

Unit PPL2GEN14 (HL32 04) Complete Kitchen Documentation

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 completing documentation commonly used in kitchen environments: for example, temperature charts, time sheets, accident report forms, food safety information and equipment fault reports. |

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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** |
| **You must do:** |
| There must be evidence for all Performance Criteria (PC). The assessor **must** assess PCs 1–4 by directly observing the candidate’s work. |
| **1 Check there are sufficient, relevant documents ready for use according to your workplace standard.**  **2 Complete documents accurately, legibly and on time according to your workplace standards.**  **3 Process documentation correctly according to your workplace standards.**  **4 Answer any questions regarding the completion of documentation within the boundaries of you authority to indicate your understanding.** |

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| **Scope/Range** |
| **What you must cover:** |
| **All** scope/range must be covered. There must be performance evidence, gathered through direct observation by the assessor of the candidate’s work for: |
| **two** from:  (a) temperature charts  (b) food safety information  (c) accident report forms  (d) equipment fault reports  (e) stock usage reports  (f) delivery notes  (g) cleaning rotas |
| Evidence for the remaining points under ‘what you must cover’ may be assessed through questioning or witness testimony. |

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| **Evidence reference** | **Evidence description** | **Date** | **Performance criteria** | | | | **Scope/Range** | | | | | | |
| **What you must do** | | | | **What you must cover** | | | | | | |
| **1** | **2** | **3** | **4** | **a** | **b** | **c** | **d** | **e** | **f** | **g** |
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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 | Which documents are required to be completed in your workplace and why it is important to do so. |  |
| 2 | Where to obtain the relevant documentation and how to complete it according to your workplace and legal requirements. |  |
| 3 | The procedures for copying, filing and actioning documentation in your workplace. |  |
| 4 | To whom and why must you report any problems with documentation. |  |
| 5 | The importance of accurate, legible and timely completion of documentation. |  |
| 6 | The types of unexpected situations that may occur when monitoring and completing kitchen documentation. |  |

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# Supplementary evidence

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| **Evidence** | | **Date** |
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| 4 |  |  |
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| **Assessor feedback on completion of the unit** |
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