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Assessment Summary

Unit Details	SITHKOP004 - Develop menus for special dietary requirements	
Assessment Type	This is a summative assessment , which requires each student to have adequate practice prior to undertaking this assessment	
Assessment Methods	Assessment 1	Written Task
	Assessment 2	Project & Role-play
	Assessment 3	Project & Role-play

Assessment 2 – Project

Instructions for Students

- This is the second of the three assessment tasks you must complete satisfactorily to be deemed competent in this unit.
- Read the scenario carefully.
- This project comprises of 3 tasks.
 - Task 1 is a role-play in which you are required to meet with the manager of the aged care centre (Assessor) to discuss the needs for the lunch menus. This will be conducted in class time at Acumen.
 - Task 2 has 2 parts. In part A, you are required to prepare a proposal for two cyclical lunch menus. In part B, you should design a questionnaire for the residents to get their feedback about the quality of your menu. This should be completed in your own time.
 - In task 3, you are required to revise the menus based on the feedback from the centre staff and prepare a draft email covering note to the centre manager, discussing the feedback you have received, and the actions you have taken/ will take to address the feedback. This should be completed in your own time.
- Your assessor will observe you performing task 1 and record and assess your performance in the role-play observation Checklist. Review the performance checklist so that you are familiar with the behaviours that you are expected to perform during the observation.
- Your assessor will record and assess your performance in task 2 and 3 using the performance checklist and assessment outcome for the tasks.
- Clearly label your work with name, unit code and unit title to all the documents and sheets that are attached to your submission.
- Review other resources, tools, job aids that provide guidance related to the task you are going to perform.
- Seek clarification regarding the assessment required to be done.
- Acknowledge clearly when and how you are drawing on the ideas or phrases of others.
- Consult your assessor when you are unsure about how to acknowledge the contributions of others to your thought and writing.
- Read the Plagiarism policy and procedure carefully to understand the consequences that you could face if your work is plagiarized.
- Seek clarification regarding the assessment required to be done, if you do not understand the task.
- Ask for reasonable time from Assessor for preparation of project or Assessment.
- Seek information on additional reading material and reference for completion of the assessments.
- Students with special needs can seek assistance from assessors depending upon the nature of the need.
- Submit this document along with your assessment work.

Resources required for assessment

The assessor must ensure that the following resources are made available to students, for assessment:

- computers, printers and software for costing and developing menus and meal plans
- Australian Dietary Guidelines
- recipes that accommodate a range of special dietary requirements.

ASSESSMENT 2 – Project 1

Scenario

You have been hired as a chef at an aged care residential centre. You have to prepare cyclical menus for the elderly residents of the centre, taking into account health conditions such as Type 2 diabetes and heart disease.

All menus must be:

- low sugar
- low fat
- low cholesterol

In addition, food must be:

- modified in texture to be easy to swallow and reduce choking hazard (such as pureed or softened)
- easy to cut and handle (e.g. bite sized pieces)

The budget for each day's menu is \$800 (including food, labour, operational and wastage costs). The budget for the overall week is \$5,600.

Each menu must be designed for 40 serves (meals).

Each meal has two courses, main and dessert.

The kitchen brigade consists of one chef (you), one cook and one kitchen hand.

- Menu for the whole week.



Task 1 – Role-play

Meet with the manager of the aged care centre to discuss the needs for the lunch menus.

During the meeting you must:

- ask about the dietary requirements that the menus must meet
- ask about food texture and presentation needs
- ask about the health risks that could arise if menus are not designed to specifications
- make detailed notes of the manager's inputs

This is a role play. Your assessor will play the part of the manager of the aged care centre.

Your assessor will record and assess your performance in the Role Play Observation Checklist for this task.

- Menu card
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 Veg.
Kosher

- Appendix A
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 Veg
Kosher

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Task 2 – Design and cost menus

Part A- Proposal

Based on the information given to you by the manager of the aged care centre, prepare a proposal for two cyclical lunch menus.

The proposal must be divided into two sections:

- • Kosher lunch menu
- • Vegetarian lunch menu

In each section, you must include:

- the related cyclical menu which:
 - contains some variety of choices each day
 - reflects the macronutrient requirements for the target age group (keeping in mind blood sugar and cholesterol management)
- a description of the micronutrient profile of the menu, and what beneficial micronutrients are in 5 of the key ingredients of your menu (you may have to research this)
- a description of food preparation methods you will use to meet the dietary requirements while maximising nutritional requirements
- a description of presentation methods/ food texture of all mains and desserts to suit needs of residents
- total cost of proposed menus in cycle, broken down by:
 - labour costs (the time and cost it will take for existing kitchen brigade to prepare each day's menu)
 - food costs, including:
 - recipe (ingredient) costs
 - wastage (you must ensure that you select ingredients with high yield and wastage cost should be no more than 20% of food cost)

The operational costs of the kitchen are fixed and provided to you in the menu costing template in Appendix A. You must include these operational costs in your total cost calculations. Complete the calculations in Appendix A. Further calculators for recipe, wastage and labour costing are provided to you in Appendix A.

In your proposals, you must submit the menu cost calculation only, you do not need to submit any of the calculators.

Part B - Questionnaire

Design a questionnaire for the residents to get their feedback about the quality of your menu.

In your questionnaire, you must ask about:

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- taste ✓
- variety ✓
- presentation ✓
- overall satisfaction ✓
- suggestions for improvement ✓

Use a simple method of collecting data, such as a basic Likert rating scale, or question and answer model, or a combination of both, in your questionnaire.

Your questionnaire should be no longer than 6 questions, and it should be easy to read.

Submission requirement:

At the end of this task, you must submit:

- one proposal for a cyclical Kosher menu that meets all the requirements detailed in the task, including:
 - menu broken down by day
 - descriptions of macro and micro nutrient profiles, food preparation methods, presentation methods for client needs
 - menu cost for the cycle
- one proposal for a cyclical ovo-lacto vegetarian menu that meets all the requirements detailed in the task, including:
 - menu broken down by day
 - descriptions of macro and micro nutrient profiles, food preparation methods, presentation methods for client needs
 - menu cost for the cycle
- one questionnaire for residents

Task 3 - Project

Your menus were approved by the centre manager and have been in production for 1 week.

At the end of this week, you have received the following feedback from some of the centre staff:

- the residents liked the quality of food but some of them suggested that there could be more variation in cuisines from day to day, such as Asian, European, Middle Eastern, etc., as there are residents from various cultural backgrounds at the centre
- some customers who had the vegetarian menu commented a few times that the food was a little bland

You have received the following survey results:

Quality areas	% of respondents who provided a positive rating	
	Kosher Menu	Vegetarian Menu
taste	100%	85%
variety	98%	90%
presentation	100%	100%
Satisfied overall	99%	92%

Based on the data above, revise the vegetarian menu in order to incorporate the suggestions and feedback

take out 2 day menu (veg) add two

Along with your revised menu, you must prepare a revised menu costing (Appendix A).

more dishes.

Ensure that you balance macronutrient needs and cooking methods in order to maintain the nutritional profile of the menu.

*↓
Appendix A*

You must also ensure that you stay within the original budget for the menu.

You must also draft an email/ covering note to the centre manager, discussing the feedback you have received, and the actions you have taken/ will take to address the feedback.

Submission requirement:

At the end of the task, you must submit:

- your revised vegetarian menu
- a menu costing spreadsheet for the new menu
- draft of your email/ covering note for the centre director

Assessment 3 – Project

Instructions for Students

- This is the third of the three assessment tasks you must complete satisfactorily to be deemed competent in this unit.
- Read the scenario carefully.
- This project comprises of 4 tasks.
 - Task 1 is a role-play in which you are required to meet with the manager (Assessor) of the child care centre to discuss the needs for the lunch menu. This will be conducted in class time at Acumen.
 - Task 2 is project in which you are required to prepare a proposal for cyclical lunch menu for the child care centre. This should be completed in your own time.
 - Task 3 is a role-play in which you must meet with two educators (staff who are responsible for the children's care and learning) (role-played by Assessor and people nominated by your assessor) at the child care centre, to get their feedback and suggestions about the menu. This will be conducted in class time at Acumen.
 - In task 4, you are required to revise the menu in order to incorporate the suggestions and feedback. This should be completed in your own time.
- Your assessor will observe you performing task 1 and 3 and record and assess your performance in the role-play observation Checklist. Review the checklist so that you are familiar with the behaviours that you are expected to perform during the observation.
- Your assessor will record and assess your performance in task 2 and 4 using the performance checklist and assessment outcome for the tasks.
- Clearly label your work with name, unit code and unit title to all the documents and sheets that are attached to your submission.
- Review other resources, tools, job aids that provide guidance related to the task you are going to perform.
- Seek clarification regarding the assessment required to be done.
- Acknowledge clearly when and how you are drawing on the ideas or phrases of others.
- Consult your assessor when you are unsure about how to acknowledge the contributions of others to your thought and writing.
- Read the Plagiarism policy and procedure carefully to understand the consequences that you could face if your work is plagiarized.
- Seek clarification regarding the assessment required to be done, if you do not understand the task.
- Ask for reasonable time from Assessor for preparation of project or Assessment.
- Seek information on additional reading material and reference for completion of the assessments.
- Students with special needs can seek assistance from assessors depending upon the nature of the need.
- Submit this document along with your assessment work.

Resources required for assessment

The assessor must ensure that the following resources are made available to students, for assessment:

- computers, printers and software for costing and developing menus and meal plans
- Australian Dietary Guidelines
- recipes that accommodate a range of special dietary requirements.

ASSESSMENT 3 – Project 2

You are a cook in a child care centre.

You have been tasked with creating a cyclical lunch menu for children with food allergies and intolerances.

The portion size must be suitable for children between the ages of 3 – 5 years.

The budget for each day's menu is \$300 (including food, labour, operational and wastage costs). The budget for the overall week is \$2,100.

Each menu must be designed for 10 serves (meals).

The kitchen staff consists of one cook (you) and one kitchen hand.

Task 1 – Role-play

Meet with the manager of the child care centre to discuss the needs for the lunch menu.

During the meeting you must:

- ask about the dietary requirements that the menu must meet
- ask about portion size
- ask about the health risks that could arise if menus are not designed to specifications
- make detailed notes of the manager's inputs

This is a role play. Your assessor will play the part of the manager of the child care centre.

Your assessor will record and assess your performance in the Role Play Observation Checklist for this task.

Task 2 – Design and cost menus

Based on the information given to you by the manager of the child care centre, prepare a proposal for a cyclical lunch menu.

In the proposal you must include:

- the cyclical menu which:
 - contains some variety of choices between days
 - reflects the macronutrient requirements for children aged 3 - 5 (you may have to research this)
- a description of the micronutrient profile of the menu, and what beneficial micronutrients are in 5 of the key ingredients of your menu (you may have to research this)
- a description of food preparation methods you will use to meet the dietary requirements while maximising nutritional requirements
- a description of ingredients or presentation you will use to ensure the food is colourful and interesting
- total cost of proposed cyclical menu, broken down by:
 - labour costs (the time and cost it will take for existing kitchen staff to prepare each day's menu)
 - food costs, including:
 - recipe (ingredient) costs
 - wastage (you must ensure that you select ingredients with high yield and wastage cost should be no more than 20% of food cost)

The operational costs of the kitchen are fixed and provided to you in the menu costing template in Appendix A. You must include these operational costs in your total cost calculations. Complete the calculations in Appendix A. Further calculators for recipe, wastage and labour costing are provided to you in Appendix A.

In your proposals, you must submit the menu cost calculation only, you do not need to submit any of the calculators.

Submission requirement:

At the end of this task, you must submit:

- a proposal for a cyclical lunch menu for children that meets all the requirements detailed in the task, including:
 - menu broken down by day
 - descriptions of macro and micro nutrient profiles, food preparation methods, presentation methods
 - menu cost for the cycle

Task 3 – Role-play

Your menus were approved by the child care centre manager and have been in production for 1 week.

At the end of this week, you must have a meeting with two educators (staff who are responsible for the children's care and learning) at the child care centre, to get their feedback and suggestions about the menu.

During the meeting, you must get the educators' feedback on:

- children's interest levels in the food
- whether children were able to finish the food
- whether the food caused any health issues
- any suggestions for changes or improvements

You must make notes of educators' inputs.

This is a role play. Your assessor will play the part of one educator and allocate the part of the second educator to a student volunteers.

Your assessor will record and assess your performance in the Role Play Observation Checklist for this task.

Task 4 - Project

Based on the discussion with educators, revise the menu in order to incorporate the suggestions and feedback.

Along with your revised menu, you must prepare a revised menu costing (Appendix A).

Ensure that you balance macronutrient needs and cooking methods in order to maintain the nutritional profile of the menu.

You must also ensure that you stay within the original budget for the menu.

Submission requirement:

At the end of the task, you must submit:

- your revised menu
- a menu costing spreadsheet for the new menu



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