

Hospitality

Level 3 Unit 8: Managing a food operation in hospitality

Sample scheme of work

This is an example of a possible scheme of work. You can use it as it is, adjust it or extract content to create a scheme of work to suit your delivery needs. It can also be adjusted by adding theory workshops to support learners who have/need additional learning time.

This unit is assessed through a centre set and marked assignment.

Total GLH	90
Delivery model	Based on teaching three hours per week for eighteen weeks and four and a half hours per week for eight weeks for practical.
Aim	<p>To contribute to the management of a hospitality operation and understand the components of running a commercial kitchen operation. Learners will be able to:</p> <ul style="list-style-type: none"> • describe basic and advanced food terminology used in a hospitality operation • explain the principles of healthy eating and special diets • calculate the cost of and prepare a range of menus • explain key management components of running a commercial kitchen • lead a team in a given food and beverage situation and evaluate its effectiveness.
Notes	<p>Under FS (functional skills):</p> <p>* indicates opportunities for assessment in English of speaking and listening and/or written communication</p>

Week	Topic	Activities, assignments, assessments, resources	LO and AC	PLTS	FS	GLH	Other comments
1	Introduction to topic. Identification and benefits of local and seasonal produce	Use worksheets, quizzes and games to introduce learners to a range of products. Learners could have tasting sessions of different foods, from the UK and around the world. They could match foods to locality, season, etc.	LO1a		*	3	Links to Unit 1, LO3a: describe economic and social trends in the UK and worldwide that affect the hospitality industry.
2	The need for high presentational skills and service skills	Use commercially made videos, eg <i>Fawlty Towers</i> , to show the need for presentation skills and service techniques. A visiting speaker from the industry may also be helpful. Role play exercises can be used to show learners the right and wrong service skills.	LO1a		*	3	Links to Unit 2, LO1a: describe the range of customer service in hospitality establishments.
3	Introduction to kitchen organisation	Worksheets and handouts to be used to provide an introduction to kitchen organisation.	LO1a		*	3	Links to Unit 6, LO2a: summarise the roles and responsibilities involved in a successful hospitality business.
4	Specialist skills in the kitchen	Arrange for an educational visit to a restaurant's or hotel's kitchen. Learners will be able to see specialist skills such as butchery, fishmongery, patisserie.	LO1a		*	3	
5	Cooking methods	Divide learners into teams for a kitchen activity. Learners should cook similar foods using different methods.	LO1b		*	3	
6	Menu structure	Learners to gain an understanding of menu structure via a menu planning game, eg the classical menu.	LO1b		*	3	

Week	Topic	Activities, assignments, assessments, resources	LO and AC	PLTS	FS	GLH	Other comments
7	Half-term						
8	Introduction to categories and sub categories of food	Further investigation of food with tasters. Reinforce use of culinary terminology.	LO1b		*	3	
9	What makes food healthy? What is healthy food?	Instruct learners to keep a food diary.	LO2a		*	3	
10	The principles of healthy eating	Discuss diet and nutrition with learners, eg 5 a day. What are the government guidelines for healthy eating? What are the consequences of a poor diet? (eg malnutrition) What is a balanced diet? Analyse one of the food diaries kept by learners during the previous week.	LO2a		*	3	
11	What is a special diet?	Learners should carry out research into different types of diets. Diet for faith? Diet for health? Diet for beliefs? Tasks could include matching foods to specific diets.	LO2b	IE5	*	3	
12	How can food preparation help the environment?	Discuss within the group organic versus mass produced/regular produce. Look at the way sourcing the products, organic ingredients, waste disposal and energy use affect the environment. How does the purchase and consumption of local produce help the environment?	LO2c		*	3	
13	Holidays						
14							

Week	Topic	Activities, assignments, assessments, resources	LO and AC	PLTS	FS	GLH	Other comments
15	What makes a menu? Menu design for a variety of client groups	Look at planning menus for particular venues or given situations, eg retirement home, general ward hospital, special diet, children's party, wedding celebration.	LO3a	CT5	*	3	
16	Costing individual dishes and menus. Calculating profits	Explain how to calculate the cost of individual dishes using weights and measures and portion control equipment. Explain how to calculate the total cost of a menu and selling prices.	LO3c		*	3	Links to Unit 5, LO3a: explain different methods of budgetary planning and control in hospitality related situations.
17	Financial, health and environmental considerations when preparing menus	Working in teams, learners should prepare and test local versus frozen produce. Review bulk buying of staple goods. Learners should be able to identify a range of healthy alternatives, eg skimmed milk rather than full fat milk.	LO3d		*	3	Links to Unit 6, LO3a: explain how costs are categorised using appropriate terminology.

Week	Topic	Activities, assignments, assessments, resources	LO and AC	PLTS	FS	GLH	Other comments
18	Financial components of running a commercial kitchen	Devise worksheets and handouts identifying financial components, eg bulk buying, fixed costs.	LO4a		*	3	<p>Links to Unit 6, LO3b: illustrate the relationships between income, costs, volume, cash flow and profit in a hospitality context.</p> <p>Links to Unit 6, LO4a: construct a profit and loss account, balance sheet and a cash flow statement.</p> <p>Links to Unit 6, LO4b: illustrate how changing circumstances affect the levels of profit and loss using a break even chart and graph as decision making tools.</p> <p>Links to Unit 6, LO4c: develop a financial business plan and business ideas presenting a persuasive case to relevant audiences.</p>
19	Human resource components of running a commercial kitchen	Discuss within the group the staffing of a commercial kitchen.	LO4b		*	3	
20	Half-term						
21	Management components of running a commercial kitchen	Case studies and group discussions to be used to explain the management components of running a commercial kitchen, eg HR.	LO4c		*	3	

Week	Topic	Activities, assignments, assessments, resources	LO and AC	PLTS	FS	GLH	Other comments
22	Food safety and production plans	<p>Devise handouts and worksheets for learners to assist in preparation for the visit of an industry speaker.</p> <p>Invite a speaker to discuss food safety practices with learners.</p> <p>Possible link to Food Safety external qualification.</p>	<p>LO4d</p> <p>LO5a</p>	EP3	*	3	
23	Food preparation, supervisory skills and evaluation of team effectiveness	<p>Practical activity</p>	<p>LO3b</p> <p>LO5b, c</p>	RL3	*	4.5	<p>Links to Unit 3, LO1a-d: know the characteristics, roles and responsibilities of a range of hospitality teams and how they work effectively together.</p> <p>Links to Unit 3, LO3a-b: be able to carry out duties as an effective team member.</p> <p>Links to Unit 3, LO4a-c: be able to lead and support hospitality teams.</p> <p>Links to Unit 4, LO4a-d: be able to evaluate individual and team performance and ways in which different management styles impact on staff in hospitality establishments.</p>

Week	Topic	Activities, assignments, assessments, resources	LO and AC	PLTS	FS	GLH	Other comments
24	Food preparation, supervisory skills and evaluation of team effectiveness	Practical activity	LO3b LO5b, c	RL3	*	4.5	Links to Unit 3, LO1a–d. Links to Unit 3, LO3a–b. Links to Unit 3, LO4a–c. Links to Unit 4, LO4a–d.
25	Food preparation, supervisory skills and evaluation of team effectiveness	Practical activity	LO3b LO5b, c	RL3	*	4.5	Links to Unit 3, LO1a–d. Links to Unit 3, LO3a–b. Links to Unit 3, LO4a–c. Links to Unit 4, LO4a–d.
26	Holidays						
27							
28	Food preparation, supervisory skills and evaluation of team effectiveness	Practical activity	LO3b LO5b, c	RL3	*	4.5	Links to Unit 3, LO1a–d. Links to Unit 3, LO3a–b. Links to Unit 3, LO4a–c. Links to Unit 4, LO4a–d.
29	Food preparation, supervisory skills and evaluation of team effectiveness	Practical activity	LO3b LO5b, c	RL3	*	4.5	Links to Unit 3, LO1a–d. Links to Unit 3, LO3a–b. Links to Unit 3, LO4a–c. Links to Unit 4, LO4a–d.

Week	Topic	Activities, assignments, assessments, resources	LO and AC	PLTS	FS	GLH	Other comments
30	Food preparation, supervisory skills and evaluation of team effectiveness	Practical activity	LO3b LO5b, c	RL3	*	4.5	Links to Unit 3, LO1a-d. Links to Unit 3, LO3a-b. Links to Unit 3, LO4a-c. Links to Unit 4, LO4a-d.
31	Half-term						
32	Food preparation, supervisory skills and evaluation of team effectiveness	Practical activity	LO3b LO5b, c	RL3	*	4.5	Links to Unit 3, LO1a-d. Links to Unit 3, LO3a-b. Links to Unit 3, LO4a-c. Links to Unit 4, LO4a-d.
33	Food preparation, supervisory skills and evaluation of team effectiveness	Practical activity	LO3b LO5b, c	RL3		4.5	Links to Unit 3, LO1a-d. Links to Unit 3, LO3a-b. Links to Unit 3, LO4a-c. Links to Unit 4, LO4a-d.
34	Moderation						