

## National Unit Specification: general information

**UNIT** Hospitality: Introduction to Events (Intermediate 1)

**CODE** F19K 10

**COURSE** Hospitality (Intermediate 1)

### SUMMARY

This Unit is a mandatory Unit of the Intermediate 1 Hospitality Course, but may be delivered as a free-standing Unit. However, the Unit builds on skills developed in the two practical Units in the Intermediate 1 Hospitality Course. These Units are *Hospitality: Working Front of House* and *Hospitality: Working in the Professional Kitchen*

It is suitable for candidates who have no previous experience.

The Unit will introduce candidates to a range of events in the hospitality industry. It will also introduce aspects of event organisation when they will be involved in planning, preparing for and producing with support, a meal for an occasion. Candidates will have an opportunity to use existing skills and develop new skills.

### OUTCOMES

- 1 Investigate a range of hospitality events.
- 2 Working as a member of a team, plan and organise resources for a specified hospitality event to a given brief.
- 3 Working as a member of a team, contribute to the implementation of the event.
- 4 Review and evaluate own contribution to the event.

### RECOMMENDED ENTRY

Entry is at the discretion of the centre.

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#### Administrative Information

**Superclass:** NA

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## **National Unit Specification: general information (cont)**

### **UNIT** Hospitality: Introduction to Events (Intermediate 1)

#### **CREDIT VALUE**

1 credit at Intermediate 1 (6 SCQF credit points at SCQF level 4\*).

*\*SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

#### **CORE SKILLS**

Achievement of this Unit gives automatic certification of the following:

Complete Core Skill                      Working with Others at SCQF level 4

Core Skill components(s)              None

Opportunities for developing aspects of Core Skills are highlighted in *Guidance on Learning and Teaching Approaches for this Unit*.

## **National Unit Specification: statement of standards**

### **UNIT Hospitality: Introduction to Events (Intermediate 1)**

Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit Specification. All sections of the statement of standards are mandatory and cannot be altered without reference to the Scottish Qualifications Authority.

#### **OUTCOME 1**

Investigate a range of hospitality events.

##### **Performance Criteria**

- (a) Gather information on different types of hospitality events.
- (b) Gather information on suitable venues for different types of hospitality events.
- (c) Gather information on appropriate styles of food and drink service for different types of hospitality events.

#### **OUTCOME 2**

Working as a member of a team, plan and organise resources for a specified hospitality event to a given brief.

##### **Performance Criteria**

- (a) Agree roles and responsibilities for each member of the team.
- (b) Contribute constructively to group planning discussions.
- (c) Agree on a suitable venue for the specified event.
- (d) In an agreed role, contribute to the production of a plan which meets the given brief.
- (e) In an agreed role, contribute to the organisation of essential resources for the event.

#### **OUTCOME 3**

Working as a member of a team, contribute to the implementation of the event.

##### **Performance Criteria**

- (a) In an agreed role, contribute to the preparation of food and refreshments for the event.
- (b) In an agreed role, contribute to the preparation of the service area for the event.
- (c) Adhere to all health and safety and food hygiene procedures throughout the event.

#### **OUTCOME 4**

Review and evaluate own contribution to the event.

##### **Performance Criteria**

- (a) Review own contribution to the event, taking account of feedback from others.
- (b) Identify strengths of own contribution to the event.
- (c) Identify areas for improvement in own contribution to the event.

## **National Unit Specification: statement of standards (cont)**

### **UNIT Hospitality: Introduction to Events (Intermediate 1)**

#### **EVIDENCE REQUIREMENTS FOR THIS UNIT**

Evidence must be produced to demonstrate that all Outcomes and Performance Criteria have been met.

Performance and written/oral evidence is required for this Unit.

- ◆ Practical activities for this assessment should be carried out under supervision and should involve working with others in a team and provide opportunities to demonstrate good working practice.
- ◆ Written/oral evidence is required which demonstrates knowledge and understanding of events.

#### **Outcome 1 — Written/Oral Evidence**

Candidates will be required to produce evidence arising from their investigation that they have:

- ◆ identified three events common in the hospitality industry
- ◆ identified a suitable venue for each event
- ◆ identified an appropriate style of food and drink service for each event.

Evidence should be gathered in supervised open-book conditions.

#### **Outcome 2 — Performance and Written/Oral Evidence**

Candidates will be required to participate as part of a team to produce a plan which will meet the given brief and identify:

- ◆ the event, venue and roles for each member of the team
- ◆ a food order for the production of food and refreshments for the event.

Evidence should be gathered in supervised, open-book conditions.

An assessment observation checklist must be retained to demonstrate that candidates have:

- ◆ contributed to the production of the plan
- ◆ contributed constructively to group planning discussions
- ◆ contributed to the organising of essential resources.

#### **Outcome 3 — Performance Evidence**

Candidates will be required to demonstrate by practical activity that they are able to:

- ◆ prepare the food and refreshments for the event as part of a team
- ◆ prepare the service area for the event as part of a team
- ◆ carry out the event with regard to health and safety and food hygiene procedures.

An assessor observation checklist must be retained to provide evidence that the candidate has carried out the agreed tasks and contributed to the event on one occasion.

## **National Unit Specification: statement of standards (cont)**

### **UNIT Hospitality: Introduction to Events (Intermediate 1)**

#### **Outcome 4 — Written/Oral Evidence**

Candidates will be required to produce evidence that they have:

- ◆ reviewed own contribution to the event, taking account of feedback from others
- ◆ identified strengths of own contribution to the event
- ◆ identified areas for improvement in own contribution to the event.

Evidence should be gathered in supervised, open-book conditions.

The NAB pack provided for this Unit illustrates the standard that should be applied. It includes a pro forma for investigation findings, a planning brief, a pro forma for review and evaluation and an assessor observation checklist.

## National Unit Specification: support notes

### UNIT Hospitality: Introduction to Events (Intermediate 1)

This part of the Unit Specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

#### GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

Where this Unit is taken as part of the Intermediate 1 Hospitality Course the Unit should integrate the skills and knowledge already developed in the following Units:

- ◆ *Hospitality: Working in the Professional Kitchen*
- ◆ *Hospitality: Working Front of House*
- ◆ *Hospitality: Working in the Hospitality Industry*

It should therefore be delivered towards the end of the Course and should culminate in the running of the chosen event. Where the Unit is taken on a freestanding basis the selection of the type of event should be based on the level of practical skills and experience of the candidates involved.

#### Outcome 1

Candidates will explore with teacher/lecturer support different types of events. These might include:

- ◆ Conferences
- ◆ Weddings
- ◆ Birthday parties
- ◆ St Andrews Day celebration
- ◆ Christmas party nights
- ◆ Christmas lunch
- ◆ New Year celebrations
- ◆ Burns supper
- ◆ Mother's Day high tea

Where this Unit is taken as part of the Intermediate 1 Hospitality Course candidates will be able to use the knowledge gained during the investigations carried out for the Unit *Hospitality: Working in the Hospitality Industry* (Outcome 1) in order to identify types of events common in the hospitality industry, the venues that would host them and appropriate styles of food and drink service.







