Unit 303: Contribute to business success

# Sample lesson plan 1

**Course number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Course title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tutor’s name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Lesson length:** 12 hours **Room:** \_\_\_\_\_\_\_\_\_\_\_

**Lesson topic:** Legislations relevant to managing a section

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| **Aims**:   * To gain an understanding of legislative requirements * To develop an understanding of how compliance can be demonstrated * To develop an understanding of how operational procedures are standardised * To gain an understanding of how operational procedures are communicated * To develop an understanding of the benefits of legislative compliance * To demonstrate how own section complies with legislation * To gain an understanding of a supervisor’s role in monitoring food safety. | **Learning outcomes**:  To enable learners to:   * identify legislation requirements applied in own section * describe how organisations ensure compliance of legislation * describe how operational procedures are standardised * describe how operational procedures are communicated * explain the benefits of complying with legislation * describe how own section complies with legislation * explain the key role of a supervisor in the monitoring of food safety. |

| **Timing (mins)** | **Work to be covered** | **Teaching activity/assessment** | **Learner activity** | **Resources** |
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| 2 hours | Legislation applicable to running a section | Facilitate class discussion on what is meant by legislation: - purpose - who sets legislation.  Present **PowerPoint 1** on legislation.  Introduce individual **Activity 1** – legislations.  Introduce small group activity to research and list current legislations applicable to kitchens.  Introduce individual **Activity 2** – legislative responsibilities. | Listen and ask questions.  Participate in class discussions.  Complete **Activities 1 and 2** independently.  Share ideas for on legislations and responsibilities.  Contribute to group activities. | PowerPoint presentation 1  Activities 1 and 2 |
| 1 hour | Ensuring legislative compliance | Facilitate class discussion on legislative compliance: - meaning - procedures to demonstrate compliance - impacts of non-compliance.  Present **PowerPoint 1** on compliance.  Introduce small group activity to establish procedures to ensure legislative compliance. | Listen and ask questions.  Participate in class discussions.  Contribute to group activities. | PowerPoint presentation 1 |
| 2 hours | Standardising operational procedures | Facilitate class discussion on operating procedures - meaning - methods used to maintain procedures.  Introduce small group activity to research standardised operation procedures:  - purpose - information included - benefits to the business/team.  Present **PowerPoint 1** on standardised operating procedures.  Introduce individual **Activity 3** – SOP’s  Issue **Handout 1.** | Listen and ask questions.  Participate in class discussions.  Complete **Activity 3** independently.  Share ideas for on SOPs.  Contribute to group activities.  Read **Handout 1.** | PowerPoint presentation 1  Handout 1  Activity 3 |
| 2 hours | Communicating operational procedures | Introduce small group activity to establish methods used to communicate SOPs: - purpose - information included - benefits to the business/team.  Introduce individual **Activity 4** – communicating SOPs.  Facilitate class discussion on outcomes of activities.    Present **PowerPoint 1** on communicating standardised operating procedures. | Listen and ask questions.  Contribute to group activities.  Complete **Activity 4** independently.  Share ideas for on communicating SOPs.  Participate in class discussions. | PowerPoint presentation 1  Activity 4 |
| 2 hours | Benefits of complying with legislation | Facilitate class discussion on benefits of complying with legislation.    Present **PowerPoint 1** on benefits of legislative compliance.  Introduce small group activity to establish benefits to: - the business - the team - individuals - the customer.  Introduce individual **Activity 5** – benefits of legislative compliance. | Listen and ask questions.  Participate in class discussions.  Contribute to group activities.  Complete **Activity 5** independently.  Share ideas for on benefits of legislative compliance. | PowerPoint presentation 1  Activity 5 |
| 2 hours | How a section complies with legislation | Facilitate class discussion on responsibilities of a chef de partie.    Introduce small group activity to identify how a chef de partie can demonstrate legislative compliance.  Introduce individual **Activity 6** – legislative compliance in own section.  Present **PowerPoint 1** on legislative compliance in own section, | Listen and ask questions.  Participate in class discussions.  Contribute to group activities.  Complete **Activity 6** independently.  Share ideas for on demonstrating legislative compliance in own section. | PowerPoint presentation 1  Activity 6 |
| 1 hour | Supervisor’s role in monitoring food safety | Facilitate class discussion on role of a chef de partie in monitoring food safety.  Introduce small group **Activity 7** to identify key role of a chef de partie when monitoring food safety.  Present **PowerPoint 1** on legislative compliance in own section.  Issue **Handout 2.**  Issue **Worksheet 1**. | Listen and ask questions.  Participate in class discussions.  Contribute to group activities.  Complete **Activity 6** independently.  Share ideas for on demonstrating legislative compliance in own section.  Read **Handout 2.**  Complete **Worksheet 1** independently. | PowerPoint presentation 1  Handout 2  Activity 7  Worksheet 1 |

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| **How learning is to be measured:**   * Q&A during the session * Completion of **Activities 1–7** and **Worksheet 1.** | |
| **Homework/research work:**   * Review **Worksheet 1** and class notes. * Read **Handouts 1 and 2** to reinforce learning and understanding of standardised operating procedures and monitoring food safety. | |
| **Lesson evaluation** (delete as appropriate) | * Was the lesson better than expected * As expected * Worse than expected |
| **Lesson evaluation/comments:** | |
| **Suggestions/modifications for next lessons:** | |