



Australian Government

Department of Education, Employment and Workplace Relations

SITHCCC038B Plan catering for an event or function

Revision Number: 1

SITHCCC038B Plan catering for an event or function

Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit describes the performance outcomes, skills and knowledge required to plan the catering for an event or function. It involves developing the catering concept and planning and developing an operational plan to meet requirements.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the Unit

Application of the unit

This unit applies to catering for any type of event. It may be relevant in any industry context, but has particular application to the cultural, community, hospitality, sporting and tourism sectors. This unit is relevant to a caterer or other cookery specialist involved in event catering, but also to non-catering specialists like event managers. The skills to actually provide catering are covered in other cookery and catering units.

While catering is the major focus of the unit, it also refers to additional services that may be offered by a caterer, such as those related to decor and theme.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Identify overall event objectives and scope.	1.1 Clarify and agree on key objectives of the <i>event or function</i> in consultation with stakeholders. 1.2 Analyse <i>broad factors influencing catering</i> and consult with <i>stakeholders</i> to determine overall approach.
2 Prepare the catering concept for an event or function.	2.1 Contribute ideas to the event concept, theme and format, according to scope of responsibility. 2.2 Identify and define <i>key catering elements</i> in consultation with stakeholders to reflect event or function objectives and meet customer needs. 2.3 Incorporate <i>creative elements</i> into the catering concept and theme.

ELEMENT**PERFORMANCE CRITERIA**

- | | | | | | | | | | | | | | | | | |
|-----|--|--|-----|--|-----|---|-----|--|-----|--|-----|---|-----|--|-----|---|
| | 2.4 | Verify the operational and service practicality of the catering concept, theme and format through consultation and analysis. | | | | | | | | | | | | | | |
| 3 | Prepare and implement an operational plan for the catering of an event or function. | <table border="0"><tr><td>3.1</td><td>Prepare an <i>operational plan</i> for the provision of catering and <i>ancillary services</i>, identifying steps, activities and sequence.</td></tr><tr><td>3.2</td><td>Incorporate appropriate <i>risk management issues</i> into the plan.</td></tr><tr><td>3.3</td><td>Review, verify and finalise details with the client.</td></tr><tr><td>3.4</td><td>Provide accurate and complete information on the catering concept and operational plans to all relevant stakeholders to ensure timely and effective planning and implementation.</td></tr><tr><td>3.5</td><td>Obtain approval from relevant stakeholders prior to implementation.</td></tr><tr><td>3.6</td><td>Implement and monitor the catering plan for the event, making adjustments as required.</td></tr><tr><td>3.7</td><td>Obtain feedback after the event and review plans to evaluate client satisfaction and degree to which it met objectives and client requirements.</td></tr></table> | 3.1 | Prepare an <i>operational plan</i> for the provision of catering and <i>ancillary services</i> , identifying steps, activities and sequence. | 3.2 | Incorporate appropriate <i>risk management issues</i> into the plan. | 3.3 | Review, verify and finalise details with the client. | 3.4 | Provide accurate and complete information on the catering concept and operational plans to all relevant stakeholders to ensure timely and effective planning and implementation. | 3.5 | Obtain approval from relevant stakeholders prior to implementation. | 3.6 | Implement and monitor the catering plan for the event, making adjustments as required. | 3.7 | Obtain feedback after the event and review plans to evaluate client satisfaction and degree to which it met objectives and client requirements. |
| 3.1 | Prepare an <i>operational plan</i> for the provision of catering and <i>ancillary services</i> , identifying steps, activities and sequence. | | | | | | | | | | | | | | | |
| 3.2 | Incorporate appropriate <i>risk management issues</i> into the plan. | | | | | | | | | | | | | | | |
| 3.3 | Review, verify and finalise details with the client. | | | | | | | | | | | | | | | |
| 3.4 | Provide accurate and complete information on the catering concept and operational plans to all relevant stakeholders to ensure timely and effective planning and implementation. | | | | | | | | | | | | | | | |
| 3.5 | Obtain approval from relevant stakeholders prior to implementation. | | | | | | | | | | | | | | | |
| 3.6 | Implement and monitor the catering plan for the event, making adjustments as required. | | | | | | | | | | | | | | | |
| 3.7 | Obtain feedback after the event and review plans to evaluate client satisfaction and degree to which it met objectives and client requirements. | | | | | | | | | | | | | | | |

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

The following skills must be assessed as part of this unit:

- critical thinking skills to analyse event concept and develop, evaluate and select catering options
- planning and organisational skills to develop cohesive operational plans and procedures for event catering
- communication skills to consult and liaise on catering requirements with customers and other stakeholders
- literacy skills to interpret event information and develop catering documentation and specifications
- numeracy skills to work with catering numbers and event schedules.

The following knowledge must be assessed as part of this unit:

- formats and features of different types of events, including the interrelationship between catering and other event aspects and role and responsibilities of different event personnel
- catering options and styles for different types of events, different types of customers, and varying numbers
- operational constraints for catering within different styles of venue or site and in different climatic conditions
- space and equipment requirements for different styles of catering and varying numbers
- safety considerations associated with different types of catering equipment, including:

cooking equipment

beverage dispensing systems (inert gas, chemical use)

- staffing and service requirements for particular types of catering
- typical formats and running orders for different styles of events
- principles and practices of food safety for preparation, storage and transport of food
- risk management issues to be considered in the particular context of event catering.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment

EVIDENCE GUIDE

Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- ability to plan catering that reflects event objectives and is operationally practical
- knowledge of the range of catering options to be considered for different event styles and contexts
- knowledge of issues and challenges associated with event catering
- project or work activities conducted over a commercially realistic period of time so that the planning, evaluation and monitoring aspects of catering for an event or function can be assessed
- demonstration of skills through the planning of catering for at least two different styles of event.

Context of and specific resources for assessment

Assessment must ensure:

- access to and interaction with event industry suppliers
- involvement of and interaction with an event principal or organising group.

EVIDENCE GUIDE

Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- evaluation of the catering at an event where catering is coordinated by the candidate
- case studies to assess ability to develop catering concepts and plans for different types of event
- evaluation of reports prepared by the candidate detailing the planning processes undertaken for an event and highlighting particular challenges and issues
- written or oral questions to elicit further explanations on various aspects of planning
- review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the performance criteria is detailed below.

Event or function may include:

- sporting events
- defence operations
- exhibitions and shows, such as trade shows
- product launches
- conferences
- meetings or seminars
- training events
- social celebrations.

RANGE STATEMENT

Stakeholders may include:

- event customers
- suppliers and contractors
- local community
- organising committees
- local authorities
- colleagues
- facilitators
- entertainers.

Broad factors influencing catering may include:

- event purpose
- concept, style and theme
- date and time
- duration
- nature of venue
- numbers
- audience or market profile
- equipment availability
- overall budget estimate.

Key catering elements may include:

- type of food, including nutritional and cultural requirements
- beverage requirements
- style of service
- timing of service
- location of production and service
- link between food and other aspects of the event, such as speeches
- production and transport issues
- catering staff requirements
- liaison with others involved in the event.

Creative elements may include:

- innovative presentation of food and beverage
- food with interesting links to other event aspects
- unusual combinations of food items or service ideas
- innovative options to address particular operational limitations.

RANGE STATEMENT

- Operational plan*** may include:
- costing of components and total catering
 - on-site catering management
 - staffing and contracting
 - roles and responsibilities
 - logistics and transport details
 - resources, e.g. venue, commodities, equipment, machinery, vehicles and staff
 - security arrangements
 - purchasing and storage of food, beverage, materials and equipment
 - production and distribution of food and beverage
 - recycling and correct and environmentally sound disposal practices for kitchen waste and hazardous substances.
- Ancillary services*** may relate to:
- theme and decor
 - management of event
 - staffing
 - logistics.
- Risk management issues*** may relate to:
- availability of equipment
 - power sources and back-up options
 - general food safety issues
 - beverage dispensing system safety
 - food safety issues for particular food types
 - seasonal fluctuations in food prices
 - customer preferences and inherent risks
 - cooking and service times
 - venue access and impacts on food preparation.

Unit Sector(s)

Sector Hospitality

Competency field

Competency field

Commercial Cookery and Catering