



Arrangements for:

**National Certificate (NC) in
Professional Cookery
at SCQF level 5**

and

**National Certificate (NC) in
Professional Cookery
at SCQF level 6**

**Group Award Codes: GD24 45 and
GK3V 46**

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Acknowledgement

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of National Qualification Group Awards.

History of changes

It is anticipated that changes will take place during the life of the qualification, and this section will record these changes. This document is the latest version and incorporates the changes summarised below.

Version number	Description	Date
03	GD25 46 has been replaced by GK3V 46.	February 2015
02	Core skills updated. Unit codes and titles amended	September 2011

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1 Introduction

This is the Arrangements Document for the ***National Certificates in Professional Cookery at SCQF levels 5 and 6, which were validated in May 2011***. This document includes: background information on the development of the Group Award, its aims, guidance on access, details of the Group Award structure, and guidance on delivery.

The NCs have been designed to enhance the curricular provision of craft skills training within the discipline of Professional Cookery by offering an additional option for learners wishing to specialise in Professional Cookery. They will engage candidates with the wider sector through a hands-on, practical approach, facilitating experiential learning through both delivery and assessment.

The assessment methods embedded in the programme are designed to challenge the abilities of learners and allow achievement to be recognised and measured. The design of the qualifications will enable the course programme to be structured and delivered so that individual Units can be accredited to early leavers. In addition, through embedded units, both frameworks offer potential added value via opportunities for possible dual certification (see sections 5.5 and 8 for details).

The National Certificates in Professional Cookery are designed to equip candidates with the knowledge, understanding and skills required for success in current and future employment or progression to further academic and/or professional qualifications.

2 Rationale for the development of the Group Awards

Following a perceived gap in specialist provision at SCQF levels 5 and 6, labour market information was pulled together from various sources including the sector skills council (People 1st) and Future Skills Scotland (see summary below). This, in conjunction with information on existing provision, indicated that the original hypothesis was correct and, as a result, a Qualifications Design Team (QDT) was formed to consider the next stage of development. The initial frameworks, designed by the QDT to meet the demands of industry, and complemented by primary research using a questionnaire linked to content which was sent to delivering centres in Scotland, Executive Chefs, and representatives from SQA and People 1st. A few iterations later, the frameworks emerged. The questionnaire results are summarised later in this section.

People1st had recently revised the National Occupational Standards for the discipline of Hospitality: Professional Cookery, with 82 areas of learning. Characterised by a younger workforce and more part time opportunities than in many other sectors, the hospitality industry recruits a vast number of skilled and unskilled workers each year.

The workforce continues to be heavily reliant upon young people with 19% aged 16–19 years whilst only 5% is over the age of 60. The lack of technically skilled chefs is frequently mentioned by employers as a barrier to filling vacancies and to effective business performance. The diversity of the restaurant industry has resulted in new skills needs such as knowledge of

different international cuisines and an awareness of new and emerging cuisines. Both these trends are increasing the demands for appropriately skilled and qualified chefs. In addition, the wider sector has increasing concerns about nutrition and health and the need for chefs to understand allergies or specific dietary concerns. There is also an increasing emphasis on using local sustainable food sources and concerns about the environment. Although market research also points to gaps in customer service skills, it is anticipated that most individuals completing the Group Awards at levels 5 and 6 will have limited involvement with external customers in the workplace. However, skills in this area may be acquired via an optional Unit within the Group Award at SCQF level 5.

All Units within the National Certificate in Professional Cookery at SCQF levels 5 and 6 have been mapped to the National Occupational Standards (NOS) for Hospitality (see section 5.2). All new and revised Units have also been mapped to the relevant SCQF level descriptors (see section 5.3). A wide range of the valued practical skills identified in the preceding paragraph have also been embedded to meet the needs of employers who wish learners to attain qualifications that meet current industry demands. Further analysis and market research has identified that the awards will provide existing and new markets with opportunities to:

- ◆ widen participation
- ◆ provide a range of transferable skills
- ◆ provide for 16–19 age groups
- ◆ offer re-training opportunities for adult returners
- ◆ engage employers
- ◆ develop and integrate examples of technological innovations into the programme, eg sous-vide, combination ovens, pacojet and vacuum packing

As mentioned at the start of this section, the QDT devised a questionnaire to gauge views on the structure and viability of the Group Awards. The questionnaire was distributed to various stakeholders, further education lecturers, Executive Chefs, and representatives from SQA. Although the number of questionnaires returned was relatively small the majority of responses indicated that there was a need for both of these new Group Awards. Colleges also saw no difficulty in recruiting students who would then be able to articulate over two years and then could progress onto the HNC/D Professional Cookery, or alternatively into employment.

The QDT team also consulted with People 1st and the Federation of Chefs as to the viability of the Group Awards and to gauge opinion from both the sector skills council and the professional body. In addition, the Group Awards may be taken by candidates as part of the articulation route to a degree in a related discipline. The Federation of Chefs provided a letter of support for the Group Awards at both levels.

Candidates may progress from a range of qualifications at SCQF level 4, including the National Certificates in Hospitality or Practical Cookery. The Group Award at SCQF level 5 also supports articulation by providing a natural progression route for candidates completing SVQ Professional

Cookery level 1. It is envisaged that on completion of the Group Award at SCQF level 5, candidates will undertake further study at National Certificate

level, for example, the National Certificate in Professional Cookery at SCQF level 6, access a suitable HNC Course (see Appendix 1), or enter employment in a professional kitchen.

The Group Award frameworks contain Units which will develop a candidate's ability to be flexible and to work co-operatively with others thus addressing the priorities contained with Curriculum for Excellence (CfE).

National Certificate in Professional Cookery at SCQF level 5

The Group Award contains 12 credits all of which are at SCQF level 5 (with the exception of one optional Unit). Six credits within the award at SCQF level 5 are mandatory. Centres/candidates may select the remaining six credits from 13 options, ie 13 Units, two of which are ½ credit Units. Both candidate and staff feedback confirms that, on completion of awards at SCQF level 5, many candidates find the study and practical skills required at SCQF level 7 too difficult, and hence those wishing to progress to further study will have the opportunity to study at SCQF level 6 in their chosen specialism. As mentioned previously, the new Group Award will also provide progression into employment.

National Certificate in Professional Cookery at SCQF level 6

The Group Award contains 12 credits. 10 credits are mandatory, 6 of which are at SCQF level 6 and the remaining 4 credits at SCQF level 5*. Centres/candidates may select the required additional 2 optional credits from five units, all at SCQF level 6. This will allow candidates who wish to progress to further study with the opportunity to study at SCQF level 6 in preparation for embarking on a course at SCQF level 7. It will enhance the opportunities available to them at NC level and also provide progression into employment.

***Note** — one Unit at SCQF level 5 (*Hospitality: Organisation of Practical Skills*) is mandatory within the award at SCQF level 5 and at SCQF level 6.

3 Aims of the Group Awards

The main aim of the Group Awards at level 5 and 6 is to provide a practical, flexible programme which will enable candidates to acquire and develop the skills and knowledge needed to access a higher SCQF level of study in Professional Cookery, or to move into employment in industry. The provision of multiple exit routes provides candidates with achievable choices and will put them in a stronger position to move to the next stage of their study or career development and should increase their chances of doing this successfully.

3.1 Principal aims of the Group Awards

The principal aim of the Professional Cookery NCs at level 5 and 6 is to prepare candidates for employment or higher education, from which they could pursue a career in the industry.

NC in Professional Cookery at SCQF level 5

The National Certificate in Professional Cookery at SCQF level 5 enables candidates to:

- 1 enhance appropriate employability skills for the professional cookery sector.
- 2 gain an understanding of concepts and terms used in the industry.
- 3 practice a range of skills in relation to professional cookery.
- 4 gain an awareness of the developments and changes in a professional kitchen.
- 5 appreciate a local and international perspective on cuisine.
- 6 appreciate a local and international perspective on nutrition.
- 7 prepare for progression to further qualifications at a higher level.

For NC Professional Cookery at level 5, the aims will be met via the six mandatory Units (see table below which references aims 1 to 7):

NC Professional Cookery, level 5		
Unit code	Unit title	Reference to aims of the award
F7DS 11	Cookery Processes	1,2,3,4,5,6,7
F7DP 11	Food Preparation Techniques	1,2,3,4,5,7
F792 11	Food Hygiene for the Hospitality Industry	1,2,3,7
F7DX 11	Stocks and Sauces	1,2,3,4,5,6,7
F7DH 11	Hospitality; Organisation of Practical Skills	1,2,3,4,7
D11N 11	Working Safely	1,2,3,7

NC in Professional Cookery at SCQF level 6

In addition, the National Certificate in Professional Cookery at SCQF level 6 enables candidates to:

- 1 develop appropriate employability skills for the professional cookery sector.
- 2 enhance food production and presentation skills.
- 3 develop an understanding of costing and its application in a professional cookery environment.
- 4 develop knowledge and skills in relation to local and international cuisine and nutrition.
- 5 prepare for progression to further qualifications at a higher level.

For the award of the NC Professional Cookery at level 6, the aims will be met via the seven mandatory Units (see table below which references aims 1 to 5):

NC Professional Cookery, level 6		
Unit code	Unit title	Reference to aims of the award
FT8A 12	Meat and Poultry 2	1,2,4,5
FT8C 11	Fish and Shellfish	1,2,4,5
D670 11	Hospitality Costing	1,3,5
F792 12	Food Hygiene for the Hospitality Industry	1,5
D289 12	Food Product Knowledge	1,2,4,5
DE2M 12	Food Production and Presentation Skills	1,2,4,5
FT8H 12	Hospitality: Organisation of Practical Skills 4	1,2,3,4,5

3.2 General aims of the Group Awards

The general aim of the NC Professional Cookery at SCQF level 5 and 6 is to provide candidates with a practically focused award, which delivers robust development of knowledge, understanding and skills relevant to the industry, with a high degree of emphasis upon transferable skills, employability and personal development. In addition, the practical focus and nature of the Units is consistent with the needs and demands of candidates, employers and centres as well as other key stakeholders such as HMIE.

This is achieved by:

- ◆ ensuring that candidates acquire and develop appropriate knowledge, understanding and skills to work in a professional kitchen
- ◆ providing the opportunity for candidates to take optional Units at SCQF levels 5 and 6)
- ◆ providing Group Awards which will be sufficiently flexible to allow for a number of different modes of delivery
- ◆ provide the candidate with a recognised, relevant and up-to-date Group Award in Professional Cookery
- ◆ provide candidates for the industry who are employable, eg as a Commis Chef
- ◆ develop Core Skills
- ◆ providing candidates with potential alternative exit routes at the equivalent SCQF level, or opportunities for dual certification (see section 5.5).

3.3 Target groups

The NC Professional Cookery at SCQF level 5 is aimed at meeting the demand from the following client groups, namely:

- ◆ young people who have recently left school
- ◆ mature adult returners who have decided to re-enter the education system and/or perhaps undertake training for employment in a professional kitchen

- ◆ migrants to the United Kingdom and candidates whose first language is not English
- ◆ those in employment in the hospitality industry (as a basis for building on good practice or as continuous professional development), and/or those with a desire to develop a specialism to work in a professional kitchen.

While the NC Professional Cookery at SCQF level 6 includes the target groups listed above, at this level, although not exclusively, target groups would generally be those seeking to build on qualifications attained at SCQF level 5 or those working in the industry.

3.4 Employment opportunities

For candidates who wish to use these National Certificates as a basis on which to enter employment in a professional kitchen, there is ample opportunity in both the mandatory and optional sections to develop the knowledge and skills which will increase their employability. The practical focus and nature of the Units is consistent with the needs and demands of employers.

The Group Award frameworks contain Units which will develop a candidate's ability to be flexible and to work co-operatively with others, thus addressing the priorities contained with Curriculum for Excellence (CfE).

The provision of multiple exit routes (see section 5.5) provides candidates with achievable choices and will put them in a stronger position to move to the next stage of their career development and should increase their chances of doing this successfully.

4 Access to Group Awards

While entry is at the discretion of the centre, candidates will normally be expected to have attained one of the following, or have appropriate experience in the industry:

Access to NC in Professional Cookery at SCQF level 5:

- ◆ Intermediate 1 Hospitality Practical Cookery or a selection of Units from the framework
- ◆ Intermediate 1 Hospitality Skills for Work
- ◆ Intermediate 1 National Certificate in Hospitality
- ◆ SVQ Level 1 Food Preparation and Cooking
- ◆ SVQ Level 1 Multi-skilled Hospitality Services
- ◆ relevant industrial experience

**Recommended Core Skills Entry Level:
National Certificate in Professional Cookery at SCQF level 5:**

Core Skill	Recommended Entry Level (SCQF level)	Exit Level
<i>Communication</i>	3	5
<i>Information & Communication Technology</i>	3	5
<i>Numeracy</i>	3	5
<i>Problem Solving</i>	3	5
<i>Working with Others</i>	3	5

Access to NC in Professional Cookery at SCQF level 6:

- ◆ National Certificate in Professional Cookery at SCQF level 5
- ◆ Intermediate 2 Hospitality Professional Cookery
- ◆ Intermediate 2 Hospitality Practical Cookery
- ◆ Intermediate 2 National Certificate in Hospitality
- ◆ SVQ Level 2 Professional Cookery
- ◆ SVQ Level 2 Professional Cookery: Food Preparation and Cooking
- ◆ SVQ Level 2 Food Processing and Cooking
- ◆ relevant experience in the industry

**Recommended Core Skills Entry Level:
National Certificate in Professional Cookery at SCQF level 6:**

Core Skill	Recommended Entry Level (SCQF level)	Exit Level
<i>Communication</i>	4	6
<i>Information & Communication Technology</i>	4	6
<i>Numeracy</i>	4	6
<i>Problem Solving</i>	4	6
<i>Working with Others</i>	4	6

5 Group Award(s) structure

5.1 Framework

NC in Professional Cookery at SCQF Level 5

To meet the conditions of the award, candidates must complete the six mandatory Units (six credits) plus six credits from the specified list of options.

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Mandatory Candidates must complete all the mandatory units				
Cookery Processes	F7DS 11	12	5	2
Food Preparation Techniques	F7DP 11	6	5	1
Food Hygiene for the Hospitality Industry	F792 11	3	5	0.5
Stocks and Sauces	F7DX 11	6	5	1
Hospitality; Organisation of Practical Skills	F7DH 11	6	5	1
Working Safely	D11N 11	3	5	0.5
Total —				6

Optional Section — SCQF Level 5 candidates must complete a further six credits.

Optional	Code	SCQF credit points	SCQF level	SQA credit value
Integrated Production Cookery	F7DV 11	6	5	1
Customer Care for the Hospitality and Tourism Industry	DV3A 11	3	5	0.5
Local Hospitality Provision	F7DL 11	3	5	0.5
Food and Health	F7E7 11	6	5	1
Meal Production and Design	D281 11	6	5	1
Cold Preparations	F7EO 11	6	5	1
Service of food and drink: counter	D04R 11	6	5	1
Meat and Poultry 1	D0T6 11	6	5	1
Control of the cookery processes	FT8F 11	6	5	1
Pastry	F993 11	6	5	1
Pastry and Desserts	FT8D 11	6	5	1
Fish and Shellfish	FT8C 11	12	5	2
Meat and Poultry 2	FT8A 12	12	6	2

NC in Professional Cookery at SCQF Level 6

To meet the requirements of the award, candidates must complete the seven mandatory Units (10 credits) plus two credits from the specified list of options.

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Mandatory Candidates must complete all the mandatory units				
Meat and Poultry 2	FT8A 12	12	6	2
Fish and Shellfish	FT8C 11	12	5	2
Hospitality Costing	D670 11	6	5	1
Food Hygiene for the Hospitality Industry	F792 12	6	6	1
Food Product Knowledge	D289 12	6	6	1
Food Production and Presentation Skills	DE2M 12	12	6	2
Organisation of Practical Skills 4	FT8H 12	6	6	1
Total —				10

Optional Section — SCQF Level 6 candidates must complete a further two credits.

Optional	Code	SCQF credit points	SCQF level	SQA credit value
Restaurant Food Production and Menu Planning	D9NN 12	6	6	1
Patisserie	DE2L 12	12	6	2
Creative Cookery 2	FT8G 12	6	6	1
Menu Planning	EF0K 12	6	6	1

5.2 Mapping information

The tables overleaf demonstrate the relationship between the practical Units of the National Certificates in Professional Cookery at SCQF levels 5 and 6 and the National Occupational Standards in Hospitality (People 1st).

NC in Professional Cookery at SCQF level 5

Unit Code	Unit Title	NOS Title (Mandatory Only)			
		Maintain a safe, hygienic and secure working environment 1 Gen 1	Maintain Food Safety when storing, preparing and cooking food 2 Gen 3	Working effectively as part of a hospitality team 1 Gen 4	Maintain, handle and clean knives
Mandatory Units:					
F7DS 11	Cookery Processes	√	√	√	√
F7DP 11	Food Preparation Techniques	√	√	√	√
F792 11	Food Hygiene for the Hospitality Industry	√	√	√	√
F7DX 11	Stocks and Sauces	√	√	√	√
F7DH 11	Hospitality; Organisation of Practical Skills	√	√	√	√
D11N 11	Working Safely	√	√		√
Optional Units:					
F7DV 11	Integrated Production Cookery	√	√	√	√
DV3A 11	Customer Care for the Hospitality and Tourism Industry	√	√	√	√
F7DL 11	Local Hospitality Provision	√	√	√	√
F7E7 11	Food and Health	√	√	√	√
D281 11	Meal Production and Design	√	√	√	√
F7EO 11	Cold Preparations	√	√	√	√
D04R 11	Service of food and drink: counter	√	√	√	√
DOT6 11	Meat and Poultry 1	√	√	√	√
FT8F 11	Control of the cookery processes	√	√	√	√
F993 11	Pastry	√	√	√	√
FT8D 11	Pastry and Desserts	√	√	√	√
FT8C 11	Fish and Shellfish	√	√	√	√
FT8A 12	Meat and Poultry 2	√	√	√	√

NC in Professional Cookery — SCQF level 6

Unit Code	Unit Title	NOS Title		
		Maintain food safety when storing, preparing and cooking food 2 Gen 3	Maintain food safety when storing, holding and serving food 2 Gen 4	Develop effective working relationships with colleagues
Mandatory Units:				
FT8A 12	Meat and Poultry 2	√	√	√
FT8C 11	Fish and Shellfish	√	√	√
D670 11	Hospitality Costing	√	√	√
F792 12	Food Hygiene for the Hospitality Industry	√	√	√
D289 12	Food Product Knowledge	√	√	√
DE2M 12	Food Production and Presentation Skills	√	√	√
FT8H 12	Hospitality: Organisation of Practical Skills 4	√	√	√
Optional Units:				
D9NN 12	Restaurant Food Production and Menu Planning	√	√	√
DE2L 12	Patisserie	√	√	√
FT8G 12	Creative Cookery 2	√	√	√
EF0K 12	Menu Planning	√	√	√

5.3 Mapping of new and revised Units to SCQF level descriptors

NC in Professional Cookery at SCQF level 5

All Units in the Group Award at level 5 are at SCQF level 5 with the exception of one optional Unit, ie Meat and Poultry 2, and the majority of the Units within the framework are existing Units which are validated and levelled. New level 5 Units, together with the revised level 5 Units are shown in the level 5 table below, and are mapped to the level descriptor for SCQF level 5 to demonstrate that the level is commensurate with the identified level of the SCQF.

Two new Units, Fish and Shellfish and Meat and Poultry 2 are common to the Group Award at level 5 (as options), and the Group Award at level 6 within the mandatory section. As the latter is at SCQF level 6, it is shown in the level 6 table overleaf.

SCQF level 5 descriptor mapped against new and revised Units

Characteristics	SCQF level 5 descriptions	Control of the Cookery Process	Pastry and Desserts	Fish and Shellfish
Knowledge and Understanding	Demonstrate and/or work with: ◆ basic Knowledge in a subject/discipline which is mainly factual but has some theoretical component.	√	√	√
	◆ a range of simple facts and ideas about and associated with a subject/discipline.	√	√	√
	◆ knowledge and understanding of basic processes, materials and terminology.	√	√	√
Practice: applied knowledge and understanding	Relate ideas and knowledge to personal and/or practical contexts.	√	√	√
	Complete some routine and non-routine tasks using knowledge associated with a subject/discipline.	√	√	√
	Plan and organise both familiar and new tasks.	√	√	√
	Select appropriate tools and materials and use safely and effectively, eg without waste.	√	√	√
	Adjust tools where necessary following safe practices.	√	√	√
Generic cognitive skills	Use a problem-solving approach to deal with a situation or issue that is straightforward in relation to a subject discipline.	√	√	√

SCQF level 5 descriptor mapped against new and revised Units (cont)

Characteristics	SCQF level 5 descriptions	Control of the Cookery Process	Pastry and Desserts	Fish and Shellfish
Generic cognitive skills (cont)	Operate in a familiar context, but where there is a need to take account of or use additional information of different kinds, some of which will be theoretical or hypothetical.	√	√	√
	Use some abstract constructs — for example make generalisations and/or draw conclusions.			
Communication, ICT and numeracy skills	Use a range of routine skills, for example: <ul style="list-style-type: none"> ◆ Produce and respond to detailed written and oral communication in familiar contexts. 	√	√	√
	◆ Use standard applications to process, obtain and combine information.	√	√	√
	◆ Use a range of numerical and graphical data in straightforward contexts that have some complex features.	√		
Autonomy, accountability and working with others	Work alone or with others on tasks with minimum supervision.	√	√	√
	Agree goals and responsibilities for self and/or work team with manager/supervisor.	√	√	√
	Take leadership responsibility for some tasks.	√		
	Show an awareness of others' roles, responsibilities and requirements in carrying out our work and make a contribution to the evaluation and improvement of practices and processes.	√	√	√

All Units in the Group Award at SCQF level 6 are at SCQF level 6 with the exception of three mandatory Units at SCQF level 5, namely Fish and Shellfish, Hospitality Costing and Hospitality: Organisation of Practical Skills.

All Units within the framework are existing validated and levelled Units with the exception of four, two of which are new and two are rewrites. See the table below where three of the four Units are mapped to the level descriptor for SCQF level 6 (the last of the four Units Fish and Shellfish is common to both Group awards, as an option at level 5 and as a mandatory Unit at level 6). As the Unit is levelled at SCQF 5, it is shown in the table above.

NC in Professional Cookery at SCQF level 6

SCQF level 6 descriptor mapped against new and revised Units

Characteristics	SCQF level 6 descriptions	Meat and Poultry 2	Creative Cookery 2	Organisation of Practical Skills 4
Knowledge and Understanding	Demonstrate and/or work with:	√	√	√
	◆ generalised knowledge of a subject/discipline	√	√	√
	◆ factual and theoretical knowledge	√	√	√
	◆ a range of facts, ideas, properties, materials, terminology practices, techniques about/associated with a subject/discipline	√	√	√
	◆ relate the subject/discipline to a range of practical and/or everyday applications.	√	√	√
Practice: applied knowledge and understanding	Apply knowledge and understanding in known, practical contexts.	√	√	√
	Use some of the basic, routine practices, techniques or materials.	√	√	√
	Associated with a subject/discipline in routine contexts which may have non-routine elements.		√	
	Plan how skills will be used to address set situations and/or problems and adapt these as necessary.	√	√	√
Generic cognitive skills	Obtain, organise and use factual and theoretical information in problem solving.		√	√
	Make generalisations and predictions.		√	√
	Draw conclusions and suggest solutions.		√	

SCQF level 6 descriptor mapped against new and revised Units (cont)

Characteristics	SCQF level 6 descriptions	Meat and Poultry 2	Creative Cookery 2	Organisation of Practical Skills 4
Communication, ICT and numeracy skills	Use a wide range of skills, for example: <ul style="list-style-type: none"> ◆ produce and respond to details and relatively complex written and oral communication in both familiar and unfamiliar contexts 	√	√	√
	<ul style="list-style-type: none"> ◆ select and use standard applications to process, obtain and combine information 	√	√	√
	<ul style="list-style-type: none"> ◆ use a wide range of numerical and graphical data in routine contexts which may have non-routine elements. 			√
Autonomy, accountability and working with others	Take responsibility for carrying out a range of activities where the overall goal is clear.	√	√	√
	Take some supervisory responsibility for the work of others and lead established teams in the implementation of routine work.	√		√
	Manage limited resources within defined and supervised areas of work.	√	√	√
	Take account of roles and responsibilities related to the tasks being carried out and take a significant role in the evaluation of work and the improvement of practices and processes.	√	√	

5.4 Opportunities to achieve Core Skills

NC in Professional Cookery at SCQF level 5

Opportunities to develop aspects of the Core Skills within the Group Award at SCQF level 5 are identified in the table in Appendix 2. In addition to the Core Skill and Core Skill components identified in the table, there are opportunities to develop all five of the Core Skills within this award. Progress in development will be dependent on the delivery centre resources and the approaches taken to learning and teaching. For example, Organisation of Practical Skills delivered in the Production Kitchen would develop *Working with Others*.

More information regarding the development of Core Skills can be found in the support notes of the individual Units which make up this Group award. Development of Core Skills will take place through learning and teaching activities as well as through practical activities which candidates will have been involved in planning, then following through to delivery and their subsequent reflections on such activities.

NC in Professional Cookery at SCQF level 6

Opportunities to develop aspects of the Core Skills within the Group Award at SCQF level 6 are identified in the table in Appendix 3. In addition to the Core Skill and Core Skill components identified in the table there are opportunities to develop all five of the Core Skills within this Group Award. Progress in development will be dependent on the delivery centre resources and the approaches taken to learning and teaching. For example, Hospitality Costing will develop skills in *Numeracy*.

More information regarding the development of Core Skills can be found in the support notes of the individual Units which make up this Group Award. Development of Core Skills will take place through learning and teaching activities as well as through practical activities which candidates have been involved in planning, then following through to delivery and their subsequent reflections on such activities.

5.5 Articulation, professional recognition and credit transfer

The National Certificate in Professional Cookery at SCQF level 5 will provide progression to the National Certificate in Professional Cookery at SCQF level 6, allow progression within the industry, or to further academic study to a number of SQA awards. These include: HNC Professional Cookery or HNC Hospitality at SCQF level 7 and then to HND Professional Cookery or HND Hospitality Management at SCQF level 8 (a full list of SQA awards at each SCQF level appears in Appendix 1). Thereafter, candidates may progress on to degree level study in a related discipline.

Credit transfer arrangements will apply where candidates have satisfactorily completed any of the predecessor optional Units listed below (see also qualification structures detailed earlier in section 5.1).

Level 5 (optional Unit)

- ◆ *DOTD 11: Control of the Cookery Processes*

Level 6

(mandatory unit)

◆ *DOT9 12: Organisation of Practical Skills 4*

(optional Unit)

◆ *DOTH 12: Creative Cookery 2*

In addition, through embedded Units, both frameworks offer potential added value via opportunities for possible dual certification. Where approved to offer the National Courses named in the paragraphs below, centres may consider registering candidates for the Group Award together with the external examination. Alternatively, the National Course may be considered as a certificated exit route for early leavers. Where the National Courses are delivered, it is recommended that the units are holistically delivered within a professional kitchen.

The Units listed below, and forming part of the National Course in Professional Cookery at Intermediate 2 (SCQF level 5), are embedded within the mandatory section of the National Certificate in Professional Cookery at level 5.

Mandatory Units: Cookery Processes
 Food Preparation Techniques

Likewise, two of the Units from the National Course in Professional Cookery at Higher (SCQF level 6) are embedded mandatory Units, and one is an optional Unit in the framework of the National Certificate in Professional Cookery at level 6. See Unit titles below:

Mandatory Units: Food Hygiene for the Hospitality Industry
 Food Product Knowledge

Optional Unit: *Restaurant Food Production and Menu Planning

***NB:** Where certification of the National Course at Higher (SCQF level 6) is desirable, centres should ensure candidates select this optional unit.

Developments under the Curriculum for Excellence (CfE) initiative may offer the potential to further 'future proof' the new National Certificates in Professional Cookery at levels 5 and 6. The draft Units within the Hospitality: Practical Cookery courses at National 4 and National 5¹ (scheduled for introduction in 2013) are closely aligned to content within the National Certificates at levels 5 and 6. This may extend the life of existing access and progression routes. In addition, at SCQF level 5, it may be possible to continue with credit transfer or dual certification arrangements. Although information is not yet available for CfE Higher courses, implementation is planned for 2015–16.

The Core Skills identified in the mapping tables in appendix 2 and appendix 3, relating to level 5 and 6 respectively, show the signposting of the components within many of the Units. This is in relation to the detail in the Unit specifications. In a small number of Units, certification of Core Skills is also highlighted. Centres may, at their discretion, include stand-alone Core Skill Units into the curriculum to support the candidate's development.

¹ As detailed within the Draft Course Rationale and Summaries published in January 2011.

6 Approaches to delivery and assessment

The Group Awards have been developed to facilitate flexible delivery and assessment, which is intended to be of a practical nature wherever possible, reflecting the practical nature of the Professional Cookery industry. Delivery models will be dependent on the centre and the candidate group. For example, they could be offered to part time candidates working full time in industry and attending college day-release.

Delivery of Units within each of the Group Awards should not necessarily be done in isolation as each Unit links directly with the knowledge, skills and experiences developed in each of the others. Therefore it would be beneficial for a course leader to be identified prior to delivery to ensure that all of those involved in delivering different areas of the particular award communicate with each other about their intended delivery and timings. This approach will enable a coherent and best value experience for candidates who will be able to understand the links between Units, which should be reinforced by all staff involved in delivery. There are opportunities for integrated learning and assessment across the Units and where possible an holistic approach should be taken to the delivery and assessment of the Group Award at level 5 and also the Group Award at level 6.

A candidate-centred, practical and interactive approach to delivery and learning should be adopted throughout. The range of methods used in delivering the awards should ensure that experiential learning opportunities are available to candidates. Assessment will be by observation during practical activities (some of which may relate to more than one Unit), and oral or written work. There is scope for the use of e-learning and e-assessment for theoretical components/Units.

The delivery of the Group Award is at the discretion of the individual centre. Many centres may offer a full-time programme of between 17–20 Units to learners at NC level over an academic session. The NC in Professional Cookery at SCQF level 5 and at SCQF level 6 have been designed to be compatible with these arrangements. It would be expected, therefore, that centres would continue to offer a programme of Units, but that this will include:

For the award at level 5:

- ◆ The six mandatory Units (six credits) and at least six optional credits from the framework for the NC in Professional Cookery (SCQF level 5).

For the award at level 6:

- ◆ The seven mandatory Units (10 credits) and at least two optional credits from the framework for the NC in Professional Cookery (SCQF level 6).

The flexibility of the Group Awards mean that centres can design the programmes that they offer to suit their own particular circumstances. As mentioned above, it is envisaged that most centres delivering these Group Awards will do so as a full-time course, over the full academic year, incorporating a total of 17–20 units. Some may decide to offer the course at level 6 as an access to HN commencing in January, and only covering 12 credits. Alternatively, some centres may decide to offer the 12 credit course on a part-time basis.

While the sequence of delivery of the Units is for individual centres to decide, a suggested approach would be to introduce Food Hygiene and Working Safely at the earliest opportunity and Cookery Processes and Food Production Techniques before the specialist Units for the practical learning.

There are opportunities for integration in the delivery and assessment of the Units, for example, embedding Food Product Knowledge into the practical learning.

An example of a Delivery Schedule for the award at level 5 is provided in Appendix 4, and an example for the award at level 6 appears in Appendix 5. Both are based on a 36 week year, with three teaching blocks each of 12 weeks duration, and may be adjusted to suit alternative calendar arrangements.

See section 5.5 for information on credit transfer arrangements.

7 General information for centres

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.

Internal and external verification

All instruments of assessment used within these Group Awards should be internally verified, using the appropriate policy within the centre and the guidelines set by SQA.

External verification will be carried out by SQA to ensure that internal assessment is within the national guidelines for these qualifications.

Further information on internal and external verification can be found in *SQA's Guide to Assessment* (www.sqa.org.uk).

8 General information for candidates

The NC in Professional Cookery at SCQF level 5 and 6 are designed to enable you to acquire and develop knowledge, understanding and skills for working in a professional kitchen. It will enable you to focus upon the key skills associated with professional cookery as well as providing you with information regarding working safely and food hygiene procedures.

The NC in Professional Cookery at SCQF level 5 will give you a platform which will enable you to progress through further education or pursue employment opportunities. On completion of the award at level 5, you may opt to progress to the NC in Professional Cookery at SCQF level 6.

The NC in Professional Cookery at SCQF level 5 contains six mandatory Units (6 credits). In addition, you must undertake six more credits from the

list of options. Together, the mandatory and optional sections make up the twelve credits you need to successfully complete the qualification.

Likewise, the NC in Professional Cookery at SCQF level 6 will equip you with the knowledge and skills to progress to another award at SCQF level 7, for example, HNC, or to pursue employment opportunities.

The NC in Professional Cookery at SCQF level 6 contains seven mandatory Units (10 credits). In addition, you must undertake two more credits from the list of options. Together, the mandatory and optional sections make up the twelve credits you need to successfully complete the NC in Professional Cookery at SCQF level 6.

For the Group Award at level 5, the mandatory Units are designed in order that you gain skills and experience in the following areas:

- ◆ provide you with specific professional cooking skills and transferable skills required by employers
- ◆ give you an understanding of concepts and terms used in the industry
- ◆ provide you with an awareness of the developments and changes in a professional kitchen
- ◆ appreciate food and nutrition from both a local and international viewpoint
- ◆ prepare you for entry into further qualifications such as Professional Cookery at level 6

In addition to the list above, the mandatory Units within the National Certificate in Professional Cookery at SCQF level 6 are designed to:

- ◆ further develop specific professional cooking skills and transferable skills required by employers
- ◆ enhance your food production and presentation skills
- ◆ enable you to develop an understanding of Costing and its application in a Professional Cookery environment
- ◆ expand your knowledge and skills in relation to local and international food and nutrition
- ◆ prepare you for entry into further qualifications such as HNC in Hospitality Management

The mandatory Units within each of the Group Awards will equip you with skills such as:

- ◆ skills and knowledge for working in a professional kitchen
- ◆ working safely
- ◆ food hygiene procedures
- ◆ organisational skills
- ◆ employability skills
- ◆ positive attitude to workplace and learning
- ◆ the importance of time-keeping and attendance
- ◆ the importance of good verbal communication
- ◆ the importance of good listening skills
- ◆ how to work co-operatively with others as a member of a team
- ◆ self-respect and showing respect and consideration for others

- ◆ adaptability and flexibility
- ◆ application of appropriate legislation, eg health and safety and food hygiene procedure
- ◆ planning and preparing
- ◆ confidence to seek feedback
- ◆ confidence to give feedback self-review and evaluation

In addition, the Group Award at level 6 will equip you with skills in:

- ◆ Hospitality costing

You will be involved in practical activities in a kitchen as well as those relating to finding out about areas specific to the industry. You will be assessed by observation during practical activities (some of which may relate to more than one Unit), and oral or written work. There will be opportunity for you to work within a commercial type kitchen.

For entry to the National Certificate in Professional Cookery at SCQF level 5, it would be an advantage to have appropriate experience in the industry or a lower level qualification, such as one of those on the following list:

- ◆ Intermediate 1 Hospitality Practical Cookery or its units
- ◆ Intermediate 1 Hospitality Skills for Work
- ◆ Intermediate 1 National Certificate in Hospitality
- ◆ SVQ level 1 Food Preparation and Cooking
- ◆ SVQ level 1 Multi-skilled Hospitality Services

For entry to the National Certificate in Professional Cookery at SCQF level 6, it would be an advantage to have appropriate experience in the industry or a lower level qualification, such as one of those listed below:

- ◆ National Certificate in Professional Cookery at SCQF level 5
- ◆ Intermediate 2 Hospitality Professional Cookery
- ◆ Intermediate 2 Hospitality Practical Cookery
- ◆ Intermediate 2 National Certificate in Hospitality at SCQF level 5
- ◆ SVQ level 2 Professional Cookery
- ◆ SVQ level 2 Professional Cookery: Food Preparation and Cooking
- ◆ SVQ level 2 Food Processing and Cooking

You can discuss your particular situation with college staff, who will be pleased to offer you guidance, support and advice on how the course can be of help to you.

9 Glossary of terms

SCQF: This stands for the Scottish Credit and Qualification Framework, which is a new way of speaking about qualifications and how they inter-relate. We use SCQF terminology throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at www.scqf.org.uk

SCQF credit points: One SCQF credit point equates to 10 hours of learning. NQ Units at SCQF levels 2–6 are worth 6 SCQF credit points, NQ Units at level 7 are worth 8 SCQF points.

SCQF levels: The SCQF covers 12 levels of learning. National Qualification Group Awards are available at SCQF levels 2–6 and will normally be made up of National Units which are available from SCQF levels 2–7.

Dedicated Unit to cover Core Skills: This is a non-subject Unit that is written to cover one or more particular Core Skills.

Embedded Core Skills: This is where the development of a Core Skill is incorporated into the Unit and where the Unit assessment also covers the requirements of Core Skill assessment at a particular level.

Signposted Core Skills: This refers to the opportunities to develop a particular Core Skill at a specified level that lie outwith automatic certification.

Qualification Design Team: The QDT works in conjunction with a Qualification Manager/Development Manager to steer the development of the National Certificate/National Progression Award from its inception/revision through to validation. The group is made up of key stakeholders representing the interests of centres, employers, universities and other relevant organisations.

Consortium-devised National Certificates/National Progression Awards are those developments or revisions undertaken by a group of centres in partnership with SQA.

10 Appendices

- Appendix 1: SQA qualifications in Hospitality and possible progression routes
- Appendix 2: Core Skills Mapping — NC in Professional Cookery at SCQF level 5
- Appendix 3: Core Skills Mapping — NC in Professional Cookery at SCQF level 6
- Appendix 4: Suggested Delivery Schedule — NC in Professional Cookery at SCQF level 5
- Appendix 5: Suggested Delivery Schedule — NC in Professional Cookery at SCQF level 6

Appendix 1: SQA qualifications in Hospitality and possible progression pathways

SCQF	SQA National Courses and Group Awards	Higher Education	Scottish Vocational Qualifications (SVQs)	SCQF
8		HND <ul style="list-style-type: none"> ◆ Hospitality Management ◆ Professional Cookery 		8
7		HNC <ul style="list-style-type: none"> ◆ Hospitality ◆ Professional Cookery 	SVQ Level 3 <ul style="list-style-type: none"> ◆ Hospitality Supervision ◆ Professional Cookery: Patisserie and Confectionery ◆ Professional Cookery ◆ Professional Cookery: Preparation and Cooking ◆ Customer Service 	7
6	Higher <ul style="list-style-type: none"> ◆ Hospitality Professional Cookery ◆ National Certificate in Professional Cookery 			6
5	Intermediate 2 <ul style="list-style-type: none"> ◆ Creative Cake Production ◆ Hospitality Practical Cookery ◆ Hospitality Skills for Work ◆ Hospitality General Operations ◆ National Certificate in Hospitality ◆ Hospitality Professional Cookery ◆ National Certificate in Professional Cookery 		SVQ Level 2 <ul style="list-style-type: none"> ◆ Professional Cookery ◆ Professional Cookery: Preparation and Cooking ◆ Food and Drink Service ◆ Food and Drink Service: Food Service only ◆ Food and Drink Service: Drink Service only ◆ Front Office ◆ Housekeeping ◆ Multi-skilled Hospitality Services ◆ Cleaning and Support Services (Food Premises) ◆ Food Processing and Cooking ◆ Customer Service 	5
4	Intermediate 1 <ul style="list-style-type: none"> ◆ Hospitality Practical Cookery ◆ Hospitality Skills for Work ◆ National Certificate in Hospitality 			SVQ Level 1 <ul style="list-style-type: none"> ◆ Food Preparation and Cooking ◆ Food and Drink Service ◆ Front Office ◆ Housekeeping ◆ Quick Service ◆ Multi-skilled Hospitality Services ◆ Cleaning and Support Services
3	Access 3 <ul style="list-style-type: none"> ◆ Hospitality Practical Cookery 			3

Appendix 2: Core Skills Mapping — NC in Professional Cookery, SCQF level 5, Mandatory Units

Unit code	Unit name	Communication		Information and Communication Technology	Numeracy		Problem Solving		
		Oral	Written	ICT	Using Graphical Information	Using Number	Critical Thinking	Planning and Organising	Reviewing and Evaluating
For each Core Skill component, enter whether the component is signposted (S) or certificated (C) and at what level									
Mandatory Units:									
F7DS 11	Cookery Processes				S	S	C (4)	S	
F7DP 11	Food Preparation Techniques						S	S	
F792 11	Food Hygiene for the Hospitality Industry						S	S	S
F7DX 11	Stocks and Sauces								
F7DH 11	Hospitality; Organisation of Practical Skills				S	S	S	S	S
D11N 11	Working Safely						S	S	S

Core Skills Mapping — NC in Professional Cookery, SCQF level 5, Optional Units

Unit code	Unit name	Communication		Information and Communication Technology	Numeracy		Problem Solving		
		Oral	Written	ICT	Using Graphical Information	Using Number	Critical Thinking	Planning and Organising	Reviewing and Evaluating
Optional Units:									
F7DV 11	Integrated Production Cookery	S	S		S	S	S	S	S
DV3A 11	Customer Care for the Hospitality and Tourism Industry								
F7DL 11	Local Hospitality Provision			S			C (5)	C (5)	C (5)
F7E7 11	Food and Health						S	S	S
D281 11	Meal Production and Design								
F7EO 11	Cold Preparations				S	S			
D0T6 11	Meat and Poultry 1								
D04R 11	Service of food and drink: counter								S
FT8F 11	Control of the cookery processes						C (5)		
F993 11	Pastry				S	S			
FT8D 11	Pastry and Desserts								
FT8C 11	Fish and Shellfish						C (4)	C (4)	
FT8A 12	Meat and Poultry 2						C (4)	C (4)	

Appendix 3: Core Skills Mapping — NC in Professional Cookery, SCQF level 6, Mandatory Units

Unit code	Unit name	Communication		Information and Communication Technology	Numeracy		Problem Solving			Working with Others
		Oral	Written	ICT	Using Graphical Information	Using Number	Critical Thinking	Planning and Organising	Reviewing and Evaluating	
For each Core Skill component, enter whether the component is signposted (S) or certificated (C) and at what level										
Mandatory Units:										
FT8A 12	Meat and Poultry 2						C (4)	C (4)		
FT8C 11	Fish and Shellfish						C (4)	C (4)		
D670 11	Hospitality Costing									
F792 12	Food Hygiene for the Hospitality Industry						S	S	S	
D289 12	Food Product Knowledge									
DE2M 12	Food Production and Presentation Skills									
FT8H 12	Hospitality: Organisation of Practical Skills 4				S	S	S	S	S	

Core Skills Mapping — NC in Professional Cookery, SCQF Level 6, Optional Units

Unit code	Unit name	Communication		Information and Communication Technology	Numeracy		Problem Solving			Working with Others
		Oral	Written	ICT	Using Graphical Information	Using Number	Critical Thinking	Planning and Organising	Reviewing and Evaluating	
Optional Units:										
D9NN 12	Restaurant Food Production and Menu Planning						C (6)	C (6)		
DE2L 12	Patisserie									
FT8G 12	Creative Cookery 2						C (5)	C (5)		
EF0K 12	Menu Planning									

Appendix 4: Suggested Delivery Schedule, NC in Professional Cookery at SCQF level 5

Based on 36 weeks with three teaching blocks, each of 12 weeks duration (delivery weeks for Units in each block are shaded dark grey). Guidance notes on delivery and assessment are provided after the table.

Mandatory		Unit Credit Value	Block 1 (12 weeks)	Block 2 (12 weeks)	Block 3 (12 weeks)
F7DS 11	Cookery Processes	2			
F7DP 11	Food Preparation Techniques	1			
F792 11	Food Hygiene for the Hospitality Industry	0.5			
F7DX 11	Stocks and Sauces	1			
F7DH 11	Hospitality; Organisation of Practical Skills	1			
D11N 11	Working Safely	0.5			
Options					
F7DV 11	Integrated Production Cookery	1			
DV3A 11	Customer Care for the Hospitality and Tourism Industry	0.5			
F7DL 11	Local Hospitality Provision	0.5			
F7E7 11	Food and Health	1			
D281 11	Meal Production and Design	1			
F7EO 11	Cold Preparations	1			
D04R 11	Service of food and drink: counter	1			
DOT6 11	Meat and Poultry 1	1			
FT8F 11	Control of the cookery processes	1			
F993 11	Pastry	1			
FT8D 11	Pastry and Desserts	1			
FT8C 11	Fish and Shellfish	2			
FT8A 12	Meat and Poultry 2	2			

Delivery and Assessment Guidance Notes

As mentioned in Section 6, centres may deliver more Units than required to achieve the Group Award, eg colleges, in order to meet the Scottish Funding Council guidelines. However, the example delivery schedule does not take this into account and only covers the credits required for candidates to achieve the group award at level 5. The following points explain the shading in the table:

It is recommended that the five Units delivered over three blocks (six credits) are delivered concurrently, one day a week, for 36 weeks. The purpose of this is to combine the specialist product areas with both the techniques and processes required to competently produce recipes to specification.

The remaining three practical Units, ie Hospitality: Organisation of Practical Skills, Integrated Production Cookery and Control of the Cookery Processes, would benefit from being delivered in a realistic working environment, for example a production kitchen attached to a training restaurant. It is also likely that these would be run concurrently, although it is not possible to show this in the table.

Due to the nature of delivery, it is desirable that centres ensure assessments in all concurrent Units are scheduled appropriately and spread evenly throughout the academic year. This will support the learning process and help build confident individuals and successful learners.

Appendix 5: Suggested Delivery Schedule, NC in Professional Cookery at SCQF level 6

Based on 36 weeks with three teaching blocks, each of 12 weeks duration (delivery weeks for Units in each block are shaded dark grey). Guidance notes on delivery and assessment are provided after the table.

Mandatory		Unit Credit Value	Block 1 (12 weeks)	Block 2 (12 weeks)	Block 3 (12 weeks)
FT8A 12	Meat and Poultry 2	2			
FT8C 11	Fish and Shellfish	2			
D670 11	Hospitality Costing	1			
F792 12	Food Hygiene for the Hospitality Industry	1			
D289 12	Food Product Knowledge	1			
DE2M 12	Food Production and Presentation Skills	2			
FT8H 12	Hospitality: Organisation of Practical Skills	1			
Options					
D9NN 12	Restaurant Food Production and Menu Planning	1			
DE2L 12	Patisserie	2			
FT8G 12	Creative Cookery 2	1			
EF0K 12	Menu Planning	1			

Delivery and assessment guidance notes

As mentioned in section 6, centres may deliver more Units than required to achieve the Group Award, eg colleges, in order to meet the Scottish Funding Council guidelines. However, the example delivery schedule does not take this into account and only covers the credits required for candidates to achieve the Group Award at SCQF level 6. The following points explain the shading in the table:

It is recommended that the four specialised practical Units are delivered over three blocks (seven credits) are delivered concurrently, one day a week, for 36 weeks. The purpose of this is to combine the specialist product areas with both the techniques and processes required to competently produce recipes to specification.

The four practical Units, ie Hospitality: Organisation of Practical Skills, Organisation of Practical Skills 4, Restaurant Food Production and menu planning and Food Production and Presentation Skills would benefit from being delivered in a realistic working environment, for example a production kitchen attached to a training restaurant. It is also likely that these would be run concurrently.

Due to the nature of delivery, it is desirable that centres ensure assessments in all concurrent Units are scheduled appropriately and spread evenly throughout the academic year. This will support the learning process and help build confident individuals and successful learners.