



**Arrangements for:  
National Progression Award in Bakery  
at SCQF level 4**

**Group Award Code: G9T5 44**

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## **Acknowledgement**

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



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# 1 Introduction

This is the Arrangements Document for the new National Progression Award in Bakery, at SCQF level 4, which was validated in May 2010. This document includes: background information on the development of the Group Award, its aims, guidance on access, details of the Group Award structure, and guidance on delivery.

The NPA in Bakery has been designed to equip candidates with the skills required for success in current and future employment within the bakery industry or for progression to further academic qualifications. This award is aimed at candidates who are interested in pursuing a career in the bakery and catering industries but do not necessarily have any prior experience.

The NPA has been developed along with the National Certificate development in Hospitality and the Units are available as optional Units within the new National Certificate in Hospitality at SCQF level 4.

## 2 Rationale for the development of the Group Award

There are currently no Bakery Awards at NQ level. The craft bakery industry currently has a skills shortage, the public are requesting better quality and varieties of breads and flour confectionery made by traditional methods, and there is now a rise in the artisan baker and flour confectioner. Large supermarket chains have either their own in-house bakery training programme or they no longer scratch bake. It is therefore vitally important to improve sales and productivity by boosting the skills of this sector's workforce. Increasingly, to meet the growing demand of a more discerning clientele, hotels and restaurants are reverting to traditional methods of craft baking to produce their own in-house speciality breads and pastries.

The National Progression Award in Bakery at SCQF level 4 consists of four mandatory 40 hour Units.

The NPA has been developed by SQA with the purpose of introducing a range of bakery skills.

National Progression Awards are designed to:

- ◆ mainly be used in post-compulsory education
- ◆ be followed part-time for those already in work; or for those who have a desire to enter employment in the bakery sector
- ◆ assess and certificate a defined set of skills and knowledge

The NPA is designed for individuals who are currently working in or desire to work in the bakery industry. Completion of the NPA may also provide candidates with opportunities for progression either within the industry or to other non-advanced or advanced level academic qualifications.

### 3 Aims of the Group Award

The National Progression Award in Bakery aims to provide candidates with a range of bakery skills and understanding. It recognises that learners will be at a stage where they are making choices about their future. As a result, it offers multiple exit routes, either towards employment or further study, depending on the wishes of the candidates. Completing the award will put candidates in a stronger position to move to the next stage of their career and should increase their chances of doing this successfully.

#### 3.1 Principal aims of the Group Award

- 1 Enable candidates to consider the various options open to them and to make informed career choices for their future.
- 2 Prepare candidates for entry into further qualifications such as an SVQ in Bakery or other related areas.
- 3 Provide candidates with relevant practical skills for bakery related occupations and for further study in bakery.
- 4 Give candidates a strong foundation in Bakery which will enable them to reflect on their present situation in a bakery context.
- 5 To allow candidates to be formally certificated by SQA for Group Award attainment.

The table below references the above aims into the individual four mandatory Units:

Unit code	Unit title	Reference to aims of the award
F4ST 10	Craft Baking: An Introduction	1,2,3,4,5
F98Y 10	Bread Making: An Introduction	1,2,3,4,5
F992 10	Cake Decoration: An Introduction	1,2,3,4,5
F993 11	Pastry	1,2,3,4,5

#### 3.2 General aims of the Group Award

The general aim of the National Progression Award in Bakery is to provide candidates with the opportunity to develop practical bakery skills in breadmaking, craft baking, cake decorating and pastry. As a result, it is hoped the successful candidates would then be able to either progress in education, find suitable employment or progress within current employment.

### **3.3 Target groups**

The NPA at SCQF level 4 is suitable for a wide range of candidates including:

- ◆ S4, S5 and S6 candidates
- ◆ school leavers
- ◆ progression candidates
- ◆ adults returning to education
- ◆ employed candidates who wish to enhance their job prospects
- ◆ unemployed candidates who wish to enhance their job prospects (this includes those currently in the NEET group — ie Not in Education, Employment or Training)
- ◆ as 'added value' to full-time candidates
- ◆ migrant workers

### **3.4 Employment opportunities**

The NPA in Bakery could lead to employment within the bakery industry. It will provide invaluable practical experience and knowledge to candidates who aspire to the more technical professions which exist in bakery.

The NPA is also suitable for those returning to work or transferring from other sectors and could be delivered on a full-time or part-time basis.

## **4 Access to Group Award**

Access to the NPA is at the discretion of the centre. There are no specific requirements for prior qualifications, knowledge and skills and/or previous experience. It is assumed that the level of experience of those undertaking the NPA is that of a 'new entrant'.

The assessments for the NPA at SCQF level 4 will be challenging and meaningful, but nonetheless still achievable for all candidates who are prepared to work to gain the award. They are designed to familiarise candidates with a culture of attainment where assessments will challenge them, but do not put unreasonable obstacles between them and real achievement.

For all Units, assessment is based primarily on practical activities and, where possible, holistic assessment is encouraged.

## 5 Group Award structure

The National Progression Award in Bakery consists of four mandatory Units; three of the Units are at SCQF level 4 and one at SCQF level 5.

### 5.1 Framework

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Craft Baking: An Introduction	F4ST 10	6	4	1
Bread Making: An Introduction	F98Y 10	6	4	1
Cake Decorating: An Introduction	F992 10	6	4	1
Pastry	F993 11	6	5	1

### 5.2 Mapping information

The structure of the NPA in Bakery meets the aims and requirements of the award in a number of ways which can be summarised as follows:

- ◆ it provides skills, knowledge and capabilities needed for employment
- ◆ it provides the credibility of a nationally accredited award
- ◆ it consists of Units which are practical and will engage the interests of learners
- ◆ it is compatible with existing arrangements currently adopted by centres
- ◆ it provides the flexibility which learners and centres value

The flexibility of the award is further enhanced as the structure takes into account that centres can offer the NC in Hospitality as the central part of programmes of 17–20 Units. The new award is, therefore, compatible with existing arrangements.

## 6 Approaches to delivery and assessment

The delivery of the award is at the discretion of individual centres. They may choose to deliver over a 160-hour period, during the day, evening, or infilling into existing classes, or as a mixture of all of these.

Timetabling of the four Units would be at the discretion of individual centres. Since the *Pastry* Unit is at a higher level than the other three Units, centres may decide to offer this Unit last.

Assessment Support Packs will be made available for all of the Units.

## 7 General information for centres

### Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website

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



## Internal and external verification

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

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

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

## 8 General information for candidates

The National Progression Award in Bakery at SCQF level 4 will give you a platform which will allow you to develop appropriate bakery skills in breadmaking, craft baking, pastry and cake decoration, to help you to progress into higher education or employment.

The National Progression Award in Bakery contains four mandatory Units which you need to successfully complete in order to gain the award.

There are no specific entry requirements for the National Progression Award in Bakery.

You can discuss your situation with a college and staff there will be pleased to offer you advice on how the National Progression Award can be of help to you.

## 9 Glossary of terms

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

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

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

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

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

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

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

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

## 10 Appendices

Appendix 1: SQA qualifications in Hospitality and possible progression pathways

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