CATAPULT

SITHKOP006

Plan catering for events or functions

Table of Contents (Extract)

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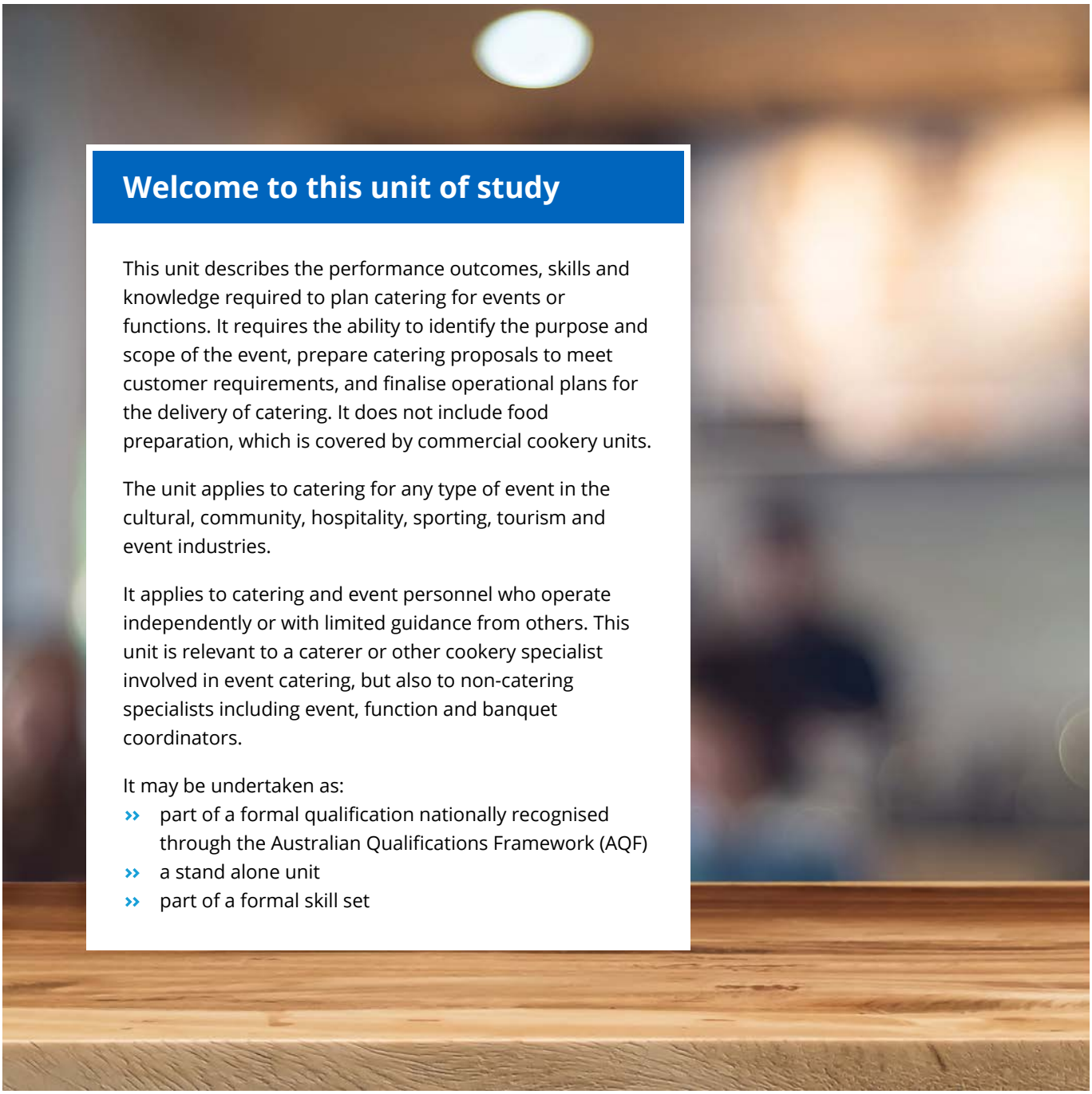
Trainer/assessor guide

SITHKOP006
Plan catering for events or functions



Welcome to this unit of study

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.

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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Contents

About this trainer/assessor guide **4**

Learning resource **5**

Topic 1: Identify purpose and scope of the event. 5

Clarify an event's purpose 5

Identify customer needs 9

Check your understanding 15

Topic 2: Prepare catering proposal. 17

Collect operational information for events 17

Present proposal and obtain approval 21

Check your understanding 27

Topic 3: Prepare and implement operational plan. 29

Prepare an operational plan 29

Implement a catering plan 35

Obtain feedback 37

Check your understanding 41

References 43

Assessment workbook **45**

Unit information 47

What is competency-based assessment? 48

How will my competency be assessed? 49

Assessment agreement 50

Foundation skills checklist 51

Skills recognition **52**

Topic 1: Identify purpose and scope of the event 53

Topic 2: Prepare catering proposal 54

Topic 3: Prepare and implement operational plan 55

Knowledge questions **56**

Topic 1: Identify purpose and scope of the event 59

Topic 2: Prepare catering proposal 63

Topic 3: Prepare and implement operational plan 69

Performance tasks **76**

Third party evidence collection agreement 77

Topic 1: Identify purpose and scope of the event 78

Topic 2: Prepare catering proposal 80

Topic 3: Prepare and implement operational plan 82

Completion record **86**

Unit mapping and assessment checklist **87**

Trainer/ assessor user instructions **92**

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About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- Identify purpose and scope of the event
- Prepare catering proposal
- Prepare and implement operational plan

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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