

X053/12

NATIONAL
QUALIFICATIONS
2007

HOSPITALITY
FOOD AND DRINK
SERVICE
HIGHER
Staff Manual

**NOTES OF GUIDANCE FOR
TEACHERS AND LECTURERS**

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The Staff Manual is part of the external assessment for Hospitality: Food and Drink Service Higher. It carries a mark allocation of 50 marks.

The Staff Manual will be prepared by the candidate to be used to train new staff working in the restaurant or bar area of a catering establishment. This will allow the candidate to integrate skills and knowledge acquired from the component units. Whilst the **general** requirements of the Staff Manual will remain the same from year to year, the type of hospitality establishment for which the Staff Manual will be prepared will change.

The completed Staff Manual will be submitted to SQA for external marking. Centres will be provided with appropriate stationery and guidance in due course which will allow all candidate evidence to be available for uplift by the 26 April 2007.

The teacher/lecturer has an important role to play in supporting candidates completing the Staff Manual. Time spent preparing candidates on how to approach the Staff Manual is generally time well spent. Candidates should be encouraged to seek feedback from their teacher/lecturer on the quality of their work.

It is the responsibility of the teacher/lecturer to provide appropriate, ongoing guidance and support to candidates whilst the Staff Manual is developing. This responsibility includes ensuring that the candidate has access to appropriate resources.

Where evidence for external assessment is generated in centres and sent to SQA, the responsibility for authenticating candidates' work rests with the teacher/lecturer or internal assessor. The individual responsible must be able to say with confidence that work produced is the work of the candidate in question. Certain types of unsupervised work may be carried out during the candidate's own time. The conditions for assessment must include the following requirements to ensure the authenticity of a candidate's work.

- Candidates should compile as much of the Staff Manual as possible within the centre, in a supervised environment. This will mean that any data/information gained as a result of research or investigation should be used only within the centre and under the supervision of the teacher/lecturer.
- On completion of any investigation and research, candidates should compile the Staff Manual under classroom controlled conditions. Candidates should spend approximately 10 hours compiling the manual. Access to materials gained from research and investigations is permitted.
- Candidates are not allowed to remove their Staff Manual from the classroom once the process of compilation has begun.
- Where candidates are undertaking shared investigations or research, collaboration will be allowed, but all data and information gained must be used independently by each candidate.
- Candidates sign their work off as their own.

[END OF NOTES OF GUIDANCE FOR TEACHERS AND LECTURERS]