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# CHEF



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ASSESSMENT PACKAGE  
National Vocational Certificate Level 4

Version 1 - November, 2019



Implemented by

**giz** Deutsche Gesellschaft  
für Internationale  
Zusammenarbeit (GIZ) GmbH

**Published by**

National Vocational and Technical Training Commission  
Government of Pakistan

**Headquarter**

Plot 38, Kirthar Road, Sector H-9/4, Islamabad, Pakistan  
www.navttc.org

**Responsible**

Director General Skills Standard and Curricula, National Vocational and Technical Training Commission  
National Deputy Head, TVET Sector Support Programme, Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

**Layout & design**

SAP Communications

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This document has been produced with the technical assistance of the TVET Sector Support Programme, which is funded by the European Union, the Federal Republic of Germany and the Royal Norwegian Embassy and has been commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ). The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in close collaboration with the National Vocational and Technical Training Commission (NAVTTTC) as well as provincial Technical Education and Vocational Training Authorities (TEVTAs), Punjab Vocational Training Council (PVTC), Qualification Awarding Bodies (QABs)s and private sector organizations.

**Document Version**

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**Islamabad, Pakistan**

# CHEF



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**ASSESSMENT PACKAGE**  
National Vocational Certificate Level 4

**Version 1 - November, 2019**

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<b>Title of Qualification:</b> National Vocational Certificate Level 4 – Sous Chef	CS Code:	Level: 4	Version: 01
<b>Competency Standard Title:</b> A: Monitoring the duties and activities of the kitchen team	<b>Assessment Date (DD/MM/YY):</b>		

Candidate Details	Name: .....  Registration/Roll Number:.....
Guidance for Candidate	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li><b>1. Assessment Task 1:</b> Observe and check, <b>during ONE shift agreed with your assessor</b>, that professional kitchen standards are maintained throughout preparation and cooking of food and completion of shift</li> <li><b>2. Assessment Task 2:</b> Check, <b>during ONE shift agreed with your assessor</b>, that kitchen staff are present and manage absence issues for food production areas</li> <li><b>3. Assessment Task 3:</b> Support the Executive Chef <b>during ONE shift agreed with your assessor</b></li> <li><b>4. Assessment Task 4:</b> Supervise Chefs de Partie and other associates <b>during ONE shift agreed with your assessor</b></li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li><b>5. Knowledge assessment test (Written or Oral)</b></li> <li><b>6. Portfolios at the time of assessment (if any)</b></li> </ol>
Minimum Evidence Required	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1</b> Learning Unit 1: Observe and check that professional kitchen standards are maintained throughout preparation and cooking of food and completion of shift</p>
	<p><b>Assessment Task 2</b> Learning Unit 2: Check that kitchen staff are present and manage absence issues for food production areas</p>
	<p><b>Assessment Task 3</b> Learning Unit 3: Support the Executive Chef</p>
	<p><b>Assessment Task 4</b> Learning Unit 4: Supervise Chefs de Partie and other associates</p>
	<p><b>Portfolios required at the time of assessment (if any) for</b></p> <p>Learning Unit 1 for the evaluation of portfolio Learning Unit 2 for the evaluation of portfolio Learning Unit 3 for the evaluation of portfolio Learning Unit 4 for the evaluation of portfolio</p>

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**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: ..... Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: ..... Assessor's code: ..... Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Nature of Activity							
Practical Skill Demonstration			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge Assessment	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Other Requirement				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Each Assessment Task (with Learning Unit)				
Assessment Task 1		Description of assessment task 1 Observe and check, <b>during ONE shift agreed with your assessor</b> , that professional kitchen standards are maintained throughout preparation and cooking of food and completion of shift		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Monitor the use of personal hygiene and wear appropriate chef's uniform throughout shift by associates	<input type="checkbox"/>	<input type="checkbox"/>	
2	Monitor the extent to which associates maintain a safe, hygienic and secure working environment	<input type="checkbox"/>	<input type="checkbox"/>	
3	Observe and check that associates work effectively as part of a hospitality team and communicate efficiently with each other throughout shift	<input type="checkbox"/>	<input type="checkbox"/>	
4	Ensure that associates attend briefing and be aware of daily requirements and other issues	<input type="checkbox"/>	<input type="checkbox"/>	
5	Monitor the extent to which associates check that all equipment is in good working order and check the quality and quantity of food delivered to the section	<input type="checkbox"/>	<input type="checkbox"/>	
6	Observe and check that associates maintain food safety when storing, preparing and cooking food	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with Learning Unit)				
Assessment Task 2		Description of assessment task 2 Check, <b>during ONE shift agreed with your assessor</b> , that kitchen staff are present and manage absence issues for food production areas		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Check the production requirements for the day	<input type="checkbox"/>	<input type="checkbox"/>	
2	Check that the number of associates at work match both the rota and production requirements	<input type="checkbox"/>	<input type="checkbox"/>	
3	Adjust the duty rota according to requirements	<input type="checkbox"/>	<input type="checkbox"/>	
4	Tackle the absent associates with appropriate methods	<input type="checkbox"/>	<input type="checkbox"/>	
5	Take appropriate steps to motivate staff to avoid absenteeism	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 3		Description of assessment task 3 Support the Executive Chef <b>during ONE shift agreed with your assessor</b>		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Discuss and agree on methods and formats of communication with the Executive Chef	<input type="checkbox"/>	<input type="checkbox"/>	
2	Agree with the Executive Chef daily and medium term areas for delegated responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	
3	Support the Executive Chef in managing kitchen activities and responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	
4	Ensure that every day food and beverages requirements of section are signed off by Executive Chef	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 4		Description of assessment task 4 Supervise Chefs de Partie and other associates <b>during ONE shift agreed with your assessor</b>		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Ensure that Chefs de Partie and other associates are punctual and efficient in carrying out their duties	<input type="checkbox"/>	<input type="checkbox"/>	
2	Communicate instructions and other information clearly to Chefs de Partie and other associates	<input type="checkbox"/>	<input type="checkbox"/>	
3	Motivate the Chefs de Partie and other associates in a timely and efficient manner to complete all their duties	<input type="checkbox"/>	<input type="checkbox"/>	
4	Ensure that all staff are performing at the optimum level when preparing, cooking and finishing dishes for guests	<input type="checkbox"/>	<input type="checkbox"/>	
5	Create a friendly, professional environment which inspires teamwork within own kitchen section	<input type="checkbox"/>	<input type="checkbox"/>	
6	Monitor the extent to which high quality dishes are presented for service	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Portfolio (if any)		Description of portfolio		
Current <input type="checkbox"/>		Sufficient <input type="checkbox"/>		Authentic <input type="checkbox"/>
		Valid <input type="checkbox"/>		Reliable <input type="checkbox"/>
Portfolio meet the following performance standards:		Yes	No	Remarks
1	Diary log of practical work for observing and checking that professional kitchen standards are maintained throughout preparation and cooking of food and completion of shift	<input type="checkbox"/>	<input type="checkbox"/>	
2	Diary log of practical work for checking that kitchen staff are present and manage absence issues for food production areas	<input type="checkbox"/>	<input type="checkbox"/>	
3	Diary log of practical work for supporting the Executive Chef	<input type="checkbox"/>	<input type="checkbox"/>	
4	Diary log of practical work for supervising Chefs de Partie and other associates	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Title of Qualification:</b> National Vocational Certificate Level 4 - Sous Chef	CS Code:	Level: 4	Version: 01
<b>Competency Standard Title:</b> B: Co-ordinate the operation of the food preparation and cooking area	<b>Assessment Date (DD/MM/YY):</b>		

Candidate Details	Name: .....  Registration/Roll Number:.....
Guidance for Candidate	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li>1. <b>Assessment Task 1:</b> Check what bookings and functions are made for food service areas <b>for ONE shift agreed with your assessor</b></li> <li>2. <b>Assessment Task 2:</b> Maintain kitchen log of food production <b>for ONE shift agreed with your assessor</b></li> <li>3. <b>Assessment Task 3:</b> Manage communications between the food and beverage service area and other departments, <b>during ONE shift agreed with your assessor</b></li> <li>4. <b>Assessment Task 4:</b> Establish and maintain the condition of kitchen work areas and equipment <b>during ONE shift agreed with your assessor</b></li> <li>5. <b>Assessment Task 5:</b> Contribute to the management of physical kitchen resources</li> <li>6. <b>Assessment Task 6:</b> Contribute to the development and introduction of recipes and menus</li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li>7. <b>Knowledge assessment test (Written or Oral)</b></li> <li>8. <b>Portfolios at the time of assessment (if any)</b></li> </ol>
Minimum Evidence Required	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1</b>  Learning Unit 1: Check what bookings and functions are made for food service areas</p> <hr/> <p><b>Assessment Task 2</b>  Learning Unit 2: Maintain kitchen log of food production on a daily basis</p> <hr/> <p><b>Assessment Task 3</b>  Learning Unit 3: Manage communications between the food and beverage service area and other departments</p> <hr/> <p><b>Assessment Task 4</b>  Learning Unit 4: Establish and maintain the condition of kitchen work areas and equipment</p>

	<p><b>Assessment Task 5</b> Learning Unit 5: Contribute to the management of physical kitchen resources</p>
	<p><b>Assessment Task 6</b> Learning Unit 6: Contribute to the development and introduction of recipes and menus</p>
	<p><b>Portfolios required at the time of assessment (if any) for</b>  Learning Unit 1 for the evaluation of portfolio  Learning Unit 2 for the evaluation of portfolio  Learning Unit 3 for the evaluation of portfolio  Learning Unit 4 for the evaluation of portfolio  Learning Unit 5 for the evaluation of portfolio  Learning Unit 6 for the evaluation of portfolio</p>

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**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: ..... Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: ..... Assessor's code: ..... Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Nature of Activity							
Practical Skill Demonstration			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge Assessment	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Other Requirement				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Each Assessment Task (with Learning Unit)				
Assessment Task 1		Description of assessment task 1 Check what bookings and functions are made for food service areas <b>for ONE shift agreed with your assessor</b>		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Access information on a daily basis about different bookings and functions from appropriate sources	<input type="checkbox"/>	<input type="checkbox"/>	
2	Assist the executive chef in taking inventory	<input type="checkbox"/>	<input type="checkbox"/>	
3	Assist the executive chef with the ordering of kitchen supplies	<input type="checkbox"/>	<input type="checkbox"/>	
4	Ensure that all kitchen areas are informed at appropriate times of bookings and functions and are fully prepared	<input type="checkbox"/>	<input type="checkbox"/>	
5	Ensure staffing levels are sufficient to respond to bookings and functions	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 2		Description of assessment task 2 Maintain kitchen log of food production <b>for ONE shift agreed with your assessor</b>		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Collect and use appropriate information to maintain kitchen Production sheet	<input type="checkbox"/>	<input type="checkbox"/>	
2	Check previous log records and use information to plan operations	<input type="checkbox"/>	<input type="checkbox"/>	
3	Consult with Sous Chef for next shift and advise of logged issues that will impact on planning operations	<input type="checkbox"/>	<input type="checkbox"/>	
4	Offer ideas and suggestions to the executive chef to help with planning menus and improving overall kitchen performance	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 3		Description of assessment task 3 Manage communications between the food and beverage service area and other departments, <b>during ONE shift agreed with your assessor</b>		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Agree with other department heads the most appropriate written, verbal and technological methods of communicating different types of information	<input type="checkbox"/>	<input type="checkbox"/>	
2	Ensure that agreed methods of communication are used clearly, coherently and promptly to provide information about the food and beverages service to other departments	<input type="checkbox"/>	<input type="checkbox"/>	
3	Communicate appropriate information with other departments and make sure the communication has been delivered and received as intended	<input type="checkbox"/>	<input type="checkbox"/>	
4	Ensure that other departments have the opportunity to ask questions and checking their understanding	<input type="checkbox"/>	<input type="checkbox"/>	
5	Present a positive image of own self and the food and beverages service department	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 4		Description of assessment task 4 Establish and maintain the condition of kitchen work areas and equipment <b>during ONE shift agreed with your assessor</b>		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Check that equipment is working correctly in the kitchen and other work areas	<input type="checkbox"/>	<input type="checkbox"/>	
2	Ensure that all relevant kitchen equipment is maintained, calibrated or replaced on a regular basis	<input type="checkbox"/>	<input type="checkbox"/>	
3	Ensure that kitchen equipment is being used correctly and efficiently by associates	<input type="checkbox"/>	<input type="checkbox"/>	
4	Ensure that work areas are kept in a neat and clean condition at all times and report any maintenance requirements to the appropriate department	<input type="checkbox"/>	<input type="checkbox"/>	
5	Ensure that kitchen areas are refurbished at appropriate and agreed intervals	<input type="checkbox"/>	<input type="checkbox"/>	
6	Organise appropriate staff training activities to promote efficient usage of kitchen equipment and awareness of maintenance requirements	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 5		Description of assessment task 5 Contribute to the management of physical kitchen resources		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Give relevant people the opportunity to provide information on the resources the team needs	<input type="checkbox"/>	<input type="checkbox"/>	
2	Make recommendations for the use of resources	<input type="checkbox"/>	<input type="checkbox"/>	
3	Monitor the use of resources under own control at appropriate intervals	<input type="checkbox"/>	<input type="checkbox"/>	
4	Observe and check that the use of resources by the team is efficient and takes into account the potential impact on the environment	<input type="checkbox"/>	<input type="checkbox"/>	
5	Ensure that records relating to the use of resources are complete, accurate and available to authorised people only	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 6		Description of assessment task 6 Contribute to the development and introduction of recipes and menus		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Consider food combinations, flavours and dietary requirements when introducing new recipe and menu suggestions	<input type="checkbox"/>	<input type="checkbox"/>	
2	Calculate ingredient ratios, cooking times and temperatures to produce a recipe in varying quantities	<input type="checkbox"/>	<input type="checkbox"/>	
3	Identify suitable supply sources	<input type="checkbox"/>	<input type="checkbox"/>	
4	Identify methods for presenting, holding and distributing the recipe item	<input type="checkbox"/>	<input type="checkbox"/>	
5	Cost recipe suggestions taking into account the resources available	<input type="checkbox"/>	<input type="checkbox"/>	
6	Follow organisational procedures for registering and passing on relevant information about the suitability of new menu items	<input type="checkbox"/>	<input type="checkbox"/>	
7	Make suggestions on the layout and presentation of the menu	<input type="checkbox"/>	<input type="checkbox"/>	
8	Produce recipe suggestions in accordance with the style and policy of the organisation, available resources, and the expectations and standards of guests	<input type="checkbox"/>	<input type="checkbox"/>	
9	Ensure staff have the resources needed to carry out responsibilities in relation to new menu items	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Portfolio (if any)		Description of portfolio		
Current <input type="checkbox"/>		Sufficient <input type="checkbox"/>		Authentic <input type="checkbox"/>
		Valid <input type="checkbox"/>		Reliable <input type="checkbox"/>
Portfolio meet the following performance standards:		Yes	No	Remarks
1	Diary log of practical work for checking what bookings and functions are made for food service areas	<input type="checkbox"/>	<input type="checkbox"/>	
2	Diary log of practical work for maintaining kitchen log of food production on a daily basis	<input type="checkbox"/>	<input type="checkbox"/>	
3	Diary log of practical work for managing communications between the food and beverage service area and other departments	<input type="checkbox"/>	<input type="checkbox"/>	
4	Diary log of practical work for establishing and maintaining the condition of kitchen work areas and equipment	<input type="checkbox"/>	<input type="checkbox"/>	
5	Diary log of practical work for contributing to the management of physical kitchen resources	<input type="checkbox"/>	<input type="checkbox"/>	
6	Diary log of practical work for contributing to the development and introduction of recipes and menus	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Title of Qualification:</b> National Vocational Certificate Level 4 – Sous Chef	CS Code:	Level: 4	Version: 01
<b>Competency Standard Title:</b> C: Monitoring supplies for kitchen operations	<b>Assessment Date (DD/MM/YY):</b>		

Candidate Details	Name: .....  Registration/Roll Number:.....
Guidance for Candidate	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li><b>1. Assessment Task 1:</b> Check quality and quantity of food deliveries and other products into store <b>during ONE shift agreed with your assessor</b></li> <li><b>2. Assessment Task 2:</b> Prepare food order requisitions <b>for ONE shift agreed with your assessor</b> to meet requirements of food production</li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li><b>3. Knowledge assessment test (Written or Oral)</b></li> <li><b>4. Portfolios at the time of assessment (if any)</b></li> </ol>
Minimum Evidence Required	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1</b> Learning Unit 1: Check quality and quantity of food deliveries and other products into store</p>
	<p><b>Assessment Task 2</b> Learning Unit 2: Prepare food order requisitions to meet requirements of food production</p>
	<p><b>Portfolios required at the time of assessment (if any) for</b> Learning Unit 1 for the evaluation of portfolio Learning Unit 2 for the evaluation of portfolio</p>

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**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: ..... Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: ..... Assessor's code: ..... Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Nature of Activity							
Practical Skill Demonstration			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge Assessment	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Other Requirement				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Each Assessment Task (with Learning Unit)				
Assessment Task 1		Description of assessment task 1 Check quality and quantity of food deliveries and other products into store <b>during ONE shift agreed with your assessor</b>		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Ensure that records are maintained of food and other products ordered with respect to quantity and quality supplied and time of delivery	<input type="checkbox"/>	<input type="checkbox"/>	
2	Conduct receiving quality and quantity inspections for food items and other products deliveries at the time of receiving into store	<input type="checkbox"/>	<input type="checkbox"/>	
3	Award an appropriate identification number or tag to items upon receipt into store	<input type="checkbox"/>	<input type="checkbox"/>	
4	Ensure that deliveries to the store fully meet the specifications ordered	<input type="checkbox"/>	<input type="checkbox"/>	
5	Deal with deliveries of products that do not meet the ordered specifications	<input type="checkbox"/>	<input type="checkbox"/>	
6	Advise suppliers and departments appropriately of any discrepancies in the quality and quantity of food and other products ordered	<input type="checkbox"/>	<input type="checkbox"/>	
7	Ensure that an up-to date list of approved vendors for food and other products supplies is maintained	<input type="checkbox"/>	<input type="checkbox"/>	
8	Monitor the service provided by approved vendors in terms of number of complaints generated against them	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 2		Description of assessment task 2 Prepare food order requisitions <b>for ONE shift agreed with your assessor</b> to meet requirements of food production		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Prepare estimates for food items required on the basis of orders received	<input type="checkbox"/>	<input type="checkbox"/>	
2	Generate food order requisitions to meet the estimated requirements of food	<input type="checkbox"/>	<input type="checkbox"/>	
3	Ensure that all requisitions are delivered at appropriate locations and sections for the preparation of food in line with food orders	<input type="checkbox"/>	<input type="checkbox"/>	
4	Follow-up the requisitions to ensure that necessary food items are issued by stores and other stocks on a timely basis	<input type="checkbox"/>	<input type="checkbox"/>	
5	Deal with any issues regarding discrepancies with requisitions, including quantity, size, presentation and quality	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Portfolio (if any)		Description of portfolio		
Current <input type="checkbox"/>		Sufficient <input type="checkbox"/>		Authentic <input type="checkbox"/>
		Valid <input type="checkbox"/>		Reliable <input type="checkbox"/>
Portfolio meet the following performance standards:		Yes	No	Remarks
1	Diary log of practical work for checking quality and quantity of food deliveries and other products into store	<input type="checkbox"/>	<input type="checkbox"/>	
2	Diary log of practical work for preparing food order requisitions to meet requirements of food production	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Title of Qualification:</b> National Vocational Certificate Level 4 – Sous Chef	CS Code:	Level: 4	Version: 01
<b>Competency Standard Title:</b> D: Monitoring the quality of food production	<b>Assessment Date (DD/MM/YY):</b>		

Candidate Details	Name: .....  Registration/Roll Number:.....
Guidance for Candidate	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li>1. <b>Assessment Task 1:</b> Check that preparation of food meets requirements for <b>ONE shift agreed with your assessor</b></li> <li>2. <b>Assessment Task 2:</b> Check that cooking of food meets requirements for <b>ONE shift agreed with your assessor</b></li> <li>3. <b>Assessment Task 3:</b> Check that clear down is carried out efficiently for <b>ONE shift agreed with your assessor</b></li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li>4. <b>Knowledge assessment test (Written or Oral)</b></li> <li>5. <b>Portfolios at the time of assessment (if any)</b></li> </ol>
Minimum Evidence Required	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1</b> Learning Unit 1: Check that preparation of food meets requirements</p>
	<p><b>Assessment Task 2</b> Learning Unit 2: Check that cooking of food meets requirements</p>
	<p><b>Assessment Task 3</b> Learning Unit 3: Check that clear down is carried out efficiently</p>
	<p><b>Portfolios required at the time of assessment (if any) for</b> Learning Unit 1 for the evaluation of portfolio Learning Unit 2 for the evaluation of portfolio Learning Unit 3 for the evaluation of portfolio</p>

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**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: ..... Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: ..... Assessor's code: ..... Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Nature of Activity							
Practical Skill Demonstration			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge Assessment	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Other Requirement				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Each Assessment Task (with Learning Unit)				
Assessment Task 1		Description of assessment task 1 Check that preparation of food meets requirements for <b>ONE shift agreed with your assessor</b>		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Check that associates understand the requirements for preparing food	<input type="checkbox"/>	<input type="checkbox"/>	
2	Check that associates have the correct tools and equipment for preparing food correctly	<input type="checkbox"/>	<input type="checkbox"/>	
3	Check that associates are using appropriate methods to prepare food for cooking	<input type="checkbox"/>	<input type="checkbox"/>	
4	Check that preparation of food meets quality requirements	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 2		Description of assessment task 2 Check that cooking of food meets requirements for <b>ONE shift agreed with your assessor</b>		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Check that associates understand the requirements for cooking food	<input type="checkbox"/>	<input type="checkbox"/>	
2	Check that associates have the correct tools and equipment to cook food correctly	<input type="checkbox"/>	<input type="checkbox"/>	
3	Check that associates are using appropriate methods to cook food correctly	<input type="checkbox"/>	<input type="checkbox"/>	
4	Check that the dish has the correct flavour, consistency and quantity	<input type="checkbox"/>	<input type="checkbox"/>	
5	Check that cooking of food meets quality requirements	<input type="checkbox"/>	<input type="checkbox"/>	
6	Ensure that portion control requirements are met	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 3		Description of assessment task 3 Check that clear down is carried out efficiently for <b>ONE shift agreed with your assessor</b>		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Ensure that work areas are cleared of equipment and food products	<input type="checkbox"/>	<input type="checkbox"/>	
2	Ensure that all equipment and surfaces are cleaned and sanitized	<input type="checkbox"/>	<input type="checkbox"/>	
3	Ensure that all surplus food, equipment and materials are returned to the appropriate department	<input type="checkbox"/>	<input type="checkbox"/>	
4	Ensure that the team hands over to the next shift if appropriate	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Portfolio (if any)		Description of portfolio		
Current <input type="checkbox"/>		Sufficient <input type="checkbox"/>		Authentic <input type="checkbox"/>
		Valid <input type="checkbox"/>		Reliable <input type="checkbox"/>
Portfolio meet the following performance standards:		Yes	No	Remarks
1	Diary log of practical work for checking that preparation of food meets requirements	<input type="checkbox"/>	<input type="checkbox"/>	
2	Diary log of practical work for checking that cooking of food meets requirements	<input type="checkbox"/>	<input type="checkbox"/>	
3	Diary log of practical work for checking that clear down is carried out efficiently	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Title of Qualification:</b> National Vocational Certificate Level 4 - Sous Chef	CS Code:	Level: 4	Version: 01
<b>Competency Standard Title:</b> E: Supervise the delivery of effective kitchen service to food service team	<b>Assessment Date (DD/MM/YY):</b>		

Candidate Details	Name: .....  Registration/Roll Number:.....
Guidance for Candidate	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li><b>1. Assessment Task 1:</b> Develop and maintain positive working relationships between kitchen and food service teams <b>during ONE shift agreed with your assessor</b></li> <li><b>2. Assessment Task 2:</b> Ensure that the kitchen team deliver effective service to food service team <b>during ONE shift agreed with your assessor</b></li> <li><b>3. Assessment Task 3:</b> Solve <b>TWO</b> problems for food service team</li> <li><b>4. Assessment Task 4:</b> Improve service reliability for food service team</li> <li><b>5. Assessment Task 5:</b> Gather information on feedback of kitchen service and identify <b>TWO</b> opportunities for improvement</li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li><b>6. Knowledge assessment test (Written or Oral)</b></li> <li><b>7. Portfolios at the time of assessment (if any)</b></li> </ol>
Minimum Evidence Required	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1</b>  Learning Unit 1: Develop and maintain positive working relationships between kitchen and food service teams</p> <hr/> <p><b>Assessment Task 2</b>  Learning Unit 2: Ensure that the kitchen team deliver effective service to food service team at all times</p> <hr/> <p><b>Assessment Task 3</b>  Learning Unit 3: Solve problems for food service team</p> <hr/> <p><b>Assessment Task 4</b>  Learning Unit 4: Improve service reliability for food service team</p>

	<b>Assessment Task 5</b> Learning Unit 5: Gather information on feedback of kitchen service and opportunities for improvement
	<b>Portfolios required at the time of assessment (if any) for</b> Learning Unit 1 for the evaluation of portfolio Learning Unit 2 for the evaluation of portfolio Learning Unit 3 for the evaluation of portfolio Learning Unit 4 for the evaluation of portfolio Learning Unit 5 for the evaluation of portfolio

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**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: ..... Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: ..... Assessor's code: ..... Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Nature of Activity							
Practical Skill Demonstration			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge Assessment	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Other Requirement				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Each Assessment Task (with Learning Unit)				
Assessment Task 1		Description of assessment task 1 Develop and maintain positive working relationships between kitchen and food service teams <b>during ONE shift agreed with your assessor</b>		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Conduct own self in a way that promotes a positive image of self and own section	<input type="checkbox"/>	<input type="checkbox"/>	
2	Adapt behaviour to take into account the food service team's methods of communication and working	<input type="checkbox"/>	<input type="checkbox"/>	
3	Work in a way that promotes trust and respect	<input type="checkbox"/>	<input type="checkbox"/>	
4	Listen to requests and adhere to any promises made	<input type="checkbox"/>	<input type="checkbox"/>	
5	Communicate in a timely manner if it not possible to provide required dishes to meet guests' expectations	<input type="checkbox"/>	<input type="checkbox"/>	
6	Communicate relevant information to colleagues	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 2		Description of assessment task 2 Ensure that the kitchen team deliver effective service to food service team <b>during ONE shift agreed with your assessor</b>		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Ensure that kitchen team plans, prepares and organises production of food with due attention to the needs of the food service team	<input type="checkbox"/>	<input type="checkbox"/>	
2	Ensure that service delivery to food service teams is maintained during very busy periods and unusually quiet periods	<input type="checkbox"/>	<input type="checkbox"/>	
3	Ensure that service delivery to food service teams is maintained when systems, people or resources have failed	<input type="checkbox"/>	<input type="checkbox"/>	
4	Consistently meet the expectations of the food service team	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 3		Description of assessment task 3 Solve <b>TWO</b> problems for food service team		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Respond positively to service problems for the food service team following organizational guidelines	<input type="checkbox"/>	<input type="checkbox"/>	
2	Solve service problems for the food service team within own sufficient authority	<input type="checkbox"/>	<input type="checkbox"/>	
3	Work with others to solve service problems for the food service team	<input type="checkbox"/>	<input type="checkbox"/>	
4	Keep the food service team informed of the actions being taken and check that they are comfortable with the actions being taken	<input type="checkbox"/>	<input type="checkbox"/>	
5	Solve problems with service systems and procedures that might affect the food service team before they become aware of them	<input type="checkbox"/>	<input type="checkbox"/>	
6	Inform managers and colleagues of the steps taken to solve specific problems	<input type="checkbox"/>	<input type="checkbox"/>	
7	Identify repeated service problems for the food service team and options for solving them	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 4		Description of assessment task 4 Improve service reliability for food service team		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Actively use comments and guest feedback to establish reliability/quality of service provided to guests	<input type="checkbox"/>	<input type="checkbox"/>	
2	Use a variety of investigative and research tools to determine the quality of service provided	<input type="checkbox"/>	<input type="checkbox"/>	
3	Improve service standards by setting targets of achievement initiated by data collected	<input type="checkbox"/>	<input type="checkbox"/>	
4	Recommend service reliability improvements from guest surveys and feedback	<input type="checkbox"/>	<input type="checkbox"/>	
5	Maintain service reliability improvements by monitoring guest service responses	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 5		Description of assessment task 5 Gather information on feedback of kitchen service and identify <b>TWO</b> opportunities for improvement		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Collect and record feedback on the effectiveness of guest service	<input type="checkbox"/>	<input type="checkbox"/>	
2	Analyse and interpret feedback and share findings on the effectiveness of guest service with others	<input type="checkbox"/>	<input type="checkbox"/>	
3	Summarise the advantages and disadvantages of the effectiveness of guest service	<input type="checkbox"/>	<input type="checkbox"/>	
4	Use analysis and interpretation of feedback on the effectiveness of guest service to identify opportunities for further improvement	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Portfolio (if any)		Description of portfolio		
Current <input type="checkbox"/>		Sufficient <input type="checkbox"/>		Authentic <input type="checkbox"/>
		Valid <input type="checkbox"/>		Reliable <input type="checkbox"/>
Portfolio meet the following performance standards:		Yes	No	Remarks
1	Diary log of practical work for developing and maintaining positive working relationships between kitchen and food service teams	<input type="checkbox"/>	<input type="checkbox"/>	
2	Diary log of practical work for ensuring that the kitchen team deliver effective service to food service team at all times	<input type="checkbox"/>	<input type="checkbox"/>	
3	Diary log of practical work for solving problems for food service team	<input type="checkbox"/>	<input type="checkbox"/>	
4	Diary log of practical work for improving service reliability for food service team	<input type="checkbox"/>	<input type="checkbox"/>	
5	Diary log of practical work for gathering information on feedback of kitchen service and identifying opportunities for improvement	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Title of Qualification:</b> National Vocational Certificate Level 4 – Sous Chef	CS Code:	Level: 4	Version: 01
<b>Competency Standard Title:</b> F: Manage comments and complaints relating to food production	<b>Assessment Date (DD/MM/YY):</b>		

Candidate Details	Name: .....  Registration/Roll Number:.....
Guidance for Candidate	<b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b> <ol style="list-style-type: none"> <li>1. <b>Assessment Task 1:</b> Manage <b>TWO</b> comments relating to food production</li> <li>2. <b>Assessment Task 2:</b> Manage <b>TWO</b> complaints relating to food production</li> </ol> <b>And complete:</b> <ol style="list-style-type: none"> <li>3. <b>Knowledge assessment test (Written or Oral)</b></li> <li>4. <b>Portfolios at the time of assessment (if any)</b></li> </ol>
Minimum Evidence Required	<b>During a practical assessment, under observation by an assessor, you will complete:</b> <b>Assessment Task 1</b> Learning Unit 1: Manage comments relating to food production <hr/> <b>Assessment Task 2</b> Learning Unit 2: Manage complaints relating to food production <hr/> <b>Portfolios required at the time of assessment (if any) for</b> Learning Unit 1 for the evaluation of portfolio Learning Unit 2 for the evaluation of portfolio

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**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: ..... Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: ..... Assessor's code: ..... Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Nature of Activity							
Practical Skill Demonstration			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge Assessment	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Other Requirement				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Each Assessment Task (with Learning Unit)				
Assessment Task 1		Description of assessment task 1 Manage <b>TWO</b> comments relating to food production		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Develop good relationship with food service team to get regular verbal feed back	<input type="checkbox"/>	<input type="checkbox"/>	
2	Ask guests for feedback during food service	<input type="checkbox"/>	<input type="checkbox"/>	
3	Ensure that written guest feedback is collected and discussed with team	<input type="checkbox"/>	<input type="checkbox"/>	
4	Ensure that feedback is gathered from different channels and recorded for further improvement in system			
5	Monitor the food production team to ensure improvement based on feedback from various sources	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 2		Description of assessment task 2 Manage <b>TWO</b> complaints relating to food production		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Gather sufficient information to enable assessment of the nature and severity of the complaint	<input type="checkbox"/>	<input type="checkbox"/>	
2	Respond to the person making the complaint if the complaint cannot be resolved within required timescales	<input type="checkbox"/>	<input type="checkbox"/>	
3	Report any complaints that are outside own authority to deal with to the appropriate person	<input type="checkbox"/>	<input type="checkbox"/>	
4	Make appropriate notes and a record of the complaint and the actions taken	<input type="checkbox"/>	<input type="checkbox"/>	
5	Identify any changes to the organisation's procedures which are necessary to avoid future similar complaints	<input type="checkbox"/>	<input type="checkbox"/>	
6	Comply with legal requirements, industry regulations, including ethical standards and health and safety, organisational policies and professional codes	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Portfolio (if any)		Description of portfolio		
Current <input type="checkbox"/>		Sufficient <input type="checkbox"/>		Authentic <input type="checkbox"/>
		Valid <input type="checkbox"/>		Reliable <input type="checkbox"/>
Portfolio meet the following performance standards:		Yes	No	Remarks
1	Diary log of practical work for managing comments relating to food production	<input type="checkbox"/>	<input type="checkbox"/>	
2	Diary log of practical work for managing complaints relating to food production	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Title of Qualification:</b> National Vocational Certificate Level 4 – Sous Chef	CS Code:	Level: 4	Version: 01
<b>Competency Standard Title:</b> G: Monitoring health and safety issues in food production areas	<b>Assessment Date (DD/MM/YY):</b>		

Candidate Details	Name: .....  Registration/Roll Number:.....
Guidance for Candidate	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li><b>1. Assessment Task 1:</b> Ensure that all kitchen associates follow organizational requirements for health and safety <b>during ONE shift agreed with your assessor</b></li> <li><b>2. Assessment Task 2:</b> Monitor efficient and effective use of kitchen equipment <b>during ONE shift agreed with your assessor</b></li> <li><b>3. Assessment Task 3:</b> Maintain and monitor the kitchen cleaning programme <b>during ONE shift agreed with your assessor</b></li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li><b>4. Knowledge assessment test (Written or Oral)</b></li> <li><b>5. Portfolios at the time of assessment (if any)</b></li> </ol>
Minimum Evidence Required	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1</b> Learning Unit 1: Ensure that all kitchen associates follow organizational requirements for health and safety</p>
	<p><b>Assessment Task 2</b> Learning Unit 2: Monitor efficient and effective use of kitchen equipment</p>
	<p><b>Assessment Task 3</b> Learning Unit 3: Maintain and monitor the kitchen cleaning programme</p>
	<p><b>Portfolios required at the time of assessment (if any) for</b> Learning Unit 1 for the evaluation of portfolio Learning Unit 2 for the evaluation of portfolio Learning Unit 3 for the evaluation of portfolio</p>

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**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: ..... Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: ..... Assessor's code: ..... Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Nature of Activity							
Practical Skill Demonstration			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge Assessment	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Other Requirement				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Each Assessment Task (with Learning Unit)				
Assessment Task 1		Description of assessment task 1 Ensure that all kitchen associates follow organizational requirements for health and safety <b>during ONE shift agreed with your assessor</b>		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Assess the risks in kitchen environments	<input type="checkbox"/>	<input type="checkbox"/>	
2	Check the extent to which all associates are aware of and follow health and safety requirements in line with organisational requirements	<input type="checkbox"/>	<input type="checkbox"/>	
3	Ensure that associates follow safe working practices at all times	<input type="checkbox"/>	<input type="checkbox"/>	
4	Monitor the extent to which associates identify any hazards or potential hazards and deal with these correctly	<input type="checkbox"/>	<input type="checkbox"/>	
5	Monitor the reports made by associates on any accidents or near accidents	<input type="checkbox"/>	<input type="checkbox"/>	
6	Monitor the way that associates practise emergency and security procedures correctly	<input type="checkbox"/>	<input type="checkbox"/>	
7	Ensure that appropriate records are completed as required to demonstrate that section team follows health and safety requirements	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 2		Description of assessment task 2 Monitor efficient and effective use of kitchen equipment <b>during ONE shift agreed with your assessor</b>		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Ensure that all equipment is working correctly in own section of the kitchen	<input type="checkbox"/>	<input type="checkbox"/>	
2	Arrange for appropriate maintenance for all equipment available in own section of the kitchen on a regular basis	<input type="checkbox"/>	<input type="checkbox"/>	
3	Ensure that appropriate equipment is properly calibrated according to operating instructions in own section of the kitchen	<input type="checkbox"/>	<input type="checkbox"/>	
4	Check that associates are using equipment correctly, efficiently and effectively in own section of kitchen	<input type="checkbox"/>	<input type="checkbox"/>	
5	Take corrective action where required to improve the safety of work areas	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 3		Description of assessment task 3 Maintain and monitor the kitchen cleaning programme <b>during ONE shift agreed with your assessor</b>		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Ensure that all associates understand their role in undertaking cleaning duties	<input type="checkbox"/>	<input type="checkbox"/>	
2	Monitor the number of associates to undertake the cleaning programme effectively	<input type="checkbox"/>	<input type="checkbox"/>	
3	Observe and check that associates have the cleaning tools and materials they need to undertake cleaning duties for their area of work	<input type="checkbox"/>	<input type="checkbox"/>	
4	Check that there are no hazards present that would affect the cleaning programme	<input type="checkbox"/>	<input type="checkbox"/>	
5	Observe and check that associates are using cleaning tools and materials safely, effectively and efficiently	<input type="checkbox"/>	<input type="checkbox"/>	
6	Monitor appropriate checklists to ensure that the cleaning programme has been completed correctly and according to organisational standards	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Portfolio (if any)		Description of portfolio		
Current <input type="checkbox"/>		Sufficient <input type="checkbox"/>		Authentic <input type="checkbox"/>
		Valid <input type="checkbox"/>		Reliable <input type="checkbox"/>
Portfolio meet the following performance standards:		Yes	No	Remarks
1	Diary log of practical work for ensuring that all kitchen associates follow organizational requirements for health and safety	<input type="checkbox"/>	<input type="checkbox"/>	
2	Diary log of practical work for monitoring efficient and effective use of kitchen equipment	<input type="checkbox"/>	<input type="checkbox"/>	
3	Diary log of practical work for maintaining and monitoring the kitchen cleaning programme	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Title of Qualification:</b> National Vocational Certificate Level 4 – Sous Chef	CS Code:	Level: 4	Version: 01
<b>Competency Standard Title:</b> H: Monitoring and controlling kitchen costs and waste	<b>Assessment Date (DD/MM/YY):</b>		

Candidate Details	Name: .....  Registration/Roll Number:.....
Guidance for Candidate	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li><b>1. Assessment Task 1:</b> Check that food items are stored at the correct temperature <b>for ONE shift agreed with your assessor</b></li> <li><b>2. Assessment Task 2:</b> Check that kitchen sections are working to requirements and not overproducing <b>for ONE shift agreed with your assessor</b></li> <li><b>3. Assessment Task 3:</b> Check that all sections are managing kitchen waste effectively <b>for ONE shift agreed with your assessor</b></li> <li><b>4. Assessment Task 4:</b> Ensure that kitchen waste products are disposed of following correct procedures <b>for ONE shift agreed with your assessor</b></li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li><b>5. Knowledge assessment test (Written or Oral)</b></li> <li><b>6. Portfolios at the time of assessment (if any)</b></li> </ol>
Minimum Evidence Required	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1</b> Learning Unit 1: Check that food items are stored at the correct temperature</p>
	<p><b>Assessment Task 2</b> Learning Unit 2: Check that kitchen sections are working to requirements and not overproducing</p>
	<p><b>Assessment Task 3</b> Learning Unit 3: Check that all sections are managing kitchen waste effectively</p>
	<p><b>Assessment Task 4</b> Learning Unit 4: Ensure that kitchen waste products are disposed of following correct procedures</p>
	<p><b>Portfolios required at the time of assessment (if any) for</b></p> <p>Learning Unit 1 for the evaluation of portfolio Learning Unit 2 for the evaluation of portfolio Learning Unit 3 for the evaluation of portfolio Learning Unit 4 for the evaluation of portfolio</p>

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**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: ..... Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: ..... Assessor's code: ..... Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Nature of Activity							
Practical Skill Demonstration			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge Assessment	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Other Requirement				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Each Assessment Task (with Learning Unit)				
Assessment Task 1		Description of assessment task 1		
		Check that food items are stored at the correct temperature <b>for ONE shift agreed with your assessor</b>		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Ensure associates understand the correct temperatures, locations and procedures for storing raw and cooked foods	<input type="checkbox"/>	<input type="checkbox"/>	
2	Ensure associates understand the procedures for avoiding the risk of cross-contamination	<input type="checkbox"/>	<input type="checkbox"/>	
3	Observe and check that all food items are stored in the correct locations and at the correct temperature	<input type="checkbox"/>	<input type="checkbox"/>	
4	Observe and check that all items stored in walk-in chillers/freezers are tagged in line with organisational requirements	<input type="checkbox"/>	<input type="checkbox"/>	
5	Observe and check that all walk-in chillers/freezers are kept neat and clean	<input type="checkbox"/>	<input type="checkbox"/>	
6	Monitor the storage of raw and cooked foods in line with correct locations, temperatures and procedures	<input type="checkbox"/>	<input type="checkbox"/>	
7	Monitor the completion of appropriate checklists to record the monitoring of food storage	<input type="checkbox"/>	<input type="checkbox"/>	
8	Ensure that an appropriate inventory is maintained of foods stored in walk-in chillers/freezers	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 2		Description of assessment task 2 Check that kitchen sections are working to requirements and not overproducing <b>for ONE shift agreed with your assessor</b>		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Use restaurant bookings, banquet sheets and other sources of information to identify food preparation requirements	<input type="checkbox"/>	<input type="checkbox"/>	
2	Monitor the availability of food items within the kitchen	<input type="checkbox"/>	<input type="checkbox"/>	
3	Monitor the supply of food items and other products from the stores to support food production in line with requirements	<input type="checkbox"/>	<input type="checkbox"/>	
4	Ensure that associates understand the quantity and quality of dishes to be prepared and cooked	<input type="checkbox"/>	<input type="checkbox"/>	
5	Ensure that associates follow organisational guidelines on weight and portion control	<input type="checkbox"/>	<input type="checkbox"/>	
6	Take necessary steps to address problems with the quantity and quality of dishes prepared and cooked	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 3		Description of assessment task 3 Check that all sections are managing kitchen waste effectively <b>for ONE shift agreed with your assessor</b>		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Ensure that associates are identifying opportunities for reducing waste	<input type="checkbox"/>	<input type="checkbox"/>	
2	Ensure that associates are following organisational policies and procedures for managing and reducing waste	<input type="checkbox"/>	<input type="checkbox"/>	
3	Ensure that associates are disposing of waste in line with organisational procedures	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 4		Description of assessment task 4 Ensure that kitchen waste products are disposed of following correct procedures <b>for ONE shift agreed with your assessor</b>		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Monitor that every section is producing waste as minimum as possible	<input type="checkbox"/>	<input type="checkbox"/>	
2	Observe and check that waste is segregated at production level, including wet waste, dry waste	<input type="checkbox"/>	<input type="checkbox"/>	
3	Ensure that every section is disposing of waste in line with organisational guidelines and health, safety and hygiene regulations	<input type="checkbox"/>	<input type="checkbox"/>	
4	Guide team on different preparation and cooking methods to avoid excessive waste	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Portfolio (if any)		Description of portfolio		
Current <input type="checkbox"/>		Sufficient <input type="checkbox"/>		Authentic <input type="checkbox"/>
		Valid <input type="checkbox"/>		Reliable <input type="checkbox"/>
Portfolio meet the following performance standards:		Yes	No	Remarks
1	Diary log of practical work for checking that food items are stored at the correct temperature	<input type="checkbox"/>	<input type="checkbox"/>	
2	Diary log of practical work for checking that kitchen sections are working to requirements and not overproducing	<input type="checkbox"/>	<input type="checkbox"/>	
3	Diary log of practical work for checking that all sections are managing kitchen waste effectively	<input type="checkbox"/>	<input type="checkbox"/>	
4	Diary log of practical work for ensuring that kitchen waste products are disposed of following correct procedures	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Title of Qualification:</b> National Vocational Certificate Level 4 – Sous Chef	CS Code:	Level: 4	Version: 01
<b>Competency Standard Title:</b> I: Monitoring delivery of food production into service areas	<b>Assessment Date (DD/MM/YY):</b>		

Candidate Details	Name: .....  Registration/Roll Number:.....
Guidance for Candidate	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li>1. <b>Assessment Task 1:</b> Check that food has been presented as intended for <b>ONE shift agreed with your assessor</b></li> <li>2. <b>Assessment Task 2:</b> Check quantities of food are as required and intended for <b>ONE shift agreed with your assessor</b></li> <li>3. <b>Assessment Task 3:</b> Check that food is served at correct temperature for <b>ONE shift agreed with your assessor</b></li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li>4. <b>Knowledge assessment test (Written or Oral)</b></li> <li>5. <b>Portfolios at the time of assessment (if any)</b></li> </ol>
Minimum Evidence Required	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1</b> Learning Unit 1: Check that food has been presented as intended</p>
	<p><b>Assessment Task 2</b> Learning Unit 2: Check quantities of food are as required and intended</p>
	<p><b>Assessment Task 3</b> Learning Unit 3: Check that food is served at correct temperature</p>
	<p><b>Portfolios required at the time of assessment (if any) for</b> Learning Unit 1 for the evaluation of portfolio Learning Unit 2 for the evaluation of portfolio Learning Unit 3 for the evaluation of portfolio</p>

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**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: ..... Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: ..... Assessor's code: ..... Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Nature of Activity							
Practical Skill Demonstration			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge Assessment	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Other Requirement				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Each Assessment Task (with Learning Unit)				
Assessment Task 1		Description of assessment task 1 Check that food has been presented as intended for <b>ONE shift agreed with your assessor</b>		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Ensure that the final presentation of dishes is in line with organisational requirements and guest needs	<input type="checkbox"/>	<input type="checkbox"/>	
2	Identify and rectify any gaps in presentation and delivery of dishes	<input type="checkbox"/>	<input type="checkbox"/>	
3	Ensure that procedures are being followed to achieve best presentation of all dishes in all kitchen outlets (eg cold kitchen, hot kitchen, bakery kitchen)	<input type="checkbox"/>	<input type="checkbox"/>	
4	Ensure consistent inspection of food preparation, cooking and presentation	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 2		Description of assessment task 2 Check quantities of food are as required and intended <b>for ONE shift agreed with your assessor</b>		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Identify the daily food preparation requirements	<input type="checkbox"/>	<input type="checkbox"/>	
2	Ensure that food is produced as per recipes and according to organisational portion controls	<input type="checkbox"/>	<input type="checkbox"/>	
3	Check that food presented for service is of the type, quality and quantity required by the guest	<input type="checkbox"/>	<input type="checkbox"/>	
4	Ensure that each section is minimising waste in line with organisational requirements	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 3		Description of assessment task 3 Check that food is served at correct temperature <b>for ONE shift agreed with your assessor</b>		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Ensure that associates understand the correct temperature for the service of different dishes	<input type="checkbox"/>	<input type="checkbox"/>	
2	Monitor that dishes are presented and maintained at the appropriate temperature	<input type="checkbox"/>	<input type="checkbox"/>	
3	Ensure that all food storage areas are maintained at the required temperature	<input type="checkbox"/>	<input type="checkbox"/>	
4	Ensure that food transportation equipment is maintained at the correct temperature	<input type="checkbox"/>	<input type="checkbox"/>	
5	Identify and resolve any problems in temperature maintenance	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Portfolio (if any)		Description of portfolio		
Current <input type="checkbox"/>		Sufficient <input type="checkbox"/>		Authentic <input type="checkbox"/>
		Valid <input type="checkbox"/>		Reliable <input type="checkbox"/>
Portfolio meet the following performance standards:		Yes	No	Remarks
1	Diary log of practical work for checking that food has been presented as intended	<input type="checkbox"/>	<input type="checkbox"/>	
2	Diary log of practical work for checking quantities of food are as required and intended	<input type="checkbox"/>	<input type="checkbox"/>	
3	Diary log of practical work for checking that food is served at correct temperature	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Title of Qualification:</b> National Vocational Certificate Level 4 - Sous Chef	CS Code:	Level: 4	Version: 01
<b>Competency Standard Title:</b> J: Support the professional development of the kitchen team	<b>Assessment Date (DD/MM/YY):</b>		

Candidate Details	Name: .....  Registration/Roll Number:.....
Guidance for Candidate	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li>1. <b>Assessment Task 1:</b> Contribute to the development of kitchen teams and individuals</li> <li>2. <b>Assessment Task 2:</b> Contribute to the provision of required kitchen associates</li> <li>3. <b>Assessment Task 3:</b> Lead the work of kitchen teams and individuals to achieve objectives</li> <li>4. <b>Assessment Task 4:</b> Manage own self in a kitchen environment</li> <li>5. <b>Assessment Task 5:</b> Contribute to the identification and implementation of sales development activities for food and beverages service</li> <li>6. <b>Assessment Task 6:</b> Prepare, deliver and evaluate training sessions for kitchen associates and teams</li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li>7. <b>Knowledge assessment test (Written or Oral)</b></li> <li>8. <b>Portfolios at the time of assessment (if any)</b></li> </ol>
Minimum Evidence Required	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1</b> Learning Unit 1: Contribute to the development of kitchen teams and individuals</p>
	<p><b>Assessment Task 2</b> Learning Unit 2: Contribute to the provision of required kitchen associates</p>
	<p><b>Assessment Task 3</b> Learning Unit 3: Lead the work of kitchen teams and individuals to achieve objectives</p>
	<p><b>Assessment Task 4</b> Learning Unit 4: Manage own self in a kitchen environment</p>

	<p><b>Assessment Task 5</b> Learning Unit 5: Contribute to the identification and implementation of sales development activities for food and beverages service</p>
	<p><b>Assessment Task 6</b> Learning Unit 6: Prepare, deliver and evaluate training sessions for kitchen associates and teams</p>
	<p><b>Portfolios required at the time of assessment (if any) for</b> Learning Unit 1 for the evaluation of portfolio Learning Unit 2 for the evaluation of portfolio Learning Unit 3 for the evaluation of portfolio Learning Unit 4 for the evaluation of portfolio Learning Unit 5 for the evaluation of portfolio Learning Unit 6 for the evaluation of portfolio</p>

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**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: ..... Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: ..... Assessor's code: ..... Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Nature of Activity							
Practical Skill Demonstration			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge Assessment	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Other Requirement				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Each Assessment Task (with Learning Unit)				
Assessment Task 1		Description of assessment task 1 Contribute to the development of kitchen teams and individuals		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Contribute to the identification of development needs for kitchen individuals and teams accurately	<input type="checkbox"/>	<input type="checkbox"/>	
2	Ensure that the development needs identified are consistent with kitchen team objectives and organisational values	<input type="checkbox"/>	<input type="checkbox"/>	
3	Ensure that contributions to the planning process reflect the identified development needs of all those kitchen associates under own responsibility	<input type="checkbox"/>	<input type="checkbox"/>	
4	Agree ideas with individual kitchen team members	<input type="checkbox"/>	<input type="checkbox"/>	
5	Contribute to development activities to support kitchen team objectives and plans	<input type="checkbox"/>	<input type="checkbox"/>	
6	Take into account the work activities, learning abilities and personal circumstances of individual kitchen team members	<input type="checkbox"/>	<input type="checkbox"/>	
7	Encourage and use feedback from those taking part in the activities to improve own future contributions to development activities	<input type="checkbox"/>	<input type="checkbox"/>	
8	Contribute to the assessment of kitchen associates against development objectives	<input type="checkbox"/>	<input type="checkbox"/>	
9	Provide information about assessments to authorised people only, in the required format and to agreed deadlines	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 2		Description of assessment task 2 Contribute to the provision of required kitchen associates		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Use methods to assess and select kitchen associates that meet organisational requirements	<input type="checkbox"/>	<input type="checkbox"/>	
2	Provide information that is complete, accurate and supports the fair assessment of kitchen associates	<input type="checkbox"/>	<input type="checkbox"/>	
3	Make suggestions for the selection of kitchen associates that are based on objective assessments of the information against agreed selection criteria	<input type="checkbox"/>	<input type="checkbox"/>	
4	Make suggestions for selection that are clear and accurate	<input type="checkbox"/>	<input type="checkbox"/>	
5	Make suggestions available only to authorised people	<input type="checkbox"/>	<input type="checkbox"/>	
6	Handle communications with kitchen associates in a manner and at a level and pace appropriate to their needs	<input type="checkbox"/>	<input type="checkbox"/>	
7	Make sure records of own contribution to the selection process are complete, accurate, clear and meet organisational requirements	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 3		Description of assessment task 3 Lead the work of kitchen teams and individuals to achieve objectives		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Plan the work of kitchen teams and individuals	<input type="checkbox"/>	<input type="checkbox"/>	
2	Involve the kitchen team and individuals when planning their work	<input type="checkbox"/>	<input type="checkbox"/>	
3	Present work plans in a way that gains the support and commitment of those involved	<input type="checkbox"/>	<input type="checkbox"/>	
4	Assess the work of kitchen teams and individuals	<input type="checkbox"/>	<input type="checkbox"/>	
5	Provide both positive and negative feedback to kitchen teams and individuals on their work	<input type="checkbox"/>	<input type="checkbox"/>	
6	Review the work of the kitchen team and individuals on a regular basis	<input type="checkbox"/>	<input type="checkbox"/>	
7	Provide support for continuous improvement for kitchen teams and individuals	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 4		Description of assessment task 4 Manage own self in a kitchen environment		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Develop objectives for own kitchen work role which are compatible with the vision, objectives and values of the organisation	<input type="checkbox"/>	<input type="checkbox"/>	
2	Agree, with line manager, objectives for own kitchen work role and ways to evaluate progress and achievement	<input type="checkbox"/>	<input type="checkbox"/>	
3	Prioritise objectives and manage own time in order to achieve them and delegate objectives and responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	
4	Use technology effectively to help achieve own objectives	<input type="checkbox"/>	<input type="checkbox"/>	
5	Identify and eliminate distractions and activities that do not support the achievement of own objectives	<input type="checkbox"/>	<input type="checkbox"/>	
6	Monitor changes to the organisation's objectives, processes, systems and structures and how these impact on own role	<input type="checkbox"/>	<input type="checkbox"/>	
7	Identify and respond quickly and positively to new opportunities and urgent situations when they arise, revising own objectives and priorities as necessary	<input type="checkbox"/>	<input type="checkbox"/>	
8	Get regular feedback on own kitchen performance from those who are able to provide objective, specific and valid feedback	<input type="checkbox"/>	<input type="checkbox"/>	
9	Monitor progress towards own kitchen objectives and evaluate, with line manager, the extent to which objectives have been achieved	<input type="checkbox"/>	<input type="checkbox"/>	
10	Agree, with line manager, any changes to own kitchen objectives in the light of own performance, feedback received or changes in organisational priorities	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 5		Description of assessment task 5 Contribute to the identification and implementation of sales development activities for food and beverages service		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Support the management team in establishing clear sales development activities for the organisation	<input type="checkbox"/>	<input type="checkbox"/>	
2	Assist in preparing a sales plan that identifies and prioritises sales development activities that are consistent with the vision of the organisation	<input type="checkbox"/>	<input type="checkbox"/>	
3	Ensure that the plan is flexible and open to change	<input type="checkbox"/>	<input type="checkbox"/>	
4	Discuss and agree who should be responsible for implementing sales development activities and then allocate resources effectively	<input type="checkbox"/>	<input type="checkbox"/>	
5	Agree with senior colleagues measures for monitoring and evaluating performance against sales development activities	<input type="checkbox"/>	<input type="checkbox"/>	
6	Gain the commitment of associates for the implementation of sales development activities	<input type="checkbox"/>	<input type="checkbox"/>	
7	Bring together the needs and expectations of associates with what is required of them to implement sales development activities	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 6		Description of assessment task 6 Prepare, deliver and evaluate training sessions for kitchen associates and teams		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Prepare appropriate kitchen training plans and materials	<input type="checkbox"/>	<input type="checkbox"/>	
2	Produce specific aims and objectives for the session	<input type="checkbox"/>	<input type="checkbox"/>	
3	Identify the resources needed to deliver the session	<input type="checkbox"/>	<input type="checkbox"/>	
4	Select appropriate methods to delivery training	<input type="checkbox"/>	<input type="checkbox"/>	
5	Ensure all learning materials are available	<input type="checkbox"/>	<input type="checkbox"/>	
6	Deliver kitchen training to individuals or groups	<input type="checkbox"/>	<input type="checkbox"/>	
7	Use a range of appropriate techniques and activities throughout the session, including technology-based learning	<input type="checkbox"/>	<input type="checkbox"/>	
8	Carry out assessments at appropriate points to ensure that learning has taken place	<input type="checkbox"/>	<input type="checkbox"/>	
9	Evaluate the effectiveness of training for kitchen associates and teams	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Portfolio (if any)		Description of portfolio		
Current <input type="checkbox"/>		Sufficient <input type="checkbox"/>		Authentic <input type="checkbox"/>
		Valid <input type="checkbox"/>		Reliable <input type="checkbox"/>
Portfolio meet the following performance standards:		Yes	No	Remarks
1	Diary log of practical work for contributing to the development of kitchen teams and individuals	<input type="checkbox"/>	<input type="checkbox"/>	
2	Diary log of practical work for contributing to the provision of required kitchen associates	<input type="checkbox"/>	<input type="checkbox"/>	
3	Diary log of practical work for leading the work of kitchen teams and individuals to achieve objectives	<input type="checkbox"/>	<input type="checkbox"/>	
4	Diary log of practical work for managing own self in a kitchen environment	<input type="checkbox"/>	<input type="checkbox"/>	
5	Diary log of practical work for contributing to the identification and implementation of sales development activities for food and beverages service	<input type="checkbox"/>	<input type="checkbox"/>	
6	Diary log of practical work for preparing, delivering and evaluating training sessions for kitchen associates and teams	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

