X053/12

NATIONAL
QUALIFICATIONS
2008

HOSPITALITY
FOOD AND DRINK SERVICE
HIGHER
Training Plan

January 2008

Publication code: BB2577 C

SQA ©

Training Plan

You are required to carry out a 1:1 practical training session, which should last no longer than 20 minutes.

The practical session will be based on **one** of the following processes:

- opening and dispensing of a bottled beer
- portioning and service of gateaux with pouring cream.

Once you have selected the process on which you wish to base your training session, you must prepare a detailed plan for your training session.

Plan for the training session

The training plan is worth **10 marks**.

Your plan should cover all aspects that you will need to think about before, during and after the training session.

You must hand the plan to your lecturer for marking in advance of the actual training session. Your lecturer will mark your plan and provide you with feedback. You may be allowed to amend your training plan.

The practical session 40 marks

Carry out the practical training session that you have planned. You will have access to your plan prior to the practical training session.

The practical training session will be conducted with a trainee who will be selected by a lecturer. A lecturer will observe you carrying out the training. An external moderator from the Sottish Qualifications Authority may also observe you. You must not exceed the 20 minutes allocated for the training session.

You will be marked in the following areas.

Preparation of the training environment	**3 marks**
Personal presentation	**1 mark**
Selection and use of equipment	**3 marks**
Content and communication style	**9 marks**
Pace of the training session	**2 marks**
Levels of competence demonstrated	**3 marks**
Processes carried out in a logical sequence	**3 marks**
Provision of health and safety information	**5 marks**
Review of trainee performance	**5 marks**
Use of appropriate questioning	**4 marks**
Other information	**2 marks**
	Total 40

[*END OF TRAINING PLAN*]