



**CATAPULT**

# HLTAHA020

Support food services in menu and meal order processing

## Table of Contents (Extract)

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<https://catapultlearning.com.au/product/HLTAHA020/>

# Trainer/assessor guide

**HLTAHA020**

## **Support food services in menu and meal order processing**

### **Welcome to this unit of study**

This unit describes the skills and knowledge required to implement meal order systems, distribute and process general and therapeutic menus and meal orders, distribute food and monitor client satisfaction.

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.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

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# About this trainer/assessor guide

## Learning resource

The learning resource is divided into the following topics:

- » Distribute and collect general menus and/or meal orders for clients
- » Implement nutrition support services
- » Prepare and deliver nutrition supplements
- » Comply with personal hygiene standards and food safety program
- » Communicate changes in meal order, including meals for clients receiving diet therapy or nutrition support
- » Monitor client satisfaction with food services

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

## Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

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