



National Unit Specification: general information

UNIT Hospitality: Organisation of Practical Skills (SCQF level 5)

CODE F7DH 11

SUMMARY

This Unit is a mandatory Unit of the National Certificate in Hospitality at SCQF level 5, but can also be taken as a freestanding Unit. It is suitable for candidates who have 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 coordination in the context of food preparation.

OUTCOMES

- 1 Select and prepare for making a dish or dishes that require a minimum of twelve ingredients and at least eighteen processes in their production.
- 2 Prepare a plan of work for the dish or dishes chosen.
- 3 Prepare the dish or dishes.
- 4 Use safe working practices.

RECOMMENDED ENTRY

Entry is at the discretion of the centre.

Administrative Information

Superclass: NE

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National Unit Specification: general information (cont)

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CREDIT VALUE

1 credit at SCQF level 5 (6 SCQF credit points at SCQF level 5*)

**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.*

CORE SKILLS

Opportunities to develop aspects of Core Skills are highlighted in the Support Notes of this Unit Specification.

There is no automatic certification of Core Skills or Core Skill component in 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 the Scottish Qualifications Authority.

OUTCOME 1

Select and prepare for making a dish or dishes that require a minimum of twelve ingredients and at least eighteen processes in their production.

Performance Criteria

- (a) Select an appropriate dish or dishes from a given list of ingredients to meet the minimum requirements.
- (b) Identify the ingredients for the chosen dish or dishes.
- (c) Identify the processes to be used to produce the dish or dishes.

OUTCOME 2

Prepare a plan of work for the dish or dishes chosen.

Performance Criteria

- (a) List all equipment required to prepare, cook and serve the chosen dishes.
- (b) Complete a food order.
- (c) Prepare a plan of work.

OUTCOME 3

Prepare the dish or dishes.

Performance Criteria

- (a) Prepare the ingredients according to the recipe specification
- (b) Complete the chosen dish or dishes within the planned time
- (c) Present the chosen dishes in the quantities planned
- (d) Present the chosen dishes to a commercially acceptable standard

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.

Written/oral and performance evidence is required for this Unit.

Outcome 1 and 2 — Written/oral evidence

Candidates will be required to demonstrate that on a minimum of one occasion they can:

- ◆ select the chosen dish or dishes to meet the minimum requirements
- ◆ identify the ingredients for the chosen dish or dishes
- ◆ identify the processes to be used to produce the chosen dish or dishes
- ◆ list all equipment required to prepare, cook and serve the chosen dish or dishes
- ◆ complete a food order
- ◆ prepare a plan of work

The chosen dish or dishes must have a minimum of 12 ingredients and a minimum of 18 processes.

This assessment could be completed by the use of a pro forma and should be conducted in open-book supervised conditions. This must be carried out prior to the production of the chosen dish or dishes.

Outcomes 3 and 4 — Performance evidence

Candidates will be required to demonstrate by practical activity on a minimum of one occasion that they are able to:

- ◆ prepare the ingredients according to the recipe specification
- ◆ complete the chosen dishes within the planned time
- ◆ present the chosen dishes in the quantities planned
- ◆ present the chosen dishes to a commercially acceptable standard
- ◆ wear appropriate clothing
- ◆ maintain a clean and tidy workstation
- ◆ use all equipment in a safe manner

The candidate must work with the plan previously completed for Outcomes 1 and 2. The practical activities must be carried out in a professional kitchen, realistic working environment or workplace, in supervised conditions, and an assessor observation checklist must be retained as evidence of performance.

The ASP pack provided for this Unit illustrates the standard that should be applied. It includes planning pro forma and assessor observation 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

UNIT Hospitality: Organisation of Practical Skills (SCQF level 5)

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 a Mandatory Unit of the National Certificate in Hospitality (SCQF level 5) but can be taken as a freestanding Unit.

Practical activities should be carried out either in a professional kitchen, realistic working environment or real workplace, and should involve working with others in a team to develop good working practice.

The focus of this Unit is practical vocational training. The Unit will develop the skills of work planning and working to a previously prepared plan. It is suggested that candidates have had some practical experience in the professional kitchen before embarking on this Unit. The practical elements of this Unit may be integrated with other food production Units such as *Cookery Processes*, *Food Preparation Techniques*, and *Integrated Production Cookery*, and should enable candidates to integrate the component skills from the planning stage through to presentation. Candidates should be encouraged to choose dishes from a given range rather than the tutor identifying the dish or dishes to be produced. Examples of dishes at this level can relate to one relatively complex dish with 12 ingredients and 18 processes, or two or three simpler dishes such as a standard soup and bread rolls, three hor's d'oeuvres or three afternoon tea items. The equipment to be used throughout the practical exercise must be listed and all ingredients requisitioned prior to commencing the practical.

Processes are the steps to be carried out to successfully complete the dish or dishes, for example, weighing, measuring, sieving, mixing, trimming, melting, sealing, dicing, simmering, seasoning, rolling out, proving, boiling, baking, stewing, frying, poaching, braising, steaming, whisking, draining, straining, piping.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

The requirements for the Unit should be discussed with candidates as part of the induction to the Unit. The main approach to learning and teaching should be practical and experiential. Candidates should be encouraged to learn through a variety of activities which are designed to enhance their awareness of the work that goes on in the professional kitchen. Candidates should be encouraged to perform tasks and conduct themselves in a manner appropriate to the workplace.

Each part of teaching/learning should incorporate both theory and practice to facilitate learning, and it would be appropriate to integrate this Unit with other food production Units, for example, *Food Preparation Techniques*, *Cookery Processes*, and *Stocks and Sauces*.

Opportunities should be taken to integrate the required knowledge of food hygiene and health and safety while participating in practical activities. In this way, food hygiene and health and safety procedures will not only be more relevant but will be more easily understood and remembered. Candidates should always be made aware of hazards and risks when working in the professional kitchen and the controls that are in place to minimise these risks. The emphasis should always be on the practice of working safely and hygienically.

National Unit Specification: support notes

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Candidates should be given clear guidance and direction to enable them to plan an effective sequence of work related to the practical activities. Emphasis should also be placed on the timing of the practical to ensure that candidates can produce the dish or dishes within the given timescale. Standard recipes should be used for most dishes and the timescale for the practical activity should be set by the tutor. There could also be scope for innovation within recipes if appropriate to the occasion and candidates. Emphasis must be placed on the following:

- ◆ keeping to given times
- ◆ producing planned number of portions
- ◆ presenting food to a commercially acceptable standard
- ◆ wearing the correct uniform
- ◆ working safely and hygienically
- ◆ carrying out procedures in correct manner
- ◆ correct use of equipment

OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

In this Unit candidates will be involved in planning and weighing and measuring. Therefore, there will be opportunities to develop aspects of the following Core Skills:

- ◆ *Problem solving*
- ◆ *Numeracy*

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

The evidence requirements are fully expressed in the mandatory section of this Unit Specification. Assessor observation checklists and other assessment records should be maintained and kept up-to-date to keep track of candidate progress and provide evidence for internal and external verification purposes.

The NAB pack provided for this Unit illustrates the standard that should be applied. It includes planning pro forma for Outcomes 1 and 2 and assessor observation checklists. If a centre wishes to design its own assessments for this Unit, they should be of a comparable standard.

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.