

PPL 4KM34 (H2YV 04) Manage the Presentation and Portion Size of Dishes in Accordance with Organisational Standards

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 standard covers the requirement to control the presentation and portion size of food that emerges from a commercial kitchen. The presentation and portion size needs to meet organisational standards and guidelines, in order to ensure the efficient use of resources, and/or the maximisation of profits. It must also meet the organisation’s objectives in terms of enhancing the experience of the customer or recipient as well as the reputation of the organisation.  |

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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 for **all** Performance Criteria (PC). |
| **Ensure the portion size meets organisational standards**1. Ensure that the correct portion size for each dish is communicated to kitchen staff
2. Ensure that portion size is calculated with regards to the reduction of waste, and cost to profit margin ratios
3. Calculate portion size based on appropriate presentation protocols to ensure customers obtain value for money
4. Ensure the correct tools and equipment are available for calculating and serving correct portion size
5. Carry out regular monitoring and review of meal portion size before food leaves the kitchen
6. Ensure organisational standards on portion size are communicated to staff
7. Use appropriate communication methods to relay information on portion size, according to the specific needs of staff
8. Ensure that portion size fulfils the marketing and promotional messages of the organisation
9. Link business based decisions on portion size to results

**Ensure presentation meets organisational standards**1. Communicate presentation requirements to kitchen staff
2. Use appropriate communication methods to relay information on presentation according to the specific needs of staff
3. Ensure presentation meets the marketing and promotional messages of the organisation
4. Put procedures in place to ensure staff have the appropriate training on presentation styles
5. Ensure that appropriate equipment is available and in the correct amounts to ensure presentation is as required
6. Carry out regular monitoring and review of food presentation before food leaves the kitchen
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| **Evidence reference** | **Evidence description** | **Date** | **Performance criteria** |
| **What you must do** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** |
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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). |
|  | **Ensure the portion size meets organisational standards** |  |
|  | The organisational standard on portion control  |  |
|  | The costs of waste and inefficiency  |  |
|  | How to reduce waste through portion control as a method for maximising profit  |  |
|  | The relationship of portion control to cost and profit margin ratios  |  |
|  | Business measures and key performance indicators  |  |
|  | The return on investment of business decisions and actions  |  |
|  | The organisation’s marketing and promotional messages  |  |
|  | How to train staff and communicate the reasons for good portion control so that staff understand why it is important  |  |
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|  | **Ensure presentation meets organisational standards** |  |
|  | Why presentation is important |  |
|  | The organisation’s presentational standards |  |
|  | Different types of presentation and where and when they are appropriate |  |
|  | How best to communicate different presentational approaches to staff |  |
|  | How to make sure staff understand your requirements for presentation |  |
|  | The best equipment for good presentation of food |  |
|  | Why it is important to adhere to organisational standards |  |
|  | Where information on organisational standards can be obtained |  |

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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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