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072106T4FBS

FOOD AND BEVERAGE SALES MANAGEMENT LEVEL 6

HOS/OS/FB/CR/05/6/A

Manage Banquets and Events Services

Nov/Dec2024

TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL (TVET CDACC)

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PRACTICAL ASSESSMENT

INSTRUCTIONS TO ASSESSOR

1. Assess the candidate as the practical progresses observing the critical areas
2. You are required to mark the practical as the candidate perform the tasks
3. You are required to take video clips at critical points
4. Ensure the candidate has a name tag and registration code at the back and front

OBSERVATION CHECKLIST

Candidate's Name & Registration Code			
Assessors Name & Registration Code			
Venue of Assessment			
Date of Assessment			
Items to be Evaluated: Please award marks as appropriate. Give a brief comment on your observation.	**Marks Available**	**Marks Obtained**	**Comments**
Grooming and Personal Hygiene • Clean and well-fitted uniforms, low flat shoes • Visible and legible name tags • No nail varnish and minimal make up • Washed hands *(Award 1mark as for each observation)*	**4**		
Sub total	**4**		
TASK1:TAKE RESERVATION FOR THE EVENT			
Written reservation details • Name of the establishment • Date and time • Clients /company name taking reservation • Clients/company telephone number • Type of the event • Event venue	**13**		

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• Set up style required • Number of attendees • Prices being charged • Food and beverage requirement9(juice) • Method of service used • Table plan • Additional details *(Award 1mark as for each observation)*			
Sub total	**13**		
TASK 2:DEVELOP A LIST OF REQUIREMENT FOR THE EVENT			
Developed list of the requirements; • Event details • Venue requirements • Beverage list • Decorations and set up • Technical requirements • Entertainment and program • Logistics and support • Administrative requirements e.g. license or permits *(Award marks as indicated for each observation)*	**1** **1** **1** **2** **1** **2** **1** **1**		
Sub total	**10**		
TASK 3:SUPERVISE MISE-EN-PLACE			
• Prepared Beverage station • Availed Technical equipment e.g.	**1** **1**		

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lighting, microphones • Organized service station • Organized reception area • Placed signage for restrooms, serving area • Polished glasses of juice • Arranged tables to create appropriate layout for the event • Arranged enough chairs for the expected number of guests • Left enough space for the gang way *(Award marks as indicated for each observation)*	**1** **1** **2** **1** **1** **1** **1**		
Sub total	**10**		
TASK4: SET UP THE EVENT VENUE			
Prepared Table plan and layout • Clothed tables with clean, starched and well pressed linen • Placed linen centrally • Matched linen color scheme in the room • Used appropriate décor items • Utilized décor items • Used fresh flowers *(Award marks as indicated for each observation)*	**2** **1** **2** **1** **1** **1**		
Sub total	**8**		
TASK5: SERVE JUICE			

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• Served juices in the right juice glasses • Served juices using a salver tray from the right side • Garnished glasses well • Served all guests *(Award marks as indicated for each observation)*	**1** **2** **1** **1**		
Sub total	**5**		
TASK 6:DEVELOP THE EVENT REPORT			
Developed event report details • Event overview • Planning and preparation • Events set up • Events execution • Challenges and solutions • Financial overview • Client /guest feedback • Photos and media • Conclusion • Follow up actions *(Award 1 mark as for each observation)*	**10**		
Sub total	**10**		
GRAND TOTAL	**60**		
TOTAL TOTAL ($\frac{X}{60} \times 100$)	**100%**		

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The candidate was found to be: Competent ☐ Not yet Competent ☐ (Please tick as appropriate) (The candidate is competent if the candidate obtains at least 50%)
Feedback from the Candidate:
Feedback to the Candidate:
Candidate Signature **Date:** _____ _____
Assessor's Signature **Date** _____ _____

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