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072106T4FBS

FOOD AND BEVERAGE SALES AND SERVICE LEVEL 6

HOS/OS/FB/CR/05/6

Manage Banquets and Events Services

July/August 2025

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

PRACTICAL ASSESSMENT

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INSTRUCTIONS TO THE 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 task
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			
Assessor's 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**
1. Personal hygiene • Clean well pressed uniform • Short hair or neatly tied back hair • Short clean nails and no vanish • Hands kept clean throughout • Clean, low-heeled leather shoes *(Award 1 mark for each hygiene aspect)*	**1** **1** **1** **1** **1**		
Subtotal	**5**		
TASK1: Carry out Mise-en-place tasks			
2. Cleaning and polishing table ware • Cleaned the event room floor, wall, windows and furniture • Cleaned and polished all tableware (cutlery, flatware, hollow-ware, glass ware, crockery) • Lined sideboards (*Award marks appropriately for each task correctly done*)	4 **3** **1**		
SUBTOTAL	8		

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3. Cleaning and refilling of sauce bottles			
• Grouped different kinds of sauce bottles on a lined tray according to type	**1**		
• Collected a damp cloth, a dry cloth and bowl of water	**1**		
• Kept caps on and stand bottles upside-down for bottles with little sauce	**1**		
• Empty less than half-full sauce into bottle that are more than half	**1**		
• Cleaned the outside of the bottles with a clean damp cloth then clean the inside of the neck of the bottle	**1**		
• Clean the caps using warm water	**1**		
• Replace caps on bottles and clear the empties away	**1**		
• Store the refilled bottles upright	**1**		
Subtotal	**8**		

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4. Lay covers for eight guests • Placed correct tableware as per the menu • Placed tableware in correct places • Checked for even spacing of tableware • Placed menu card at the center of the table • Placed table accompaniments at center of table (flower vase with fresh flowers, table number, cruet and ash tray) *(Award marks appropriately for each task correctly done)*	**2** **2** **1** **1** **2**		
Sub total	**8**		
5. Menu card • Designed menu card correctly • Correct size and material • Theme shown • Proper sequencing of courses • Correct language and spelling • Attractive and neat *(Award 1mark for each correct feature)*	**1** **1** **1** **1** **1** **1**		
Sub total	**6**		
Task 2 **6. Setting up African wedding buffet island** • Arranged Tables, chairs and sideboards • Used appropriate layout for the event (highland arrangement) • Left sufficient space for gangways • Laid all tables procedurally (overlap	**2** **2** **1**		

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facing away from the entrance, well centered, balanced) *(Award marks appropriately for each task correctly done)*	**3**		
Subtotal	**8**		
Task 3: Skirting the buffet table using box pleats			
7. Procedure for skirting • Assembled a skirting cloth, molton, buffet cloth and suitable pins (office pins) • Used clean and stable table • Placed the molton on the table and cover with buffet cloth • Folded skirting cloth to fit the height of the table • Skirted correctly using box pleats • Pleated Neatly and evenly	**2** **1** **1** **1** **3** **2**		
Sub total	**10**		
TASK4: Served three course meal with coffee using silver service method	**Marks Available**	**Marks Obtained**	**Comments**
8. Procedure for silver service • Welcomed and sat guests • Placed napkins on guests' laps/ neck • Served drinking water from the right side • Presented the menu card from right • Took the order from the left • Collected food from the kitchen on a tray using the correct dishes	**1** **1** **1** **1** **1** **1**		

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• Placed hot soup plates and served the soup from the left	**1**		
• Cleared the soup plates from the right	**1**		
• Placed hot dinner plates from the right	**1**		
• Served the food from the left	**1**		
• Plated the food neatly following the correct sequence from the left side of the guest	**2**		
• Observed proper manipulation of the correct service tools	**1**		
• Cleared dinner plates procedurally from right.	**1**		
• Cleared side plates from left	**1**		
• Crumbed down (left-right) and adjusted dessert covers	**2**		
• Cleared cruets	**1**		
• Served dessert and then cleared procedurally	**1**		
• Carried dirties to the wash-up on correct tray	**1**		
(Award marks appropriately for each correct task)			
Sub total	**20**		
9. Service of coffee			
• Assembled; coffee cups, saucers, coffee spoons, side plates, pot of milk, sugar dish and pot of hot black coffee on a lined salver	**4**		
• Approached the guest from right and placed coffee cup and saucer on an	**1**		

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underlined side plate at the right of the guest • Asked the guest how many teaspoons of sugar they would like • Asked the guest how they want their coffee (black or white) • Served starting with sugar, black coffee then milk. • Pushed the coffee cup to the center • Welcomed the guest *(Award marks appropriately for each of the tasks done correctly)*	**1** **1** **3** **1** **1**		
Sub- total	**12**		
Task 5: Event summary report checklist • Event overview: name, type, date and location of the event • Theme of the event/ target audience • Guest experiences • Areas of success • Areas of improvement • Follow –up actions: confirmation of thank-you notes sent to guests • Met timelines for post-event tasks	**4** **1** **2** **2** **2** **2** **2**		
Sub total	**15**		
GRAND TOTAL	**100**		
Total score x/100x100			
ASSESSMENT OUTCOME			

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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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