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SOUS CHEF

Assessment Package

National Vocational Certificate Level 4

Version 1 - July 2013

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July, 2013
Islamabad, Pakistan

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SOUS CHEF

Assessment Package

National Vocational Certificate Level 4

Version 1 - July 2013

ASSESSMENT MATERIAL **EVIDENCE GUIDE** **Qualification** Sous Chef **CS Code**: **Level**: 4 **Credit**: 10 **Version**: 1	# MONITOR DUTIES AND ACTIVITIES OF KITCHEN TEAM

CONTENTS	
	1. Assessment Summary and Record 2. Candidate Assessment 3. Assessor Judgment Guide 4. List of required tools/equipment, material and context of assessment

ASSESSMENT AND ASSESSOR DETAILS				
	Competent ☐		**Not Yet Competent** ☐	
	Assessment ☐		Re-Assessment ☐	
	Assessor's Name		Assessor's Code	
	Assessor's Signature		Date	DD MM YYYY

CANDIDATE DETAILS	
Candidate's Name	First Name Last Name
Father's Name	
Institute Name and District	
CNIC/BFORM #	
Registration Number issued by Assessment Body	
Gender	Male ☐ Female ☐ Transgender ☐
Candidate's Consent	I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal.
Candidate's Signature	

ASSESSMENT RESULTS SUMMARY FORM	
	You can use this coversheet as an *Assessment Results Summary Form*. Simply post a photocopy of this completed coversheet to **NAVTTC**

NAVTTC OFFICE ONLY		
	1. DATE FORM RECEIVED: DD MM YYYY	2. DATE ENTERED INTO DATABASE: DD MM YYYY

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1 ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	PORTFOLIO	OBSERVATION	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: MONITOR DUTIES AND ACTIVITIES OF THE KITCHEN TEAM.	COMPETENT	NOT YET COMPETENT
Practical Skill Demonstration				✓	• Inspect the complete kitchen area and the staff • Inspect the cold and hot kitchen • Supervise chef de partie from making food till feedback from guest		
Knowledge Assessment	✓	✓			• Answer all questions your Assessor may have during the practical assessment.		
Other Requirements			✓		• N/A		

2 CANDIDATE ASSESSMENT

Candidate's Name…….....Father's Name ……..

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following tasks within **two hours** timeframe:

- Inspect the complete kitchen area and the staff
- Inspect the cold and hot kitchen
- Supervise chef de partie from making food till feedback from guest

ACTIVITIES	CANDIDATE RESPONSE
1. Complete practical task of monitor duties and activities of the kitchen team under observation by an assessor	During a practical assessment, under observation by an assessor, I will correctly : • Inspect the complete kitchen area and the staff ✓ Check the personal appearance of staff ✓ Check the staff uniform during the service ✓ Check the event orders and menu of the day on daily basis ✓ Communicate the event order to service staff ✓ Ensure all issued items fulfil the demand ✓ Check and communicate the menu of the day to kitchen staff ✓ Check the cleanliness of the kitchen and garbage disposal • Inspect the cold and hot kitchen ✓ Check temperature of cold kitchen ✓ Check the deep fryer, hot platter, bakery ovens, microwave oven, coal station (bbq), dough mixer and tandoor are in working order ✓ Check the cleanliness and working order of butcher station ✓ Check the cutlery equipment are in working order ✓ Coordinate with the executive chef about service operations • Supervise chef de partie from making food till feedback from guest ✓ Ensure the communication and coordination between chef de partie with the cook and other staff ✓ Ensure to maintain the taste of the food as per recipe ✓ Ensure that the food meets the guest need and expectations ✓ Ensure the garnishing of the food good presentation ✓ Guest feedback will share with the kitchen team
2. Other requirements	• N/A
3. Answer any questions your assessor may have during the practical assessment	My answers to questions are correct and demonstrate my understanding of the topics and their application.

3 ASSESSOR JUDGEMENT GUIDE

Candidate's Name ……Father's Name……

INSTRUCTIONS FOR ASSESSOR	This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
1. Complete practical task of monitor duties and activities of kitchen team under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Inspect the complete kitchen area and the staff	Checked the personal appearance of staff			
	Checked the staff uniform during the service			
	Checked the event orders and menu of the day on daily basis			
	Communicated the event order to service staff			
	Ensured all issued items fulfil the demand			
	Checked and communicate the menu to kitchen staff			
	Checked and communicate the menu to kitchen staff			
	Checked the cleanliness of the kitchen and garbage disposal			
Inspect the cold and hot kitchen	Checked temperature of cold kitchen			
	Checked the deep fryer, hot platter, bakery ovens, microwave oven, coal station (bbq), dough mixer and tandoor are in working order			
	Checked the cleanliness and working order of butcher station			
	Checked the cutlery equipment are in working order			
	Coordinated with the executive chef about service operations			
Supervise chef de parties from making food till feedback from guest	Ensured the communication and coordination between chef de partie with the cook and other staff			
	Ensured to maintain the taste of the food as per recipe			
	Ensured that the food meets the guest need and expectations			
	Ensured the garnishing of the food good presentation			
	Shared Guest feedback with the kitchen team			
2. Other requirements	N/A			

3. Answer any questions the assessor may have during the practical assessment	Candidate's answers to questions are correct and demonstrate understanding of the topics and their application. Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.			

4 LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRUCTIONS	This section contains information regarding; • Context of the assessment • List of required tools and equipment. • List of consumable items required during the service
1. Context of Assessment	This task will be performed in **real time/simulated**environment.

2. List of tools and equipment required(for five candidates)		
S. No	**Items**	**Quantity**
1		0
2		0
3		0

3. List of consumable items required(for five candidates)		
S. No	**Items**	**Quantity**
1		0
2		0
3		0

ASSESSMENT MATERIAL **EVIDENCE GUIDE** **Qualification** Sous Chef **CS Code**: **Level**: 4 **Credit**: 9 **Version**: 1	# COORDINATE THE OPERATION OF THE FOOD PREPARATION AND COOKING AREA

CONTENTS	1. Assessment Summary and Record 2. Candidate Assessment 3. Assessor Judgment Guide 4. List of required tools/equipment, material and context of assessment

ASSESSMENT AND ASSESSOR DETAILS		
	Competent ☐	**Not Yet Competent** ☐
	Assessment ☐	Re-Assessment ☐
	Assessor's Name	Assessor's Code .....
	Assessor's Signature	Date ☐☐☐☐☐☐☐☐ DD MM YYYY

CANDIDATE DETAILS	
Candidate's Name	..... First Name ..... Last Name
Father's Name	.....
Institute Name and District	.....
CNIC/BFORM #	☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐
Registration Number issued by Assessment Body	.....
Gender	Male ☐ Female ☐ Transgender ☐
Candidate's Consent	I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal.
Candidate's Signature	.....

ASSESSMENT RESULTS SUMMARY FORM	You can use this coversheet as an *Assessment Results Summary Form*. Simply post a photocopy of this completed coversheet to **NAVTTC**

NAVTTC OFFICE ONLY	1. DATE FORM RECEIVED: ☐☐☐☐☐☐☐☐ DD MM YYYY	2. DATE ENTERED INTO DATABASE: ☐☐☐☐☐☐☐☐ DD MM YYYY

1 ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	PORTFOLIO	OBSERVATION	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: COORDINATE THE OPERATION OF THE FOOD PREPARATION AND COOKING AREA.	COMPETENT	NOT YET COMPETENT
Practical Skill Demonstration				✓	• Check the events of the day and ensure all events' tasks has been completed		
Knowledge Assessment	✓	✓			• Answer all questions your Assessor may have during the practical assessment.		
Other Requirements			✓		• N/A		

2 CANDIDATE ASSESSMENT

Candidate's Name…….....Father's Name ……..

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following tasks within **one hours** timeframe:

- Check the events of the day and ensure all events' tasks has been completed

ACTIVITIES	CANDIDATE RESPONSE
1. Complete practical task of coordinate the operation of the food preparation and cooking area under observation by an assessor	During a practical assessment, under observation by an assessor, I will correctly : • Check the events of the day and ensure all events' tasks has been completed ✓Check the menu of the day ✓Check the event order of the day ✓Ensure all issued food items fulfil the demand ✓Maintain daily log book of kitchen and store regarding daily matters ✓Ensure the inventory of food items on daily basis ✓Check and communicate the menu to kitchen staff ✓Ensure that all the event tasks performed within a time limits ✓Ensure that no misusage of the food happened during food preparation ✓Ensure that all leftover food preserved safely ✓Ensure the communication and coordination between food service area, kitchen and store ✓Ensure the cleanliness of the kitchen and garbage disposal ✓Ensure that the cleanliness and working order of butcher station ✓Ensure that the cutlery equipment are in working order
2.Other requirements	• N/A
3. Answer any questions your assessor may have during the practical assessment	My answers to questions are correct and demonstrate my understanding of the topics and their application.

3 ASSESSOR JUDGEMENT GUIDE

Candidate's Name ……Father's Name……

INSTRUCTIONS FOR ASSESSOR	This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
1. Complete practical task of coordinate the operation of the food preparation and cooking area under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Check the events of the day and ensure all events' tasks has been completed	Checked the menu of the day			
	Checked the event order of the day			
	Ensured all issued food items fulfil the demand			
	Maintained daily log book of kitchen and store regarding daily matters			
	Ensured the inventory of food items on daily basis			
	Checked and communicate the menu to kitchen staff			
	Ensured that all the event tasks performed within a time limits			
	Ensured that no misusage of the food happened during food preparation			
	Ensured that all leftover food preserved safely			
	Ensured the communication and coordination between food service area, kitchen and store			
	Ensured the cleanliness of the kitchen and garbage disposal			
	Ensured that the cleanliness and working order of butcher station			
	Ensured that the cutlery equipment are in working order			
2. Other requirements	N/A			

3. Answer any questions the assessor may have during the practical assessment	Candidate's answers to questions are correct and demonstrate understanding of the topics and their application. Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.			

4 LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRUCTIONS	This section contains information regarding; • Context of the assessment • List of required tools and equipment. • List of consumable items required during the service
1. Context of Assessment	This task will be performed in **real time/simulated** environment.

2. List of tools and equipment required(for five candidates)		
S. No	**Items**	**Quantity**
1		0
2		0
3		0

3. List of consumable items required(for five candidates)		
S. No	**Items**	**Quantity**
1		0
2		0
3		0

ASSESSMENT MATERIAL **EVIDENCE GUIDE** **Qualification** Sous Chef **CS Code**: **Level**: 4 **Credit**: 6 **Version**: 1	# MONITOR SUPPLIES FOR KITCHEN OPERATIONS

CONTENTS	1. Assessment Summary and Record 2. Candidate Assessment 3. Assessor Judgment Guide 4. List of required tools/equipment, material and context of assessment

ASSESSMENT AND ASSESSOR DETAILS		
	Competent ☐	**Not Yet Competent** ☐
	Assessment ☐	Re-Assessment ☐
	Assessor's Name	Assessor's Code .....
	Assessor's Signature	Date ☐☐☐☐☐☐☐☐ DD MM YYYY

CANDIDATE DETAILS	
	Candidate's Name ..... (First Name / Last Name)
	Father's Name .....
	Institute Name and District .....
	CNIC/BFORM # ☐☐☐☐☐☐☐☐☐☐☐☐☐
	Registration Number issued by Assessment Body .....
	Gender Male ☐ Female ☐ Transgender ☐
	Candidate's Consent I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal.
	Candidate's Signature .....

ASSESSMENT RESULTS SUMMARY FORM	You can use this coversheet as an *Assessment Results Summary Form*. Simply post a photocopy of this completed coversheet to **NAVTTC**

NAVTTC OFFICE ONLY	1. DATE FORM RECEIVED: ☐☐☐☐☐☐☐☐ DD MM YYYY	2. DATE ENTERED INTO DATABASE: ☐☐☐☐☐☐☐☐ DD MM YYYY

1 ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	PORTFOLIO	OBSERVATION	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: MONITOR SUPPLIES FOR KITCHEN OPERATIONS	COMPETENT	NOT YET COMPETENT
Practical Skill Demonstration				✓	• Inspect the inventory and quality of food items for kitchen operations		
Knowledge Assessment	✓	✓			• Answer all questions your Assessor may have during the practical assessment.		
Other Requirements			✓		• N/A		

2 CANDIDATE ASSESSMENT

Candidate's Name…….....Father's Name ……..

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following tasks within **one and half hours** timeframe:

- Inspect the inventory and quality of food items for kitchen operations

ACTIVITIES	CANDIDATE RESPONSE
1. Complete practical task of monitor supplies for kitchen items under observation by an assessor	During a practical assessment, under observation by an assessor, I will correctly : • Inspect the inventory and quality of food items for kitchen operations ✓ Ensure consistent quality of all food items received ✓ Ensure the expiry of food items received ✓ Monitor` quality of food at receiving point ✓ Ensure that the value of purchases matching to correct food costs ✓ Ensure the communication and coordination between chef de partie with the cook and other staff ✓ Ensure to maintain the taste of the food as per recipe ✓ Ensure that no misusage of the food happened during food preparation ✓ Ensure the garnishing of the food good presentation
2.Other requirements	• N/A
3. Answer any questions your assessor may have during the practical assessment	My answers to questions are correct and demonstrate my understanding of the topics and their application.

3 ASSESSOR JUDGEMENT GUIDE

Candidate's Name ……Father's Name……

INSTRUCTIONS FOR ASSESSOR	This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
1. Complete practical task of monitor supplies for kitchen items under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Inspect the inventory and quality of food items for kitchen operations	Ensured consistent quality of all food items received			
	Ensured the expiry of food items received			
	Monitor quality of food at receiving point			
	Ensured that the value of purchases matching to correct food cost			
	Ensured the communication and coordination between chef de partie with the cook and other staff			
	Ensured to maintain the taste of the food as per recipe			
	Ensured that no miss-usage of the food happened during food preparation			
	Ensured the garnishing of the food good presentation			
2. Other requirements	N/A			

3. Answer any questions the assessor may have during the practical assessment	Candidate's answers to questions are correct and demonstrate understanding of the topics and their application. Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.			

4 LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRUCTIONS	This section contains information regarding; • Context of the assessment • List of required tools and equipment. • List of consumable items required during the service
1. Context of Assessment	This task will be performed in **real time/simulated** environment.

2. List of tools and equipment required(for five candidates)		
S. No	**Items**	**Quantity**
1		0
2		0
3		0

3. List of consumable items required(for five candidates)		
S. No	**Items**	**Quantity**
1		0
2		0
3		0

ASSESSMENT MATERIAL **EVIDENCE GUIDE**	**MONITOR THE QUALITY OF FOOD PRODUCTION**
Qualification Sous Chef **CS Code**: **Level:** 4 **Credit**: 10 **Version**: 1	

CONTENTS	
	1. Assessment Summary and Record 2. Candidate Assessment 3. Assessor Judgment Guide 4. List of required tools/equipment, material and context of assessment

ASSESSMENT AND ASSESSOR DETAILS				
	Competent ☐		**Not Yet Competent** ☐	
	Assessment ☐		Re-Assessment ☐	
	Assessor's Name		Assessor's Code	
	Assessor's Signature		Date	DD MM YYYY

CANDIDATE DETAILS	
Candidate's Name	..... (First Name / Last Name)
Father's Name	.....
Institute Name and District	.....
CNIC/BFORM #	
Registration Number issued by Assessment Body	.....
Gender	Male ☐ Female ☐ Transgender ☐
Candidate's Consent	I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal.
Candidate's Signature	.....

ASSESSMENT RESULTS SUMMARY FORM	
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NAVTTC OFFICE ONLY		
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1 ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	PORTFOLIO	OBSERVATION	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: MONITOR THE QUALITY OF FOOD PRODUCTION	COMPETENT	NOT YET COMPETENT
Practical Skill Demonstration				✓	• Supervise that preparation of food has meets the need and requirement of the guest		
Knowledge Assessment	✓	✓			• Answer all questions your Assessor may have during the practical assessment.		
Other Requirements			✓		• N/A		

2 CANDIDATE ASSESSMENT

Candidate's Name…….....Father's Name ……..

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following tasks within **one and half hours** timeframe:

- Supervise that preparation of food has meets the need and requirement of the guest

ACTIVITIES	CANDIDATE RESPONSE
1. Complete practical task of monitor the quality of food production under observation by an assessor	During a practical assessment, under observation by an assessor, I will correctly : • Supervise that preparation of food has meets the need and requirement of the guest ✓ Check all the staff is on duty as per the schedule ✓ Ensure that the required cutlery is available for kitchen staff ✓ Ensure that the taste of the food remain maintain as per recipe ✓ Ensure that the service staff has completed their assigned tasks ✓ Ensure that the food meets the guest need and expectations ✓ Ensure the garnishing of the food good presentation ✓ Ensure that the cutlery equipment are in working order ✓ Ensure that all leftover food preserved safely ✓ Ensure that all the cutlery equipment handed over to the next shift
2.Other requirements	• N/A
3. Answer any questions your assessor may have during the practical assessment	My answers to questions are correct and demonstrate my understanding of the topics and their application.

3 ASSESSOR JUDGEMENT GUIDE

Candidate's Name ……Father's Name……

INSTRUCTIONS FOR ASSESSOR	This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
1. Complete practical task of monitor the quality of food production under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Supervise that preparation of food has meets the need and requirement of the guest	Checked all the staff is on duty as per the schedule			
	Ensured that the required cutlery is available for kitchen staff			
	Ensured that the taste of the food remain maintain as per recipe			
	Ensured that the service staff has completed their assigned tasks			
	Ensured that the food meets the guest need and expectations			
	Ensured the garnishing of the food good presentation			
	Ensured that the cutlery equipment are in working order			
	Ensured that all leftover food preserved safely			
	Ensured that all the cutlery equipment handed over to the next shift			
2. Other requirements	N/A			

3. Answer any questions the assessor may have during the practical assessment	Candidate's answers to questions are correct and demonstrate understanding of the topics and their application. Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.			

4 LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRUCTIONS	This section contains information regarding; • Context of the assessment • List of required tools and equipment. • List of consumable items required during the service
1. Context of Assessment	This task will be performed in **real time/simulated**environment.

2. List of tools and equipment required(for five candidates)		
S. No	**Items**	**Quantity**
1		0
2		0
3		0

3. List of consumable items required(for five candidates)		
S. No	**Items**	**Quantity**
1		0
2		0
3		0

ASSESSMENT MATERIAL **EVIDENCE GUIDE** **Qualification** Sous Chef **CS Code**: **Level:** 4 **Credit**: 9 **Version**: 1	**SUPERVISE THE DELIVERY OF EFFECTIVE KITCHEN SERVICE TO FOOD SERVICE TEAM**

CONTENTS	1. Assessment Summary and Record 2. Candidate Assessment 3. Assessor Judgment Guide 4. List of required tools/equipment, material and context of assessment

ASSESSMENT AND ASSESSOR DETAILS	**Competent** ☐ **Not Yet Competent** ☐ Assessment ☐ Re-Assessment ☐ Assessor's Name ..... Assessor's Code ..... Assessor's Signature ..... Date DD MM YYYY

CANDIDATE DETAILS	Candidate's Name ..... (First Name / Last Name) Father's Name ..... Institute Name and District ..... CNIC/BFORM # ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Registration Number issued by Assessment Body ..... Gender Male ☐ Female ☐ Transgender ☐ Candidate's Consent: I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal. Candidate's Signature .....

ASSESSMENT RESULTS SUMMARY FORM	You can use this coversheet as an *Assessment Results Summary Form*. Simply post a photocopy of this completed coversheet to **NAVTTC**

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1 ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	PORTFOLIO	OBSERVATION	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: SUPERVISE THE DELIVERY OF EFFECTIVE KITCHEN SERVICE TO FOOD SERVICE TEAM.	COMPETENT	NOT YET COMPETENT
Practical Skill Demonstration				✓	• Supervise the communication and coordination of kitchen staff with food service team to improve daily tasks		
Knowledge Assessment	✓	✓			• Answer all questions your Assessor may have during the practical assessment.		
Other Requirements			✓		• N/A		

2 CANDIDATE ASSESSMENT

Candidate's Name…….....Father's Name ……..

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following tasks within **one hour** timeframe:

- Check daily operations of the kitchen and food service teams

ACTIVITIES	CANDIDATE RESPONSE
1. Complete practical task of supervise the delivery of effective kitchen service to food service team under observation by an assessor	During a practical assessment, under observation by an assessor, I will correctly : • Check daily operations of the kitchen and food service teams ✓ Ensure the communication and coordination between the kitchen and food service team ✓ Inspect the problems of food service team from kitchen (if any) and ensure the solution implemented ✓ Ensure that the sequence of food served to the guest according to the menu ✓ Ensure that all the food orders deliver to the guest on time ✓ Resolve the guest complaint (if any) regarding food taste or portion of menu ✓ Ensure that the food complaints from guest (if any) should not be happened again
2.Other requirements	• N/A
3. Answer any questions your assessor may have during the practical assessment	My answers to questions are correct and demonstrate my understanding of the topics and their application.

3 ASSESSOR JUDGEMENT GUIDE

Candidate's Name ……Father's Name……

INSTRUCTIONS FOR ASSESSOR	This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
1. Complete practical task of supervise the delivery of effective kitchen service to food service team under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Check and improve the kitchen and food service teams daily operations	Ensured the communication and coordination between the kitchen and food service team			
	Inspected the problems of food service team from kitchen (if any) and ensure the solution implemented			
	Ensured that the sequence of food served to the guest according to the menu			
	Ensured that all the food orders deliver to the guest on time			
	Resolved the guest complaint (if any) regarding food taste or portion of menu			
	Ensured that the food complaints from guest (if any) should not be happened again			
2. Other requirements	N/A			

3. Answer any questions the assessor may have during the practical assessment	Candidate's answers to questions are correct and demonstrate understanding of the topics and their application. Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.			

4 LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRUCTIONS	This section contains information regarding; • Context of the assessment • List of required tools and equipment. • List of consumable items required during the service
1. Context of Assessment	This task will be performed in **real time/simulated**environment.

2. List of tools and equipment required(for five candidates)		
S. No	**Items**	**Quantity**
1		0
2		0
3		0

3. List of consumable items required(for five candidates)		
S. No	**Items**	**Quantity**
1		0
2		0
3		0

ASSESSMENT MATERIAL **EVIDENCE GUIDE** **Qualification** Sous Chef **CS Code**: **Level: 4** **Credit**: 3 **Version**: 1	**MANAGE COMMENTS ANDCOMPLAINTS RELATING TO FOOD PRODUCTION**

CONTENTS	1. Assessment Summary and Record 2. Candidate Assessment 3. Assessor Judgment Guide 4. List of required tools/equipment, material and context of assessment

ASSESSMENT AND ASSESSOR DETAILS		
	Competent ☐	**Not Yet Competent** ☐
	Assessment ☐	Re-Assessment ☐
	Assessor's Name	Assessor's Code .....
	Assessor's Signature	Date ☐☐☐☐☐☐☐☐ DD MM YYYY

CANDIDATE DETAILS	
Candidate's Name	..... (First Name / Last Name)
Father's Name	.....
Institute Name and District	.....
CNIC/BFORM #	☐☐☐☐☐☐☐☐☐☐☐☐☐
Registration Number issued by Assessment Body	.....
Gender	Male ☐ Female ☐ Transgender ☐
Candidate's Consent	I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal.
Candidate's Signature	.....

ASSESSMENT RESULTS SUMMARY FORM	You can use this coversheet as an *Assessment Results Summary Form*. Simply post a photocopy of this completed coversheet to **NAVTTC**

NAVTTC OFFICE ONLY	1. DATE FORM RECEIVED: ☐☐☐☐☐☐☐☐ DD MM YYYY	2. DATE ENTERED INTO DATABASE: ☐☐☐☐☐☐☐☐ DD MM YYYY

1 ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	PORTFOLIO	OBSERVATION	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: MANAGE COMMENTS AND COMPLAINTS RELATING TO FOOD PRODUCTION.	COMPETENT	NOT YET COMPETENT
Practical Skill Demonstration				✓	• Ensure the coordination between kitchen and food service staff and collect feedback from guests, food service staff and the management		
Knowledge Assessment	✓	✓			• Answer all questions your Assessor may have during the practical assessment.		
Other Requirements			✓		• N/A		

2 CANDIDATE ASSESSMENT

Candidate's Name…….....Father's Name ……..

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following tasks within **half an hour** timeframe:

- Ensure the coordination between kitchen and food service staff and collect feedback from guests, food service staff and the management

ACTIVITIES	CANDIDATE RESPONSE
1. Complete practical task of manage comments and complaints relating to food production under observation by an assessor	During a practical assessment, under observation by an assessor, I will correctly : • Ensure the coordination between kitchen and food service staff and collect feedback from guests, food service staff and the management ✓ Inspect the problems of raised between kitchen and food service staff ✓ Ensure that all issues resolved between kitchen staff and food service staff (if any) ✓ Ensure that the written feedback was taken from the senior management ✓ Ensure that the written feedback was taken from the senior management ✓ Ensure that the feedback from senior management and guest will share with kitchen staff ✓ Resolve the guest complaint (if any) related to the food
2.Other requirements	• N/A
3. Answer any questions your assessor may have during the practical assessment	My answers to questions are correct and demonstrate my understanding of the topics and their application.

3 ASSESSOR JUDGEMENT GUIDE

Candidate's Name ……Father's Name……

INSTRUCTIONS FOR ASSESSOR	This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
1. Complete practical task of manage comments and complaints relating to food production under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Ensure the coordination between kitchen and food service staff and collect feedback from guests, food service staff and the management	Inspected the problems of raised between kitchen and food service staff			
	Ensured that all issues resolved between kitchen staff and food service staff (if any)			
	Ensured that the written feedback was taken from the senior management			
	Ensured that the written feedback was taken from the senior management			
	Ensured that the feedback from senior management and guest will share with kitchen staff			
	Resolved the guest complaint (if any) related to the food			
2. Other requirements	N/A			

3. Answer any questions the assessor may have during the practical assessment	Candidate's answers to questions are correct and demonstrate understanding of the topics and their application. Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.			

4 LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRUCTIONS	This section contains information regarding; • Context of the assessment • List of required tools and equipment. • List of consumable items required during the service
1. Context of Assessment	This task will be performed in **real time/simulated**environment.

2. List of tools and equipment required(for five candidates)		
S. No	**Items**	**Quantity**
1		0
2		0
3		0

3. List of consumable items required(for five candidates)		
S. No	**Items**	**Quantity**
1		0
2		0
3		0

ASSESSMENT MATERIAL **EVIDENCE GUIDE** **Qualification** Sous Chef **CS Code**: **Level: 4** **Credit**: 9 **Version**: 1	**MONITOR HEALTH AND SAFETY ISSUES IN FOOD PRODUCTION AREAS**

CONTENTS	1. Assessment Summary and Record 2. Candidate Assessment 3. Assessor Judgment Guide 4. List of required tools/equipment, material and context of assessment

ASSESSMENT AND ASSESSOR DETAILS		
	Competent ☐	**Not Yet Competent** ☐
	Assessment ☐	Re-Assessment ☐
	Assessor's Name	Assessor's Code .....
	Assessor's Signature	Date ☐☐☐☐☐☐☐☐ DD MM YYYY

CANDIDATE DETAILS	
Candidate's Name	..... First Name ..... Last Name
Father's Name	.....
Institute Name and District	.....
CNIC/BFORM #	☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐
Registration Number issued by Assessment Body	.....
Gender	Male ☐ Female ☐ Transgender ☐
Candidate's Consent	I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal.
Candidate's Signature	.....

ASSESSMENT RESULTS SUMMARY FORM	You can use this coversheet as an *Assessment Results Summary Form*. Simply post a photocopy of this completed coversheet to **NAVTTC**

NAVTTC OFFICE ONLY	1. DATE FORM RECEIVED: ☐☐☐☐☐☐☐☐ DD MM YYYY	2. DATE ENTERED INTO DATABASE: ☐☐☐☐☐☐☐☐ DD MM YYYY

1 ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	PORTFOLIO	OBSERVATION	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: MONITOR HEALTH AND SAFETY ISSUES IN FOOD PRODUCTION AREAS.	COMPETENT	NOT YET COMPETENT
Practical Skill Demonstration				✓	• Supervise and ensure that the implementation of food safety and hygiene		
Knowledge Assessment	✓	✓			• Answer all questions your Assessor may have during the practical assessment.		
Other Requirements			✓		• N/A		

2 CANDIDATE ASSESSMENT

Candidate's Name…….....Father's Name ……..

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following tasks within **half an hour** timeframe:

- Supervise and ensure that the implementation of food safety and hygiene

ACTIVITIES	CANDIDATE RESPONSE
1. Complete practical task of monitor health and safety issues in food production areas under observation by an assessor	During a practical assessment, under observation by an assessor, I will correctly : • Supervise and ensure that the implementation of food safety and hygiene ✓ Ensure that staff is aware of food safety and hygiene principles ✓ Ensure that all the cutlery equipment are cleaned and sanitized ✓ Ensure that the food safety and hygiene principles are implemented ✓ Ensure that staff can identify and overcome the hazards (physical, chemical and biological) ✓ Ensure that staff is able to report any accident to the concerned person (if any) ✓ Ensure that all leftover food preserved safely ✓ Ensure that in the event of emergency staff follows security procedures and log down the incident (if any)
2.Other requirements	• N/A
3. Answer any questions your assessor may have during the practical assessment	My answers to questions are correct and demonstrate my understanding of the topics and their application.

3 ASSESSOR JUDGEMENT GUIDE

Candidate's Name ……Father's Name……

INSTRUCTIONS FOR ASSESSOR	This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
1. Complete practical task of monitor health and safety issues in food production areas under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Supervise and ensure that the implementation of food safety and hygiene principles	Ensured that staff is aware of food safety and hygiene principles			
	Ensured that all the cutlery equipment are cleaned and sanitized			
	Ensured that the food safety and hygiene principles are implemented			
	Ensured that staff can identify and overcome the hazards (physical, chemical and biological)			
	Ensured that staff is able to report any accident to the concerned person (if any)			
	Ensured that all leftover food preserved safely			
	Ensured that in the event of emergency staff follows security procedures and log down the incident (if any)			
2. Other Requirements	N/A			

3. Answer any questions the assessor may have during the practical assessment	Candidate's answers to questions are correct and demonstrate understanding of the topics and their application. Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.			

4 LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRUCTIONS	This section contains information regarding; • Context of the assessment • List of required tools and equipment. • List of consumable items required during the service
1. Context of Assessment	This task will be performed in **real time/simulated**environment.

2. List of tools and equipment required(for five candidates)		
S. No	**Items**	**Quantity**
1		0
2		0
3		0

3. List of consumable items required(for five candidates)		
S. No	**Items**	**Quantity**
1		0
2		0
3		0

ASSESSMENT MATERIAL

EVIDENCE GUIDE

Qualification
Sous Chef
CS Code:
Level: 4
Credit: 6
Version: 1

MONITOR AND CONTROL KITCHEN COSTS AND WASTE

CONTENTS

1. Assessment Summary and Record
2. Candidate Assessment
3. Assessor Judgment Guide
4. List of required tools/equipment, material and context of assessment

ASSESSMENT AND ASSESSOR DETAILS

Competent ☐ **Not Yet Competent** ☐

Assessment ☐ Re-Assessment ☐

Assessor's Name ..... Assessor's Code .....

Assessor's Signature ..... Date ☐☐☐☐☐☐☐☐ DD MM YYYY

CANDIDATE DETAILS

Candidate's Name ..... First Name ..... Last Name

Father's Name .....

Institute Name and District .....

CNIC/BFORM # ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Registration Number issued by Assessment Body .....

Gender Male ☐ Female ☐ Transgender ☐

Candidate's Consent I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal.

Candidate's Signature .....

ASSESSMENT RESULTS SUMMARY FORM

You can use this coversheet as an *Assessment Results Summary Form*. Simply post a photocopy of this completed coversheet to **NAVTTC**

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1. DATE FORM RECEIVED: ☐☐☐☐☐☐☐☐ DD MM YYYY

2. DATE ENTERED INTO DATABASE: ☐☐☐☐☐☐☐☐ DD MM YYYY

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1 ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	PORTFOLIO	OBSERVATION	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: MONITOR AND CONTROL KITCHEN COSTS AND WASTE.	COMPETENT	NOT YET COMPETENT
Practical Skill Demonstration				✓	• Supervise to kitchen staff to control the cost of food		
Knowledge Assessment	✓	✓			• Answer all questions your Assessor may have during the practical assessment.		
Other Requirements			✓		• N/A		

2 CANDIDATE ASSESSMENT

Candidate's Name…….....Father's Name ……..

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following tasks within **one hour** timeframe:

- Supervise to kitchen staff to control the cost of food

ACTIVITIES	CANDIDATE RESPONSE
1. Complete practical task of monitor and control kitchen costs and waste under observation by an assessor	During a practical assessment, under observation by an assessor, I will correctly : • Supervise to kitchen staff to control the cost of food ✓ Ensure the FIFO method is being used in food inventory ✓ Check the inventory of kitchen store, walk in chillers and freezers ✓ Ensure the temperatures of walk in chillers and freezers ✓ Ensure the cleanliness of walk in chillers and freezers ✓ Check the expiry dates of food items received ✓ Check the quality of food at receiving point ✓ Match the food costs with the prices of food items purchased ✓ Check that the food order is being ensured according to the decided portion ✓ Ensure that all kitchen staff reduce wastage of food ✓ Check the disposal of food garbage and wastes
2.Other requirements	• N/A
3. Answer any questions your assessor may have during the practical assessment	My answers to questions are correct and demonstrate my understanding of the topics and their application.

3 ASSESSOR JUDGEMENT GUIDE

Candidate's Name ……Father's Name……

INSTRUCTIONS FOR ASSESSOR	This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
1. Complete practical task of monitor and control kitchen costs and waste under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Supervise to kitchen staff to control the cost of food	Ensured the FIFO method is being used in food inventory			
	Checked the inventory of kitchen store, walk in chillers and freezers			
	Ensured the temperatures of walk in chillers and freezers			
	Ensured the cleanliness of walk in chillers and freezers			
	Checked the expiry dates of food items received			
	Checked the quality of food at receiving point			
	Matched the food costs with the prices of food items purchased			
	Checked that the food order is being ensured according to the decided portion			
	Ensured that all kitchen staff reduce wastage of food			
	Checked the disposal of food garbage and wastes			
2. Other requirements	N/A			

3. Answer any questions the assessor may have during the practical assessment	Candidate's answers to questions are correct and demonstrate understanding of the topics and their application. Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.			

4 LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRUCTIONS	This section contains information regarding; • Context of the assessment • List of required tools and equipment. • List of consumable items required during the service
1. Context of Assessment	This task will be performed in **real time/simulated**environment.

2. List of tools and equipment required(for five candidates)		
S. No	**Items**	**Quantity**
1		0
2		0
3		0

3. List of consumable items required(for five candidates)		
S. No	**Items**	**Quantity**
1		0
2		0
3		0

ASSESSMENT MATERIAL

EVIDENCE GUIDE

Qualification
Sous Chef
CS Code:
Level: 4
Credit: 8
Version: 1

MONITOR DELIVERY OF FOOD PRODUCTION INTO SERVICE AREA

CONTENTS

1. Assessment Summary and Record
2. Candidate Assessment
3. Assessor Judgment Guide
4. List of required tools/equipment, material and context of assessment

ASSESSMENT AND ASSESSOR DETAILS

Competent ☐ **Not Yet Competent** ☐

Assessment ☐ Re-Assessment ☐

Assessor's Name ..... Assessor's Code .....

Assessor's Signature ..... Date ☐☐☐☐☐☐☐☐ DD MM YYYY

CANDIDATE DETAILS

Candidate's Name ..... (First Name / Last Name)

Father's Name .....

Institute Name and District .....

CNIC/BFORM # ☐☐☐☐☐☐☐☐☐☐☐☐☐

Registration Number issued by Assessment Body .....

Gender Male ☐ Female ☐ Transgender ☐

Candidate's Consent I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal.

Candidate's Signature .....

ASSESSMENT RESULTS SUMMARY FORM

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NAVTTC OFFICE ONLY

1. DATE FORM RECEIVED: ☐☐☐☐☐☐☐☐ DD MM YYYY

2. DATE ENTERED INTO DATABASE: ☐☐☐☐☐☐☐☐ DD MM YYYY

1 ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	PORTFOLIO	OBSERVATION	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: MONITOR DELIVERY OF FOOD PRODUCTION INTO SERVICE AREA	COMPETENT	NOT YET COMPETENT
Practical Skill Demonstration				✓	• Check the making of food, presentation, portion till deliver to the guest		
Knowledge Assessment	✓	✓			• Answer all questions your Assessor may have during the practical assessment.		
Other Requirements			✓		• N/A		

2 CANDIDATE ASSESSMENT

Candidate's Name…….....Father's Name ……..

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following tasks within **half an hour** timeframe:

- Check the making of food, presentation, portion till deliver to the guest

ACTIVITIES	CANDIDATE RESPONSE
1. Complete practical task of monitor health and safety issues in food production areas under observation by an assessor	During a practical assessment, under observation by an assessor, I will correctly : • Check the making of food, presentation, portion till deliver to the guest ✓ Ensure to maintain the taste of the food as per recipe ✓ Ensure the garnishing of the food good presentation ✓ Ensure that the food meets the guest need and expectations ✓ Check the inventory of kitchen store, walk in chillers and freezers ✓ Ensure the temperatures of walk in chillers and freezers ✓ Ensure the cleanliness of walk in chillers and freezers ✓ Check that the food order is being ensured according to the decided portion ✓ Ensure that all kitchen staff reduce wastage of food ✓ Check the disposal of food garbage and wastes
2.Other requirements	• N/A
3. Answer any questions your assessor may have during the practical assessment	My answers to questions are correct and demonstrate my understanding of the topics and their application.

3 ASSESSOR JUDGEMENT GUIDE

Candidate's Name ……Father's Name……

INSTRUCTIONS FOR ASSESSOR	This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
1. Complete practical task of monitor delivery of food production into service area under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Check the making of food, presentation, portion till deliver to the guest	Ensured to maintain the taste of the food as per recipe			
	Ensured the garnishing of the food good presentation			
	Ensured that the food meets the guest need and expectations			
	Checked the inventory of kitchen store, walk in chillers and freezers			
	Ensured the temperatures of walk in chillers and freezers			
	Ensured the cleanliness of walk in chillers and freezers			
	Checked that the food order is being ensured according to the decided portion			
	Ensured that all kitchen staff reduce wastage of food			
	Checked the disposal of food garbage and wastes			
2. Other requirements	N/A			

3. Answer any questions the assessor may have during the practical assessment	Candidate's answers to questions are correct and demonstrate understanding of the topics and their application. Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.			

4 LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRUCTIONS	This section contains information regarding; • Context of the assessment • List of required tools and equipment. • List of consumable items required during the service
1. Context of Assessment	This task will be performed in **real time/simulated**environment.

2. List of tools and equipment required(for five candidates)		
S. No	**Items**	**Quantity**
1		0
2		0
3		0

3. List of consumable items required(for five candidates)		
S. No	**Items**	**Quantity**
1		0
2		0
3		0

ASSESSMENT MATERIAL

EVIDENCE GUIDE

Qualification
Sous Chef
CS Code:
Level: 4
Credit: 80
Version: 1

SOUS CHEF

CONTENTS

1. Assessment Summary and Record
2. Candidate Assessment
3. Assessor Judgment Guide
4. List of required tools/equipment, material and context of assessment

ASSESSMENT AND ASSESSOR DETAILS

Competent ☐ **Not Yet Competent** ☐

Assessment ☐ Re-Assessment ☐

Assessor's Name ..... Assessor's Code .....

Assessor's Signature ..... Date ☐☐☐☐☐☐☐☐ DD MM YYYY

CANDIDATE DETAILS

Candidate's Name ..... (First Name / Last Name)

Father's Name .....

Institute Name and District .....

CNIC/BFORM # ☐☐☐☐☐☐☐☐☐☐☐☐☐

Registration Number issued by Assessment Body .....

Gender Male ☐ Female ☐ Transgender ☐

Candidate's Consent I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal.

Candidate's Signature .....

ASSESSMENT RESULTS SUMMARY FORM

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NAVTTC OFFICE ONLY

1. DATE FORM RECEIVED: ☐☐☐☐☐☐☐☐ DD MM YYYY

2. DATE ENTERED INTO DATABASE: ☐☐☐☐☐☐☐☐ DD MM YYYY

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1 ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	PORTFOLIO	OBSERVATION	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: MONITOR DELIVERY OF FOOD PRODUCTION INTO SERVICE AREA	COMPETENT	NOT YET COMPETENT
Practical Skill Demonstration				✓	Perform any one task (given by the assessor) from the following tasks: • Inspect the complete kitchen area and the staff • Inspect the cold and hot kitchen • Supervise chef de partie from making food till feedback from guest Perform all the following tasks: • Check the events of the day and ensure all events' tasks has been completed • Inspect the inventory and quality of food items for kitchen operations • Check daily operations of the kitchen and food service teams • Ensure the coordination between kitchen and food service staff and collect feedback from guests, food service staff and the management • Supervise and ensure that the implementation of food safety and hygiene • Supervise to kitchen staff to control the cost of food		
Knowledge Assessment	✓	✓			• Answer all questions your Assessor may have during the practical assessment.		
Other Requirements			✓		• Provide verified evidence of the competency of Monitor Delivery Of Food Production Into Service Area • Provide verified evidence of the competency of Monitor The Quality Of Food Production		

2 CANDIDATE ASSESSMENT

Candidate's Name…….....Father's Name ……..

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following tasks within **five hours** timeframe:

Perform any one task (given by the assessor) from the following tasks:

- Inspect the complete kitchen area and the staff
- Inspect the cold and hot kitchen
- Supervise chef de partie from making food till feedback from guest

Perform all the following tasks:

- Check the events of the day and ensure all events' tasks has been completed
- Inspect the inventory and quality of food items for kitchen operations
- Check daily operations of the kitchen and food service teams
- Ensure the coordination between kitchen and food service staff and collect feedback from guests, food service staff and the management
- Supervise and ensure that the implementation of food safety and hygiene
- Supervise to kitchen staff to control the cost of food

ACTIVITIES	CANDIDATE RESPONSE
1. Complete practical task of monitor health and safety issues in food production areas under observation by an assessor	During a practical assessment, under observation by an assessor, I will correctly : • Inspect the complete kitchen area and the staff ✓ Check the personal appearance of staff ✓ Check the staff uniform during the service ✓ Check the event orders and menu of the day on daily basis ✓ Communicate the event order to service staff ✓ Ensure all issued items fulfil the demand ✓ Check and communicate the menu of the day to kitchen staff ✓ Check the cleanliness of the kitchen and garbage disposal • Inspect the cold and hot kitchen ✓ Check temperature of cold kitchen ✓ Check the deep fryer, hot platter, bakery ovens, microwave oven, coal station (bbq), dough mixer and tandoor are in working order ✓ Check the cleanliness and working order of butcher station ✓ Check the cutlery equipment are in working order ✓ Coordinate with the executive chef about service operations • Supervise chef de partie from making food till feedback from guest ✓ Ensure the communication and coordination between chef de partie with the cook and other staff ✓ Ensure to maintain the taste of the food as per recipe ✓ Ensure that the food meets the guest need and expectations ✓ Ensure the garnishing of the food good presentation ✓ Guest feedback will share with the kitchen team • Check the events of the day and ensure all events' tasks has been completed ✓ Check the menu of the day ✓ Check the event order of the day ✓ Ensure all issued food items fulfil the demand ✓ Maintain daily log book of kitchen and store regarding daily matters ✓ Ensure the inventory of food items on daily basis

	✓ Check and communicate the menu to kitchen staff ✓ Ensure that all the event tasks performed within a time limits ✓ Ensure that no misusage of the food happened during food preparation ✓ Ensure that all leftover food preserved safely ✓ Ensure the communication and coordination between food service area, kitchen and store ✓ Ensure the cleanliness of the kitchen and garbage disposal ✓ Ensure that the cleanliness and working order of butcher station ✓ Ensure that the cutlery equipment are in working order • Inspect the inventory and quality of food items for kitchen operations ✓ Ensure consistent quality of all food items received ✓ Ensure the expiry of food items received ✓ Monitor` quality of food at receiving point ✓ Ensure that the value of purchases matching to correct food costs ✓ Ensure the communication and coordination between chef de partie with the cook and other staff ✓ Ensure to maintain the taste of the food as per recipe ✓ Ensure that no misusage of the food happened during food preparation ✓ Ensure the garnishing of the food good presentation • Check daily operations of the kitchen and food service teams ✓ Ensure the communication and coordination between the kitchen and food service team ✓ Inspect the problems of food service team from kitchen (if any) and ensure the solution implemented ✓ Ensure that the sequence of food served to the guest according to the menu ✓ Ensure that all the food orders deliver to the guest on time ✓ Resolve the guest complaint (if any) regarding food taste or portion of menu ✓ Ensure that the food complaints from guest (if any) should not be happened again • Ensure the coordination between kitchen and food service staff and collect feedback from the guests, food service staff and the management • Inspect the problems of raised between kitchen and food service staff ✓ Ensure that all issues resolved between kitchen staff and food service staff (if any) ✓ Ensure that the written feedback was taken from the senior management ✓ Ensure that the written feedback was taken from the senior management ✓ Ensure that the feedback from senior management and guest will share with kitchen staff ✓ Resolve the guest complaint (if any) related to the food • Supervise and ensure that the implementation of food safety and hygiene ✓ Ensure that staff is aware of food safety and hygiene principles ✓ Ensure that all the cutlery equipment are cleaned and sanitized ✓ Ensure that the food safety and hygiene principles are implemented ✓ Ensure that staff can identify and overcome the hazards (physical, chemical and biological) ✓ Ensure that staff is able to report any accident to the concerned person (if any) ✓ Ensure that all leftover food preserved safely ✓ Ensure that in the event of emergency staff follows security procedures and log down the incident (if any) • Supervise to kitchen staff to control the cost of food ✓ Ensure the FIFO method is being used in food inventory ✓ Check the inventory of kitchen store, walk in chillers and freezers ✓ Ensure the temperatures of walk in chillers and freezers ✓ Ensure the cleanliness of walk in chillers and freezers ✓ Check the expiry dates of food items received ✓ Check the quality of food at receiving point ✓ Match the food costs with the prices of food items purchased ✓ Check that the food order is being ensured according to the decided portion ✓ Ensure that all kitchen staff reduce wastage of food ✓ Check the disposal of food garbage and wastes
2.Other requirements	• Provide verified evidence of the competency of Monitor Delivery Of Food Production Into Service Area • Provide verified evidence of the competency of Monitor The Quality Of Food Production

3. Answer any questions your assessor may have during the practical assessment	My answers to questions are correct and demonstrate my understanding of the topics and their application.

3 ASSESSOR JUDGEMENT GUIDE

Candidate's Name ……Father's Name……

INSTRUCTIONS FOR ASSESSOR	This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
1. Complete practical task of monitor delivery of food production into service area under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Check the making of food, presentation, portion till deliver to the guest	Checked the personal appearance of staff			
	Checked the staff uniform during the service			
	Checked the event orders and menu of the day on daily basis			
	Communicated the event order to service staff			
	Ensured all issued items fulfil the demand			
	Checked and communicate the menu of the day to kitchen staff			
	Checked the cleanliness of the kitchen and garbage disposal			
Inspect the cold and hot kitchen	Checked temperature of cold kitchen			
	Checked the deep fryer, hot platter, bakery ovens, microwave oven, coal station (bbq), dough mixer and tandoor are in working order			
	Checked the cleanliness and working order of butcher station			
	Checked the cutlery equipment are in working order			
	Coordinated with the executive chef about service operations			
	Checked temperature of cold kitchen			
Supervise chef de partie from making food till feedback from guest	Ensured the communication and coordination between chef de partie with the cook and other staff			
	Ensured to maintain the taste of the food as per recipe			
	Ensured that the food meets the guest need and expectations			
	Ensured the garnishing of the food good presentation			
	Guest feedback was shared with the kitchen team			
Check the events of the day and ensure all events'	Checked the menu of the day			
	Checked the event order of the day			

tasks has been completed	Ensured all issued food items fulfil the demand			
	Maintained daily log book of kitchen and store regarding daily matters			
	Ensured the inventory of food items on daily basis			
	Checked and communicate the menu to kitchen staff			
	Ensured that all the event tasks performed within a time limits			
	Ensured that no misuse of the food happened during food preparation			
	Ensured that all leftover food preserved safely			
	Ensured the communication and coordination between food service area, kitchen and store			
	Ensured the cleanliness of the kitchen and garbage disposal			
	Ensured that the cleanliness and working order of butcher station			
	Ensured that the cutlery equipment are in working order			
Inspect the inventory and **quality of food items for kitchen operations**	Ensured consistent quality of all food items received			
	Ensured the expiry of food items received			
	Monitored` quality of food at receiving point			
	Ensured that the value of purchases matching to correct food costs			
	Ensured the communication and coordination between chef de partie with the cook and other staff			
	Ensured to maintain the taste of the food as per recipe			
	Ensured that no misuse of the food happened during food preparation			
Supervise that preparation of food has meets the need and requirement of the guest	Checked all the staff is on duty as per the schedule			
	Ensured that the required cutlery is available for kitchen staff			
	Ensured that the taste of the food remain maintain as per recipe			
	Ensured that the service staff has completed their assigned tasks			
	Ensured that the food meets the guest need and expectations			
	Ensured the garnishing of the food good presentation			
	Ensured that the cutlery equipment are in working order			
	Ensured that all leftover food preserved safely			
	Ensured that all the cutlery equipment handed over to the next shift			
Check daily operations of the kitchen and food service teams	Ensured the communication and coordination between the kitchen and food service team			
	Inspected the problems of food service team from kitchen (if any) and ensure the solution implemented			
	Ensured that the sequence of food served to the guest according to the menu			
	Ensured that all the food orders deliver to the guest on time			

	Resolved the guest complaint (if any) regarding food taste or portion of menu			
	Ensured that the food complaints from guest (if any) should not be happened again			
Ensure the coordination between kitchen and food service staff and collect feedback from the guests, food service staff and the management	Inspected the problems of raised between kitchen and food service staff			
	Ensured that all issues resolved between kitchen staff and food service staff (if any)			
	Ensured that the written feedback was taken from the senior management			
	Ensured that the written feedback was taken from the senior management			
	Ensured that the feedback from senior management and guest will share with kitchen staff			
	Resolved the guest complaint (if any) related to the food			
Supervise and ensure that the implementation of food safety and hygiene	Ensured that staff is aware of food safety and hygiene principles			
	Ensured that all the cutlery equipment are cleaned and sanitized			
	Ensured that the food safety and hygiene principles are implemented			
	Ensured that staff can identify and overcome the hazards (physical, chemical and biological)			
	Ensured that staff is able to report any accident to the concerned person (if any)			
	Ensured that all leftover food preserved safely			
	Ensured that in the event of emergency staff follows security procedures and log down the incident (if any)			
	Ensured that staff is aware of food safety and hygiene principles			
Supervise to kitchen staff to control the cost of food	Ensured the FIFO method is being used in food inventory			
	Checked the inventory of kitchen store, walk in chillers and freezers			
	Ensured the temperatures of walk in chillers and freezers			
	Ensured the cleanliness of walk in chillers and freezers			
	Checked the expiry dates of food items received			
	Checked the quality of food at receiving point			
	Matched the food costs with the prices of food items purchased			
	Checked that the food order is being ensured according to the decided portion			
	Ensured that all kitchen staff reduce wastage of food			
	Checked the disposal of food garbage and wastes			
2. Other requirements	Provided verified evidence of the competency of Monitor Delivery Of Food Production Into Service Area			
	Provided verified evidence of the competency of Monitor The Quality Of Food Production			

3. Answer any questions the assessor may have during the practical assessment	Candidate's answers to questions are correct and demonstrate understanding of the topics and their application. Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.			

4 LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRUCTIONS	This section contains information regarding; • Context of the assessment • List of required tools and equipment. • List of consumable items required during the service
1. Context of Assessment	This task will be performed in **real time/simulated**environment.

2.		
S. No	**Items**	**Quantity**
1		0
2		0
3		0

3. List of consumable items required(for five candidates)		
S. No	**Items**	**Quantity**
1		0
2		0
3		0

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