

Our ref: AMacG/MS

25 November 2002

To: SQA Co-ordinator
Secondary Schools and Special Schools

Action by Recipient	
<input type="checkbox"/>	Response required
<input checked="" type="checkbox"/>	Note and pass on
<input type="checkbox"/>	None – update/information only

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Dear Colleague

Hospitality Update Circular

The contents of this circular should be passed to the member of staff responsible for Hospitality

The following update is provided to give information and advice to centres in relation to National Qualifications in Hospitality at all levels. For further clarification on any matter given in this update please do not hesitate to contact me using the contact details provided above.

Yours faithfully



Alastair MacGregor
Qualifications Manager

Enc

Principal Assessor and Senior Moderator Reports 2002

At the conclusion of each examination diet, Principal Assessors and Senior Moderators produce reports which contain a valuable amount of information which teachers and lecturers would find useful when preparing candidates for future examinations. These reports are available in the National Qualifications sections of the SQA website (www.sqa.org.uk). The Principal Assessor reports provide details of the grade boundaries used for each examination in 2002. This information will be of value to centres when determining estimate grades for candidate performance and when generating evidence for assessment appeals.

Consultations – National Qualifications

The following consultations are currently underway and the associated documents can be located in the National Qualifications section of the SQA website:

- ◆ Low Update subjects in Hospitality
- ◆ External Assessment components in Hospitality examinations

New Courses

The following new courses will be validated in December 2003 and should be available from August 2003:

Intermediate 1 Hospitality Practical Cookery

The details of this proposed course have already been made known to centres and a consultation exercise has been in place. Details of these courses can be found on the Home Economics section of the website. It is anticipated that this course will be offered by school based centres allowing an appropriate progression route into Intermediate 2 Hospitality: Practical Cookery.

Intermediate 2 Project Based National Course in Creative Cake Production

This course will have three units:

- ◆ Organisation of Practical Skills
- ◆ Cake Decorating
- ◆ Cake Making

The draft units can be found in the Hospitality section of the SQA website. The Cake Decoration unit is likely to have an approval condition attached to it. More details will be provided in due course.

SQA will be offering seminars linked to the above courses in late March/early April 2003. Details will follow in due course.

Changes to courses

The Integrated Production Cookery unit (D290 12) and the Menu Planning unit (D291 12) of the Higher Hospitality: Professional Cookery course will be replaced with a new unit titled Restaurant Food Production with Menu Planning. This 1 credit unit will be validated in December and the existing course structure amended for session 2003/4. At this stage the structure for the course will be:

D289 12	Food Product Knowledge
DXXX 12	Restaurant Food Production with Menu Planning
D8KY 12	Food Hygiene for the Hospitality Industry.

New NAB materials for the revised unit will be issued to centres by June 2003.

Work is currently underway to review and revise all internal assessment materials for Reception and Accommodation Operations courses.

Project Based National Courses (PBNs)

Changes will be made to the following PBNs as from August 2003.

C02 L 12	Professional Patisserie
C02K 12	Food Production Supervision

The three design briefs for each course will be revised for use by centres for candidates entered for the courses after the 31 July 2003. Replacement pages will be issued to centres in late April/early May 2003. An assessment exemplar will be produced to support each of the above courses. These will be distributed to centres in late April/early May 2003.

Appeals

The provision of Assessment Appeals evidence continues to cause problems for some centres. The following points of information should be observed when gathering evidence for Assessment Appeals.

Intermediate 2/Higher

Where a prelim paper is being used, it must match the specification of the question paper issued by SQA. The questions paper specifications are attached at the end of this circular. It is important that prelim papers are designed to meet the target range of marks for the course skills and component unit coverage for the courses. Assessment Appeals evidence should be supplemented with materials such as NAB evidence. All prelim papers should be marked in accordance with the published marking conventions for each course.

Centres are reminded to read carefully the notes of guidance sent to centres with regards to gathering suitable evidence for assessment appeals.

Should you have any questions regarding the content of this circular please do not hesitate to contact me or one of my Qualification Officers:

- Jillian Hendry – 0141 242 2200 – jillian.hendry@sqa.org.uk
- James.Morgan – 0141 242 2432 – james.morgan@sqa.org.uk

Higher Hospitality: Professional Cookery

Instruction to Setters of the Written Paper: for examinations in and after 2000

Generic Instructions

- 1 The question paper at Higher Level will consist of one Written Paper with a time allocation of 1 hour and 30 minutes will be worth 50 marks.

Questions will focus on the course content areas of the four component units;

- ◆ Food Product Knowledge
- ◆ Integrated Production Cookery
- ◆ Menu Planning
- ◆ Food Hygiene

and will assess the candidates'

- ◆ knowledge and understanding of the course content

- 2 The course content to be covered in the question paper should be allocated to meet the target marks indicated below:

- | | |
|---|---------------|
| ◆ Food Product Knowledge | 18 - 30 marks |
| ◆ Integrated Production Cookery | 0 marks |
| ◆ Menu Planning | 8 - 16 marks |
| ◆ Food Hygiene for the Hospitality Industry | 8 - 16 marks |

to meet the 50 mark question paper allocation

- 3 The question paper will consist of a variety of structured and extended response questions which will sample across and integrate the course content of the four component units.
- 4 There will be no element of choice either between questions or within questions for the written paper.
- 5 All questions (with the exception of short answer questions) should allow a candidate to progress to the relevant Grade Descriptions at Grade A.
- 6 If resources are required for particular questions, it should be provided within the Written Paper. The resource material should be relevant, concise and appropriate to Higher Level. This material should be provided in a user-friendly format, and selected from up to date sources.
- 7 Setters should provide a note of all reference sources used for the setting of questions and production of marking instructions.

Intermediate 2 Hospitality: Professional Cookery

Instruction to Setters of the Written Paper: for examinations in and after 2000

Generic Instructions

- 1 The question paper at Intermediate 2 Level will consist of one Written Paper with a time allocation of 1 hour and will be worth 25 marks.

Questions will focus on the course content areas of the two component units;

- ◆ Food Preparation Techniques
- ◆ Cookery Processes

and will assess the candidates'

- ◆ knowledge and understanding of the course content
- ◆ ability to handle relevant information.

- 2 The course content to be covered in the question paper should be allocated to meet the target marks indicated below:

- ◆ Food Preparation Techniques 6 - 10 marks
- ◆ Cookery Processes 12 - 20 marks

to meet the 25 mark question paper allocation

- 3 The balance of skills assessed within the question paper should be within the following target mark allocation:

- ◆ Knowledge and understanding 20 - 25 marks
- ◆ Handle relevant information 3 - 5 marks

to meet the 25 mark question paper allocation

- 4 The question paper will consist of a variety of short answer and restricted response questions which will sample across and integrate the course content of the four component units.

Short answers are described as being :

"An item which requires a response of generally a few words. (Any reasonable, relevant answer should be acceptable)."

Restricted response items are described as being:

"An item which requires a response which is more than a short answer but briefer than an extended response. Restricted response typically would vary between a few sentences and a paragraph in length."

(Glossary of Assessment Terminology. Scottish Qualifications Authority. January 1993)

- 5 There will be no element of choice either between questions or within questions for the written paper
- 6 All questions (with the exception of short answer questions) should allow a candidate to progress to the relevant Grade Descriptions at Grade A
- 7 If resources are required for particular questions, it should be provided within the Written Paper. The resource material should be relevant, concise and appropriate to Intermediate 2 Level. This material should be provided in a user-friendly format, and selected from up to date sources.
- 8 Setters should provide a note of all reference sources used for the setting of questions and production of marking instructions.

Intermediate 2 Hospitality: Practical Cookery

Instruction to Setters of the Written Paper: for examinations in and after 2000

Generic Instructions

- 1 The question paper at Intermediate 2 Level will consist of one Written Paper with a time allocation of 1 hour and will be worth 25 marks.

Questions will focus on the course content areas of the four component units;

- ◆ Microwave Cookery
- ◆ Convenience Foods
- ◆ Food Preparation for Healthy Eating
- ◆ Foods of the World

and will assess the candidates' knowledge and understanding of the course content.

- 2 The course content to be covered in the question paper should be allocated to meet the target marks indicated below:

Microwave Cookery	range: 4 - 6 marks
Convenience Foods	range: 4 - 6 marks
Food Preparation for Healthy Eating	range: 6 - 9 marks
Foods of the World	range: 6 - 9 marks

to meet the 25 mark question paper allocation

- 3 The question paper will consist of a variety of short answer and restricted response questions which will sample across and integrate the course content of the four component units.

Short answers are described as being :

"An item which requires a response of generally a few words. (Any reasonable, relevant answer should be acceptable)."

Restricted response items are described as being:

"An item which requires a response which is more than a short answer but briefer than an extended response. Restricted response typically would vary between a few sentences and a paragraph in length."

(Glossary of Assessment Terminology. Scottish Qualifications Authority. January 1993)

- 4 There will be no element of choice either between questions or within questions for the written paper.
- 5 All questions (with the exception of short answer questions) should allow a candidate to progress to the relevant Grade Descriptions at Grade A.
- 6 If resources are required for particular questions, it should be provided within the Written Paper. The resource material should be relevant, concise and appropriate to Intermediate 2 Level. This material should be provided in a user-friendly format, and selected from up to date sources.
- 7 Setters should provide a note of all reference sources used for the setting of questions and production of marking instructions.