



National Unit Specification: general information

UNIT Hospitality: Organisation of Practical Skills (Access 3)

CODE D9NL 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 the Unit, candidates will be able to plan work, gather ingredients, identify equipment and integrate practical skills to complete tasks involving work co-ordination in the context of food preparation.

OUTCOMES

- 1 Prepare for making a dish that requires a range of ingredients and cookery processes in its production.
- 2 Prepare a plan of work for the dish.
- 3 Prepare the dish.
- 4 Use safe working practices.

RECOMMENDED ENTRY

Entry is at the discretion of the centre.

CREDIT VALUE

0.5 credit at Access 3 (3 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: NF

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National Unit Specification: general information (cont)

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CORE SKILLS

Achievement of this Unit gives automatic certification of the following:

Complete Core Skill	None
Core Skill component(s)	Critical Thinking at SCQF level 3 Planning and Organising at SCQF level 3

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

Prepare for making a dish that requires a range of ingredients and cookery processes in its production.

Performance Criteria

- (a) An appropriate dish is selected.
- (b) The ingredients are correctly identified.
- (c) The cookery processes used are correctly identified.
- (d) All equipment required is correctly identified.
- (e) All ingredients are gathered prior to commencing.

OUTCOME 2

Prepare a plan of work for the dish.

Performance Criteria

- (a) A logical sequence of work is planned to ensure effective time management.
- (b) Timings are given for each stage of the plan.
- (c) Required quantities are identified in the plan.

OUTCOME 3

Prepare the dish.

Performance Criteria

- (a) The dish is completed within the given time.
- (b) The dish is presented in the quantities planned.
- (c) The dish is presented to an acceptable condition for eating.

OUTCOME 4

Use safe working practices.

Performance Criteria

- (a) Appropriate clothing is worn.
- (b) A clean and tidy workstation is maintained.
- (c) All equipment is used in a safe manner.

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 — Written/oral Evidence

Candidate will be required to demonstrate that on one occasion, they can:

- ◆ select an appropriate dish
- ◆ identify at least three of the ingredients
- ◆ identify four cookery processes
- ◆ identify the equipment required
- ◆ gather the ingredients in the required quantity
- ◆ plan a logical sequence of work, including timings and quantities

The evidence for these Outcomes should be obtained under open-book, supervised conditions.

Outcome 3 and 4 — Performance Evidence

Candidates will be required to demonstrate by practical activity on one occasion that they can present the completed dish within the time, in the quantities planned and to an acceptable standard for eating.

During the practical activity candidates will be required to:

- (a) wear appropriate clothing
- (b) maintain a clean and tidy workstation
- (c) use all equipment in a safe manner

Outcomes 3 and 4 the proposed instrument of assessment is a practical exercise. Attainment could be recorded by the use of an observational checklist.

The NAB pack provided for this Unit illustrates the standard that should be applied. It includes assessor checklists. If a centre wishes to design its own assessments for this Unit, they should be 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 20 hours.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

The practical elements of the Unit should enable candidates to integrate the component skills from the planning stage through to presentation.

Outcome 1

Processes are the steps to be carried out to successfully complete the dish/recipe, such as: weighing; measuring; sieving; mixing; whisking; stirring; chopping; grating; peeling; washing; seasoning.

Candidates should be encouraged to choose dishes from a given range rather than the teacher/lecturer identifying the practical activity for them.

An example of the minimum level of practical activity expected at this level is given below:

Dish: Apple Crumble (using previously prepared fruit).

Ingredients: wholemeal flour, margarine, brown sugar, prepared apple.

Processes: weighing, rubbing in, mixing, assembling, baking.

Equipment to be used throughout the practical exercise must be identified by candidates and all ingredients gathered prior to commencing.

Outcome 2

Candidates should be given practice in ordering the stages of a practical activity. For example, re-arrange in a logical order the stages of a recipe. The time allowed for activities should be adjusted to meet individual needs and abilities. The candidate must be made aware of the importance of working within a time constraint to achieve the standard of organisational skills necessary to achieve the Outcome.

National Unit Specification: support notes (cont)

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Outcomes 3 and 4

Standard recipes will be followed for most dishes and the timescale set by the teacher/lecturer to support individual needs.

Emphasis must be placed on the following:

- ◆ keeping to given times
- ◆ producing correct numbers of portions
- ◆ presenting food to an acceptable standard
- ◆ wearing correct clothing
- ◆ safe and hygienic working methods
- ◆ carrying out procedures in a correct manner
- ◆ correct and safe use of equipment

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. Candidates must be given time to practise their organisational skills before assessment takes place. The needs and abilities of each candidate must be taken into account in terms of the type of support and equipment required. The timescale required to complete an activity should be adjusted to allow for candidate achievement. Candidates should understand, however, that the constraint of time is a consideration when carrying out an activity

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 planning and making a dish using a number of ingredients and cookery processes within a given time. This may provide opportunities to develop aspects of the Core Skill of *Problem Solving*.

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 used as the vehicle for integrated delivery of other units, eg, *Food Preparation Techniques: An Introduction* and *Cookery Processes: An Introduction*. This may encourage a practicable and economic approach to their delivery.

Assessor observation checklists should be maintained and kept up-to-date to keep track of candidate progress and provide evidence for internal and external verification purposes.

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).