

-SQA- SCOTTISH QUALIFICATIONS AUTHORITY

NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION

GENERAL INFORMATION

-Module Number- 5130176

-Session-1996-97

-Superclass- NA

-Title- MENU PLANNING

-DESCRIPTION-

GENERAL COMPETENCE FOR UNIT: Demonstrating underpinning knowledge associated with menu planning, costing and presenting finished menus for various situations.

OUTCOMES

1. produce a range of menus for given situations;
2. produce detailed costings for simple menus;
3. plan a special party menu.

CREDIT VALUE: 1 NC Credit

ACCESS STATEMENT: Candidates must have competence in basic food preparation and cookery processes. This may be evidenced by possession of NC modules 5130066 Food Preparation Techniques and 5130026 Cookery Processes.

For further information contact: Committee and Administration Unit, SQA, Hanover House, 24 Douglas Street, Glasgow G2 7NQ.

Additional copies of this unit may be purchased from SQA (Sales and Despatch section). At the time of publication, the cost is £1.50 (minimum order £5.00).

NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION**STATEMENT OF STANDARDS****UNIT NUMBER:** 5130176**UNIT TITLE:** MENU PLANNING

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. PRODUCE A RANGE OF MENUS FOR GIVEN SITUATIONS

PERFORMANCE CRITERIA

- (a) The explanation of the principles of menu planning is accurate in terms of its application to customer needs.
- (b) Different types of menus produced are appropriate for given situations.

RANGE STATEMENT

The range for this outcome is fully specified in the performance criteria.

EVIDENCE REQUIREMENTS

Recorded evidence that the candidate can explain the principles of menu planning and can produce:

- (i) a 40 item à la carte dinner menu;
- (ii) a 3-course table d'hôte menu for spring, summer and autumn;
- (iii) an industrial canteen, cafeteria/self service 3-course meal with 2 choices at each course for each of 5 days;

- (iv) a general hospital ward menu for 2 consecutive days consisting of a 2-course breakfast, 3-course lunch and 2-course dinner.

OUTCOME

- 2. PRODUCE DETAILED COSTINGS FOR SIMPLE MENUS

PERFORMANCE CRITERIA

- (a) Dish costings are correctly calculated.
- (b) Menu costings are correctly calculated.
- (c) The selling price for a given gross profit is correctly calculated.

RANGE STATEMENT

The range for this outcome is fully expressed in the performance criteria.

EVIDENCE REQUIREMENTS

Recorded evidence that the candidate correctly calculates costs for 2 dishes from an à la carte menu.

Recorded evidence that the candidate correctly calculates costs for 1 table d'hôte menu.

Recorded evidence that the candidate correctly calculates the selling price for 2 à la carte dishes to produce a 60% gross profit.

OUTCOME

- 3. PLAN A SPECIAL PARTY MENU

PERFORMANCE CRITERIA

- (a) Use appropriate language in planning the menu.
- (b) Menu is appropriately presented for the occasion.
- (c) Menu is correct in balance.

RANGE STATEMENT

The range for this outcome is fully expressed in the performance criteria.

EVIDENCE REQUIREMENTS

Recorded evidence that a menu of 3-courses is correctly written for the given situation.

The menu is presented appropriately for the chosen situation.

The menu is technically correct in terms of balance.

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: 5130176

UNIT TITLE: MENU PLANNING

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 to allow candidates to develop an understanding of menu planning and costing for various markets.

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 introduce you to planing and costing menus for various markets.

CONTENT/CONTEXT Candidates will require to plan and cost various menus to ensure that the full range has been covered. As the unit does not require any practical cookery to achieve the outcomes it is possible to integrate outcomes 2 and 3 with a practical cookery unit and therefore cost and present the finished menu and serve it to customers in the restaurant.

Corresponding to outcomes 1-3:

1. Customers' needs and expectations: menus for special occasions; planning within constraints of costs, staff equipment, accommodation, available supplies etc.

Basic rules of balance for menu: colour, texture, flavour, consistency, ingredients.

2. Food costs calculations: portion dish costs, total menu costs: selling price, calculations from stated gross profit.
3. Menu style and language appropriate to occasion, establishment, menu etc. - language consistency throughout the menu.

APPROACHES TO GENERATING EVIDENCE The learning and delivery approach should allow outcomes to be achieved in a candidate-centred manner.

The candidates should be given examples of good and bad menus and these could be discussed in groups. Trade journals which contain examples of menus should also be made available.

ASSESSMENT PROCEDURES

- Outcome 1 Recorded evidence of the following menus to be written:
- (i) 40 item à la carte dinner menu;
 - (ii) 3 course table d'hôte menu for spring, summer and autumn (3 in total);
 - (iii) 5 day menus for an industrial canteen offering 3 course menus with 2 choices for each course;
 - (iv) 2 days menus for a hospital ward consisting of 2 course breakfast and 3 course lunch and dinner.
- Outcome 2 Recorded evidence in the form of costing sheets which cover all the performance criteria.
- Outcome 3 Recorded evidence in the form of a menu which covers all the performance criteria.

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

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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