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| Title | **Supervise hospitality events** | | |
| Level | **3** | **Credits** | **12** |

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| Purpose | The aim of this module is to develop the knowledge, understanding and skills to supervise F&B events, which may be at alternative premises |

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| Classification ISCED | 1013 Hotel, restaurants and catering |

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| Available grade | Competent / Not yet competent |

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| Modification history | N/A |

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| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **LU1:**  Understand the importance of planning F&B events | **The student will be able to:**  P1:Explain the health n safety and legislative requirements relevant to F&B events  P2:Explain the importance of assessing the impact that the event is likely to have on others  P3:Identify the information required to plan different types of events  P4:Explain how to deal with additional requirements for different client groups  P5:Explain the importance of obtaining reliable sources of information  P6:Keep abreast with event and other relevant knowledge to brief staff prior to the event and after the event  P7:Know how to ensure the products and services available,support a variety of events  P8:Assess how to ensure appropriate | **The student will be able to:**  K1:Explain the health n safety and legislative requirements relevant to F&B events  K2:Explain how the importance of assessing the impact that the event is likely to have on others  K3:Describe how to identify the information required to plan different types of events  K4:Discuss how to deal with additional requirements for different client groups  K5:Give example of how to obtain reliable sources for information  K6:Guide on how to keep up to date knowledge to brief staff prior to the event and after the event  K7:Explain how to ensure the products and services available support a variety of events  K8:Explain how to ensure appropriate management of |

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|  | management of contractors likely to be employed for events  P9:Explain how to carry out a risk assessment of the premises | contractors likely to be employed for events  K9:Explain how to carry out a risk assessment of the premises |
| **LU2:**  Understand how to supervise F&B events | **The student will be able to:**  P1:Explain how to monitor the F&B event  P2:Explain how to carry out an inspection of equipment used during F&B events  P3:Explain how information about the event should be communicated to guests and staff  P4:Explain the importance of communicating with the organiser of the F&B event  P5:Explain the legislative requirements relevant to the clearing of the venue where the F&B event is being held  P6:Explain how to deal with problems that may arise during and after an F&B event | **The student will be able to:**  K1:Explain how to monitor the F&B event  K2:Explain how to carry out an inspection of equipment used during F&B events  K3:Explain how information about the event should be communicated to guests and staff  K4:Explain the importance of communicating with the organiser of the F&B event  K5:Explain the legislative requirements relevant to the clearing of the venue where the F&B event is being held  K6:Explain how to deal with problems that may arise during and after an F&B event |

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| **LU3:**  Plan and supervise F & B events | **The student will be able to:**  P1:Ensure equipment and materials needed for the event are available to the staff that will need to use them  P2:Inspect the event venue to ensure that it has been prepared as agreed  P3:Communicate the legal requirements of the event to guests and staff  P4:Liaise with relevant people before, during and after the event  P5:Monitor the event to ensure that it is running to plan  P6:Record relevant information about the event | **The student will be able to:**  K1:Ensure equipment and materials needed for the event are available to the staff that will need to use them  K2::Inspect the event venue to ensure that it has been prepared as agreed  K3:Communicate the legal requirements of the event to guests and staff  K4:Liaise with relevant people before, during and after the event  K5:Monitor the event to ensure that it is running to plan K6:Record relevant information about the event |