Making tea

Assessment checklist

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|  | Competent | Not Competent |
| 1. Fills kettle with cold water |  |  |
| 1. Switches kettle to “on” |  |  |
| 1. Selects appropriate drinking vessel |  |  |
| 1. Selects tea and adds to vessel |  |  |
| 1. On boiling adds water to cup |  |  |
| 1. Adds appropriate amount of milk |  |  |
| 1. Adds appropriate amount of sugar |  |  |
| 1. Stirs to infuse |  |  |
| 1. Removes and disposes of Tea bag |  |  |

Trainer name: <enter name>

Trainee name: <enter name>

Date: <enter date>