

Specification of Competency Standards
for the Catering Industry
Unit of Competency

Functional Area - Professional Management Skills

Title	Devise outsourcing / contracting plans in the catering industry
Code	108333L6
Range	This unit of competency applies to the management in restaurants and establishments. While working in restaurants or relevant workplaces, practitioners should be able to devise outsourcing/contracting plans to reduce operating costs of the organisation and enhance its efficiency.
Level	6
Credit	4
Competency	<p>Performance Requirements</p> <p>1. Knowledge of outsourcing/contracting in the catering industry:</p> <ul style="list-style-type: none"> • Understand the strategies and guidelines of the organisation for outsourcing businesses • Understand the overall development of the catering industry, including opportunities, restrictions, etc. • Understand the concepts of outsourcing/contracting, including: <ul style="list-style-type: none"> ○ Cost, risks and advantages of outsourcing/contracting ○ Market demands and the latest technological development ○ Opportunities of outsourcing/contracting ○ Operating modes of outsourcing/contracting, etc. • Master the skills for assessing the feasibility of outsourcing/contracting, such as: <ul style="list-style-type: none"> ○ Assess the core competencies and strategies of the organisation, and the decisions on outsourcing/contracting ○ Assess the corporate functions that can be outsourced/contracted • Possess good interpersonal and negotiation skills • Master the laws and regulations related to outsourcing activities, such as the Prevention of Bribery Ordinance <p>2. Devise outsourcing/contracting plans in the catering industry:</p> <ul style="list-style-type: none"> • Devise outsourcing/contracting plans for the organisation to enhance its effectiveness • During the course of work, make full use of the assessment skills to study the feasibility of outsourcing/contracting to: <ul style="list-style-type: none"> ○ Determine the corporate functions that can be outsourced ○ Conduct feasibility studies on outsourcing ○ Assess all feasible proposals, etc. • Determine carefully the contents and format of contracts, such as: <ul style="list-style-type: none"> ○ Contents and obligations of the contracts, and pay attention to the terms and conditions in the contracts, such as time and quality control ○ Contents and terms in the outsourcing contracts, so as to safeguard corporate interests • Assess and review decisions on outsourcing/contracting, including: <ul style="list-style-type: none"> ○ Monitor and administer the performance of contractors ○ Review the execution and implementation of the outsourced/contracted work, etc. • Pay constant attention to the news of the outsourced catering contractors and the development of the catering industry, and review and revise the outsourcing/contracting plans in the catering industry devised <p>3. Exhibit professionalism</p>

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	<ul style="list-style-type: none">• When devising outsourcing/contracting plans in the catering industry, insist on dealing with the outsourced contractors in an impartial and law-abiding manner
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none">• Fully understand and compare different outsourcing/contracting projects and devise outsourcing contracts• Reduce the operating costs of the organisation in order to enhance its operational efficiency
Remark	