



Australian Government

Assessment Requirements for SITHKOP014 Plan catering for events or functions

Release: 1

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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 three 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
- complete proposals and plans within commercial time constraints.

Knowledge Evidence

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

- purpose and format of different types of events or functions where catering is required:
 - balls
 - banquets
 - conferences
 - corporate events
 - defence operations
 - exhibitions or trade shows
 - religious celebrations
 - social celebrations
 - sporting events
 - themed events
 - wakes
 - weddings
- roles and responsibilities of people involved in the delivery of the event or function, including:
 - staff
 - attendees

- officials
- venue personnel
- suppliers or service providers
- operational factors influencing catering requirements, including:
 - budget
 - concept, style and theme
 - date, time and duration
 - attendee numbers and profile
 - location of:
 - food production kitchen
 - service venue
 - nature and parameters of the venue:
 - type
 - climatic conditions
 - internal
 - external
 - dimensions of delivery access and storage areas
 - access to cooking facilities
 - available cooking equipment and its condition
 - off and on-site staff requirements
 - resources that will be used:
 - physical
 - human
 - food and beverage supplies
 - suppliers, and supply and cost specifications
 - special, new or hired equipment required to provide catering
 - transportation requirements and timelines
- basic requirements for delivery of catering for events or functions:
 - ancillary products and services
 - beverage
 - food, including:
 - cultural food requirements
 - special dietary needs
 - menu types, including:
 - à la carte
 - buffet
 - set menu
 - 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
 - food production timelines and staffing roles and responsibilities:
 - production kitchen
 - venue or service kitchen
 - purchasing of food, beverage, materials and equipment
 - recycling 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
 - venue event management
- 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; or
- an industry-realistic 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.

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

- have achieved the Certificate III or Certificate IV in Commercial Cookery, or Certificate III or IV in Catering Operations, or Certificate III or IV in Patisserie, or their successors; or

hold a trade certificate as a cook or chef or equivalent; and

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

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694>