



Australian Government

SITHKOP014 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.

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.

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

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

PERFORMANCE CRITERIA

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

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|---|--|
| 1. Identify purpose and scope of the event. | 1.1. Discuss and clarify purpose of event or function with stakeholders to inform planning.
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, price 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 food safety and 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 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 • identify deficiencies in proposals and plans and make adjustments.
Initiative and enterprise skills to:	• 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.

Unit Mapping Information

Supersedes and is equivalent to SITHKOP006 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-bc06-899dff092694>

Assessment Requirements for SITHKOP014 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 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

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