



Australian Government

HLTAHA018 Assist with planning and evaluating meals and menus to meet recommended dietary guidelines

Release: 1

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Modification History

Release	Comments
Release 1	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. Merged HLTNA302D/HLTNA304D. 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.

Application

This unit describes the skills and knowledge required to assist with the planning and evaluating appropriate meals and menus based on the Australian Dietary Guidelines, and other dietary guidelines, in consultation with a dietitian to meet the nutritional needs of individuals within client groups. It involves the selection and planning of balanced meals, general menu planning principles and the development and evaluation of menus.

This unit applies to allied health assistants and should be performed under the direction and supervision (direct, indirect or remote) of a dietitian. Individuals will take responsibility for their own outputs and may participate in work teams. A range of well developed skills and some discretion and judgement is required of workers.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes

The Performance criteria describe the performance needed to demonstrate achievement of the element.

1. Identify the nutrients and food group serves recommended for good health for client groups

1.1 Categorise foods according to food groups, identifying key nutrients by each food group and individual foods within that group

1.2 Identify recommended serves of various food groups for client group, in consultation with a dietitian

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes

The Performance criteria describe the performance needed to demonstrate achievement of the element.

2. Plan and develop menus in accordance with relevant dietary guidelines

- 2.1 Plan menus according to menu planning principles
- 2.2 Select food preparation and cooking methods in consultation with food production personnel to maintain maximum nutritional value of foods
- 2.3 Plan meals and menus to minimise nutrient imbalance, incorporating relevant dietary guidelines
- 2.4 Plan meals and food group serves to meet the nutritional needs of individuals within client groups
- 2.5 Discuss and confirm menu plans with the dietitian

3. Identify food-related cultural and religious needs of client groups

- 3.1 Identify client group, use correct terminology and observe cultural customs
- 3.2 Consider cultural groups and general characteristics of their cuisine
- 3.3 Identify dietary regimes and factors associated with cultural and religious groups that may influence food choices
- 3.4 Plan and modify meals and menus to meet specific cultural and religious needs of client group in line with organisational guidelines

4. Evaluate meals and menus

- 4.1 Follow processes defined by dietitian to evaluate meals and menus to ensure they meet nutritional requirements of client groups
- 4.2 Follow processes defined by dietitian to evaluate meals and menus to ensure they meet cultural and religious needs of the clients
- 4.3 Follow processes defined by dietitian to evaluate meals and menus to ensure client satisfaction
- 4.4 Evaluate meals and menus to ensure feasibility of production in relation to equipment, time and skills as well as budgetary constraints
- 4.5 Make adjustments to menu according to findings and

ELEMENT

Elements define the essential outcomes

PERFORMANCE CRITERIA

The Performance criteria describe the performance needed to demonstrate achievement of the element.
the dietitian's directions

Foundation Skills

The Foundation Skills describe those required skills (such as language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for HLTAHA018 Assist with planning and evaluating meals and menus to meet recommended dietary guidelines

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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 evidence that the candidate has (under the direction of a dietitian):

- planned, developed and evaluated menus for 3 client groups, 1 in a simulated environment and 2 in the workplace, based on organisational food, nutrition and special diet guidelines or the *Australian dietary guidelines* for provision of appropriate food for client groups(s)
- planned and modified meals and menus for at least 2 clients with specific cultural and/or religious food-related requirements in a simulated environment
- 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 complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. this include knowledge of:

- relevant organisational food, nutrition and special diet guidelines
- *Australian dietary guidelines*
- cooking methods and equipment
- food preparation and food service systems
- principles of nutrition, diet therapy, nutrition supplements and factors that place clients at risk of malnutrition and inadequate hydration

- common fluid and food restrictions
- costing procedures
- how to recognise malnutrition
- policy and procedures in relation to:
 - infection control and food safety program as they relate to assisting with meals, menus and dietary guidelines
 - other specific organisation policies or procedures, including supervisory and reporting protocols
- range of menus and menu items
- standardised recipes
- various cultural and religious requirements in relation to food, relevant to the profile of the community served by the organisation including:
 - halal
 - types of vegetarianism (ovo-lacto, lacto or vegan)
 - kosher
- legal and ethical considerations relevant to allied health:
 - privacy, confidentiality and disclosure
 - work health and safety (WHS)

Assessment Conditions

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

- plan, develop and evaluate one menu based on organisation food, nutrition and special diet guidelines or the *Australian dietary guidelines* for provision of appropriate food for client

The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - food safety standards and procedures
 - manufacturers' manuals and recommendations for equipment
 - food packaging and storage requirements
 - work plan
 - menu planning tools
 - individualised plans and any relevant equipment in the plan

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

Links

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