



Arrangements for:

**SQA Advanced Certificate in Hospitality
(GM8P 47)**

**SQA Advanced Certificate in Professional
Cookery (GN0E 47)**

**SQA Advanced Diploma in Hospitality
Management (GM8W 48)**

**SQA Advanced Diploma in Professional
Cookery (GM90 48)**

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1 Introduction

This is the Arrangements Document for the SQA Advanced Certificate/Diploma Group Awards in Hospitality and Professional Cookery.

This document is designed to assist centre staff who will be delivering these Group Awards and outlines the general and specific aims of the qualifications, recommended delivery and assessment guidance, it also details the structure of the qualifications.

2 Rationale for the Group Awards

The SQA Advanced Group Awards in Hospitality and 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.

2.1 Background

The four SQA Advanced Certificate/Diplomas provide a framework of flexible qualifications which reflect changes in the industry and equip candidates with the skills and knowledge needed to be effective in a fast moving environment.

These qualifications take account of:

- ◆ the need for general qualifications with specialist provision accommodated for within a flexible structure.
- ◆ Units which allow for progression to meet the design rules and SCQF requirements.
- ◆ changes in award provision in other areas, NQ and SVQ.

Specialist streaming within the four qualifications is made possible via the inclusion of a wide range of specialist Units. This enables candidates to study a particular vocational area, for example patisserie, front office, licensed house operations, or professional cookery, while still obtaining the key competences required for entry into operational, supervisory and management positions in a wide range of establishments.

2.2 Market research, consultation and development processes

The Hospitality, Tourism and Leisure industry contributes around £4.2 billion to the Scottish economy and employs a workforce of around 217,000 people in Scotland. Comprehensive labour market intelligence has been, and continues to be, drawn together through the Sector Skills Council, People 1st.

The State of the Nation Report 2011 published by People 1st highlights the size, scope and importance of the sector but also some of the problems, for example:

- ◆ 43% of hard-to-fill vacancies in Scotland are due to skills shortages.
- ◆ There has been a steady reduction in the number of full-time employees. Currently only 51% of the workforce work full-time.

SQA Advanced Certificate and Diploma

Current labour market information and trends can be found at:

www.people1st.co.uk

www.skillsdevelopmentscotland.co.uk

2.3 Progression

The table on the following page details examples of SQA qualifications in the hospitality sector and shows possible progression.

2.3.1 Degrees

The SQA Advanced Group Awards provide candidates with the relevant mix of competencies to enable immediate entry to employment while at the same time allowing them an articulation route to degree level study. A large number of related degree programmes are offered at a range of institutions throughout Scotland, the UK and internationally. The SQA Advanced Certificate/Diplomas may provide entry into 2nd and 3rd year of some degree programmes.

2.3.2 Professional Recognition

The SQA Advanced awards in Hospitality and Professional Cookery have been developed to allow candidates to gain the maximum benefit from their programme of study. Consequently, value has been added to the qualifications by working in partnership with the professional body for food hygiene to get recognition for the achievement of the Royal Environmental Health Institute of Scotland (REHIS) Food Hygiene Intermediate course within the Food Hygiene Unit. The incorporation of food hygiene at this level was a recommendation made by employers during the initial consultation phase.

2.3.3 Target groups

The hospitality and professional cookery programmes are suitable for a wide range of candidates including:

- ◆ school leavers
- ◆ adult returners to education
- ◆ candidates in employment who wish to enhance their career prospects
- ◆ candidates who wish to start their own business and require a broad grounding in business

SQA Advanced Certificate and Diploma

	<i>Pre-employment</i>	<i>Pre-employment and development</i>	<i>Workforce Development</i>		
SCQF	SQA National Courses and Group Awards	Higher Education	Safe and Legal	Occupational/CPD	SCQF
8		SQA Advanced Diploma <ul style="list-style-type: none"> ◆ Hospitality Management ◆ Professional Cookery 			8
7		SQA Advanced Certificate <ul style="list-style-type: none"> ◆ Hospitality ◆ Professional Cookery ◆ Events 	SQA Advanced Food Hygiene <ul style="list-style-type: none"> ◆ Food Hygiene Intermediate 	SVQ Level 3 <ul style="list-style-type: none"> ◆ Hospitality Supervision and Leadership 	7
6	Higher <ul style="list-style-type: none"> ◆ Professional Cookery National Certificate <ul style="list-style-type: none"> ◆ Professional Cookery 		Licensing Qualifications <ul style="list-style-type: none"> ◆ Scottish Certificate for Personal Licence Holders Higher <ul style="list-style-type: none"> ◆ Food Hygiene for the Hospitality Industry 		<ul style="list-style-type: none"> ◆ Professional Cookery
5	National 5 <ul style="list-style-type: none"> ◆ Creative Cake Production ◆ Hospitality: General Operations ◆ Hospitality: Practical Cookery ◆ Hospitality: Professional Cookery ◆ Hospitality Skills for Work National Certificate <ul style="list-style-type: none"> ◆ Hospitality ◆ Professional Cookery <ul style="list-style-type: none"> ◆ Bakery 		Licensing Qualifications <ul style="list-style-type: none"> ◆ Scottish Certificate for the Responsible Service of Alcohol ◆ Scottish Certificate for the Responsible Sale of Alcohol National 5 <ul style="list-style-type: none"> ◆ Food Hygiene for the Hospitality Industry 	SVQ Level 2 <ul style="list-style-type: none"> ◆ Professional Cookery ◆ Food and Beverage Service ◆ Front of House Reception ◆ Housekeeping ◆ Food Production and Cooking ◆ Hospitality Services ◆ Kitchen Services 	5
4	National 4 <ul style="list-style-type: none"> ◆ Hospitality Practical Cookery ◆ Hospitality Skills for Work National Certificate <ul style="list-style-type: none"> ◆ Hospitality National Progression Award <ul style="list-style-type: none"> ◆ Bakery 		National 4 <ul style="list-style-type: none"> ◆ Food Hygiene for the Hospitality Industry 	SVQ Level 1 <ul style="list-style-type: none"> ◆ Accommodation Services ◆ Food Prep and Cooking ◆ Food and Beverage Service ◆ Hospitality Services 	4
3	National 3 <ul style="list-style-type: none"> ◆ Hospitality Practical Cookery 		National 3 <ul style="list-style-type: none"> ◆ Food Hygiene for the Hospitality Industry 		3

3 Aims of the Group Awards

3.1 General aims of the Group Awards

All SQA Advanced Certificates and Diplomas have a range of broad aims that are generally applicable, eg:

- 1 Developing planning and analysis skills.
- 2 Developing problem solving skills.
- 3 Developing the ability to be flexible and to work co-operatively with others.
- 4 Developing study and research skills.
- 5 Developing critical and evaluative thinking.
- 6 Enabling progression within the SCQF.
- 7 Developing employment skills and enhancing candidates' employment prospects.
- 8 Providing opportunities for career planning and enhancing candidates' employment prospects.

3.2 Specific aims of the Group Awards

The SQA Advanced Certificate in Hospitality and Diploma in Hospitality Management are closely linked. This makes it inevitable that they should have similar objectives.

The qualifications should enable candidates to:

- 9 Be prepared for employment within the hospitality industry in a team leading/supervisory level post.
- 10 Gain leadership skills and a customer focused attitude through an understanding of the roles of a team leader/supervisor.
- 11 Gain an understanding of the structure and organisation of the industry and the influence of the industry on the economy.
- 12 Develop knowledge and skills in the main operational areas, such as, food and beverage service styles and techniques, food hygiene and control systems.
- 13 Apply and integrate knowledge and skills across hospitality operational areas.
- 14 Undertake options to permit an element of vocational specialism, for example in the areas of food production and service, accommodation services, front office, alcoholic beverages.
- 15 Be prepared for progression to further studies in hospitality or related disciplines.

The SQA Advanced Diploma in Hospitality Management can be distinguished from the SQA Advanced Certificate in terms of:

- 16 The wider range of competences and expanded knowledge which a candidate can achieve, eg the management of accommodation, accounting, human resource management, management of hospitality organisations and the opportunity to plan and manage a food and beverage operation.
- 17 Apply and integrate knowledge and skills across hospitality management areas.
- 18 The likely entry point to an organisation.
- 19 The speed of progression within an organisation.
- 20 The level of entry to further academic qualifications.
- 21 Significant optional Units to allow development in other areas relevant to future (or current) employment or progression within higher education.

3.3 Specific aims — SQA Advanced Certificate in Professional Cookery/SQA Advanced Diploma in Professional Cookery

The SQA Advanced Certificate in Professional Cookery and Diploma in Professional Cookery are closely linked. This makes it inevitable that they should have similar objectives.

The qualifications should enable the candidates to:

- 22 Gain the skills and knowledge required to source quality commodities and resources.
- 23 Apply and integrate knowledge and skills across culinary operational areas.
- 24 Develop associated knowledge and skills, such as specialist culinary skills, food hygiene and control systems.
- 25 Undertake options to permit an element of vocational specialism, in particular in the areas of production cookery or patisserie.
- 26 Gain leadership skills and a customer focused attitude through an understanding of the role of a team leader/supervisor.
- 27 Be prepared for progression to further studies in hospitality or related disciplines.

The SQA Advanced Diploma in Professional Cookery can be distinguished from the SQA Advanced Certificate in terms of:

- 28 The wider range of competences and expanded knowledge which can be achieved, eg further development of specialist culinary skills, accounting, human resource management, management concepts, menu compilation and design, and the opportunity to plan and manage a food and beverage operation.
- 29 Application and integration of knowledge and skills across specialist culinary areas.
- 30 The likely entry point to an organisation.
- 31 The speed of progression within an organisation.
- 32 The level of entry to further academic qualifications.
- 33 Significant optional Units to allow development in other areas relevant to future (or current) employment or progression within higher education.

3.4 General and specific aims, linked to individual Units

The following table identifies how these aims are met by individual Units:

Unit	Aims
Hospitality Industry	4, 9, 11
Hospitality Supervision	1, 3, 9, 10, 23
Hospitality: Financial and Control Systems	12, 21
Food Hygiene Intermediate	12, 21
Food and Beverage Service	10, 12
Food Production Processes	3, 11, 13
Accommodation Servicing	11, 13
Hospitality Front Office Procedures 1	13
Hospitality Front Office Procedures 2	13
Licensed Premises Operations	11, 13
Alcoholic Beverages	13
Food Preparation for the Licensed Trade	13
Food Classification and Purchase	4, 20
Production Cookery: Hot Kitchen	21, 22
Production Cookery: Cold Kitchen	21, 22
Production Cookery: Sweets and Desserts	21, 22
Patisserie	21, 22
Specialised Patisserie	21,22
Specialised Patisserie: Advanced	21,22, 29
Fermented Patisserie Products	21,22
Pastry	21, 22
Integrated Production Cookery	3, 21
Human Resource Management	15
Management of Food and Beverage Operations	1, 3, 9, 15, 25, 23
Managing Hospitality Organisations 1	4, 25, 15
Managing Hospitality Organisations 2	4, 15, 25
Hospitality Financial Accounting	15, 25
Hospitality Management Accounting	2, 15
Managing Financial Resources in Hospitality	2, 15
Accommodation Management	15
Employment or Workplace Experience	7, 8, 9, 14, 24
Kitchen Planning and Design	25
Gastronomy	25
Graded Unit: Hospitality Graded Unit 1	2, 4, 5, 6
Graded Unit: Hospitality Graded Unit 2	2, 4, 5, 6, 14,16, 17, 18, 24, 26, 27
Graded Unit: Professional Cookery Graded Unit 1	2, 4, 5, 6
Graded Unit: Professional Cookery Graded Unit 2	2, 4, 5, 6,14, 16, 17, 18, 24, 26, 27

4 Access to Group Awards

As with all SQA qualifications, access to the awards will be at the discretion of the centre. The following recommendations are for guidance only. Examples of appropriate formal entry qualifications are specified below. They are not exhaustive or mutually exclusive and may be considered in a variety of combinations.

- ◆ National Certificates in Hospitality/Professional Cookery at SCQF levels 5 or 6
- ◆ Appropriate groupings of National Units
- ◆ Any other relevant National Certificates at SCQF levels 5 or 6
- ◆ Any two National Qualifications at Higher together with three Standard Grade passes at 3 or above
- ◆ An SVQ at Level 2 or 3 in a relevant area
- ◆ Different combinations of relevant National Qualifications, Vocational Qualifications and equivalent qualifications from other awarding bodies may also be acceptable
- ◆ Relevant work experience
- ◆ For candidates where English is not their first language it is recommended that they possess English for Speakers of other Languages (ESOL) SCQF level 5 or a score of 5.5 in IELTS

5 Group Awards structure

5.1 Structure of the SQA Advanced Certificate in Hospitality

Candidates will be awarded an SQA Advanced Certificate in Hospitality on successful completion of all of the Units in the mandatory section, and an appropriate combination of Units from the options section, up to a total of 96 SCQF credit points (12 SQA Credits).

The SQA Design Principles require an SQA Advanced Certificate to incorporate at least 48 SCQF credit points at SCQF level 7. This requirement is met through the mandatory section.

The SQA Advanced Certificate in Hospitality mandatory section comprises 64 SCQF credit points (8 SQA Advanced credits) at SCQF level 7. The optional Units section comprises a minimum of 32 SCQF points (4 SQA Credits).

The following illustrates the composition of the Framework detailing the SCQF level, rating and SQA Credit value of each Unit.

5.2 SQA Advanced Certificate Hospitality Framework

Mandatory Units: 64 SCQF credit points (8 SQA Credits) required

Unit title	Code	SCQF credit points	SCQF level	SQA Credit value
Hospitality Industry	HP4T 47	8	7	1
Hospitality Supervision	HP4P 47	16	7	2
Hospitality: Financial and Control Systems	HP4J 47	8	7	1
Food Hygiene Intermediate	HP4M 47	8	7	1
Food and Beverage Service	HP4E 47	16	7	2
Hospitality: Graded Unit 1	HT33 47	8	7	1

Optional Units: 32 SCQF credit points (4 SQA Credits) required

Unit title	Code	SCQF credit points	SCQF level	SQA Credit value
Food Production Processes	HT2V 47	16	7	2
Accommodation Servicing	HP4D 47	8	7	1
Hospitality Front Office Procedures 1	HP4G 47	8	7	1
Hospitality Front Office Procedures 2	HP4H 47	8	7	1
Licensed Premises Operations	HT32 47	16	7	2
Alcoholic Beverages	HT2G 47	8	7	1
Food Preparation for the Licensed Trade	HT2P 47	8	7	1
Hospitality Financial Accounting	HT2Y 47	8	7	1
Managing Hospitality Organisations 1	HT34 47	8	7	1
Personal Development Planning	HP6M 47	8	7	1
Applying Marketing Principles in Travel and Tourism	HP58 47	8	7	1
Creating a Culture of Customer Care	HP73 47	8	7	1
Events Industry: An Introduction	HT3A 47	16	7	2
Conferences: An Introduction	HT3D 47	8	7	1
Managing an Event	HT3C 48	16	8	2
Scottish Licensing Law	HT36 47	8	7	1
Information Technology: Applications Software 1	HP6L 47	8	7	1
Using Software Applications Packages	HR0A 47	8	7	1
e-marketing	HT35 47	8	7	1
Digital Culture: Online Communication	HR81 47	8	7	1
Internet: Introducing e-Commerce	HT22 47	8	7	1
e-commerce: Publishing Websites	HR1V 47	16	7	2
Work Placement	HP4X 47	8	7	1
Languages: Maximum 16 SCQF credit points (2 SQA Credits) allowed				
Workplace Communication in English	HR1C 46	8	6	1
Communication in French: Basic Operational Reading and Writing Skills	HR2J 46	8	6	1
Communication in French: Basic Operational Speaking and Listening Skills	HR2E 46	8	6	1
Communication in Gaelic: Basic Operational Reading and Writing Skills	HT39 46	8	6	1

SQA Advanced Certificate and Diploma

Unit title	Code	SCQF credit points	SCQF level	SQA Credit value
Communication in Gaelic: Basic Operational Speaking and Listening Skills	HT37 46	8	6	1
Communication in German: Basic Operational Reading and Writing Skills	HR2K 46	8	6	1
Communication in German: Basic Operational Speaking and Listening Skills	HR2F 46	8	6	1
Communication in Italian: Basic Operational Reading and Writing Skills	HR2L 46	8	6	1
Communication in Italian: Basic Operational Speaking and Listening Skills	HR2G 46	8	6	1
Communication in Spanish: Basic Operational Reading and Writing Skills	HR2M 46	8	6	1
Communication in Spanish: Basic Operational Speaking and Listening Skills	HR2H 46	8	6	1

5.3 Structure of the SQA Advanced Diploma in Hospitality Management

Candidates will be awarded an SQA Advanced Diploma in Hospitality Management on successful completion of all of the Units in the mandatory section, and an appropriate combination of Units from the limited option and option groupings up to a total of 240 SCQF credit points (30 SQA Credits).

The SQA Design Principles require an SQA Advanced Diploma to incorporate at least 64 SCQF credit points (8 SQA Credits) at SCQF level 8. This requirement is met within the mandatory section.

The SQA Advanced Diploma in Hospitality Management mandatory section comprises 176 SCQF credit points (22 SQA Credits). The limited option sections comprise a minimum of 16 SCQF points (2 SQA Credits). A further 24–48 SCQF points (3–6 SQA Credits) from the optional Unit groupings are required depending on Units selected in the limited option groupings.

The following illustrates the composition of the Framework detailing the SCQF level rating and SQA Credit value of each Unit.

5.4 SQA Advanced Diploma Hospitality Management Framework

Mandatory Units: 176 SCQF credit points (22 SQA Credits) required

Unit title	Code	SCQF credit points	SCQF level	SQA Credit value
Hospitality Industry	HP4T 47	8	7	1
Hospitality Supervision	HP4P 47	16	7	2
Hospitality: Financial and Control Systems	HP4J 47	8	7	1
Food Hygiene Intermediate	HP4M 47	8	7	1
Food and Beverage Service	HP4E 47	16	7	2
Hospitality Management Accounting	HT2L 48	8	8	1
Management of Food and Beverage Operations	HP4N 48	24	8	3
Accommodation Management	HP4R 48	8	8	1
Managing Hospitality Organisations 1	HT34 47	8	7	1
Managing Hospitality Organisations 2	HP4L 47	8	7	1
Managing Financial Resources in Hospitality	HP4C 48	8	8	1
Food Production Processes	HT2V 47	16	7	2
Accommodation Servicing	HP4D 47	8	7	1
Hospitality Front Office Procedures 1	HP4G 47	8	7	1
Hospitality: Graded Unit 1	HT33 47	8	7	1
Hospitality: Graded Unit 2	HT38 48	16	8	2

Limited Option Groupings: 16–40 SCQF credit points (2–5 SQA Credits) required

Unit title	Code	SCQF credit points	SCQF level	SQA Credit value
<i>Human Resource Management: from 8–16 SCQF credit points (1–2 SQA Credits) required</i>				
Human Resource Management 1	HT27 47	8	7	1
Human Resource Management Practice	HP7E 48	16	8	2
Management of Human Resources in Hospitality 1	HT3K 47	8	7	1
Management of Human Resources in Hospitality 2	HT3J 47	8	7	1
<i>Work/Employment Experience: from 8–24 SCQF credit points (1–3 SQA Credits) required</i>				
Industrial Experience in the Hospitality Industry	HT23 46	16	6	2
Work Role Effectiveness	HR0M 47	24	7	3
Work Role Effectiveness	HR0P 48	24	8	3
Employment Experience 1	HR08 47	8	7	1
Workplace Placement	HP4X 47	8	7	1

SQA Advanced Certificate and Diploma

Optional Units: from 24–48 SCQF credit points (3–6 SQA Credits) required

Unit title	Code	SCQF credit points	SCQF level	SQA Credit value
<i>Hospitality</i>				
Licensed Premises Operations	HT32 47	16	7	2
Alcoholic Beverages	HT2G 47	8	7	1
Food Preparation for the Licensed Trade	HT2P 47	8	7	1
Hospitality Front Office Procedures 2	HP4H 47	8	7	1
Food Classification and Purchase	HT2J 47	8	7	1
Advanced Food and Beverage Service	HT25 47	8	7	1
Gastronomy	HP4F 48	16	8	2
Hospitality Financial Accounting	HT2Y 47	8	7	1
<i>ICT</i>				
Information Technology: Applications Software 1	HP6L 47	8	7	1
Using Software Applications Packages	HR0A 47	8	7	1
e-marketing	HT35 47	8	7	1
Digital Culture: Online Communication	HR81 47	8	7	1
Internet: Introducing e-Commerce	HT22 47	8	7	1
e-commerce: Publishing Websites	HR1V 47	16	7	2
<i>Business and Enterprise</i>				
Creating a Culture of Customer Care	HP73 47	8	7	1
Preparing a Formal Business Plan	HR19 47	16	7	2
Managing Information Systems to Develop a Small Business	HR18 48	16	8	2
Economic Issues: An Introduction	HP6T 47	8	7	1
Health and Safety Legislation: An Introduction	HR1P 47	8	7	1
Scottish Licensing Law	HT36 47	8	7	1
<i>Marketing</i>				
Marketing Analysis and Planning	HT3E 48	8	8	1
Marketing Planning in Travel and Tourism	HP56 48	8	8	1
Marketing Research Theory	HP0F 47	8	7	1
Marketing Research Applications	HW93 48	8	8	2

Optional Units: from 24–48 SCQF credit points (3–6 SQA Credits) required (cont)

Unit title	Code	SCQF credit points	SCQF level	SQA Credit value
<i>Travel and Tourism</i>				
Applying Marketing Principles in Travel and Tourism	HP58 47	8	7	1
Providing Information on the Scottish Tourism Product	HT2E 47	16	7	2
Role of History, Culture and Genealogy in Scottish Tourism	HT2C 47	8	7	1
<i>Events</i>				
Events Industry: An Introduction	HT3A 47	16	7	2
Conferences: An Introduction	HT3D 47	8	7	1
Managing an Event	HT3C 48	16	8	2
<i>Personal Development</i>				
Personal Development Planning	HP6M 47	8	7	1
Developing the Individual within a Team	HR13 47	8	7	1
Developing the Individual within a Team	HP3C 48	8	8	1
<i>Languages — Maximum 24 SCQF credit points (3 SQA Credits) allowed</i>				
Workplace Communication in English	HR1C 46	8	6	1
Communication in French: Basic Operational Reading and Writing Skills	HR2J 46	8	6	1
Communication in French: Basic Operational Speaking and Listening Skills	HR2E 46	8	6	1
French for Work: Basic Operational	HR22 46	24	6	3
French for Work: Intermediate Operational	HR23 46	24	6	3
French for Work: Advanced Operational	HR27 47	24	7	3
Communication in Gaelic: Basic Operational Reading and Writing Skills	HT39 46	8	6	1
Communication in Gaelic: Basic Operational Speaking and Listening Skills	HT37 46	8	6	1
Gaelic for Work: Basic Operational	HT3F 46	24	6	3
Gaelic for Work: Intermediate Operational	HT3G 46	24	6	3
Gaelic for Work: Advanced Operational	HT3H 47	24	7	3
Communication in German: Basic Operational Reading and Writing Skills	HR2K 46	8	6	1

Optional Units: from 24–48 SCQF credit points (3–6 SQA Credits) required (cont)

Unit title	Code	SCQF credit points	SCQF level	SQA Credit value
<i>Languages (cont)</i>				
Communication in German: Basic Operational Speaking and Listening Skills	HR2F 46	8	6	1
German for Work: Basic Operational	HR21 46	24	6	3
German for Work: Intermediate Operational	HR24 46	24	6	3
German for Work: Advanced Operational	HR28 47	24	7	3
Communication in Italian: Basic Operational Reading and Writing Skills	HR2L 46	8	6	1
Communication in Italian: Basic Operational Speaking and Listening Skills	HR2G 46	8	6	1
Italian for Work: Basic Operational	HR20 46	24	6	3
Italian for Work: Intermediate Operational	HR25 46	24	6	3
Italian for Work: Advanced Operational	HR29 47	24	7	3
Communication in Spanish: Basic Operational Reading and Writing Skills	HR2M 46	8	6	1
Communication in Spanish: Basic Operational Speaking and Listening Skills	HR2H 46	8	6	1
Spanish for Work: Basic Operational	HR1Y 46	24	6	3
Spanish for Work: Intermediate Operational	HR26 46	24	6	3
Spanish for Work: Advanced Operational	HR2A 47	24	7	3

5.5 Structure of the SQA Advanced Certificate in Professional Cookery

Candidates will be awarded an SQA Advanced Certificate in Professional Cookery on successful completion of all of the Units in the mandatory section, and an appropriate combination of Units from the limited options section up to a total of 96 SCQF credit points (12 SQA Credits).

The SQA Design Principles require an SQA Advanced Certificate to incorporate at least 48 SCQF credit points at SCQF level 7. This requirement is met through the mandatory section.

The SQA Advanced Certificate in Professional Cookery mandatory section comprises 48 SCQF credit points (6 SQA Credits) at SCQF level 7. The limited optional Units sections comprise a minimum of 48 SCQF points (6 SQA Credits).

SQA Advanced Certificate and Diploma

The following illustrates the composition of the Framework detailing the SCQF level, rating and SQA Credit value of each Unit.

5.6 SQA Advanced Certificate in Professional Cookery Framework

Mandatory Units: 48 SCQF credit points (6 SQA Credits) required

Unit title	Code	SCQF credit points	SCQF level	SQA Credit value
Hospitality: Financial and Control Systems	HP4J 47	8	7	1
Food Classification and Purchase	HT2J 47	8	7	1
Food Hygiene Intermediate	HP4M 47	8	7	1
Hospitality Supervision	HP4P 47	16	7	2
Professional Cookery: Graded Unit 1	HT2R 47	8	7	1

Limited Option Groups: 48 SCQF credit points (6 SQA Credits) required from either Group 1 or Group 2

Unit title	Code	SCQF credit points	SCQF level	SQA Credit value
Group 1				
Production Cookery: Cold Kitchen	HT2D 47	16	7	2
Production Cookery: Hot Kitchen	HT2F 47	16	7	2
<i>Plus 16 SCQF credit points (2 SQA Credits) from the following:</i>				
Production Cookery: Sweets and Desserts	HT2K 47	16	7	2
Patisserie	HT2A 47	16	7	2
Scottish Licensing Law	HT36 47	8	7	1
Sous Vide Cooking	HV7T 47	8	7	1
Group 2				
Production Cookery: Sweets and Desserts	HT2K 47	16	7	2
Specialised Patisserie	HT2M 47	16	7	2
<i>Plus 16 SCQF credit points (2 SQA Credits) from the following:</i>				
Fermented Patisserie Products	HT20 47	8	7	1
Pastry	HT29 47	8	7	1
Integrated Production Cookery	HT24 47	16	7	2
Scottish Licensing Law	HT36 47	8	7	1

5.7 Structure of the SQA Advanced Diploma Professional Cookery

Candidates will be awarded an SQA Advanced Diploma in Professional Cookery on successful completion of all of the Units in the mandatory section, and an appropriate combination of Units from the limited option and option groupings up to a total of 240 SCQF credit points (30 SQA Credits).

SQA Advanced Certificate and Diploma

The SQA Design Principles require an SQA Advanced Diploma to incorporate at least 64 SCQF credit points (8 SQA Credits) at SCQF level 8. This requirement is met within the mandatory section.

The SQA Advanced Diploma in Professional Cookery mandatory section comprises 112 SCQF credit points (14 SQA Credits). The limited option sections comprise a minimum of 64 SCQF points (8 SQA Credits). A further 48–64 SCQF points (6–8 SQA Credits) from the optional Unit groupings are required depending on Units selected in the limited option groupings.

The following illustrates the composition of the Framework detailing the SCQF level rating and SQA Credit value of each Unit

5.8 SQA Advanced Diploma Professional Cookery Framework

Mandatory Units: 112 SCQF credit points (14 SQA Credits) required

Unit title	Code	SCQF credit points	SCQF level	SQA Credit value
Food Hygiene Intermediate	HP4M 47	8	7	1
Hospitality: Financial and Control Systems	HP4J 47	8	7	1
Hospitality Supervision	HP4P 47	16	7	2
Food Classification and Purchase	HT2J 47	8	7	1
Kitchen Planning and Design	HP4K 48	8	8	1
Gastronomy	HP4F 48	16	8	2
Management of Food and Beverage Operations	HP4N 48	24	8	3
Professional Cookery: Graded Unit 1	HT2R 47	8	7	1
Professional Cookery: Graded Unit 2	HT2N 48	16	8	2

Limited Option Groups:

48 SCQF credit points (6 SQA Credits) required from *either Group 1 or Group 2*

Unit title	Code	SCQF credit points	SCQF level	SQA Credit value
Group 1				
Production Cookery: Cold Kitchen	HT2D 47	16	7	2
Production Cookery: Hot Kitchen	HT2F 47	16	7	2
<i>Plus 16 SCQF credit points (2 SQA Credits) from the following:</i>				
Production Cookery: Sweets and Desserts	HT2K 47	16	7	2
Patisserie	HT2A 47	16	7	2
Scottish Licensing Law	HT36 47	8	7	1
Sous Vide Cooking	HV7T 47	8	7	7

Limited Option Groups: (cont)

Unit title	Code	SCQF credit points	SCQF level	SQA Credit value
Group 2				
Production Cookery: Sweets and Desserts	HT2K 47	16	7	2
Specialised Patisserie	HT2M 47	16	7	2
<i>Plus 16 SCQF credit points (2 SQA Credits) from the following:</i>				
Fermented Patisserie Products	HT20 47	8	7	1
Pastry	HT29 47	8	7	1
Integrated Production Cookery	HT24 47	16	7	2
Scottish Licensing Law	HT36 47	8	7	1

16–32 SCQF credit points (2–4 SQA Credits) required

Unit title	Code	SCQF credit points	SCQF level	SQA Credit value
Human Resource Management: 8 SCQF credit points (1 SQA Credit) Required				
Human Resource Management 1	HT27 47	8	7	1
Management of Human Resources in Hospitality 1	HT3K 47	8	7	1
Workplace/Employment Experience: From 8–24 SCQF credit points (1-3 SQA Credits) required				
Industrial Experience in the Hospitality Industry	HT23 46	16	6	2
Work Role Effectiveness	HR0M 47	24	7	3
Work Role Effectiveness	HR0P 48	24	8	3
Employment Experience 1	HR08 47	8	7	1
Workplace Placement	HP4X 47	8	7	1

Optional Units: From 48–64 SCQF credit points (6–8 SQA Credits) required

Unit title	Code	SCQF credit points	SCQF level	SQA Credit value
Professional Cookery/Hospitality				
Specialised Patisserie	HT2M 47	16	7	2
Specialised Patisserie: Advanced	HT26 48	16	8	2
Production Cookery: Cold Kitchen	HT2D 47	16	7	2
Production Cookery: Hot Kitchen	HT2F 47	16	7	2
Production Cookery: Sweets and Desserts	HT2K 47	16	7	2
Patisserie	HT2A 47	16	7	2
Fermented Patisserie Products	HT20 47	8	7	1
Pastry	HT29 47	8	7	1
Sous Vide Cooking	HV7T 47	8	7	1
Hospitality Industry	HP4T 47	8	7	1
Integrated Production Cookery	HT24 47	16	7	2
Hospitality Financial Accounting	HT2Y 47	8	7	1

Optional Units: From 48–64 SCQF credit points (6–8 SQA Credits) required (cont)

Unit title	Code	SCQF credit points	SCQF level	SQA Credit value
Professional Cookery/Hospitality				
Managing Financial Resources in Hospitality	HP4C 48	8	8	1
Managing Hospitality Organisations 1	HT34 47	8	7	1
Licensed Premises Operations	HT32 47	16	7	2
Alcoholic Beverages	HT2G 47	8	7	1
Accommodation Servicing	HP4D 47	8	7	1
Business and Enterprise				
Preparing and Presenting a Business Plan	HR19 47	16	7	2
Managing Information Systems to Develop a Small Business	HR18 48	16	8	2
Economic Issues: An Introduction	HP6T 47	8	7	1
Personal Development Planning	HP6M 47	8	7	1
Health and Safety Legislation: An Introduction	HR1P 47	8	7	1
Scottish Licensing Law	HT36 47	8	7	1
Food Service — Maximum 16 SCQF credit points (2 SQA Credits) allowed				
Food Service for Food Production Personnel	HT21 46	8	6	1
Food and Beverage Service	HP4E 47	16	7	2
Languages — Maximum 34 SCQF credit points (3 SQA Credits) allowed				
Workplace Communication in English	HR1C 46	8	6	1
Communication in French: Basic Operational Reading and Writing Skills	HR2J 46	8	6	1
Communication in French: Basic Operational Speaking and Listening Skills	HR2E 46	8	6	1
French for Work: Basic Operational	HR22 46	24	6	3
French for Work: Intermediate Operational	HR23 46	24	6	3
French for Work: Advanced Operational	HR27 47	24	7	3
Communication in Gaelic: Basic Operational Reading and Writing Skills	HT39 46	8	6	1
Communication in Gaelic: Basic Operational Speaking and Listening Skills	HT37 46	8	6	1
Gaelic for Work: Basic Operational	HT3F 46	24	6	3
Gaelic for Work: Intermediate Operational	HT3G 46	24	6	3

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Optional Units: From 48–64 SCQF credit points (6–8 SQA Credits) required (cont)

Unit title	Code	SCQF credit points	SCQF level	SQA Credit value
Languages (cont)				
Gaelic for Work: Advanced Operational	HT3H 47	24	7	3
Communication in German: Basic Operational Reading and Writing Skills	HR2K 46	8	6	1
Communication in German: Basic Operational Speaking and Listening Skills	HR2F 46	8	6	1
German for Work: Basic Operational	HR21 46	24	6	3
German for Work: Intermediate Operational	HR24 46	24	6	3
German for Work: Advanced Operational	HR28 47	24	7	3
Communication in Italian: Basic Operational Reading and Writing Skills	HR2L 46	8	6	1
Communication in Italian: Basic Operational Speaking and Listening Skills	HR2G 46	8	6	1
Italian for Work: Basic Operational	HR20 46	24	6	3
Italian for Work: Intermediate Operational	HR25 46	24	6	3
Italian for Work: Advanced Operational	HR29 47	24	7	3
Communication in Spanish: Basic Operational Reading and Writing Skills	HR2M 46	8	6	1
Communication in Spanish: Basic Operational Speaking and Listening Skills	HR2H 46	8	6	1
Spanish for Work: Basic Operational	HR1Y 46	24	6	3
Spanish for Work: Intermediate Operational	HR26 46	24	6	3
Spanish for Work: Advanced Operational	HR2A 47	24	7	3

5.9 Coverage of thematic topics in the framework

A number of key themes are covered in Units across the framework in the context of individual Units. These are highlighted in the table below.

Unit title	Customer Service	Management/ Leadership	Accounting/ Finance	Sustainability	QA Schemes
Hospitality Supervision	✓	✓			
Hospitality Industry	✓				✓
Food and Beverage Service	✓			✓	✓
Food Production Processes	✓			✓	
Management of Food and Beverage Operations	✓	✓		✓	
Accommodation Servicing				✓	
Accommodation Management				✓	✓
Hospitality Front Office Procedures 1	✓				
Managing Hospitality Organisations 1	✓	✓			
Managing Hospitality Organisations 2	✓	✓			
Management of Human Resources in Hospitality		✓			
Hospitality: Financial and Control System			✓		
Hospitality Management Accounting		✓	✓		
Hospitality Financial Accounting			✓		
Food Classification and Purchase				✓	
Kitchen Planning and Design				✓	
Production Cookery: Cold Kitchen				✓	
Production Cookery: Hot Kitchen				✓	
Production Cookery: Sweets and Desserts				✓	
Patisserie				✓	

5.10 Graded Units

The purpose of the Graded Units in the qualifications is to assess the candidate's ability to integrate and apply the Knowledge and/or Skills gained in the individual Units in order to demonstrate that they have achieved the principal aims of the qualifications. A Graded Unit is assessed and a grade of A, B or C awarded to candidates who successfully achieve the Unit.

For the SQA Advanced Certificate, one single credit Graded Unit at SCQF level 7 must be achieved. For the SQA Advanced Diploma one double credit Graded Unit at SCQF level 8 in addition to the SCQF level 7 Graded Unit is required.

Project-based Graded Units assess the application of knowledge and skills in the planning and evaluation of a given task, while an examination assesses theoretical knowledge and understanding under invigilated conditions.

Projects rather than examinations were chosen for the Graded Units for the SQA Advanced Certificates and SQA Advanced Diplomas. It was felt that projects would be better prepare the candidates for the types of employment likely to be entered after completion of their SQA Advanced Certificate/Diploma in Hospitality or Professional Cookery and that the project format would be appropriate to assess the candidates' understanding of the award's principal aims.

For the single credit *SQA Advanced Certificate in Hospitality* Graded Unit, a case study was chosen as the format for this project-based Graded Unit assessment. It was felt that the skills developed via the case study, ie gathering and interpreting information, analysing, decision making and planning for action, would effectively test the material covered in the SQA Advanced Certificate principal aims.

For the single credit *SQA Advanced Certificate in Professional Cookery* Graded Unit, a practical assignment was chosen as the format for this project-based Graded Unit assessment. It was felt that the skills developed via the practical assignment, ie gathering and interpreting information, analysing, decision making and planning for action and producing a menu, would effectively test the material covered in the SQA Advanced Certificate in Professional Cookery principal aims. On successful completion of the SQA Advanced Certificate Graded Units candidates will be automatically certificated with the Core Skill of *Problem Solving* at SCQF level 5.

For both SQA Advanced Diploma in Hospitality and Professional Cookery double credit Graded Units, case studies were chosen as the format for these project-based Graded Unit assessments. It was felt that the skills developed via the case studies, ie gathering and interpreting information, analysing, decision making and planning for action, would effectively test the material covered in the SQA Advanced Diploma principal aims. On successful completion of the SQA Advanced Diploma Graded Units candidates will be automatically certificated with the Core Skill of *Problem Solving* at SCQF level 6.

5.11 Progression route

Where appropriate, candidates who have achieved the SQA Advanced Certificate in Professional Cookery Graded Unit could progress to the SQA Advanced Diploma in Hospitality Management. The SQA Advanced Certificate in Professional Cookery Graded Unit is sufficiently consistent with the SQA Advanced Diploma in Hospitality Management aims that it can be counted as credit towards this SQA Advanced Diploma. However, centres should give careful consideration to planning the delivery schedule for candidates to be able to achieve the additional credits needed to complete the full SQA Advanced Diploma; this is particularly important for the hierarchical Units within the framework, for example, *Accommodation Servicing* SCQF level 7 and *Accommodation Management* SCQF level 8. Although available, this is not a recommended route due to the additional credits that the candidate would need to achieve, but it may be appropriate in some exceptional cases.

Within the SQA Advanced Diploma in Professional Cookery framework candidates are required to achieve a number of mandatory Units in specialist areas of production cookery or patisserie, and as these Units are not on the SQA Advanced Certificate in Hospitality framework progression from SQA Advanced Certificate in Hospitality to SQA Advanced Diploma in Professional Cookery, this is not considered to be a suitable route. Therefore, no provision has been made for this.

Guidance on implementing Graded Units can be found in the publication *Guidance for the Implementation of Graded Units in Higher National Certificates and Diplomas*. Published April 2008, publication code CA4405. The document may also be downloaded from the SQA website.

5.12 Core Skills

The recommended entry and exit profiles are detailed below:

SQA Advanced Certificate in Hospitality

Core Skill	Entry SCQF level	Exit SCQF level
Communication	4	5
Working With Others	4	5
Problem Solving	4	5
ICT	4	4
Numeracy	4	5

SQA Advanced Diploma in Hospitality Management

Core Skill	Entry SCQF level	Exit SCQF level
Communication	4	5
Working With Others	4	5
Problem Solving	4	5
ICT	4	4
Numeracy	4	5

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SQA Advanced Certificate in Professional Cookery

Core Skill	Entry SCQF level	Exit SCQF level
Communication	4	5
Working With Others	4	5
Problem Solving	4	5
ICT	4	4
Numeracy	4	5

SQA Advanced Diploma in Professional Cookery

Core Skill	Entry SCQF level	Exit SCQF level
Communication	4	5
Working With Others	4	5
Problem Solving	4	5
ICT	4	4
Numeracy	4	5

These profiles have been derived from feedback from centre and industry questionnaires and with reference to relevant Modern Apprenticeship frameworks.

The following gives details of all Units which carry Core Skills certification and Units that provide the opportunity for the development of Core Skills.

5.13 Core Skills Development and Signposting

The following Units are automatically certificated for Core Skills:

Unit title	Unit code	Core Skills Certificated
Information Technology: Applications Software 1	HP6L 47	Using Information Technology at SCQF level 6
Using Software Applications Packages	HR0A 47	Using Information Technology at SCQF level 6
Developing the Individual Within a Team	HR13 47	Working with Others at SCQF level 6
SQA Advanced Certificate in Professional Cookery: Graded Unit 1	HT2R 47	Problem Solving at level SCQF 5
SQA Advanced Certificate in Hospitality: Graded Unit 1	HT33 47	Problem Solving at level SCQF 5
SQA Advanced Diploma Professional Cookery: Graded Unit 2	HT2N 48	Problem Solving at level SCQF 6
SQA Advanced Diploma Hospitality: Graded Unit 2	HT38 48	Problem Solving at level SCQF 6

The table below details where there are opportunities for developing Core Skills within Hospitality and Professional Cookery Units and some optional Units in the frameworks.

SQA Advanced Certificate and Diploma

Unit No	Unit name	Written Comms Reading	Written Comms Writing	Oral Comms	Using Graphical Info	Using Number	ICT — Assessing Info	ICT — Providing/ Creating Info	Problem Solving — CT	Problem Solving — P&O	Problem Solving — R&E	WVO
HP4P 47	Hospitality Supervision	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
HP4T 47	Hospitality Industry	✓	✓				✓	✓				✓
HP4J 47	Hospitality: Financial and Control System				✓	✓	✓		✓			
HP4E 47	Food and Beverage Service			✓								✓
HT2J 47	Food Classification and Purchase	✓	✓		✓		✓					
HT2F 47	Production Cookery: Hot Kitchen			✓		✓				✓		✓
HT2D 47	Production Cookery: Cold Kitchen			✓		✓				✓		✓
HT2K 47	Production Cookery: Sweets and Desserts			✓		✓				✓		✓
HT2V 47	Food Production Processes			✓		✓				✓		✓
HP4D 47	Accommodation Servicing	✓	✓				✓		✓	✓	✓	
HP4G 47	Hospitality Front Office Procedures 1	✓	✓		✓	✓	✓		✓			
HP4H 47	Hospitality Front Office Procedures 2	✓	✓		✓	✓	✓		✓			
HT2Y 47	Hospitality Financial Accounting				✓	✓	✓		✓			
HT2L 48	Hospitality Management Accounting				✓	✓	✓		✓			
HP4N 48	Management of Food and Beverage Operations	✓	✓	✓			✓	✓	✓		✓	✓
HP4R 48	Accommodation Management	✓	✓				✓	✓		✓		
HT34 47	Managing Hospitality Organisations 1		✓				✓		✓		✓	

SQA Advanced Certificate and Diploma

Unit No	Unit name	Written Comms Reading	Written Comms Writing	Oral Comms	Using Graphical Info	Using Number	ICT — Assessing Info	ICT — Providing/ Creating Info	Problem Solving — CT	Problem Solving — P&O	Problem Solving — R&E	WVO
HP4L 47	Managing Hospitality Organisations 2		✓				✓		✓		✓	
HT3K 47	Management of Human Resources In Hospitality		✓					✓		✓		
HT3J 47	Management of Human Resources In Hospitality 2		✓				✓	✓	✓			
HP4C 48	Managing Financial Resources in Hospitality				✓	✓			✓			
HP4K 48	Kitchen Planning and Design	✓	✓								✓	
HP4F 48	Gastronomy			✓		✓				✓		✓
HT2A 47	Patisserie			✓						✓		✓
HT24 47	Integrated Production Cookery			✓						✓		✓
HT20 47	Fermented Patisserie Products			✓						✓		✓
HT2M 47	Specialised Patisserie			✓						✓		✓
HT26 48	Specialised Patisserie: Advanced			✓						✓		✓
HT29 47	Pastry			✓						✓		✓
HT2G 47	Alcoholic Beverages	✓	✓				✓					
HT32 47	Licensed Premises Operations	✓	✓				✓		✓			
HR13 47	Developing the Individual within a Team			✓								E6

SQA Advanced Certificate and Diploma

Unit No	Unit name	Written Comms Reading	Written Comms Writing	Oral Comms	Using Graphical Info	Using Number	ICT — Assessing Info	ICT — Providing/ Creating Info	Problem Solving — CT	Problem Solving — P&O	Problem Solving — R&E	WVO
HP73 47	Creating a Culture of Customer Care	✓	✓	✓					✓		✓	
HP6L 47	Information Technology: Applications Software 1				✓		E6					
HR0A 47	Using Software Application Packages						E5					
HP6T 47	Economic Issues: An Introduction	S6	S6	S6					S5	S5	S5	
HP56 48	Applying Marketing Principles in Travel and Tourism				✓							

S = Signposted

E = Embedded

5/6 = SCQF level

✓ — opportunities to develop Core Skill

6 Approaches to delivery and assessment

6.1 Introduction

The SQA Advanced Certificate and SQA Advanced Diploma in Hospitality and Professional Cookery are designed for candidates who want to enter into positions in a wide range of hospitality and catering organisations at an operational, supervisory or managerial level. All the qualifications have a heavy focus on developing candidates' practical skills and their ability to apply their knowledge to relevant business environments. The qualifications also aim to prepare candidates for progression to a range of further programmes of study either in higher education or occupational qualifications in the workplace.

6.2 Delivery and assessment

The design principles for SQA awards encourage a holistic approach to assessment and this has been adopted in all four qualifications. The Unit specifications detail exactly what the Evidence Requirements and assessment procedures are for each assessment event and assessment exemplars have been provided for exemplification. Assessment exemplars can be accessed via the secure section on SQA's website. SQA Co-ordinators in centres have details of how to access these.

6.3 Re-assessment

The way that centres reassess candidates is integral to the way that they manage assessment as a whole and as such, will be subject to internal verification. In order to ensure that the assessment process is as holistic as possible and that assessors are able to effectively judge candidates' performance in the Outcome or Unit as a whole, it may not always be possible to reassess only those parts of the performance in which candidates have not satisfactorily demonstrated competence. Scenarios where candidates may require to re-do the whole assessment include:

- ◆ assessment which test knowledge and other cognitive skills and where it may not be possible to extract some of the items for re-assessment.
- ◆ where parts of several Outcomes are involved.
- ◆ where a project has been designed as an integrated assessment and where there is a requirement to complete the project as a single complex task.

Candidates may require to do only part of an assessment where their evidence has been generated over a period of time and/or a discrete part of the Unit, such as an Outcome, has been assessed originally.

6.3.1 Eligibility for re-assessment

Candidates who have not satisfactorily demonstrated their attainment of Knowledge and/or Skills and/or competence in the whole or only part of an assessment may be considered for re-assessment.

6.3.2 Developing alternative assessments

The design of the original assessments inform the re-assessment process to a large extent, as these determine the type of assessment instruments used and the purpose of the assessment. Normally, centres build up banks of assessments which can be used in whole or part for re-assessment purposes.

Assessment writers should refer to the Unit specification when developing an alternative assessment and ensure that it is of equal demand to the original assessment and that it covers all necessary criteria, for example Core Skill achievement. Where candidates have not provided satisfactory evidence for Knowledge and/or Skills items which have been sampled, they would normally be re-assessed on a different sample.

6.3.3 Re-assessment of Graded Units

Re-assessment of a project-based Graded Unit should be based on an alternative assessment task. Centres are encouraged to set the parameters at the start of the project class giving details of the submission dates for first draft and final material. The overall grade is derived from the total number of marks across all the sections. Additional guidance is available from the Conditions of Assessment section of the Graded Unit specification and the Assessment Exemplar.

6.4 Assessment integration opportunities

The Support Notes section of most Unit specification provides information on integrating assessment and/or the sequence of delivery within the SQA Advanced Certificate or SQA Advanced Diploma. The table below indicates a few examples of how assessment could be integrated across Units.

Unit title	Integration opportunity
Alcoholic Beverages (HT2G 47) Outcome 3	Food and Beverage Service (HP4E 47)
Hospitality Supervision (HP4P 47) Outcomes 2 and 3	Practical Units, eg Food and Beverage Service, (HP4E 47) Production Cookery: Hot/Cold Kitchen, (HT2F 47/HT2D 47) Production Cookery: Sweets and Desserts, (HT2K 47)
Food Classification and Purchase (HT2J 47) Outcomes 2 and 3	Production Cookery: all Units, and Hospitality Financial and Control Systems (HP4J 47)
Licensed Premises Operations (HT32 47) Outcomes 3 and 4	Food and Beverage Service – Outcome 3 (HP4E 47) Hospitality Financial and Control Systems — Outcome 4 (HP4J 47)

6.5 Open learning

The SQA Advanced Certificate/Diploma awards in Hospitality and Professional Cookery include a sufficient number of Units that could be suitable for open learning although some attendance at a centre is recommended, unless the candidate is able to provide video evidence of oral and group activity or has access to interactive media. However, there are some Unit that due to their practical nature could be difficult to undertake on an open learning basis.

Flexible part time study with the use of open learning for some Units would be a practical option, especially where a candidate is in employment.

6.6 Credit transfer arrangements

Credit transfer is a decision for centres and can be given where there is broad equivalence between the subject-related content of the Units, ie the Knowledge and/or Skills are covered in the Unit for which credit is being awarded. Centres should give some consideration to currency of achievement when awarding credit transfer.

7 General information for centres

Equality and inclusion

This unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

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 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).

7.1 Prior verification of Unit assessments

SQA will produce Assessment Exemplars for high uptake Units including Graded Units and these can normally be used as instruments of assessment provided that centres ensure the integrity of the assessment in the first and subsequent years of use and between centres. These can be downloaded from our secure website and we anticipate that centres will make full use of them. However, if centres wish to amend these exemplars or create their own assessment instruments they may wish to have these instruments prior verified before use. While it is not mandatory that prior verification takes place, we strongly recommend that centres take advantage of this service with any new instruments of assessment that are devised, particularly Graded Units.

8 General information for candidates

SQA Advanced Certificate/Diploma in Hospitality and Professional Cookery

The awards are designed to enable you to obtain the key competences required for entry into operational, supervisory and management positions in a wide range of hospitality establishments. At the same time you will be able to develop specialist skills in particular vocational areas, such as patisserie, front office, licensed house operations, accommodation management or professional cookery.

The hospitality industry is an important and growing industry in Scotland, the UK, and worldwide, and career opportunities are wide and varied. The SQA Advanced Certificate/Diplomas have a heavy emphasis on customer service and a focus on the development of personal and interpersonal skills. The assessments in the awards are varied with much project work, investigative activity and practical activity involved.

The SQA Advanced Certificate in Hospitality course will allow you to:

- ◆ gain leadership skills and a customer focused attitude through an understanding of the role of a team leader/supervisor.
- ◆ gain an understanding of the structure and organisation of the industry and the influence it has on the economy.
- ◆ develop knowledge and skills in main operational areas, such as, food and beverage service styles and techniques, food hygiene and control systems.
- ◆ progress to further studies or prepare for employment in the hospitality industry.

and if you do the SQA Advanced Diploma in Hospitality Management you will:

- ◆ develop a wider range and depth of knowledge and skills in areas such as accommodation management, accounting, human resource management and management of hospitality organisations.
- ◆ gain the opportunity to plan and manage a food and beverage operation.
- ◆ progress to further studies within higher education or prepare for employment in supervisory/management level posts.

The SQA Advanced Certificate in Professional Cookery course will allow you to:

- ◆ gain the skills and knowledge required to source quality commodities and resources.
- ◆ develop knowledge and skills in specialist culinary areas, food hygiene and control systems.
- ◆ progress to further studies or prepare for employment in the hospitality industry.

SQA Advanced Certificate and Diploma

and if you do the SQA Advanced Diploma in Professional Cookery you will:

- ◆ further develop specialist culinary skills.
- ◆ develop a wider range and depth of knowledge and skills in areas such as accounting, human resource management, menu compilation and design and kitchen planning and design.
- ◆ gain the opportunity to plan and manage a food and beverage operation.
- ◆ progress to further studies within higher education or prepare for employment in supervisory/management level posts.

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 SQA Credit is equivalent to 8 SCQF credit points. This applies to all SQA Advanced Units, irrespective of their level.

SCQF levels: The SCQF covers 12 levels of learning. SQA Advanced Units will normally be at levels 6–9. Graded Units will be at level 7 and 8.

Subject Unit: Subject Units contain vocational/subject content and are designed to test a specific set of knowledge and skills.

Graded Unit: Graded Units assess candidates' ability to integrate what they have learned while working towards the Units of the Group Award. Their purpose is to add value to the Group Award, making it more than the sum of its parts, and to encourage candidates to retain and adapt their skills and knowledge.

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 SQA Advanced Certificate/Diploma 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.

Qualification Support Team: The QST works in conjunction with a Qualification Manager to monitor, evaluate and address issues arising from the delivery, assessment and verification of the qualifications. The group is made up of key stakeholders representing the interests of centres, employers, universities and other relevant organisations.