



**Arrangements for:  
National Certificate in Bakery  
at SCQF level 5**

**Group Award Code: GD2Y 45**

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## **Acknowledgement**

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of Higher National qualifications.



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# 1 Introduction

This is the arrangements document for the National Certificate (NC) in Bakery at SCQF level 5. 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 NC in Bakery has been designed to equip candidates with the skills required for success in current and future employment within the bakery industry or for progression to further qualifications. It is aimed at candidates who are interested in pursuing a career in the bakery industry but do not necessarily have any prior experience.

It is also designed to enable those already in employment within the bakery and hospitality industries to enhance their skills and techniques. The NC in Bakery will enable candidates to develop additional areas of expertise which allow diversification and enable them to transfer to other specialisms. The course has been aligned to National Occupational Standards (NOS) for the sector.

## 2 Rationale for the development of the Group Award

The public are requesting better quality and varieties of breads and flour confectionery made by traditional methods. There is now a rise in artisan bakers and confectioners together with interest from the hospitality industry for specialised expertise in sugar confectionery and chocolate handling. All of this, together with a desire for more knowledge of the food we consume and a greater awareness of the ingredients and the methods used in the preparation of the foods, makes it vitally important to boost the skills of the bakery sector's workforce to ensure that the demands of the sector can be met both now and in the future .

Large supermarkets chains have either their own in-house bakery training programmes or no longer undertake scratch baking using raw ingredients.. This has created a gap in the provision of bakery training for candidates wishing to learn and develop craft bakery skills.

Increasingly hotels and restaurant are producing their own in-house speciality breads, pastries and confectionery to meet growing demand from a more discerning clientele and establishments are reverting to more traditional bakery methods. This can be evidenced by the increase in the number of hotel and restaurant chefs and cooks enrolling for craft bakery courses.

The NC in Bakery provides a nationally recognised qualification with Units which include current techniques and practices used within the baking industry.

The inclusion of the core skills Units will develop candidates ability to communicate, work with others, solve problems, be numerically competent and learn ICT skills to meet the demand of modern industry.

The NC in Bakery will allow candidates to be confident in seeking employment both in the bakery and hospitality industries as bakers and pastry chefs.

Articulation to courses in Bakery and Professional Cookery, as recognised by the Scottish Bakers and the Federation of Chefs Scotland, is possible for candidates who successfully complete the NC in Bakery.

### **3 Aims of the Group Award**

The NC in Bakery at SCQF Level 5 aims to provide candidates with a range of bakery skills and understanding of the many processes involved in baking including bakery processing, cake decoration and sugar and chocolate confectionery. As a result, the course consists of Units, both mandatory and optional, covering a range of skills and techniques. It provides opportunities for multiple exit routes with options to specialise, depending on the candidate's interest and the needs of industry.

The course is designed to enable candidates to progress either towards employment or further study on successfully completing the course. By offering certain subjects together the course provides specific skills for certain areas of the bakery industry.

#### **3.1 Principal aims of the Group Award**

- ◆ to allow candidates to develop their skills and knowledge in bakery and confectionery processes
- ◆ enable candidates to make informed career choices within the bakery/food industry
- ◆ enable candidates to obtain a nationally recognised qualification in bakery
- ◆ fill skill gaps in specific areas of the bakery/food industry
- ◆ provide a national qualification closely aligned to National Occupational Standards.

### **3.2 General aims of the Group Award**

- ◆ provide a suitable course which meets the current demand for applicants for bakery courses
- ◆ allow learners to develop Core Skills such as Numeracy, Communication and Working with Others
- ◆ provide candidates with the skills and knowledge to consider self employment in particular areas of developed expertise
- ◆ provide a means of access for flexible learning applicants.

### **3.3 Target groups**

The NC in Bakery is intended for candidates who want to develop their bakery skills and would be suitable for:

- ◆ S4, S5 and S6 candidates
- ◆ school leavers
- ◆ adults returning to education

It is envisaged that this award could be offered in any of the following modes:

- ◆ full time
- ◆ part time
- ◆ infill into existing classes
- ◆ evening classes
- ◆ open learning

### **3.4 Employment opportunities**

The NC in Bakery will allow candidates to be confident in seeking employment both in the bakery, food and hospitality industries as bakers, pastry chefs, bakery workers, test bakers, apprentice bakers, confectioners, cake decorators, in-store bakers and food workers.

## **4 Access to Group Award**

The entry qualifications for candidates would be:-

- ◆ 3 suitable Intermediate 2 General level Standard Grade/National 5 qualification including English and Maths (or equivalent.)
- ◆ Other relevant qualifications such as the NPA in Bakery
- ◆ Suitable practical experience in the baking or food industry.

The Core Skills entry level is at SCQF level 3 to enable the candidate to progress to SCQF level 5 as per the table below:

<b>Core Skill</b>	<b>Minimum required entry level</b>	<b>Exit level</b>
Communication	(SCQF level 3)	(SCQF level 5)
Numeracy	(SCQF level 3)	(SCQF level 5)
Information and Communication Technology	(SCQF level 3)	(SCQF level 5)
Problem Solving	(SCQF level 3)	(SCQF level 5)
Working with Others	(SCQF level 3)	(SCQF level 5)

Achievement of the following Units will give automatic certification of the Core Skills component Critical Thinking (Problem Solving) at SCQF level 4.

FV0A 11 Prepare Food Products for Retail Sale  
 FT9Y 11 Measuring and Mixing  
 FV08 11 Cake Decoration: Sugar Paste Process  
 FV07 11 Cake Decoration: Royal Icing

Achievement of the following Units will give automatic certification of the Core Skills component Critical Thinking (Problem Solving) at SCQF level 5.

FT9X 11 Aeration  
 FV05 11 Cake Decoration: Chocolate Processes  
 FT9W 11 Craft Baking  
 FV01 12 Flour Confectionary Processes  
 FV06 11 Cake Decoration : Gateaux Finishing Processes

## **5 Group Award structure**

Candidates will be awarded the NC in Bakery on successful completion of 12 SQA credits (72 SCQF credit points).

In the mandatory section there are 6 credits (36 SCQF credit points) at level 5. There are a further 2 credits (12 SCQF credit points) at level 6.

From the optional section a further 4 credits (24 SCQF credit points) must be selected from a range of units at SCQF Levels 4, 5 or 6. One of these credits (6 SCQF points) must be at SCQF level 5.



## 5.1 Framework

### Mandatory Section

8 credits to be taken from this section

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Food Hygiene for the Hospitality Industry	F792 11	3	5	0.5
Craft Baking	FT9W 11	12	5	2.0
Measuring and Mixing	FT9Y 11	6	5	1.0
Prepare and Produce Dough Products	FV00 11	6	5	1.0
Flour Confectionery Processes	FV01 12	12	6	2.0
Post Baking Processes	FV02 11	6	5	1.0
Aeration	FT9X 11	6	5	0.5
<b>Total</b>			<b>48</b>	<b>8</b>

### Optional Section

4 credits to be taken from this section (a minimum of 1 from Group A and a further 3 from Group A or Group B)

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
<b>Group A</b>				
Pastry	F993 11	6	5	1.0
Bakery Ingredients	FV09 11	9	5	1.5
Prepare Food Products for Retail Sale	FV0A 11	6	5	1.0
Craft Baking: Sugar Confectionery Processes	FV03 11	6	5	1.0
Cold Preparation	F7E0 11	6	5	1.0
Cake Decoration: Chocolate Processes	FV05 11	6	5	1.0
Cake Decoration: Gateaux Finishing Processes	FV06 11	6	5	1.0
Cake Decoration: Royal Icing	FV07 11	6	5	1.0
Food Safety Logistics: Personal Hygiene and Storage.	FA55 11	6	5	1.0
*Work Placement	HF88 45	6	5	1.0
Preparing to Work	F57F 11	6	5	1.0
ICT	F3GC 11	6	5	1.0
Numeracy	F3GF10	6	5	1.0
or Numeracy	H225 74	6	5	1.0
Numeracy	F3GF11	6	5	1.0
or Numeracy	H225 75	6	5	1.0
Communication	F3GB 11	6	5	1.0
or Literacy	H23W 75	6	5	1.0
<b>Group B</b>				
Patisserie	DE2L 12	12	6	2.0
Cake Decorating: an Introduction	F992 10	6	4	1.0
Craft Baking: an Introduction	F4ST 10	6	4	1.0
Bread Making: an Introduction	F98Y 10	6	4	1.0
Cake Decoration: Sugar Paste Processes	FV08 10	6	4	1.0

## 5.2 Mapping information

The structure of the NC in Bakery meets the aims and requirements of the award in a number of ways:

- ◆ Providing skills, knowledge and capabilities needed for employment
- ◆ Providing the credibility of a nationally recognised award
- ◆ Consisting of Units which are practical and will engage the interests of learners
- ◆ Being compatible with existing courses currently delivered by centres

- ◆ Providing the flexibility which learners and centres value

The flexibility of the Group Award is further enhanced as the structure takes into account that centres may also offer the embedded NPA in Bakery.

### **5.3 Articulation, professional recognition and credit transfer**

The NC in Bakery will allow candidates to be confident in seeking employment both in the bakery and hospitality industries as bakers and pastry chefs.

Articulation to courses in Bakery and Professional Cookery, as recognised by Scottish Bakers and the Federation of Chefs Scotland, is possible for candidates who successfully complete the NC in Bakery

Previous relevant bakery qualifications may enable candidates to gain credit transfer for aspects of the award.

## **6 Approaches to delivery and assessment**

The NC in Bakery has been developed to facilitate flexible delivery and assessment, which is intended to be of a practical nature wherever possible, reflecting the practical aspects of the 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 on a day-release or evening basis.

Delivery of Units within the course could be integrated as each Unit links directly with the knowledge, skills and experiences developed in each of the others, although each of the Units can be studied on a free standing basis. A course leader should encourage integration and contextualisation of Units where possible to avoid over assessment and ensure that Core Skills are made meaningful for candidates. This approach will enable a coherent and best value experience for candidates who will be able to understand the links between Units and this should be reinforced by all staff involved in delivery. There are opportunities for integrated learning and assessment and where possible an holistic approach should be taken to the delivery and assessment of the award. For example, when delivering the Craft Baking Unit, alterations to the levels of baking powder in a product could be used to demonstrate the effects of variations in small amounts of ingredients added to a product. This would allow integration of the Craft Baking; Bakery Ingredients and Aeration units.

A candidate-centred, practical and interactive approach to delivery and learning should be adopted throughout. The range of methods used in delivering the award should ensure that experiential learning opportunities are available to candidates.

Experiential learning could be given as in the following example:

One model of delivering could be over 36 weeks, divided into 3 teaching blocks.

The sequence of Units offered, to ensure that candidates with little or no practical experience of the industry should be planned carefully will not be disadvantaged. There are Units in both the optional and mandatory sections that would allow a broad base of skills to be developed in the first teaching block.

The delivery of the Group Award is at the discretion of the individual centre. Many centres will offer a full-time programme of between 17-20 Units to learners at NC level over an academic session. The NC in Bakery at SCQF level 5 has been designed to be compatible with these arrangements. The flexibility of the award means that centres can design their programmes to suit their own particular circumstances and those of their candidates and may decide to offer the 12 credit course on a part-time basis.

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

### **Internal and external verification**

All instruments of assessment used within this Group Award 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](http://www.sqa.org.uk)).

## 8 General information for candidates

The NC in Bakery at SCQF level 5 is designed to enable you to develop knowledge, understanding and skills for working in the Bakery and related industries. It will enable you to focus upon key skills such as; professional bakery, finishing of baked goods, cake decoration, sugar craft, chocolate confectionery and the preparation of food for retail sales, together with providing you with information regarding working safely and food hygiene procedures.

Depending upon your preferences, the NC in Bakery at SCQF level 5 will give you a platform which will enable you to progress through further education or pursue employment opportunities. There is the opportunity for choice in the optional section that will help you focus upon subjects such as chocolate processes and bread making, gateaux finishing or cake production. This will allow you to acquire and develop additional skills that will increase your confidence and employability in the bakery and related industries. You may be able to combine options for different purposes.

The NC in Bakery at SCQF level 5 contains 7 mandatory Units (8 credits). In addition, you must choose 4 more credits from the list of options. Together, the mandatory and optional sections make up the 12 credits you need to successfully complete the course.

The mandatory Units are designed in order that you can gain experience and skills in the following areas:

- ◆ give you an understanding of bakery, confectionery and patisserie techniques and skills enable you to consider the various options open to you and to make informed career choices for your future
- ◆ prepare you for entry into further qualifications provide you with specific bakery related skills and transferable skills demanded by employers
- ◆ provide you with relevant Core Skills for bakery related occupations and for further study in food related subjects

The mandatory Units will equip you with skills and knowledge for working in the professional bakery such as:

- ◆ measuring and mixing
- ◆ preparing and producing dough products
- ◆ post baking processes
- ◆ 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 procedures

- ◆ planning and preparing
- ◆ confidence to seek feedback
- ◆ confidence to give feedback
- ◆ self-review and evaluation
- ◆ prepare food products for retail sales

As many of the Units are practical, assessment will take the form of assessor observation checklists. There is also a requirement to compile a log book/portfolio of bakery practices. There will be opportunity for you to work with commercial bakery equipment.

The entry qualifications are 3 suitable Intermediate 2 /General level Standard Grade/National 5 qualifications including English and Mathematic or equivalents. Alternatively, other relevant qualifications such as the NPA in Bakery or suitable practical experience in the baking or food industry are acceptable.

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](http://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.

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