

X049/11

NATIONAL
QUALIFICATIONS
2015

HOSPITALITY
GENERAL OPERATIONS
INTERMEDIATE 2
Written Assignment
Centre Instructions

January 2015
Publication code: BB2575 A



The Written Assignment is part of the external assessment for Hospitality: General Operations Intermediate 2. It carries a mark allocation of 50 marks.

The Written Assignment will test the candidate's ability to plan a hospitality event in a venue within the immediate locality. This will allow the candidate to integrate skills and knowledge acquired from the component Units. Whilst the Written Assignment brief will follow a similar structure from year to year, the hospitality event will vary.

The completed Written Assignment report 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 on 23 April 2015.

The teacher/lecturer has an important role to play in supporting candidates completing the Written Assignment. Time spent preparing candidates on how to approach the Written Assignment 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 Written Assignment is developing. This responsibility includes ensuring that the candidate has access to appropriate resources including the identification of an appropriate venue for the hospitality event.

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 are permitted to use photocopies of recipe instructions if appropriate. However, the quantities required must be scaled accordingly, to meet the requirements of the Assignment. All recipes must be suitably referenced showing publication details and page number(s), or website address(es).
- Candidates should carry out as much of the Assignment as possible within the centre, in a supervised environment. This will mean that any data/information gained as a result of visiting a possible venue/s should be used only within the centre and under the supervision of the teacher/lecturer.
- On completion of their investigations and research, candidates should compile the Assignment under classroom controlled conditions. Candidates should spend approximately 10 hours compiling the Assignment. Access to materials gained from research and investigation is permitted.
- Candidates are not allowed to remove their Assignment 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.
- Please ensure that candidates complete an integrated plan of work, not individual plans for each team member.
- Candidates must sign their own work off as their own.

Written Assignment

You have been asked to organise a lunch for a group of 40 students completing their Hospitality course. The meal is to be held in a local venue.

The meal will start at 12.30 pm and requires to be finished and cleared by 2 pm, when some speeches and award presentations will begin.

You are required to plan this meal, which should comprise of **two courses** with **two choices** in each course. The meal will be followed by tea and coffee and should be presented as a buffet. One of the choices for each course must be suitable for a vegetarian.

You do not have to consider any of the arrangements for the service of drinks apart from the tea and coffee.

You are required to compile a report, which should include the following.

1. Identify and describe the venue clearly, stating why it would be suitable. **4 marks**
2. A menu for the meal presented in a suitable layout. **1 mark**
Explain why you have chosen this menu in terms of:
 - the requirements of the guests **2 marks**
 - suitability for the function **2 marks**
 - the balance of the menu. **3 marks**
3. Detailed recipes stating:
 - recipe references for each dish **1 mark**
 - ingredients and quantities for 24 portions of each dish **4 marks**
 - a timed plan of work for the production of the meal to clearly demonstrate an understanding of the time required for the stages of preparation and cooking of each dish on the menu to be ready for the service time stated. **8 marks**
4. A plan of the dining area stating why you have chosen this plan. **3 marks**
5. A list of food service equipment and required quantities of each. **6 marks**
6. A schedule to show the timing of the work for food service staff. **5 marks**
7. (a) Detail **two** practices that should be followed to conform to current food hygiene legislation in the following areas:
 - Temperature control – related to your menu.
 - Handling of foods to prevent cross contamination – related to your menu. **4 marks**(b) Detail **two** cleaning practices that would be followed by **food production** staff. **2 marks**
(c) Identify **four** personal hygiene practices that must be followed by **food service** staff. **2 marks**
8. Other information that you think would be important for the successful running of the event. **3 marks**

TOTAL 50 marks

Make sure your report is clearly presented with appropriate headings for each of the eight areas.

[END OF WRITTEN ASSIGNMENT]