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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 eventsP2:Explain the importance of assessing the impact that the event is likely to have on othersP3:Identify the information required to plan different types of eventsP4:Explain how to deal with additional requirements for different client groupsP5:Explain the importance of obtaining reliable sources of informationP6:Keep abreast with event and other relevant knowledge to brief staff prior to the event and after the eventP7:Know how to ensure the products and services available,support a variety of eventsP8:Assess how to ensure appropriate | **The student will be able to:**K1:Explain the health n safety and legislative requirements relevant to F&B eventsK2:Explain how the importance of assessing the impact that the event is likely to have on othersK3:Describe how to identify the information required to plan different types of eventsK4:Discuss how to deal with additional requirements for different client groupsK5:Give example of how to obtain reliable sources for informationK6:Guide on how to keep up to date knowledge to brief staff prior to the event and after the eventK7:Explain how to ensure the products and services available support a variety of eventsK8:Explain how to ensure appropriate management of |

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|  | management of contractors likely to be employed for eventsP9:Explain how to carry out a risk assessment of the premises | contractors likely to be employed for eventsK9: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 eventP2:Explain how to carry out an inspection of equipment used during F&B eventsP3:Explain how information about the event should be communicated to guests and staffP4:Explain the importance of communicating with the organiser of the F&B eventP5:Explain the legislative requirements relevant to the clearing of the venue where the F&B event is being heldP6: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 eventK2:Explain how to carry out an inspection of equipment used during F&B eventsK3:Explain how information about the event should be communicated to guests and staffK4:Explain the importance of communicating with the organiser of the F&B eventK5:Explain the legislative requirements relevant to the clearing of the venue where the F&B event is being heldK6: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 themP2:Inspect the event venue to ensure that it has been prepared as agreedP3:Communicate the legal requirements of the event to guests and staffP4:Liaise with relevant people before, during and after the eventP5:Monitor the event to ensure that it is running to planP6: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 themK2::Inspect the event venue to ensure that it has been prepared as agreedK3:Communicate the legal requirements of the event to guests and staffK4:Liaise with relevant people before, during and after the eventK5:Monitor the event to ensure that it is running to plan K6:Record relevant information about the event |