

Higher National Unit Specification

General information for centres

Unit title: Food Classification and Purchase

Unit code: DL3H 34

Unit purpose: This Unit is designed to develop the candidate's knowledge and understanding of the principles of food purchasing and storage. It will also enable them to recognise factors affecting quality and availability and to evaluate different sources of supply.

On completion of the Unit the candidate should be able to:

1. Explain the conditions affecting the availability of food.
2. Grade and classify fresh food in relation to quality.
3. Complete purchase specifications and relevant control procedures.

Credit points and level: 1 HN Credit at SCQF level 7: (8 SCQF credit points at SCQF level 7*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

Recommended prior knowledge and skills: Candidates should have good communication and numerical competence. These may be demonstrated by the achievement of core skills Communication and Numeracy at SCQF level 5 or above. Although not essential, it would be beneficial if candidates have some experience of working with food, purchasing of food and stock control.

Core skills: There may be opportunities to gather evidence towards core skills in this Unit, although there is no automatic certification of core skills or core skills components.

Context for delivery: If this Unit is delivered as part of a group award, it is recommended that it should be taught and assessed within the subject area of the group award to which it contributes.

Assessment: The Unit could be assessed holistically, which would require the candidates to produce two folios, no more than 1,000 words each. Following guidance, candidates should be encouraged to select and research one perishable and one non-perishable commodity of their choice.

Higher National Unit specification: statement of standards

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The sections of the Unit stating the Outcomes, knowledge and/or skills, and evidence requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the knowledge and/or skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

Outcome 1

Explain the conditions affecting the availability of food

Knowledge and/or skills

- ◆ Factors affecting quality, availability and price
- ◆ Different sources of supply of commodities
- ◆ Preservation and processing methods for commodities
- ◆ Packaging and storage conditions
- ◆ Causes of food wastage.

Evidence requirements

Please refer to the evidence requirements for the Unit after the outcomes.

Assessment guidelines

The assessment of this Outcome can be combined with Outcomes 2 and 3, details of which are given under Outcome 3.

Outcome 2

Grade and classify fresh food in relation to quality

Knowledge and/or skills

- ◆ Appropriate classification of commodities
- ◆ Correct application of the quality standards in relation to the groupings
- ◆ Use of commodities is accurate in relation to the grade

Evidence requirements

Please refer to the evidence requirements for the Unit after the outcomes.

Higher National Unit specification: statement of standards (cont)

Unit title: Food Classification and Purchase

Assessment guidelines

The assessment of this Outcome can be combined with Outcomes 1 and 3, details of which are given under Outcome 3.

Outcome 3

Complete purchase specifications and relevant control procedures.

Knowledge and/or skills

- ◆ Principles of preparing purchase specifications
- ◆ Completion of purchase specifications
- ◆ Costing comparisons between different suppliers
- ◆ Evaluate methods of payment
- ◆ Control procedure documentation

Evidence requirements for the Unit

The candidate will need evidence to demonstrate his/her knowledge and/or skills by producing two folios, one based on a perishable commodity and one non-perishable commodity, that include:

- ◆ impact of political, economic, climatic and seasonal factors on the availability of the commodity
- ◆ sources of supply including manufacturers, wholesalers and specialist suppliers
- ◆ a minimum of three possible preservation and processing methods
- ◆ common packaging and appropriate storage conditions
- ◆ possible causes of food wastage
- ◆ classification and grading in relation to the quality standards, including colour, size, shape and class/grade
- ◆ completed purchase specifications and an explanation of why they are required
- ◆ possible discounts
- ◆ description of all the documentation involved in stock control

Assessment guidelines

The assessment of this Outcome can be combined with Outcomes 1 and 2. The assessment instruments will be one folio of no more than 1,000 words using a perishable commodity and one folio of no more than 1,000 words using a non-perishable commodity. Both folios need not be written up under supervision and the folios must provide evidence that the candidate has fulfilled the requirements of the Unit.

Administrative Information

Unit code:	DL3H 34
Unit title:	Food Classification and Purchase
Superclass category:	NA
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Higher National Unit specification: support notes

Unit title: Food Classification and Purchase

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

Guidance on the content and context for this Unit

This Unit is intended to develop the candidate's knowledge of the principles of food purchasing, packaging, storage conditions, factors that may impact on availability and quality, and the ways that commodities are classified and used in food production. It also aims to teach the candidate to evaluate different sources of supply and to understand the control procedures necessary for the purchase of commodities.

Outcome 1 looks at a range of factors affecting availability and price, sources of supply, packaging and storage. Methods of preservation and processing may include freezing, accelerated freeze drying, heat treatment such as canning, bottling, drying, UHT and pasteurisation, the use of chemicals such as salt, sugar, acid and irradiation. Packaging may include reference to controlled atmosphere packaging, cans, bottles, waxed paper, plastics, aluminium foil, etc.

In Outcome 2 perishable commodities may be covered from the range of meat, game, poultry, fish, shellfish, fruit, vegetables, dairy products and eggs. Non-perishable commodities could include cereals, tea, coffee, etc.

In Outcome 3 it would be expected that purchase specifications would include as the minimum, the quantity, quality, price, terms of payment and frequency of delivery. Candidates should be made aware of the possible discounts that may be available for purchasing commodities in bulk, paying within a stated period, working in the trade and for paying in cash. Candidates should also be familiar with the documentation required to control goods and the relationship between stock records, requisition forms, delivery notes, invoices, credit notes and statements.

Guidance on the delivery and assessment of this Unit

This Unit is likely to form part of a group award, which is primarily designed to provide candidates with the professional knowledge and skills related to cookery and patisserie. Ideally, the knowledge and understanding developed in class should be supported and developed in the practical situation, so that candidates can see the importance of food classification and purchase and the impact made on the quality of the end product produced for customer consumption. Wherever possible, candidates should be involved in the selection, ordering, purchasing and control of the commodities required for the practical production cookery and patisserie Units.

Higher National Unit specification: support notes (cont)

Unit title: Food Classification and Purchase

Candidates will require guidance from a centre to ensure that they adopt a suitable approach to providing evidence of competence. This may take the form of a checklist detailing all the evidence requirements to be covered in the folios.

Because the Unit does not necessarily have to be completed under supervision, it will be important for Centres to implement procedures to ensure authenticity of candidate's work and monitor progress.

Open learning

In cases where tutor support can be provided at all stages, this Unit lends itself well to delivery by open and flexible learning approaches, such as on-line distance learning. Centre-devised supervision agreements should detail controlled conditions to ensure authenticity of evidence. It may be helpful to confirm that appropriate commodities have been selected prior to the candidate beginning to prepare the folios. Once completed, the folio could be sent directly to the assessor.

Candidates with additional support needs

This Unit specification is intended to ensure that there are no artificial barriers to learning or assessment. The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering alternative Outcomes for Units. For information on these, please refer to the SQA document *Guidance on Special Assessment Arrangements for Candidates with Additional Support Needs* (BA 2399, SQA, due 2004).

General information for candidates

Unit title: Food Classification and Purchase

This Unit is designed to enable you to recognise the main factors affecting the classification and purchasing of food. If you have experience of working with food you should be able to make use of it during your study of this Unit.

On successful completion of this Unit you will be able to:

1. Explain the conditions affecting availability of food
2. Grade and classify fresh food in relation to quality
3. Complete purchase specifications and relevant control procedures.

In Outcome 1 you will learn about the factors affecting the quality, availability and price of food and also the different sources of supply. You will also learn about preservation and processing methods, packaging and storage conditions and how they impact on keeping food wastage to the minimum.

In Outcome 2 you will learn how commodities are classified and the related quality standards. Drawing on any experience you may have in practical production cookery, you will be able to describe how commodities of a particular grade may be used appropriately.

In Outcome 3 you will learn of the importance of purchasing specifications and how they are correctly completed. You will also learn how to make costing comparisons between different suppliers and of the various methods of payments and discounts available. Finally, you will also learn of the main documents used to control goods through the purchasing and storage processes.

Towards the end of this Unit, you will be expected to produce two well-researched folios, one based on a perishable product and one on a non-perishable product, that reflect the standards acceptable to industry and that cover all the evidence requirements of the Unit.