



Australian Government

Assessment Requirements for HLTAHA020 Support food services in menu and meal order processing

Release: 1

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Modification History

Release	Comments
Release 1	<p>This version was released in <i>HLT Health Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages.</p> <p>Merged HLTNA305D/HLTNA301D. Significant changes to elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements. Minimum work hours added. Significant change to knowledge evidence.</p>

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be demonstrated evidence that the candidate has (under the direction of a dietitian):

- distributed menus or used other systems with clients to collect meal orders, processed therapeutic meal orders and delivered food orders to at least 3 clients, 1 in a simulated environment and 2 in the workplace
- prepared different nutritional supplements for at least 3 clients, 1 in a simulated environment and 2 in the workplace
- performed the activities outlined in the performance criteria of this unit during a period of at least 120 hours of work

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the work role. This includes knowledge of:

- Australian dietary guidelines*
- organisation policy and procedures in relation to:
 - infection control as it relates to the allied health assistant's role in assisting with food services and menu and meal planning
 - food, nutrition and special food guidelines

- other specific organisation policies or procedures, including supervisory and reporting protocols
- safe food handling

inter-relationships between food services and nutrition services, dietary departments concerning menu and meal order processing procedures, food production and delivery schedules

- range of menus, and menu items and different types of menu management systems
- various cultural requirements in relation to food, relevant to the profile of the community served by the organisation
- feedback processes or systems used within the organisation
- legal and ethical considerations relevant to allied health:
 - privacy, confidentiality and disclosure
 - work health and safety:
 - manual handling including identification and control of manual task risk factors

Assessment Conditions

All aspects of the performance evidence must have been demonstrated using simulation prior to being demonstrated in the workplace under direction and supervision (direct, indirect, remote) as determined by the dietitian.

The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - food safety and standards and procedures
 - manufacturers' manuals and recommendations for equipment
 - relevant clothing and footwear
 - individualised plans and any relevant equipment outlined in the plan

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>