

Workplace Nutrition for Healthy Eating Tutor & Student Manual

**A Skills for Work Teaching and
Learning Resource**

**Integrating Nutrition for Healthy Eating
into Workplace Education**



**A Skills for Work Resource
2013**



Workplace Nutrition for Healthy Eating Tutor & Student Manual

A Teaching and Learning Resource -
Integrating Nutrition for Healthy Eating into Workplace Education



Nutrition for Healthy Eating is one of a suite of resources developed by **Skills for Work** using an integrated approach to workplace education.

- ✚ *Culinary Operations*
- ✚ *Workplace Health & Safety*
- ✚ *Caring for Children*
- ✚ *SPSV Industry Knowledge Test -Tutors /Student Manual*
- ✚ *Information Through Technology*

Published by:

Skills for Work
County Dublin VEC
1 Tuansgate
Belgard Square East
Tallaght
Dublin 24

Telephone: 014529600

www.skillsforwork.ie

June 2013

Skills for Work (SFW) is funded by the Department of Education & Skills (DES) as part of the Workplace Basic Education Fund (WBEF) and the National Training Fund (NTF).

Nutrition for Healthy Eating Tutor Manual: A Teaching and Learning Resource

Foreword and Acknowledgments

I welcome this “**Nutrition for Healthy Eating Tutor Manual: A Teaching and Learning Resource**” as it represents the on-going commitment by the Skills for Work (SFW) Programme to develop innovative ways to support adult learners on their educational journey.

The Skills for Work (SFW) programme is funded by the Department of Education and Skills (DES) through the Workplace Basic Education Fund (WBEF), and is co-ordinated nationally by County Dublin VEC.

SFW provides opportunities to workers who wish to improve their level of education through thematic courses designed to meet the needs of the employer and employee.

In order to address the specific needs of those in a workplace environment it is necessary to utilise a creative approach to meet the goal of enhancing the educational skills level of the individuals while at the same time addressing the needs of enterprise.

This tutors’ and learners’ manual is a compilation of resource materials specifically designed as an aid to support learners using an integrated approach to workplace education while at the same time working towards national accreditation.

The development of this resource would not have been possible without the support of the DES, the SFW Regional Co-ordinators and the accumulated knowledge and experiences of the VEC/ETB tutors, who worked together to share their material and helped create this valuable resource.

A special thanks to Marian Lynch (*SFW National Co-ordinator*), Mary Hennessy (*Mid West SFW Regional Co-ordinator*), Gerardine Dowling (*County Limerick VEC/ETB*), Noreen Meagher (*North Tipperary VEC/ETB*), Margot Walsh (*County Clare VEC/ETB*) and Alison McCann (*County Dublin VEC/ETB*) and to all who supported and contributed towards the development of this excellent resource.

Dr. Marie Griffin,
Chief Executive Officer

County Dublin VEC

June 2013

Table of Contents

Manual introduction.....	i-vi
Section 1: Nutrients in the body and balanced diets.....	1
Section 2: Healthy eating guidelines for dietary disorders.....	80
Section 3: Contemporary food production.....	92
Section 4: Safety systems for food and the workplace.....	110
Section 5: Meal planning and skills demo.....	148
Appendix 1: Sample Session Plans.....	158
Bibliography.....	160

Disclaimer

Whilst every care is taken to ensure that the contents of this document are as accurate and up to date as possible, no responsibility can be taken by the Skills for Work Programme Development Team for any errors and or omissions in the content in this manual.





Manual introduction

The manual is a collation of resources including tutor and learner notes, vocabulary banks, activity worksheets and quizzes.

The content may be used as a support for participants working towards QQI Level 3 certification in Nutrition and Healthy Eating Options. A number of components may be included in major awards such as Culinary Skills, Employability Skills and General Learning,

How the manual sections are structured

Each section in the teaching and learning resource is structured as follows:

Vocabulary 	✓ A bank of words used in the section that are key to content and/or which may be new to learners
Tutor and learner notes 	✓ Notes suitable for use in the class and as handouts, covering the content detailed in the component specification
Activities 	✓ Learning activities to reinforce and expand learning within each section
Worksheets 	✓ End-of-section worksheets using various formats that give learners an opportunity to recall learning from each section ✓ Worksheets can be photocopied

Class activity suggestions

In addition to the resources in the manual, tutors can use numerous teaching methodologies to help learners engage with content.

Some suggested methods may include:

- ✓ Brainstorming to access prior knowledge
- ✓ In-class worksheet use (*individually, in pairs, or in groups*)
- ✓ Talk/discussion on class hand-outs
- ✓ Tutor and learner demonstrations
- ✓ Invited guest/speakers
- ✓ Field trips
- ✓ Computer-based learning (*video clips, online research, etc.*)
- ✓ Group work (*learners can, for example, devise their own multiple choice quizzes on different sections of the manual or use provided worksheets for group quiz*)
- ✓ Mini-projects, for example, drawing up a workplace healthy eating poster
- ✓ Role play
- ✓ Numeracy practice (*calculating nutritive values*)
- ✓ Literacy practice including use of vocabulary and reading recipes.
- ✓ Quick question and answer sessions on completion of sections

Tutor guidelines

Prior to delivery of this programme tutors are strongly advised to review the sample class delivery schedules in Appendix 1. Further materials are required to be collated to compliment the manual content. In this regard, tutors are required to undertake further research. The websites and books listed in the bibliography section are primary resources for this research:

The following are important notes for tutors relating to:

- Legislation
- Literacy and numeracy considerations
- Component validation
- Assessments for certification
- Guide to delivery schedule
- Additional resources
- Skills demonstrations

Some topics included in the course content are underpinned by Irish legislation.

Food Labelling Legislation can be further researched on www.fsai.ie/labelling.

The main current requirements of Irish Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (General Application) Regulations 2007 can be reviewed on <http://www.hsa.ie/legislation.html>.

**It is important to note, if participants are referencing HSA web material the links can change and the most appropriate URL to reference is www.hsa.ie.*

Detailed legislation for food hygiene and safety is available at: www.fsai.ie/foodhygiene.

Full details of all Irish legislation are available at: www.statutebooks.ie.

Literacy and numeracy integration

This manual has been developed to integrate the literacy and numeracy skills of learners. Worksheets have been included in each section that offer opportunities to learners to apply and acquire skills such as spelling, word recognition and grammar. Some topics in the manual lend themselves particularly to the use of numeracy skills in the section on nutritional calculations.

Component Validation

When offering a QQI certified course, it is the responsibility of the tutor/ internal assessor to devise the assessment instruments, assessment criteria and marking sheets in line with requirements of the component specification and local quality assurance assessment guidelines.

Assessment for certification

The activities in the manual may support work for presentation as evidence of meeting certain specific learning outcomes at QQI Level 3.

Guide to delivery schedule

A sample session plan and delivery schedule is available in Appendix 1.

Skills demonstrations

Where a learning outcome states a skills demonstration, the resources in this pack relate only to the theory of the topic.

Tutors must be aware of the policies and procedures within each ETB in relation to requirements for skills demonstration within a class environment.

Important

The content of this manual is designed around general nutritional information.

Special diets based on medical advice are not covered in the content and no interpretation for same should be undertaken by participants.