

**Accreditation** : This Module is a Nationally Accredited Course

**Title**  
**Field Of Study** : THHBFB10B – PREPARE AND SERVE NON-ALCOHOLIC BEVERAGES  
: Retail Food

### What is this course all about?

This unit deals with the skills and knowledge required to prepare and serve a range of teas, coffees and other non-alcoholic beverages in a range of industry contexts.

#### Prepare and serve a range of non-alcoholic drinks– THHBFB10B/01

- ❑ Prepare ingredients and equipment prior to service.
- ❑ Identify the name and style of drink in response to a customer request.
- ❑ Select and assemble the correct ingredients, equipment and relevant machinery in accordance with enterprise practices.
- ❑ Prepare drinks correctly, using appropriate methods in accordance with standard recipes, customer requests and required timeframe.
- ❑ Ensure correct strength, taste, temperature and appearance for each drink prepared.
- ❑ Present drinks attractively in appropriate crockery or glassware and garnish attractively where appropriate, in accordance with enterprise standards

#### Use, clean and maintain equipment and machinery for non-alcoholic drinks– THHBFB10B/02

- ❑ Use machinery and equipment safely in accordance with manufacturer's specifications and hygiene/safety requirements.
- ❑ Clean machinery and equipment regularly and maintain in accordance with manufacturer's specifications and enterprise cleaning and maintenance schedules.
- ❑ Identify problems promptly and report them to the appropriate person

### Some examples of individuals that will benefit from these courses are: -

- ❑ Managers
- ❑ Supervisors
- ❑ Bar staff
- ❑ Waiters/ Waitress

### What Recognition will you achieve?

Where a demonstrated competency has been achieved in accordance with the endorsed Australian Quality Training Framework (AQTF) standards, a Statement of Results can be issued for those competencies successfully completed in this course. These can be combined with additional competencies achieved later, and together may build towards the issuing of qualification, at Certificate II plus. A certificate will be issued upon successful completion of this module.

### How will you be assessed?

Demonstration of competencies for this qualification is achieved via formal assessment. Participants complete a work related project/activities, which incorporates the range of competencies covered for each unit.

### Will you be eligible for subject exceptions?

The units can be completed through attendance at MTG training courses. You may have already attained some competencies covered in the units through previous training, work, or life experience. If you feel you can already demonstrate a competency, then you should apply for **Recognition of Current Competencies (RCC)**. An RCC application form can be found in the MTG trainee welcome kit where you can fill out and fax back to us on (03) 9482-6988 or simply visit our website on [www.matrixtraininggroup.com/downloads.php](http://www.matrixtraininggroup.com/downloads.php) In order to download this application.

### What training materials and training aids will you have?

1. **Learner Guides:** - Matrix Training Group will supply each trainee with a module for each unit which contains must know information, learning activities and projects, which will keep you enthusiastically involved in the course. Upon completion of each module these activities will be handed in to the trainer, assessed then returned to trainees with relevant comments to keep you informed with your progress.
2. **Online Support:** - Your Trainer is always available through E-mail & Website support. Our website address is [www.matrixtraininggroup.com](http://www.matrixtraininggroup.com)
3. **Telephone Support:** - You may call your trainer during business hours for over the

telephone support