



National Unit Specification: general information

UNIT Food Preparation Techniques: An Introduction (Access 3)

CODE D263 09

SUMMARY

This Unit is a mandatory Unit in the Access 3 Hospitality: Practical Cookery Course, but can be taken as a free-standing Unit. It is suitable for candidates with no previous experience.

On completion of this Unit, candidates will be able to apply knowledge of basic food preparation terms, techniques and equipment to their practical exercises.

OUTCOMES

- 1 Weigh and measure foodstuff accurately.
- 2 Use a range of simple food preparation techniques.
- 3 Identify basic food preparation equipment.

RECOMMENDED ENTRY

Entry is at the discretion of the centre.

CREDIT VALUE

1 credit at Access 3 (6 SCQF credit points at SCQF level 3*).

**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.*

Administrative Information

Superclass: NE

Publication date: May 2008

Source: Scottish Qualifications Authority

Version: 01

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National Unit Specification: general information (cont)

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CORE SKILLS

There is no automatic certification of Core Skills in this Unit.

Opportunities for developing aspects of Core Skills are highlighted in *Guidance on Learning and Teaching Approaches for this Unit*.

National Unit Specification: statement of standards

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Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit Specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

OUTCOME 1

Weigh and measure foodstuffs accurately.

Performance Criteria

- (a) Scales are used accurately.
- (b) Measuring jugs are used accurately.
- (c) Measuring spoons are used accurately.

OUTCOME 2

Use a range of simple food preparation techniques.

Performance Criteria

- (a) The equipment selected is appropriate to the preparation technique.
- (b) The preparation technique is correctly carried out.
- (c) Safe and hygienic standards are maintained throughout.

OUTCOME 3

Identify basic food preparation equipment.

Performance Criteria

- (a) Items of basic equipment are identified correctly.
- (b) The use of each item of equipment is identified correctly.

National Unit Specification: statement of standards (cont)

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EVIDENCE REQUIREMENTS FOR THIS UNIT

Evidence must be produced to demonstrate that all Outcomes and Performance Criteria have been met. Performance and written/oral evidence is required for this Unit.

Outcome 1 and 2 — Performance Evidence

Candidates will be required to demonstrate by practical activity on at least one occasion that they are able to:

- ◆ use scales accurately
- ◆ use measuring jugs accurately
- ◆ use measuring spoons accurately
- ◆ select equipment appropriate to the preparation technique
- ◆ carry out preparation techniques correctly without undue waste
- ◆ maintain safe and hygienic standards throughout

Preparation techniques: peel, cut, grate, shape, mix, whisk. Each preparation technique must be used on at least one occasion.

The activity must be carried out in supervised conditions, and an assessor observation checklist must be used.

Outcome 3 — Written/oral Evidence

Candidate will be required to demonstrate that they can:

- ◆ identify eight items of basic equipment correctly
- ◆ identify the use of each item of equipment correctly

Equipment: flour dredger; sieve; cooling tray; hand-held electric whisk; pastry cutter; fish slice; vegetable peeler; vegetable knife; grater; tablespoon; pastry brush.

The evidence for this Outcome will be gathered under open-book, supervised conditions.

The National Assessment Bank (NAB) item for this Unit exemplifies the national standard. Centres wishing to design their own assessments should refer to the NAB to ensure that they are of a comparable standard.

National Unit Specification: support notes

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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

The content will allow candidates to develop basic techniques utilising a range of preparation equipment. Candidates should be encouraged to end cook products that have been prepared under the supervision of the teacher/lecturer.

Outcomes 1 and 2

The practical activities of this Unit should be relatively simple dishes/recipes such as: the preparation of vegetables for soup; scones; basic sponge; fresh fruit salad; shepherd's pie; pizza; fruit crumble; hamburgers. Healthier options for ingredients should be chosen, where appropriate.

Hygiene and safety must feature as key practices to be developed in the use of all preparation equipment and throughout preparation techniques. Demonstrations will be required in the use of all equipment and in following each preparation technique. The development of correct working practices must be emphasised. Knife drill will have to be demonstrated and reinforced throughout. Candidates should be given clear specifications for each task to ensure that they are fully aware of what is expected of them. The timescale required for activities should be adjusted to meet individual needs and abilities.

Outcome 3

All items of equipment used in practical work should be correctly identified and named and its uses explained. Candidates should be encouraged to correctly identify and use correctly appropriate equipment for each task.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

The learning and teaching approach should allow Outcomes to be achieved in a candidate-centred participative and practical manner. Theoretical aspects such as identification of equipment and its uses should be an integral part of each practical exercise. The choice of activities must allow all of the equipment to be used and the range of preparation techniques to be covered.

OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

Opportunities for developing aspects of Core Skills should be incorporated where they arise naturally in the learning and teaching process. In this Unit candidates will be weighing and measuring, and identifying the correct equipment to use for a range of cookery processes. This may provide opportunities to develop aspects of the following Core Skills:

- ◆ Numeracy
- ◆ Communication

National Unit Specification: support notes (cont)

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GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

Opportunities for the use of e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by information and communications technology (ICT), such as e-testing or the use of e-portfolios or e-checklists. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003)*, *SQA Guidelines on e-assessment for Schools (BD2625, June 2005)*.

If this Unit is being taken as part of the Hospitality: Practical Cookery Access 3 Course, it is recommended that this Unit is delivered in an integrated way with *Hospitality: Organisation of Practical Skills* and *Cookery Processes: An Introduction*. This may encourage a practicable and economic approach to delivery.

CANDIDATES WITH DISABILITIES AND/OR ADDITIONAL SUPPORT NEEDS

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. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* (www.sqa.org.uk).