



## Higher National Graded Unit specification

### General information for centres

This Graded Unit has been validated as part of the HNC Hospitality. Centres are required to develop the assessment instrument in accordance with this validated specification. Centres wishing to use another type of Graded Unit or assessment instrument are required to submit proposals detailing the justification for change for validation.

**Graded Unit title:** Hospitality: Graded Unit 1

**Graded Unit code:** DL4H 34

**Type of Graded Unit:** Project

**Assessment Instrument:** Case Study

**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.*

**Purpose:** This Graded Unit is designed to provide evidence that the candidate has achieved the following principal aims of the HNC Hospitality:

- ◆ Developing study and research skills.
- ◆ Be prepared for employment within the hospitality industry in a team leading/supervisory level post.
- ◆ Gain leadership skills and a customer focused attitude through an understanding of the role of a team leader/supervisor.
- ◆ Gain an understanding of the structure and organisation of the industry and the influence of the industry on the economy.
- ◆ Develop knowledge and skills in the main operational areas, such as, food and beverage service styles and techniques, food hygiene and control systems.
- ◆ Apply and integrate knowledge and skills across hospitality operational areas.
- ◆ Be prepared for progression to further studies in Hospitality or related disciplines.

## General information for centres (cont)

**Recommended prior knowledge and skills:** It is recommended that the candidate should have completed or be in the process of completing the following Units relating to the above specific aims prior to undertaking this Graded Unit:

- ◆ *Food and Beverage Service*
- ◆ *Hospitality Financial and Control Systems*
- ◆ *Hospitality Supervision*
- ◆ *Food Hygiene Intermediate*
- ◆ *Hospitality Industry*

and at least one from the following:

- ◆ *Hospitality Front Office Procedures 1*
- ◆ *Hospitality Front Office Procedures 2*
- ◆ *Alcoholic Beverages*
- ◆ *Scottish Licensing Law*
- ◆ *Licensed Premises Operations*
- ◆ *Accommodation Servicing*

### Core Skills:

Achievement of this Unit gives automatic certification of the following:

Complete Core Skills	Problem Solving at SCQF level 5
Core Skill component(s)	None

There are also opportunities to develop aspects of Core Skills which are highlighted in the Support Notes of this Unit Specification.

**Assessment:** This Graded Unit will be assessed by the use of a case study. The developed case study should provide the candidate with the opportunity to produce evidence that demonstrates she/he has met the aims of the Graded Unit that it covers.

## Administrative Information

<b>Graded Unit code:</b>	DL4H 34
<b>Graded Unit title:</b>	Hospitality: Graded Unit 1
<b>Original date of publication:</b>	August 2005
<b>Version:</b>	04 (August 2012)

### History of changes:

Version	Description of change	Date
	Previous versions were made before the introduction of the History of Changes table.	
02	<ul style="list-style-type: none"><li>◆ Purpose amended to reflect aims for group awards</li><li>◆ Recommended Prior Knowledge and Skills amended to better reflect Unit Specification requirements</li><li>◆ Conditions of Assessment amended to provide clearer guidance</li><li>◆ Guidance on Grading Candidates amended to provide clarification on allocating grades. Allocation of marks reverted to 100.</li><li>◆ Minimum Evidence Requirements amended to provide clarification and assist holistic assessment</li><li>◆ Support Notes and General Information for Candidates added to provide additional guidance</li></ul>	26/08/09
03	Minimum Evidence Requirements reworded to make clearer.	29/07/10
04	Recommended prior knowledge and skills amended to reflect changes to the HNC structure.	13/08/12

**Source:** SQA

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## **Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates**

**Graded Unit title:** Hospitality: Graded Unit 1

### **Conditions of assessment**

The candidate should be given a date for completion of each stage of the case study. However, the instructions for the assessment task should be distributed to allow the candidate sufficient time to assimilate the details and carry out the assessment task. During the time between the distribution of the assessment task instructions and the completion date, assessors may answer questions, provide clarification, guidance and reasonable assistance. The assessment task should be marked as soon as possible after the completion date. The final grade given should reflect the quality of the candidate's evidence at the time of the completion date.

The evidence for the project is generated over time and involves three distinct stages, where the Minimum Evidence Requirements for each stage should be met before the next is undertaken. If dates given are not met then the college's internal policy on missed deadlines will apply.

If a candidate fails the project overall or wishes to upgrade, then this must be done using a *substantially different* project, ie all stages should be undertaken using a new project, assignment, case study, etc. In this case, a candidate's grade should be based on the achievement in the re-assessment, if this results in a higher grade.

It should be noted that the nature of a project based Graded Unit may not provide the opportunity for candidates to undertake a substantially different project within the same academic year.

### **Instructions for designing the assessment task**

The assessment task is a project. The project undertaken by the candidate must be a complex task which involves:

- ◆ variables which are complex or unfamiliar
- ◆ relationships which need to be clarified
- ◆ a context which may be familiar or unfamiliar to the candidate

The assessment task must require the candidate to:

- ◆ analyse the task and decide on a course of action for undertaking the project
- ◆ plan and organise work and carry it through to completion
- ◆ reflect on what has been done and draw conclusions for the future
- ◆ produce evidence of meeting the aims which this Graded Unit has been designed to cover
- ◆ plan for the delivery of the case study scenario to meet client expectations, within operational constraints and in line with professional standards
- ◆ carry out a comprehensive evaluation

### **Guidance on grading candidates**

Candidates who meet the minimum Evidence Requirements will have their achievement graded as C — competent, or A — highly competent or B somewhere between A and C. The grade related criteria to be used to judge candidate performance for this Graded Unit is specified in the following table.

## Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

Grade A	Grade C
<p>Is a seamless, coherent piece of work which:</p> <ul style="list-style-type: none"> <li>◆ has sufficient evidence for the three essential stages of Planning, Developing, Evaluating, that is comprehensive, integrated and logical</li> <li>◆ demonstrates an accurate and imaginative interpretation of the project brief</li> <li>◆ demonstrates a highly focused, planned and systematic approach to the brief</li> <li>◆ provides extensive evidence of research and linking facts/findings in a coherent manner and meets the needs of the brief</li> <li>◆ uses language of a high standard in terms of level, accuracy and technical content as it relates to the hospitality industry</li> </ul>	<p>Is a co-ordinated piece of work which:</p> <ul style="list-style-type: none"> <li>◆ has sufficient evidence for the three essential stages of Planning, Developing, Evaluating, and is produced to an adequate standard</li> <li>◆ demonstrates an acceptable interpretation of the project brief</li> <li>◆ demonstrates an adequately focused and planned approach to the brief</li> <li>◆ provides clear evidence of research and linking facts/findings in a coherent manner and meets the needs of the brief</li> <li>◆ uses language of an adequate standard in terms of level, accuracy and technical content as it relates to the hospitality industry</li> </ul>
<ul style="list-style-type: none"> <li>◆ effectively consolidates and integrates required knowledge and skills</li> </ul>	<ul style="list-style-type: none"> <li>◆ consolidates and integrates knowledge and skills but this may lack some continuity and consistency</li> </ul>
<ul style="list-style-type: none"> <li>◆ effectively justifies each stage of the project</li> </ul>	<ul style="list-style-type: none"> <li>◆ adequately justifies each stage of the project</li> </ul>
<ul style="list-style-type: none"> <li>◆ identifies and describes actions that would improve Outcomes and meet the project brief objectives</li> </ul>	<ul style="list-style-type: none"> <li>◆ identifies and describes where improvements could have been made and project brief objectives met</li> </ul>
<ul style="list-style-type: none"> <li>◆ demonstrates the candidate's ability to work autonomously with the minimum of support</li> </ul>	<ul style="list-style-type: none"> <li>◆ demonstrates that the candidate has required reasonable support throughout the project</li> </ul>

The project will be marked out of 100. Assessors will mark each stage of the project, taking into account the criteria outlined. The marks will then be aggregated to arrive at an overall mark for the project. Assessors will then assign an overall grade to the candidate for this Graded Unit based on the following grade boundaries.

- A = 70% — 100%
- B = 60% — 69%
- C = 50% — 59%

**Note:** the candidate must achieve all of the minimum evidence specified below for each stage of the project in order to achieve the Graded Unit.

## Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

### Evidence Requirements

The project consists of three stages: planning; developing; and evaluating. The following table specifies the minimum evidence required to pass each stage.

**Note:** The candidate must achieve **all of the minimum evidence** specified below for each stage of the project in order to pass the Graded Unit **and** a grade should not be recommended until the final stage is complete and the three parts have been viewed as a whole.

Project Stage	Minimum Evidence Requirements
Stage 1 – Planning  20%	A portfolio of evidence which includes: <ol style="list-style-type: none"> <li>1. An outline of the candidate’s approach to the project.</li> <li>2. The candidate’s interpretation of the case study and an overview of their role as a supervisor.</li> <li>3. Compilation of an action plan indicating timelines and research, including references and other sources of information.</li> <li>4. Justification of the approach taken to compile the action plan.</li> </ol> <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Planning stage.</i></p>
Stage 2 – Developing  60%	A portfolio of evidence containing a realistic proposed plan for carrying out the case study requirements including: <ol style="list-style-type: none"> <li>1. A statement containing the operational objectives required for the case study.</li> <li>2. Identification and description of the constraints which may impact on the achievement of the operational objectives.</li> <li>3. A description of current legislative requirements that need to be adhered to for the proposed event.</li> <li>4. Justification of the recommendations made.</li> </ol> <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Developing stage.</i></p>

## Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

Project Stage	Minimum Evidence Requirements
Stage 3 — Evaluating  20%	<p>A portfolio of evidence which concludes with:</p> <p>An evaluation which should:</p> <ol style="list-style-type: none"> <li>1 Provide an overview of the approach taken during the planning and developing stages.</li> <li>2 Review the plan, identifying and describing any modifications made to the plan, e.g. task list, timeframes, sources and research.</li> <li>3 Identify knowledge and skills gained or developed in undertaking the project.</li> <li>4 Assess positive aspects of undertaking the project and describe areas for improvement.</li> </ol> <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Evaluating stage.</i></p>

### Support notes

Candidates should be provided with information about the Graded Unit as early as possible but centres must ensure that candidates have all the required knowledge and skills as laid out at the beginning of this Graded Unit Specification. Candidates must work independently but must also be supported throughout the process and effective tools such as progress logs or diaries should be used to motivate and monitor the candidates' work and provide evidence of assistance given for grade consideration. An appointment system for progress interviews with candidates should be identified at an early stage of the project.

As identified within this Graded Unit Specification, projects should be assessed at each stage against Minimum Evidence Requirements and candidates should only progress to the next stage when they have met the Minimum Evidence Requirements of the previous stage. Candidates should be given a date for submission of each stage, if dates given are not met then the college's internal policy on missed deadlines will apply. At the end of each stage there should be opportunities for remediation and re-assessment on that particular stage. However, any remediation/re-assessment will have an impact on grading as the degree of autonomous working is a criterion for a grade A.

If a candidate fails the project overall or wishes to upgrade, then this must be done using a *substantially different* project, ie all stages should be undertaken using a new project, case study, etc. In this case, a candidate's grade should be based on the achievement in the new project, if this results in a higher grade. It should be noted that the nature of a project based Graded Unit may not provide the opportunity for candidates to undertake a substantially different project within the same academic year.

## **Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)**

Where appropriate, portfolios of evidence should include the following:

- ◆ Contents page
- ◆ Running order
- ◆ Food and beverage requirements
- ◆ Accommodation requirements
- ◆ Servicing requirements
- ◆ Staffing rota
- ◆ Menu and drinks list
- ◆ Acknowledgement of sources and references
- ◆ Research undertaken
- ◆ Knowledge of the industry
- ◆ Subject knowledge
- ◆ Industry standards
- ◆ Supervisory skills
- ◆ Industrial contacts
- ◆ Presentation skills

For further information regarding the implementation of Graded Units please refer to the SQA publication *Guidance for the Implementation of Graded Units in Higher National Certificates and Higher National Diplomas* Publication date: April 2008. Publication code: CA4405.

This Unit has the Core Skill of Problem Solving embedded in it. This means that when candidates achieve the Unit, Their Core Skills profile will also be updated to show they have achieved Problem Solving at SCQF level 5.

### **Disabled candidates and/or those with additional support needs**

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website [www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements)



## General information for candidates

This Unit will give you the opportunity to demonstrate your ability to integrate, evaluate and apply the knowledge and skills you have gained from a range of Units from the HNC in Hospitality, and should therefore be completed toward the end of your course. You will be allocated a grade of A, B or C on successful completion of the project.

Typically the Graded Unit assessment is a project which takes the form of a case study describing a fictitious event, in which you will be expected to assume the role of the team leader/supervisor.

The Graded Unit project is in three stages, planning, developing and evaluating. The work you produce for each stage of the project will form a portfolio of evidence.

The requirements for each stage must be met before you will be allowed to progress to the next. You will be given a deadline for the completion of each stage, please note that late submissions could be penalised in line with your centre's internal policy and could affect your grade.

The first stage is the **planning** stage. You will have to read the case study scenario and think about what you know and you will have carry out research on the things you don't know about. You will identify the key tasks of the project and compile an action plan indicating timelines, references and sources of information.

The next stage is the **developing** stage and is when you will detail your **proposal** to deliver the event. Your proposal should identify constraints, include a realistic plan for carrying out the project brief and consider legislative requirements.

The final stage is the **evaluating** stage. For this stage you have to look back and comment on your approach to the project, how your planning went, how the developing went and comment on how this experience was in terms of the decisions you made, positive aspects of the process and what improvements you would make should you undertake a project again.

Where appropriate, your portfolio could also include the following:

- ◆ Contents page
- ◆ Running order
- ◆ Food and beverage requirements
- ◆ Accommodation requirements
- ◆ Servicing requirements
- ◆ Staffing rota
- ◆ Menu and drinks list
- ◆ Industrial contacts
- ◆ Acknowledgement of sources and references
- ◆ Research undertaken

Your portfolio could also give you the opportunity to demonstrate your:

- ◆ knowledge of the hospitality industry and industry standards
- ◆ subject knowledge
- ◆ understanding of the role of the team leader/supervisor
- ◆ presentation skills

Remember that a grade will not be given until the final stage is complete and your work can be viewed as a whole. Grades are subject to external verification by SQA.

## **General information for candidates (cont)**

You will be given the opportunity during tutorials and/or progress interviews to discuss your progress. Feedback will be ongoing as part of the process and you will be encouraged to use a log book which you should maintain throughout your project and take to tutorials and/or progress interviews. This is your opportunity to discuss the work you have undertaken and agree next steps.

In undertaking this project you are required to display your ability to work independently to meet the standards required. At the same time, however, you will be under supervision and may need some support from your tutor. Reasonable assistance can be given, however, if you require more than what is deemed to be reasonable this will affect your grade as the degree of autonomous working is a criterion for a grade A.

Arrangements for remediation and re-assessment will be in line with the centre's policy, however, if for any reason you were to be unsuccessful in the project overall, re-assessment must be on a substantially different project. It should be noted that your centre may not be able to provide the opportunity to undertake a substantially different project within the same academic year.