



Higher National Graded Unit specification

General information for centres

This Graded Unit has been validated as part of the HNC in Professional Cookery. Centres are required to develop the assessment instrument in accordance with this validated specification. Centres wishing to use another type of Graded Unit or assessment instrument are required to submit proposals detailing the justification for change for validation.

Graded Unit title: Professional Cookery: Graded Unit 1

Graded Unit code: DL4J 34

Type of Graded Unit: Project

Assessment Instrument: Practical Assignment

Credit points and level: 1 HN credit at SCQF level 7: (8 SCQF credit points at SCQF level 7*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

Purpose: This Graded Unit is designed to provide evidence that the candidate has achieved the following principal aims of the HNC in Professional Cookery:

- ◆ Developing planning and analysis skills.
- ◆ Developing problem solving skills.
- ◆ Developing study and research skills.
- ◆ Developing critical and evaluative thinking.
- ◆ Gain the skills and knowledge required to source quality commodities and resources.
- ◆ Apply and integrate knowledge and skills across culinary operational areas.
- ◆ Develop associated knowledge and skills such as specialist culinary skills and food hygiene and control systems.

General information for centres (cont)

Recommended prior knowledge and skills: It is recommended that the candidate should have completed or be in the process of completing the following Units relating to the above specific aims prior to undertaking this Graded Unit:

- ◆ *Hospitality Financial and Control Systems*
- ◆ *Food Hygiene Intermediate*
- ◆ *Food Classification and Purchase*

Plus two from the following:

- ◆ *Production Cookery: Cold Kitchen*
- ◆ *Production Cookery: Hot Kitchen*
- ◆ *Production Cookery: Sweets and Desserts*
- ◆ *Specialised Patisserie*
- ◆ *Fermented Patisserie Products*

Core Skills:

The achievement of this Unit gives automatic certification of *Problem Solving* at SCQF level 5.

Achievement of this Unit gives automatic certification of the following:

Complete Core Skills Problem Solving at SCQF level 5

Core Skill component(s) None

There are also opportunities to develop aspects of Core Skills which are highlighted in the Support Notes of this Unit Specification.

Assessment: This Graded Unit will be assessed by the use of a practical assignment. The developed practical assignment should provide the candidate with the opportunity to produce evidence that demonstrates she/he has met the aims of the Graded Unit that it covers.

Administrative Information

Graded Unit Code:	DL4J 34
Graded Unit Title:	Professional Cookery: Graded Unit 1
Original date of publication:	December 2006
Version:	06 (August 2012)

History of Changes:

Version	Description of change	Date
02	Amendments made to 'Instructions for designing the assessment task'. The amendment now allows candidates to complete the practical assignment, in different production environments	18/12/06
03	Amendments to marks allocation 'Guidance on grading candidates' — changed from '100' to '200'. Change to 'Stage 1' Planning — last bullet point. Correction to percentage 'Stage 3' Evaluating — changed from '60%' to '20%'.	25/02/08
04	<ul style="list-style-type: none">◆ Purpose amended to reflect aims for group awards◆ Recommended Prior Knowledge and Skills amended to better reflect Unit Specification requirements◆ Conditions of Assessment amended to provide clearer guidance◆ Guidance on Grading Candidates amended to provide clarification on allocating grades. Allocation of marks reverted to 100.◆ Minimum Evidence Requirements amended to provide clarification and assist holistic assessment◆ Support Notes and General Information for Candidates added to provide additional guidance	26/08/09
05	<ul style="list-style-type: none">◆ Minimum Evidence Requirements amended to make clearer.◆ Support notes amended to make clearer.	23/08/10
06	Purpose amended to reflect the Aims of the award as they appear in the Arrangements Document.	13/08/12

Source: SQA

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Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates

Conditions of assessment

The candidate should be given a date for completion of each stage of the practical assignment. However, the instructions for the assessment task should be distributed to allow the candidate sufficient time to assimilate the details and carry out the assessment task. During the time between the distribution of the assessment task instructions and the completion date, assessors may answer questions, provide clarification, guidance and reasonable assistance. The assessment task should be marked as soon as possible after the completion date. The final grade given should reflect the quality of the candidate's evidence at the time of the completion date.

The evidence for the project is generated over time and involves three distinct stages, where the Minimum Evidence Requirements for each stage should be met before the next is undertaken. If dates given are not met then the college's internal policy on missed deadlines will apply.

If a candidate fails the project overall or wishes to upgrade, then this must be done using a *substantially different* project, ie all stages should be undertaken using a new project, assignment, case study, etc. In this case, a candidate's grade should be based on the achievement in the re-assessment, if this results in a higher grade.

It should be noted that the nature of a project based Graded Unit may not provide the opportunity for candidates to undertake a substantially different project within the same academic year.

Instructions for designing the assessment task

The assessment task is a project. The project undertaken by the candidate must be a complex task which involves:

- ◆ variables which are complex or unfamiliar
- ◆ relationships which need to be clarified
- ◆ a context which may be familiar or unfamiliar to the candidate

The assessment task must require the candidate to:

- ◆ analyse the task and decide on a course of action for undertaking the project
- ◆ plan and organise work and carry it through to completion
- ◆ reflect on what has been done and draw conclusions for the future
- ◆ produce evidence of meeting the aims which this Graded Unit has been designed to cover
- ◆ plan for the delivery of the practical assignment to meet client expectations, within operational constraints and in line with professional standards
- ◆ carry out a comprehensive evaluation

Guidance on grading candidates

Candidates who meet the minimum Evidence Requirements will have their achievement graded as C — competent, or A — highly competent or B somewhere between A and C. The grade related criteria to be used to judge candidate performance for this Graded Unit is specified in the following table.

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

Grade A	Grade C
<p>Is a seamless, coherent piece of work which:</p> <ul style="list-style-type: none"> ◆ has sufficient evidence for the three essential stages of Planning, Developing, Evaluating, that is comprehensive, integrated and logical ◆ demonstrates an accurate and imaginative interpretation of the project brief ◆ demonstrates a highly focused, planned and systematic approach to the brief ◆ provides extensive evidence of research and linking facts/findings in a coherent manner and meets the needs of the brief ◆ uses language of a high standard in terms of level, accuracy and technical content as it relates to professional cookery ◆ effectively consolidates and integrates required knowledge and skills ◆ demonstrates a high degree of flair or originality in the production of dishes ◆ effectively justifies each stage of the project ◆ identifies and describes actions that would improve Outcomes and meet the project brief objectives ◆ demonstrates the candidate's ability to work autonomously with the minimum of support 	<p>Is a co-ordinated piece of work which:</p> <ul style="list-style-type: none"> ◆ has sufficient evidence for the three essential stages of Planning, Developing, Evaluating, and is produced to an adequate standard ◆ demonstrates an acceptable interpretation of the project brief ◆ demonstrates an adequately focused and planned approach to the brief ◆ provides clear evidence of research and linking facts/findings in a coherent manner and meets the needs of the brief ◆ uses language of an adequate standard in terms of level, accuracy and technical content as it relates to professional cookery ◆ consolidates and integrates knowledge and skills but this may lack some continuity and consistency ◆ demonstrates some degree of flair or originality in the production of dishes ◆ adequately justifies each stage of the project ◆ identifies and describes where improvements could have been made and project brief objectives met ◆ demonstrates that the candidate has required reasonable support throughout the project

The project will be marked out of 100. Assessors will mark each stage of the project, taking into account the criteria outlined. The marks will then be aggregated to arrive at an overall mark for the project. Assessors will then assign an overall grade to the candidate for this Graded Unit based on the following grade boundaries.

A = 70% — 100%

B = 60% — 69%

C = 50% — 59%

Note: the candidate must achieve all of the minimum evidence specified below for each stage of the project in order to achieve the Graded Unit.

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

Evidence Requirements

The project consists of three stages: planning; developing; and evaluating. The following table specifies the minimum evidence required to pass each stage.

Note: The candidate must achieve **all of the minimum evidence** specified below for each stage of the project in order to pass the Graded Unit **AND** a grade should not be recommended until the final stage is complete and the three parts have been viewed as a whole.

Project Stage	Minimum Evidence Requirements
Stage 1 – Planning 20%	<p>A portfolio of evidence which includes:</p> <ol style="list-style-type: none"> 1. The candidate’s interpretation of the brief 2. Sources of information and research undertaken 3. Menu or range of patisserie products to be produced to meet the brief 4. Identification of the materials and resources to be used and how these will be accessed. This could include: <ul style="list-style-type: none"> - recipes, methods and service details for each menu item or patisserie product - accurate dish costing for each menu item or patisserie product - equipment - food order 5. Plan of work showing all timings 6. Detailed HACCP plan 7. The organising and scheduling of tasks and reasons for decisions made 8. Justification of the approach taken. <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Planning stage.</i></p>
Stage 2 – Developing 60%	<p>Carrying out the practical assignment – the candidate should:</p> <ol style="list-style-type: none"> 1. Produce the planned menu or range of patisserie items without team assistance 2. Produce the planned menu or range of patisserie items within the specified time 3. Produce the planned menu or range of patisserie items demonstrating an appropriate range and standard of culinary skill <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Developing stage.</i></p>

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

Project Stage	Minimum Evidence Requirements
Stage 3 – Evaluating 20%	<p>A portfolio of evidence which concludes with:</p> <p>An evaluation which should:</p> <ol style="list-style-type: none"> 1. Provide an overview of the approach taken during the planning and developing stages. 2. Provide a review of the project describing any modifications made 3. Provide an analysis of performance, suggesting any enhancements 4. Identify knowledge and skills gained or developed in undertaking the project. <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Evaluating stage.</i></p>

Support notes

Candidates should be provided with information about the Graded Unit as early as possible but centres must ensure that candidates have all the required knowledge and skills as laid out at the beginning of this Graded Unit Specification. Candidates must work independently but must also be supported throughout the process and effective tools such as progress logs or diaries should be used to motivate and monitor the candidates' work and provide evidence of assistance given for grade consideration. An appointment system for progress interviews with candidates should be identified at an early stage of the project.

As identified within this Graded Unit Specification, projects should be assessed at each stage against Minimum Evidence Requirements and candidates should only progress to the next stage when they have met the Minimum Evidence Requirements of the previous stage. Candidates should be given a date for submission of each stage, if dates given are not met then the college's internal policy on missed deadlines will apply. At the end of each stage there should be opportunities for remediation and re-assessment on that particular stage. However, any remediation/re-assessment will have an impact on grading as the degree of autonomous working is a criterion for a grade A.

If a candidate fails the project overall or wishes to upgrade, then this must be done using a *substantially different* project, ie all stages should be undertaken using a new project, case study, etc. In this case, a candidate's grade should be based on the achievement in the new project, if this results in a higher grade. It should be noted that the nature of a project based Graded Unit may not provide the opportunity for candidates to undertake a substantially different project within the same academic year.

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

Candidates should compile a portfolio of evidence, to record the processes which underpin the practical activity, this should include:

- ◆ A contents page
- ◆ Research methods used
- ◆ Acknowledgement of sources and references
- ◆ Photographic/video evidence

For further information regarding the implementation of Graded Units please refer to the SQA publication *Guidance for the Implementation of Graded Units in Higher National Certificates and Higher National Diplomas* Publication date: April 2008. Publication code: CA4405.

This Unit has the Core Skill of Problem Solving embedded in it. This means that when candidates achieve the Unit, Their Core Skills profile will also be updated to show they have achieved Problem Solving at SCQF level 5.

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website

www.sqa.org.uk/assessmentarrangements

General information for candidates

This Unit will give you the opportunity to demonstrate your ability to integrate, evaluate and apply the knowledge and skills you have gained from a range of Units from the HNC in Professional Cookery, and should therefore be completed toward the end of your course. You will be allocated a grade of A, B or C on successful completion of the project.

The achievement of this Unit gives automatic certification of the Core Skill of *Problem Solving* at SCQF level 5.

Typically the Graded Unit assessment is a project which takes the form of a practical assignment. You will be expected to plan and produce a menu or range of patisserie products based on a project brief describing a clients' requirements.

The Graded Unit project is in three stages, planning, developing and evaluating. The work you produce for each stage of the project will form a portfolio of evidence.

The requirements for each stage must be met before you will be allowed to progress to the next. You will be given a deadline for the completion of each stage, please note that late submissions could be penalised in line with your centre's internal policy and could affect your grade.

The first stage is the **planning** stage. You will have to read the project brief and think about what you know and you will have carry out research on the things you don't know about. You will identify the materials and resources to be used, indicating references and sources of information. You will also compile a plan of work, indicating timelines, organising and scheduling of tasks, dish costings and a HACCP plan.

The next stage is the **developing** stage and is when you will produce your menu or range of patisserie products.

The final stage is the **evaluating** stage. At this stage you have to look back and comment on your approach to the project, how your planning went, how the developing went. You should comment on how this experience was in terms of the decisions you made, positive aspects of the process and what improvements you would make should you undertake a project again.

Your portfolio of evidence should be a record of the processes which underpin the practical activity, it should include:

- ◆ A contents page
- ◆ Research methods used
- ◆ Acknowledgement of sources and references
- ◆ Photographic/video evidence

Remember that a grade will not be given until the final stage is complete and your work can be viewed as a whole. Grades are subject to external verification by SQA.

You will be given the opportunity during tutorials and/or progress interviews to discuss your progress. Feedback will be ongoing as part of the process and you will be encouraged to use a log book which you should maintain throughout your project and take to tutorials and/or progress interviews. This is your opportunity to discuss the work you have undertaken and agree next steps.

General information for candidates (cont)

In undertaking this project you are required to display your ability to work independently to meet the standards required. At the same time, however, you will be under supervision and may need some support from your tutor. Reasonable assistance can be given, however, if you require more than what is deemed to be reasonable this will affect your grade as the degree of autonomous working is a criterion for a grade A.

Arrangements for remediation and re-assessment will be in line with the centre's policy, however, if for any reason you were to be unsuccessful in the project overall, re-assessment must be on a substantially different project. It should be noted that your centre may not be able to provide the opportunity to undertake a substantially different project within the same academic year.