



## School of Medicine

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### DIET456: Food Service and Dietetics Management

#### Subject Outline

Spring, 2014  
On-Campus  
Wollongong

#### Subject Information

Credit Points: 8  
Pre-requisite(s): DIET450  
Co-requisite(s): Nil  
Restrictions: For Bachelor of Nutrition and Dietetics students only  
Contact Hours: 2hrs Lecture, 3hrs Practical/Tutorials per week

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#### Subject Contacts

##### Subject Coordinator/Lecturer/Tutor

Name:	Dr Karen Walton
Location:	Building 41, Room 226
Telephone:	61 2 4221 5197
Email:	<a href="mailto:kwalton@uow.edu.au">kwalton@uow.edu.au</a>
Consultation mode and times:	Email for appointment or Tues 15.00-17.00hrs or Thurs 10:00-12:00hrs

#### Student Support and Advice

For general enquiries please contact SMAH Central:

Location: 41.152  
Telephone: 61 2 4221 3492  
Email: [smah-students@uow.edu.au](mailto:smah-students@uow.edu.au)



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## Section A: General Information

### Subject Learning Outcomes

On completion of this subject, students should be able to:
a) Demonstrate a thorough knowledge of food service systems.
b) Describe the roles and functions of commonly used equipment found in a large scale kitchen.
c) Demonstrate an understanding of kitchen layout and workflow consistent with a standard commercial kitchen operation.
d) Develop plans to provide safe and nutritious foods in a food service institution.
e) Plan and review menus for groups including the formulation and modification of suitable recipes and serving methods; and consideration of cultural requirements.
f) Demonstrate an ability to review, evaluate and report on a food service operation.
g) Plans activities to support delivery of quality nutrition and food standards within a food service institution.
h) Demonstrate a basic knowledge and application of the theories of organisation and management.
i) Demonstrate a basic understanding of how to manage time, resources and personnel to complete tasks.
j) Communicate with individuals, groups and organisations in written and verbal formats.
At the end of the practical program on nutrient modified cooking and food safety, students will be able to:
a) Modify domestic standard recipes to be lower in fat, sodium, sugar, higher in fibre, gluten free or low protein in the following food types: - meat/poultry/seafood - fruit/vegetables/desserts - cereal foods
b) Conduct food experiments and evaluate results.
c) Develop recipes suitable for large-scale production.
d) Apply principles of food hygiene standards to a food service operation.
e) Develop a standardised recipe incorporating simple HACCP procedures.

### Subject Description

This subject is an introduction to the management food service operations and hospital dietetic departments. It will focus on the development of skills in small and large scale cooking, menu planning and standard recipe manipulation (in keeping with dietetic modifications), quality management, food safety legislation, OHS and written and verbal communication. It will also develop the necessary skills and knowledge base to assist in and/or manage and evaluate the provision of meals via an institutional food service. Aspects of organisational design, leadership, motivation, negotiation, communication, resource management, decision making and power will be explored.

### Graduate Qualities

The University of Wollongong has developed five graduate qualities (<http://www.uow.edu.au/student/qualities/index.html>), which it considers express valuable qualities that are essential for UOW graduates in gaining employment and making an important contribution to society and their chosen field. Student development of the following graduate qualities will be enhanced by their participation in this subject:

1. **Informed:** Have a sound knowledge of an area of study or profession and understand its current issues, locally and internationally. Know how to apply this knowledge. Understand how an area of study has developed and how it relates to other areas.
2. **Independent learners:** Engage with new ideas and ways of thinking and critically analyse issues. Seek to extend knowledge through ongoing research, enquiry and reflection. Find and evaluate information, using a variety of sources and technologies. Acknowledge the work and ideas of others.
3. **Problem solvers:** Take on challenges and opportunities. Apply creative, logical and critical thinking skills to respond effectively. Make and implement decisions. Be flexible, thorough,, innovative and aim for high standards.



4. **Effective communicators:** Articulate ideas and convey them effectively using a range of media. Work collaboratively and engage with people in different settings. Recognise how culture can shape communication.
5. **Responsible:** Understand how decisions can affect others and make ethically informed choices. Appreciate and respect diversity. Act with integrity as part of local, national, global and professional communities.

## eLearning Space

This subject has materials and activities available via eLearning. To access eLearning you must have a UOW user account name and password, and be enrolled in the subject. eLearning is accessed via SOLS (student online services). Log on to SOLS and then click on the eLearning link in the menu column. For information regarding the eLearning spaces please use the following link:

[http://uowblogs.com/moodlelab/files/2013/05/Moodle\\_StudentGuide-1petpo7.pdf](http://uowblogs.com/moodlelab/files/2013/05/Moodle_StudentGuide-1petpo7.pdf)

## Lecture, Tutorial, Laboratory Times

All timetable information is subject to variation. Check the latest information on the university web timetable via the Timetable link under Study Resources on the Current Students webpage or log into SOLS to view your personal timetable prior to attending classes.

## Site visit

Further information and available dates to visit a food service production site will be discussed in the week 1 lecture. The visit is compulsory and supplements the lecture material and the teaching DVD that is used to facilitate learning about food service systems and their management. Each student is required to attend one site visit and will be expected to contribute to class discussion about the visit.

## Access to FoodWorks

The Galileo laboratory (17.109) is booked for **each Friday from Weeks 2-12: 11.30-12.30 and 16.30-17.30. These are not scheduled classes** but as this is the only laboratory with FoodWorks these times are an important opportunity to complete assignments that require the use of FoodWorks. You may choose to purchase a subscription to FoodWorks for your own use. Further information is available at the following link: [http://www.xyris.com.au/foodworks/buy\\_student.html](http://www.xyris.com.au/foodworks/buy_student.html)

## Readings, References and Materials

### Textbooks:

Nil

### Prescribed Readings (includes eReadings):

The following texts are prescribed for this subject, but students are not expected to purchase these. They are available to students through the library on the subjects eLearning site.

Duncan P & Jensen J (2011) Professional Foodservice. (2nd ed). Pearson Education, New Zealand.

DIET456 Food Service and Dietetics Management e-readings. Links to these e-readings can be accessed via the 'eLearning Space' for this subject or via the Library webpage.

Gregoire MB (2012) Foodservice Organizations. A Managerial and Systems Approach. (8th ed). Pearson. New Jersey.



## Materials:

### Diet Cookery Classes and Site Visits

Long shirt, long trousers and covered in, flat, non-slip shoes. Limit jewellery to a plain band ring and any allergy jewellery only, and long hair to be tied back. **No** jeans to be worn for site visits.

An apron will be required for the diet cookery classes (**no** lab coats allowed).

Hairnets and gloves will be provided.

### Recommended Readings:

The following references complement the prescribed readings and textbooks:

References available in Library Short Loans

Bolman LG, Deal TE (2008) Reframing Organisations. Artistry, Choice and Leadership. (4th ed). Jossey-Bass. San Francisco.

Hudson N (2006) Management Practice in Dietetics. (2nd ed). Thompson Wadsworth. Belmont, CA.

Payne-Palacio J, Theis M (2011) Foodservice Management Principles and Practices (12th ed). Pearson Higher Education. New Jersey.

Puckett RP (2012) Food Service Manual for Health Care Institutions (4th ed). Jossey-Bass. San Francisco.

Recommended readings are not intended as an exhaustive list, students should use the Library catalogue and databases to locate additional resources.

### Recent Changes to this Subject

This subject outline now incorporates reference to the DAA entry level competencies related to Food Service and Dietetics Management (Appendix 1).

The quiz has been changed from in class time to online.

The incorporation of an electronic presentation on foods and food habits from other countries.

Short tutorials (incorporated into the lectures) on the use of the 'Menu Maker' digital resource, and on the preparation of electronic presentations,

### Laboratory Safety Guidelines

You have been previously inducted to the diet laboratory (41.206). You will need to familiarise yourself with the safe work practices and standard operating procedures in the diet cookery manual that you receive, These are also displayed in the diet laboratory.

Two demonstrators are available at each practical class. Never use any equipment without checking the safety implications. Always ask a demonstrator if you are unsure of anything.

Please refer to the 'Materials' section for further details about clothing and footwear requirements for the diet laboratory.

Do **not** attend the diet laboratory or a site visit if you are unwell. Do alert the Subject Coordinator. An academic consideration will be required if you need to miss the last available site visit or practical class.



**Timetable of Topics\***

Week	Week Commencing	Lecture 1	Tutorial	Practical	Laboratory
1	28/07/2014	Introduction & Overview (Tues)	No Class	Group D	Galileo Computer Lab (17.109) available for use 11.30-12.30 or 16.30-17.30
		Food Service Systems & Nutrient Losses			
2	04/08/2014	No Class	No Class	Group C	
3	11/08/2014	Cuisines & Introduction to Electronic Presentations(Tues)	Groups C & B	Group A	
		Menu Planning & Assessment in Hospitals, Child Care & Schools			
4	18/08/2014	Menu Planning & Assessment in Aged Care	Groups A & D	Group B	
5	25/08/2014	Menu Review – Further Applications (Tues)	No Class	Group D	
		Computers in Food Service			
6	01/09/2014	Strategies from the food service dietitians toolbox	Groups A & D	Group C	
7	08/09/2014	Kitchen Design, Layout & OHS (Tues)	Groups C & B	Group A	
		Food Safety and HACCP			
8	15/09/2014	Quality Management	No Class	Group B	
9	22/09/2014	Management 1 & 2	Groups C & B	Group D	
<b>Mid-Session Recess</b>					
10	06/10/2014	Management 3 & 4	Groups A & D	Group C	Galileo Computer Lab (17.109) available for use 11.30-12.30 or 16.30-17.30
11	13/10/2014	No Class	No Class	Group A	
12	20/10/2014	No Class	No Class	Group B	No Class
13	27/10/2014	All Day Consultancy Presentations 9.30-16.30	No Class	No Class	No Class
<b>Study Recess</b>					

\*The above timetable should be used as a guide only, as it is subject to change. Students will be advised of any changes as they become known. Please note that there is an additional Tuesday lecture in weeks 1, 3, 5 and 7 only and an all day consultancy presentations seminar on the Friday of week 13.



## Section B: Assessment

### Assessment Summary

Assessment Item	Form of Assessment	Due Date	Weighting
Assessment 1	Menu Planning, Cuisines Presentation and Report	See below	35%
Assessment 2	Online Quiz	9/10/2014 (Week 10)	10%
Assessment 3	Diet Cookery Report	Two weeks after your last Diet Cookery Practical	25%
Assessment 4	Group Consultancy Presentation and Report	30/10/2014 (Week 13) for PowerPoint & 31/10/2014 (Week 13) for written report and group presentation.	30%
Total Marks			100%

### Details of Assessment Tasks

Assessment tasks will be marked using explicit criteria that will be provided to students prior to submission.

<b>Assessment 1</b>	Menu Plan, Cuisines Presentation & Report
Due date	Two weeks after your Menu Planning Tutorial for the Individual Report Three weeks after your Menu Planning Tutorial for the Group Cuisines Electronic Presentation
Weighting	35%
Submission	Submit an electronic copy of your group presentation to the Subject Coordinator. This is all that is handed in for the cuisines component. Submit a hardcopy of your individual menu assignment to SMAH central.
Type of Collaboration	Individual Assessment for menu planning Group Project for electronic food and nutrition presentation on allocated country
Length	Maximum of 1200 words (not including menu plan) Maximum of 4 mins for the electronic presentation
Details	Individual Report Development of a 7 day hospital menu template and 7 day hospital menu before evaluating the menu and considering it's applicability for residential aged care.  Electronic presentation submitted to Subject Coordinator. Further details will be provided, along with a tutorial on preparing these presentations.
Style and format	Individual Report for Menu Planning and Assessment Electronic Presentation (stand alone, 4 mins maximum) on staple foods, food customs and dietary considerations of assigned country
Marking Criteria	Using the NSW Agency for Clinical Innovation (ACI) Nutrition Standards for Adult Inpatients in NSW Hospitals develop a seven day menu template, then plan a seven day patient menu for a 620 bed hospital in a metropolitan area of Sydney. The hospital consists of 220 medical, 250 surgical, 50 psychiatric beds and 100 geriatric beds. It operates on a cold-plated cook-chill system. This menu also provides the two main hot choices, soup and dessert for lunch for 100 meals on wheels clients. The average length of stay is 6 days; 20% CALD (primarily Chinese, Vietnamese and Middle Eastern backgrounds); average age 72 years. (Please present all 7 days of the menu on one page in A3 landscape format).  Assessment 1 will be marked using the following criteria:



	<p><b>Individual report (29%)</b></p> <p>Description of other information needed in planning, and explanation of the people to communicate with to plan an appropriate menu for this Facility</p> <p>Seven Day Menu Template based on the NSW Hospital Standards</p> <ul style="list-style-type: none"> <li>• Consider minimum choice standards, serving sizes and the bands</li> </ul> <p>Seven Day Menu</p> <p>Discuss the principles of a cold-plated cook-chill system. Provide an explanation about why certain items (due to the food service system and other reasons) were not included on your menu.</p> <p>Include a sample of a one day menu layout on A4 paper that a patient would receive. You should include on this sample menu all other regular choices that a patient would be offered (e.g. cereals, breads, beverages, condiments).</p> <p>Evaluate your menu using the minimum choice standards, the serving size information and bands of the NSW Agency for Clinical Innovation (ACI) Nutrition Standards for Adult Inpatients in NSW Hospitals. Explain the strengths and weaknesses of your menu for the given hospital.</p> <p>How suitable is your menu for people living in residential aged care? Assess your hospital menu using the Bartl and Bunney nutrition resource for Residential Aged Care Facilities (RACFs) and comment on the findings.</p> <p>Discuss the similarities and differences in planning menus for hospitals and residential aged care facilities.</p> <p><b>Presentation in small groups (3-4 people) (only this section is to be prepared together) (6%)</b></p> <p>Consider the country allocated to your group. Prepare a stand alone electronic presentation (4 mins maximum) based on the following:</p> <ul style="list-style-type: none"> <li>-Location of the country and geographical influences</li> <li>-What are the staple foods</li> <li>-Outline any relevant food customs</li> <li>-Outline a typical day of meals and snacks</li> <li>-Which foods and/or beverages are most problematic in achieving a healthy diet</li> <li>-What considerations would need to be made if a person from this country was in an Australian aged care facility?</li> <li>-Reflect and report on how you would meet their requirements.</li> </ul>
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<b>Assessment 2</b>	Online Multiple Choice and Short Answer Quiz
Due date	Opens 10.00hrs Tues 7 <sup>th</sup> Oct and closes 20.00hrs on Thurs 9 <sup>th</sup> Oct. (Week 10)
Weighting	10%
Submission	Online
Type of Collaboration	Individual Assessment
Length	12 Multiple Choice Questions (with one correct answer per question) and 4 Short Answers. The questions will cover lecture topics from weeks 1 to week 9
Details	Online quiz in Wk 10 , 45 mins will be available
Style and format	Online test
Marking Criteria	Assessment 2 will be marked using the following criteria: 1. 12 Multiple Choice Questions worth <b>6%</b> 2. 4 Short Answer Questions worth <b>4%</b>

<b>Assessment 3</b>	Diet Cookery Report
Due date	Two weeks after your last Diet Cookery Practical
Weighting	25%
Submission	Submit a hardcopy of your assignment to SMAH Central
Type of Collaboration	Individual Assessment
Length	11 questions
Details	The questions relate the three Diet Cookery Practicals and are outlined in the Diet Cookery Manual
Style and format	Report
Marking Criteria	Assessment 3 will be marked using the following criteria: 1. 11 short answer questions Information about the marks available for each of the questions is outlined in the Diet Cookery Manual

<b>Assessment 4</b>	Group Consultancy Presentation and Report
Due date	Thursday 30 <sup>th</sup> October for submission of PowerPoint slides via email to Subject Coordinator. Friday 31 <sup>st</sup> Oct (Week 13) for written report and group presentation.
Weighting	30%
Submission	Submit an electronic copy of your PowerPoint slides to your subject coordinator by 16.00hrs on Thursday 30 <sup>th</sup> Oct Submit a hardcopy of your written assignment to SMAH Central on Friday 31 <sup>st</sup> Oct.
Type of Collaboration	Group Project
Length	Presentation 12 min presentation (each student to speak) and 5 min question and discussion  A Maximum of 10 pages of content, including executive summary, conclusions and recommendations in priority order. Appendices and References may be on additional pages.
Details	Group presentation times will be allocated two weeks before. Attendance at all presentations is compulsory.
Style and format	Presentation & Report
Marking Criteria	Assessment 4 will be marked using the following criteria: 1. Presentation content <b>5%</b> 2. Presentation skills <b>5%</b> 3. Project report <b>20%</b>  <b>You will need to arrange yourselves into groups of 3-4 students and arrange a food service venue for this assessment. It is advisable that you arrange your group and a venue to review early in session, so</b>



	<p><b>that you are ready to conduct visits and interviews later in the session.</b></p> <p><b>Project Brief:</b></p> <p>1. You have been asked to review the food service provided at a particular site. The manager wants you to make some minimal changes that will have the maximum positive impact on the service for very little financial outlay.</p> <p>2. Your report should review all aspects of the service including:</p> <ul style="list-style-type: none"><li>• food service system</li><li>• staffing</li><li>• menu</li><li>• budget and meal costs where possible</li><li>• training</li><li>• kitchen design</li><li>• OH&amp;S</li><li>• quality and consumer service</li><li>• food safety</li></ul> <p>Your presentation should include the following topics:</p> <ul style="list-style-type: none"><li>• food service system</li><li>• menu</li><li>• kitchen design</li><li>• OH&amp;S</li><li>• food safety</li><li>• quality and consumer service</li></ul> <p>3. Where possible, evaluate the service against the relevant food service standards.</p> <p>4. It is expected that to complete this assessment students will need to spend up to 3 days of on site research, including observation and interview times.</p>
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## Minimum Requirements for a Pass in this Subject

To receive a clear pass in this subject a total mark of 50% or more must be achieved. In addition, failure to meet any of the minimum performance requirements is grounds for awarding a Technical Fail (TF) in the subject, even where total marks accumulated are greater than 50%.

The minimum performance requirements for this subject are:

- pass all assessment tasks

## Minimum Student Attendance and Participation:

It is expected that students will allocate 16 hours per week to this subject, including any required class attendance, completion of prescribed readings and assessment tasks.

Student attendance at the site visit, tutorials, practicals, seminars and/or simulations is compulsory and students must attend 100% of classes. Absences will require the submission of an application for Academic Consideration via SOLS and the presentation of suitable documentation, for example a Medical Certificate, to Student Central as soon as practical. For further details about applying for academic consideration visit the Student Central webpage:

<http://www.uow.edu.au/student/central/academicconsideration/index.html>

## Scaling:

Scaling will not occur in this subject.



## Late Submission:

Late submission of an assessment task without an approved extension of the deadline is not acceptable. If you are unable to submit an assessment due to extenuating circumstances (e.g. medical grounds or compassionate grounds), you can make an application of academic consideration. Not all circumstances qualify for academic consideration. For further details about applying for academic consideration visit the Student Central webpage:

<http://www.uow.edu.au/student/central/academicconsideration/index.html>

## Late Submission Penalty

Marks will be deducted for late submission at the rate of 5% of the total possible marks for that particular assessment task per day. This means that if a piece of work is marked out of 100, then the late penalty will be 5 marks per day (5% of 100 possible marks per day). The formula for calculating the late penalty is: the total possible marks x 0.05 x number of days late. For the purposes of this policy a weekend (Saturday and Sunday) will be regarded as two days.

For example:

- Student A submits an assignment which is marked out of 100. The assignment is submitted 7 days late. This means that a late penalty of 35 marks will apply ( $100 \times 0.05 \times 7$ ). The assignment is marked as per normal out of 100 and is given a mark of 85/100, and then the late penalty is applied. The result is that the student receives a final mark of 50/100 for the assignment ( $85$  (original mark) –  $35$  marks (late penalty) =  $50/100$  (final mark)).
- Student B submits a report which is marked out of 20. The report is submitted three days late. This means that a late penalty of 3 marks will apply ( $(20 \times 0.05 \times 3)$ ). The report is marked as per normal out of 20 and is given a mark of 17/20, and then the late penalty is applied. The result is that the student receives a final mark of 14/20 for the report ( $17$  (original mark) –  $3$  marks (late penalty) =  $14/20$  (final mark)).

No marks will be awarded for work submitted either after the assessment has been returned to the students or more than two weeks after the due date, whichever is the sooner. This does not apply to situations where a particular assessment task is undertaken by students at different times throughout the session, but where the assessment is based on experiments or case studies specific to a student. In this case no marks will be awarded for work submitted more than two weeks after the due date.

Notwithstanding this, students must complete all assessment tasks to a satisfactory standard and submit them, regardless of lateness or loss of marks, where submission is a condition of satisfactorily completing the subject.

## Supplementary Assessments

Supplementary assessment may be offered to students whose performance in this subject is close to that required to pass the subject, and are otherwise identified as meriting an offer of a supplementary assessment. The precise form of supplementary assessment will be determined at the time the offer of a supplementary assessment is made.

Students can log on to SOLS and click on the link titled “Supplementary Assessment” to view any applicable offers or use the following link;

<http://www.uow.edu.au/student/exams/suppassess/index.html>

## System of Referencing Used for Written Work

The Author-Date (Harvard) referencing system should, unless otherwise specified for a particular assignment (check Details of Assessment Tasks), be utilised. A summary of the Harvard system can be accessed on the Library website at: <http://public01.library.uow.edu.au/refcite/style-guides/html/>



## Use of Internet Sources

Students are able to use the Internet to access the most current information on relevant topics and information. Internet sources should only be used after careful critical analysis of the currency of the information, the role and standing of the sponsoring institution, reputation and credentials of the author, the clarity of the information and the extent to which the information can be supported or ratified by other authoritative sources.

## Plagiarism

The full policy on Academic Integrity and Plagiarism is found in the Policy Directory on the UOW website.

“The University’s Academic Integrity and Plagiarism Policy, Faculty Handbooks and subject guides clearly set out the University’s expectation that students submit only their own original work for assessment and avoid plagiarising the work of others or cheating. Re-using any of your own work (either in part or in full) which you have submitted previously for assessment is not permitted without appropriate acknowledgement. Plagiarism can be detected and has led to students being expelled from the University.

The use by students of any website that provides access to essays or other assessment items (sometimes marketed as ‘resources’), is extremely unwise. Students who provide an assessment item (or provide access to an assessment item) to others, either directly or indirectly (for example by uploading an assessment item to a website) are considered by the university to be intentionally or recklessly helping other students to cheat. This is considered academic misconduct and students place themselves at risk of being expelled from the University.”

## Submission of Assignments

Assignments submitted at SMAH Central must have a SATS (Student Assignment Tracking System) coversheet attached to the front of the assignment. Instructions for generating a coversheet can be found on the SMAH Central web page: <http://smah.uow.edu.au/current-students/UOW151958.html>

For an assignment to be successfully submitted at SMAH Central please note the following:

- The coversheet must be signed and dated.
- The assignment must have the correct coversheet i.e. the correct subject code and tutorial group (if applicable).
- A legible barcode with all numbers and digits below e.g. UOW20121007656.
- Assignments must be submitted by 4:00pm on the due date.

If an assignment is submitted to SMAH Central without any of the above we will contact you through your student email address and advise that you need to return to SMAH Central with the correct coversheet. Your assignment won’t be considered submitted until the correct coversheet is attached. This might mean that your assignment is submitted late.

An email receipt will be issued on the same day as submission of assignments and students are required to retain this receipt until they have received the final mark for that assessment task. It is your responsibility to contact SMAH Central if you have not received this receipt by the following business day. The receipt is proof of submission of assignments and students will be required to produce this in the event that an assessment task is considered to be lost. Students are also expected to keep a copy of all their submitted assignments in the event that re-submission is required. SATS Group Assignment Coversheets are printed by the lead member of the group and subsequent names can be added in the SATS student interface before printing. All members of the group must sign the printed SATS Group Assignment Coversheet before submitting the assignment.

Note that if assignments are submitted in the after-hours slot at SMAH Central it will be scanned into SATS the following business day. Assignments submitted via post will be scanned into SATS



on the day of delivery. Any assignments received without the correct assignment coversheet attached will not be accepted by SATS. It is the student's responsibility to ensure that the correct assignment coversheet is submitted with their assignment.

Students may post their assignments to:

SMAH Central (41.152)  
University of Wollongong  
Wollongong NSW 2522

Assignments will be considered submitted on the date of postage. It is the student's responsibility to ensure they have evidence of their submission date if it arrives at the office after due date.

Distance students who would like to have marked assignments returned must include a stamped self-addressed envelope with the posted assignment.

## Assessment Return

Students will be notified by email when marked SATS assignments are available for collection from SMAH Central during business hours. Students will be required to present their student card when collecting marked assignments. Subject Coordinators/ Tutors may opt to hand marked assignments back to students in class or during their consultation hours. In accordance with University Policy marked assignments will usually only be held for 21 days after the declaration of marks for that assignment.

SMAH Central Business Hours & Location:  
Monday – Friday  
9:00 am to 4:30 pm  
Building 41.152



## Section C: General Advice

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Students should refer to the Faculty of Science, Medicine and Health website for information on policies, learning and support services and other general advice.

### University Policies

Students should be familiar with the following University policies:

- a. Code of Practice – Teaching and Assessment  
<http://www.uow.edu.au/about/policy/UOW058666.html>
- b. Student Charter  
<http://www.uow.edu.au/student/charter/index.html>
- c. Code of Practice – Student Professional Experience  
<http://www.uow.edu.au/about/policy/UOW058662.html>
- d. Academic Integrity and Plagiarism Policy  
<http://www.uow.edu.au/about/policy/UOW058648.html>
- e. Student Academic Consideration Policy  
<http://www.uow.edu.au/about/policy/UOW058721.html>
- f. Course Progress Policy  
<http://www.uow.edu.au/about/policy/UOW058679.html>
- g. Graduate Qualities Policy  
<http://www.uow.edu.au/about/policy/UOW058682.html>
- h. Academic Grievance Policy (Coursework and Honours Students)  
<http://www.uow.edu.au/about/policy/UOW058653.html>
- i. Policy and Guidelines on Non-Discriminatory Language Practice and Presentation  
<http://www.uow.edu.au/about/policy/UOW058706.html>
- j. Workplace Health and Safety  
<http://staff.uow.edu.au/ohs/index.html>
- k. Intellectual Property Policy  
<http://www.uow.edu.au/about/policy/UOW058689.html>
- l. IP Student Assignment of Intellectual Property Policy  
<http://www.uow.edu.au/about/policy/UOW058690.html>
- m. Human Research Ethics Guidelines  
<http://www.uow.edu.au/research/ethics/human/index.html>

### Student Support Services and Facilities

Students can access information on student support services and facilities at the following link. This includes information on “Academic Support”, “Starting at University”, “Help at University” as well as information and support on “Career’s and Jobs”. <http://www.uow.edu.au/student/services/index.html>



## Student Etiquette

Guidelines on the use of email to contact teaching staff, mobile phone use in class and information on the university guide to eLearning 'Netiquette' can be found at <http://www.uow.edu.au/student/elearning/netiquette/index.html>

## Version Control Table

Version Control	Release Date	Author/Reviewer	Approved By	Amendment
1	20140626	Dr Karen Walton Subject Coordinator	Miss Emma Purdy ADE Nominee	Final DIET456 Spring 2014 Outline



## Appendix 1: DAA Entry Level Competencies

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The Dietitians Association of Australia (DAA) entry level competencies specific to food service dietetics are outlined in Unit 6: Food Service Management. However this subject and the associated practical placement will include some aspects of all the units of entry level competency, with a particular focus on components of Units 2: Nutrition Communication, 3: Collection, Analysis and Assessment of Nutrition/Health Data, 7: Research and Evaluation, and 8: Management and Organisation.

### UNIT 2: Nutrition Communication

2.3. Communicates with groups, organisations and communities from various cultural, socio-economic, organisational and professional backgrounds to enable them to take actions to improve nutrition and health outcomes applying the principles of learning theory.

### UNIT 3: Collection, Analysis and Assessment of Nutrition/Health Data

3.1. Collects food systems data with an appropriate diet methodology

3.3. Provides assessment of food intake data

### UNIT 6: Food Service Management

#### **6.1. Assesses opportunities to improve nutrition and food standards within a food service institution\* (\* Food service institution refers to an environment where clients are nutritionally dependent)**

- Uses qualitative and/or quantitative methods to collect and analyse data to identify food service and/or nutrition issues
- Applies existing standards to evaluate available nutrients and nutritional adequacy and recommends strategies to improve nutrition in general and in therapeutic menus
- Assesses the nutrition implications of food service systems on individuals and groups
- Applies food legislation and regulations to develop and evaluate food service systems to maintain food safety
- Identifies, consults and engages stakeholders and partners, where possible
- Assesses, and assigns priorities for action based on assessment of data and available capacity
- Clearly articulates and justifies conclusions and recommendations for action

#### **6.2. Develops plans to provide safe and nutritious foods in a food service institution**

- Identifies goals for addressing food service issues in collaboration with stakeholders, where possible
- Proposes modifications to improve food service including a practical time-frame
- Identifies benefits, costs and potential savings, both economic and health related
- Demonstrates consideration of sustainability issues, environmental and economic
- Identifies risks and develops a basic risk management plan

#### **6.3. Implements activities to support delivery of quality nutrition and food standards within a food service institution**

- Ensures nutrition information provided about food, recipe or menu is accurate
- Prepares meal plans for individuals and groups, which meet nutritional, personal, cultural, sociological, psychological, socioeconomic needs and specific health needs,





taking into account the ordering, preparation, service, availability and distribution of food

- Applies these meal plans for groups in an institutional, commercial or community foodservice setting
- Provides advice on appropriate ingredients and alternatives to achieve nutritional goals for general, diverse or therapeutic diets
- Formulates, modifies or standardises recipes for general, diverse or therapeutic diets that are relevant to the production and distribution system within a food service
- Recognises and supports the role of food service personnel in the delivery of nutrition care
- Provides accurate and clear information to food service personnel and other health carers to allow implementation of plans

#### **6.4. Evaluates and disseminates results of activities**

- Evaluates outcomes using standard benchmarks and procedures, where appropriate
- Critically reflects on evaluation data in the context of plans, goals and implementation activities, where possible
- Reports outcomes of activities to internal and external stakeholders, where possible, where appropriate
- Communicates to effect practice change if required

### **UNIT 7: Research and Evaluation**

#### **7.1. Adopts a questioning and critical approach in all aspects of practice**

- Formulates a clear understanding of the nature of a practice problem
- Applies an evidence-based approach to practice
- Identifies and selects appropriate research methods to investigate and resolve practice problems
- Applies valid and relevant conclusions and recommendations to practice

#### **7.2. Evaluates practice on an ongoing basis**

- Monitors and reviews the ongoing effectiveness of practice and modifies it accordingly

#### **7.3. Conducts research using appropriate research methods, ethical processes and procedures and statistical analysis**

- Critically reviews the literature
- Utilises ethical procedures in the research process
- Identifies and selects appropriate research methods to investigate and resolve practice problems
- Collects and interprets information, including qualitative and quantitative data
- Documents outcomes of research using the research process

#### **7.4. Applies evaluation findings into practice**

- Applies evidence and judgement to food and nutrition issues
- Disseminates outcomes of research in professional and scientific form

### **UNIT 8: Management and Organisation**

#### **8.1. Applies organisational skills in the practice of nutrition and dietetics**

- Manages workload and resources to complete tasks within required timeframes



- Applies the principles of personnel management, using principles of human resource management and industrial relations
- Allocates resources (time, personnel, other) according to established priorities
- Performs and manages administration tasks effectively (e.g. makes appointments, responds to referrals, maintains records and statistics)

### **8.2. Applies management principles in the practice of nutrition and dietetics**

- Applies the strategic or organisational planning process to the nutrition and dietetics service
- Develops a case to justify program, service, product, or procedure
- Understands and performs simple budgeting and cost control measures

### **8.3. Applies quality management principles to all aspects of professional practice**

- Identifies opportunities for service improvement
- Develops recommendations for the review of systems or policies or procedures
- Prepares and implements achievable quality activities, consistent with policy and procedures
- Evaluates, documents and communicates outcomes of quality activities