises.

Module 4: Preparing simple dishes under the supervision of a chef

- **Aim of the module:** Learning to prepare simple dishes under the supervision of a cook.
- **Module content:**
 - Introduction to basic culinary techniques.
 - Rules for composing dishes.
 - Practical preparation of simple dishes.
- **Steps:**
 1. Lecture on basic culinary techniques.
 2. Discussion of the principles of composing dishes.
 3. Demonstration of the preparation of simple dishes.
- **Exercise:**
 1. Practical preparation of simple dishes under the supervision of a cook.
 2. Simulations of kitchen situations.
 3. Tasting and evaluation of prepared dishes.

Course- **Baker's / confectioner's assistant**

Functional test:

Task: Kneading the dough according to the given recipe

Steps to complete the task:

1. Preparation of all the necessary ingredients according to the recipe (flour, sugar, yeast, water, salt, etc.).
2. Accurately measure the ingredients according to the recipe.
3. Combine the ingredients in the correct order.
4. Knead the dough by hand or with a mixer until a uniform consistency is obtained.
5. Control of dough consistency and elasticity.
6. Leaving the dough to rise in appropriate conditions (temperature, humidity).
7. Checking that the dough has risen properly.

Assessment:

- Accuracy: To assess that all ingredients have been measured and added according to the recipe.
- Ability to work with different ingredients: To assess how students cope with mixing and kneading dough, whether they have achieved the right consistency.
- Dough consistency: Checking that the dough is smooth and elastic, and has the right structure after rising.

Course: Baker's / confectioner's assistant

Module 1: Introduction to work in a bakery/confectionery

- **Aim of the module:** To learn the basic principles of work in a bakery/confectionery and the duties of a baker's/confectioner's assistant.
- **Module content:**
 - The role and responsibilities of the baker's assistant/confectioner.
 - Rules of personal hygiene and occupational safety in a bakery/confectionery.
 - An overview of basic bakery/confectionery tools and equipment.
- **Steps:**
 1. Lecture on the role and responsibilities of a baker's assistant/confectioner.
 2. Discussion of the principles of personal hygiene and occupational safety.
 3. Presentation of basic bakery/confectionery tools and equipment.
- **Exercise:**
 1. Quiz on the role of a baker's assistant/confectioner.
 2. Personal hygiene exercises.
 3. Practical familiarization with bakery/confectionery tools.

Module 2: Kneading Techniques

- **Aim of the module:** Learning basic techniques of kneading dough.
- **Module content:**
 - Types of dough (yeast, shortcrust, puff).
 - Kneading techniques by hand and with a mixer.
 - Principles of fermentation and rising of dough.
- **Steps:**
 1. Lecture on different types of dough.
 2. Demonstration of kneading techniques for kneading dough by hand and with a mixer.

3. Discussion of the principles of fermentation and rising of dough.
- **Exercise:**
 1. Practical kneading of different types of dough.
 2. Exercises in the use of a mixer for kneading dough.
 3. Monitoring the fermentation and rising process of the dough.

Module 3: Baking techniques

- **Aim of the module:** Learning techniques for baking cookies and rolls.
- **Module content:**
 - Preparing the oven for baking.
 - Baking techniques for different types of baked goods.
 - Temperature and baking time control.
- **Steps:**
 1. A lecture on how to prepare an oven.
 2. Demonstration of baking techniques for cookies and rolls.
 3. Discussion of the principles of temperature control and baking time.
- **Exercise:**
 1. Practical preparation of the oven for baking.
 2. Baking cookies and rolls under the supervision of an instructor.
 3. Monitoring of the baking process and evaluation of results.

Course- Ceramic Products Production Worker (Clay)

Functional test:

Task: Forming simple shapes from clay

Steps to complete the task:

1. Preparation of the workstation and tools (clay, board, forming tools).
2. Proper moisturization of the clay to make it malleable and easy to form.
3. Division of clay into appropriate portions for shaping.
4. Forming simple shapes (balls, rollers, flat forms) according to the instructions given.
5. Smoothing the surface of formed shapes, eliminating cracks and unevenness.
6. Setting aside the formed shapes to dry under appropriate conditions.

Assessment:

- **Precision:** Checking that the shapes comply with the given guidelines (evenness, no cracks).
- **Material Skills:** Evaluate the technique of forming and controlling the plasticity of clay.
- **Cleanliness of workmanship:** Evaluation of the final surface quality of the formed shapes (smoothness, no visible imperfections).

Course: Ceramic products production worker (clay)

Module 1: Introduction to Working with Clay

- **Aim of the module:** To learn the basic principles of working with clay and the duties of a ceramic products production worker.
- **Module content:**
 - The role and responsibilities of a ceramic production worker.
 - Rules of personal hygiene and occupational safety in a ceramic workshop.
 - An overview of the basic tools and equipment for working with clay.
- **Steps:**
 1. A lecture on the role and responsibilities of a ceramic production worker.
 2. Discussion of the principles of personal hygiene and occupational safety.
 3. Presentation of basic tools and equipment for working with clay.
- **Exercise:**
 1. Quiz on the role of a ceramic production worker.
 2. Personal hygiene exercises.
 3. Practical familiarization with tools for working with clay.

Module 2: Clay Forming Techniques

- **Module objective:** To learn basic clay forming techniques.
- **Module content:**
 - Types of clay and their properties.
 - Forming techniques (hand, on a potter's wheel).
 - Principles of moisturizing and controlling the plasticity of clay.
- **Steps:**
 1. Lecture on different types of clay.
 2. Demonstration of hand and potter's wheel forming techniques.
 3. Discussion of the principles of moisturizing and controlling the plasticity of clay.
- **Exercise:**
 1. Practical formation of simple shapes from clay.
 2. Exercises on the potter's wheel.
 3. Clay plasticity control during molding.

Module 3: Firing of ceramic products

- **Aim of the module:** To learn the techniques of firing ceramic products.
- **Module content:**
 - Rules for preparing products for firing.
 - Types of ceramic furnaces and their operation.
 - Firing techniques and process control.
- **Steps:**
 1. Lecture on the preparation of products for firing.
 2. Demonstration of the operation of ceramic furnaces.
 3. Discussion of firing techniques and process control.

- **Exercise:**
 1. Preparation of products for firing.
 2. Exercises in the use of ceramic furnaces.
 3. Monitoring of the firing process.

Module 4: Glazing and decorating ceramic products

- **Aim of the module:** Learning techniques of glazing and decorating ceramic products.
- **Module content:**
 - Types of glazes and their application.
 - Enamel application techniques.
 - Methods of decorating ceramic products.
- **Steps:**
 1. A lecture on the types of glazes and their application.
 2. Demonstration of enamel application techniques.
 3. Discussion of methods of decorating ceramic products.
- **Exercise:**
 1. Practical glazing of ceramic products.
 2. Exercises in applying enamel using various techniques.
 3. Decorating ceramic products.

Course- **Gardener's Assistant**

Functional test:

Task: Grass Mowing

Steps to complete the task:

1. Preparation of mowing tools (lawn mower, grass shears, protective gloves).
2. Checking the condition of the mower.
3. Securing the work area (removing stones, branches and other obstacles).
4. Setting the correct cutting height on the mower.
5. Mow the grass according to the designated area, maintaining an even pace.
6. Cleaning the mower after use.
7. Raking the mowed grass and its proper removal.

Assessment:

- Ability to work with plants: Assessment of mowing technique, care for plants and lawn.
- Attention to detail: Check that the grass is cut evenly, that the edges are cut evenly and that the work area is clean after mowing.

Course: Gardener's assistant

Module 1: Introduction to Gardening

- **Aim of the module:** To learn the basic principles of gardening and the duties of a gardener's assistant.
- **Module content:**
 - The role and responsibilities of a gardener's assistant.
 - Safety rules for working in the garden.
 - An overview of basic gardening tools.
- **Steps:**
 1. A lecture on the role and responsibilities of a gardener's assistant.
 2. Discussion of safety rules for working in the garden.
 3. Presentation of basic gardening tools.
- **Exercise:**
 1. A quiz about the role of a gardener's helper.
 2. Occupational safety exercises.
 3. Practical familiarization with gardening tools.

Module 2: Grass mowing techniques

- **Aim of the module:** Learning grass mowing techniques and the use of mowing equipment.
- **Module content:**
 - Types of lawn mowers and their use.
 - Grass mowing techniques.
 - Maintenance and maintenance of the lawnmower.
- **Steps:**
 1. Lecture on the types of lawn mowers.
 2. Demonstration of grass mowing techniques.
 3. Discussion of the principles of maintenance and maintenance of the lawnmower.
- **Exercise:**
 1. Practical lawn mowing.
 2. Lawn mower maintenance exercises.
 3. Simulation of solving problems related to grass mowing.

Module 3: Plant Care and Fertilization

- **Aim of the module:** To learn about plant care techniques and fertilization methods.
- **Module content:**
 - Rules for caring for different types of plants.
 - Types of fertilizers and their use.
 - Fertilization techniques.
- **Steps:**
 1. Lecture on the principles of plant care.
 2. Presentation of types of fertilizers.
 3. Demonstration of fertilization techniques.
- **Exercise:**

1. Practical plant care.
2. Plant fertilization exercises.
3. Assessment of plant health and growth after fertilization.

Module 5: Weeding and keeping the garden tidy

- **Aim of the module:** Learning weeding techniques and maintaining order in the garden.
- **Module content:**
 - Types of weeds and methods of their removal.
 - Weeding techniques.
 - Maintaining order and aesthetics in the garden.
- **Steps:**
 1. Lecture on the types of weeds.
 2. Demonstration of weeding techniques.
 3. Discussion of methods of keeping the garden tidy.
- **Exercise:**
 1. Practical garden weeding.
 2. Exercises in maintaining order and aesthetics.
 3. Assessment of the cleanliness and aesthetics of the garden after weeding.

Course- **Farm Worker**

Functional test:

Task: Sowing seeds in the greenhouse

Steps to complete the task:

1. Preparation of tools and materials:
 - Gather the necessary tools: seeds, a spatula, a watering can, garden gloves.
2. Soil preparation:
 - Loosen the soil in the designated area of the greenhouse using a spatula.
3. Groove design:
 - Make shallow grooves in the soil where the seeds will be sown.
4. Sowing seeds:
 - Place seeds evenly in the grooves.
5. Seed covering:
 - Cover the seeds with a thin layer of soil.
6. Watering:
 - Water the sown seeds gently with a watering can.

Assessment:

- Manual dexterity: Evaluation of the precision and efficiency of seed seeding.
- Knowledge of basic tools: Assessment of the ability to use gardening tools correctly.
- Accuracy of execution: Checking the uniformity of sowing and proper covering of seeds with soil.

Course: Farm Worker

Module 1: Introduction to Farm Work

- **Aim of the module:** To learn the basic principles of work on the farm and the duties of the employee.
- **Module content:**
 - The role and responsibilities of the worker on the farm.
 - Rules of occupational health and safety on the farm.
 - An overview of the basic tools and equipment used on the farm.
- **Steps:**
 1. Lecture on the role and responsibilities of the worker on the farm.
 2. Discussion of occupational health and safety rules.
 3. Presentation of basic tools and equipment used on the farm.
- **Exercise:**
 1. Quiz on the role of the worker on the farm.
 2. Occupational health and safety exercises.
 3. Practical familiarization with farm tools.

Module 2: Sowing and planting plants in the greenhouse

- **Module objective:** Learning techniques for sowing and planting plants in a greenhouse.
- **Module content:**
 - Types of plants grown in a greenhouse and their requirements.
 - Techniques for sowing seeds and planting plants.
 - Optimal growing conditions in the greenhouse (temperature, humidity).
- **Steps:**
 1. A lecture on the types of plants grown in a greenhouse.
 2. Demonstration of techniques for sowing seeds and planting plants.
 3. Discussion of optimal growing conditions in a greenhouse.
- **Exercise:**
 1. Practical sowing of seeds and planting plants in the greenhouse.
 2. Monitoring plant growth and growing conditions.
 3. Assessment of plant health and growth in the greenhouse.

Module 3: Plant Care and Fertilization

- **Aim of the module:** To learn about plant care techniques and fertilization methods.
- **Module content:**
 - Rules for caring for different types of plants.
 - Types of fertilizers and their use.
 - Techniques for fertilizing plants in the greenhouse and in the field.
- **Steps:**
 1. Lecture on the principles of plant care.

2. Presentation of types of fertilizers.
3. Demonstration of plant fertilization techniques.

- **Exercise:**

1. Practical plant care.
2. Plant fertilization exercises.
3. Assessment of plant health and growth after fertilization.

Module 4: Weeding and Farm Tidying

- **Aim of the module:** Learning weeding techniques and maintaining order on the farm.

- **Module content:**

- Types of weeds and methods of their removal.
- Weeding techniques.
- Maintaining order and aesthetics on the farm.

- **Steps:**

1. Lecture on the types of weeds.
2. Demonstration of weeding techniques.
3. Discussion of methods of maintaining order on the farm.

- **Exercise:**

1. Practical weeding of beds and beds.
2. Exercises in maintaining order and aesthetics on the farm.
3. Assessment of the cleanliness and aesthetics of the farm after weeding.

Course- Animal Caregiver

Functional test:

Task: Feeding and basic care of the animal

Steps to complete the task:

1. Food preparation:
 - Identify the right type of food for your pet.
 - Measuring the right portion of food.
2. Feeding the animal:
 - Preparation of the feeding area.
 - Arrangement of food in a bowl.
 - Monitoring the animal while eating.
3. Basic care:
 - Checking the condition of the coat/fur.
 - Performing basic care procedures (combing, cleaning ears, eyes).
 - Providing fresh water for drinking.
4. Cleaning:
 - Keeping the feeding area clean.
 - Disposing of food scraps and washing the bowl.

Assessment:

- **Gentleness:** Evaluation of the approach to the animal during feeding and grooming.
- **Accountability:** Assessment of compliance with feeding and care recommendations.
- **Ability to work with animals:** Assessment of behavior towards the animal and the ability to cope with possible problems.

Course: Animal Caregiver

Module 1: Introduction to Animal Care

- **Aim of the module:** To learn the basic principles of animal care and the responsibilities of a caregiver.
- **Module content:**
 - The role and responsibilities of the animal caretaker.
 - Rules of health and safety when working with animals.
 - Basic tools and accessories used in animal care.
- **Steps:**
 1. Lecture on the role and responsibilities of an animal caretaker.
 2. Discussion of the principles of health and safety when working with animals.
 3. Presentation of basic tools and accessories used in animal care.
- **Exercise:**
 1. Quiz on the role of an animal caretaker.
 2. Occupational health and safety exercises.
 3. Practical familiarization with tools and accessories.

Module 2: Animal Feeding Rules

- **Aim of the module:** Learning the principles of proper feeding of various animal species.
- **Module content:**
 - Types of food and their use.
 - Rules for proper feeding (portions, frequency, special diets).
 - Monitoring the health of animals by observing appetite and eating behavior.
- **Steps:**
 1. A lecture on the types of food and their use.
 2. Demonstration of preparing food for different animals.
 3. Discussion of the principles of health monitoring by observing eating behavior.
- **Exercise:**
 1. Practical preparation and serving of food.
 2. Exercises in monitoring appetite and eating behavior.

Module 3: Basic Animal Care

- **Aim of the module:** To learn the techniques of basic animal care.
- **Module content:**
 - Techniques for combing, washing, and caring for the coat/fur.
 - Hygiene procedures (cleaning ears, eyes, trimming claws).

- Rules for maintaining cleanliness around animals.
- **Steps:**
 1. Lecture on animal grooming techniques.
 2. Demonstration of basic hygiene procedures.
 3. Discussion of the principles of maintaining cleanliness around animals.
- **Exercise:**
 1. Practical performance of care treatments.
 2. Exercises in maintaining cleanliness around animals.

Module 4: Observation of animal behaviour and health

- **Module objective:** To learn techniques for observing animal behavior and health.
- **Module content:**
 - Basics of animal ethology.
 - Techniques for observing animal behavior.
 - Identification of symptoms of disease and stress in animals.
- **Steps:**
 1. Lecture on animal ethology.
 2. Demonstration of behavior observation techniques.
 3. Discussion of symptoms of illness and stress.
- **Exercise:**
 1. Practical observation of animal behavior.
 2. Exercises in identifying the symptoms of diseases and stress.