



**Higher National Qualifications
Internal Assessment Report 2016
Professional Cookery**

The purpose of this report is to provide feedback to centres on verification in Higher National Qualifications in this subject.

Higher National units

Titles/levels of HN Units verified:

- DL48 34 Production Kitchen: Sweets and Desserts
- DL45 34 Patisserie
- DL3T 34 Financial and Control Systems
- DL3H 34 Food Classification and Purchase
- DL46 34 Production Kitchen: Hot Kitchen
- DL47 34 Production Kitchen: Cold Kitchen
- DL3K 34 Food Production Processes (as part of HNC Hospitality)

General comments

All centres visited had experience in delivering HN awards at SCQF level 7. In most instances the evidence confirmed the centres have a clear understanding of the standards required for the HNC Professional Cookery award.

All centres have confirmed quality policies and procedures in place to support the delivery and assessment of the individual units in order to meet national standards.

Unit specifications, instruments of assessment and exemplification materials

In all centres the assessors were using SQA-devised materials including unit specifications, assessment instruments and exemplars. In most teams there were experienced assessors and verifiers who have delivered these units over a number of years and no concerns were identified. In one centre a follow-up development visit was requested to clarify some levels of candidate work that was undertaken to a satisfactory level.

Evidence requirements

Practical units are subject to professional judgement of the assessors and internal verifiers. In centres where there is an established team this is clear and transparent. In centres where they were delivering these units for the first time, additional clarification was sought to ensure the products met the evidence requirements for level 7 complexity.

Theoretical units and those that required research clearly met the unit evidence requirements.

Administration of assessments

In all centres there are established policies for the control and security of the assessment process.

Assessments were carried out effectively and consistently across the centres selected for verification. Internal verification was robust and evidence of discussions and feedback taking place between the assessor and verifier was available for scrutiny.

Pre-delivery checklists were available in all centres and confirmed currency of the assessment materials. All were using SQA-devised assessment instruments which were effectively and appropriately used by the academic teams.

Clear internal verification procedures were in place for all centres. In most instances all units and candidate evidence had been subjected to internal verification prior to the external verifier's visit and, where this had been undertaken, appropriate standards for SCQF level 7 had been attained.

General feedback

Practical units — These provide extended periods of time for the assessor to support and guide the candidates towards the assessment. It is critical that both candidates and assessors record the feedback given. In established centres these form the basis of candidate log books/diaries or personal learning plans. Centres which adopted this approach were able to trace candidate development and attainment of unit standards.

Candidates in all centres were very happy with the support and feedback they received from their assessors. In all centres they were provided with appropriate facilities and resources to undertake the unit assessments and, where required, additional learning support was provided by the centre.

Areas of good practice

In many centres candidates are able to contact assessors outwith normal class contact times. In one centre this included 'drop-in' sessions which allowed face-to-face support. For mature candidates this was their preferred method for seeking clarification for concerns or issues.

Specific areas for improvement

There are no specific improvements required for the units listed.

Higher National graded units

Titles/levels of HN Graded Units verified:

DL4J34 Professional Cookery Graded Unit 1

DL4G 35 Professional Cookery Graded Unit 2

General comments

The academic staff in most centres visited are experienced in the delivery and assessment of the HN awards and the graded units, and have good knowledge and understanding of the national standards.

Unit specifications, instruments of assessment and exemplification materials

Graded Unit 1 — In all centres, knowledge of the unit specification, assessment instrument and exemplar was available and in most instances these were used effectively and were supported by robust internal quality procedures. However, centres should ensure that the types, and complexity, of dishes produced for Graded Unit 1 reflect the standard required at SCQF level 7.

Graded Unit 2 — Clear evidence was available that both the assessor and internal verifier were using current SQA-devised materials. Full understanding of the requirements for project-based assessments, including marking schemes, pass marks for each stage, and the implications for the candidate of not reaching those marks, was evident during the visit.

Evidence requirements

Graded Unit 1 — In most centres the evidence requirements for the unit and the candidate response were clearly matched and appropriate. In one centre following discussion with the external verifier there was acknowledgement and agreement for candidates to be regraded to bring results in line with SCQF level 7 requirements.

Graded Unit 2 — The evidence requirements and candidate responsibilities are clearly applied. The evidence provided for verification and the associated judgements were appropriate and met the requirements of the unit.

Administration of assessments

In all centres these are clear policies and procedures in place relating to the delivery, assessment and verification of the graded units. In most centres this was applied in a robust and consistent manner ensuring the delivery and assessment for each stage was effective. Internal verification when carried out at each stage ensures the competence of candidates to progress, reduces the internal verification burden at the end of the unit, and meets criteria for ensuring standardisation of assessment.

The scheduling of the graded units was appropriate in all centres allowing sufficient time for candidates to complete all stages of the assessment.

General feedback

All centres recognise the need for clear and supportive feedback for the candidates at each stage in order to maintain focus and motivation to achieve the highest standards.

Pre-delivery information and guidance in some centres was exemplary and was recognised of critical importance to candidates, assessors and internal verifiers. This assisted with candidates recognising their responsibilities to meet assessment standards and deadlines. Assessors were able to apply the marking schedules in a fair, consistent and transparent manner. Internal verifiers had current understanding of the graded unit requirements and confidence in assessment standards being applied in a consistent manner.

Areas of good practice

Centres which ensure each stage is internally verified prior to an external verifier visit confirms centre procedures are in place and are being applied consistently. This provides the opportunity for issues to be resolved prior to the external verifier visit and ensures centre systems to support delivery and assessment of the graded units are effective.

In one centre the detailed and developmental feedback given to every candidate was exemplary. The format and content not only encouraged candidates but also made for transparent justification of marks awarded.

Specific areas for improvement

Centres should ensure that the types, standard and complexity of dishes produced for Graded Unit 1 reflect SCQF level 7.