

SELF-ASSESSMENT GUIDE

Qualification	COMMERCIAL COOKING NC IV	
Title of Unit of Competency 1:	PLAN AND PREPARE SPECIALTY FOODS	
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answer. 		
Can I?	YES	NO
• Plan and prepare foods to meet basic nutritional needs and special dietary requirements*		
• Select essential ingredients for special dietary requirements*		
• Identify and meet requirements for specific cultural groups or special customer requests*		
• Develop meal plan and menus that promote good health and reduce the incidence of diet related health problems*		
• Use correct terminology in menus and meal plans		
• Evaluate meals and menus using appropriate methods to ensure customer satisfaction		
• Identify target market for the enterprise based on past and current operations and performance		
• Evaluate market trends for relevance to the enterprise current and potential markets*		
• Develop menus based on market analysis and enterprise operational constraints or limitations.		
• Monitor and adjust menus based on feedback, sales and performance*		
• Demonstrate hygiene and food safety practices		
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
Candidate's Signature:	Date:	

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Qualification	COMMERCIAL COOKING NC IV	
Title of Unit of Competency 2:	PLAN AND IMPLEMENT A FOOD SAFETY PROGRAM	
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answer. 		
Can I?	YES	NO
• Select suitable food transportation vehicles		
• Pack, load and unload food appropriately from the vehicle*		
• Observe and employ hygienic work practices, occupational health and safety regulations*		
• Select food storage conditions for specific food type		
• Use appropriate storage and holding temperatures to optimize nutritional quality		
• Keep storage areas free from contaminants and pests		
• Identify food safety hazard or any particular issues or risk situations		
• Evaluate and assess existing policies, procedures, practices and product specifications and the need for change or enhancement		
• Design food safety program to suit the characteristics and needs of the enterprise, in consultation with appropriate colleagues and stakeholders.		
• Develop and modify standard operational policies and procedures to support the food safety program, including control procedures and corrective measures.		
• Communicate food safety programs, policies and procedures to management and colleagues in the workplace.		
• Ensure compliance by all colleagues to policies and procedures		

<ul style="list-style-type: none"> • Establish practical and user-friendly recording system to document food safety performance. 		
<ul style="list-style-type: none"> • Organize appropriate training and mentoring related to the food safety program 		
<ul style="list-style-type: none"> • Identify implementation problems and take corrective action. 		
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Qualification:	COMMERCIAL COOKING NC IV	
Title of Unit of Competency 3:	PLAN AND IMPLEMENT A CATERING EVENT	
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answer. 		
Can I?	YES	NO
• Identify appropriate procedures for reducing wastage during ordering, receiving, storage and processing of food		
• Ensure use of calibrated equipment to ensure correct portion control.		
• Carry out portion/catering control, stock control and other waste reduction measures*		
• Utilize effectively re-usable products of food preparation and cooking*		
• Utilize and dispose recyclable products in an environmentally appropriate way		
• Assess and select catering systems requirements taking into account all relevant factors, including constraints*		
• Evaluate system process and equipment for all stages of the food production process.		
• Evaluate and match staffing requirement for specific systems*		
• Identify and organize maintenance requirements of facilities*		
• Maintain accurate records and reports according to enterprise policy and procedures*		
• Identify overall event objectives and scope*		
• Prepare catering concept for an event or function*		

<ul style="list-style-type: none"> • Monitor existing client services across all areas of operation to identify areas for improvement. 		
<ul style="list-style-type: none"> • Organize additional human, physical or financial resources in accordance with customer requirements 		
<ul style="list-style-type: none"> • Maintain budget targets in the management of client services* 		
<ul style="list-style-type: none"> • Review feedback and modify catering services accordingly 		
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<p>Candidate's Signature:</p>	<p>Date:</p>	