## **PPL2GEN14** **(J8HK 04)**

## Complete Kitchen Records

### Candidate’s statement

I confirm that the evidence detailed in this unit is my own work.

|  |  |
| --- | --- |
| Candidate’s name |  |
| Candidate’s signature |  |
| Date |  |

### Assessor’s statement

I confirm that the candidate has achieved all the requirements of this unit.

|  |  |
| --- | --- |
| Assessor’s name |  |
| Assessor’s signature |  |
| Date |  |
| Countersigning Assessor’s name(if applicable) |  |
| Countersigning Assessor’s signature(if applicable) |  |
| Date |  |

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### Internal Verifier’s statement

I confirm that the candidate’s sampled work meets the standards specified for this unit and may be presented for external verification.

|  |  |
| --- | --- |
| Internal Verifier’s name |  |
| Internal Verifier’s signature |  |
| Date |  |
| Countersigning Internal Verifier’s name (if applicable) |  |
| Countersigning Internal Verifier’s signature (if applicable) |  |
| Date |  |

|  |  |
| --- | --- |
| External Verifier’s initials (if sampled) |  |
| Date |  |

#### Unit overview

This standard is about completing records commonly used in kitchen environments: for example, temperature charts, time sheets, accident report forms, food safety information and equipment fault reports. When you have completed this standard you will be able to demonstrate your understanding of and your ability to:

* Complete kitchen records

#### 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.

#### Performance criteria (What you must do)

The assessor must assess **all** PCs (ie: 1-4) by directly observing the candidate’s work.

1. Check there are sufficient, relevant records ready for use according to your organisational procedures.
2. Complete records accurately, legibly and on time according to your organisational procedures.
3. Process records correctly according to your organisational procedures.
4. Answer any questions regarding the completion of records within the boundaries of your authority to indicate your understanding.

#### Performance criteria evidence

| **Evidence reference** | **Evidence description** | **Date** | **PC1** | **PC 2** | **PC 3** | **PC 4** |
| --- | --- | --- | --- | --- | --- | --- |
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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 a minimum of:

1. Relevant records - **two from:**

1.1 temperature charts

1.2 food safety information

1.3 accident report forms

1.4 equipment fault reports

1.5 stock usage reports

1.6 delivery notes

1.7 cleaning rotas

1.8 any other relevant records

Evidence for any “what you must cover” point not included in the minimum observation requirements may be assessed using alternative assessment methods.

#### Scope / range evidence

| **Evidence reference** | **Evidence description** | **Date** | **1.1** | **1.2** | **1.3** | **1.4** | **1.5** | **1.6** | **1.7** | **1.8** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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#### Knowledge and understanding (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).

| **Knowledge statement** | **Evidence reference** | **Date** |
| --- | --- | --- |
| 1. Which records are required to be completed in your workplace and why it is important to do so.
 |  |  |
| 1. Where to obtain the relevant records and how to complete them according to your workplace and relevant legal requirements.
 |  |  |
| 1. The procedures for copying, saving (electronically) or filing (paper) and actioning records in your workplace.
 |  |  |
| 1. To whom and why must you report any problems with records.
 |  |  |
| 1. The importance of accurate, legible and timely completion of records.
 |  |  |
| 1. The types of problems that may occur when monitoring and completing kitchen records.
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#### Supplementary evidence

| **Reference** | **Evidence description** | **Date** |
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#### Assessor feedback on completion of the unit: