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NATIONAL
QUALIFICATIONS
2015

HOSPITALITY
PROFESSIONAL
COOKERY
HIGHER
Practical Assignment

Centre Instructions

Publication code: BB3585B



Practical assignment

- ◆ Starter Prepare a savoury starter incorporating eggs and wild mushrooms, to be served in/on a suitable pastry/bread base.
- ◆ Main course Produce a pan seared fish dish with fresh pasta ravioli and served with an accompanying sauce and suitable vegetable.
- ◆ Sweet Produce a trio of desserts which must include a choux pastry item, a cheesecake and a brandy snap based item, suitably garnished and individually plated for service.

Each dish is for four portions and the meal must be prepared, cooked and served within three hours.

Please note that candidates are only permitted to practise the individual dishes once. The complete practical assignment must only be carried out once — on the day of their assessment. (If your centre is selected for verification, candidates may, in the event of late verification, have to carry out the assignment twice. If this is the case, you must submit the marks the candidates achieved for their initial assignment.)

The practical assignment involves:

- ◆ planning how the work will be carried out
- ◆ preparing, cooking and serving the dishes.

Planning how the work will be carried out

Candidates must complete a plan of work to show how they will carry out the practical assignment in the three hours allowed. It is advisable to produce it two weeks prior to undertaking the practical assignment, the date of which is at the centre's discretion. Candidates who do not complete the planning stage cannot undertake the practical assignment. All planning work must be completed under the supervision of a teacher/lecturer and is worth a maximum of 10 marks out of the 75 marks available. It must include the following information:

- ◆ the starting time
- ◆ the order in which the work is going to be carried out
- ◆ the approximate timing for each activity
- ◆ the equipment required
- ◆ the service time for each dish
- ◆ the completion time.

Candidates will determine the recipes to be undertaken to meet the criteria stated above.

The planning booklet must be handed in for marking and the original must be made available to the candidate on the day of the practical assignment. If the centre is selected for verification, a copy of each candidate's planning booklet must be made

available to the SQA appointed External Verifier. Candidates must have a logical plan to be able to undertake the practical assignment.

Service details

On the service details page of the planning booklet the candidates are required to give details of how they plan to serve their finished dishes. They must provide details of the service dishes or plates that they will use and how they will present the food on the dishes or plates. They should include details of any garnish or decoration that they plan to use. Diagrams should also be included.

Food order and equipment lists

On the food order sheet candidates must record all of the ingredients (in the correct quantities) that they require. Any additional ingredients required for garnishing and decorating the dishes must also be included. Candidates must record all of the equipment that they require on the equipment list.

Preparing, cooking and serving the dishes

During the practical assignment the candidates will follow their plans of work to prepare, cook and serve the dishes. The dishes must be prepared and presented within the 3 hour time allocation and should be served as follows:

Starter	Served two hours and 15 minutes after the start time.
Main course	Served two hours and 40 minutes after the start time.
Sweet	Served two hours and 55 minutes after the start time.

For example:

Start time	9.30 am
Starter	11.45 am
Main Course	12.10 pm
Sweet	12.25 pm
Finish time	12.30 pm

If the candidates serve a dish more than five minutes early they can still be awarded marks under 'Service' but marking must take place at the correct service time.

If the candidates serve their dishes more than five minutes late, ie outwith the five minute tolerance allowed by SQA, no marks must be awarded under the heading 'Service'.

No marks are awarded for finished dishes served after the end of the assignment time, ie three hours for Higher.

A teacher/lecturer must observe the candidates as they work. An External Verifier from SQA may also observe. The candidates must work throughout the practical

assignment without any assistance from the teacher/lecturer unless it is to ask for a specific piece of equipment or food.

Access to the practical area

Only the candidates who are carrying out the practical assignment, the teacher/lecturer who is assessing and the SQA appointed External Verifier (if applicable) should be allowed in the practical area.

Session conditions

All candidates must work under examination conditions. A maximum of eight candidates should be examined at any one time. For the purposes of the verification exercise, there should be a maximum of six candidates examined.

Completed dishes are to be presented by the candidates in an area set aside for this purpose — they must not be served on candidates' work tables. No additional materials/resources are required for the purposes of displaying the food.

Preparation allowed outwith the specified practical session

All equipment and foodstuffs must be supplied by the centre. Candidates must 'set up' their personal work areas with all the required cooking and serving equipment prior to the assignment starting. Weighing and measuring of foodstuffs can be carried out in advance. This is advisable in order to allow candidates the full allocation of time to prepare and present the dishes. Preparation of raw ingredients is only allowed where stated. Garnishes, however, may be prepared by the candidates in advance.

Centres are required to have a supply of additional foodstuffs in case food or dishes are spoiled by candidates. Candidates must be encouraged to rectify mistakes, providing that time is available, and they must be marked accordingly.

Washing up

Candidates are required to adopt a 'clean as you go' method of work in order to comply with relevant health and safety requirements. If this does not happen, they must be marked accordingly.

Marking of the practical assignment

75 marks are allocated to planning, cooking and serving the dishes. Marks have to be awarded for attainment. Candidates should be marked as follows:

Area to be marked	Marks available
Planning:	
◆ plan of work	4 marks
◆ equipment required	2 marks
◆ food order	2 marks
◆ service details	2 marks

Working methods:

- ◆ basic preparation skills and techniques 10 marks
- ◆ flow of plan of work 5 marks
- ◆ control of cookery processes 5 marks

Dishes produced:

- ◆ Starter 10 marks
- ◆ Main course and accompaniments 14 marks
- ◆ Sweet 10 marks

Professional practice:

- ◆ observation of safety 4 marks
- ◆ observation of hygiene 4 marks
- ◆ protective clothing 3 marks

Total 75 marks

Centres are provided with a marking sheet which is to be used to record the candidates' marks. If selected for verification, a separate sheet, the Verification Exercise Marking Sheet, must be completed. Centres must record the marks of the candidates that have been identified as the sample for external verification on this sheet. If your centre is selected for external verification, please ensure that this is carried out before you assess the remainder of your cohort. This will ensure you are marking to the national standard.

Allocation of marks

Planning

- ◆ **Plan of work** 4 marks

If the candidate's plan is correct and they have received no assistance, full marks should be awarded. Marks should be awarded according to the level of assistance given and any omissions from the plan that may have been identified.

- ◆ **Equipment required** 2 marks

Candidates must provide details of the equipment that they plan to use.

- ◆ **Food order** 2 marks

Candidates must record all of the ingredients (in the correct quantities) that they require. Any additional ingredients required for garnishing and decorating the dishes must also be included.

Service details

2 marks

Candidates must provide details of the service dishes or plates that they will use, how they will present the food on the dishes or plates and garnish or decoration that they plan to use. Marks should be awarded taking into account the type of detail given to describe how the candidate will serve their dishes.

On completion of the planning tasks, candidates will submit their planning booklets to the teacher/lecturer for marking. Candidates will be permitted to redraft work should there be deficiencies in the planning work undertaken, for example:

- ◆ food item(s) not ordered
- ◆ item(s) of equipment not requested
- ◆ a plan of work which is poorly sequenced
- ◆ service details which are incomplete.

In such instances it would be unfair to allow the candidate to carry out the practical assignment knowing that there were faults in the planning. Such faults should be identified by the teacher or lecturer and indicated to the candidate, who should then undertake further work in the area(s) concerned.

The marks awarded to each area of the planning work should be recorded on the form provided at the back of the candidate's planning booklet. The allocation of marks awarded for each area of planning should be justified by the teacher/lecturer and the amount of assistance given must be taken into consideration when deciding on a final mark.

On the day of the practical assignment, the marked planning booklet must be made available to:

- ◆ the candidate
- ◆ the centre's internal verifier
- ◆ the External Verifier, if the centre is selected for verification.

Working methods

◆ Basic preparation skills and techniques

10 marks

These marks should be awarded holistically for competence in the range of weighing and measuring skills and techniques required across the dishes. Additional specific marks are awarded for skills demonstrated in each of the dishes.

Weighing and measuring	4 marks
— Starter	(1 mark)
— Main course	(1 mark)
— Accompaniments	(1 mark)
— Dessert	(1 mark)

Knife skills	3 marks
Correct choice of equipment	1 mark
Correct use of equipment	2 marks

◆ **Flow of plan of work** **5 marks**

Candidates should follow their plans of work. Marks will be awarded accordingly when candidates deviate from the plan of work or where timings are not being followed, eg soup being started at 12.00 noon instead of 11.00 am as planned.

◆ **Control of cookery processes** **5 marks**

Candidates must show an awareness of the importance of controlling all the cookery processes involved in the production of the meal. This would include monitoring each of the processes and reacting appropriately to circumstances as they occur.

Professional practice

◆ **Observation of safety** **4 marks**

Candidates must demonstrate an appreciation of safety throughout the practical assignment and must be marked accordingly.

◆ **Observation of hygiene** **4 marks**

Candidates must demonstrate an appreciation of kitchen and personal hygiene practices throughout the practical assignment and must be marked accordingly.

◆ **Protective clothing** **3 marks**

Suitable protective clothing should be worn throughout the practical assignment. In the school situation this should include appropriate aprons, which are clean and well maintained. Long hair should be contained in hair net or by other appropriate means.

Dishes produced

NOTE

Candidates have responsibility for the selection of their own dishes, to meet the requirements of the practical assignment. Teachers/lecturers should use their professional judgement in the allocation of specific marks to candidates in relation to tasks undertaken. The Practical Assignment Marking Sheet provides details of the maximum marks available in each of these three main dishes, as well as indicating the areas where the marks should be allocated.

To assist in the marking of the practical assignment, the following guidelines have been produced. However it must be stressed that each candidates dish compilation and presentation will vary. Professional judgement should be used.

STARTER, MAIN COURSE and ACCOMPANIMENT and SWEET

Preparation of ingredients

Knife/equipment skills:

- ◆ professional level
- ◆ control and speed when using
- ◆ using correct knife or piece of equipment for task

Preparation techniques:

- ◆ attention to detail
- ◆ even size/correct quantity

Taste/balance of flavours and colours

Overall composition of dish relates to:

- ◆ taste (flavours/seasoning)
- ◆ colour contrast
- ◆ balance correlation

Appearance/presentation/garnish:

- ◆ serving dish — suitable and at the correct temperature
- ◆ clean and suitable presentation style
- ◆ uniformity of portions

Overall flair and creativity:

- ◆ overall success of dish
- ◆ flair and creativeness — technical/attention to detail

General observation of safety

The candidate should observe safe working practices throughout the activity including:

- ◆ correct handling of knives/small equipment
- ◆ correct use of hobs and ovens whilst lighting and using
- ◆ using of clean, dry kitchen cloths/oven gloves/cloths.

General observation of personal hygiene

The candidate should observe high standards of personal hygiene throughout the activity including:

- ◆ clean and pressed full chef uniform
- ◆ hand washing/personal hygiene practices.

General observation of food hygiene practices

The candidate should observe high standards of food hygiene practice throughout the activity which relates to food handling (including HACCP) including:

- ◆ correct storage of food
- ◆ avoidance of cross contamination
- ◆ correct handling, washing and preparation of ingredients
- ◆ correct handling and washing of utensils
- ◆ keeping food within danger zone for as short a time as possible
- ◆ correct cooking and handling of food (use of temperature probe, recording of temperature).

Please note, if you have any questions relating to this assignment or if any of your candidates have a requirement to use alternative ingredients, contact Graeme Findlay, email graeme.findlay@sqa.org.uk.

Assessment arrangements

SQA's policy on assessment arrangements for disabled candidates and/or those with additional support needs allows for adjustments to be made to the practical assignment if candidates are placed at a substantial disadvantage.

We must consider jointly the individual needs of these candidates in carrying out this practical assignment, therefore any proposed adjustments/changes to the practical assignment must be referred to SQA in advance.

Please contact aarequests@sqa.org.uk.

[END OF CENTRE INSTRUCTIONS]