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.
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| **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 1Activities 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’sIssue **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 1Handout 1Activity 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 1Activity 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 1Activity 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 1Activity 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 1Handout 2Activity 7Worksheet 1  |

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| **How learning is to be measured:*** Q&A during the session
* Completion of **Activities 1–7** and **Worksheet 1.**
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| **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.
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| **Lesson evaluation** (delete as appropriate) | * Was the lesson better than expected
* As expected
* Worse than expected
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| **Lesson evaluation/comments:** |
| **Suggestions/modifications for next lessons:** |