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| **Course Details** | |
| **Course Name** |  |
| **Unit(s) of competency** | |
| **Unit Code (s) and Names** | **SITHKOP002 Plan and cost basic menus** |

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| **Assessment Details** | | | |
| **Term and Year** |  | **Time allowed** |  |
| **Assessment No** |  | **Assessment Weighting** |  |
| **Assessment Descriptor** |  | | |
| **Due Date** |  | **Extension (if approved)** |  |

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| **Re-Assessment Details** | | | | |
| **Term and Year** |  | **Time allowed** | |  |
| **Assessment No** |  | **Re-assessment Fee Paid?** | |  |
| **Assessment Type** |  | | | |
| **Due Date** |  | **No Extension** |  | |

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| **Student Details and Declaration** | | | | |
| **Student Name** |  | | | |
| **Student ID** |  | **Trainer/Assessor’s Name** | |  |
| **Student Declaration:**  a. I declare that the work submitted is my own and has not been copied or plagiarised from any person or source.  b. I have not submitted any part of this assignment previously as part of another unit/course.  c. I acknowledge that I understand the requirements to complete the assessment tasks.  d. The assessment process including the provisions for re-submitting and academic appeals were explained to me and I understand these processes. | | | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_ | |

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| **Assessment Outcome - To be completed by the Assessor** | | | |
| **Assessor’s Name** |  | | |
| **Results** | **Satisfactory** **Not Satisfactory** | **Marks:** |  |
| **Re-assessment eligibility** | **Yes** **No** | **Due Date:** |  |

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| **This assessment** | | **First Attempt** | **2nd Attempt** | | **Late** **Penalty\_\_\_\_\_\_\_\_\_\_** | |
| **FEEDBACK TO STUDENT**  Progressive feedback to students, identifying gaps in competency and comments on positive improvements: | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **Student Declaration:** I declare that I have been assessed in this unit and I have been advised of my result. I am also aware of my right to appeal and the reassessment procedure.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ | | | **Assessor Declaration:** I declare that I have conducted a fair, valid, reliable and flexible assessment with this student, and I have provided appropriate feedback  Student did not attend the feedback session.  Feedback provided on assessment.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ | |

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| **FEEDBACK TO STUDENT *(FOR REASSESSMENTONLY)*** | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Student Declaration:** I declare that I have been re-assessed in this unit and I have been advised of my result. I am also aware of my right to appeal.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ | **Assessor Declaration:** I declare that I have conducted a fair, valid, reliable and flexible assessment with this student, and I have provided appropriate feedback  Student did not attend the feedback session.  Feedback provided on assessment.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |

**Assessment Task**

**(Performance)**



**SITHKOP002**

**Plan and cost basic menus**

# DOCUMENT CONTROL

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| --- | --- | --- |
| **Version** | **Date** | **Comments** |
| 1.0 | 25th June 2018 | * Original |

**ASSESSOR PRE-ASSESSMENT CHECKLIST**

This checklist is to be completed prior to commencing the assessment.

Please discuss this with the learner and circle yes or no for each question.

|  |  |
| --- | --- |
| Is the learner ready for assessment? | ☐Yes ☐ No |
| Have you explained the assessment process and tasks? | ☐ Yes ☐No |
| Does the learner understand which evidence is to be collected and how? | ☐ Yes ☐No |
| Have the learner’s rights and the appeal system been fully explained? | ☐ Yes ☐No |
| Have you discussed any special needs or reasonable adjustments to be considered during the assessment? | ☐ Yes ☐No |
| Does the learner have access to all required resources? | ☐ Yes ☐No |

**ASSESSMENT INSTRUCTIONS**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PURPOSE OF THE ASSESSMENT TASK** | | | | | | | | | |
| **Assessment Tool** | | | Project (Plan cost, write and evaluate menus) | | | | | | |
| **To demonstrate satisfactory completion of this Assessment Task the learner must:** | | | | | | | **Satisfactory**  **(S)** | **Not Satisfactory**  **(NS)** | |
| Identify customer requirements | | | | | | | ☐ | ☐ | |
| Plan menus as per instruction relevant for the menu type | | | | | | | ☐ | ☐ | |
| Cost menus using the correct formulas with calculations attached for each menu type | | | | | | | ☐ | ☐ | |
| Write menu content, including the key features in each dish clearly lists, used the correct culinary terms where relevant, menu structure is correct and print type is legible | | | | | | | ☐ | ☐ | |
| Evaluate menu success by obtaining feedback from a variety of sources, with evidence attached. | | | | | | | ☐ | ☐ | |
| Develop and cost the following menus:   * Seasonal Ala carte Menu * Cyclical Buffet Menu * Degustation Menu * Set Ethnic Menu | | | | | | | ☐ | ☐ | |
| **Overall Assessment Task Performance** | | | | | | | **Satisfactory**  **(S)** | **Not Satisfactory**  **(NS)** | |
| Assessment Task: Project (Plan cost, write and evaluate menus) | | | | | | | ☐ | ☐ | |
| **Resources required for this Assessment Task** | | | | | | | | | |
| Trainers and Assessors are required to ensure all learners have access to:   * Computer, MS Excel or similar software, * Recipe selection relevant for this unit to cover all menu types specified in the assessment * Australia New Zealand Food Standards Code * Australian Dietary Guidelines * Australian Guide to Healthy Eating’ * Seasonal Fruit and Vegetable Guide Australia * <http://www.mygreenaustralia.com/australian-fruit-and-vegetable-season-list/> * Australian Guide to Healthy Eating * Aboriginal and Torres Strait Islander Guide to Healthy Eating * Nutrient Reference Values (NRV) * Student Handout: Glossary of Industry Terms (Vegetables and Pulses) * Student Handout: Glossary of Industry Terms (Pasta) * Student Handout: Glossary of Industry Terms (Herbs and Spices) * Student Handout: Glossary of Industry Terms (Citrus Fruit) * Student Handout: Glossary of Industry Terms (Fruit) * Student Handout: Glossary of Industry Terms (VFEF) * Student Handout: Glossary of Industry Terms (Minerals, Vitamins and Nutrients) * Student Handout: Glossary of Industry Terms (Gluten) * Student Handout: Glossary of Industry Terms (Dietary) * All support tool templates * Standard Recipe cards * Yield tests * Banquet Analysis sheets * Menu Price balance * Formulas and calculations * Price Lists * Website Resource: <http://ausfoodnews.com.au/2015/10/21/top-global-food-and-drink-trends-for-2016.html> * Website Resource: <http://www.australia.com/en/things-to-do/food-and-wine/the-best-halal-restaurants-in-australia.html> * Website Resource: [www.sydneymarkets.com.au](http://www.sydneymarkets.com.au)   Website Resource: <https://foodmag.com.au/clean-eating-to-be-the-major-food-and-beverage-trend-in-2016/> | | | | | | | | | |
| **Instructions for Trainer and Assessors** | | | | | | | | |
| This assessment task has to be conducted as per the Assessment Conditions: | | | | | | | | |
|  | In class |  | | In an Industry Workplace |  | In a Simulated Industry Environment | | |
| **Instructions for the assessment** | | | | | | | | |
| * Attendance must be recorded in the Attendance Spreadsheet * The assessment is to be completed according to the Assessment task instructions | | | | | | | | |
| **Assessment Task Duration** | | | | | | | | |
| Week 4 | | | | | | | | |
| **Learner Evidence Submission Requirements** | | | | | | | | |
| Learner Evidence Submission Requirements:   1. Seasonal Ala carte Menu 2. Cyclical Buffet Menu 3. Degustation Menu 4. Set Ethnic Menu | | | | | | | | |

**PLAN AND COST BASIC MENUS**

**ASSESSMENT TASK: PROJECT**

**TASK: PLAN COST, WRITE AND EVALUATE MENUS**

**TASK 1**

Identifying the customer and customer preferences for creating menus

The responses you provide for this question will form the basis of your menus to be planned, costed and evaluated for this assessment

Provide an overview of the customers who frequent the restaurant in your workplace.

Describe the style of cuisine that is used and the menu type or different menu types which are being used.

Provide an overview of which entrées, main courses, desserts and specials are the best sellers and what are the approximate price ranges for these.

|  |  |  |
| --- | --- | --- |
| **Type of customers – Provide a description** | | |
| The menu intended for both domestic and international guest at the restaurant. The targeted customers are from median and upper income of an average income of $2040. Mostly having children per family of an average of 1:6 and having an average age of 34 of both male and female at 55.8% female and 44.8% male.  Median combined income: $2040  Average children per family: 1:6  Median Age: 35  Female: 55.8%  Male: 44.2% | | |
| **Cuisine style(s) used in the establishment** | | |
|  | | |
| **Menu Types used in the establishment** | | |
| **The list below are the menu types to be established for the targeted customers:**   * Seasonal Ala carte Menu * Cyclical Buffet Menu * Degustation Menu * Set Ethnic Menu | | |
| **Best-selling menu items** | **Example** | **Cost** |
| **Bread/ starter** | Simple sourdough and Damper | $7.5 |
| **Entrée** | * Eggs * Seafood * Steak * Wild Mushroom Ravioli * Zucchini Fritter Gyros. * Caprese Pasta Salad * Spicy Kale | $3.2 |
| **Soup** | French onion soup, | $10.58 |
| **Main** | * Beef skewers with tabbouli * Beef, barley and vegetable soup, * Lamb and veggie wrap with sweet chilli sauce recipe. * Salmon and soba noodle salad | $25.8 |
| **Dessert** | * Chocolate Crackle * Pavlova * Jelly slice. | $8.4 |
| **Special/Other** | * Brown Bread * Cheese Burger * Beverages (juice, and soda) * Mineral water | $2.4 |

**TASK 2**

1. Working individually or in groups of four (4) maximum, you and your group are required to develop and cost the following menus based on the customer profile in Assessment Task 1:

Note: Each student must submit a copy of the project.

* Seasonal Ala carte Menu
* Cyclical Buffet Menu
* Degustation Menu
* Set Ethnic Menu

2. Once developed, obtain feedback from your either your Trainer/Chef/ Manager/ Peers or customers. Document this feedback in the assessment checklist section

3. The dishes must provide a balanced variety on offer and within the courses offered including the following

* Colours
* Cooking methods
* Delicacies
* Flavours
* Nutritional values
* Presentation
* Seasonally available ingredients
* Tastes
* Textures

4. Attach the completed menus and relevant costing templates.

5. Complete the menu assessment checklists for each menu before submitting.

Below, outline the specific task requirements for each menu.

|  |  |  |  |
| --- | --- | --- | --- |
| Menu | Menu design requirements | Food Cost % to not exceed | Costing template to be used |
| 1.Seasonal A la carte | 3 choices:   * Entrée * Main * Dessert   Including 1 vegetarian entrée and 1 vegetarian Main as an option | 34% | 1 x Standard recipe card from each course |
| 2. Cyclical Buffet- 50 people  Served daily over a 2 week period | Define the type of buffet theme or style- Must fit the profile of your establishment in Assessment Task 1. | 30% | Banquet analysis sheet |
| 3.Degustation Menu | 5 Courses including  2 main courses | 34% | 2 x Standard Recipe Card |
| 4. Set Ethnic Menu- Make use of any by-products identified in Menus 1 - 3. | 3 courses  1 choice for each course | 30% | Banquet Analysis Sheet to include:   * 1 entrée * 1 main * 1 dessert |

The following formulas are relevant for this assessment. Apply the relevant formulas to your menu

|  |
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| **Support Info** |
| Food cost Percentage:  **Food Cost : Sales Price x 100 = Food Cost Percentage %** |
| Individual Menu Item (Variable %):  **Portion Cost : Priced Menu Item x 100= Food Cost %** |
| Setting the Selling Price:  **Portion Cost : Targeted Food Cost Percentage x 100 = Selling Price** |

**MENU ASSESSMENT CHECKLIST**

1. Before submitting check that you have met the following criteria

2. Tick appropriate boxes and complete the questions

|  |  |  |
| --- | --- | --- |
| **Menu type** | **Has the menu met the following:** | **Evaluation of each menu (use at least 2 methods overall)** |
| **Menu 1:**  À La Carte  Buffet  Cyclical  Degustation  Ethnic  Set, Table D’hôte  Seasonal | Menu 1 criteria  Used the correct culinary terms, language and grammar relevant to the style of cuisine  Offered a balanced variety of:   1. Colours 2. Cooking methods 3. Delicacies 4. Flavours 5. Nutritional values 6. Presentation 7. Seasonally available ingredients 8. Tastes 9. Textures   Costings criteria met (Food cost %)  **Attached the completed menu**  **Attached the completed SRC’s/BAS** | Customer Satisfaction Discussions  Customer Surveys  Improvements Suggested By:   1. Customers 2. Managers 3. Peers 4. Staff 5. Supervisors 6. Suppliers   Regular Staff Meetings That Involve Menu Discussions  Seeking Staff Suggestions For Menu Items  **Evidence Documented Below Or Attached** |
| Feedback provided from Trainer/Chef/ Peers/Managers/Suppliers/staff/customers:  Identify the dishes that feature best in terms of profitability:  In terms of profitability | | |
| **Menu type** | **Has the menu met the following:** | **Evaluation of each menu (use at least 2 methods overall)** |
| **Menu 2:**  À La Carte  Buffet  Cyclical  Degustation  Ethnic  Set, Table D’hôte  Seasonal | Menu 2 criteria  Used the correct culinary terms, language and grammar relevant to the style of cuisine  Offered a balanced variety of:   1. Colours 2. Cooking methods 3. Delicacies 4. Flavours 5. Nutritional values 6. Presentation 7. Seasonally available ingredients 8. Tastes 9. Textures   Costings criteria met (Food cost %)  **Attached the completed menu**  **Attached the completed SRC’s/BAS** | Customer Satisfaction Discussions  Customer Surveys  Improvements Suggested By:   1. Customers 2. Managers 3. Peers 4. Staff 5. Supervisors 6. Suppliers   Regular Staff Meetings That Involve Menu Discussions  Seeking Staff Suggestions For Menu Items  **Evidence Documented Below Or Attached** |
| Feedback provided from Trainer/Chef/ Peers/Managers/Suppliers/staff/customers:  Identify the dishes that feature best in terms of profitability: | | |
| **Menu type** | **Has the menu met the following:** | **Evaluation of each menu (use at least 2 methods overall)** |
| **Menu 3:**  À La Carte  Buffet  Cyclical  Degustation  Ethnic  Set, Table D’hôte  Seasonal | Menu 3 criteria  Used the correct culinary terms, language and grammar relevant to the style of cuisine  Offered a balanced variety of:   1. Colours 2. Cooking methods 3. Delicacies 4. Flavours 5. Nutritional values 6. Presentation 7. Seasonally available ingredients 8. Tastes 9. Textures   Costings criteria met (Food cost %)  **Attached the completed menu**  **Attached the completed SRC’s/BAS** | Customer Satisfaction Discussions  Customer Surveys  Improvements Suggested By:   1. Customers 2. Managers 3. Peers 4. Staff 5. Supervisors 6. Suppliers   Regular Staff Meetings That Involve Menu Discussions  Seeking Staff Suggestions For Menu Items  **Evidence Documented Below Or Attached** |
| Feedback provided from Trainer/Chef/ Peers/Managers/Suppliers/staff/customers:  **Identify the dishes that feature best in terms of profitability:**  In terms of profitability Seasonal A la carte provide a higher profit among the dishes being offered. The sales is at 34% and the food cost is only 1.0% and therefore, the sales of Seasonal A la carte would provide the restaurant with high profit compared to the rest of the dishes. | | |
| **Menu type** | **Has the menu met the following:** | **Evaluation of each menu (use at least 2 methods overall)** |
| **Menu 1:**  À La Carte  Buffet  Cyclical  Degustation  Ethnic  Set, Table D’hôte  Seasonal | Menu 1 criteria  Used the correct culinary terms, language and grammar relevant to the style of cuisine  Offered a balanced variety of:   1. Colours 2. Cooking methods 3. Delicacies 4. Flavours 5. Nutritional values 6. Presentation 7. Seasonally available ingredients 8. Tastes 9. Textures   Costings criteria met (Food cost %)  **Attached the completed menu**  **Attached the completed SRC’s/BAS** | Customer Satisfaction Discussions  Customer Surveys  Improvements Suggested By:   1. Customers 2. Managers 3. Peers 4. Staff 5. Supervisors 6. Suppliers   Regular Staff Meetings That Involve Menu Discussions  Seeking Staff Suggestions For Menu Items  **Evidence Documented Below Or Attached** |
| Feedback provided from Trainer/Chef/ Peers/Managers/Suppliers/staff/customers:  Identify the dishes that feature best in terms of profitability: | | |

**ASSESSMENT MARKING CRITERIA**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PERFORMANCE AND KNOLWEDGE EVIDENCE** | | **S** | **NS** | **N/A** |
| To complete the Assessment requirements effectively, the individual must: | | | | |
| Identify customer requirements | | ☐ | ☐ | ☐ |
| Plan menus as per instruction relevant for the menu type | | ☐ | ☐ | ☐ |
| Cost menus using the correct formulas with calculations attached for each menu type | | ☐ | ☐ | ☐ |
| Write menu content, including the key features in each dish clearly lists, used the correct culinary terms where relevant, menu structure is correct and print type is legible | | ☐ | ☐ | ☐ |
| Evaluate menu success by obtaining feedback from a variety of sources, with evidence attached. | | ☐ | ☐ | ☐ |
| **THE OVERALL PERFORMANCE WAS** | **COMPETENT** | **NOT YET COMPETENT** | | |

**+++ END OF PAPER +++**