

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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