



## National Unit Specification

### General information

**Unit title:** Hospitality: Organisation of Practical Skills (SCQF level 4)

**Unit code:** D9NL 10

**Superclass:** NF

**Publication date:** March 2003

**Source:** Scottish Qualifications Authority

**Version:** 02

### Unit purpose

This unit will enable learners to develop, in the context of food preparation, competence in planning work, requisitioning components, identifying equipment and integrating practical skills to complete tasks involving work co-ordination.

The unit is suitable for 'new starts' and adult returners with appropriate prior experience.

### Outcomes

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

- 1 Prepare for a task or tasks that require a minimum of five component parts and at least eight processes in their production.
- 2 Prepare a plan of work for the task(s) chosen.
- 3 Carry out the task(s) to achieve the desired outcome.
- 4 Use safe working practices.

### Credit points and level

0.5 National Unit credits at SCQF level 4: (3 SCQF credit points at SCQF level 4)

### Recommended entry to the unit

While entry is at the discretion of the centre, learners would normally be expected to have attained one of the following:

- ◆ National Units at SCQF level 3 in a relevant subject

## National Unit Specification: General information (cont)

**Unit title:** Hospitality: Organisation of Practical Skills (SCQF level 4)

### Core Skills

Achievement of this unit gives automatic certification of the following:

Complete Core Skills	None
Core Skill components	Critical Thinking at SCQF level 4 Planning and Organising at SCQF level 4

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>).

If this unit is delivered as part of a group award, it is recommended that it should be taught and assessed within the subject area of the group award to which it contributes.

### 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 4)

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 a task or tasks that require a minimum of five component parts and at least eight processes in their production.

#### **Performance criteria**

- (a) The tasks are correctly named
- (b) The component parts are correctly identified
- (c) The processes used are correctly identified
- (d) All equipment required is correctly identified
- (e) All component parts are requisitioned prior to commencing

### **Outcome 2**

Prepare a plan of work for the task(s) chosen.

#### **Performance criteria**

- (a) A logical sequence of work is planned to ensure effective time management.

### **Outcome 3**

Carry out the task(s) to achieve the desired outcome.

#### **Performance criteria**

- (a) The task(s) are completed within the given time
- (b) The task(s) are presented in the quantities planned
- (c) The task(s) are presented in a commercially acceptable condition
- (d) The component parts are processed to given specifications

### **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 4)

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

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

#### **Outcome 1: Recorded evidence**

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

- ◆ Name the task(s)
- ◆ Identify at least five component parts
- ◆ Identify eight processes
- ◆ Identify the equipment required
- ◆ Requisition the component parts (the materials and resources required for the task) in the required quantity

#### **Outcome 2: Recorded evidence**

Learners will be required to demonstrate that they can produce at least one complete plan.

#### **Outcome 3 and 4: Recorded evidence**

Learners will be required to demonstrate that each of the performance criteria has been met on one occasion.

All outcomes can be assessed holistically.



## National Unit Support Notes

**Unit title:** Hospitality: Organisation of Practical Skills (SCQF level 4)

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

A task in this context is a dish or a recipe. Component parts are the ingredients.

Processes are the steps to be carried out to successfully complete the dish/recipe, such as: weighing, measuring, sieving, mixing, trimming, melting, sealing, dicing, simmering, seasoning, rolling out; proving.

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:

*Task:* Cheese scones

*Components:* Wholemeal flour; self-raising flour; margarine; cheese; milk

*Processes:* Weigh; sieve; rub-in; incorporate; roll out; cut; egg wash; bake; cool

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

#### Outcome 2

Learners should be given practice in planning a logical sequence of work to a given timescale. Plans of work require more co-ordination skills as dishes increase in number and complexity.

## National Unit Support Notes (cont)

**Unit title:** Hospitality: Organisation of Practical Skills (SCQF level 4)

### Outcomes 3 and 4

Standard recipes will be followed for most dishes and the timescale set by the teacher/lecturer.

Emphasis must be placed on the following:

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

### Guidance on approaches to delivery of this unit

The learning and teaching approach should allow outcomes to be achieved in a learner-centred, participative and practical manner. It is recommended that this unit is used as the vehicle for integrated delivery of other units; for example, *Introduction to Food Preparation Techniques* and *Cookery Processes: An Introduction*. This will ensure a practicable and economic approach to their delivery.

### 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.

The proposed instrument of assessment for Outcomes 1–4 is a practical exercise. Attainment could be recorded by the use of an observational checklist, and learner pro forma for planning.

### 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

**Unit title:** Hospitality: Organisation of Practical Skills (SCQF level 4)

### 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 4
- ◆ *Problem Solving*: Planning and Organising at SCQF level 4

As learners will be weighing and measuring ingredients, calculating quantities, controlling cooking times, etc, they will also have the opportunity to develop the Core Skills component of *Numeracy: Using Number* at SCQF level 4.

## 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 4)

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 develop, in the context of food preparation, competence in planning work, requisitioning components, identifying equipment and integrating practical skills to complete tasks involving work co-ordination.

You will prepare for making a dish or recipe that requires five component parts and eight processes. You will also identify appropriate equipment that should be used. This will allow you to prepare a plan for your chosen dish or recipe.

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 4
- ◆ *Problem Solving: Planning and Organising* at SCQF level 4

This unit will also enable you to develop the Core Skill component of *Numeracy: Using Number* at SCQF level 4.

On completion of this unit, you could progress to other units in Professional Cookery at SCQF levels 4/5 and/or seek employment in the hospitality industry.