***Assessment Tasks and Instructions***

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| Student Name |  |
| Student Number |  |
| Course and Code |  |
| Unit(s) of Competency and Code(s) | SITXINV006 Receive, Store and Manage stock |
| Trainer/Assessor |  |

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| **Assessment for this Unit of Competency** | **Details** |
| Assessment 1 | **Short Answer Questions** |
| Assessment 2 | Practical observation |
| Assessment 3 |  |
| **Assessment conducted in this instance: Assessment 1** [x]  **2** [ ]  **3** [ ]  |

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| **Reasonable Adjustment** |
| 1. ***Has reasonable adjustment been applied to this assessment?***
 |
| No [ ]  No further information requiredYes [ ]  Complete 2.  |
| 1. ***Provide details for the requirements and provisions for adjustment of assessment:***
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| **Student to complete** |
| [ ]  | My assessor has discussed the adjustments with me |
| [ ]  | I agree to the adjustments applied to this assessment |
| Signature |  | Date |  |

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| **2nd Assessor to complete** |
| [ ]  | I agree the adjustments applied to this assessment are reasonable |
| Name |  |
| Signature |  Date: |

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| **Knowledge evidence**Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:* principles of stock control:
* rotation of stock
* product life cycle
* minimising wastage of stock
* key functions of stock control systems
* organisational procedures for:
* order and delivery documentation
* receiving and recording incoming stock
* reporting on discrepancies or deficiencies
* stock security
* safe manual handling techniques for the receipt, transportation and storage of stock
* contents of date codes and rotation labels for stock
* meaning of contaminant, contamination and potentially hazardous foods as defined by the Australia New Zealand Food Standards Code
* reasons for protecting food from contamination
* different types of contamination:
* microbiological
* chemical
* physical
* methods of rejecting contaminated food
* potential deficiencies of delivered stock:
* contaminated stock
* stock that is intended to be:
* frozen but has thawed
* chilled but has reached a dangerous temperature zone
* packaged stock that is exposed through damaged packaging
* correct environmental storage conditions for each of the main food types specified in the performance evidence:
* correct humidity and temperature
* correct ventilation
* protecting perishables from exposure to:
* heating or air conditioning
* accidental damage through people traffic
* environmental heat and light
* sanitary cleanliness and hygiene
* storing stock:
* in dry stores
* in cool rooms or refrigerators
* in freezers
* food safety procedures and standards for storage of stock:
* appropriate containers
* avoiding allergen contamination
* labelling and coding
* first in first out methods
* product life of stock
* quarantining the storage of items that are likely to be the source of contamination of food:
* chemicals
* clothing
* personal belongings
* indicators of spoilage and contamination of stock

correct and environmentally sound disposal methods for spoilt stock |
| ***Place/Location where assessment will be conducted*** |
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| ***Resource Requirements*** |
| Pen, Paper, internet access or a copy of “Australia New Zealand Food Standards Code - Standard 3.2.1 - Food Safety Programs (Australia Only)” or an organisational food safety plan as set out in the TP. |
| ***Instructions for assessment including WHS requirements*** |
| You are required to address all questions to achieve competence. Your trainer will provide you with instructions for time frames and dates to complete this assessment.Once completed, carefully read the responses you have provided and check for completeness. Your trainer will provide you with feedback and the result you have achieved.  |

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| Statement of Authenticity |
| [ ]   | I acknowledge that I understand the requirements to complete the assessment tasks |
| [ ]  | The assessment process including the provisions for re-submitting and academic appeals were explained to me and I understand these processes |
| [ ]   | I understand the consequences of plagiarism and confirm that this is my own work and I have acknowledged or referenced all sources of information I have used for the purpose of this assessment |
| **Student Signature: Date: / /202** |

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| **This assessment:** | **First Attempt □**□ | **2nd Attempt** [ ]  | **Extension** [ ]  **–** Date:    /    /    |
| **RESULT OF ASSESSMENT** | **Satisfactory [ ]  Not Yet Satisfactory [ ]**  |

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|  **Feedback to Student:** |
| **Assessor(s) Signature(s):** |  | **Date:** |  **/ 202** |
| **Student Signature** |  | **Date:** | **/    /** |

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## Knowledge Test 1-short answer question

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| **Instructions** | **For learners:** Please answer the following Knowledge Test questions. You may reference the learning content and/or conduct your own research.You must answer all of the questions ensuring sufficient responses to demonstrate reflection and knowledge of each question.Responses that are too short or do not sufficiently demonstrate knowledge or genuine reflection will be marked as incorrect.You should attempt every question and review your answers before submitting your work for marking. Each question is graded out of 1 mark. When you have completed all questions, you will need to press ‘Save and Submit’ to send through for grading.*By submitting your work, you are declaring that the material contained within your submissions is your own material, written and developed by no other person except where due reference is made. False declarations may lead to withdrawal of any qualification or subject.***For assessors:**The assessor must consider all aspects of the Unit of Competency (UoC) when making a judgement. For guidance, sample answer/s and a rubric have been provided to give clarity on the evidence required and to maintain a consistency of judgement.The assessor should offer constructive feedback across the assessment. In the first instance, if insufficient evidence to meet criteria is presented, the assessor must offer feedback and allow the learner the opportunity to resubmit.Feedback comments must be provided in red text. |
| **Range and conditions** | * Online
* Learners must work through this assessment independently
 |
| **Decision-making rules** | Learners must answer all of the questions ensuring sufficient responses to demonstrate the required skills and underpinning knowledge to complete each question. All answers must be correct to be assessed as ‘Competent’ (C). Answers will be assessed against prescribed marking criteria. Where a learner is assessed as ‘Not Yet Competent’ (NYC), they will be provided an opportunity to resubmit their work at a later date. |
| **Pre-approved reasonable adjustments** | There are no pre-approved adjustments for this assessment. Adjustments will be made on a case by case basis. The assessor must record details on the student’s profile record. |
| **Rubric** | A rubric has been assigned for each question. As a principle, the assigned mark will be zero if a learner gives a response that:* is blank
* does not attempt to answer the assigned question (e.g., responds: ‘I don’t know’).
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Q1. What is the role of ‘stock rotation’ in stock control?

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Q2. What is the most common method of stock rotation used in hospitality?

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Q3. List the four (4) stages of the ‘product life cycle’.

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Q4. Give two (2) reasons why it is important for businesses to know the stage of a product in terms of its ‘product life cycle’.

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Q5. What is the difference between ‘Best Before’ dates and ‘Use By’ dates on a product?

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Q6. Give two (2) reasons why it is important to protect food products from items that have the potential to contaminate them.

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Q7. What are the key functions of stock control systems?

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Q8. Which three (3) documents businesses may use for ordering and delivery of stock from external suppliers?

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Q9. Which document is used to request reallocation of stock internally?

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 Q10. List four (4) steps in the process of receiving and recording incoming stock.

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Q11. List three (3) examples of security protocols that might be applied by an organisation to secure its stock.

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Q12. List five (5) correct conditions that are required for safe storage of dry goods.

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Q13. List five (5) correct conditions that are required for refrigerated storage of foods such as fruit, vegetables, and meat.

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Q14. List five (5) correct conditions that are required for refrigerated storage of foods such as dairy products and eggs.

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Q15. List three (3) correct conditions that are required for refrigerated storage of foods such as poultry and seafood.

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Q16. List three (3) correct conditions that are required for storing frozen goods.

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Q17. What are three (3) preferred methods for reporting of stock discrepancies and deficiencies?

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Q18. Identify three (3) things that may ensure safe manual handling for transportation and receiving of stock.

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## Knowledge test 2

Q1. Give three (3) reasons why a kitchen must take measures to protect food from contamination.

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Q2. What are three (3) types of ‘contamination of food’?

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Q 3. List three (3) practices that may be applied when rejecting contaminated food on delivery

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Q4. What are four (4) examples of potential deficiencies of delivered perishable food items?

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Q5. For the following perishable item, identify the correct environmental storage condition required for both humidity and temperature.

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| **Food item** | **Required humidity** | **Required temperature** |
| Dairy products |  |  |
| Dry goods |  |  |
| Eggs |  |  |
| Frozen goods |  |  |
| Fruit and vegetables |  |  |
| Meat |  |  |
| Poultry |  |  |
| Seafood |  |  |

Q 6. Give three (3) examples of ‘correct ventilation’ for correct storage conditions for food.

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Q7. Give three (3) examples of things you can do to protect perishables from exposure to heating or air conditioning.

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Q8. Give three (3) examples of things you can do to protect perishables from accidental damage through people traffic.

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Q9. Give three (3) examples of things you can do to protect perishables from environmental heat and light.

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Q10. Explain the term ‘sanitary cleanliness and hygiene’ of storage areas in relation to food items.

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Q11. List four (4) locations within commercial kitchens for storing food items

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Q12. List five (5) examples of standards that should be practised for the storage of food items.

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Q13. List three (3) generic items that may be a source of contamination to food and should be quarantined.

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Q14. List five (5) indicators of spoilage and contamination of stock.

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Q15. List three (3) examples of correct and environmentally sound disposal methods for spoilt stock.

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