

**Unit D9D1 04 (HS28)**

**Contribute to the development of a wine list**

This Unit has the following elements:

**Element 1 (HS28.1)**

**Contribute to planning and updating the wine list**

**Element 2 (HS28.2)**

**Support the introduction of new wines and wine lists**

**Candidate Name:**

**Assessment Centre:**

*I have completed the requirements of this Unit.*

**Candidate signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*I can confirm the candidate has completed all requirements of this Unit.*

**Assessor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Assessor counter signature:**  
(where applicable) \_\_\_\_\_ **Date:** \_\_\_\_\_

**IV signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IV counter signature:**  
(where applicable) \_\_\_\_\_ **Date:** \_\_\_\_\_

## Unit D9D1 04 (HS28)

## Contribute to the development of a wine list

### Unit Summary

In order to win and maintain business, organisations that prepare and serve fine wines need to be constantly alert to their customers' changing tastes, expectations and standards. They also need to be aware of new products, or existing products that are becoming more affordable.

You have an important role to play in this process, both in helping to develop new wine lists and in helping to implement these, through briefing colleagues and helping to organise their training.

The typical day-to-day activities you might carry out for this Unit include:

- ◆ collecting information that will help you to develop the wine list, in particular customer requirements, available budget, menus offered, current sales and current trends in wine consumption
- ◆ analysing this information and making suggestions for new wines
- ◆ consulting with other staff on your suggestions
- ◆ briefing staff on new wines and the arrangements for their storage and presentation
- ◆ organising training on the new wines
- ◆ collecting and reporting feedback from customers and staff

What some of the words in this Unit mean	
<b>Current and future trends in wine consumption</b>	the types of wines that are fashionable and in demand in your area, region or nationally or wines that may become fashionable and in demand in the near future
<b>Customer requirements</b>	these include flavour, country of origin, alcohol content, size of containers, suitability for accompanying menus, cost and sales price and quality
<b>Customers</b>	this includes existing and potential customers
<b>Decision makers</b>	the people in your organisation who decide on the final wine list
<b>Details for the wines</b>	these include flavour, country of origin, alcohol content, size of containers, suitability for accompanying menus, cost and sales price and quality
<b>Legal requirements</b>	what the law requires, particularly in regard to licensing laws, trades descriptions and weights and measures

**Unit D9D1 04 (HS28)**

**Contribute to the development of a wine list**

**Element 1 (HS28.1)**

**Contribute to planning and updating the wine list**

<b>What you must do</b>		<b>Assessor initials/date</b>
Evidence should be gathered through observation, products of work, projects, questioning, work-based assignments, and expert witness testimony		
1	Gather <b>relevant information</b> that will help to develop the wine list	
2	Evaluate <b>relevant information</b> and develop suggestions for the wine list	
3	Consult with <b>relevant people</b> on your suggestions and collect and evaluate their feedback	
4	Support your suggestions for the wine list with all the information and feedback you have gathered and evaluated	
5	Assist decision makers to agree the final wine list	
6	Record the decisions taken in a suitable format following your organisation's procedures	

<b>What you must cover (minimum requirement for observation/products of work in italic and bold)</b>	<b>Activity/Evidence</b> (insert tick or supplementary reference)					
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Evidence for the remaining points may be assessed through projects, questioning, work-based assignments, and expert witness testimony						
<i>Obtaining and evaluating the following types of <b>relevant information</b>, at least <b>seven</b> required from the following:</i>						
customer requirements						
current and future trends in wine consumption						
the available budget						
current sales						
suppliers' special offers						
new products						
availability						
cost						
current stock						
current menus						
<i>Consulting with the following types of <b>relevant people</b>, at least <b>two</b> required from the following:</i>						
food production staff						
team members and colleagues in your own department						
senior staff						
customers						

**Unit D9D1 04 (HS28)****Contribute to the development of a wine list****Element 1 (HS28.1)****Contribute to planning and updating the wine list**

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		
4		
5		
6		

**Unit D9D1 04 (HS28)**

**Contribute to the development of a wine list**

**Element 2 (HS28.2)**

**Support the introduction of new wines and wine lists**

<b>What you must do</b>		<b>Assessor initials/date</b>
Evidence should be gathered through observation, products of work, projects, questioning, work-based assignments, and expert witness testimony		
1	Collect the <b>information</b> you need to introduce the new wines	
2	Brief your staff on the new wines and the <b>arrangements</b> for their introduction	
3	Organise relevant training for the new wines, if necessary	
4	Collect feedback from customers and staff on the introduction of the new wines	
5	Analyse this feedback and report it to <b>relevant people</b>	

<b>What you must cover (minimum requirement for observation/products of work in italic and bold)</b>	<b>Activity/Evidence</b> (insert tick or supplementary reference)					
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Evidence for the remaining points may be assessed through projects, questioning, work-based assignments, and expert witness testimony						
<i>Collecting the following types of <b>information</b>, at least <b>three</b> required from the following:</i>						
timescales for the introduction of new wines						
details of the wines						
storage requirements for the wines						
training requirements for staff						
<i>Briefing staff on <b>arrangements</b> for, at least <b>three</b> required from the following:</i>						
use of old stock						
new service methods						
new presentation methods						
the receipt and storage of stock						
<i>Reporting to the following types of <b>relevant people</b>, at least <b>three</b> required from the following:</i>						
senior staff						
team members						
suppliers						
other departments						
customers						

**Unit D9D1 04 (HS28)****Contribute to the development of a wine list****Element 2 (HS28.2)****Support the introduction of new wines and wine lists**

<b>Candidate name:</b>		<b>Assessor initials/date</b>
<b>No</b>	<b>Activity</b>	
1		
2		
3		
4		
5		
6		

<b>What you must know for the Unit</b>	
<b>For the whole Unit</b>	
K1	The legal requirements for weights and measures, trades descriptions and licensing legislation
K2	How to implement these legal requirements
K3	The different roles and responsibilities of people within your organisation in relation to developing a wine list
K4	Which organisational procedures apply to the development of a wine list
<b>Element 1 (HS28.1) Contribute to planning and updating the wine list</b>	
K5	What the current and future trends in wine consumption are and what your direct competitors are offering
K6	What types of existing or new customers the wine list is aimed at
K7	What budget is available
K8	What the characteristics of wines from different regions are
K9	How compatible different wines are with your organisation's menu
K10	What the alcohol content is of wines listed
K11	What wines are available from your suppliers
K12	What alternative suppliers you could approach
K13	How to present information to management in a format that will aid decision-making
<b>Element 2 (HS28.2) Support the introduction of new wines and wine lists</b>	
K14	How to gather information that will help to plan and update the wine list
K15	How to promote customer awareness of new wines and wine lists
K16	How to communicate with your team members
K17	How to collect feedback which can be used to evaluate the impact of new wines and how to present results to management
K18	What methods of communication are appropriate for team members, customers, management and suppliers

Candidate name:		Assessor initials/date
Ref	Supplementary evidence	
A		
B		
C		
D		
E		
F		
G		
H		



Knowledge evidence retained

Assessor Feedback

**Assessor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_