

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

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
2 hours	Legislation applicable to running a section	<p>Facilitate class discussion on what is meant by legislation:</p> <ul style="list-style-type: none"> - purpose - who sets legislation. <p>Present PowerPoint 1 on legislation.</p> <p>Introduce individual Activity 1 – legislations.</p> <p>Introduce small group activity to research and list current legislations applicable to kitchens.</p> <p>Introduce individual Activity 2 – legislative responsibilities.</p>	<p>Listen and ask questions.</p> <p>Participate in class discussions.</p> <p>Complete Activities 1 and 2 independently.</p> <p>Share ideas for on legislations and responsibilities.</p> <p>Contribute to group activities.</p>	<p>PowerPoint presentation 1</p> <p>Activities 1 and 2</p>

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
1 hour	Ensuring legislative compliance	<p>Facilitate class discussion on legislative compliance:</p> <ul style="list-style-type: none">- meaning- procedures to demonstrate compliance- impacts of non-compliance. <p>Present PowerPoint 1 on compliance.</p> <p>Introduce small group activity to establish procedures to ensure legislative compliance.</p>	<p>Listen and ask questions.</p> <p>Participate in class discussions.</p> <p>Contribute to group activities.</p>	PowerPoint presentation 1

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
2 hours	Standardising operational procedures	<p>Facilitate class discussion on operating procedures</p> <ul style="list-style-type: none"> - meaning - methods used to maintain procedures. <p>Introduce small group activity to research standardised operation procedures:</p> <ul style="list-style-type: none"> - purpose - information included - benefits to the business/team. <p>Present PowerPoint 1 on standardised operating procedures.</p> <p>Introduce individual Activity 3 – SOP's</p> <p>Issue Handout 1.</p>	<p>Listen and ask questions.</p> <p>Participate in class discussions.</p> <p>Complete Activity 3 independently.</p> <p>Share ideas for on SOPs.</p> <p>Contribute to group activities.</p> <p>Read Handout 1.</p>	<p>PowerPoint presentation 1</p> <p>Handout 1</p> <p>Activity 3</p>

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
2 hours	Communicating operational procedures	<p>Introduce small group activity to establish methods used to communicate SOPs:</p> <ul style="list-style-type: none"> - purpose - information included - benefits to the business/team. <p>Introduce individual Activity 4 – communicating SOPs.</p> <p>Facilitate class discussion on outcomes of activities.</p> <p>Present PowerPoint 1 on communicating standardised operating procedures.</p>	<p>Listen and ask questions.</p> <p>Contribute to group activities.</p> <p>Complete Activity 4 independently.</p> <p>Share ideas for on communicating SOPs.</p> <p>Participate in class discussions.</p>	<p>PowerPoint presentation 1</p> <p>Activity 4</p>

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
2 hours	Benefits of complying with legislation	<p>Facilitate class discussion on benefits of complying with legislation.</p> <p>Present PowerPoint 1 on benefits of legislative compliance.</p> <p>Introduce small group activity to establish benefits to:</p> <ul style="list-style-type: none"> - the business - the team - individuals - the customer. <p>Introduce individual Activity 5 – benefits of legislative compliance.</p>	<p>Listen and ask questions.</p> <p>Participate in class discussions.</p> <p>Contribute to group activities.</p> <p>Complete Activity 5 independently.</p> <p>Share ideas for on benefits of legislative compliance.</p>	<p>PowerPoint presentation 1</p> <p>Activity 5</p>

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
2 hours	How a section complies with legislation	<p>Facilitate class discussion on responsibilities of a chef de partie.</p> <p>Introduce small group activity to identify how a chef de partie can demonstrate legislative compliance.</p> <p>Introduce individual Activity 6 – legislative compliance in own section.</p> <p>Present PowerPoint 1 on legislative compliance in own section,</p>	<p>Listen and ask questions.</p> <p>Participate in class discussions.</p> <p>Contribute to group activities.</p> <p>Complete Activity 6 independently.</p> <p>Share ideas for on demonstrating legislative compliance in own section.</p>	<p>PowerPoint presentation 1</p> <p>Activity 6</p>

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
1 hour	Supervisor's role in monitoring food safety	<p>Facilitate class discussion on role of a chef de partie in monitoring food safety.</p> <p>Introduce small group Activity 7 to identify key role of a chef de partie when monitoring food safety.</p> <p>Present PowerPoint 1 on legislative compliance in own section.</p> <p>Issue Handout 2.</p> <p>Issue Worksheet 1.</p>	<p>Listen and ask questions.</p> <p>Participate in class discussions.</p> <p>Contribute to group activities.</p> <p>Complete Activity 6 independently.</p> <p>Share ideas for on demonstrating legislative compliance in own section.</p> <p>Read Handout 2.</p> <p>Complete Worksheet 1 independently.</p>	<p>PowerPoint presentation 1</p> <p>Handout 2</p> <p>Activity 7</p> <p>Worksheet 1</p>

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:**