

NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION**STATEMENT OF STANDARDS****UNIT NUMBER:** 5130066**UNIT TITLE:** FOOD PREPARATION TECHNIQUES

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

OUTCOME

1. USE A RANGE OF CUTTING, SHAPING AND MIXING EQUIPMENT SAFELY AND HYGIENICALLY TO PERFORM A RANGE OF FOOD PREPARATION TECHNIQUES

PERFORMANCE CRITERIA

- (a) The selection of cutting, shaping, and mixing equipment is appropriate for a range of manipulative skills.
- (b) Equipment is used appropriately to cut, shape and mix foodstuffs appropriate to given specifications.
- (c) All equipment is used in a safe manner.
- (d) All equipment is used in a hygienic manner.

RANGE STATEMENT

Cutting equipment: knives; grater; pastry cutters; mandoline.

Cutting techniques: chop; paysanne; trim pastry; slice; brunoise; grate; dice; julienne; cut pastry shapes; shred; macedoine; game chips; jardiniere; straw potatoes.

Shaping tools: rolling pin; pastry cutter; palette knife; piping bag.

Shaping techniques: roll; shape; pipe.

Mixing tools: wooden spoon; metal spoon; hand whisk; electric hand whisk.

Mixing techniques: cream; fold; whisk.

EVIDENCE REQUIREMENTS

Recorded evidence that the candidate selects and uses the appropriate equipment as listed within the range to carry out the preparation techniques.

Performance evidence that the candidate uses the equipment correctly.

Performance evidence of the candidate carrying out the preparation techniques to achieve a saleable end product.

Performance evidence of operating in a safe and hygienic manner at all times.

Performance evidence is required overall for each of the range of tools and all preparation techniques.

OUTCOME

2. DISMANTLE, CLEAN AND REASSEMBLE A RANGE OF BASIC ELECTRICAL EQUIPMENT

PERFORMANCE CRITERIA

- (a) The range of electrical equipment is dismantled according to instructions.
- (b) The equipment is correctly cleaned in a safe and hygienic manner.
- (c) The equipment is correctly reassembled and ready for use.

RANGE STATEMENT

Electrical equipment: food mixing machine (free standing); mincing machine attachments; food processor; liquidiser.

EVIDENCE REQUIREMENTS

Performance evidence that the candidate can dismantle, clean and reassemble all of the range of electrical equipment according to instructions.

Performance evidence that the candidate correctly cleans machinery in a safe and hygienic manner.

Performance evidence that the candidate correctly reassembles machinery ready for use.

OUTCOME**3. EXPLAIN FOOD PREPARATION TECHNIQUES****PERFORMANCE CRITERIA**

- (a) The explanation of the range of food preparation techniques is correct.
- (b) The equipment used to carry out the preparation techniques is correctly named.

RANGE STATEMENT

Cutting equipment: knives; grater; pastry cutters; mandoline.

Cutting techniques: chop; paysanne; trim pastry; slice; brunoise; grate; dice; julienne; cut pastry shapes; shred; macedoine; game chips; jardiniere; straw potatoes.

Shaping tools: rolling pin; pastry cutter; palette knife; piping bag.

Shaping techniques: roll; shape; pipe.

Mixing tools: wooden spoon; metal spoon; hand whisk; electric hand whisk.

Mixing techniques: cream; fold; whisk.

EVIDENCE REQUIREMENTS

Recorded evidence that the candidate can correctly describe each basic preparation technique.

Recorded evidence that the candidate can correctly name the equipment used for each preparation technique.

ASSESSMENT

In order to achieve this unit, candidates are required to present sufficient evidence that they have met all the performance criteria for each outcome within the range specified. Details of these requirements are given for each outcome. The assessment instruments used should follow the general guidance offered by the SQA assessment model and an integrative approach to assessment is encouraged. (See references at the end of support notes).

Accurate records should be made of the assessment instruments used showing how evidence is generated for each outcome and giving marking schemes and/or checklists, etc. Records of candidates' achievements should be kept. These records will be available for external verification.

SPECIAL NEEDS

In certain cases, modified outcomes and range statements can be proposed for certification. See references at end of support notes.

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NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION**SUPPORT NOTES**

UNIT NUMBER: 5130066

UNIT TITLE: FOOD PREPARATION TECHNIQUES

SUPPORT NOTES: This part of the unit specification is offered as guidance. None of the sections of the support notes is mandatory.

NOTIONAL DESIGN LENGTH: SQA allocates a notional design length to a unit on the basis of time estimated for achievement of the stated standards by a candidate whose starting point is as described in the access statement. The notional design length for this unit is 40 hours. The use of notional design length for programme design and timetabling is advisory only.

PURPOSE This unit is designed for candidates with little or no previous experience and provides hands on experience of a range of equipment used in the preparation of basic food products.

SQA publishes summaries of NC units for easy reference, publicity purposes, centre handbooks, etc. The summary statement for this unit is as follows:

This unit will allow you to develop manipulative skills associated with the preparation of food products and handling of basic equipment. It is primarily an introductory unit for gaining basic handling and preparation skills.

CONTENT/CONTEXT The content of this unit relates to the techniques involved in preparing foodstuffs and to utilising the appropriate equipment in a safe and hygienic manner. There is no requirement on candidates to cook the products prepared for the purposes of assessment but the unit can be delivered in tandem with a unit that does assess the cooking of the end product, for example: 5130096 Introduction to Cookery Processes.

The emphasis throughout must be on preparation techniques, safety, hygiene and working methods.

Corresponding to outcomes 1-3:

1. As this is an introductory unit to food preparation techniques, hygiene and safety must feature as key practices to be adopted in all processes carried out. Demonstration of preparation techniques and the use of appropriate equipment should be given in an easy to follow, step by step approach. Correct working practices must be emphasised and candidates expected to carry out all tasks in a professional manner.

Knife drill will have to be demonstrated and reinforced on a regular basis, care in the use of the mandoline must be pointed out as it also has blades.

Clear specifications for each and every task will ensure that candidates are fully aware of what is expected from them.

2. As this outcome relates to electrical equipment, specific safety precautions must be demonstrated, understood and followed at all times. Assembly and dismantling procedures must be discussed and demonstrated prior to any hands on experience of electrical equipment.

The purpose of all equipment must be understood and candidates made aware of how to recognise faults and who to report them to.

Clear cleaning instructions and a demonstration of the process must be given for all equipment with emphasis on: cleaning equipment, cleaning agent and temperatures of water. Candidates must be aware that specific parts of electric equipment cannot be cleaned with water.

3. Examples of activities suitable for the practical elements might be the preparation of:

- vegetable salads;
- hamburgers;
- vegetables for soup;
- scones;
- simple pastry products;
- Victoria sandwich.

Simple preparation techniques should be named and explained, for example: named vegetable cuts, creaming, folding, sieving.

Candidates must be aware of the requirements to product a palatable end product and given guidance on how faults can occur in preparing foods, eg: over seasoning.

APPROACHES TO GENERATING EVIDENCE The majority of evidence will be generated by practical activities related to the equipment and preparation techniques within the range of all outcomes.

The choice of activities should allow for candidates to use all of the equipment and carry out all of the preparation techniques within each outcome.

The practical exercise should be tutor led in that all equipment should be explained, demonstrated and thoroughly understood prior to activities, these demonstrations should take place in a step by step manner allowing candidates to proceed at their own pace.

The evidence can be recorded on practical records related to the activities being carried out structured in such a way to cover all of the performance criteria of each outcome.

Care should be taken in the construction of such records to ensure that the theoretical aspect of outcome 3 is covered, ie: the description of basic preparation techniques and the identification of the appropriate equipment.

ASSESSMENT PROCEDURES Centres may use the instruments of assessment which are considered by tutors to be the most appropriate.

Examples of instruments of assessment which could be used are as follows:

- worksheets related to each practical activity;
- checklist records;
- special needs candidates may require to be given diagrammatic or pictorial opportunities related to the description of preparation techniques where they are given a description and required to match it to a piece of equipment or preparation technique.

PROGRESSION NC module: 5130026 Cookery Processes or other practical related units that will allow basic skills to be developed further.

RECOGNITION Many SQA NC units are recognised for entry/recruitment purposes. For up-to-date information see the SQA guide 'Recognised and Recommended Groupings'.

REFERENCES

1. Guide to unit writing. (A018).
2. For a fuller discussion on assessment issues, please refer to SQA's Guide to Assessment. (B005).
3. Procedures for special needs statements are set out in SQA's guide 'Candidates with Special Needs'. (B006).
4. Information for centres on SQA's operating procedures is contained in SQA's Guide to Procedures. (F009).
5. For details of other SQA publications, please consult SQA's publications list. (X037).

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