

job READY

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ASSESSMENT TOOLS
AND METHODS

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Module 3 – General Cleanliness in the Workplace

Module ASSESSMENT – 1 hour:

This module focuses on the importance of maintaining cleanliness in the workplace. It covers best practices, proper cleaning tools use, and safety during cleaning tasks.

Overview:

The assessment is divided into practical activities and a multiple-choice quiz.

Engage participants in hands-on activities such as cleaning tasks, safety audits, and tool selection exercises. Assess their ability to apply the correct techniques and safety measures. Note active participation according to the rubrics' criteria. The instructor can mark the observed and achieved results in an attendance list.

The second part of the assessment consists of a multiple-choice quiz. For each module, select 5–10 questions from the question bank. Ensure that the quiz system randomly assigns questions. Each question has three possible answers, with only one correct option. To pass, participants must score 80% or higher, as the questions test basic understanding of the module content. Aim for each quiz to take approximately 3 minutes or a complete exam including all modules at 30 minutes.

Allocate about 1 hour for the entire assessment process.

Topics Covered:

- Section 1: General Cleaning Practices
- Section 2: Cleaning Equipment and Tools
- Section 3: Safety in Cleaning Tasks
- Section 4: Food Safety
- Section 5: Workplace Hygiene Standards
- Section 6: Waste Disposal

Assessment Instructions:

Begin with hands-on activities and discussions to engage participants. Use scenario-based questions to assess understanding of key concepts. Provide clear instructions and examples to ensure participants understand what is expected.

It is recommended that the participants are given short quizzes after each module. Use 5-10 multiple choice questions, aiming for approximately 3-minute tests. Alternatively, it's possible to test at the end of the module; aim for a maximum 30-minute test in such a case.

After the Assessment:

Review quiz results and discuss any incorrect answers to clarify misunderstandings. Provide feedback on practical activities, focusing on improvements and real-world applications.

| Learning Outcomes | Suggested assessment | Description | Criteria (Rubrics) | Duration: |
|---|--|--|---|------------------|
| LO3.1 Explain the foundational aspects of general cleaning including methods, standards, best practices, and attitudes. | Activity: Practical Application | Participants will perform a cleaning task and use ATP meters to measure cleanliness before and after cleaning. | Effectiveness of cleaning (visual inspection and ATP results), adherence to best practices, and use of correct methods. | 10 minutes |
| LO3.2 Explain the cleaning equipment and tools including their correct usage. | Activity: Selecting the Right Tools | Participants will choose the appropriate cleaning tools and chemicals for different cleaning scenarios. | Accuracy in selection, justification of choices, and understanding of tool and chemical use. | 10 minutes |
| LO3.3 Explain the importance of maintaining safety while conducting cleaning and sanitation tasks. | Activity: Safety Procedures Practice | Participants will perform a safety audit on a mock cleaning station. | Identification of hazards, implementation of safety procedures, and correct use of PPE. | 10 minutes |
| LO3.4 Explain the essentials of food safety | Activity: Food Safety Principles Role-Play | Participants will role-play handwashing, surface | Proper execution of safety practices, understanding | 10 minutes |

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| including maintaining cleanliness and preventing food wastage. | | cleaning, and food storage scenarios. | of food safety principles, and effectiveness in preventing contamination. | |
| LO3.5 Explain the standards and expectations of workplace cleanliness necessary to ensure health and safety. | Activity: Role-play Exercise | Participants will act out scenarios involving common hygiene problems in the workplace. | Identification of issues, appropriate corrective actions, and clear communication. | 10 minutes |
| LO3.6 Explain proper waste disposal and handling practices to maintain cleanliness and safety in the workplace. | Activity: Waste Segregation Workshop | Participants will sort various types of waste into the correct bins. | Accuracy of segregation, understanding of waste types, and awareness of environmental impact. | 10 minutes |

Assessment – knowledge quiz:

Each learning unit contains a quiz of 20 questions. At the end of each unit, the instructor will be able to select 5–10 random questions for each participant, which should take around 3 minutes.

The questions are of low difficulty and offer three possible options each. The correct answer is marked in this document.

If all participants can access a computer, the instructor should set the quizzes up online. However, it is also possible to print the quizzes on paper.

Learning Unit 3.1: General Cleaning

1. Why are visual inspections sometimes not enough to ensure cleanliness?

- A. They are difficult to perform*
- B. They are too quick*
- C. They can miss invisible contamination*

Correct Answer: C

2. What should be done if a surface fails an ATP test after cleaning?

- A. Report it to the manager*
- B. Clean the surface again and retest*
- C. Nothing, it's clean enough*

Correct Answer: B

3. Why is it important to use the correct cleaning methods for each surface?

- A. To finish cleaning faster*
- B. To ensure the surface is properly cleaned and not damaged*
- C. To save on cleaning products*

Correct Answer: B

4. Which method is used to verify the cleanliness of a surface?

- A. ATP monitoring
- B. Visual inspection only
- C. Smell test

Correct Answer: A

5. What does ATP monitoring measure?

- A. Dust particles
- B. Temperature of the surface
- C. Levels of biological matter

Correct Answer: C

6. Which of the following best describes “shared responsibility for cleanliness”?

- A. All employees, regardless of role, contribute to maintaining cleanliness
- B. Supervisors should ensure cleanliness
- C. Only the cleaning staff is responsible for cleanliness

Correct Answer: A

7. What is the primary goal of effective cleaning?

- A. To remove dirt, germs, and impurities from surfaces
- B. To remove visible dirt only
- C. To make surfaces shine

Correct Answer: A

8. How can employees contribute to maintaining cleanliness?

- A. *By ignoring cleanliness tasks*
- B. *By picking up litter and keeping their work areas clean*
- C. *By reporting issues to the supervisor*

Correct Answer: B

9. Why is it important to follow best practices in cleaning?

- A. *To make the job easier*
- B. *To use more cleaning products*
- C. *To ensure the highest level of cleanliness and safety*

Correct Answer: C

10. Why is it important for all employees to participate in workplace cleanliness?

- A. *It fosters a clean environment and promotes collective responsibility*
- B. *It saves time for the cleaning staff*
- C. *It is required by law*

Correct Answer: A

11. What should be done before starting a cleaning task?

- A. *Ask for instructions from a coworker*
- B. *Ensure all cleaning tools and materials are ready*
- C. *Check if the surface is already clean*

Correct Answer: B

12. What is an effective way to maintain a clean workspace?

- A. *Cleaning only when necessary*
- B. *Leaving tasks for the next shift*

C. Regularly cleaning and organizing the area

Correct Answer: C

13. What is one of the benefits of maintaining high cleanliness standards?

A. Faster cleaning processes

B. Less work for employees

C. A safer and more appealing work environment

Correct Answer: C

14. Which best practice helps prevent cross-contamination during cleaning?

A. Cleaning quickly

B. Using the same cloth for all surfaces

C. Following proper hygiene protocols and changing cloths frequently

Correct Answer: C

15. Which practice is NOT recommended when assessing cleanliness?

A. Conducting visual inspections

B. Using ATP meters for thorough checks

C. Ignoring hard-to-reach areas

Correct Answer: C

Learning Unit 3.2: Tools and Equipment

1. What is the primary purpose of a vacuum cleaner in the workplace?

- A. To wash surfaces
- B. To remove dust and debris from floors and carpets
- C. To sanitize surfaces

Correct Answer: B

2. What should be done before using a new cleaning chemical?

- A. Test it in an inconspicuous area
- B. Apply it directly to the surface
- C. Mix it with another chemical

Correct Answer: A

3. Why is using personal protective equipment (PPE) when handling cleaning chemicals important?

- A. To avoid contact with harmful substances
- B. To work faster
- C. To look professional

Correct Answer: A

4. What is the most appropriate cleaning tool for removing dust from surfaces?

- A. Mop
- B. Duster
- C. Sponge

Correct Answer: B

5. What is the correct way to store cleaning chemicals?

- A. In their original containers with labels intact
- B. In any container that is available

C. On the floor in an open area

Correct Answer: A

6. What should you do if cleaning equipment is not functioning properly?

A. Continue using it

B. Report the issue and stop using it until it's repaired

C. Try to fix it yourself

Correct Answer: B

7. What is the main function of a mop in cleaning tasks?

A. To dry the floors

B. To clean and sanitize floors

C. To polish surfaces

Correct Answer: B

8. Why should cleaning tools be cleaned after use?

A. To make them look new

B. To prevent the spread of dirt and germs during the next use

C. To store them neatly

Correct Answer: B

9. What is the first thing you should check when mixing cleaning chemicals?

A. The color of the chemicals

B. The manufacturer's instructions for proper mixing ratios

C. The availability of water

Correct Answer: B

10. How often should routine maintenance be performed on cleaning equipment?

- A. Once a year
- B. Regularly, as recommended by the manufacturer
- C. Only when it breaks down

Correct Answer: B

11. Why is it important to label cleaning chemical containers?

- A. To make them look professional
- B. To ensure the correct chemical is used safely
- C. To match them with the right equipment

Correct Answer: B

12. Which tool is typically used to clean carpets?

- A. Vacuum cleaner
- B. Mop
- C. Squeegee

Correct Answer: A

13. What should you do if you accidentally spill a cleaning chemical?

- A. Wipe it up with any cloth
- B. Follow the spill management procedures and use appropriate PPE
- C. Ignore it and continue working

Correct Answer: B

14. What is the best practice when using cleaning equipment on delicate surfaces?

- A. Use the strongest cleaning chemical available
- B. Use a gentle tool and test a small area first
- C. Scrub vigorously to ensure cleanliness

Correct Answer: B

Learning Unit 3.3: Cleaning and Safety

1. Why is it crucial to maintain safety during cleaning tasks?

- A. To save time
- B. To prevent accidents and ensure the health and safety of employees
- C. To use more cleaning products

Correct Answer: B

2. What should be done before starting any cleaning task?

- A. Begin cleaning immediately
- B. Assess the area for potential hazards
- C. Ask a coworker to help

Correct Answer: B

3. What is Personal Protective Equipment (PPE)?

- A. Cleaning tools
- B. Gear designed to protect workers from injury or infection
- C. Cleaning chemicals

Correct Answer: B

4. Which of the following is a common hazard during cleaning?

- A. Watching out for others
- B. Wet floors causing slips and falls
- C. Listening to music while cleaning

Correct Answer: B

5. What is the best way to communicate safety during cleaning operations?

- A. Shouting across the room
- B. Using safety signs and verbal communication
- C. Ignoring safety protocols

Correct Answer: B

6. Why is it important to follow safety procedures when handling cleaning chemicals?

- A. To finish the job quickly
- B. To prevent exposure to harmful substances
- C. To save on the use of chemicals

Correct Answer: B

7. Which type of PPE is essential when handling strong cleaning chemicals?

- A. Gloves and goggles
- B. Only an apron
- C. No PPE is necessary

Correct Answer: A

8. How can you minimize the risk of slips and falls during cleaning?

- A. Clean quickly and leave the area

- B. Place warning signs and ensure the floor is dry after cleaning*
- C. Use extra water to clean thoroughly*

Correct Answer: B

9. Why is it important to read and understand Safety Data Sheets (SDS) for cleaning chemicals?

- A. To save time on cleaning*
- B. To ensure safe handling and storage of chemicals*
- C. To mix chemicals freely*

Correct Answer: B

10. What should be done if a cleaning chemical comes into contact with your skin?

- A. Ignore it and continue working*
- B. Rinse immediately with plenty of water and seek medical advice if necessary*
- C. Wipe it off with a dry cloth*

Correct Answer: B

11. Why is effective communication important during cleaning tasks?

- A. To ensure everyone is aware of safety hazards and procedures*
- B. To chat with coworkers*
- C. To fill in time during cleaning*

Correct Answer: A

12. What is the recommended action if a cleaning task involves a chemical spill?

- A. Clean it up quickly without PPE*

B. Follow spill response procedures and use appropriate PPE

C. Leave it for the next shift

Correct Answer: B

13. What should you do if a coworker is not following safety protocols during cleaning?

A. Ignore it

B. Remind them of the safety procedures and report it if necessary

C. Take over their tasks

Correct Answer: B

14. Why is it important to use the correct amount of cleaning chemicals?

A. To use up the supply quickly

B. To ensure effectiveness and avoid potential hazards

C. To make the job easier

Correct Answer: B

15. Which of the following best describes the correct use of PPE?

A. Wearing gloves only when necessary

B. Wearing all recommended PPE during tasks involving chemicals and potential hazards

C. Using PPE occasionally

Correct Answer: B

Learning Unit 3.4: Food Safety

1. What is the primary goal of food safety in the workplace?

- A. To improve food taste
- B. To increase food production
- C. To prevent foodborne illnesses and contamination

Correct Answer: C

2. Why is proper handwashing important in food safety?

- A. It makes hands smell good
- B. It removes harmful bacteria and prevents the spread of germs
- C. It helps dry your hands faster

Correct Answer: B

3. Which of the following is a key principle of food safety?

- A. Storing food in any available container
- B. Using any available ingredients, regardless of condition
- C. Maintaining cleanliness to prevent food contamination

Correct Answer: C

4. What temperature range is considered the "Danger Zone" for bacterial growth?

- A. 10°C to 70°C
- B. 0°C to 5°C
- C. 5°C to 60°C

Correct Answer: C

5. Why is it important to prevent cross-contamination in food preparation?

- A. To save time during cooking
- B. To avoid the transfer of harmful bacteria from one food item to another

C. To enhance food flavor

Correct Answer: B

6. What is the correct way to store raw meat in a refrigerator?

A. Above ready-to-eat foods

B. Below ready-to-eat foods to prevent drips and contamination

C. In any available space

Correct Answer: B

7. Which of the following practices helps minimize food wastage?

A. Using the "First In, First Out" (FIFO) method to rotate stock

B. Storing all food items together

C. Preparing large amounts of food in advance

Correct Answer: A

8. What is the purpose of proper food storage?

A. To impress customers

B. To extend the shelf life of food and prevent spoilage

C. To make the kitchen look organized

Correct Answer: B

9. How should food that has been prepared but not immediately served be handled?

A. Leave it out at room temperature

B. Keep it at safe temperatures, either hot above 60°C or cold below 5°C

C. Cover it and store it anywhere

Correct Answer: B

10. Why is temperature control important in food safety?

- A. To cook food faster
- B. To prevent bacterial growth that can lead to foodborne illnesses
- C. To keep food warm

Correct Answer: B

11. What should you do if you suspect that food has been contaminated or stored past its expiration date?

- A. Discard it to avoid potential health risks
- B. Taste it to check if it's still good
- C. Serve it immediately

Correct Answer: A

12. Which of the following is a critical aspect of maintaining a hygienic food preparation area?

- A. Cleaning and sanitizing surfaces frequently
- B. Using the same cloth for all surfaces
- C. Regularly wiping surfaces with water

Correct Answer: A

13. What is the best way to monitor food product expiration dates?

- A. By using expired products first
- B. By guessing when they might expire
- C. Regularly checking labels and using the FIFO method

Correct Answer: C

14. Why is it important to understand and implement food safety practices?

- A. To improve cooking skills
- B. To ensure that the food served is safe for consumption and free from contaminants
- C. To speed up food preparation

Correct Answer: B

15. Which of the following is an effective way to prevent foodborne illnesses?

- A. Preparing food in advance and storing it at room temperature
- B. Using expired ingredients
- C. Ensuring proper hygiene and food handling practices

Correct Answer: C

16. What is the correct way to thaw frozen food?

- A. On the countertop at room temperature
- B. In the refrigerator, under cold running water, or as part of the cooking process
- C. In hot water

Correct Answer: B

17. What is one of the most common symptoms of foodborne illness?

- A. Fever
- B. Headache
- C. Stomach cramps and diarrhea

Correct Answer: C

Learning Unit 3.5: Hygiene Management

1. What is the primary purpose of maintaining high hygiene standards in the workplace?

- A. To reduce the need for cleaning
- B. To make the workplace look attractive
- C. To ensure the health and safety of all employees

Correct Answer: C

2. Why is personal hygiene important in the workplace?

- A. To prevent the spread of germs and illness
- B. To look presentable to customers
- C. To follow workplace rules

Correct Answer: A

3. Which of the following is a key component of personal hygiene in the workplace?

- A. Wearing casual clothes
- B. Regular handwashing
- C. Using strong perfumes

Correct Answer: B

4. Why is it important to assess the cleanliness of a workspace regularly?

- A. To show management that work is being done
- B. To identify areas that need additional attention and ensure a hygienic environment
- C. To keep busy

Correct Answer: B

5. What is the best way to prevent the spread of germs in the workplace?

- A. Practicing regular hand hygiene and cleaning frequently touched surfaces*
- B. Using air fresheners*
- C. Keeping the windows open*

Correct Answer: A

6. Which of the following should be included in a personal hygiene routine?

- A. Wearing the same clothes daily*
- B. Regular handwashing and using clean work attire*
- C. Avoiding hygiene products*

Correct Answer: B

7. What is the significance of environmental cleanliness in the workplace?

- A. It reduces the time spent on cleaning*
- B. It saves on cleaning costs*
- C. It helps prevent contamination and ensures a safe work environment*

Correct Answer: C

8. What should you do if a workspace is not meeting hygiene standards?

- A. Take immediate action to clean and sanitize the area*
- B. Wait until the end of the day to clean it*
- C. Report it to a supervisor and leave it as is*

Correct Answer: A

9. Which practice can help improve hygiene in shared workspaces?

- A. Leaving shared items uncleaned
- B. Allowing food at desks
- C. Regular cleaning and sanitization of shared surfaces

Correct Answer: C

10. What is the role of personal protective equipment (PPE) in maintaining workplace hygiene?

- A. To make work easier
- B. To protect employees from exposure to harmful substances
- C. To look professional

Correct Answer: B

11. Which of the following is a sign that personal hygiene practices need improvement?

- A. There is a pleasant smell in the workplace
- B. Employees are frequently getting sick
- C. Work areas are clean

Correct Answer: B

12. Why is it important to address hygiene issues immediately?

- A. To impress supervisors
- B. To prevent them from becoming larger problems and to maintain a healthy environment
- C. To avoid extra work later

Correct Answer: B

13. How can employees contribute to maintaining hygiene standards in the workplace?

- A. By cleaning only their work area
- B. By leaving cleaning tasks to the janitorial staff
- C. By following personal hygiene practices and participating in regular cleaning routines

Correct Answer: C

14. What is a common result of poor hygiene management in the workplace?

- A. Increased risk of illness and contamination
- B. Higher employee satisfaction
- C. Faster work processes

Correct Answer: A

15. What should be done with cleaning materials after they are used?

- A. Store them without cleaning
- B. Clean and store them properly to prevent contamination
- C. Leave them out for future use

Correct Answer: B

16. Why is it important to maintain cleanliness in food preparation areas?

- A. To prevent food contamination and ensure food safety
- B. To impress customers
- C. To improve food flavor

Correct Answer: A

Learning Unit 3.6: Waste Management

1. Why is it important to segregate waste into different categories?

- A. To make waste disposal easier
- B. To reduce costs for the company
- C. To ensure proper recycling and disposal of materials

Correct Answer: C

2. What is the correct way to dispose of hazardous waste?

- A. Mix it with general waste
- B. Follow specific disposal procedures according to local regulations
- C. Burn it

Correct Answer: B

3. Which of the following is considered hazardous waste?

- A. Paper
- B. Plastic bottles
- C. Cleaning chemicals

Correct Answer: C

4. How should recyclable materials be handled in the workplace?

- A. Mix them with general waste
- B. Segregate them and place them in designated recycling bins
- C. Store them until they can be sold

Correct Answer: B

5. What should you do if you notice an overflowing waste bin?

- A. Compress the waste to make more space
- B. Leave it for the next person to empty
- C. Empty it immediately and replace the liner

Correct Answer: C

6. Why is it important to follow local regulations regarding waste disposal?

- A. To avoid legal penalties and ensure environmental protection
- B. To reduce waste management costs
- C. To impress customers

Correct Answer: A

7. What is the impact of improper waste disposal on the environment?

- A. It can lead to pollution and harm wildlife
- B. It makes waste management more expensive
- C. It increases the need for new landfills

Correct Answer: A

8. Which type of waste should be placed in a compost bin?

- A. Plastic containers
- B. Food scraps and organic material
- C. Glass bottles

Correct Answer: B

9. Which of the following is NOT a best practice for waste management?

- A. Mixing all types of waste together*
- B. Segregating waste into appropriate categories*
- C. Cleaning and disinfecting waste bins regularly*

Correct Answer: A

10. What is the importance of training employees in waste management practices?

- A. To reduce training costs*
- B. To ensure compliance with waste management regulations and promote environmental sustainability*
- C. To make them more productive*

Correct Answer: B

11. How should liquid waste be disposed of?

- A. Pour it down the sink*
- B. Dispose of it according to the facility's liquid waste management procedures*
- C. Mix it with solid waste*

Correct Answer: B

12. Why is it important to keep the work environment litter-free?

- A. To avoid having to clean up later*
- B. To maintain a clean and professional workplace and prevent hazards*
- C. To reduce the amount of waste produced*

Correct Answer: B

13. What is the correct procedure for disposing of broken glass?

- A. Place it in the general waste bin
- B. Wrap it securely and place it in a designated sharps or glass disposal container
- C. Leave it for someone else to handle

Correct Answer: B

14. Which type of waste should be disposed of in a biohazard container?

- A. Recyclable plastics
- B. Food scraps
- C. Medical waste or materials contaminated with bodily fluids

Correct Answer: C

15. What is a key benefit of effective waste management?

- A. It reduces the amount of cleaning required
- B. It promotes a healthier and safer work environment
- C. It decreases the workload for employees

Correct Answer: B