



Australian Government

SITHKOP006 Plan catering for events or functions

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to plan catering for events or functions. It requires the ability to identify the purpose and scope of the event, prepare catering proposals to meet customer requirements, and finalise operational plans for the delivery of catering. It does not include food preparation, which is covered by commercial cookery units.

The unit applies to catering for any type of event in the cultural, community, hospitality, sporting, tourism and event industries.

It applies to catering and event personnel who operate independently or with limited guidance from others. This unit is relevant to a caterer or other cookery specialist involved in event catering, but also to non-catering specialists including event, function and banquet coordinators.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Kitchen Operations

Unit Sector

Hospitality

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Identify purpose and scope of the event.

PERFORMANCE CRITERIA

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

- 1.1. Discuss and clarify purpose of event or function with stakeholders.
- 1.2. Accurately identify specific customer needs and preferences, and determine catering requirements.

2. Prepare catering proposal.
 - 2.1. Collect and collate **operational information** for the event and venue.
 - 2.2. Analyse operational factors influencing catering, and consult with stakeholders to determine overall approach.
 - 2.3. Contribute ideas to event concept, theme and format and incorporate **creative elements** into the catering proposal.
 - 2.4. Verify operational and service practicality of the catering proposal through consultation and analysis.
 - 2.5. Present proposal including accurate information on range and style of catering products and services.
 - 2.6. Obtain approval to proceed with catering.
3. Prepare and implement operational plan.
 - 3.1. Prepare an operational plan for provision of catering and **ancillary products and services**, identifying steps, activities and sequence.
 - 3.2. Incorporate risk management issues into plan.
 - 3.3. Review, verify and finalise details with client.
 - 3.4. Provide accurate information on operational plans to relevant personnel to ensure effective implementation.
 - 3.5. Implement and monitor catering plan for the event, making adjustments as required.
 - 3.6. Obtain feedback from customer and operational staff after the event to inform future catering activities.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• read and interpret written feedback and unfamiliar and detailed venue information.
Writing skills to:	• write comprehensive catering proposals and complex operational plans.
Oral communication skills to:	• use active listening and open and closed questioning to consult on catering requirements with customers and other stakeholders.
Numeracy skills to:	• calculate number of catering products and services required for the event or function • calculate timings for the preparation and service of food.
Problem-solving skills to:	• analyse operational factors influencing catering • respond to operational difficulties when implementing the plan

	and identify when assistance is required from colleagues and external specialists
Initiative and enterprise skills to:	• identify deficiencies in proposals and plans and make adjustments. • explore a range of product concepts to improve the event theme and format.
Planning and organising skills to:	• access and sort information required for catering proposals and plans, and write and submit them within designated deadlines.
Technology skills to:	• use computers, word processing, presentation and spreadsheet software packages.

Range of Conditions

Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Range is restricted to essential operating conditions and any other variables essential to the work environment.

- Operational information** must involve consideration of the following factors:
- budget
 - capacity of facilities to produce catering
 - concept, style and theme
 - consideration of negative environmental impacts and minimal impact practices for the venue
 - date and time
 - duration
 - guest numbers
 - guest profile
 - location of:
 - food production kitchen
 - service venue
 - nature and parameters of the venue:
 - type (internal or external)
 - dimensions of delivery access and storage areas
 - access to cooking facilities
 - off and on-site staff requirements
 - resources that will be used:
 - physical
 - human

Creative elements must involve consideration of:

- food and beverage supplies
- suppliers, and supply and cost specifications
- special, new or hired equipment required to provide catering
- transportation requirements.
- decorations that complement themed events and functions
- food with interesting links to other event aspects
- innovative options to address particular operational limitations
- innovative presentation of food and beverage
- unusual combinations of food items or service ideas.

Ancillary product and services must involve consideration of:

- buffet showpieces
- floral displays and decorations
- items and merchandise:
 - chocolates, fruit, nuts, alcohol
 - hampers
 - gift items of any type
 - novelties
- on-site management of event
- room decorations
- staffing
- table decorations
- theme and décor.

Unit Mapping Information

SITHKOP404 Plan catering for events or functions

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dffa092694>

Assessment Requirements for SITHKOP006 Plan catering for events or functions

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- prepare catering proposals in response to diverse customer requirements for at least six different event or function types as specified in the knowledge evidence
- prepare practical operational plans for each of the above events and functions that specify arrangements for all basic requirements for catering delivery as specified in the knowledge evidence
- ensure above operational plans include consideration of the different operational factors that affect catering delivery as specified in the knowledge evidence
- implement above operational plans through the delivery of catering for three of the above events and functions
- complete proposals and plans and coordinate the delivery of catering for events and functions within commercial time constraints.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- major characteristics of the events and functions listed in the performance evidence:
 - purpose and format
 - roles and responsibilities of different family members, officials and venue personnel
 - event running order
 - entertainment and speeches
 - service order and timing for food and beverage items to complement event or function activities
 - service expectations
- different types of events or functions where catering is required:
 - balls
 - banquets
 - conferences
 - corporate events
 - defence operations
 - exhibitions

- industry and other awards presentations
- meetings or seminars
- parties
- product launches
- religious celebrations
- social celebrations
- sporting events
- themed events
- trade shows
- training events
- wakes
- weddings
- catering and service styles for above different types of events with varying numbers
- operational factors influencing catering for different venues and climatic conditions
- space and equipment requirements for above different styles of catering and varying numbers
- basic requirements for delivery of catering for events or functions:
 - ancillary products and services
 - beverage
 - food:
 - classic
 - cultural food requirements
 - modern
 - special dietary needs
 - menu type:
 - à la carte
 - buffet
 - set menu
 - table d'hôte
 - link between food service and other aspects of the event
 - style of service
 - timing of service
- operational factors that affect catering delivery for an event or function:
 - conflicting activities in venue food preparation and storage areas
 - costing of components and total catering
 - food production timelines and staffing roles and responsibilities:
 - production kitchen
 - venue or service kitchen
 - purchasing of food, beverage, materials and equipment

- recycling and correct and environmentally sound disposal practices for kitchen waste and hazardous substances
- risk management issues
- security arrangements
- service staff roles and responsibilities
- service timelines for food and beverage
- management of on-site resources:
 - venue
 - commodities
 - equipment
 - machinery
- staffing and contracting
- storage of food and beverage
- transport requirements and timelines
- venue event management
- venue or service area resources:
 - cooking and re-thermalisation equipment
 - size and availability
 - storage facilities
- formats and content for:
 - catering proposals
 - operational plans used to manage the delivery of catering for an event or function
- potential risk management issues relating to delivery of catering products and services:
 - availability and reliability of equipment
 - beverage dispensing system safety
 - cooking and service times
 - customer preferences and inherent risks
 - food safety issues
 - impacts of bad weather conditions on catering delivery
 - potential non-delivery of supplies from unknown supplier
 - power sources and back-up options
 - problems with maintaining food quality and safety during storage, preparation and display at the event
 - product price fluctuations
 - requirement for public liability and other insurances
 - seasonal fluctuations in food prices
 - seasonal non-availability of food and beverage ingredients
 - size and availability of on-site food preparation and storage areas
 - venue access and impacts on food preparation to meet deadlines
- organisation-specific procedures relating to:

- food safety
- environmental management
- risk management.

Assessment Conditions

Skills must be demonstrated in a hospitality or catering business operation for which catering proposals and plans are prepared and implemented. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- event and function venues where catering is provided
- sources of negotiated cost of supply:
 - tariffs
 - price lists
- organisational specifications:
 - food safety policies and procedures
 - environmental management procedures
 - purchase specifications
 - risk management procedures
 - supplier contracts
- computers, printers and software programs currently used by the hospitality and catering industry to prepare proposals and plans
- customers with whom the individual can interact; these can be:
 - customers in an industry workplace who interact with the individual during the assessment process
 - individuals who participate in role plays, simulated activities, or simulated events set up for the purpose of assessment in an operational context.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors; and:

- have worked in industry for at least three years where they have applied the skills and knowledge of this unit of competency.

Links

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