

Level 2 NVQ Diploma in Beverage Service

Information Sheet & Application Form

This qualification gives you credit for what you do at work. It will help you to gain recognition for the skills you have, and in some instances help you to improve your skills.

You must work in a food and drink establishment in order to be able to achieve this qualification. This qualification is suitable for you if your responsibilities include:

- ✓ Following day to day health, safety and hygiene procedures
- ✓ Provide a high standard of customer care
- ✓ Work as a member of a team
- ✓ Follow food safety regulations when dealing with food or drink.

In order to successfully complete the Level 2 NVQ Diploma in Beverage Service you must complete 37 credits from the list. You must complete 3 mandatory units plus at least 2 optional units (7 credits) from the Optional B units. The remaining 19 credits can come from the other option group.

You will be observed carrying out your normal duties by a friendly and helpful tutor. The tutor will be experienced in your field of work and will be able to give you tips and advice to improve your skills if you need to. They will help you to complete any written work and support you in achieving this qualification. Don't worry about your written skills - there are people to help you all the way. We can even help you to gain a qualification in literacy or numeracy if you wish.

Government funding may be available to pay for your training if you are eligible. Use the checklist to find out. If you tick any of the shaded boxes then you will not be eligible for Government Funding at this time.

Please speak to us to find out if there is any other help available to fund your training.

My age is	
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Please tick the relevant boxes		Y	N
	I have a permanent National Insurance Number		
I am:	employed and have a contract of employment or		
	a volunteer and receive no payment for the work or		
	self employed and registered with HM Revenue & Customs		
	I am normally and lawfully resident in the UK and have been for the last 3 years or fulfil the LSC's residency criteria		
	Are you currently on any other government funded training?		
	Do you have an NVQ Level 2 or more than 5 GCSEs already?		

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Tick the **Always** box if you carry out these duties regularly, **Sometimes** if you do them less than once a week, and **Never** if you don't carry them out at all. **Remember you only need 37 credits to complete the qualification.**

Unit	Credit	Mandatory Unit Titles	Always ✓	Sometimes ✓	Never ✓
1	3	Maintain A Safe, Hygienic And Secure Working Environment			
2	3	Work Effectively As Part Of A Hospitality Team			
3	5	Give Customers A Positive Impression Of Yourself And Your Organisation			
Unit	Credit	Optional B Unit Titles (you must attain at least 7 credits from these units)			
4	4	Prepare And Clear The Bar Area			
5	5	Serve Alcoholic And Soft Drinks			
6	5	Prepare And Serve Cocktails			
7	5	Prepare And Serve Wines			
8	3	Prepare And Serve Dispensed And Instant Hot Drinks			
9	4	Prepare And Serve Hot Drinks Using Specialist Equipment			
Unit	Credit	Optional Units Titles (remaining 19 credits can come from units below or above)			
10	3	Maintain Cellars And Keg			
11	3	Clean Drink Dispense Lines			
12	3	Receive, Store And Issue Drinks Stock			
13	4	Maintain And Deal With Payments			
14	6	Promote Additional Services Or Products To Customers			

Please list below all of the qualifications you have already achieved.

Subject	Qualification	Level

First Name		Surname		Date of Birth	
Address				Post Code	
Telephone		National Insurance Number			
Employer Name		Employer Address			
Employer Number		No. of hours worked per week			
Signature				Date	