

## Skills for environment and cleaning

Read the chart showing the skills needed to complete these work-related tasks. Complete the chart to show how confident you are at present.

Task	Skill	Confident	Need to work on this
<b>Plan time effectively</b>	Understand 12 and 24 hour clocks		
	Calculate the total amount of time you have available		
	Calculate the amount of time you have available for individual work tasks		
<b>Use ratios to measure liquid cleaning products</b>	Understand ratios in product information		
	Understand millilitres and litres in product information		
	Understand and use ratios to dilute cleaning products		
	Measure liquids accurately in millilitres		