

Unit PPL2FBS18 (HL1J 04) Convert an Area for Dining

I confirm that the evidence detailed in this unit is my own work.

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| **Candidate’s name** |  | **Candidate’s signature** |  | **Date** |
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I confirm that the candidate has achieved all the requirements of this unit.

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| **Assessor’s name** |  | **Assessor’s signature** |  | **Date** |
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| **Countersigning — Assessor’s name**  **(if applicable)** |  | **Countersigning — Assessor’s signature**  **(if applicable)** |  | **Date** |
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I confirm that the candidate’s sampled work meets the standards specified for this unit and may be presented for external verification.

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| **Internal verifier’s name** |  | **Internal verifier’s signature** |  | **Date** |
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| **Countersigning — Internal verifier’s name**  **(if applicable)** |  | **Countersigning — Internal verifier’s signature**  **(if applicable)** |  | **Date** |
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| **External Verifier’s initials and date (if sampled)** |  |

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| **Unit overview** |
| This unit is about how you can convert any appropriate space so that it may be used for dining. This might be a day conference suite into an evening dining room, an outside terrace into a lunch venue or a space beside a bar into an intimate dining area. It also covers returning the space to its original state. |

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| **Sufficiency of evidence** |
| There must be sufficient evidence to ensure that the candidate can consistently achieve the required standard over a period of time in the workplace or approved realistic working environment. |

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| **Performance criteria** | |
| **What you must do:** | |
| There must be evidence forall Performance Criteria (PC). The assessor **must** assess PCs 1, 3–9 and 11–13 by directly observing the candidate’s work. PC 2 and 10 may be assessed by alternative methods if observation is not possible. | |
| **Set up a dining area**  1 Identify which items need to be moved, the number of people you will need to do this and the amount of time it will take.  2 Ensure that you have the appropriate number of staff available to prepare the room in the required manner, within the required time.  3 Prioritise your work to make sure that you carry it out efficiently.  4 Move any items not required and make sure that they are stored in the correct manner.  5 Handle and dispose of refuse in the correct manner.  6 Set up the necessary dining and service equipment in a safe manner.  7 Check that the dining and service equipment is clean and in the correct place to meet the customer requirements.  8 Ensure that the space is welcoming and appealing to customers as a dining environment. | **Return the dining area to its original state**  9 Prioritise your work to make sure that the area may be returned to its original state as efficiently as possible.  10 Ensure that you have the necessary number of staff to clear the area and return the dining and service equipment.  11 Clean all equipment before safely moving it and storing in the appropriate place.  12 Handle and dispose of refuse in the correct manner.  13 Leave the area in the appropriate condition for its original use. |

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| **Scope/Range** | | | |
| **What you must cover:** | | | |
| **All** scope/range must be covered. There must be performance evidence, gathered through direct observation by the assessor of the candidate’s work for: | | | |
| **two** from:  a dining tables  b chairs  c service surfaces | **three** from:  d cutlery  e crockery  f table coverings and napkins  g condiments  h table decorations and menus | **two** from:  i service cutlery  j warmers  k dishes or flats or bowls | Evidence for the remaining points under ‘what you must cover’ may be assessed through questioning or witness testimony. |

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| **Evidence reference** | **Evidence description** | **Date** | **Performance criteria** | | | | | | | | | | | | | **Scope/Range** | | | | | | | | | | |
| **What you must do** | | | | | | | | | | | | | **What you must cover** | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **a** | **b** | **c** | **d** | **e** | **f** | **g** | **h** | **i** | **j** | **k** |
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| **Knowledge and understanding** | | **Evidence reference**  **and date** |
| **What you must know and understand** | |
| For those knowledge statements that relate to **how** the candidate should do something, the assessor may be able to infer that the candidate has the necessary knowledge from observing their performance or checking products of their work. In **all** other cases, evidence of the candidate’s knowledge and understanding must be gathered by alternative methods of assessment (eg oral or written questioning). | |
| **Set up a dining area** | | |
| 1 | Why it is important to use the approved safe lifting and moving techniques and what these techniques are. |  |
| 2 | How to work out how many staff are needed to move each item and if there are specific storage requirements for them. |  |
| 3 | What equipment commonly needs to be moved. |  |
| 4 | Which layouts are commonly used by your workplace for dining areas. |  |
| 5 | What your workplace service structure is and how you fit into it. |  |
| 6 | Why and to whom any problems with equipment need to be reported. |  |
| 7 | The types of unexpected situations that may occur when setting up a dining area and how to deal with these. |  |
| **Return a dining area to its original state** | | |
| 8 | Safe and hygienic working practices when cleaning different surfaces and equipment in dining areas. |  |
| 9 | Why it is important to inspect the area on completion of the work. |  |

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# Supplementary evidence

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| **Evidence** | | **Date** |
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| **Assessor feedback on completion of the unit** |
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