

Template – Hospitality Assessment Plan

PROGRAM 1: SIT20207 Certificate II in Hospitality and selected units of competence from Certificate III in Hospitality

Template

Student Number:

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	Assigned to:	Work Perf. (1st)	Work Perf. (2nd)	Work Project (1st)	Work Project (2nd)	Product (1st)	Product (2nd)	Portfolio (1st)	Portfolio (2nd)
VASS data entry no:		01	02	03	04	05	06	07	08
SITHFAB009A	Provide responsible service of alcohol 10								
SITHFAB004A	Provide food and beverage service 110								
SITHFAB010A	Prepare and serve non-alcoholic beverages 15								
SITHFAB011A	Develop and update food and beverage knowledge 50								
SITHFAB012A	Prepare and serve espresso coffee 30								
	<i>Allocation of nominal hours:</i>								

Sample – Hospitality Assessment Plan

PROGRAM 1: SIT20207 Certificate II in Hospitality and selected units of competence from Certificate III in Hospitality

Sample

Student Number:

1	2	3	4	5	6	7	8	9
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		Assigned to:	Work Perf. (1st)	Product (1st)	Portfolio (1st)
		VASS data entry no:	01	05	07
SITHFAB009A	Provide responsible service of alcohol 10		✓		
SITHFAB004A	Provide food and beverage service 110		✓		
SITHFAB010A	Prepare and serve non-alcoholic beverages 15			✓	
SITHFAB011A	Develop and update food and beverage knowledge 50				✓
SITHFAB012A	Prepare and serve espresso coffee 30			✓	
			120	45	50

Notes:

1. You need to select three tasks to cover all units of competence. Reading down the columns, the ticks indicate which task each unit of competence has been assigned to.
2. You may select two tasks of the same type, but not three. For example, a student could complete two Work Projects but could not do a third Work Project.
3. The assessment of a unit of competence cannot be split between two tasks.
4. Decide on task allocation after considering the units of competence and the scoring criteria for each task. This will help you to choose the task type that gives students most scope for demonstrating their achievement of the units of competence.
5. A perfectly even spread of nominal hours between the three tasks is not possible in most cases, but tasks should be as close to equally weighted as possible.
6. **No task may account for more than 125 total nominal hours in the student's Units 3 and 4 sequence. A task accounting for more than 125 hours will not be acceptable.**
7. The VASS data entry number is important information for the VASS coordinator, as these numbers appear on the VASS screen where the Assessment Plan is entered. When the VASS coordinator receives results for a coursework task, these numbers help identify the task against which the results are to be entered.
8. An electronic copy of the Assessment Plan pro forma allows you to delete unwanted columns for tasks which have not been selected.
9. It is not necessary to vary the Assessment Plan for individual students or to negotiate the plan with each student. Plan the assessment regime that will best suit your program delivery schedule.

Template – Hospitality (Kitchen Operations) Assessment Plan

PROGRAM 2: SIT20307 Certificate II in Hospitality (Kitchen Operations)

Template

Student Number:

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	Assigned to:	Work Perf. (1st)	Work Perf. (2nd)	Work Project (1st)	Work Project (2nd)	Product (1st)	Product (2nd)	Portfolio (1st)	Portfolio (2nd)
VASS data entry no:		01	02	03	04	05	06	07	08
SITHCCC027A	Prepare, cook and serve food for food service 50								
SITHCCC006A	Prepare appetisers and salads 25								
SITHCCC008A	Prepare stocks, sauces and soups 35								
SITHCCC009A	Prepare vegetables, fruit, eggs and farinaceous dishes 45								
SITHCCC013A	Prepare hot and cold desserts 50								
Electives: Select ONE									
SITHCCC010A	Select, prepare and cook poultry 25								
SITHCCC015A	Plan and prepare foods for buffets 25								
	<i>Allocation of nominal hours:</i>								

Sample – Hospitality (Kitchen Operations) Assessment Plan

PROGRAM 2: SIT20307 Certificate II in Hospitality (Kitchen Operations)

Sample

Student Number:

1	2	3	4	5	6	7	8	9
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		Assigned to:	Work Perf. (1st)	Work Perf. (2nd)	Portfolio (1st)
		VASS data entry no:	01	02	07
SITHCCC027A	Prepare, cook and serve food for food service 50		✓		
SITHCCC006A	Prepare appetisers and salads 25		✓		
SITHCCC008A	Prepare stocks, sauces and soups 35			✓	
SITHCCC009A	Prepare vegetables, fruit, eggs and farinaceous dishes 45			✓	
SITHCCC013A	Prepare hot and cold desserts 50				✓
Electives: Select ONE					
SITHCCC010A	Select, prepare and cook poultry 25				
SITHCCC015A	Plan and prepare foods for buffets 25		✓		
			100	80	50

Notes:

1. You need to select three tasks to cover all units of competence. Reading down the columns, the ticks indicate which task each unit of competence has been assigned to.
2. You may select two tasks of the same type, but not three. For example, a student could complete two Work Projects but could not do a third Work Project.
3. The assessment of a unit of competence cannot be split between two tasks.
4. Decide on task allocation after considering the units of competence and the scoring criteria for each task. This will help you to choose the task type that gives students most scope for demonstrating their achievement of the units of competence.
5. A perfectly even spread of nominal hours between the three tasks is not possible in most cases, but tasks should be as close to equally weighted as possible.
6. **No task may account for more than 120 total nominal hours in the student's Units 3 and 4 sequence. A task accounting for more than 120 hours will not be acceptable.**
7. The VASS data entry number is important information for the VASS coordinator, as these numbers appear on the VASS screen where the Assessment Plan is entered. When the VASS coordinator receives results for a coursework task, these numbers help identify the task against which the results are to be entered.
8. An electronic copy of the Assessment Plan pro forma allows you to delete unwanted columns for tasks which have not been selected.
9. It is not necessary to vary the Assessment Plan for individual students or to negotiate the plan with each student. Plan the assessment regime that will best suit your program delivery schedule.