



Award Unit Specification

Unit title: Select, Weigh, Measure and Prepare Ingredients for Future Use (SCQF level 4)

Unit code: HD91 04

What is this Unit about?

This Unit is about carrying out basic food preparation techniques. The aim of the Unit is to enable the learner to demonstrate they can follow recipes precisely, identify and select the required ingredients, check the condition of the ingredients, weigh and/or measure the correct quantities, wash, peel, trim and store the ingredients ready for future use.

Complying with food safety regulations is an essential feature of this Unit.

This Unit is part of the Culinary Ability: Food Preparation Award.

Completion of this Unit will enable learners to demonstrate that they can:

- ◆ ensure the work area meets food safety requirements.
- ◆ select, check, weigh and/or measure ingredients for recipes.
- ◆ use a range of culinary tools and equipment.
- ◆ carry out basic food preparation tasks.

Credit points and level

0.5 SQA credit at (SCQF level 4) (3 SCQF credit points at SCQF level 4)

Recommended entry to the Unit

Entry to this Unit is at the discretion of centres. However, it would be advantageous if learners have an interest in the catering industry.

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Standards

There must be evidence for all of the following 'What you must do' and 'What you must know' statements:

Ensure the work area meets food safety requirements.

What you must do:

- D1 Select the appropriate work area for the ingredients being prepared.
- D2 Ensure the work area meets food safety requirements.

What you must know:

- K1 The different work stations in a professional kitchen.
- K2 Why it is important to have separate areas for the preparation of different ingredients.
- K3 Relevant food safety regulations that must be followed.
- K4 Why it is important to comply with food safety regulations.
- K5 What to do if work areas do not meet the required standards.

Select, check, weigh and/or measure ingredients for recipes.

What you must do:

- D3 Check the recipe requirements.
- D4 Select the appropriate type of ingredients according to the recipe requirements.
- D5 Check the quality of the ingredients against the recipe requirements.
- D6 Take appropriate action if there are problems with the ingredients
- D7 Accurately weigh and/or measure the correct quantity of ingredients according to the recipe requirements.
- D8 Appropriately label, date code and store any ingredients not for immediate use.
- D9 Comply with food safety regulations at all times.

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Standards (cont)

What you must know:

- K6 How to interpret recipe requirements.
- K7 Culinary terminology.
- K8 Why it is important to follow recipe requirements precisely.
- K9 The criteria for checking the quality of ingredients.
- K10 What you should do if there are problems with the ingredients.
- K11 Common units of measurement and conversion.
- K12 How to calculate quantities of ingredients to meet recipe requirements.
- K13 The importance of promptly storing any ingredients not for immediate use in the appropriate area.
- K14 Why it is important to comply with food safety regulations.

Use a range of culinary tools and equipment.

What you must do:

- D10 Select the appropriate tools and equipment for the task.
- D11 Use culinary tools and equipment responsibly.
- D12 Take appropriate action if there are problems with tools or equipment.

What you must know:

- K15 The purposes of various culinary tools and equipment.
- K16 How to use various culinary tools and equipment.
- K17 The importance of using tools and equipment responsibly.
- K18 What you should do if there are problems with the tools or equipment.

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Standards (cont)

Carry out basic food preparation tasks.

What you must do:

D13 Carry out basic food preparations tasks (ie washing, peeling, trimming).

D14 Store ingredients for further processing in the appropriate area.

D15 Comply with food safety regulations at all time.

What you must know:

K19 The correct methods for washing, peeling and trimming a variety of ingredients.

K20 How and where to store ingredients for further processing.

K21 Why it is important to comply with food safety regulations.

Evidence Requirements

Direct observation should be used to assess learners' performance during practical activities.

To confirm that the learner can achieve the required standard consistently over time there must be performance evidence gathered through observing their work for the 'What you must do' statements on at least three separate occasions.

If situations where there are problems with the working areas or ingredients are unlikely to occur naturally at the time of assessment, then a simulated situation may be set-up to allow the learner to demonstrate what they would do when faced with this type of situation.

If evidence of the 'What you must know' statements in this Unit cannot be inferred through the learners performance, questions could be used (eg the assessor could ask open questions during an observation session and record the learner's response on a checklist. Alternatively a multiple-choice test, or similar could be used).

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Support Notes

This part of the Unit specification is provided for guidance.

While the exact time allocated to this Unit is at the discretion of the centre and is likely to depend on the needs and of the learner, the notional design length is 20 hours.

Guidance on delivery approaches

Delivery of this Unit should take account of the needs, skills and aspirations of each individual learner.

Delivery should be sensitive to the needs of individual learners and not make assumptions about their skills or abilities. It is important to create a learning environment where learners feel confident to ask questions and are not embarrassed if they make mistakes or get confused.

A variety of approaches to teaching should be used, such as:

- ◆ Practical activities
- ◆ Discussions/questioning
- ◆ Reflection and evaluation
- ◆ Peer review
- ◆ Guest speakers
- ◆ Use of industry related DVDs/videos
- ◆ Use of internet resources

Assessors should adopt a range of communication styles appropriate to the needs of individual learners, eg verbal, hand signals, pictorial, etc.

It is important to demonstrate to learners what can go wrong and for them to understand the consequences, especially with regard to health and safety in the kitchen. In addition, learners should be able to recognise that their role in maintaining good workplace practices underpins the success of the business.

Context and content

This Unit is mandatory on the Culinary Ability: Food Preparation Award. Evidence generated in this Unit could also contribute to the evidence required for the Units *Work Effectively in a Catering Environment*, *Receive and Store Goods in a Catering Environment* and *Prepare Ingredients for Future Use in a Variety of Dishes*.

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Support Notes (cont)

This Unit is about developing learners' practical skills and knowledge to enable them to follow instructions, draw information from a recipe and identify and select the appropriate ingredients required to produce a range of starters, main courses and desserts. Learners should be able to demonstrate that they can check the condition of the ingredients, select and weigh/measure the correct quantities, prepare the ingredients for further processing (eg wash, peel, trim) and store them appropriately.

Complying with health food safety regulations is an essential feature of this Unit.

Delivery should highlight to learners what to do when things go wrong, what they must report to their supervisors and what they can deal with themselves. Examples of things going wrong should be given and the consequences of not following instructions should be stressed.

Throughout delivery of the Unit emphasis should be given to the importance of always working in a safe and hygienic manner, including being aware of cross contamination, temperature and allergen control measures.

Typical activities should include the learner:

- ◆ Referring to recipes and menus
- ◆ Following instructions accurately
- ◆ Selecting the appropriate ingredients
- ◆ Checking that the ingredients are undamaged, at the appropriate temperature and within their expiry date
- ◆ Sorting, weighing and measuring ingredients into the appropriate quantities for the menu items being produced
- ◆ Selecting and using the appropriate tools and equipment
- ◆ Preparing ingredients as required for the dishes being produced (eg washing peeling, trimming, etc.)
- ◆ Accurately labelling and dating ingredients
- ◆ Appropriately storing any ingredients not for immediate use
- ◆ Showing their awareness of food safety by handling and storing food products in a way that prevents cross contamination
- ◆ Accurately completing any relevant documentation
- ◆ Following HACCP procedures and guidelines at all times
- ◆ Keeping waste to a minimum

Learners should be given the opportunity to be involved in non-routine activities, eg:

- ◆ Shortage of the required ingredients
- ◆ Poor quality ingredients

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Support Notes (cont)

If non-routine activities are unlikely to occur naturally a simulated activity could be set up.

To ensure that learners have all the underpinning knowledge and understanding to carry out the practical activities for this Unit, the following should be covered:

- ◆ How to draw information from a recipe
- ◆ What quality points to look for in food products
- ◆ What tools and equipment are needed to carry out specific tasks
- ◆ How to check that the working area, tools and equipment are fit for use
- ◆ Why it is important to ensure that working areas, tools and equipment are clean prior to use
- ◆ What to do if there are problems with any of the ingredients, working areas, tools or equipment
- ◆ The appropriate storage requirements for different food products (including labelling and date coding and storage conditions, eg chilled, frozen, ambient, dry store, etc)

Learners should be encouraged to demonstrate a professional attitude by:

- ◆ maintaining appropriate personal hygiene standards.
- ◆ taking pride in their role through an enthusiastic and professional approach.
- ◆ following safe working practices at all times.
- ◆ paying attention to detail and working consistently to achieve high standards.
- ◆ precisely following instructions from the chef/line manager.
- ◆ working at the appropriate pace.
- ◆ using culinary terminology.
- ◆ communicating appropriately with managers, team members and customers.
- ◆ identifying areas for self-improvement.

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Support Notes (cont)

Development of Skills for Learning, Skills for Life and Skills for Work

This Unit provides the opportunity to develop the following skills as described in SQA's Skills Framework: *Skills for Learning, Skills for Life and Skills for Work*.

Skills for Learning, Skills for Life and Skills for Work	Development opportunities
1 Literacy Reading Listening and talking	<ul style="list-style-type: none"> ◆ Referring to recipes and following instructions ◆ Reporting issues/problems
2 Numeracy Number processes Money, time and measurement	<ul style="list-style-type: none"> ◆ Carrying out calculations involved in selecting, weighing and measuring ingredients ◆ Applying numerical skills involved in checking temperature
3 Health and wellbeing Personal learning	<ul style="list-style-type: none"> ◆ Demonstrating pride and enthusiasm in role ◆ Identifying areas for self improvement ◆ Maintaining appropriate levels of personal hygiene
4 Employability, enterprise and citizenship Employability	<ul style="list-style-type: none"> ◆ Demonstrating a professional attitude ◆ Maintaining appropriate levels of personal hygiene ◆ Awareness of food safety risks ◆ Using culinary terminology
5 Thinking Skills Remembering Understanding Applying	<ul style="list-style-type: none"> ◆ Demonstrating and applying knowledge of safe and hygienic practices ◆ Using kitchen tools and equipment correctly ◆ Using a wide range food preparation techniques ◆ Applying knowledge of correct storage conditions for different goods ◆ Identifying issues/problems and taking appropriate action.

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Support Notes (cont)

Equality and inclusion

This Unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences or considering alternative evidence.

Guidance on assessment

Direct observation should be used to assess learners' performance during practical activities.

Observational checklists could be developed to record learners' performance during the practical activities including technical and soft skills.

Evidence for most of the 'What you must know' statements in this Unit should be able to be inferred through the learners performance, however, where this is not the case questions could be used (eg the assessor could ask open questions during an observation session and record the learner's response on the checklist). Alternatively matching exercises, recorded oral or written evidence or equivalent could be used.

Assessment of this Unit could be integrated with assessment of the Units *Work Effectively in a Catering Environment*, *Receive and Store Goods in a Catering Environment* and *Prepare Ingredients for Future Use in a Variety of Dishes*.

Recording evidence

An evidence log could be used to record when all 'what you must do' and 'What you must know' statements have been achieved.

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General information for learners

This Unit is designed to enable you to demonstrate that you can identify and select the correct ingredients required by a recipe, check the condition of the ingredients, weigh and/or measure the correct quantities, wash, peel, trim and store the ingredients ready for future use. Complying with food safety regulations is an essential feature of this Unit.

This Unit is part of the Culinary Ability: Food Preparation Award.

You do not need to have any other qualifications or experience to be able to undertake this Unit, however, an interest in working in the catering industry is desirable.

Completion of this Unit will enable you to:

- ◆ ensure the work area meets food safety requirements.
- ◆ select, check, weigh and/or measure ingredients for recipes.
- ◆ use a range of culinary tools and equipment.
- ◆ carry out basic food preparation tasks.

Your tutor will observe you carrying out practical activities and complete a checklist to confirm that you meet the requirement of this Unit. Your tutor will also ask you questions to test your knowledge and understanding of the procedures involved in selecting, weighing, measuring and preparing ingredients.

Completion of this Unit will help you to develop the following skills for learning, life and work:

- 1 Literacy**
Reading
Listening and talking
- 2 Numeracy**
Number processes
Money, time and measurement
- 3 Health and wellbeing**
Personal learning
- 4 Employability**
Employability
- 5 Thinking Skills**
Remembering
Understanding
Applying



Administrative information

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Credit value

0.5 SQA credit at SCQF level 4) (3 SCQF credit points at SCQF level 4)

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