



## **National Unit specification: general information**

**Unit title:** Organisation of Practical Skills 4

**Unit code:** FT8H 12

**Superclass:** NF

**Publication date:** August 2011

**Source:** Scottish Qualifications Authority

**Version:** 01

### **Summary**

The purpose of this Unit is to provide candidates with the knowledge and skills needed when planning work, requisitioning and costing ingredients, identifying equipment and integrating practical skills to complete tasks involving work co-ordination in the context of food preparation.

This is an optional Unit within the National Certificates in Professional Cookery (SCQF levels 5 and 6) It is also available as a free-standing Unit.

This Unit is suitable for candidates who are school leavers, adult returners and candidates from the hospitality industry.

### **Outcomes**

- 1 Prepare to cook a dish/dishes requiring a minimum of sixteen ingredients and at least twenty four processes.
- 2 Produce the dish or dishes to a commercially acceptable standard.
- 3 Use safe working practices throughout the process.

### **Recommended entry**

While entry is at the discretion of the centre, candidates would normally be expected to have attained the following, or equivalent:

*F7DH 11: Organisation of Practical Skills 3*

## **National Unit specification: general information (cont)**

**Unit title:** Organisation of Practical Skills 4

### **Credit points and level**

1 National Unit credit at SCQF level 6: (6 SCQF credit points at SCQF level 6\*)

*\*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.*

### **Core Skills**

Opportunities to develop aspects of Core Skills are highlighted in the support notes of this Unit specification.

There is no automatic certification of Core Skills or Core Skill components in this Unit.

## **National Unit specification: statement of standards**

### **Unit title: Organisation of Practical Skills 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 to cook a dish/dishes requiring a minimum of sixteen ingredients and at least twenty- four processes.

##### **Performance Criteria**

- (a) Select an appropriate dish or dishes from a given list to meet the requirements.
- (b) Identify the ingredients for the chosen dish or dishes.
- (c) Identify the processes to be used to produce the dish or dishes.
- (d) List all equipment required to prepare, cook and serve the chosen dishes.
- (e) Complete a costed requisition order.
- (f) Prepare a plan of work.

#### **Outcome 2**

Produce the dish or dishes to a commercially acceptable standard.

##### **Performance Criteria**

- (a) Prepare the ingredients according to the recipe specification.
- (b) Produce the chosen dish or dishes within the planned times.
- (c) Present the chosen dishes in the quantities planned.
- (d) Present the chosen dishes to a commercially acceptable standard.
- (e) Produce the dish or dishes within the planned costs.

#### **Outcome 3**

Use safe working practices throughout the process.

##### **Performance Criteria**

- (a) Wear appropriate clothing throughout the process.
- (b) Maintain a clean and tidy workstation throughout the process.
- (c) Use all equipment in a safe manner.

## **National Unit specification: statement of standards (cont)**

### **Unit title:** Organisation of Practical Skills 4

#### **Evidence Requirements for this Unit**

Evidence is required to demonstrate that the candidates have achieved all of the Outcomes and Performance Criteria.

##### **Outcome 1: Written/oral evidence**

Candidates will be required to demonstrate that on a minimum of one occasion they can:

- ◆ Select the dish or chosen dishes to meet the minimum requirements.
- ◆ Identify all ingredients for the chosen dish or dishes.
- ◆ Identify all the processes used to produce the chosen dish or dishes.
- ◆ List all equipment required to prepare, cook and serve the chosen dish or dishes.
- ◆ Complete a costed requisition order.
- ◆ Prepare a plan of work.

The chosen dish or dishes must have a minimum of sixteen ingredients and a minimum of twenty-four processes.

This assessment should be conducted in open-book supervised conditions. This must be carried out prior to the production of the chosen dish or dishes. The costing element of this Outcome relates to the cost of raw ingredients.

##### **Outcome 2 and 3: Performance evidence**

Candidates will be required to demonstrate by practical activity on a minimum of one occasion that they are able to:

- ◆ Prepare the ingredients according to the recipe specification.
- ◆ Complete the chosen dish or dishes within the planned times.
- ◆ Present the chosen dishes in the quantities planned.
- ◆ Present the chosen dishes to a commercially acceptable standard.
- ◆ Dish or dishes are completed within the planned costs.
- ◆ Wear appropriate clothing.
- ◆ Maintain a clean and tidy workstation.
- ◆ Use all equipment in a safe manner.

The candidate must work with the plan previously completed for Outcomes 1. The practical activities must be carried out in a professional kitchen, realistic working environment or workplace, in supervised conditions.

## National Unit specification: support notes

### Unit title: Organisation of Practical Skills 4

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

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

This Unit is an optional Unit within the National Certificates in Professional Cookery (SCQF levels 5 and 6), but can also be taken as a free-standing Unit.

In this Unit candidates are required to develop the skills of work planning, ordering and costing of ingredients and working to a previously prepared plan. It is expected that candidates have had some practical experience in the professional kitchen and/or previously completed *Organisation of Practical Skill 3* before embarking on this Unit. The practical elements of this Unit may be integrated with other food production Units such as *Cookery Processes*, *Food Preparation Techniques* and *Integrated Production Cookery*, and should enable candidates to integrate the component skills from the planning and costing stage through to presentation. Candidates should be encouraged to choose dishes from a given range of resources, ie cookery books, websites and food magazines, allowing the opportunity for individual interpretation, rather than the tutor identifying the dish or dishes to be produced. Examples of dishes at this level can relate to one complex dish with sixteen ingredients and twenty-four processes, or two or three less complex dishes such as a soup and selection of breads, three starter courses or three afternoon tea items. The equipment to be used throughout the practical exercise must be listed and all ingredients requisitioned and costed prior to commencing the practical.

Processes are the steps to be carried out to successfully complete the dish or dishes, for example, weighing, measuring mixing, trimming, melting, sealing, dicing, simmering, seasoning, rolling out, proving, boiling, baking, stewing, frying, poaching, braising, steaming, whisking, draining, straining, piping.

### Guidance on learning and teaching approaches for this Unit

The requirements for the Unit should be discussed with candidates as part of the induction to the Unit. The main approach to learning and teaching should be practical and experiential. Candidates should be encouraged to learn through a variety of activities which are designed to enhance their awareness of the work that goes on in the professional kitchen. Opportunities to work alongside kitchen technicians should be made available to candidates. This would offer knowledge in requisition procedures, costings and quality control measures. Candidates should be encouraged to perform tasks and conduct themselves in a manner appropriate to the workplace.

Each part of teaching/learning should incorporate both theory and practice to facilitate learning, and it would be appropriate to integrate this Unit with other food production Units, for example, *Food Preparation Techniques*, *Cookery Processes*, and *Stocks and Sauces*.

## National Unit specification: support notes (cont)

### Unit title: Organisation of Practical Skills 4

Opportunities should be taken to integrate the required knowledge of food hygiene and health and safety while participating in practical activities. In this way, food hygiene and health and safety procedures will not only be more relevant but will be more easily understood and remembered. Candidates should always be made aware of hazards and risks when working in the professional kitchen and the controls that are in place to minimise these risks. The emphasis should always be on the practice of working safely and hygienically.

Candidates will require guidance and support when planning an effective sequence of work. Sequence of work will be directly related to all practical activities. With tutor direction, candidates' submitted work plans will detail each step with reasoning and explanation provided. Emphasis should be placed on the timing of the practical. To ensure dishes can be effectively prepared and completed, timescales should previously be agreed and set by the tutor. There should be scope for candidates to use innovation when developing dishes. Emphasis must be placed on the following:

- ◆ Keeping to given times
- ◆ Producing planned number of portions
- ◆ Accurate costing of requisitions
- ◆ Presenting food to a commercially acceptable standard
- ◆ Wearing the correct uniform
- ◆ Working safely and hygienically
- ◆ Carrying out procedures in the correct manner
- ◆ Correct use of equipment

### Guidance on approaches to assessment for this Unit

#### Outcome 1

This assessment could be completed by the use of a pro forma and should be conducted in open-book supervised conditions. This must be carried out prior to the production of the chosen dish or dishes. The costing element of this Outcome relates to the cost of raw ingredients. Accurate costing booklets should be available for candidate use. Extensions to costings could include calculating a selling price to a given percentage profit if suitable to candidate group.

#### Outcomes 2 and 3

The candidate must work with the plan previously completed for Outcomes 1 and 2. The practical activities must be carried out in a professional kitchen, realistic working environment or workplace, in supervised conditions, and an assessor observation checklist could be completed as evidence of performance.

Time should be allowed for any necessary re-assessment.

## **National Unit specification: support notes (cont)**

**Unit title:** Organisation of Practical Skills 4

### **Opportunities for the use of 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 e-checklists. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003)*, *SQA Guidelines on e-assessment for Schools (BD2625, June 2005)*.

### **Opportunities for developing Core Skills**

In this Unit candidates will be involved in planning, innovating, costing, weighing and measuring. Therefore, there will be opportunities to develop aspects of the following Core Skills:

- ◆ *Problem solving*
- ◆ *Numeracy*

### **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](http://www.sqa.org.uk/assessmentarrangements)

## History of changes to Unit

Version	Description of change	Date

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