

NVQ/SVQ Level 1

Multi-Skilled Hospitality Services

H155

To achieve this qualification candidates must complete 7 units in total including:

| Target Date for Achievement | Revised Achievement Date | IV Confirmation of Achievement |
|---|--------------------------|--------------------------------|
| All of the following units | | |
| 1G1 Maintain a safe, hygienic and secure working environment | | |
| 1G4 Contribute to effective teamwork (CfA)* | | |

Plus 5 optional units in any combination, subject to the following:

- Candidates taking food preparation and/or cooking units must complete 2G3 as one of their 5 optional units
- Candidates taking food service units must complete 2G4 as one of their 5 optional units
- Candidates taking food preparation and/or cooking units and food service units must complete 2G3 as one of their 5 optional units (candidates do not also have to take 2G4)

| Target Date for Achievement | Revised Achievement Date | IV Confirmation of Achievement |
|---|--------------------------|--------------------------------|
| Optional units – All Food Preparation and/or Cooking or Food Service units | | |
| 2G3 Maintain food safety when storing, preparing and cooking food | | |
| 2G4 Maintain food safety when storing, holding and serving food | | |

* (CfA) unit imported from the Council for Administration

Please turn over for page 2 of the framework

| | | Target Date for Achievement | Revised Achievement Date | IV Confirmation of Achievement |
|-----------------------|--|-----------------------------|--------------------------|--------------------------------|
| Optional units | | | | |
| 1DS1 | Prepare and clear areas for drinks service | | | |
| 1DS2 | Serve drinks | | | |
| 2DS7 | Prepare and serve dispensed and instant hot drinks | | | |
| 1FS1 | Prepare and clear areas for table/tray service | | | |
| 1FS2 | Provide a table/tray service | | | |
| 1FS3 | Prepare and clear areas for counter/takeaway service | | | |
| 1FS4 | Provide a counter/takeaway service | | | |
| 1FS5 | Provide a trolley service | | | |
| 1FS6 | Assemble meals for distribution via conveyor belt | | | |
| 1FP1 | Prepare vegetables | | | |
| 1FP2 | Prepare and finish simple salad and fruit dishes | | | |
| 1FP3 | Prepare hot and cold sandwiches | | | |
| 1FC1 | Cook vegetables | | | |
| 1NFPC1 | Prepare and cook fish | | | |
| 1NFPC2 | Prepare and cook meat and poultry | | | |
| 1NFPC3 | Prepare and cook pasta | | | |
| 1NFPC4 | Prepare and cook rice | | | |
| 1NFPC5 | Prepare and cook eggs | | | |
| 1NFPC6 | Prepare and cook pulses | | | |
| 1NFPC7 | Prepare and cook vegetable protein | | | |

Please turn over for page 3 of the framework

| | Target Date for Achievement | Revised Achievement Date | IV Confirmation of Achievement |
|---------------------------------|---|--------------------------|--------------------------------|
| Optional units continued | | | |
| 1NFPC8 | Cook and finish simple bread and dough products | | |
| 1NFPC9 | Prepare and cook grain | | |
| 1NP&C1 | Package food for delivery | | |
| 1H1 | Collect linen and make beds | | |
| 1H2 | Clean windows from the inside | | |
| 1H3 | Help to service toilets and bathrooms | | |
| 1H4 | Help to clean and maintain furnished areas | | |
| 1REC1 | Process information for reception function | | |
| 1REC2 | Distribute and dispatch mail (CfA)* | | |
| 1REC3 | Enter and find data using a computer (CfA)* | | |
| 1REC4 | Prepare and copy routine documents (CfA)* | | |
| 1REC5 | Receive, move and store customer and organisation property | | |
| 1REC6 | Service public areas at front of house | | |
| 1REC7 | Collect and deliver items for customers and staff | | |
| 1REC8 | Prepare, service and clear meeting and conference rooms | | |
| 1REC9 | Find and store files in a paper based system (CfA)* | | |
| 1G2 | Maintain and deal with payments | | |
| 1G3 | Maintain customer care | | |
| 1G5 | Clean and store crockery and cutlery | | |
| 1G6 | Maintain a vending machine | | |
| 2G1 | Give customers a positive impression of yourself and your organisation (ICS)* | | |

* (CfA) unit imported from the Council for Administration

* (ICS) unit imported from the Institute of Customer Service