



**National Qualifications 2011  
Internal Assessment Report  
Catering and Hospitality**

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

# National Courses

## Titles/levels of National Courses verified

Hospitality: Practical Cookery (Intermediate 1)

Hospitality: Practical Cookery (Intermediate 2)

### General comments

All 72 centres selected for visiting verification were successfully marking to the national standard and were Accepted.

Centre staff welcomed the reassurance of positive aspects of the visits and the support given for issues which needed to be addressed in the future. They found them encouraging and helpful for their continuing professional development.

Almost all candidates had been extremely well prepared prior to their assignment.

### Course Arrangements documents, Unit specifications, instruments of assessment and exemplification materials

Almost all of the assessors are very familiar with the Course Arrangements documents, Unit specifications, instruments of assessment and exemplification materials.

Some centre staff had not downloaded the new time plan exemplar and were unaware of the amendments which had been made to some of the NABs.

### Evidence Requirements

Centre staff have a clear understanding of the Evidence Requirements for this Course. They should continue to familiarise themselves with the Centre Instructions for the current year and adhere to them at all times.

The majority of candidates were extremely well prepared for the assignment and had used the preparation time wisely.

Almost all candidates demonstrated a good knowledge of personal and kitchen hygiene.

The majority of candidates demonstrated excellent knife skills and almost all centres were using colour-coded chopping boards which were securely anchored to work surfaces.

### Administration of assessments

All centres were following the current assignment briefs and were using the marking schemes and mark record sheets as issued by SQA.

There is still little evidence of internal verification of the Practical Assignment — teachers must cross-mark where possible.

### Areas of good practice

Most candidates did not re-write the recipes in the time plans but instead used short statements, which is best practice.

Preparation time was used efficiently and effectively.

Vegetable preparation was carried out well and most candidates remembered to reweigh vegetables after cutting to specific sizes.

Almost all candidates made good use of refrigerators.

Clean as You Go was carried out effectively for the majority of the assignment time.

The majority of candidates managed to serve all dishes on time.

### **Areas for improvement**

Candidates must be encouraged to taste and season food throughout the Course so that they automatically carry this out during the assignment — many candidates were unable to gain valuable marks for these tasks.

Garnishes and decorations are still minimal in many centres.

Although most candidates made good use of cold storage, please ensure that all perishable foods are covered and labelled.

Some candidates are still talking to each other during the assignments — please note that this is not allowed.

Dishes served out with the five minute window of their tolerance must not be awarded marks for tasting or presentation.

# National Qualifications (NQ) awards

## Titles/levels of NQ awards verified

D9NL Organisation of Practical Skills (Access 3 and Intermediate 1)

D262 Food Preparation for Healthy Eating (Intermediate 2)

D286 Foods of the World (Intermediate 2)

D263 Food Preparation Techniques: An Introduction (Intermediate 1)

## General comments

Twenty-one out of the 28 centres selected for central verification were Accepted.

Not every centre selected demonstrated a clear and accurate understanding of the requirements of the national standard. This was disappointing as last year there had been a marked improvement in this area.

Again, some centres failed to provide all of the evidence required to justify assessment decisions, which made it difficult to verify the work.

## Course Arrangements documents, Unit specifications, instruments of assessment and exemplification materials

Most centres were using the current NABs and relevant proforma.

The majority of assessors demonstrated a good understanding of, and were familiar with, the Unit specifications, instruments of assessment and exemplification materials.

## Evidence Requirements

Most centres demonstrated a clear understanding of the Evidence Requirements for all of these Units.

## Administration of assessments

The majority of assessments are at the appropriate level and almost all centre staff had shown clear evidence of marking and assessment decisions on candidates' scripts.

It is disappointing to observe some candidates continuing to write in pencil.

There is still very little evidence of internal verification on documentation.

## Areas of good practice/areas for improvement

Best practice would be for all centres to implement a robust internal verification system.

All centre staff must check SQA's website at the start of the academic year and download copies of the latest NABs and marking schemes.

## Specific areas for improvement

Candidates must write in black or blue ink.

Centre staff should show clear evidence of marking and assessment decisions on all candidates' scripts and should submit all of the relevant paperwork, including a copy of the NAB used, when selected for central verification.

All centres must implement a robust internal verification system to ensure standardisation of assessment decisions and show evidence of this on candidates' scripts.