

## **STAGE 1 FOOD & HOSPITALITY – ASSESSMENT TYPE - ACTION PLAN**

When writing your action plan there are certain areas that you need to cover. The clearest way to address these areas is to simply use headings, dot points can also be useful. Use the following headings when constructing your Action Plan.

**TASK** – Simply state the task you are to undertake. For the assessment on Novelty cakes it would be something to the effect of “To decorate a cake that would be suitable for a child’s birthday in the age range of 2-8 years. The cake needs to be a ‘Novelty’ style cake and therefore look like an animal, cartoon character or other interesting figurine.” (About 1-2 Sentences)

**FACTORS** – State what factors need to be taken into consideration and the Area of Study that this assessment relates to. (See Subject outline for this) (About 1 Paragraph) Choose 4 factors. E.g. skill level, age, gender, time, interests, equipment etc

**DECISION** – State what you have decided to do. (About 1 sentence)

**REASON** – Unpack the reason you have chosen to do what you are doing (2-3 Paragraphs)

This is where you address each one of your factors. How does your decision fit with each of your factors.

**IMPLEMENTATION** – State how you are going to do what you are doing without going into step by step detail. For example “Cakes will be baked in lessons prior to the lessons that have been allocated for decorating. All ingredients for decorating will be checked and a detailed plan of how to decorate the cake will be written up. A YouTube clip will be viewed to ensure familiarity with icing techniques including piping.”

The action plan is meant to have been done prior to your practical application so therefore talking about what you did would be the equivalent of seeing into a crystal ball. DON'T DO IT!

This section needs to be a total of 400 words +/- 40 words

## **EVALUATION**

**TASK** – Once again state the task. (1-2 sentences)

**EVALUATION OF DECISION** – Was it a suitable decision to choose what you did? (Max 1 paragraph)  
Were the reasons that you stated justified in the practical application or were you way off the mark?

**EVALUATION OF PERSONAL PERFORMANCE** – How did you go? What skills did you use? What went wrong? What went right? How did your personal preparation / research help you? Was it appealing? Did you meet the criteria? (approx. 3 paragraphs)

**SUGGESTIONS FOR IMPROVEMENTS** – What could you change and how could you change it. (1 Paragraph max)

**CONCLUSION** – Wrap it all up. (1-2 Sentences)