

# EXECUTIVE SUMMARY

## National Diploma: Food and Beverage Management

### NQF Level 5

Faculty: Hospitality and Tourism

Learning Programme Title	National Diploma: Food and Beverage Management
Learning Programme ID	61596
DOL Number	N/A
Registration End Date	2023-06-30
Last Date for Enrolment	2024-06-30
Duration	2 Years
NQF Level	5
Minimum Credits	255

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Learning Assumed to be in Place	It is assumed that an FEC certificate or equivalent has been obtained by the candidate at level 4 (the existing matric certificate meets these requirements).
Quality Assurance Functionary	CATHSSETA

## Course Synopsis

This qualification has been developed for professionals in the food and beverage service industry (hospitality). It brings together elements of food and drink preparation and service as well as management. This qualification will professionalise the industry and is applicable to all sectors, from small restaurants to large-scale hotels. The qualification builds on other certificates and provides articulation with Gaming, Travel and other Tourism industries.

## Recognition of Prior Learning (RPL)

This qualification may be achieved in part or in whole through the recognition of prior learning.

## Exit Level Outcomes

- Operate a computer
- Deal with customers
- Process incoming and outgoing telephone calls
- Display Cultural Awareness in dealing with Customers & Colleagues
- Communicate verbally
- Maintain effective working relationships with other members of staff
- Maintain health, hygiene and professional appearance
- Perform basic calculations

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- Identify work opportunities
  - Apply for a job or experience placement
  - Prepare written communications
  - Provide First Aid
  - Maintain practices and procedures for handling cash / cash equivalents
  - Maintain hygiene in food preparation, cooking and storage
  - Handle and maintain knives
  - Accept and store food deliveries
  - Handle and maintain utensils and equipment
  - Prepare and cook basic meat, poultry, game or offal dishes
  - Prepare and cook basic fish dishes
  - Prepare and cook basic sauces and soups
  - Prepare and cook vegetables for hot and cold dishes
  - Handle and store food
  - Maintain food production operations
  - Maintain a cleaning programme for kitchen areas and equipment
  - Maintain and promote food hygiene in food preparation, cooking and storage
  - Maintain food production, quality control systems and procedures
  - Contribute to the planning, updating and format of the wine list
  - Plan and conduct meetings
  - Manage information flow
  - Maintain supply levels
  - Lead and manage teams of people
  - Conduct disciplinary and grievance procedures
  - Manage staff development
  - Improve service to customers
  - Manage ones own development
  - Contribute to the provision of required staff
  - Plan, implement and evaluate sales development activities
  - Prepare, implement, manage and control Budgets

- Research and update legal knowledge required for business compliance
- Support and guide the candidate and agree an assessment plan
- Assess candidate performance

## Qualification Rules

The Qualification consists of a Fundamental, a Core and an Elective Component.

To be awarded the Qualification learners are required to obtain a minimum of 255 credits as detailed below.

### Fundamental Component:

The Fundamental Component consists of Unit Standards to the value of 47 credits all of which are compulsory.

### Core Component:

The Core Component consists of Unit Standards to the value of 147 credits all of which are compulsory.

### Elective Component:

The Elective Component consists of individual unit standards from which the learner must choose unit standards totalling a minimum of 61 credits.

## Qualification Overview

### Fundamental Unit Standards

ID	Unit Standard Title	Level	Credits
7800	Maintain health, hygiene and a professional appearance	Level 1	1
7813	Identify work opportunities	Level 2	2
7812	Perform basic calculations	Level 2	3
7815	Apply for a job or work experience placement	Level 3	2
7794	Communicate verbally	Level 3	8
11235	Maintain effective working relationships with other members of staff	Level 3	1
7786	Operate a Computer	Level 3	8
7790	Process incoming and outgoing telephone calls	Level 3	3
7791	Display cultural awareness in dealing with customers and colleagues	Level 4	4
7822	Prepare written communications	Level 4	3
7854	Provide First Aid	Level 4	4
14734	Deal with customers	Level 5	8

## Core Unit Standards

ID	Unit Standard Title	Level	Credits
7705	Handle and maintain knives	Level 2	2
7717	Handle and maintain utensils and equipment	Level 2	2
7808	Prepare and cook vegetables for basic hot and cold dishes	Level 2	2
14754	Handle and store food	Level 3	1
7637	Maintain hygiene in food preparation, cooking and storage	Level 3	2
7754	Prepare and cook basic fish dishes	Level 3	3
7757	Prepare and cook basic sauces and soups	Level 3	4
7743	Accept and store food deliveries	Level 4	3
7873	Manage one`s own development	Level 4	3
9244	Plan and conduct meetings	Level 4	4
7728	Prepare and cook basic meat, poultry, game or offal dishes	Level 4	8
7875	Support and guide the learner	Level 4	1
7867	Assess the learner	Level 5	4
7865	Improve service to customers	Level 5	6
7847	Maintain and promote food hygiene in the kitchen	Level 5	6

ID	Unit Standard Title	Level	Credits
7843	Maintain food production operations	Level 5	6
7851	Maintain food production quality control systems, procedures and specifications	Level 5	6
7727	Maintain practices and procedures for handling cash/cash equivalents	Level 5	3
7858	Maintain supply levels	Level 5	10
7845	Maintain the cleaning programme for kitchen areas and equipment	Level 5	6
7863	Manage staff development	Level 5	6
7877	Plan, implement and evaluate sales development activities	Level 5	10
7885	Research and update the legal knowledge required for business compliance	Level 5	8
14394	Conduct disciplinary and grievance procedures	Level 6	10
7771	Contribute to the planning, updating and format of the wine list	Level 6	6
7874	Contribute to the provision of required staff	Level 6	5
7859	Lead and manage teams of people	Level 6	6
7857	Manage information flow	Level 6	4
7880	Prepare, implement, manage and control budgets	Level 6	10

## Elective Unit Standards

ID	Unit Standard Title	Level	Credits
7816	Clean food production areas, equipment and utensils	Level 2	4
7732	Prepare and clear areas for counter service	Level 2	1
14577	Prepare and clear areas for table service	Level 2	1
7733	Prepare and clear areas for take-away service	Level 2	1
7739	Prepare, service and clear function rooms	Level 2	2
7785	Function in a business environment	Level 3	4
7782	Analyse a business and determine the way it functions	Level 4	3
7784	Communicate in a business environment	Level 4	6
7944	Demonstrate knowledge of South Africa as a travel destination	Level 5	12
7883	Manage workplace relations	Level 5	5
7889	Manage quality in the organisation	Level 6	6
7888	Monitor staff performance	Level 6	5
7827	Source information about self-employment opportunities	Level 4	3
7816	Clean food production areas, equipment and utensils	Level 2	4
7809	Prepare and cook basic fruit dishes	Level 2	2
7805	Prepare and cook basic pasta dishes	Level 2	2



ID	Unit Standard Title	Level	Credits
7802	Prepare and cook basic egg dishes	Level 2	2
7661	Prepare cold and hot sandwiches and rolls	Level 2	2
7762	Prepare and cook basic rice dishes	Level 2	2

## Articulation Options

This qualification will be able to articulate with other qualification in the sub-field once the other qualification have been registered. ( A grid of unit standard and the qualification that each can be linked to has been attached).

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