

<b>COMPETENCY ASSESSMENT TASK – CLUSTER A</b> <b>Getting Ready for Work</b>	
<b>Qualification Code:</b>	<u>SIT20316</u>
<b>Qualification Name:</b>	Certificate II in Hospitality
<b>HSC Course Name:</b>	Hospitality – Food and Beverage
<b>Student Name:</b>	
<b>Assessor's Name:</b>	
<b>Purpose:</b> This Cluster task assesses your understanding of the knowledge requirements and your ability to perform the range of skills required to achieve the following units of competency: <u>SITXWHS001</u> Participate in Safe Work Practices <u>SITXFSA001</u> Use Hygienic Practices For Food Safety	
<b>Context:</b> This cluster task assesses the performance outcomes, skills and knowledge required to: <ul style="list-style-type: none"> <li>incorporate safe work practices into own workplace activities; follow predetermined health, safety and security procedures and to participate in organisational work health and safety (WHS) management practices</li> <li>use personal hygiene practices to prevent contamination of food that might cause food-borne illnesses; follow predetermined organisational procedures and identify and control food hazards; comply with the requirements contained within the Australia New Zealand Food Standards Code.</li> </ul> The assessment will require you to complete a range of activities and you will find these activities listed on the following page. During the assessment your skills must be observed by your assessor in a simulated environment and your assessor must satisfy the Standards for Registered Training Organisations' requirements for assessors.	
<b>Conditions</b>	
<b>Date Issued:</b>	<b>Date Due:</b>
<b>Location:</b> Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the hospitality kitchen operations field of work. This can be: <ul style="list-style-type: none"> <li>an industry workplace</li> <li>a simulated industry environment</li> </ul>	
<b>Resources:</b> A detailed list of the required resources is available in the <u>Assessment Conditions</u> section of the following Assessment Requirements Booklet: <u>SITXWHS001</u> Participate in Safe Work Practices <u>SITXFSA001</u> Use Hygienic Practices For Food Safety	
<b>Reasonable Adjustment</b> Students with special education needs may require adjustments to learning and assessment strategies as well as additional time to demonstrate the required level of competence. Reasonable adjustment should be based upon the individual student's needs and abilities. They may require extended time and additional support, both off the job and in the workplace. Reasonable adjustments to delivery and assessment are appropriate provided they conform to the industry competency standards as expressed in the Training Package.	

**Assessment - There are three (3) assessment tasks in this cluster:**

**Part A: Written Portfolio**

**Part B: Scenario**

**Part C: Observation of Practical Work**

**STUDENT ACKNOWLEDGEMENT – Please tick ☒**

**For achievement in the units of competency in this cluster, students must complete all knowledge and skill tasks successfully and to the standard.**

- ☐ I understand the requirements of the assessment task and assessment methods.
- ☐ I understand what is being assessed and I am prepared for the tasks described in this assessment.
- ☐ I have previously been provided with information about RPL, Credit Transfer and Assessment Appeals.
- ☐ I have notified the assessor of any special needs to be considered during this assessment
- ☐ I declare that the work submitted is my own and has not been copied from another person or source, unless acknowledged appropriately.

**Student signature:**

**Date:**

**ASSESSOR/ TRAINER USE ONLY:**

☐ N/A

**If additional requirements/adjustments have been made to cater for this student's special needs and/or English as an Additional Language/Dialect (EAL/D) to assist with the completion of this task, please complete the section below:**

- ☐ Providing support staff \_\_\_\_\_
- ☐ Providing tutorial sessions \_\_\_\_\_
- ☐ Altering assessment methods \_\_\_\_\_
- ☐ Simplifying and rephrasing language \_\_\_\_\_
- ☐ Provide additional time to complete the task \_\_\_\_\_
- ☐ Further assistance provided \_\_\_\_\_

### Task Outline

As you complete this assessment tool you will be demonstrating your skills and knowledge to your assessor. The assessor may also observe your practical skills and techniques and ask you questions. Ensure in your work practices that you work safely and efficiently, check that equipment is ready for use and work with others to improve work practices.

### PART A: Written portfolio

1. Identify the law that is implemented in NSW that protects a person's safety in the workplace?  
Briefly describe the main purpose of this piece of legislation.

Legislation:

Purpose:

2. What are the consequences of failing to follow WHS laws? In your answer consider consequences for PCBU's (employers), workers (employees), visitors, customers and the general public?

PCBU (employers):

Workers (employees):

Visitors, Customers and the general public:

3. Outline **THREE PCBU** i.e., 'person conducting a business or undertaking' (employer) responsibilities with regard to workplace safety.

i.

ii.

iii.

4. Outline **THREE** worker (employee) responsibilities with regard to workplace safety.

i.

ii.

iii.

5. Match the following terms with their correct definition.

HACCP	A biological, chemical or physical agent or condition of food that has the potential to cause an adverse health effect in humans.
HACCP	A written document retained on the premises of the food business, designed to help businesses identify and manage hazards to food safety.
HACCP	An internationally recognised system used to identify and manage risk in the food industry.
HACCP	Any biological or chemical agent, foreign matter, or other substances that may compromise food safety or suitability.
HACCP	The introduction or occurrence of a contaminant in food.

6. Identify **THREE** environmental hygiene hazards that may affect the health of self and others.

i.

ii.

iii.

7. Outline when you need to wash your hands during food preparation and service.

8. Outline **THREE** hygienic work practices which will help to maintain customer confidence in a restaurant you are working in.

i.

ii.

iii.

9. Name THREE personal health issues likely to cause a hygiene risk.

- i.
- ii.
- iii.

10. Outline the role of **EITHER** the NSW Food Authority **OR** local government regulator in food safety.

11. What are the consequences of failing to observe workplace policy and procedures related to hygiene, food safety and cleaning? In your answer consider consequences for PCBU's (employers), workers (employees) and customers.

PCBU (employers):

Workers (employees):

Customers:

12. Complete the principles for HACCP using the following word list:

*critical results hazard monitoring records points corrective*

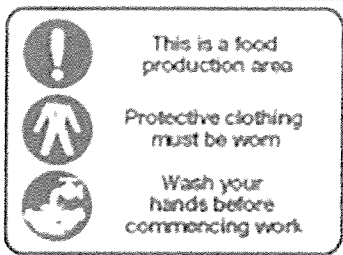


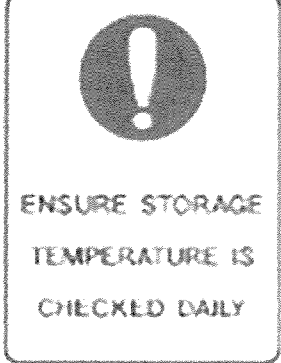
- corrective analysis
- identifying critical control corrective
- establishing corrective limits
- corrective
- taking corrective actions
- keeping corrective
- verifying corrective

13. Food poisoning is the name for the range of illnesses caused by eating or drinking contaminated food or drink, often caused by pathogenic bacteria. They are also called food-borne illnesses and are quite common, affecting an estimated 5.4 million Australians each year.

Complete the following table indicating sources, incubation periods and symptoms of FIVE common food poisoning bacteria. A sample answer has been included for you:

<i>Agent</i>	<i>Source</i>	<i>Incubation Period</i>	<i>Symptoms</i>
<i>Campylobacter</i>			
<i>Salmonella</i>			
<i>Clostridium perfringens</i>			
<i>Listeria monocytogenes</i>	<i>Soft cheeses, unpasturised milk, ready to eat deli meats</i>	<i>3 days – 10 weeks</i>	<i>Meningitis, sepsis, fever</i>
<i>Escherichia coli (e.coli)</i>			

14. Below are five safety warning signs that are relevant to the Hospitality Industry. Provide a description of the sign and the location where it should be placed.

Sign	Meaning of sign	Possible location within the Hospitality Industry
 <p>This is a food production area</p> <p>Protective clothing must be worn</p> <p>Wash your hands before commencing work</p>		
 <p>Prevent Back Injury...</p> <p>Bend Knees to Lift...</p>		
 <p>HANDS MUST BE WASHED BEFORE RETURNING TO WORK</p>		
 <p>SAFETY GUARDS MUST BE USED</p>		
 <p>ENSURE STORAGE TEMPERATURE IS CHECKED DAILY</p>		

## PART B: Scenario

Matthew Smith is a final year apprentice at the Mudcrab Café at Bluewater, Sydney. He has worked at the café for 2 years. He works from 8am till 4pm Monday to Friday. His position is "Fulltime" and he is a dedicated and diligent worker.

On the 15th May 2014 at 2.15pm, Matt was retrieving a gastronome of prepared vegetables from the cool room when he slipped on a dropped egg and fell injuring his back.

His Supervising Sous Chef and Head Chef witnessed the incident. The Sous Chef gave the following details:

Witness Name: Julie Seinfeld

Address: 18 Bream St Sydney NSW 2000

Phone: Home 9897777

Work: 9897679

The manager, Peter Falcon, who was trained in First Aid checked Matthew was conscious and still breathing before he called for an ambulance.

Peter was able to assist his staff member by giving over Matts details to the paramedics.

### He gave the following details:

Matthew Smith

Date of Birth: 9/5/1994

Address: 43 Bluefish Drive Sydney 2000

Phone: Home: 98989898

Work: 98987654

- a) Indicate the category of the hazard observed in this scenario:
  - ☐ Physical Hazards e.g. fire, repetitive use injury, electrical, accidental falls, falling objects
  - ☐ Chemical e.g. cleaning products or solvents
  - ☐ Biological hazards e.g. blood, bacteria or viruses, rodent droppings
  - ☐ Human factors (self and others)
  - ☐ Manual handling
  - ☐ Materials
  - ☐ Tools and equipment
  - ☐ Work environment
  - ☐ Work processes and practices
  - ☐ Working with electricity and gas
- b) Complete the Incident and Accident Report form (Q1-5) for the Scenario on the following page.
- c) Identify **THREE** consequences of failing to report hazards in the workplace.

i.

ii.

iii.



## INCIDENT AND ACCIDENT REPORT

Status: ☐ Employee ☐ Contractor ☐ Other

Outcome: ☐ Near miss ☐ Injury

### 1. DETAILS OF INJURED PERSON

Name: \_\_\_\_\_ Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Address: \_\_\_\_\_ Sex: ☐ M ☐ F

\_\_\_\_\_ Date of birth: \_\_\_\_\_

\_\_\_\_\_ Position: \_\_\_\_\_

Experience in the job: \_\_\_\_\_ (years/months)

Start time: \_\_\_\_\_ ☐ am ☐ pm

Work arrangement: ☒ Casual ☐ Full-time ☐ Part-time ☐ Other

### 2. DETAILS OF INCIDENT

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Describe what happened and how: \_\_\_\_\_

### 3. DETAILS OF WITNESSES

Name: \_\_\_\_\_ Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Address: \_\_\_\_\_

### 4. DETAILS OF INJURY

Nature of injury (eg burn, cut, sprain) \_\_\_\_\_

Cause of injury (eg fall, grabbed by person) \_\_\_\_\_

Location on body (eg back, left forearm) \_\_\_\_\_

Agency (eg lounge chair, another person, hot water) \_\_\_\_\_

### 5. TREATMENT ADMINISTERED

First Aid given ☐ Yes ☐ No

First Aider name: \_\_\_\_\_

Treatment: \_\_\_\_\_

Referred to: \_\_\_\_\_

## PART C: Observation of practical work

Throughout the term you will participate in food preparation activities during class. You must demonstrate safe and hygienic work practices in practical activities in order to be deemed satisfactory for these units.

Your assessor will be observing on at least **THREE** occasions the following practices and recording the evidence on the Practical Observation checklist (Appendix A) provided.

- use of personal protective equipment and clothing
- correct personal hygiene – hands and nails, hair, uniform and clothing, accessories (e.g. jewellery)
- regular and correct hand washing in a designated hand washing sink
- safe and hygienic handling of food and beverages
- correct food storage and compliance with food safety program
- avoidance of cross contamination
- hygienic cleaning practices and timely sanitising
- appropriate handling and disposal of garbage

## APPENDIX A: Practical Observation Checklist

Your assessor / teacher will be observing the following practices and recording the evidence on the Observation Checklist below.

<b>Student name:</b>	
<b>Units of competency:</b>	<b>SITWHS001</b> – Participate in safe work practices <b>SITXFSA001</b> – Use hygienic practices for food safety

Observations	1		2		3	
During the demonstration of skills, did the candidate: ( ✓ Yes or No )	Date:		Date:		Date:	
	Yes	No	Yes	No	Yes	No
Use PPE appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check cleanliness of uniform and adjust personal cleanliness during service to maintain hygiene/health of self and others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Avoid unhygienic personal contact that may cause illness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prevent spread of micro-organisms by washing hands thoroughly at appropriate times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify and report hygiene hazards that may affect health of self and others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate safe food handling practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participate and follow organisational WHS procedures and report issues, concerns and breaches promptly to ensure a safe work place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adhere to all safety procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>A holistic assessment of the candidate's performance is:</b>	<input type="checkbox"/> Satisfactory					
	<input type="checkbox"/> Not Satisfactory					
<b>Assessor Feedback to Student:</b>						
<b>Student Feedback to Assessor:</b>						

ASSESSOR FEEDBACK TO STUDENTS					
Assessor's Name			Cluster	A	
Student Name			Date		
Units of competency being assessed		Assessment Outcome			
SITXWHS001 Participate in safe work practices		<input type="checkbox"/> Competent	<input type="checkbox"/> Not yet competent	<i>If NYC - Refer to shaded section below</i>	
SITXFSA001 Use hygienic practices for food safety		<input type="checkbox"/> Competent	<input type="checkbox"/> Not yet competent		
Evidence Collection		Assessment		Re-Assessment (If Required)	
		Satisfactory	Not Satisfactory	Satisfactory	Not Satisfactory
A	Written Portfolio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B	Scenario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	Observation of Practical Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Where the candidate achieved satisfactory in all requirements, the overall outcome for this cluster task is Competent.

If you have been deemed <b>NOT YET COMPETENT</b> the following further action is required:		
Unit of Competency	Action Required	Date of Reassessment/Date Competent
SITXWHS001 Participate in safe work practices		
SITXFSA001 Use hygienic practices for food safety		
Assessor general comment:		
I declare that the assessment conducted with this student met the rules of evidence as being, valid, current, authentic and sufficient and have provided appropriate feedback.		
Assessor Signature		Date
<b>Assessors:</b> All assessment evidence including the completed student assessment cluster tasks and any supplementary evidence e.g., photographs, videos must be securely retained for six months after the completion of the course. In some cases, for reasons of perishability or size of a product or because the evidence was a service, the product evidence cannot be retained, however, all RTO Cluster task evidence requirements will be retained on QMS.		

## STUDENT FEEDBACK TO ASSESSOR

(to be completed **after** student receives assessor feedback)

Provide feedback to your assessor regarding this cluster task	Yes	No	Partially	Unsure
Were you adequately prepared to complete this cluster task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were you effectively supported in the completion of this cluster task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were the instructions for completing each task clear and easy to understand?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a better understanding of the assessed units of competency after completing these tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I agree with the outcome of this assessment	<input type="checkbox"/>	<input type="checkbox"/>		
If you <b>do not</b> agree with the outcome of this assessment you must speak with your <b>assessor</b> about the Macquarie Park RTO 90222 Appeals Process.				
What did you learn from this cluster task?				
Student Signature		Date		

