



# ASSESSMENT KIT SAMPLE

SIT50416

DIPLOMA OF HOSPITALITY MANAGEMENT



# STUDENT ASSESSMENT BOOKLET

SIT50416

DIPLOMA OF HOSPITALITY  
MANAGEMENT

SITHIND001 USE HYGIENIC PRACTICES FOR  
HOSPITALITY SERVICE

Student first name: \_\_\_\_\_

Student last name: \_\_\_\_\_

## Assessment Overview

This Student Assessment Booklet includes all your tasks for assessment of SITHIND001 Use hygienic practices for hospitality service.

### About your assessments

This unit requires that you complete 3 assessment tasks. You must complete all tasks to achieve competency for this unit.

Assessment Task	About this task
Assessment Task 1: Project	There are three parts to this task: <ul style="list-style-type: none"><li>Part A requires you to complete a hygiene related risk assessment</li><li>Part B requires you to develop a number of hygiene related policies and procedures</li><li>Part C requires you to develop personal cleanliness checklists.</li></ul>
Assessment Task 2: Observation	You are required to check and adjust personal cleanliness, uniform and PPE for a number of colleagues (other students) following a service period.
Assessment Task 3: Case study	You are required to answer each of the questions.

### Supporting resources

You may like to look at the following websites, books and documents for more information about the topics related to this unit:

- Cole, K 2016, *Management theory and practice*, Cengage Learning Australia, South Melbourne, Victoria.
- Van der Wagen, Goonetilleke, A 2012, *Hospitality Management: strategy and operations*, Pearson Australia, Frenchs Forest, NSW.

### How to submit your assessments

When you have completed each assessment task you will need to submit it to your assessor.

Instructions about submission can be found at the beginning of each assessment task.

Make sure you photocopy your written activities before you submit them – your assessor will put the documents you submit into your student file. These will not be returned to you.

### Assessment Task Cover Sheet

At the beginning of each task in this booklet, you will find an Assessment Task Cover Sheet. Please fill it in for each task, making sure you sign the student declaration.

Your assessor will give you feedback about how well you went in each task, and will write this on the back of the Task Cover Sheet.

### Assessment appeals

You can make an appeal about an assessment decision by putting it in writing and sending it to us. Refer to your Student Handbook for more information about our appeals process.

# Assessment Task 1: Project

## TASK SUMMARY

There are three parts to this assessment:

- Part A requires you to complete a hygiene related risk assessment.
- Part B requires you to develop a number of hygiene related policies and procedures.
- Part C requires you to develop personal cleanliness checklists.

## RESOURCES AND EQUIPMENT REQUIRED TO COMPLETE THIS TASK

- Access to learning materials.
- Access to a computer with Internet access and a word processing application.
- Hygiene Risk Assessment template.

## WHEN AND WHERE DO I NEED TO COMPLETE THIS TASK?

- This task may be done in your own time as homework or you may be given time to do this task in class (where applicable).
- Your assessor will provide you with the due date for this assessment.

## WHAT DO I NEED TO SUBMIT?

- Part A – Hygiene risk assessment.
- Part B – Four procedures relating to hygiene practices.
- Part C – Two checklists.

## INSTRUCTIONS

Read the scenario below and then complete the activities.

### PART A – HYGIENE RISK ASSESSMENT

*Part of The Best Bite’s start-up is to create policies and procedures for hygienic practices including personal hygiene and presentation at work. To start the process, Amy and Travis need to conduct a hygiene related risk assessment.*

*They have started identifying the hazards but have asked you, as the supervisor, to complete the risk assessment.*

Complete the following activities:

1. Use the risk assessment provided (on the following pages) to record and assess the hygiene hazards and to record suitable and appropriate controls for each object listed. You may add more objects if you identify them.
2. Submit your completed risk assessment to your assessor.

What do I need to hand in for Part A of this task?	Have I completed this?
Hygiene risk assessment	<input type="checkbox"/>

## PART C – DEVELOP CHECKLISTS

*You, as the supervisor, believe that the procedures will be hard to remember for staff, and for yourself as well. You ask Amy and Travis if you can develop some checklists so that staff can easily check the requirements as part of their daily routine. Amy and Travis agree.*

*Using the information from the Hygiene Risk Assessment and the policies and procedures you have written, create checklists for staff. Amy has asked you to include the tag line on the bottom of each checklist 'Hygiene is your responsibility'.*

*After the risk assessment has been identified, Amy and Travis have tasked you with writing the relevant hygiene policies and procedures to ensure that staff are prepared for work, industry standards are met and customers can have confidence in their service.*

1. Create a checklist for the handwashing and personal hygiene and presentation procedures.  
You may split the personal hygiene and presentation procedure into two checklists – one for 'before you get to work' and one for 'while you are at work'.  
The checklists must:
  - Be no longer than one page per checklist.
  - Cover the required information from the procedures but be clear and easy for staff with varying levels of education to read and follow while they are completing other tasks (such as reading the checklist while they go to the toilet, signing their timesheet or preparing food, etc).
  - Word processed and structured using appropriate headings and styles. Bullet points, numbering and symbols should be used. Graphics or pictures may also be used where appropriate.
  - Be grammatically correct and free from errors.
  - Include the tag line that Amy has suggested.
2. Submit the checklists to your assessor with a list of the most appropriate places for each of the checklists to appear in the workplace.

What do I need to hand in for Part C of this task?	Have I completed this?
2 x checklists	<input type="checkbox"/>

# Assessment Task 2: Observation Error! Reference source not found.

## TASK SUMMARY

You are required to check and adjust personal cleanliness, uniform and PPE for a number of colleagues following a service period.

## RESOURCES AND EQUIPMENT REQUIRED TO COMPLETE THIS TASK

- Access to learning materials.
- Access to a computer with Internet access and a word processing application.
- Access to at least three other class members or colleagues.
- Copies of the documentation developed in Assessment Task 1.
- Access to a hand cleaning kit (a UV/black light or torch and a product such as Glitter Bug or Glow Germ).
- Access to amenities or facilities to wash hands.

## WHEN AND WHERE DO I NEED TO COMPLETE THIS TASK?

- You must complete this assessment in a live workplace following a service period or a simulated environment that reflects the hospitality industry.
- Your assessor will provide you with the due date for this assessment.

## WHAT DO I NEED TO SUBMIT?

- You do not need to submit anything for this task.

## INSTRUCTIONS

*You have noticed that hygiene practices have been sloppy of late and your supervisors have not been pulling staff up in accordance with procedures. After the lunch service you decide to complete some checks with the staff. Prepared with the hygiene risk assessment, hygiene procedures, checklists and the hand washing kit, you ask staff to meet in the staff room.*

Complete the following activities while your assessor observes the activity:

1. Check the hands of at least four staff (these will be your class members) under the UV light.
  - Outline and discuss the hand washing procedure with the staff and ask them to wash their hands.
  - Re-check their hands with the UV light and work with individuals until their hands are clean.
  - Remind employees of their responsibilities in ensuring their hands are clean.
  - Explain the hazards associated with unclean hands to the staff, clearly and in a language suitable for the audience.
2. Check the uniform, PPE and general cleanliness/appearance of at least four staff using the checklist.
  - For those staff that do not meet the standards, explain to them why in accordance with procedures and in a polite and respectful manner.
  - Outline and discuss the personal hygiene and presentation procedure with all staff.
  - Remind employees of the reasons for the standards and their responsibilities.
  - Explain the hazards associated with not wearing the correct or unclean uniform and general uncleanliness, clearly and in a language suitable for the audience.

What do I need to hand in for this task?	Have I completed this?
You do not need to hand anything in	NA

## Assessment Task 3: Case studies

### TASK SUMMARY

For this task you are required to answer the case study questions to demonstrate your knowledge of the identification of hygiene health hazards and how these should be addressed. You must have completed Assessment Task 1 satisfactorily before you attempt this activity as your answers will need to be based on the Hygiene Risk Assessment you developed in Assessment Task 1.

### RESOURCES AND EQUIPMENT REQUIRED TO COMPLETE THIS TASK

- Access to learning materials.
- Access to a computer with Internet access and a word processing application.

### WHEN AND WHERE SHOULD THE TASK BE COMPLETED?

- This task may be done in your own time as homework or you may be given time to do this task in class (where applicable).
- Your assessor will provide you with the due date for this assessment.

### WHAT NEEDS TO BE SUBMITTED?

- Your answers to all questions.

### INSTRUCTIONS

Read each case study below and answer all questions correctly using the documentation developed in Assessment Task 1 as a basis for your answers.

#### **Case study 1: Wil**

*You are a junior kitchen hand and you see Wil, the Sous chef, wipe his brow with a tea towel and then use it to wipe the side of a serving plate.*

#### **QUESTION 1**

What should Wil have used to wipe his brow?

#### **QUESTION 2**

What should Wil have done with the tea towel after wiping his brow?

#### **QUESTION 3**

What do you need to do now?



# MARKING GUIDE

SIT50416

## DIPLOMA OF HOSPITALITY MANAGEMENT

SITHIND001 USE HYGIENIC  
PRACTICES FOR HOSPITALITY  
SERVICE



## Contents

Assessment information .....	5
Definitions .....	7
Assessment Task 1: Project .....	10
Part A – Hygiene risk assessment.....	11
Part B – Develop policies and procedures .....	11
Part C – Develop checklists.....	13
Assessment Task 2: Observation .....	17
Assessment Task 3: Case studies .....	19
Unit Mapping – SITHIND001 - Use hygienic practice for hospitality service.....	23

SAMPLE

## Assessment information

### About this marking guide

This document is to be used as a guide to marking the assessment tasks required for this unit.

This document outlines the instructions provided to the student for each task and accompanying sample/ benchmark answers and any relevant instructions for the assessor.

### Assessment tasks

This unit is assessed in the following ways:

Assessment Task	Overview
Assessment Task 1: Project	There are three parts to this task: <ul style="list-style-type: none"><li>Part A requires the student to complete a hygiene related risk assessment</li><li>Part B requires the student to develop a number of hygiene related policies and procedures</li><li>Part C requires the student to develop personal cleanliness checklists.</li></ul>
Assessment Task 2: Observation	The student is required to check and adjust personal cleanliness, uniform and PPE for a number of colleagues (other students) following a service period.
Assessment Task 3: Case study	The student is required to answer each of the questions.

### Assessment plan

The Student Assessment Booklet includes an assessment plan that students are required to read and sign. Get this signed plan before students begin the assessment tasks for this unit. Students can use this plan to declare whether they need any support or adjustments.

### Assessment documents

We have developed a range of comprehensive assessment documents for assessment of this unit.

Assessors will need the following documents:

- Assessment Record Tool – to be used by the assessor to record the decision-making process. Details about workplace-based tasks (if applicable) are also included in this document.
- This Marking Guide, which includes:
  - a guide to assessors on the process of assessment
  - benchmark responses to assessment tasks
  - mapping of assessment tasks to unit of competency requirements (see the end of this booklet).

Students will need to receive the Student Assessment Booklet for this unit.

Assessors must provide students with the due date for each assessment task for this unit – students should be instructed to write the dates in their Student Assessment Booklet.

### Assessment attempts and resubmissions

Students have up to three attempts to complete assessment tasks satisfactorily. If after the third attempt, the student has not completed the task satisfactorily, the assessor must make alternative arrangements for assessment. Depending on the task, this may include:

- resubmitting incorrect answers to questions (such as written tasks and case studies)
- resubmitting part or all of a project, depending on how the error impacts on the total outcome of the task

## Assessment Task 1: Project

### INFORMATION FOR THE ASSESSOR

*Provide students with the date of submission for this task.*

*The purpose of this task is for students to demonstrate their understanding of hygiene hazards, procedures, reasons for maintaining personal hygiene during service and employee responsibilities and routines for work preparation.*

*Where students do not correctly or adequately demonstrate the skills and knowledge required of this task, they will need to be given feedback. Depending on their level of their performance and the types of areas in which they did not show competence, you may:*

- *let them to redo the task once they have considered the feedback*
- *request that they undertake further learning and redo the task at a later date – in this case provide the student with a new date for submission.*

*Record your observations of the student's performance in the Assessment Record Tool.*

### TASK SUMMARY

There are three parts to this assessment:

- Part A requires you to complete a hygiene related risk assessment.
- Part B requires you to develop a number of hygiene related policies and procedures.
- Part C requires you to develop personal cleanliness checklists.

### RESOURCES AND EQUIPMENT REQUIRED TO COMPLETE THIS TASK

- Access to learning materials.
- Access to a computer with Internet access and a word processing application.
- Marino Enterprises Handbook (Hygiene Risk Assessment template).

### WHEN AND WHERE DO I NEED TO COMPLETE THIS TASK?

- This task may be done in your own time as homework or you may be given time to do this task in class (where applicable).
- Your assessor will provide you with the due date for this assessment.

### WHAT DO I NEED TO SUBMIT?

- Part A – Hygiene risk assessment.
- Part B – Four procedures relating to hygiene practices.
- Part C – Two checklists.

## Assessment Task 2: Observation

### INFORMATION FOR THE ASSESSOR

*Provide students with the date of this observation.*

*The purpose of this task is for students to demonstrate that they can prevent health hazards in the workplace by checking the cleanliness and personal hygiene of colleague's day-to-day work functions.*

*Where students do not correctly or adequately demonstrate the skills and knowledge required of this task, they will need to be given feedback. Depending on their level of their performance and the types of areas in which they did not show competence, you may:*

- *let them to redo the task once they have considered the feedback on the same occasion*
- *request that they undertake further learning and redo the task at a later date – in this case provide the student with a new date for observation.*

*Students may work in groups for this activity so that everyone gets the opportunity to check for clean hands, uniform and PPE and present the information regarding the procedure and the hazards.*

*Where students are not required to wear a general hospitality type uniform (black pants or skirt, black enclosed shoes, white shirt, etc) the students should check other student's general cleanliness of their clothes and their appearance (in line with their procedures).*

*Record your observations of the student's performance in the Assessment Record Tool.*

### TASK SUMMARY

You are required to check and adjust personal cleanliness, uniform and PPE for a number of colleagues following a service period.

### RESOURCES AND EQUIPMENT REQUIRED TO COMPLETE THIS TASK

- Access to learning materials.
- Access to a computer with Internet access and a word processing application.
- Access to at least three other class members or colleagues.
- Copies of the documentation developed in Assessment Task 1.
- Access to a hand cleaning kit (a UV/black light or torch and a product such as Glitter Bug or Glow Germ).
- Access to amenities or facilities to wash hands.

### WHEN AND WHERE DO I NEED TO COMPLETE THIS TASK?

- You must complete this assessment in a live workplace following a service period or a simulated environment that reflects the hospitality industry.
- Your assessor will provide you with the due date for this assessment.

### WHAT DO I NEED TO SUBMIT?

- You do not need to submit anything for this task.

## Assessment Task 3: Case studies

### INFORMATION FOR THE ASSESSOR

*The purpose of the case study/studies is for students to demonstrate their knowledge of:*

- *The identification of workplace hygiene hazards and how these should be addressed.*

*Students are to read the case studies and answer all questions. Students are required to answer all questions correctly. The bench mark answers included in this marking guide, have been developed according to the Assessor's version of the Hygiene Risk Assessment developed in Assessment Task 1. Students answers will vary according to the risk assessment that they have developed – ensure their answers align with their risk assessment. They must have completed Assessment Task 1 satisfactorily before they attempt this activity.*

*Provide students with the date of submission for this task.*

*Students can be given the opportunity to answer questions verbally if appropriate.*

*If students answer any questions in this task incorrectly, they will need to be given an appropriate time in which to resubmit. Students should only redo questions that are incorrect; however they will need to resubmit the entire assessment. Provide the student with the date for resubmission.*

*Benchmark responses for each question are provided below.*

*Record the outcome of this assessment in the Assessment Record Tool.*

### TASK SUMMARY

For this task you are required to answer the case study questions to demonstrate your knowledge of the identification of hygiene health hazards and how these should be addressed. You must have completed Assessment Task 1 satisfactorily before you attempt this activity as your answers will need to be based on the Hygiene Risk Assessment you developed in Assessment Task 1.

### RESOURCES AND EQUIPMENT REQUIRED TO COMPLETE THIS TASK

- Access to learning materials.
- Access to a computer with Internet access and a word processing application.

### WHEN AND WHERE SHOULD THE TASK BE COMPLETED?

- This task may be done in your own time as homework or you may be given time to do this task in class (where applicable).
- Your assessor will provide you with the due date for this assessment.

### WHAT NEEDS TO BE SUBMITTED?

- Your answers to all questions.

## Unit Mapping – SITHIND001 - Use hygienic practice for hospitality service

Application	This unit describes the performance outcomes, skills and knowledge required to use personal hygiene practices to maintain the health and wellbeing of self and others. The skills and knowledge to ensure food safety are covered in SITXFSA001 Use hygienic practices for food safety. The unit applies to all hospitality service environments. Individuals at all levels use this skill in the workplace during the course of their daily activities.
Licensing requirements	NA
Prerequisites	NA

Element	Performance criteria	Assessment Tasks		
		AT1	AT2	AT3
1. Maintain personal hygiene	1.1 Develop a routine of personal cleanliness practices in preparation for work and to maintain customer confidence in organisational service	Part B, Part C1, 2	1, 2	
	1.2 Check and adjust personal cleanliness during service periods to maintain health of self and others		1, 2	
	1.3 Check cleanliness of uniform and personal protective equipment for contamination during service periods and adjust to maintain health of self and others		1, 2	
2. Prevent health hazards in the workplace	2.1 Follow organisational procedures to ensure hygienic personal contact in the course of work duties		1, 2	All case studies
	2.2 Prevent the spread of micro-organisms by washing hands at appropriate times		1, 2	
	2.3 Identify and address workplace hygiene hazards within scope of own role, and report any unresolved hazards that may affect the health of self and others	Part A, Part B4	1, 2	All case studies

Foundation skills	Description	Assessment Tasks		
		AT1	AT2	AT3
Reading skills to:	locate specific information relating to hygienic practices and hygiene hazards in workplace procedures	Part A, B and C	1, 2	All case studies
Oral communication skills to:	describe type and location of hygiene hazard when reporting		1, 2	
Learning skills to:	follow simple processes to model hygienic practices		1, 2	All case studies

Foundation skills	Description	Assessment Tasks		
		AT1	AT2	AT3
Problem-solving skills to:	adjust cleanliness and appearance after identifying hygiene hazards		1, 2	

Performance Evidence	Assessment Tasks		
	AT1	AT2	AT3
Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:			
▪ establish a procedure to:	Part A, B, C		
– integrate at least eight personal hygiene practices in day-to-day preparation for work	Part A, B, C		All case studies
– check at least two of the following for contamination and cleanliness during day-to-day work functions and adjust as required:		1, 2	
– hands		1	
– uniform		2	
– clothing		2	
– personal protective items		2	

Knowledge Evidence	Assessment Tasks		
	AT1	AT2	AT3
Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:			
▪ personal and professional reasons for maintaining personal hygiene in hospitality service environments:		1, 2	
– reduction of, and healing from, personal illness	Part B1, 2, 3		
– optimal health and sense of well being	Part B1, 2, 3		
– social acceptance	Part B1, 2, 3		
– prevention of spread of illness to others	Part B1, 2, 3		
– maintenance of organisation image and service standards	Part B1, 2, 3		

Knowledge Evidence	Assessment Tasks		
	AT1	AT2	AT3
<ul style="list-style-type: none"> <li>▪ personal hygiene practices to care for personal health and wellbeing prior to and during service periods:               <ul style="list-style-type: none"> <li>– bathing or showering</li> <li>– brushing and flossing teeth; using mouthwash</li> <li>– cutting or manicuring finger nails</li> <li>– treating skin allergies, conditions or wounds</li> <li>– using deodorant</li> <li>– using hand sanitiser</li> <li>– washing clothes regularly</li> <li>– washing hands regularly</li> <li>– washing scalp and hair</li> <li>– wearing clean clothing and personal protective equipment</li> </ul> </li> </ul>		1, 2	All case studies
	Part B1, 2		
<ul style="list-style-type: none"> <li>▪ meaning of:               <ul style="list-style-type: none"> <li>– airborne diseases</li> <li>– infectious diseases</li> </ul> </li> </ul>			
	Part B3		
	Part B3		
<ul style="list-style-type: none"> <li>▪ ways of transferring micro-organisms and spreading airborne and infectious diseases and illness to self and others:               <ul style="list-style-type: none"> <li>– blowing nose</li> <li>– coughing</li> <li>– drinking</li> <li>– scratching skin and hair</li> <li>– sneezing</li> <li>– spitting</li> <li>– touching wounds</li> </ul> </li> </ul>		1, 2	All case studies
	Part B2, 3		
<ul style="list-style-type: none"> <li>▪ employee responsibilities in following hygienic practices and maintaining the hygiene of the workplace.</li> </ul>	Part B1 - 4, Part C	1, 2	All case studies

Assessment Conditions	Assessment Tasks		
	AT1	AT2	AT3
Skills must be demonstrated in a hospitality industry service environment. This can be:			
▪ an industry workplace			
▪ a simulated industry environment	✓	✓	✓
Assessment must ensure access to:			
▪ organisational specifications:			
– guidelines relating to personal hygiene and presentation requirements	✓	✓	✓
– guidelines relating to workplace hygiene standards and hazards	✓	✓	✓
▪ others with whom the individual can interact; these can be:			
– others in an industry workplace who are assisted by the individual during the assessment process; or			
– individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.	✓	✓	✓
Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.	RTO to ensure		



# ASSESSMENT RECORD TOOL

SIT50416

DIPLOMA OF HOSPITALITY  
MANAGEMENT

SITHIND001 USE HYGIENIC PRACTICES FOR  
HOSPITALITY SERVICE

Student first name: \_\_\_\_\_

Student last name: \_\_\_\_\_

## Introduction

### Assessment requirements

This record tool is to be used to record the assessment decisions for SITHIND001 Use hygienic practices for hospitality service.

Assessment is based on a number of forms of evidence, as follows:

- Assessment Task 1: Project
- Assessment Task 2: Observation
- Assessment Task 3: Case studies

These assessments are targeted to a student who is studying SIT50416 Diploma of Hospitality Management.

### Recording assessment outcomes

Use this Assessment Record Tool to record the outcomes of each assessment task related to this unit. Add any further comments about the student's performance to the Assessment Cover Sheet for the relevant task.

### Marking Guide

Refer to the Marking Guide for benchmark responses to written tasks and projects.

### Assessment Checklists

Use the checklists below to record the outcomes of each task.

Observation tasks will include guidance to expected performance as well as instructions to the assessor about any further assessment requirements.

Record each task's outcome on the Record of Assessment Outcomes at the end of this document.

PART B			
	Yes	No	Comments
<input type="checkbox"/> Employee responsibilities in following the procedure <input type="checkbox"/> How to report others, or themselves not following the procedure?			
<p>Did the student develop a Personal Illness - prevention of spread of illness and disease procedure that clearly addressed:</p> <input type="checkbox"/> The personal and professional reasons for maintaining personal hygiene in the workplace, that should address: <ul style="list-style-type: none"> <li><input type="checkbox"/> Reduction of, and healing from, personal illness</li> <li><input type="checkbox"/> Optimal health and sense of well being</li> <li><input type="checkbox"/> Presentation of spread of illness to others</li> <li><input type="checkbox"/> Organisational image and service standards</li> </ul> <input type="checkbox"/> The meaning of airborne diseases and infectious diseases <input type="checkbox"/> How airborne and infectious diseases are transmitted <input type="checkbox"/> Three common examples of airborne diseases and three examples of different infectious diseases <input type="checkbox"/> The procedure for not attending work in the case of illness or disease <input type="checkbox"/> How to prevent the spread of illness and disease at work <input type="checkbox"/> A list of other procedures that must be followed in conjunction (eg. handwashing) <input type="checkbox"/> Employee responsibilities in following the procedure <input type="checkbox"/> How to report others, or themselves not following the procedure?			
<p>Did the student develop a Reporting Hygiene Hazard procedure that clearly addressed:</p> <input type="checkbox"/> When to report hygiene related hazards <input type="checkbox"/> How to report the hazard <input type="checkbox"/> Whom to report to the hazard to <input type="checkbox"/> Employee responsibilities in identifying and reporting hazards and seeing others using unhygienic practices?			

## ASSESSMENT TASK 2: OBSERVATION

*You have noticed that hygiene practices have been sloppy of late and your supervisors have not been pulling staff up in accordance with procedures. After the lunch service you decide to complete some checks with the staff. Prepared with the hygiene risk assessment, hygiene procedures, checklists and the wash washing kit, you ask staff to meet in the staff room.*

### **Instructions for the assessor:**

*The assessor must observe this assessment task. Students may work in groups for this activity so that everyone gets the opportunity to check for clean hands, uniform and PPE and present the information regarding the procedure and the hazards.*

*Where students are not required to wear a general hospitality type uniform (black pants or skirt, black enclosed shoes, white shirt, etc) to class the students should check other student's general cleanliness of their clothes and their appearance (in line with their procedures).*

Did the student:	Yes	No	Comments
Promote the maintenance of personal hygiene and prevent health hazards by checking the hands of at least four students under the UV light?			
Outline and discuss the hand washing procedure with the students and ask them to wash their hands?			
Re-check everyone's hands with the UV light and work with individuals until their hands were clean?			
Explain the hazards associated with unclean hands, clearly and in a language suitable for the audience?			
Promote the maintenance of personal hygiene and prevent health hazards by checking the uniform, PPE and general cleanliness/appearance of at least four staff against the procedure requirements?			
Explain to the students that did not meet the standards why they didn't meet the standards in a polite and respectful manner?			
Outline and discuss the personal hygiene and presentation procedure with all students in the group?			

## Record of assessment outcomes: SITHIND001

This section records the outcome of each task/assessment requirement so that the final assessment outcome can be determined for SITHIND001 Use hygienic practices for hospitality service.

The table below shows all the assessment requirements for this unit. Once a student has satisfactorily completed all requirements related to the unit, they can be given a Final Assessment Result of 'Competent'. A number of spaces have been provided to record multiple attempts. Final Assessment Results should only be recorded once all tasks have been attempted.

Assessment Tasks	Task Outcome		
	Satisfactory (S) Not satisfactory (NS)	Date	Assessor initials
Assessment Task 1: Project			
▪ Part A			
▪ Part B			
▪ Part C			
Assessment Task 2: Observation			
Assessment Task 3: Case studies			
Final Assessment Results	Result (C/NYC)	Date	
SITHIND001 Use hygienic practices for hospitality service			
Student name:			
Assessor name:			
Assessor signature:			Date:    /    /