

Unit PPLHSL27 (HK6R 04) Contribute to the Development of a Wine List

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 helping to develop new wine lists. This unit is for hospitality team leaders, first line managers, supervisors or head waiters. |

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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). |
| 1 Gather and evaluate information that will help to develop the wine list.2 Support your suggestions for the wine list with all the information and feedback you have gathered and evaluated.3 Assist decision makers to agree the final wine list.4 Record the decisions taken according to your organisation's procedures.5 Collect the information needed to introduce the new wines.6 Ensure staff have the information, skills and resources required to support the introduction of the new wines, according to the individual jobs that they do.7 Collect and take account of feedback from staff and customers on the introduction of the new wines.8 Analyse feedback and report it to the relevant people according to your organisational requirements. |

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| **Evidence reference** | **Evidence description** | **Date** | **Performance criteria** |
| **What you must do** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
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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). |
| 1 | The legal requirements for weights and measures, trades descriptions and licensing legislation. |  |
| 2 | How to implement these legal requirements. |  |
| 3 | The different roles and responsibilities of people within your organisation in relation to developing a wine list. |  |
| 4 | Which organisational procedures apply to the development of a wine list. |  |
| 5 | What the current and future trends in wine style and wine consumption are and how the wine list can be adjusted according to findings. |  |
| 6 | What your direct competitors are offering and how this information can inform the wine list development. |  |
| 7 | What types of existing or new customers the wine list is aimed at. |  |
| 8 | What budget is available. |  |
| 9 | What the characteristics of wines from different regions are. |  |
| 10 | How compatible different wines are with your organisation's menu. |  |
| 11 | What the alcohol content is of wines listed. |  |
| 12 | What wines are available from your suppliers. |  |
| 13 | What alternative suppliers you could approach. |  |
| 14 | How to present information to management in a format that will aid decision-making. |  |
| 15 | How to price wine in order to achieve the appropriate profit margin. |  |
| 16 | How to gather and evaluate information that will help to plan and update the wine list. |  |
| 17 | How to promote customer awareness of new wines and wine lists. |  |
| 18 | How to communicate with your team members. |  |
| 19 | The types of people that should be consulted with in terms of getting feedback. |  |
| 20 | How to collect feedback which can be used to evaluate the impact of new wines and how to present results to management. |  |
| 21 | What methods of communication are appropriate for team members, customers, management and suppliers. |  |

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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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