



## National Unit Specification: general information

**UNIT** Non Alcoholic Beverages (SCQF level 5)

**CODE** F7E6 11

### SUMMARY

This Unit is an optional Unit of the National Certificate in Hospitality SCQF level 5. It can also be taken as a freestanding Unit.

This Unit will introduce candidates to a range of non-alcoholic beverages. Candidates will identify, prepare and serve a range of popular non alcoholic beverages. It is recommended that the delivery of this Unit is integrated with other food service Units at an appropriate level. This Unit is suitable for candidates with no previous experience.

### OUTCOMES

- 1 Identify a range of non alcoholic beverages.
- 2 Prepare a range of non alcoholic beverages for service.
- 3 Serve a range of non alcoholic beverages.

### RECOMMENDED ENTRY

Entry is at the discretion of the centre.

### 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.*

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### Administrative Information

**Superclass:** NB

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## **National Unit Specification: general information (cont)**

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### **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**

### **UNIT      Non Alcoholic Beverages (SCQF level 5)**

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**

Identify a range of non alcoholic beverages.

##### **Performance Criteria**

- (a) Identify a range of non alcoholic beverages served hot.
- (b) Identify a range of non alcoholic beverages served cold.

#### **OUTCOME 2**

Prepare a range of non alcoholic beverages for service.

##### **Performance Criteria**

- (a) Prepare a range of hot beverages.
- (b) Prepare a range of cold beverages.
- (c) Work safely and hygienically throughout.

#### **OUTCOME 3**

Serve a range of non alcoholic beverages.

##### **Performance Criteria**

- (a) Serve a range of hot beverages.
- (b) Serve a range of cold beverages.
- (c) Accompaniments are offered appropriate to the beverage being served.
- (d) Store commodities after use.
- (e) Work safely and hygienically throughout.

## National Unit Specification: statement of standards (cont)

### UNIT Non Alcoholic Beverages (SCQF level 5)

#### EVIDENCE REQUIREMENTS FOR THIS UNIT

Evidence must be produced to demonstrate that all the outcomes and Performance Criteria have been met.

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

- ◆ Written/oral evidence is required which demonstrates knowledge and understanding of a range of non alcoholic beverages, their storage, production and service requirements.
- ◆ Practical activities for this assessment should be carried out under supervision either in a simulated environment, realistic working environment, or workplace, and should provide opportunities to demonstrate good working practices.

#### Outcome 1

Evidence for this outcome should be delivered in open-book supervised conditions. Candidates should demonstrate that they have knowledge and understanding of commonly used and requested non alcoholic beverages. The evidence should be gathered at a suitable point in the Unit and could take the form of a pro forma

Candidates should demonstrate that they can:

- ◆ identify a range of non alcoholic beverages served hot
- ◆ identify a range of non alcoholic beverages served cold

Candidates should identify a minimum of:

Hot Beverages	Cold Beverages
2 varieties of tea	1 Fruit Juice
2 styles of coffee	1 Squash
1 milk based product	1 Cordial
1 meat based product	1 Still Water
	1 Sparkling Water
	1 Carbonated Drink

## National Unit Specification: statement of standards (cont)

### UNIT Non Alcoholic Beverages (SCQF level 5)

#### Outcomes 2 and 3

#### Performance evidence

Candidates will be required to demonstrate by practical activity that they are able to:

- ◆ prepare a range of hot beverages
- ◆ prepare a range of cold beverages
- ◆ serve a range of hot beverages
- ◆ serve a range of cold beverages
- ◆ offer accompaniments appropriate to the beverage being served
- ◆ store commodities after use
- ◆ work safely and hygienically throughout

Hot Beverages	Cold Beverages
Tea	Fruit Juice
Coffee	Squash
Milk based product	Cordial
Meat based product	Still Water
	Sparkling Water
	Carbonated Drinks

Candidates should prepare and serve a minimum of two hot beverages and two cold beverages.

The practical activities should be carried out in a training restaurant, 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 an assessment pro forma for Outcome 1 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 Non Alcoholic Beverages (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 20 hours.

#### GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

This Unit is designed to introduce the candidate to the types, selection, storage and service of a range of non alcoholic beverages. These form a large part of the service offered to customers in the hospitality sector.

##### Outcome 1

Identify a range of non alcoholic beverages.

Here the emphasis should be on the more popular types of:

**Tea:** loose leaf, bags, and mention may be made of powdered instant

- ◆ **Types:** Indian, China, herbal, decaffeinated, and fruit infusions
- ◆ **Varieties:** Assam, Darjeeling, and Earl Grey

**Coffee:** beans, grinds, instant granules and powdered

- ◆ **Types:** Kenya, Brazil, Columbia, Hawaii, and pre mixed commercial blends
- ◆ **Varieties:** Arabica, Robusta, and Blue Mountain
- ◆ **Styles:** Espresso, Americano, Cappuccino, Latte, Mocha

##### Milk Based

- ◆ Horlicks, Ovaltine, cocoa and drinking chocolate

##### Meat Based

- ◆ Bovril, Marmite, and instant soups

##### Cold beverages

- ◆ fruit juices, squash, cordial, still and sparkling water, mineral waters, carbonated drinks, no-alcohol drink

##### Outcome 2

Prepare a range of non alcoholic beverages for service.

##### Tea and Coffee

- ◆ production methods for large and small quantities
- ◆ recommended quantities followed
- ◆ water temperature critical
- ◆ infusion times
- ◆ use safe and hygienic practises at all times
- ◆ all commodities stored correctly after use

## National Unit Specification: support notes (cont)

### UNIT Non Alcoholic Beverages (SCQF level 5)

#### Milk and Meat based

- ◆ importance of following manufacturers' instructions
- ◆ recommended quantities to use
- ◆ use safe and hygienic practises at all times
- ◆ all commodities stored correctly after use

#### Juices, squash, cordials, still and sparkling waters; carbonated drinks

- ◆ importance of following manufacturers instruction re dilution
- ◆ recommended quantities to use
- ◆ use safe and hygienic practices at all times

#### Outcome 3

Serve a range of non alcoholic beverages.

#### Tea

- ◆ serve with accompanying hot water
- ◆ tea pot and water left on table
- ◆ sugar, milk and/or lemon offered
- ◆ all equipment to be clean and polished
- ◆ use safe and hygienic practices at all times
- ◆ all commodities stored correctly after use

#### Coffee

- ◆ various service styles possible including cafetiere
- ◆ sugar and cream or milk offered where appropriate
- ◆ all equipment to be clean and polished where necessary
- ◆ use safe and hygienic practices at all times

#### Milk and meat based:

- ◆ importance of following manufacturers instructions
- ◆ recommended quantities to use
- ◆ accompaniments offered appropriate to beverage being served
- ◆ use safe and hygienic practices at all times

#### Juices, squash, cordials, still and sparkling waters; carbonated drinks

- ◆ dispensed in clean and polished glass
- ◆ follow recommended dilution rates
- ◆ ice offered if appropriate
- ◆ use safe and hygienic practices at all times

For all the drinks listed the service temperature must be appropriate — cold or iced drinks must be served cold, hot beverages must be served hot.

## **National Unit Specification: support notes (cont)**

### **UNIT        Non Alcoholic Beverages (SCQF level 5)**

#### **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 knowledge, work and skills involved in identifying, preparing and serving a range of popular hot and cold non alcoholic beverages.

Each part of teaching/learning should incorporate both theory and practice to facilitate learning, and all Outcomes should, where possible, be integrated so that the candidate experience is holistic.

The development of correct working practices must be demonstrated and emphasised. Candidates should be given clear instructions for each task to ensure that they are fully aware of what is expected of them.

Outcomes 2 and 3 could be integrated with any food service Unit at an appropriate level.

During practical sessions candidates should experience workplace conditions and should be encouraged to perform tasks and conduct themselves in a manner appropriate to the workplace. It is important to encourage candidates throughout the Unit to evaluate their own work and progress. They should be encouraged to seek advice and set themselves goals to build competence and confidence.

The Unit, therefore, should incorporate a variety of approaches to teaching and learning and may include:

- ◆ tutor demonstrations
- ◆ practical activities
- ◆ tasting sessions
- ◆ a variety of resource materials
- ◆ structured worksheets

Practical activities should be carried out either in a training restaurant, realistic working environment or the workplace. This will involve working with others in a team and will develop skills and good working practices.

#### **OPPORTUNITIES FOR CORE SKILL DEVELOPMENT**

As candidates may be involved in calculating quantities and dilution rates, aspects of the Core Skill *Numeracy* may be developed.



## **National Unit Specification: support notes (cont)**

### **UNIT        Non Alcoholic Beverages (SCQF level 5)**

#### **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 track candidate progress and provide evidence for internal and external verification purposes.

The ASP pack provided for this Unit illustrates the standard that should be applied. It includes an example of a pro forma for Outcome 1 and an assessor checklist for Outcomes 2 and 3.

Should a centre wish to design its own assessments for this Unit; they should be of a comparable standard.

#### **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)*.

#### **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).