



## Higher National Project-based Graded Unit Specification

### General Information

This graded unit has been validated as part of the HNC Professional Cookery at SCQF level 7. Centres are required to develop a project-based assessment in accordance with this validated specification.

**Graded unit title:** Professional Cookery: Graded Unit 1 (SCQF level 7)

**Graded unit code:** J3HF 34

**Type of Project:** Practical assignment

**Publication date:** October 2020

**Source:** Scottish Qualifications Authority

**Version:** 02

### Graded unit purpose

This graded unit is designed to provide evidence that the learner has achieved the following principal aims of the HNC Professional Cookery at SCQF level 7:

- ◆ Developing planning and analysis skills
- ◆ Developing problem solving skills
- ◆ Developing the ability to be flexible and to work co-operatively with others
- ◆ Developing study and research skills
- ◆ Developing critical and evaluative thinking
- ◆ Gain the skills and knowledge required to source quality commodities and resources
- ◆ Apply and integrate knowledge and skills across culinary operational areas
- ◆ Develop associated knowledge and skills such as specialist culinary skills and food hygiene and control systems

### Credit points and level

1 Higher National Unit credit at SCQF level 7: (8 SCQF credit points at SCQF level 7)

## Higher National Project-based Graded Unit Specification: General Information (cont)

**Graded unit title:** Professional Cookery: Graded Unit 1 (SCQF level 7)

### Recommended entry to the graded unit

It is recommended that the learner should have completed or be in the process of completing the following units relating to the above principal aims prior to undertaking this graded unit:

- ◆ *Hospitality Financial Control Systems*
- ◆ *Food Hygiene Intermediate*

Plus, either:

- ◆ *Professional Cookery: Practical*
- ◆ *Professional Cookery : Knowledge*

**Or**

- ◆ *Professional Cookery: Practical Pastry*
- ◆ *Professional cookery: Pastry Knowledge*

### Core Skills

Achievement of this Unit gives automatic certification of the following:

Complete Core Skill                      Problem Solving at SCQF level 6

There are also opportunities to develop aspects of Core Skills which are highlighted in the support notes of this unit specification.

### Assessment support pack

The assessment support pack for this unit provides assessment and marking guidelines that exemplify the national standard for achievement. It is a valid, reliable and practicable instrument of assessment. Centres wishing to develop their own assessments should refer to the assessment support pack to ensure a comparable standard. Assessment support packs are available on SQA's secure website.

### Equality and inclusion

This graded unit 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 SQA's website:  
**[www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements)**

# Higher National Project-based Graded Unit Specification: Designing the project and assessing learners

**Graded unit title:** Professional Cookery: Graded Unit 1 (SCQF level 7)

## Assessment

This graded unit will be assessed by the use of a project-based *practical assignment* developed by centres. The project should provide the learner with the opportunity to produce evidence that demonstrates she/he has met the aims of this graded unit.

The project undertaken by the learner must be a complex task which involves:

- ◆ variables which are complex or unfamiliar
- ◆ relationships which need to be clarified
- ◆ a context which may be unfamiliar to the learner

The project must require the learner to:

- ◆ analyse the task and decide on a course of action for undertaking the project
- ◆ plan and organise work and carry it through to completion
- ◆ reflect on what has been done and draw conclusions for the future
- ◆ produce evidence of meeting the aims which this Graded unit has been designed to cover
- ◆ plan for the delivery of the practical assignment to meet client expectations, within operational constraints and in line with professional standards
- ◆ carry out a comprehensive evaluation

## Conditions of assessment

The learner should be given a date for completion of the project. However, the instructions for the project should be distributed to allow the learner sufficient time to assimilate the details and carry out the project.

## Reasonable assistance

Reasonable assistance is the term used by SQA to describe the difference between providing learners with some direction to generate the evidence for assessment and providing too much support which would compromise the integrity of the assessment. Reasonable assistance is part of all learning and teaching processes. In relation to the project, assessors may provide advice, clarification and guidance during the time between the distribution of the project instructions and the completion date, ie at each stage of the project.

## Remediation

Remediation allows an assessor to clarify learner responses, either by requiring a written amendment or by oral questioning, where there is a minor shortfall or omission in evidence requirements. In either case, such instances must be formally noted by the assessor, either in writing or recording and be made available to the internal and external verifier.

Learners must be given the opportunity for remediation at each stage of the project.

## Higher National Project-based Graded Unit Specification: Designing the project and assessing learners (cont)

**Graded unit title:** Professional Cookery: Graded Unit 1 (SCQF level 7)

### Evidence requirements for this graded unit

The project undertaken by learners will consist of three stages: planning; developing; and evaluating. The following table specifies the minimum evidence required to pass each stage.

| Project stage      | Minimum evidence requirements  | % mark allocation |
|--------------------|--|-------------------|
| Stage 1 — Planning | <p>A portfolio of evidence that includes:</p> <ul style="list-style-type: none"> <li>◆ The learner’s interpretation of the brief</li> <li>◆ Sources of information and research undertaken</li> <li>◆ Menu or range of pastry products to be produced to meet the project brief</li> <li>◆ Identification of the materials and resources to be used and how these will be accessed. This should include:               <ul style="list-style-type: none"> <li>— recipes, methods and service details for each menu item or pastry product</li> <li>— accurate dish costing for each menu item or pastry product</li> <li>— equipment required</li> <li>— food order</li> </ul> </li> <li>◆ Plan of work showing all timings</li> <li>◆ Detailed HACCP (Hazard Analysis and Critical Control Point) plan</li> <li>◆ The organising and scheduling of tasks and reasons for decisions made</li> <li>◆ Justification of the approach taken</li> </ul> | 20%               |
|                    | <p><i>The learner <b>must</b> achieve all of the minimum evidence specified above in order to pass the Planning stage.</i></p>   |                   |

## Higher National Project-based Graded Unit Specification: Designing the project and assessing learners (cont)

**Graded unit title:** Professional Cookery: Graded Unit 1 (SCQF level 7)

| Project stage           | Minimum evidence requirements  | % mark allocation |
|-------------------------|--|-------------------|
| Stage 2 —<br>Developing | Carrying out the practical assignment, the learner should: <ul style="list-style-type: none"> <li>◆ Produce the planned menu or range of pastry products without team assistance</li> <li>◆ Produce the planned menu or range of pastry products within the specified time</li> <li>◆ Produce the planned menu or range of pastry products demonstrating an appropriate range and standard of culinary skill</li> </ul>                            | 60%               |
|                         | <i>The learner <b>must</b> achieve all of the minimum evidence specified above in order to pass the Developing stage.</i>  |                   |
| Project stage           | Minimum evidence requirements  | % mark allocation |
| Stage 3 —<br>Evaluating | A portfolio of evidence which concludes with an evaluation that includes: <ul style="list-style-type: none"> <li>◆ An overview of the approach taken during the planning and developing stages</li> <li>◆ A review of the project describing any modifications made</li> <li>◆ An analysis of performance, suggesting any enhancements</li> <li>◆ Identification of knowledge and skills gained or developed in undertaking the project</li> </ul> | 20%               |
|                         | <i>The learner <b>must</b> achieve all of the minimum evidence specified above in order to pass the Evaluating stage.</i>  |                   |

## Higher National Project-based Graded Unit Specification: Designing the project and assessing learners

**Graded unit title:** Professional Cookery: Graded Unit 1 (SCQF level 7)

### Assessing and grading learners

The overall project will be marked out of **100**. Only whole marks should be used.

The percentage of marks allocated to each stage of the project is outlined in the **evidence requirements**.

It is a requirement that learners must meet the minimum *evidence requirements* for the *planning stage before progressing to the developing stage before progressing to the evaluating stage*. Learners may produce evidence over and above that specified in the minimum *evidence requirements* and deserve more than half the available marks for that stage. Assessors should use the grade related criteria outlined below to judge learner performance.

Learners are required to work independently to meet the *evidence requirements* of the graded unit. At the same time, learners need appropriate support. At the end of *each* stage there should be opportunities for remediation and re-assessment of learners for that particular stage. This includes the final *evaluation stage*.

## Higher National Project-based Graded Unit Specification: Designing the project and assessing learners (cont)

**Graded unit title:** Professional Cookery: Graded Unit 1 (SCQF level 7)

| Grade related criteria   |   |
|--|---|
| Grade A  | Grade C   |
| <p>Is a seamless, coherent piece of work which:</p> <ul style="list-style-type: none"> <li>◆ has sufficient evidence for the three essential phases of the project, is produced to a high standard, and is comprehensive, integrated and logical</li> <li>◆ demonstrates an accurate and insightful interpretation of the project brief</li> <li>◆ demonstrates a highly focused, planned and systematic approach to the project brief</li> <li>◆ provides extensive evidence of research and linking facts/findings in a coherent manner and meets the requirements of the project brief</li> <li>◆ is clear and well-structured throughout and language used is of a high standard in terms of level, accuracy and technical content as it relates to the professional cookery</li> <li>◆ effectively consolidates and integrates required knowledge and skills</li> <li>◆ demonstrates a high degree of flair or originality in the production of dishes/pastry products</li> <li>◆ effectively justifies each stage of the project</li> <li>◆ identifies and describes actions that would improve outcomes in meeting the project brief requirements</li> <li>◆ demonstrates the learner's ability to work autonomously</li> </ul> | <p>Is a co-ordinated piece of work which:</p> <ul style="list-style-type: none"> <li>◆ has sufficient evidence of the three essential phases of the project and is produced to an adequate standard</li> <li>◆ demonstrates an acceptable interpretation of the project brief</li> <li>◆ demonstrates an adequately focused and planned approach to the project brief</li> <li>◆ provides clear evidence of research and linking facts/findings in a coherent manner and meets the requirements of the project brief</li> <li>◆ is satisfactorily structured and language used is adequate in terms of level, accuracy and technical content as it relates to the professional cookery</li> <li>◆ consolidates and integrates knowledge and skills but this may lack some continuity and consistency</li> <li>◆ demonstrates some degree of flair or originality in the production of dishes/pastry products</li> <li>◆ adequately justifies each stage of the project</li> <li>◆ identifies and describes where improvements could have been made in meeting the project brief requirements</li> <li>◆ demonstrates independent learning with minimum support</li> </ul> |

The marks allocated to each stage will then be aggregated to arrive at an overall mark for the project. Assessors will then assign an overall grade to the learner for this Graded unit based on the following grade boundaries.

A = 70%–100%  
 B = 60%–69%  
 C = 50%–59%

These grade boundaries are fixed and should **not** be amended.

## Higher National Project-based Graded Unit Specification: Designing the project and assessing learners (cont)

**Graded unit title:** Professional Cookery: Graded Unit 1 (SCQF level 7)

### Reassessment

The evidence for a project is generated over time and involves three distinct stages, each of which has to be achieved before the next is undertaken. This means that any reassessment of stages must be undertaken before proceeding to the next stage. The overall grade is derived from the total number of marks *across all* sections, and should reflect the ability of the learner to work autonomously and the amount of support required. In relation to project-based graded units, learners who have failed any stage of the project and have been unable to provide the necessary evidence through remediation must be given the opportunity for reassessment of that stage.

Any learner who has failed their graded unit or wishes to upgrade their award must be given a reassessment opportunity, or in exceptional circumstances, two reassessment opportunities. In the case of project-based graded units, this must be done using a substantially different project.

### Final learner grade

The final grading given must reflect the quality of the learner's evidence *at the time of the completion* of the graded unit. Learners must be awarded the highest grade achieved – whether through first submission or through any reassessment, remediation and/or reasonable assistance provided.





## Higher National Project-based Graded Unit Support Notes

**Graded unit title:** Professional Cookery: Graded Unit 1 (SCQF level 7)

### Guidance on approaches to delivery and assessment of this graded unit

Learners should be provided with information about the graded unit as early as possible but centres must ensure that they have all the required knowledge and skills as laid out at the beginning of this graded unit specification. Learners must work independently but must also be supported throughout the process and effective tools such as progress logs or diaries should be used to motivate and monitor the learners' work and provide evidence of assistance given for grade consideration. An appointment system for progress interviews with learners should be identified at an early stage of the project.

Projects should be assessed at each stage against the minimum evidence requirements and learners should only progress to the next stage when they have met the minimum evidence requirements of the previous stage. Learners should be given a date for submission of each stage. At the end of each stage there should be opportunities for remediation and re-assessment on that particular stage.

Learners should compile a portfolio of evidence, to record the processes that underpin the practical activity, this should include:

- ◆ A contents page
- ◆ Research methods used
- ◆ Acknowledgement of sources and references
- ◆ Photographic/video evidence

### Opportunities for developing Core and other essential skills

This unit has the Core Skill of *Problem Solving* at SCQF level 5 embedded in it. This means that when learners achieve the unit, their Core Skills profile will also be updated to show they have achieved Problem Solving at SCQF level 5.

In addition, this unit provides opportunities to develop the following Core Skills:

#### **Communication: Written Communication (Reading) and Written Communication (Writing) at SCQF level 5**

Learners are required to read, understand and evaluate a range of complex information. Firstly, they have to read and understand the project brief, then identify information that they need to research. Learners will also produce detailed information on how they will meet the requirements of the project brief.

## Higher National Project-based Graded Unit Support Notes

**Graded unit title:** Professional Cookery: Graded Unit 1 (SCQF level 7)

### ***Numeracy: Using Number at SCQF level 5***

Learners are required to calculate quantities of ingredients in order to produce their menu items or pastry products, weigh and measure ingredients, control cooking times and temperatures, etc. They will also calculate costs involved in meeting the requirements of the project brief, including working to a budget and calculating food costs.

### ***Information and Communication Technology: Accessing Information and Providing and Creating Information at SCQF level 5***

Learners are required to access a wide range of information that will mainly be through use of online sources. They will also undertake research that will involve the use of online research tools. Learners will build a portfolio of evidence to record the processes that underpin the practical activity and maintain a log/diary — it is extremely likely that this will be in a digital format.

The Core Skill of Problem Solving at SCQF level 6 is embedded in this unit. When a learner achieves the unit, their Core Skills profile will also be updated to include this Core Skill.

## History of changes to graded unit

| Version | Description of change                                | Date     |
|---------|--|----------|
| 02      | Core Skill Problem Solving at SCQF level 6 embedded. | 06/10/20 |
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## General information for learners

### **Graded unit title:** Professional Cookery: Graded Unit 1 (SCQF level 7)

This unit will give you the opportunity to demonstrate your ability to integrate, evaluate and apply the knowledge and skills you have gained from a range of units from the HNC in Professional Cookery at SCQF level 7, and should therefore be completed toward the end of your course.

You will be allocated a grade of A, B or C on successful completion of the project

Typically, the graded unit assessment is a project which takes the form of a practical assignment. You will be expected to plan and produce a menu or range of pastry products based on a project brief describing a client's requirements.

The graded unit project is in three stages, planning, developing and evaluating. The work you produce for each stage of the project will form a portfolio of evidence. The requirements for each stage must be met before you will be allowed to progress to the next. You will be given a deadline for the completion of each stage, please note that late submissions could affect your grade.

The first stage is the planning stage. You will have to read the project brief and think about what you know and you will have carry out research on the things you don't know about. You will identify the materials and resources to be used, indicating references and sources of information. You will also compile a plan of work, indicating timelines, organising and scheduling of tasks, dish costings and a HACCP plan

The next stage is the developing stage and is when you will produce your menu or range of pastry products.

The final stage is the evaluating stage. At this stage you have to look back and comment on your approach to the project, how your planning went, how the developing went. You should comment on how this experience was in terms of the decisions you made, positive aspects of the process and what improvements you would make should you undertake a project again.

Your portfolio of evidence should be a record of the processes which underpin the practical activity, it should include:

- ◆ A contents page
- ◆ Research methods used
- ◆ Acknowledgement of sources and references
- ◆ Photographic/video evidence

Remember that a grade will not be given until the final stage is complete and your work can be viewed as a whole. Grades are subject to external verification by SQA. You will be given the opportunity during tutorials and/or progress interviews to discuss your progress. Feedback will be ongoing as part of the process and you will be encouraged to use a logbook which you should maintain throughout your project and take to tutorials and/or progress interviews. This is your opportunity to discuss the work you have undertaken and agree next steps.

## **General information for learners (cont)**

**Graded unit title:** Professional Cookery: Graded Unit 1 (SCQF level 7)

In undertaking this project you are required to display your ability to work independently to meet the standards required. At the same time, however, you will be under supervision and may need some support from your tutor.

Arrangements for remediation and re-assessment will be in line with the centre's policy, however, if for any reason you were to be unsuccessful in the project overall, re-assessment must be on a substantially different project. It should be noted that your centre may not be able to provide the opportunity to undertake a substantially different project within the same academic year.

The Core Skill of Problem Solving SCQF at level 6 is embedded in this unit. When a learner achieves the unit, their Core Skills profile will also be updated to include this Core Skill.