Group Award Specification for:

Professional Development Award (PDA) in Hospitality at SCQF level 7

Group Award Code: GL61 47

Validation date: June 2016

Date of original publication: June 2016

Version: 01

Contents

1   Introduction

The purpose of this document is to:

♦   assist centres to implement, deliver and manage the qualification
♦   provide a guide for new staff involved in offering the qualification
♦   inform course managers teaching staff, assessors, learners, employers and HEIs of the aims and purpose of the qualification
♦   provide details of the range of learners the qualification is suitable for and progression opportunities

Rationale

The PDA in Hospitality at SCQF level 7 is designed to support continuing professional development for individuals working in hospitality and to help address the well documented and ongoing management skills gap in the sector.

The PDA in Hospitality at SCQF level 7 is suitable for learners who:

♦   have relevant experience in the industry but no formal qualifications.
♦   wish to develop knowledge and skills in new areas to enhance career progression.
♦   part complete a relevant HNC/D and want recognition for the Units they have successfully completed.

Many supervisors and managers in the sector have been promoted to senior positions on the basis of their experience but without qualifications. This PDA will allow them to gain practical and specialist skills at a high level along with certification for the level of work that they are performing. Appendix 1 illustrates the full SQA portfolio of hospitality qualifications and how this PDA sits within it. As the PDA comprises Units from the HNC/HND Hospitality Management learners could progress directly to those qualifications.

2   Qualification structure

Learners require 6 SQA credits (48 SCQF points) in total to achieve the PDA in Hospitality: 2 mandatory SQA credits and a further 4 SQA credits from the options.

2.1   Structure

Learners must achieve 6 SQA credits in total; 2 SQA credits from the mandatory section and 4 SQA credits from the options section

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
Mandatory — 2 SQA credits required					
H198	34	Hospitality Supervision	7	16	2
Optional — 4 SQA credits required					
DL3G	34	Food and Beverage Service	7	16	2
H942	34	Conferences: An Introduction	7	8	1
DL3E	34	Alcoholic Beverages	7	8	1
H1L7	34	Hospitality Industry	7	8	1
F4TL	34	Food Hygiene Intermediate	7	8	1
DL3T	34	Hospitality: Financial and Control Systems	7	8	1
DL3K	34	Food Production Processes	7	16	2

3   Aims of the qualification

The principal aim of this PDA is to provide a qualification that supports the upskilling and continuing development of supervisors and managers in the hospitality sector.

3.1   General aims of the qualification

1   Provide recognition of existing skills for experienced staff.
2   Develop problem solving skills.
3   Develop planning and analysis skills.
4   Develop the ability to be flexible and to work co-operatively within a team structure.
5   Enhance career progression.
6   Enable progression to other qualifications within the SCQF.

3.2   Specific aims of the qualification

7   Develop leadership skills and a customer focused attitude through an understanding of the role of a supervisor/manager.
8   Depending on the optional Units chosen:
   — develop awareness of the structure of the hospitality industry and its influence on the economy.
   — develop knowledge and understanding of hospitality operational areas, such as food and beverage service styles and techniques, food hygiene and control systems.
   — application and integration of knowledge and skills across hospitality operational areas, such as food and beverage service, food production, food hygiene and control systems.

4   Recommended entry to the qualification

Entry to this qualification is at the discretion of the centre. The following information on prior knowledge, skills, experience or qualifications that provide suitable preparation for this qualification has been provided by the Qualification Design Team as guidance only.

Learners would benefit from having attained the skills, knowledge and understanding required by one or more of the following:

♦ current or prior experience working in the hospitality industry at team leader/supervisor level
♦ relevant SVQ at SCQF level 5 or above, eg SVQ 2 Hospitality Services
♦ National Certificate in Hospitality at SCQF 5
♦ Different combinations of relevant national or vocational qualifications and equivalent qualifications from other awarding bodies

4.1   Core Skills entry profile

The Core Skill entry profile provides a summary of the associated assessment activities that exemplify why a particular level has been recommended for this qualification. The information should be used to identify if additional learning support needs to be put in place for learners whose Core Skills profile is below the recommended entry level or whether learners should be encouraged to do an alternative level or learning programme.

Core Skill	Recommended SCQF entry profile	Associated assessment activities
Communication	4	Learners are required to plan for, prepare, deliver and evaluate face-to-face briefings and/or presentations for various practical activities across the Units. In addition, learners will need to be able to read and understand legislation relating the to the hospitality industry.
Numeracy	4	Learners will need to be able to produce staff rotas and task allocation sheets. They will also need to be able to carry out a variety of calculations in the context of financial and control systems.
Information and Communication Technology (ICT)	4	It is expected that learners will use a range of on-line sources to investigate specific aspects of the hospitality industry such as employment and equalities legislation, current trends, etc. Learners may also use ICT when they prepare for and take part in the practical activities included in the Units .

Core Skill	Recommended SCQF entry profile	Associated assessment activities
Problem Solving	4	Learners will plan, carry out and evaluate various practical activities. For the training and supervisory activities in the *Hospitality Supervision* Unit learners will need to identify resources, incorporate contingency plans, carry out the tasks, seek feedback, conduct evaluations and make recommendations for improvements.
Working with Others	4	The training session in Hospitality Supervision involves the learner delivering one-to-one training to another learner. The supervision activity requires the learner to supervise a team of three other learners to deliver hospitality service (eg preparing a room for dining). These activities require learners to be able to work cooperatively with others when providing instructions, allocating tasks and giving and receiving feedback. Learners will also review their own and the teams' performance – identifying strengths and areas for improvement.

5 Additional benefits of the qualification in meeting employer needs

This qualification was designed to meet a specific purpose and what follows are details on how that purpose has been met through mapping of the Units to the aims of the qualification. Through meeting the aims, additional value has been achieved by linking the Unit standards with those defined in National Occupational Standards and/or trade/professional body requirements. In addition, significant opportunities exist for learners to develop the more generic skills, known as Core Skills through doing this qualification.

5.1 Mapping of qualification aims to Units

Code	Unit title	1	2	3	4	5	6	7	8
					Aims				
H198 34	Hospitality Supervision	X	X	X	X	X	X	X	X
DL3G 34	Food and Beverage Service	X	X	X	X	X	X		X
H942 34	Conferences: An Introduction	X	X	X	X	X	X		X
DL3E 34	Alcoholic Beverages	X	X	X		X	X		X
H1L7 34	Hospitality Industry	X	X	X		X	X		X
F4TL 34	Food Hygiene Intermediate	X	X	X		X	X		X
DL3T 34	Hospitality: Financial and Control Systems	X	X	X		X	X		X
DL3K 34	Food Production Processes	X	X	X		X	X		X

5.2 Mapping of National Occupational Standards (NOS) and/or trade body standards

National Occupational Standards (NOS) describe the performance required of an individual for an occupation in the workplace, eg housekeeping supervisor, banqueting team leader, etc. They are developed for employers by employers through the relevant Sector Skills Council, in this instance People 1st. NOS have different uses, and for example, employers can use them to develop job specifications or in house training programmes. One of the main applications of NOS is to inform the development and content of qualifications. The table below highlights how the Units in the Professional Development Award in Hospitality relates to relevant NOS.

Code	Unit title	National Occupational Standard									
H198 34	Hospitality Supervision	HSL1	HSL2	HSL5	HSL7	HSL10	HSL21	HSL22	HSL24	HSL29	2GEN5
DL3G 34	Food and Beverage Service	1GEN1	2GEN4	2GEN4	2FS1	2FS2	2FS5				
H942 34	Conferences: An Introduction	HSL8									
DL3E 34	Alcoholic Beverages	2BS2	2BS4								
H1L7 34	Hospitality Industry	HSL6									
F4TL 34	Food Hygiene Intermediate	1GEN1	2GEN4	HSL30							
DL3T 34	Hospitality: Financial and Control Systems	HSL3	HSL9								
DL3K 34	Food Production Processes	1GEN4	2GEN3	2PR1	2PR2	2PR4	2PR5	2PR6	2PR8	2PR9	2PR14	HSL7

5.3 Mapping of Core Skills development opportunities across the qualifications

The table below highlights where there are opportunities to develop Core Skills/Core Skills components across the Units in the PDA in Hospitality.

Unit code	Unit title	Communication			Numeracy		ICT		Problem Solving			Working with Others	
		Written (Reading)	Written (Writing)	Oral Communication	Using Number	Using Graphical Information	Accessing Information	Providing/Creating Information	Critical Thinking	Planning and Organising	Reviewing and Evaluating	Working Co-operatively with Others	Reviewing Co-operative Contribution
H198 34	Hospitality Supervision	S4	S4	S5	S4	S4	S4	S4	S5	S5	S5	S4	S4
DL3G 34	Food and Beverage Service	S6	S5	S5			S5	S4	S5	S5	S5	S5	S5
H942 34	Conferences: An Introduction	X							X			X	
DL3E 34	Alcoholic Beverages	X	X				X						
H1L7 34	Hospitality Industry	S6	S6				S5	S4					
F4TL 34	Food Hygiene Intermediate	X			X	X	X		X				
DL3T 34	Hospitality: Financial and Control Systems				X	X	X		X				
DL3K 34	Food Production Processes			X	X				X			X	

S = Signposted

4/5/6 = SCQF level

X = opportunities to develop

5.4 Assessment Strategy for the qualifications

The table below provides a summary of the assessment methods used within the PDA.

Unit	Assessment
Hospitality Supervision	Outcome 1, evidence of knowledge of what is involved in the supervisor's role. Assessment of Outcomes 2 and 3 is based on practical exercises covering the planning, delivery and evaluation of a training activity and a supervision activity.
Food and Beverage Service	Outcome 1, evidence of investigation of food and beverage service operations in the hospitality industry. Assessment of Outcomes 2, 3 and 4 is based on practical exercises covering the planning, delivery and evaluation of a food service.
Conferences: An Introduction	Outcomes 1 and 2, evidence demonstrating knowledge and understanding of the size and structure of the conference industry in the UK; as well as the key decision for buyers when initially planning a large scale conference and the role and key duties of conference organisers pre, during and post conference.
Alcoholic Beverages	Outcomes 1, 2, 3 and 4, Production of fact sheets, completion of multiple choice questions and a case study will be used to test knowledge and understanding of the differing styles, characteristics, production methods and standard of service of a range of alcoholic beverages.
Hospitality Industry	Outcomes 1, an investigation into the main features of the hospitality industry, including its importance to the economy, current trends, etc. Assessment of Outcomes 2 is based on testing knowledge of the characteristics of service sector marketing. For Outcome 3, evidence of knowledge of the processes used by the hospitality industry to manage and control marketing activity and forecast customer demand.
Food Hygiene Intermediate	Closed-book short answer questions are used to assess all Outcomes. Outcome 1 covers the role of bacteria and non-bacterial agents. Outcome 2 covers prevention of food poisoning and food borne illness. Outcome 3 covers the principles of HACCP and current legislation. Outcome 4 covers design, construction and maintenance of food premises. Outcome 5 covers preservation and safe storage of food. The Outcomes can be assessed individually with each assessment taking approximately 30 minutes or combined in a single assessment of approximately 2.5 hours.
Hospitality: Financial and Control Systems	Outcome 1, folio of evidence for recipe costing. Outcome 2, calculations and cost and profit statements for a food and beverage operation. Outcome 3, practical exercise covering operation of stock control system. Outcome 4, exercise (45 minutes) covering cost analysis and calculation of break-even point.
Food Production Processes	Outcomes 1, 2, 3 and 4, practical activities covering preparing, presenting and controlling food production processes. The practical activities will be supplemented with a log book/portfolio demonstrating knowledge and understanding of food production processes, including menu, planning, control procedures, preparation techniques, storage requirements, legislation, etc.

6 Guidance on approaches to delivery and assessment

There is no prescribed order in which the Units must be delivered and centres may develop their delivery plans to meet the need of learners. Approaches should be adapted to reflect the needs of learners and take account of their previous or current experience in the sector. Examples of the order in which Units could be delivered are given in Section 6.1.

Hospitality Supervision

In Outcome 1, learners will investigate the theory relating to the scope of the supervisor's role and the different qualities a supervisor needs to be able to manage a team effectively. The importance of the supervisor's role in leading by example to promote and deliver effective customer service should be included as this is integral to the role. This Outcome could be assessed using questions based on case studies.

For Outcomes 2 and 3, learners could be provided with role play opportunities where they will assume the role of a supervisor to:

♦ Deliver a training session to a trainee — the activity itself should cover a 'basic' task, eg serving a drink, folding a napkin, making a garnish, entering a reservation, preparing a room, etc. However, the emphasis should be on how the learner, as a supervisor, would train a new member of staff to the required standard taking into consideration the training needs of the individual and the use of appropriate skills (eg communication, organisational, interpersonal, etc) to encourage and support their trainee to achieve the task. The activity should last no longer than 10 minutes.

♦ Supervise a team with a minimum of three members to undertake an activity in a hospitality setting (eg kitchen, restaurant, front office, etc). The emphasis should be on how the learner maintains effective team working relationships and demonstrates appropriate skills (eg leadership, motivational, communication, organisational and interpersonal skills, etc).

It is recommended that where possible learners are allowed a practice opportunity before assessment of the practical activities. The practical elements in this Unit could be integrated with other practical Units that will be undertaken in the PDA.

Outcomes 2 and 3 should be assessed using practical activities that require learners to plan, deliver and evaluate both a training activity and a supervisory activity.

Food and Beverage Service

Case studies and tutorials could be used to enhance lectures thus enabling learners to investigate different scenarios from a variety of hospitality operations.

It is recommended that guest lecturers by industry professionals and structured visits to food and beverage operators are arranged to help learners to gain an understanding of the sector if they have no prior experience.

Extended response questions, production of a report or production and delivery of a presentation reflecting learners' investigations into food and beverage operations could be used to assess Outcome 1.

For Outcomes 2 and 3, learners should be assessed carrying-out the practical activity of preparing for and delivering a food and beverage service to the required standard.

Learners should be given a clearly defined brief for the practical activity. Assessors could develop a checklist that covers the knowledge/skills to be demonstrated by the learner and the standard they are expected to achieve. Checklists should allow space for the assessor to reference evidence against the Outcomes and/or standard. A set of questions and range of appropriate responses could be developed to assess any knowledge not apparent from the observation of the practical activity.

Although learners should be individually assessed, the practical activity could be completed in small teams of two or three. The practical activity can be carried out on more than one occasion to allow all Evidence Requirements to be met.

For Outcome 4, learners could produce a report on their evaluation of the practical activity carried out for Outcomes 2 and 3. Alternatively assessors could conduct brief interviews with learners. A set of questions and range of appropriate responses could be developed to ensure that all Evidence Requirements are discussed during the interviews.

Conferences: An Introduction

This Unit is intended to introduce learners to the events and conferences industry. It can be delivered by a series of lectures and tutorial discussions and presentations. The use of current conferences to identify buyers and services should be provided both locally and nationally. Exposure to actual conferences will enhance the learner experience both in work experience and in areas of citizenship — education, health, poverty, equality for example.

Learners should be encouraged to work together to develop team skills where practical assessment is used. Learners could also volunteer to help at a conference in college, at work or locally.

Guest speakers such as a conference buyer or supplier should, if possible, be invited to present to the learner group. Local venues may be able to provide a speaker who would be able to provide details of the venue and provide a tour of facilities. Visits such as this provide opportunities for learners to ask relevant questions and visualise the conference.

Attendance at a professionally organised conference such as Confex, HIT Emerging Talent, or a NUS Student Conference would greatly benefit the learners and provide an insight to the detail of running such an event. Using YouTube clips from professionally organised conferences such as the European Tourism Association (ETOA) will allow learners to experience conference delivery without attending.

Outcome 1 could be assessed using extended response and/or multiple choices questions covering all the Evidence Requirements for this Outcome. Online or paper based questions could be used.

Outcome 2 could be assessed through a case study or a practical activity and portfolio submission with support checklists.

For example learners could adopt the role of a PCO and be asked to create a website or folio to promote a large scale conference for a case study organisation. Learners could select and present information about the venue and location, draft a full conference schedule (with social events), write interesting profiles of their chosen keynote speakers, feature the logo and background of the event sponsor and provide details of on line registration procedures and costs. Potentially the website could have further links to a survey monkey, blogs and other on line forums/social media pages. Alternatively a survey card could be included within the folio. Evidence for on the day and post event duties and responsibilities of a PCO could be produced by asking learners to create their own mock checklists to detail what would be their pre, during and post event checks and controls.

Alcoholic Beverages

It is recommended that the delivery of Outcomes 1, 2 and 3 be integrated. Each product should be examined systematically; ie country of origin, production methods, characteristics, service brands and cost. Outcomes 1 and 2 could be assessed by the completion of fact sheets and multiple choice question papers. Outcome 3 could be assessed in a practical session with the lecturer completing an observation checklist to record performance.

Outcome 4 covers the principal considerations of advising and recommending alcoholic beverages to customers and therefore, enables learners to apply their knowledge of matching specific foods to a range of beverages. A case study could be used to assess the learner's ability to apply the knowledge from this Outcome.

Delivery of this Unit could be integrated with delivery of the Unit DL3G 34 *Food and Beverage Service*; this would give the learner the opportunity to serve and recommend alcoholic beverages in a realistic environment.

Hospitality Industry

Delivery of this Unit is designed to provide learners with an understanding of the hospitality industry. It also introduces learners to the principles of marketing and its application within the context of the hospitality industry. Although many concepts will be covered in this Unit not all need to be covered in depth, the focus should be on how they relate to and fit into marketing theory.

It will be necessary to touch on SWOT analysis and product range/portfolio analysis.

The link between marketing and the economic health of the hospitality industry should be highlighted throughout the Unit.

Assessment of Outcome 1 could take the form an investigative report.

It is recommended that short answer questions are used to assess part of Outcome 2. The remainder of Outcome 2 and Outcome 3 could be integrated into the investigative report started in Outcome 1.

Food Hygiene Intermediate

Tutors responsible for the delivery of this Unit should be suitably qualified, preferably with a Diploma in Advanced Food Hygiene and with knowledge of HACCP. The current REHIS approved text book, Intermediate Food Hygiene by Richard A. Sprenger would be a useful reference book. Guest speakers may be considered, eg an Environmental Health Officer for input into relevant aspects of legislation.

Hospitality: Financial and Control Systems

It is recommended that each Outcome is assessed separately; however there are opportunities for integration of assessments.

Outcome 1 covers the standard costing of recipes. When introducing the addition of VAT to selling prices, the opportunity should be taken to include an overview of the operation of the VAT system and calculation of the VAT component of transactions. Outcome 2 covers the operation of a food and beverage costing and control system. It includes calculations on the elements of cost, gross and net profit and the preparation of cost and profit statements. The differentiation between 'margin' and 'mark-up' should be clearly explained.

Outcomes 1 and 3 provide an opportunity to incorporate the operation of spreadsheets within a control environment.

Food Production Processes

Learners should generate evidence for each Outcome and compile it in a log book/portfolio. In addition tutors/lecturers should use an observational checklist to record performance evidence.

It is suggested that learners undergo continuous assessment of Outcomes 1 and 2 and that they are gradually allowed to supervise sections of production.

6.1 Sequencing/integration of Units

As the Professional Development Award in Hospitality is designed to support continuing professional development and/or develop knowledge and skills in new areas to enhance career progression for individuals in the hospitality industry it could be delivered on a part time basis, as infill or as day release training. The following is a suggestion of how the PDA could be delivered:

♦ Delivered over 36 weeks — 8 hours per week
♦ 6 hour practical classes and 2 hour theory classes
♦ Hospitality Supervision delivered concurrently with either Food and Beverage Service or Food Production Processes
♦ 2 single credit Units delivered at appropriate time (eg if Food Hygiene selected this should be delivered in the first 18 weeks of the programme)

6.2 Recognition of Prior Learning

SQA recognises that learners gain knowledge and skills acquired through formal, non-formal and informal learning contexts.

In some instances, a full Group Award may be achieved through the recognition of prior learning. However, it is unlikely that a learner would have the appropriate prior learning and experience to meet all the requirements of a full Group Award.

The recognition of prior learning may **not** be used as a method of assessing in the following types of Units and assessments:

♦ HN Graded Units
♦ Course and/or external assessments
♦ Other integrative assessment Units (which may or not be graded)
♦ Certain types of assessment instruments where the standard may be compromised by not using the same assessment method outlined in the Unit
♦ Where there is an existing requirement for a licence to practice
♦ Where there are specific health and safety requirements
♦ Where there are regulatory, professional or other statutory requirements
♦ Where otherwise specified in an Assessment Strategy

More information and guidance on the *Recognition of Prior Learning* (RPL) may be found on our website **www.sqa.org.uk**.

The following sub-sections outline how existing SQA Unit(s) may contribute to this Group Award. Additionally, they also outline how this Group Award may be recognised for professional and articulation purposes.

6.2.1 Articulation and/or progression

The Units that make up this PDA also contribute to the HNC in Hospitality and the HND in Hospitality Management.

6.3 Opportunities for e-assessment

It is anticipated that evidence of assessment will come from a mix of directly observed performance in practical activities within a hospitality environment and assessment of underpinning knowledge. Therefore, there is scope to use online portfolio building tools as a means for learners to gather evidence for some assessments, such as their planning for and evaluation of the practical activities they will be involved in. In addition, testing of some areas of underpinning knowledge would lend themselves to online testing, for example knowledge of the role of a supervisor and the structure of the hospitality industry.

The most up-to-date guidance on the use of e-assessment to support SQA's qualifications is available at www.sqa.org.uk/e-assessment.

6.4 Support materials

A **list of existing ASPs** is available to view on SQA's website.

6.5 Resource requirements

Centres will need to be able to create a realistic working environment (eg kitchen, front office, restaurant, bar, housekeeping, leisure suite) for learners to carry out the practical activities involved in some of the Units in the PDA, such as the training and supervisory activities in the Unit Hospitality Supervision. Leaners completing the Unit Food Production processes will need access to a wide range of commodities that reflect current commercial available menus and items.

Tutors responsible for the *Food Hygiene* Unit should be suitably qualified, preferably with a Diploma in Advanced Food Hygiene and with knowledge of HACCP.

7   General information for centres

Equality and inclusion

The Unit specifications making up this Group Award have been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners will 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 this/these qualification(s) 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/GuideToAssessment)**.

8   Glossary of terms

Signposted Core Skills: refers to opportunities to develop Core Skills which arise in learning and teaching but are not automatically certificated.

Lapsing date: When a Group Award is entered into its lapsing period, the following will apply:

♦ the Group Award will be deleted from the relevant catalogue
♦ the Group Award specification will remain on SQA's website until the qualification reaches its finish date
♦ no new centres may be approved to offer the Group Award
♦ centres should only enter learners whom they expect to complete the Group Award during the defined lapsing period

Finish date: The end of a Group Award's lapsing period is known as the finish date. After the finish date, the Group Award will no longer be live and the following will apply:

♦ the Group Award will be removed from SQA's website and archived
♦ learners may not be entered for the Group Award

SQA credit value: The credit value allocated to a Unit gives an indication of the contribution the Unit makes to an SQA Group Award. An SQA credit value of 1 given to an SQA Unit represents approximately 40 hours of programmed learning, teaching and assessment.

SCQF: The Scottish Credit and Qualification Framework (SCQF) is the national common framework for describing the size and level of all relevant programmes of learning and qualifications in Scotland. SCQF terminology is used 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: SCQF credit points provide a means of describing and comparing the amount of learning that is required to complete a qualification at a given level of the framework. One National Unit credit is equivalent to 6 SCQF credit points. One National Unit credit at Advanced Higher and one Higher National Unit credit (irrespective of level) is equivalent to 8 SCQF credit points. 1 SCQF credit point is represents to 10 hours of learning.

SCQF levels: The level a qualification is assigned within the framework is an indication of how hard it is to achieve. The SCQF covers 12 levels of learning. HNCs and HNDs are available at SCQF levels 7 and 8 respectively. Higher National Units will normally be at levels 6–9. National Qualification Group Awards are available at SCQF levels 2–6 and will normally be made up of National Units which are available at SCQF levels 2–7. PDAs are available at SCQF levels 6-12

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. Centres are advised to check SQA's APS Navigator to confirm they are using the up to date qualification structure.

NOTE: Where a Unit is revised by another Unit:

♦   No new centres may be approved to offer the Unit which has been revised.
♦   Centres should only enter candidates for the Unit which has been revised where they are expected to complete the Unit before its finish date.

Version Number	Description	Date

Acknowledgement

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of this qualification.

9   General information for learners

This section will help you decide whether this is the qualification for you by explaining what the qualification is about, what you should know or be able to do before you start, what you will need to do during the qualification and opportunities for further learning and employment.

The PDA in Hospitality is suitable for:

♦   experienced team leaders and supervisors in the hospitality industry who have no formal qualifications.
♦   those who have some experience of working in the hospitality industry and want to develop knowledge and skills in new areas to help with career progression.
♦   anyone who has part completed a relevant HNC/D and wants recognition for the Units they have successfully completed.

The following knowledge, skills, experience and qualifications provide suitable preparation for this qualification and therefore would be beneficial if you have one or more of these before starting this PDA:

♦   current or prior experience working in the hospitality industry at team leader/supervisor level
♦   relevant SVQ at SCQF level 5 or above, eg SVQ 2 Hospitality Services
♦   National Certificate in Hospitality at SCQF 5
♦   Different combinations of relevant national or vocational qualifications and equivalent qualifications from other awarding bodies

To achieve the PDA in Hospitality you will need to successfully complete one mandatory Unit:

♦   *Hospitality Supervision*

and between two and four Units[1] from the following optional Units:

♦   *Food and Beverage Service*
♦   *Conferences: An Introduction*
♦   *Alcoholic Beverages*
♦   *Hospitality Industry*
♦   *Food Hygiene Intermediate*
♦   *Hospitality: Financial and Control Systems*
♦   *Food Production Processes*

Assessment of the Units in this PDA will involve you carrying out practical activities to demonstrate your competence in the required skills and techniques and collating a portfolio of evidence and/or answering questions to demonstrate your knowledge and understanding.

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[1] The optional Units are different sizes, therefore, the number of Units that you will need to complete will depend on which Units are selected.

While undertaking this PDA you will have the opportunity to develop the following Core Skills:

♦ *Communication*
♦ *Numeracy*
♦ *Information and Communication Technology (ICT)*
♦ *Problem Solving*
♦ *Working with Others*

This qualification could be undertaken as a part-time or as a day release student in a college or in the workplace or a combination of both.

Successful completion of this PDA could help you find employment as a team leader or supervisor in a hospitality business. The Units that make up this PDA also contribute to the HNC/HND in Hospitality Management.

SCQF	Pre-employment SQA National Courses and Group Awards	Pre-employment and Development Higher Education	Workforce Development Safe and Legal	Workforce Development Occupational/CPD	SCQF
8		**HND** ♦ Hospitality Management ♦ Professional Cookery ♦ Events Management		**PDA** ♦ Accommodation Management **SVQ 4** ♦ Hospitality Management Skills	8
7		**HNC** ♦ Hospitality ♦ Professional Cookery ♦ Events	**HN Food Hygiene** ♦ Food Hygiene Intermediate	**SVQ 3** ♦ Hospitality Supervision and Leadership **PDA** ♦ Events ♦ Events Operations ♦ Professional Cookery ♦ Professional Patisserie ♦ Hospitality*	7
6	**Higher** ♦ Professional Cookery **National Certificate** ♦ Professional Cookery		**Alcohol Licensing Qualifications** ♦ Scottish Certificate for Personal Licence Holders ♦ Scottish Certificate for Personal Licence Holders (Refresher) **Food Safety:** ♦ Food Hygiene for the Hospitality Industry	**SVQ 3** ♦ Professional Cookery ♦ Professional Cookery (Preparation & Cooking) ♦ Professional Cookery (Patisserie & Confectionery)	6
5	**National 5** ♦ Creative Cake Production ♦ Hospitality: General Operations ♦ Hospitality: Practical Cookery ♦ Hospitality: Professional Cookery ♦ Hospitality Skills for Work **National Certificate** ♦ Hospitality ♦ Professional Cookery ♦ Events Co-ordination ♦ Bakery **Award** ♦ Customer Service: Principles and Practice		**Alcohol Licensing Qualifications** ♦ Scottish Certificate for Safe Sale and Service of Alcohol **Food Safety** ♦ Food Hygiene for the Hospitality Industry	**SVQ 2** ♦ Professional Cookery ♦ Professional Cookery (Preparation & Cooking) ♦ Food and Beverage Service ♦ Food Service ♦ Beverage Service ♦ Front of House Reception ♦ Housekeeping ♦ Food Production and Cooking ♦ Hospitality Services ♦ Kitchen Services	5
4	**National 4** ♦ Hospitality Practical Cookery ♦ Hospitality Skills for Work **National Certificate** ♦ Hospitality **National Progression Award** ♦ Bakery ♦ Professional Cookery		**Food Safety** ♦ Food Hygiene for the Hospitality Industry	**SVQ 1** ♦ Accommodation Services ♦ Food Prep and Cooking ♦ Food and Beverage Service ♦ Hospitality Services **Award:** Culinary Ability: Food Preparation*	4
3	**National 3** ♦ Hospitality Practical Cookery **National Progression Award** ♦ Professional Cookery		**Food Safety** ♦ Food Hygiene for the Hospitality Industry		3

*Subject to validation June 2016