



## **National Unit Specification**

### **General information**

**Unit title:** Hospitality: Organisation of Practical Skills (SCQF level 3)

**Unit code:** D9NL 09

**Superclass:** NF

**Publication date:** May 2008

**Source:** Scottish Qualifications Authority

**Version:** 02

### **Unit purpose**

This unit will enable learners will be able to plan work, gather ingredients, identify equipment and integrate practical skills to complete tasks involving work co-ordination in the context of food preparation. Throughout the unit, learners will use safe working practices.

This unit is suitable for learners with no previous experience.

### **Outcomes**

On successful completion of the unit the learner will be able to:

- 1 Prepare for making a dish that requires a range of ingredients and cookery processes in its production.
- 2 Prepare a plan of work for the dish.
- 3 Prepare the dish.
- 4 Use safe working practices.

### **Credit points and level**

0.5 National Unit credits at SCQF level 3: (3 SCQF credit points at SCQF level 3)

### **Recommended entry to the unit**

Entry is at the discretion of the centre.

## National Unit Specification: General information (cont)

**Unit title:** Hospitality: Organisation of Practical Skills (SCQF level 3)

### Core Skills

Achievement of this unit gives automatic certification of the following:

Complete Core Skills	None
Core Skill components	Critical Thinking at SCQF level 3 Planning and Organising at SCQF level 3

There are also opportunities to develop aspects of Core Skills which are highlighted in the support notes for this unit specification.

### Context for delivery

The Assessment Support Pack (ASP) for this unit provides assessment and marking guidelines that exemplify the national standard for achievement. It is a valid, reliable and practicable assessment. Centres wishing to develop their own assessments should refer to the ASP to ensure a comparable standard. A list of existing ASPs is available to download from SQA's website (<http://www.sqa.org.uk/sqa/46233.2769.html>).

### 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, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website [www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements).

## **National Unit Specification: Statement of standards**

**Unit title:** Hospitality: Organisation of Practical Skills (SCQF level 3)

Acceptable performance in this unit will be the satisfactory achievement of the standards set out in this part of the unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

### **Outcome 1**

Prepare for making a dish that requires a range of ingredients and cookery processes in its production.

#### **Performance criteria**

- (a) An appropriate dish is selected
- (b) The ingredients are correctly identified
- (c) The cookery processes used are correctly identified
- (d) All equipment required is correctly identified
- (e) All ingredients are gathered prior to commencing

### **Outcome 2**

Prepare a plan of work for the dish.

#### **Performance criteria**

- (a) A logical sequence of work is planned to ensure effective time management
- (b) Timings are given for each stage of the plan
- (c) Required quantities are identified in the plan

### **Outcome 3**

Prepare the dish.

#### **Performance criteria**

- (a) The dish is completed within the given time
- (b) The dish is presented in the quantities planned
- (c) The dish is presented to an acceptable condition for eating

### **Outcome 4**

Use safe working practices.

#### **Performance criteria**

- (a) Appropriate clothing is worn
- (b) A clean and tidy workstation is maintained
- (c) All equipment is used in a safe manner

## **National Unit Specification: Statement of standards (cont)**

**Unit title:** Hospitality: Organisation of Practical Skills (SCQF level 3)

### **Evidence requirements for this unit**

Evidence is required to demonstrate that learners have achieved all outcomes and performance criteria.

#### **Outcome 1 and 2 — Written/oral evidence**

Learners will be required to demonstrate that on one occasion they can:

- ◆ Select an appropriate dish
- ◆ Identify at least three of the ingredients
- ◆ Identify four cookery processes
- ◆ Identify the equipment required
- ◆ Gather the ingredients in the required quantity
- ◆ Plan a logical sequence of work, including timings and quantities

The evidence for these outcomes should be obtained under open-book, supervised conditions.

#### **Outcome 3 and 4 — Performance evidence**

Learners will be required to demonstrate by practical activity on one occasion that they can present the completed dish within the time, in the quantities planned and to an acceptable standard for eating.

During the practical activity learners will be required to:

- ◆ Wear appropriate clothing
- ◆ Maintain a clean and tidy workstation
- ◆ Use all equipment in a safe manner

Outcomes 3 and 4 the proposed instrument of assessment is a practical exercise. Attainment could be recorded by the use of an observational checklist.

The NAB pack provided for this unit illustrates the standard that should be applied. It includes assessor checklists. If a centre wishes to design its own assessments for this unit, they should be of a comparable standard.



## National Unit Support Notes

**Unit title:** Hospitality: Organisation of Practical Skills (SCQF level 3)

Unit support notes are offered as guidance and are not mandatory.

While the exact time allocated to this unit is at the discretion of the centre, the notional design length is 20 hours.

### Guidance on the content and context for this unit

The practical elements of the unit should enable learners to integrate the component skills from the planning stage through to presentation.

#### Outcome 1

Processes are the steps to be carried out to successfully complete the dish/recipe such as: weighing; measuring; sieving; mixing; whisking; stirring; chopping; grating; peeling; washing; seasoning.

Learners should be encouraged to choose dishes from a given range rather than the teacher/lecturer identifying the practical activity for them.

An example of the minimum level of practical activity expected at this level is given below:

*Dish:* Apple crumble (using previously prepared fruit)

*Ingredients:* Wholemeal flour, margarine, brown sugar, prepared apple

*Processes:* Weighing, rubbing in, mixing, assembling, baking

Equipment to be used throughout the practical exercise must be identified by learners and all ingredients gathered prior to commencing.

#### Outcome 2

Learners should be given practice in ordering the stages of a practical activity. For example, re-arrange in a logical order the stages of a recipe. The time allowed for activities should be adjusted to meet individual needs and abilities. The learner must be made aware of the importance of working within a time constraint to achieve the standard of organisational skills necessary to achieve the outcome.

## National Unit Support Notes (cont)

**Unit title:** Hospitality: Organisation of Practical Skills (SCQF level 3)

### Outcomes 3 and 4

Stand recipes will be followed for most dishes and the timescale set by the teacher/lecturer to support individual needs.

Emphasis must be placed on the following:

- ◆ Keeping to given times
- ◆ Producing correct numbers of portions
- ◆ Presenting food to an acceptable standard
- ◆ Wearing correct clothing
- ◆ Safe and hygienic working methods
- ◆ Carrying out procedures in a correct manner
- ◆ Correct and safe use of equipment

### Guidance on approaches to delivery of this unit

The learning and teaching approach should allow the outcomes to be achieved in a learner-centred participative and practical manner. Learners must be given time to practise their organisational skills before assessment takes place. The needs and abilities of each learner must be taken into account in terms of the type of support and equipment required. The timescale required to complete an activity should be adjusted to allow for learner achievement. Learners should understand, however, that the constraint of time is a consideration when carrying out an activity.

### Guidance on approaches to assessment of this unit

Evidence can be generated using different types of assessment. The following are suggestions only. There may be other methods that would be more suitable to learners.

Centres are reminded that prior verification of centre-devised assessments would help to ensure that the national standard is being met. Where learners experience a range of assessment methods, this helps them to develop different skills that should be transferable to work or further and higher education.

Outcomes 1 and 2 could be assessed under open-book, supervised conditions. Outcomes 3 and 4 could be assessed using an observational checklist.

### Opportunities for e-assessment

E-assessment may be appropriate for some assessments in this unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or social software. Centres which wish to use e-assessment must ensure that the national standard is applied to all learner evidence and that conditions of assessment as specified in the evidence requirements are met, regardless of the mode of gathering evidence. The most up-to-date guidance on the use of e-assessment to support SQA's qualifications is available at [www.sqa.org.uk/e-assessment](http://www.sqa.org.uk/e-assessment).

## **National Unit Support Notes (cont)**

**Unit title:** Hospitality: Organisation of Practical Skills (SCQF level 3)

### **Opportunities for developing Core and other essential skills**

Achievement of this unit gives automatic certification of the following:

- ◆ *Problem Solving*: Critical Thinking at SCQF level 3
- ◆ *Problem Solving*: Planning and Organising at SCQF level 3

As learners will be weighing and measuring ingredients, controlling cooking times, etc, they will also have the opportunity to develop the Core Skills Component of *Numeracy: Using Number* at SCQF level 3.

## History of changes to unit

Version	Description of change	Date
02	Transferred to current template Core Skills signposting information updated	April 2019

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## General information for learners

### Unit title: Hospitality: Organisation of Practical Skills (SCQF level 3)

This section will help you decide whether this is the unit for you by explaining what the unit is about, what you should know or be able to do before you start, what you will need to do during the unit and opportunities for further learning and employment.

This unit will enable you to plan work, gather ingredients, identify equipment and integrate practical skills to complete tasks involving work co-ordination in the context of food preparation.

You will plan the making of a dish using various ingredients by identifying suitable cookery processes and correct equipment. Working safely at all times, you will prepare and cook the dish as planned and make sure that it is completed within the given time. You will also ensure that the dish is presented in the planned quantity and to an appropriate standard.

You will be assessed by completing a mixture of knowledge based and practical activities.

On successful completion of this unit, you will automatically be certificated with the following Core Skills components:

- ◆ *Problem Solving*: Critical Thinking at SCQF level 3
- ◆ *Problem Solving*: Planning and Organising at SCQF level 3

This unit will also enable you to develop the Core Skill component of *Numeracy*: Using Number at SCQF level 3.

On completion of this unit, you could progress to other units in Professional Cookery at SCQF levels 3/4 and/or seek employment in the hospitality industry.