



Group Award Specification for:

National Certificate in Professional Cookery at SCQF level 5 (GP77 45)

National Certificate in Professional Cookery at SCQF level 6 (GP78 46)

National Progression Award in Professional Cookery at SCQF level 3 (GP6V 43)

National Progression Award in Professional Cookery at SCQF level 4 (GP6W 44)

National Progression Award in Professional Cookery at SCQF level 5 (GP79 45)

National Progression Award in Professional Cookery at SCQF level 6 (GP7A 46)

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1 Introduction

The purpose of this document is to:

- ◆ Assist centres to implement, deliver and manage the qualifications.
- ◆ Provide a guide for new staff involved in offering the qualifications.
- ◆ Inform course managers teaching staff, assessors, learners, employers and HEIs of the aims and purpose of the qualifications.
- ◆ Provide details of the range of learners the qualifications are suitable for and progression opportunities.

The **National Certificates** (NCs) and **National Progression Awards** (NPAs) have been designed to enhance the curricular provision of craft skills training within the discipline of Professional Cookery. They provide a flexible, progressive framework of qualifications with multiple exit routes supporting learners with achievable choices and putting them in a stronger position to move on to the next stage of their study or career development.

They will engage learners with the wider sector through a hands-on, practical approach, facilitating experiential learning through both delivery and assessment.

1.1 Rationale

The hospitality sector as a whole is a key contributor to both the Scottish and UK economy with annual turnover of £9.8 billion and £130 billion respectively and employs approximately 275,000 in Scotland, representing 10% of the workforce (UK Hospitality figures 2018). It is truly national and international with opportunities in every area of the UK. It covers a wide range of businesses of all sizes from hotels, restaurants, cafes, pubs, conferences and events to commercial and more institutional settings such as hospitals, the armed services, contract catering, care homes and prisons.

The lack of technically skilled chefs is frequently identified by employers as a barrier to filling vacancies and to effective business performance. The hospitality industry recruits a vast number of skilled and unskilled workers each year and the workforce continues to be heavily reliant upon young people aged 16–19 years. The well documented and acute skills shortages along with the uncertainties and challenges presented by Brexit including the potential loss of skilled EU staff and the pressure on margins because of increasing costs means it has never been more important to support the pipeline of talent coming into the sector. The suite of National Progression Awards (NPAs) and National Certificates (NCs) will help attract and support learners who wish to pursue a career in the sector.

The NPAs and NCs form part of a comprehensive framework of SQA qualifications in Professional Cookery from SCQF level 3–8 supporting all stages of a chef's career. Appendix 1 illustrates this.

SQA offers a complementary suite of qualifications in Hospitality for learners who wish to pursue various career paths in other sectors of the hospitality industry.

1.2 Target groups

The NPA in Professional Cookery at SCQF level 3 is aimed at those currently attending school or adult returners, who have no formal qualification in catering and/or hospitality. It is particularly relevant to those learners who have Assisted Supported Learning (ASL) needs and who may not have access to mainstream qualifications or who cannot access vocational education outside of established school-college partnerships.

The National Progression Awards in Professional Cookery at SCQF level 4/5/6 are designed to equip learners with the skills and knowledge required to progress onto full time college programmes such as the National Certificates (NC) in Professional Cookery at SCCF level 5/6, or to seek employment in the hospitality and catering industry, eg as a trainee commis chef/apprentice.

They are aimed at learners who may be interested in pursuing a career in the catering industry but who do not necessarily have prior experience of cookery and may lack the experience to make an informed judgement on which course or career path to follow. On completion of the NPAs, learners will be able to make informed decisions on suitable progression routes that match their abilities, aspirations and goals. Additionally, adult learners who have no formal qualifications and/or have been out of the labour market for a period of time, may benefit from undertaking an NPA at a level that reflects any prior experience.

Increasingly secondary schools are required by Curriculum for Excellence (CfE) to provide a more diverse range of courses for youngsters to study at S4, S5 and S6 and the NPAs fully embrace the four capacities of CfE. The NPAs also meet the need for more robust ASL provision within the college sector, and provide learners with recognised qualifications on successful completion of the vocational programmes.

The National Certificates in Professional Cookery are aimed at learners who wish to pursue a career as a chef and provide a firm grounding in all aspects of work in the professional kitchen. They are typically offered as a one year full time programme in colleges. They are suitable for 16–19 age groups and adult returners.

2 Qualification structures

2.1 National Certificates

National Certificate in Professional Cookery at SCQF level 5

Learners must complete 12 SQA credits (72 SCQF points): 10 credits from the mandatory section, 1–2 credits from the limited option section and 0–1 credit from the options section.

| 4 code | 2 code | Unit title | SQA credit | SCQF credit points | SCQF level |
|--|--------|--|------------|--------------------|------------|
| Mandatory section: 10 credits required | | | | | |
| J1S5 | 45 | Professional Cookery: Practical | 2 | 12 | 5 |
| J1S6 | 45 | Professional Cookery: Knowledge | 2 | 12 | 5 |
| J1S7 | 45 | Professional Cookery: Kitchen Operations | 2 | 12 | 5 |
| J1NJ | 45 | Food Hygiene for the Hospitality Industry | 1 | 6 | 5 |
| J1S8 | 45 | Stocks, Sauces and Soups | 1 | 6 | 5 |
| J1NN | 45 | Health and Safety in Hospitality | 1 | 6 | 5 |
| J1X4 | 45 | Pastry | 1 | 6 | 5 |
| Limited options section: 1–2 credits required | | | | | |
| J1NS | 45 | Working in the Hospitality Industry | 2 | 12 | 5 |
| HF88 | 45 | Work Placement | 1 | 6 | 5 |
| HX50 | 45 | Practical Skills for Employment | 1 | 6 | 5 |
| Options section: 0–1 credit required | | | | | |
| H1YX | 75 | Health and Food Technology: Food Product Development | 1 | 6 | 5 |
| J1NV | 45 | Developing Customer Care in Hospitality | 1 | 6 | 5 |
| J1SD | 45 | Food Service Styles | 2 | 12 | 5 |
| J1NP | 45 | Food and Beverage Operations | 2 | 12 | 5 |
| ED4X | 11 | Using Learning Skills 3 | 0.5 | 3 | 5 |
| HV9Y | 46 | Academic Study Skills | 1 | 6 | 6 |
| F3GB | 11 | Communication | 1 | 6 | 5 |
| F3GC | 11 | Information and Communication Technology | 1 | 6 | 5 |
| F3GF | 11 | Numeracy | 1 | 6 | 5 |
| F3GD | 11 | Problem Solving | 1 | 6 | 5 |
| F3GE | 11 | Working with Others | 1 | 6 | 5 |
| F4SL | 10 | Food and Beverage Service: Counter | 1 | 6 | 4 |
| F4SR | 10 | Food and Beverage Service: Table | 1 | 6 | 4 |

National Certificate in Professional Cookery at SCQF level 6

Learners must complete 12 SQA credits (72 SCQF points): 10 credits from the mandatory section, 1–2 credits from the limited option section and 0–1 credit from the options section.

| 4 code | 2 code | Unit title | SQA credit | SCQF credit points | SCQF level |
|--|--------|--|------------|--------------------|------------|
| Mandatory section: 10 credits required | | | | | |
| J1S5 | 46 | Professional Cookery: Practical | 2 | 12 | 6 |
| J1S6 | 46 | Professional Cookery: Knowledge | 2 | 12 | 6 |
| J1S7 | 46 | Professional Cookery: Kitchen Operations | 2 | 12 | 6 |
| J1NJ | 46 | Food Hygiene for the Hospitality Industry | 1 | 6 | 6 |
| J1NM | 45 | Hospitality Costing | 1 | 6 | 5 |
| J1NN | 45 | Health and Safety in Hospitality | 1 | 6 | 5 |
| J1X4 | 46 | Pastry | 1 | 6 | 6 |
| Limited options section: 1–2 credits required | | | | | |
| J1NS | 45 | Working in the Hospitality Industry | 2 | 12 | 5 |
| HF88 | 45 | Work Placement | 1 | 6 | 5 |
| HX50 | 45 | Practical Skills for Employment | 1 | 6 | 5 |
| Options section: 0–1 credit required | | | | | |
| H1YX | 76 | Health and Food Technology: Food Product Development | 1 | 6 | 6 |
| J1NX | 46 | Leading a Hospitality Team | 1 | 6 | 6 |
| J1NW | 46 | Customer Care Excellence in Hospitality | 1 | 6 | 6 |
| D36N | 11 | Enterprise Activity | 1 | 6 | 5 |
| FM99 | 11 | Working for Yourself | 1 | 6 | 5 |
| J1SD | 45 | Food Service Styles | 2 | 12 | 5 |
| J1NP | 45 | Food and Beverage Operations | 2 | 12 | 5 |
| HV9Y | 46 | Academic Study Skills | 1 | 6 | 6 |
| F3GB | 12 | Communication | 1 | 6 | 6 |
| F3GC | 12 | Information and Communication Technology | 1 | 6 | 6 |
| F3GF | 12 | Numeracy | 1 | 6 | 6 |
| F3GD | 12 | Problem Solving | 1 | 6 | 6 |
| F3GE | 12 | Working with Others | 1 | 6 | 6 |
| F4SL | 10 | Food and Beverage Service: Counter | 1 | 6 | 4 |
| F4SR | 10 | Food and Beverage Service: Table | 1 | 6 | 4 |

2.2 National Progression Awards

National Progression Award in Professional Cookery at SCQF level 3

Learners must complete 4 SQA credits (24 SCQF points): 3 credits from the mandatory section and 1 credit from the options section

| 4 code | 2 code | Unit title | SQA credit | SCQF credit points | SCQF level |
|--|--------|--|------------|--------------------|------------|
| Mandatory section: 3 credits required | | | | | |
| D263 | 09 | Food Preparation Techniques: An Introduction | 1 | 6 | 3 |
| D264 | 09 | Cookery Processes: An Introduction | 1 | 6 | 3 |
| J1NJ | 43 | Food Hygiene for the Hospitality Industry | 0.5 | 3 | 3 |
| D9NL | 09 | Hospitality: Organisation of Practical Skills | 0.5 | 3 | 3 |
| Options section: 1 credit required | | | | | |
| H20L | 73 | Understanding and Using Ingredients | 1 | 6 | 3 |
| H1YX | 73 | Health and Food Technology: Food Product Development | 1 | 6 | 3 |

National Progression Award in Professional Cookery at SCQF level 4

Learners must complete 4 SQA credits (24 SCQF points): 3 credits from the mandatory section and 1 credit from the options section

| 4 code | 2 code | Unit title | SQA credit | SCQF credit points | SCQF level |
|--|--------|--|------------|--------------------|------------|
| Mandatory section: 3 credits required | | | | | |
| D263 | 10 | Food Preparation Techniques: An Introduction | 1 | 6 | 4 |
| J1NJ | 44 | Food Hygiene for the Hospitality Industry | 1 | 6 | 4 |
| D264 | 10 | Cookery Processes: An Introduction | 1 | 6 | 4 |
| Options section: 1 credit required | | | | | |
| D9NL | 10 | Hospitality: Organisation of Practical Skills | 0.5 | 3 | 4 |
| F4ST | 10 | Craft Baking: An Introduction | 1 | 6 | 4 |
| F992 | 10 | Cake Decoration: An Introduction | 1 | 6 | 4 |
| H1YX | 74 | Health and Food Technology: Food Product Development | 1 | 6 | 4 |
| F7DL | 11 | Local Hospitality Provision | 0.5 | 3 | 5 |

National Progression Award in Professional Cookery at SCQF level 5

Learners must complete 4 SQA credits (24 SCQF points): 4 credits from the mandatory section

| 4 code | 2 code | Unit title | SQA credit | SCQF credit points | SCQF level |
|--|--------|---|------------|--------------------|------------|
| Mandatory section: 4 credits required | | | | | |
| J1S5 | 45 | Professional Cookery: Practical | 2 | 12 | 5 |
| J1X4 | 45 | Pastry | 1 | 6 | 5 |
| J1NJ | 45 | Food Hygiene for the Hospitality Industry | 1 | 6 | 5 |

National Progression Award in Professional Cookery at SCQF level 6

Learners must complete 4 SQA credits (24 SCQF points): 4 credits from the mandatory section

| 4 code | 2 code | Unit title | SQA credit | SCQF credit points | SCQF level |
|--|--------|---|------------|--------------------|------------|
| Mandatory section: 4 credits required | | | | | |
| J1S5 | 46 | Professional Cookery: Practical | 2 | 12 | 6 |
| J1X4 | 46 | Pastry | 1 | 6 | 6 |
| J1NJ | 46 | Food Hygiene for the Hospitality Industry | 1 | 6 | 6 |

3 Aims of the qualifications

The main aim of the National Certificates (NCs) and National Progression Awards (NPAs) in Professional Cookery is to provide a flexible, progressive suite of qualifications that supports a broad range of learners wishing to enter or progress into entry level employment in a professional kitchen or to progress to further and higher education.

3.1 General aims of the qualifications

- 1 Provide the learner with the practical skills and knowledge required to progress in employment, training and/or study
- 2 To enable progression within the SCQF
- 3 Develop the transferrable skills required to progress in employment
- 4 Provide opportunities for development in all five Core Skills
- 5 Motivate learners to develop a positive attitude to their own learning

3.2 Specific aims of the qualifications

National Certificates in Professional Cookery

Specific aims of the qualifications at SCQF level 5

- 1 Develop employability knowledge and practical skills for working in a professional kitchen, eg, team working, food safety, legislative requirements
- 2 Build an understanding of concepts and terminology used in professional cookery
- 3 Develop food product knowledge, including current trends, provenance, sustainability, waste control
- 4 Develop a range of basic practical food preparation, cookery and presentation skills
- 5 Introduce awareness of cost and control in professional cookery

Specific aims of the qualifications at SCQF level 6

- 6 Further develop employability knowledge and practical skills for working a professional kitchen industry, eg, food safety, HACCP, legislative requirements
- 7 Further develop food product knowledge, including current trends, provenance, sustainability, waste control, special diets, food cultures and healthy eating
- 8 Further develop knowledge and practical skills of preparing, cooking and presenting a range of menus
- 9 Further develop knowledge and understanding of cost and control in professional cookery
- 10 Develop team leadership skills

National Progression Awards in Professional Cookery

Specific aims of the qualification at SCQF level 3

- 1 Develop basic knowledge and understanding of personal hygiene, food safety and health and safety requirements when working in a professional kitchen
- 2 Enable learners to identify a basic range of commodities, catering equipment, preparation and cooking methods accurately when working in a professional kitchen
- 3 Enable learners to prepare, cook and present, under supervision, simple dishes to an acceptable standard using recipe specifications and/or oral instructions

Specific aims of the qualification at SCQF level 4

- 4 Further develop knowledge and understanding of personal hygiene, food safety and health and safety requirements when working in a professional kitchen
- 5 Enable learners to identify a range of commodities, catering equipment, preparation and cooking methods accurately when working in a professional kitchen
- 6 Enable learners to prepare, cook and present basic dishes to an acceptable standard using recipe specifications and/or oral instructions

Specific aims of the qualification at SCQF level 5

- 7 To provide a small flexible qualification that focusses on the practical production aspects in a professional kitchen including simple pastry work
- 8 Provide progression to the National Certificate in Professional Cookery at SCQF level 5

Specific aims of the qualification at SCQF level 6

- 9 To provide a small flexible qualification that focusses on the practical production aspects in a professional kitchen including basic pastry work
- 10 Provide progression to the National Certificate in Professional Cookery at SCQF level 6

Group Award Specification: National Certificate in Professional Cookery at SCQF level 5 (GP6V 43)

National Certificate in Professional Cookery at SCQF level 6 (GP6W 44)

National Progression Award in Professional Cookery at SCQF level 3 (GP6V 43)

National Progression Award in Professional Cookery at SCQF level 4 (GP6W 44)

National Progression Award in Professional Cookery at SCQF level 5 (GP79 45)

National Progression Award in Professional Cookery at SCQF level 6 (GP7A 46)

4 Recommended entry to the qualifications

Entry to these qualifications is at the discretion of the centre. The following information has been provided by the Qualification Design Team as guidance only.

National Certificate in Professional Cookery at SCQF level 5:

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

- ◆ NPA in Professional Cookery at SCQF level 5
- ◆ Relevant SVQs at SCQF level 4
- ◆ Relevant industrial experience
- ◆ Skills for Work Hospitality

National Certificate in Professional Cookery at SCQF level 6:

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

- ◆ NPA in Professional Cookery at SCQF level 6
- ◆ National Certificate in Professional Cookery at SCQF level 5
- ◆ Relevant SVQs at SCQF level 5
- ◆ Relevant industrial experience

National Progression Award in Professional Cookery at SCQF level 3 and 4:

Learners would not be expected to have any formal qualifications or experience at this level although an interest in and understanding of the hospitality industry would be advantageous.

National Progression Award in Professional Cookery at SCQF level 5:

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

- ◆ NPA in Professional Cookery at SCQF level 4
- ◆ National 5 Hospitality Practical Cookery
- ◆ Relevant SVQs at SCQF level 4
- ◆ Relevant industrial experience

National Progression Award in Professional Cookery at SCQF level 6:

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

- ◆ NPA in Professional Cookery at SCQF level 5
- ◆ Relevant SVQs at SCQF level 5
- ◆ Relevant industrial experience

4.1 Core Skills entry profile

The Core Skills entry profile provides a summary of the associated assessment activities that exemplify why a particular level has been recommended for this qualification. The information would 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.

National Certificate/National Progression Award in Professional Cookery at SCQF level 5

| Core Skill | Recommended SCQF entry profile | Associated assessment activities |
|--|--------------------------------|---|
| Communication | 3 | <ul style="list-style-type: none"> ◆ Communicating orally with others during practical activities ◆ Reading, understanding and following instructions and recipes |
| Numeracy | 3 | <ul style="list-style-type: none"> ◆ Weighing and measuring ingredients ◆ Calculating portions ◆ Using temperature charts |
| Information and Communication Technology (ICT) | 3 | <ul style="list-style-type: none"> ◆ Using the internet to research current trends ◆ Using ICT packages to build a portfolio of evidence |
| Problem Solving | 3 | <ul style="list-style-type: none"> ◆ Preparing for practical activities ◆ Identifying faults and taking appropriate corrective action when producing product evidence ◆ Understanding and complying with legislative requirements ◆ Evaluating finished product |
| Working with Others | 3 | <ul style="list-style-type: none"> ◆ Interacting cooperatively with others during practical activities |

National Certificate/National Progression Award in Professional Cookery at SCQF level 6

| Core Skill | Recommended SCQF entry profile | Associated assessment activities |
|--|---------------------------------------|---|
| Communication | 4 | <ul style="list-style-type: none"> ◆ Communicating orally with others during practical activities, including giving instructions to team members ◆ Reading, understanding and following instructions and recipes |
| Numeracy | 4 | <ul style="list-style-type: none"> ◆ Weighing and measuring ingredients ◆ Calculating portions ◆ Using temperature charts ◆ Calculating costs of ingredients and applying mark-up to generate selling prices ◆ Interpreting stock control information |
| Information and Communication Technology (ICT) | 4 | <ul style="list-style-type: none"> ◆ Using the internet to research current trends ◆ Using ICT packages to build a portfolio of evidence |
| Problem Solving | 4 | <ul style="list-style-type: none"> ◆ Preparing for practical activities ◆ Identifying faults and taking appropriate corrective action when producing product evidence ◆ Understanding and complying with legislative requirements ◆ Evaluating finished product |
| Working with Others | 4 | <ul style="list-style-type: none"> ◆ Interacting cooperatively with others during practical activities ◆ Providing leadership to team members |

National Progression Award in Professional Cookery at SCQF level 3

| Core Skill | Recommended SCQF entry profile | Associated assessment activities |
|--|--------------------------------|---|
| Communication | 2 | <ul style="list-style-type: none"> ◆ Communicating orally with others during practical activities ◆ Reading, understanding and following instructions and recipes |
| Numeracy | 2 | <ul style="list-style-type: none"> ◆ Weighing and measuring ingredients |
| Information and Communication Technology (ICT) | 2 | <ul style="list-style-type: none"> ◆ Using the internet to research current trends ◆ Using ICT packages to build a portfolio of evidence |
| Problem Solving | 2 | <ul style="list-style-type: none"> ◆ Preparing for practical activities ◆ Understanding and complying with legislative requirements |
| Working with Others | 2 | <ul style="list-style-type: none"> ◆ Interacting cooperatively with others during practical activities |

National Progression Award in Professional Cookery at SCQF level 4

| Core Skill | Recommended SCQF entry profile | Associated assessment activities |
|--|--------------------------------|---|
| Communication | 2 | <ul style="list-style-type: none"> ◆ Communicating orally with others during practical activities ◆ Reading, understanding and following instructions and recipes |
| Numeracy | 2 | <ul style="list-style-type: none"> ◆ Weighing and measuring ingredients |
| Information and Communication Technology (ICT) | 2 | <ul style="list-style-type: none"> ◆ Using the internet to research current trends ◆ Using ICT packages to build a portfolio of evidence |
| Problem Solving | 2 | <ul style="list-style-type: none"> ◆ Preparing for practical activities ◆ Understanding and complying with legislative requirements |
| Working with Others | 2 | <ul style="list-style-type: none"> ◆ Interacting cooperatively with others during practical activities |

5 Additional benefits of the qualification in meeting employer needs

This qualifications were 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 qualifications. 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 these qualifications.

5.1 Mapping of qualification aims to units

National Certificates

| Unit title | General aims | | | | | Specific aims | | | | | | | | | |
|--|--------------|---|---|---|---|---------------|---|---|---|---|---|---|---|---|----|
| | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Professional Cookery: Practical | X | X | | | | X | X | X | X | X | X | X | X | X | |
| Professional Cookery: Knowledge | X | X | | | | X | X | X | X | X | X | X | X | X | |
| Professional Cookery: Kitchen Operations | X | X | | | | X | X | X | X | X | X | X | X | X | X |
| Food Hygiene for the Hospitality Industry | X | X | | | | X | X | | | | | | | | |
| Stocks, Sauces and Soups | X | X | | | | X | X | X | X | X | X | X | X | X | |
| Health and Safety in Hospitality | X | X | | | | X | | | | | | | | | |
| Pastry | X | X | | | | X | X | X | X | X | X | X | X | X | |
| Working in the Hospitality Industry | X | X | X | X | | X | X | | | | | | | | |
| Work Placement | X | X | X | X | | X | | | | | | | | | |
| Practical Skills for Employment | X | X | X | X | | X | | | | | | | | | |
| Health and Food Technology: Food Product Development | X | X | | | | | | | | | | | | | |
| Developing Customer Care in Hospitality | X | X | | | | X | | | | | | | | | |
| Food Service Styles | X | X | | | | | X | | | | | | | | |
| Food and Beverage Operations | X | X | | | | | X | | | | | | | | |
| Using Learning Skills 3 | | X | X | X | X | | | | | | | | | | |
| Academic Study Skills | | X | X | X | X | | | | | | | | | | |
| Communication | | X | X | X | | | | | | | | | | | |
| ICT | | X | X | X | | | | | | | | | | | |
| Numeracy | | X | X | X | | | | | | | | | | | |
| Problem Solving | | X | X | X | | | | | | | | | | | |
| Working with Others | X | X | X | | | | | | | | | | | | |

Group Award Specification: National Certificate in Professional Cookery at SCQF level 5 (GP6V 43)

National Certificate in Professional Cookery at SCQF level 6 (GP6W 44)

National Progression Award in Professional Cookery at SCQF level 3 (GP6V 43)

National Progression Award in Professional Cookery at SCQF level 4 (GP6W 44)

National Progression Award in Professional Cookery at SCQF level 5 (GP79 45)

National Progression Award in Professional Cookery at SCQF level 6 (GP7A 46)

| Unit title | General aims | | | | | Specific aims | | | | | | | | | |
|---|--------------|---|---|---|---|---------------|---|---|---|---|---|---|---|---|----|
| | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Leading a Hospitality Team | X | X | X | | | X | | | | | | | | | X |
| Customer Care Excellence in Hospitality | X | X | X | | | X | | | | | | | | | |
| Enterprise Activity | X | X | X | X | X | | | | | | | | | | |
| Working for Yourself | X | X | X | | | | | | | | | | | | |
| Food Service Styles | X | X | X | | | X | X | | | | | | | | |
| Food and Beverage Operations | X | X | X | | | X | X | | | | | | | | |
| Academic Study Skills | | X | X | X | X | | | | | | | | | | |

National Progression Awards

| Unit title | General aims | | | | | Specific aims | | | | | | | | | |
|--|--------------|---|---|---|---|---------------|---|---|---|---|---|---|---|---|----|
| | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Food Preparation Techniques: An Introduction | X | X | | | | X | X | X | X | X | X | | | | |
| Cookery Processes: An Introduction | X | X | | | | X | X | X | X | X | X | | | | |
| Food Hygiene for the Hospitality Industry | X | X | | | | X | X | X | | | | | X | X | X |
| Hospitality: Organisation of Practical Skills | X | X | X | X | X | | X | X | X | X | | | | | |
| Craft Baking: An Introduction | X | X | | X | | | | X | X | X | | | | | |
| Cake Decoration: An Introduction | X | X | | X | | | | X | X | X | | | | | |
| Health and Food Technology: Food Product Development | X | X | | X | | X | X | X | | | | | | | |
| Local Hospitality Provision | X | X | | X | X | | | | | | | | | | |
| Professional Cookery: Practical | X | X | | X | | | | | | | | X | X | X | X |
| Pastry | X | X | | X | | | | | | | | X | X | X | X |
| Understanding and Using Ingredients | X | X | | | | X | X | | | | | | | | |

Group Award Specification: National Certificate in Professional Cookery at SCQF level 5 (GP6V 43)

National Certificate in Professional Cookery at SCQF level 6 (GP6W 44)

National Progression Award in Professional Cookery at SCQF level 3 (GP6V 43)

National Progression Award in Professional Cookery at SCQF level 4 (GP6W 44)

National Progression Award in Professional Cookery at SCQF level 5 (GP79 45)

National Progression Award in Professional Cookery at SCQF level 6 (GP7A 46)

5.2 Relationship to National Occupational Standards (NOS)

National Occupational Standards (NOS) describe the performance required of an individual for an occupation in the workplace, eg commis chef, pastry chef, etc. They are developed for employers by employers through the relevant standards setting body. 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 content of the NPA/NCs broadly align to a range of the National Occupational Standards (NOS) for food preparation and cookery, and those for bakery outlined below. The structure of the NOS is such that the multiple commodity specific units (eg, produce basic egg dishes, produce basic vegetable dishes, etc) relate to a single unit within the process based model of the SQA units (for example *Food Preparation Techniques, Professional Cookery: Practical, Professional Cookery: Knowledge*) which are designed to provide learners a broad based foundation across all commodity types and preparation techniques/cookery processes.

| SSC code | NOS title |
|-----------|---|
| PPL1GEN1 | Maintain health and safety in hospitality |
| PPL1GEN2 | Maintain excellent standards of personal behaviour in hospitality |
| PPL1GEN3 | Maintain customer care |
| PPL1GEN4 | Work effectively as part of a hospitality team |
| PPL1GEN5 | Clean and store crockery and cutlery |
| PPL2GEN1 | Impact of personal behaviour in hospitality |
| PPL2GEN2 | Order stock |
| PPL2GEN3 | Maintain and handle knives |
| PPL2GEN4 | Maintain food safety in a kitchen environment |
| PPL2GEN10 | Deal with customers across a cultural divide |
| PPL2GEN11 | Maintain customer service through effective handover |
| PPL2GEN14 | Complete kitchen documentation |
| PPL2GEN15 | Set up and close kitchen |
| PPL1PRD1 | Prepare hot and cold sandwiches |
| PPL1PRD2 | Produce basic egg dishes |
| PPL1PRD3 | Maintain an efficient use of resources in the kitchen |
| PPL1PRD4 | Prepare meals for distribution |
| PPL1PRD5 | Prepare meals to meet relevant nutritional standards set for school meals |

Group Award Specification: National Certificate in Professional Cookery at SCQF level 5 (GP6V 43)

National Certificate in Professional Cookery at SCQF level 6 (GP6W 44)

National Progression Award in Professional Cookery at SCQF level 3 (GP6V 43)

National Progression Award in Professional Cookery at SCQF level 4 (GP6W 44)

National Progression Award in Professional Cookery at SCQF level 5 (GP79 45)

National Progression Award in Professional Cookery at SCQF level 6 (GP7A 46)

| SSC code | NOS title |
|-----------------|---|
| PPL2PRD1 | Produce basic fish dishes |
| PPL2PRD2 | Produce basic meat dishes |
| PPL2PRD3 | Produce basic poultry dishes |
| PPL2PRD4 | Produce basic vegetable dishes |
| PPL2PRD5 | Cook-chill food |
| PPL2PRD6 | Cook-freeze food |
| PPL2PRD7 | Produce basic hot sauces |
| PPL2PRD8 | Produce basic cereal, pulse and grain dishes |
| PPL2PRD9 | Produce basic pasta dishes |
| PPL2PRD10 | Produce cold starters and salads |
| PPL2PRD11 | Produce basic bread and dough products |
| PPL2PRD12 | Produce basic pastry products |
| PPL2PRD13 | Produce basic cakes, sponges and scones |
| PPL2PRD14 | Produce basic cold and hot desserts |
| PPL2PRD15 | Produce flour, dough and tray baked products |
| PPL2PRD16 | Produce products from pre-mixed ingredients |
| PPL2PRD17 | Modify dishes to meet the specific nutritional needs of individuals |
| PPL2PRD19 | Maintain an efficient use of food resources |
| PPL2PC18 | Prepare, cook and finish basic rice dishes |
| PPL2PC19 | Prepare, cook and finish basic pasta dishes |
| PPL2PC20 | Prepare, cook and finish basic pulse dishes |
| PPL2PC22 | Prepare, cook and finish basic egg dishes |
| PPL2PC23 | Prepare, cook and finish basic bread and dough products |
| PPL2PC24 | Prepare, cook and finish basic pastry products |
| PPL2PC25 | Prepare, cook and finish basic cakes, sponges, biscuits and scones |
| PPL2PC26 | Prepare, cook and finish basic grain dishes |
| PPL2PC27 | Prepare, cook and finish basic cold and hot desserts |
| PPL2PC28 | Prepare and present food for cold presentation |
| PPL2PC34 | Contribute to sustainable practice in kitchens |
| IMPPD102Kv1 | Understand market research for food product development |
| IMPCB214Kv1 | Principles of cake mixing and process control |

Group Award Specification: National Certificate in Professional Cookery at SCQF level 5 (GP6V 43)

National Certificate in Professional Cookery at SCQF level 6 (GP6W 44)

National Progression Award in Professional Cookery at SCQF level 3 (GP6V 43)

National Progression Award in Professional Cookery at SCQF level 4 (GP6W 44)

National Progression Award in Professional Cookery at SCQF level 5 (GP79 45)

National Progression Award in Professional Cookery at SCQF level 6 (GP7A 46)

5.3 Mapping of Core Skills development opportunities across the qualifications

| SCQF level | Unit title | Communication | | | Numeracy | | ICT | | Problem Solving | | | Working with Others | |
|------------|--|-------------------|-------------------|------|--------------|-----------------------------|-----------------------|--------------------------------|-------------------|-------------------------|--------------------------|------------------------------------|-------------------------------------|
| | | Written (Reading) | Written (Writing) | Oral | 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 |
| 5 | Professional Cookery: Practical | X | | X | X | X | X | | X | X | X | X | |
| 5 | Professional Cookery: Knowledge | X | | | X | X | X | | X | | | | |
| 5 | Professional Cookery: Kitchen Operations | X | | X | X | X | X | | X | X | X | X | |
| 5 | Food Hygiene for the Hospitality Industry | X | | X | X | X | X | | X | X | | X | |
| 5 | Stocks, Sauces and Soups | X | | | X | X | X | | X | X | | | |
| 5 | Health and Safety in Hospitality | X | | X | | | X | | X | X | X | X | |
| 5 | Pastry | X | | | X | X | X | | X | X | X | | |
| 5 | Working in the Hospitality Industry | X | | X | | | X | | X | X | X | X | |
| 5 | Work Placement | | | | | | | | X | X | X | X | X |
| 5 | Practical Skills for Employment | | | | | | | | X | | | X | |
| 5 | Health and Food Technology: Food Product Development | | | X | | X | | | X | X | X | | |
| 5 | Developing Customer Care in Hospitality | | | X | | | | | X | X | X | X | |
| 5 | Food Service Styles | X | | X | | | X | | X | | | | |
| 5 | Food and Beverage Operations | X | | X | | | X | | X | X | X | X | |
| 5 | Using Learning Skills 3 | | | | | | | | | | | | |
| 5 | Academic Study Skills | X | | X | | | | | X | X | | | |
| 5 | Communication | X | X | X | | | | | | | | | |
| 5 | Information and Communication Technology | | | | | | X | X | | | | | |
| 5 | Numeracy | | | | X | X | | | | | | | |
| 5 | Problem Solving | | | | | | | | X | X | X | | |
| 5 | Working with Others | | | | | | | | | | | X | X |
| 6 | Professional Cookery: Practical | X | | X | X | X | X | | X | X | X | X | X |

Group Award Specification: National Certificate in Professional Cookery at SCQF level 5 (GP6V 43)

National Certificate in Professional Cookery at SCQF level 6 (GP6W 44)

National Progression Award in Professional Cookery at SCQF level 3 (GP6V 43)

National Progression Award in Professional Cookery at SCQF level 4 (GP6W 44)

National Progression Award in Professional Cookery at SCQF level 5 (GP79 45)

National Progression Award in Professional Cookery at SCQF level 6 (GP7A 46)

| SCQF level | Unit title | Communication | | | Numeracy | | ICT | | Problem Solving | | | Working with Others | |
|------------|--|-------------------|-------------------|------|--------------|-----------------------------|-----------------------|--------------------------------|-------------------|-------------------------|--------------------------|------------------------------------|-------------------------------------|
| | | Written (Reading) | Written (Writing) | Oral | 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 |
| 6 | Professional Cookery: Knowledge | X | | | X | X | X | | X | X | | | X |
| 6 | Professional Cookery: Kitchen Operations | X | | X | X | X | X | | X | X | X | X | X |
| 6 | Food Hygiene for the Hospitality Industry | X | | X | X | X | X | | X | X | | X | |
| 5 | Hospitality Costing | | | | X | X | | | | | | | |
| 6 | Pastry | X | | | X | X | X | | X | X | X | | |
| 6 | Health and Food Technology: Food Product Development | X | | X | | | X | X | X | X | | X | |
| 6 | Leading a Hospitality Team | X | | X | | | | | X | X | X | X | X |
| 6 | Customer Care Excellence in Hospitality | X | | X | | | | | X | X | X | X | X |
| 5 | Enterprise Activity | | | | | | | | X | X | X | X | X |
| 5 | Working for Yourself | X | | X | | | X | | X | X | X | | |
| 5 | Food Service Styles | X | | X | | | X | | X | | | | |
| 5 | Food and Beverage Operations | X | | X | | | X | | X | X | X | X | |
| 6 | Academic Study Skills | X | | X | | | | | X | X | | | |
| 6 | Communication | X | X | X | | | | | | | | | |
| 6 | Information and Communication Technology | | | | | | X | X | | | | | |
| 6 | Numeracy | | | | X | X | | | | | | | |
| 6 | Problem Solving | | | | | | | | X | X | X | | |
| 6 | Working with Others | | | | | | | | | | | X | X |
| 3 | Food Preparation Techniques: An Introduction | X | | X | X | | | | | | | | |
| 3 | Cookery Processes: An Introduction | X | | X | X | | | | X | X | | | |
| 3 | Food Hygiene for the Hospitality Industry | X | | X | X | X | X | | X | X | | X | |
| 3 | Hospitality: Organisation of Practical Skills | X | | X | X | | | | X | X | | X | |
| 3 | Understanding and Using Ingredients | X | | | X | X | | | X | X | | | |
| 3 | Health and Food Technology: Food Product Development | X | | X | X | | | | X | X | | | |

Group Award Specification: National Certificate in Professional Cookery at SCQF level 5 (GP6V 43)

National Certificate in Professional Cookery at SCQF level 6 (GP6W 44)

National Progression Award in Professional Cookery at SCQF level 3 (GP6V 43)

National Progression Award in Professional Cookery at SCQF level 4 (GP6W 44)

National Progression Award in Professional Cookery at SCQF level 5 (GP79 45)

National Progression Award in Professional Cookery at SCQF level 6 (GP7A 46)

| SCQF level | Unit title | Communication | | | Numeracy | | ICT | | Problem Solving | | | Working with Others | |
|------------|--|-------------------|-------------------|------|--------------|-----------------------------|-----------------------|--------------------------------|-------------------|-------------------------|--------------------------|------------------------------------|-------------------------------------|
| | | Written (Reading) | Written (Writing) | Oral | 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 |
| 4 | Food Preparation Techniques: An Introduction | X | | X | X | | | | | | | | |
| 4 | Food Hygiene for the Hospitality Industry | X | | X | X | | | | X | X | | | |
| 4 | Cookery Processes: An Introduction | X | | X | X | X | X | | X | X | | X | |
| 4 | Hospitality: Organisation of Practical Skills | X | | X | X | | | | X | X | | X | |
| 4 | Craft Baking: An Introduction | | | | X | X | | | | | | | |
| 4 | Cake Decoration: An Introduction | | | | X | X | | | | | | | |
| 4 | Health and Food Technology: Food Product Development | X | | X | X | | | | X | X | | | |
| 4 | Local Hospitality Provision | | | | X | | | | X | X | | | |

5.4 Assessment strategy for the qualifications

The table below summarises the suggested assessment methods for the mandatory units across the NC/NPAs in Professional Cookery:

| SCQF level | Unit title | Evidence requirements | Suggested instrument of assessment |
|------------|---|--|--|
| 3 | Food Hygiene for the Hospitality Industry | Assessment of knowledge for Outcomes 1, 2, 3 and 4 Plus assessment of performance for Outcome 4 | Questioning Practical activities/observational checklists |
| 4 | Food Hygiene for the Hospitality Industry | Assessment of knowledge for Outcomes 1, 2, 3 and 4 Plus assessment of performance for Outcome 5 | Questioning Practical activities/observational checklists |
| 5 | Food Hygiene for the Hospitality Industry | Assessment of knowledge for Outcomes 1, 2, 3, 4 and 5 Plus assessment of performance for Outcome 1 Performance Criteria (e), Outcome 2 Performance Criteria (a) and Outcome 3 Performance Criteria (e) | Questioning Practical activities/observational checklists |

Group Award Specification: National Certificate in Professional Cookery at SCQF level 5 (GP6V 43)

National Certificate in Professional Cookery at SCQF level 6 (GP6W 44)

National Progression Award in Professional Cookery at SCQF level 3 (GP6V 43)

National Progression Award in Professional Cookery at SCQF level 4 (GP6W 44)

National Progression Award in Professional Cookery at SCQF level 5 (GP79 45)

National Progression Award in Professional Cookery at SCQF level 6 (GP7A 46)

| SCQF level | Unit title | Evidence requirements | Suggested instrument of assessment |
|------------|--|---|---|
| 6 | Food Hygiene for the Hospitality Industry | Assessment of knowledge for Outcomes 1, 2, 3, 4 and 5 Plus assessment of performance for Outcome 2 Performance Criteria (e), (f) and (g) and Outcome 3 Performance Criteria (d), (e) and (f) | Questioning Practical activities/observational checklists |
| 5 | Professional Cookery: Practice | Performance evidence | Practical activities/ and observational check lists/portfolio building |
| 6 | Professional Cookery: Practice | Performance evidence | Practical activities/ and observational check lists/portfolio building |
| 5 | Professional Cookery: Knowledge | Knowledge evidence | Questioning Portfolio building |
| 6 | Professional Cookery: Knowledge | Knowledge evidence | Questioning Portfolio building |
| 5 | Professional Cookery: Kitchen Operations | Knowledge and performance evidence | Mixture of practical activities, knowledge testing and portfolio building |
| 6 | Professional Cookery: Kitchen Operations | Knowledge and performance evidence | Mixture of practical activities, knowledge testing and portfolio building |
| 5 | Stocks, Sauces and Soups | Knowledge and performance evidence | Mixture of practical activities, knowledge testing and portfolio building |
| 5 | Pastry | Knowledge and performance evidence | Mixture of practical activities, knowledge testing and portfolio building |
| 6 | Pastry | Knowledge and performance evidence | Mixture of practical activities, knowledge testing and portfolio building |
| 5 | Health and Safety in Hospitality | Assessment of knowledge for Outcomes 1, 2 and 3 Performance evidence for Outcome 4 | Mixture of practical activities and knowledge testing |
| 5 | Work Experience/ Employment Skills Unit | Knowledge and performance evidence | Mixture of practical activities, knowledge testing and portfolio building |
| 5 | Hospitality Costing | Knowledge evidence | Costing exercises |
| 3 | Food Preparation Techniques: An Introduction | Performance evidence for Outcomes 1 and 2 Knowledge evidence for Outcome 3 | Mixture of practical activities and knowledge testing |

Group Award Specification: National Certificate in Professional Cookery at SCQF level 5 (GP6V 43)

National Certificate in Professional Cookery at SCQF level 6 (GP6W 44)

National Progression Award in Professional Cookery at SCQF level 3 (GP6V 43)

National Progression Award in Professional Cookery at SCQF level 4 (GP6W 44)

National Progression Award in Professional Cookery at SCQF level 5 (GP79 45)

National Progression Award in Professional Cookery at SCQF level 6 (GP7A 46)

| SCQF level | Unit title | Evidence requirements | Suggested instrument of assessment |
|------------|---|--|---|
| 3 | Cookery Processes: An Introduction | Knowledge evidence for Outcome 1 Performance evidence for Outcomes 2 and 3 | Mixture of practical activities and knowledge testing |
| 3 | Hospitality: Organisation of Practical Skills | Knowledge evidence for Outcomes 1 and 2 Performance evidence for Outcomes 3 and 4 | Mixture of practical activities and knowledge testing |
| 4 | Food Preparation Techniques: An Introduction | Performance evidence for Outcomes 1 and 2 Knowledge evidence for Outcome 3 | Mixture of practical activities and knowledge testing |
| 4 | Cookery Processes: An Introduction | Knowledge evidence for Outcome 1 Performance evidence for Outcomes 2 and 3 | Mixture of practical activities and knowledge testing |

Group Award Specification: National Certificate in Professional Cookery at SCQF level 5 (GP6V 43)

National Certificate in Professional Cookery at SCQF level 6 (GP6W 44)

National Progression Award in Professional Cookery at SCQF level 3 (GP6V 43)

National Progression Award in Professional Cookery at SCQF level 4 (GP6W 44)

National Progression Award in Professional Cookery at SCQF level 5 (GP79 45)

National Progression Award in Professional Cookery at SCQF level 6 (GP7A 46)

6 Guidance on approaches to delivery and assessment

6.1 National Progression Awards at SCQF level 3 and 4

Both qualifications develop practical cookery skills and underpinning knowledge that will prepare successful learners for entry into the catering, hospitality, bakery industries or for further education.

The skills that learners develop to organise themselves, their equipment and their resources are also beneficial. The nature of the subject means that even if learners subsequently opt not to pursue a career in catering, they have acquired the skills necessary to produce healthy, nutritious meals using fresh ingredients. These NPAs consist of a mixture of practical units, supported by underpinning knowledge conveyed through practical application in part and through written assessment, time plans and evaluations. Underpinning knowledge and related practical work are combined in units to ensure that delivery is practically oriented. Learners will be able to develop key practical skills in the training kitchens, and recognise the theory, knowledge and understanding of processes and techniques to which these skills relate. All practical work should be carried out using appropriate commercial and/or industrial tools and equipment that is fit for purpose.

Practical work provides some opportunities for learners to work in groups. This will generate opportunities to gather evidence for the Core Skills of *Working with Others* and *Problem Solving*. Group work may help develop other soft skills. The emphasis on practical work in the delivery of both NPAs enables learners to become aware of the vital importance of safe hygienic working practices including health and safety, cleaning and disinfection, and personal hygiene. In their practical work, learners will be expected to display good practice and this will lay the secure foundation that they will need to become successful employees in their chosen industry. It is likely that a range of delivery methods including demonstrations, planning, simulations and role-playing will be used in both group awards. The range of different methods will offer variety to learners and should encourage them to see the relevance of the material they are studying and help keep them interested and engaged. Furthermore, using a range of delivery methods can help ensure the NPAs meet the needs of a diverse range of learners, with different abilities.

6.1.1 National Progression Awards/National Certificates at SCQF level 5 and 6

These qualifications have been developed to facilitate flexible delivery and assessment, which is intended to be of a practical nature wherever possible, reflecting the realities of the professional kitchen. There will need to be a theory related session to cover the requirements of each unit. This could be incorporated into practical delivery or delivered in a dedicated theory class.

The units *Professional Cookery: Practical*, *Professional Cookery: Knowledge* and *Professional Cookery: Kitchen Operations* have been developed to allow them to be delivered in either an integrated manner or in isolation, allowing individual learners who are doing NPAs or part time learners working full time in industry and attending college on day-release programmes to infill into college provision. There is scope to deliver *Stocks, Sauces and Soups* and *Pastry* along with these units for a more blended approach to delivery and assessment. Sample delivery schedules are provided later in this section.

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National Certificate in Professional Cookery at SCQF level 6 (GP6W 44)

National Progression Award in Professional Cookery at SCQF level 3 (GP6V 43)

National Progression Award in Professional Cookery at SCQF level 4 (GP6W 44)

National Progression Award in Professional Cookery at SCQF level 5 (GP79 45)

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Each unit links directly with the knowledge, skills and experiences developed in each of the others and a holistic approach to delivery of these units is the preferred model and would benefit the learners understanding of the interaction, knowledge and skills development throughout each of the units. Delivery models will however be dependent on the centre and the learner group.

It is envisaged that the delivery of these units would take place in a commercially equipped professional training kitchen environment with the facilities to offer a restaurant production and service to allow all the performance criteria in *Professional Cookery: Kitchen Operations* units to be achieved. Centres may wish to do skills development lessons along with related theory prior to the production of menus/recipes in a service situation.

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

All practical work should be carried out using appropriate commercial and/or industrial tools and equipment that is fit for purpose. This qualification is not suitable for a domestic kitchen environment, as learners need to experience how a professional kitchen operates and understand how what they are learning fits with the work of the 'parties' within the typical kitchen brigade system.

Practical work also provides opportunities for learners to work in groups. This will generate opportunities to gather evidence for the Core Skills of *Working with Others* and *Problem Solving* along with communication and numeracy skills.

A variety of approaches to delivery should be used, such as:

- ◆ Practical activities and demonstrations
- ◆ Discussions/questioning and theory
- ◆ Reflection and evaluation
- ◆ Peer review
- ◆ Guest speakers
- ◆ Use of external visits, eg, to organic farms or fruit and vegetable markets
- ◆ Use of industry related DVDs/videos
- ◆ Use of internet resources

An induction to the qualification that covers the expectation of people working in a professional kitchen should be provided; for example this should include:

- ◆ Appropriate personal hygiene and appearance
- ◆ Food hygiene and health and safety requirements
- ◆ Appropriate workplace behaviour
- ◆ Working within a team
- ◆ Precisely following instructions and paying attention to detail
- ◆ Emphasis on an employee's role in contributing to the success of the organisation
- ◆ Use of culinary terminology

The delivery of the qualifications is at the discretion of the individual centre. Many centres may offer a full-time programme of between 16–20 credits (including the 12 credits required for an NC) to learners over an academic session.

The NCs in Professional Cookery at SCQF level 5 and SCQF level 6 are compatible with these arrangements. It would be expected, therefore, that centres would continue to offer a programme of units, but that this will include:

- ◆ For SCQF level 5: 12 SQA credits (72 SCQF points) are required: 10 from the mandatory section, 1–2 from the limited options and 0–1 from the options section. This can then be made up as required by centres.
- ◆ For SCQF level 6: 12 SQA credits (72 SCQF points) are required: 10 from the mandatory section, 1–2 from the limited options and 0–1 from the options section. This can then be made up as required by centres.

This will allow centres to develop the qualifications to suit their own unique circumstances while still meeting the requirements of the NCs.

The NCs are also flexible for part time delivery and allow for the inclusion of programmes for learners undertaking an NPA at SCQF level 5 or 6 to be integrated into the delivery of the NC programme.

There are opportunities for integrated learning and assessment across the units and where possible a holistic approach should be taken to the delivery and assessment of the group awards at level 5 and 6.

Assessment will be by observation during practical activities (some of which may relate to more than one unit), and oral or written work. There is scope for the use of e-learning and e-assessment for theoretical components of each of the units.

It may also be possible to have a holistic assessment that covers all of the practical units, performance evidence gathered over time (portfolio) with the focus on production of a menu under specified conditions (timed) at the end of the course.

Suggested delivery schedule, NC in Professional Cookery at SCQF level 5

Based on 36 weeks with three teaching blocks, each of 12 weeks duration and assuming 12 credits for the GA are delivered plus 5 additional credits. (Delivery weeks for units in each block are shaded). Guidance notes on delivery and assessment are provided after the table

| Unit title | SQA credit value | Block 1 12 weeks | Block 2 12 weeks | Block 3 12 weeks |
|--|------------------|---------------------|---------------------|---------------------|
| Mandatory section | | | | |
| Professional Cookery: Practical | 2 | | | |
| Professional Cookery: Knowledge | 2 | | | |
| Professional Cookery: Kitchen Operations | 2 | | | |
| Pastry | 1 | | | |
| Stocks, Sauces and Soups | 1 | | | |
| Food Hygiene for the Hospitality Industry | 1 | | | |
| Health and Safety in Hospitality | 1 | | | |
| Limited options section: Minimum 1–Maximum 2 credits required | | | | |
| Working in the Hospitality Industry | 2 | | | |
| Work Placement | 1 | | | |
| Practical Skills for Employment | 1 | | | |
| Options section: 0–1 credit may be selected | | | | |
| Health and Food Technology: Food Product Development | 1 | | | |
| Developing Customer Care in Hospitality | 1 | | | |
| Food Service Styles | 2 | | | |
| Food and Beverage Operations | 2 | | | |
| Using Learning Skills 3 | 0.5 | | | |
| Academic Study Skills | 1 | | | |

| | |
|--|---|
| | 8 credits @ 40 hours = 320hr/35 weeks = 9 hours per week (1.5 days PW) |
| | 2 credits @ 40 hours = 80hr/12 weeks block 1 = 6.6 hours per week (1 day PW) |
| | 2 credits @ 40 hours = 80hr/12 weeks block 2 = 6.6 hours per week (1 day PW) |
| | Option of additional 1 or 2 credits block 3 to bring total credits to 18 or 19 if required. |
| | 5 credits @ 40 hours = 200hr/35 weeks = 5.7 hours per week (1 day PW) |

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 National Progression Award in Professional Cookery at SCQF level 4 (GP6W 44)
 National Progression Award in Professional Cookery at SCQF level 5 (GP79 45)
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Suggested delivery schedule, NC in Professional Cookery at SCQF level 6

Based on 36 weeks with three teaching blocks, each of 12 weeks duration and assuming 12 credits for the GA are delivered plus 7 additional credits. (Delivery weeks for units in each block are shaded). Guidance notes on delivery and assessment are provided after the table.

| Unit title | SQA credit value | Block 1 12 weeks | Block 2 12 weeks | Block 3 12 weeks |
|--|------------------|---------------------|---------------------|---------------------|
| Mandatory section | | | | |
| Professional Cookery: Practical | 2 | | | |
| Professional Cookery: Knowledge | 2 | | | |
| Professional Cookery: Kitchen Operations | 2 | | | |
| Pastry | 1 | | | |
| Hospitality Costing | 1 | | | |
| Food Hygiene for the Hospitality Industry | 1 | | | |
| Health and Safety in Hospitality | 1 | | | |
| Limited options section: Minimum 1–Maximum 2 credits required | | | | |
| Working in the Hospitality Industry | 2 | | | |
| Work Placement | 1 | | | |
| Practical Skills for Employment | 1 | | | |
| Options section: 0–1 credit may be selected | | | | |
| Health and Food Technology: Food Product Development | 1 | | | |
| Leading a Hospitality Team | 1 | | | |
| Customer Care Excellence in Hospitality | 2 | | | |
| Enterprise Activity | 2 | | | |
| Working for Yourself | 1 | | | |
| Food Service Styles | 2 | | | |
| Food and Beverage Operations | 2 | | | |
| Academic Study Skills | 1 | | | |

| | |
|--|--|
| | 8 credits @ 40 hours = 320hr/35 weeks = 9 hours per week (1.5 days PW) |
| | 2 credits @ 40 hours = 80hr/12 weeks block 1 = 6.6 hours per week (1 day PW) |
| | 2 credits @ 40 hours = 80hr/12 weeks block 2 = 6.6 hours per week (1 day PW) |
| | 2 credits @ 40 hours = 80hr/12 weeks block 3 = 6.6 hours per week (1 day PW) |
| | 5 credits @ 40 hours = 200hr/35 weeks = 5.7 hours per week (1 day PW) |

Group Award Specification: National Certificate in Professional Cookery at SCQF level 5 (GP6V 43)
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 National Progression Award in Professional Cookery at SCQF level 3 (GP6V 43)
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The example deliveries shown for both NC level 5 and 6 illustrate how it is possible to offer the group award and additional credits to meet Scottish Funding Council guidelines. It is for each centre to decide on the mix and amount of optional credits that they wish to offer and this will vary within each centre.

It is recommended that the mandatory units *Professional Cookery: Practical, Professional Cookery: Knowledge, Professional Cookery: Kitchen Operations, Pastry and Stocks, Sauces and Soups* (8 credits) run concurrently over three blocks 1.5 days per week. This will allow specialist areas to be combined and allow for a more meaningful learning process. How this time is made up is again reliant on each centres timetabling requirements.

Centres also offering the NPAs at level 5 and 6 may wish to integrate their delivery within the larger NC programme.

It is assumed that the first week of the academic session will concentrate on induction and therefore the total number of weeks teaching is 35 to fully allow centres to prepare plans of work.

Due to the nature of delivery, it is desirable that centres ensure assessments in all concurrent units are scheduled appropriately and spread evenly throughout the academic year.

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

Appendix 1 identifies possible qualification progression opportunities for the suite of SQA professional cookery qualifications. They also provide multiple exit points for entering into employment.

6.2.2 Transitional arrangements and credit transfer

NPAs in Professional Cookery at SCQF level 3 and 4

The units that make up the NPA at these levels only required a minor update and therefore full credit transfer should be possible. However, as short programmes of study it is likely existing learners should comfortably be able to complete their NPA within the completion periods allowed for the units.

NPAs in Professional Cookery at SCQF level 5 and 6

These are new qualifications so there are no credit transfer issues.

NCs in Professional Cookery at SCQF level 5 and 6

A more integrative model of units has been developed for the revised NCs and there is not a direct one to one replacement for each unit. The revised frameworks have revised mandatory units, therefore centres are advised, for existing learners, to complete the programme they started on. For returning learners in future years, centres should take into account the currency of the skills and knowledge the learner has maintained or acquired over the period in question. Guidance on possible credit transfer is provided below:

| Old unit(s) | SCQF level | New unit(s) | SCQF level | Credit transfer comment |
|--|------------|--|------------|--|
| Food Hygiene for the Hospitality Industry | 3–6 | Food Hygiene for the Hospitality Industry | 3–6 | Partial transfer depending on current currency |
| Stocks and Sauces | 5 | Stocks, Sauces and Soups | 5 | Full transfer — cover allergens |
| Hospitality: Organisation of Practical Skills, Working Safely, Integrated Production Cookery, Meat Poultry and Game 1, Cookery Processes, Food Preparation Techniques, Meal Production and Design, Control of Cookery Processes, Fish and Shellfish, | 5 | Professional Cookery: Practical Professional Cookery: Knowledge Professional Cookery: Kitchen Operations | 5 | Partial transfer |
| Meat and Poultry 2, Food Product Knowledge, Food Production and Presentation Skills, Organisation of Practical Skills 4, Menu Planning, Restaurant Food Production and Menu Planning | 6 | Professional Cookery: Practical Professional Cookery: Knowledge Professional Cookery: Kitchen Operations | 6 | Partial transfer |
| Pastry, Pastry and Desserts | 5 | Pastry | 5 | Partial transfer |
| Patisserie | 6 | Pastry | 6 | Partial transfer |
| Hospitality Costing | 5 | Hospitality Costing | 5 | Partial transfer |

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 National Progression Award in Professional Cookery at SCQF level 5 (GP79 45)
 National Progression Award in Professional Cookery at SCQF level 6 (GP7A 46)

6.3 Opportunities for e-assessment

The design for some units in the award requires that evidence of knowledge and understanding of key concepts, processes and terminology and is therefore amenable to on-line assessment (or e-assessment) and centres are encouraged to adopt this approach wherever possible. E-portfolios, blogs, wikis, social media, video diaries, etc, can be used for the reflective, evaluative and contextual outcomes of the qualification. In cases where performance and product evidence is required, the usual checklists and pro forma could be substituted by electronic versions with a learner's product(s) and progress reports stored in the form of an e-portfolio supported with video and digital photographic evidence. As this technology develops centres are encouraged to adopt any such arrangements that SQA may put in place for securing and authenticating this evidence.

6.4 Support materials

A list of existing **Assessment Support Packs (ASPs)** is available to view on SQA's website.

6.5 Resource requirements

For the NPAs/NCs, in particular at level 5 and above all practical work will be carried out using appropriate commercial and/or industrial tools and equipment that is fit for purpose.

These qualifications are not suitable for a domestic kitchen environment as learners need to experience how a professional kitchen operates and understand how what they are learning fits with the work of the 'parties' within the typical kitchen brigade system. A wide range of commodities are involved in dish production and access to seasonal commercial quality ingredients will be necessary.

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 assessments 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

CfE: Curriculum for Excellence

Embedded Core Skills: is where the assessment evidence for the unit also includes full evidence for complete Core Skill or Core Skill components. A learner successfully completing the unit will be automatically certificated for the Core Skill. (This depends on the unit having been successfully audited and validated for Core Skills certification.)

E-portfolio: E-portfolios offer benefits for learners, centres and SQA. They provide an electronic environment where centres can introduce more creative approaches to assessment and where learners can store and organise their learning and assessment evidence, in a range of media formats. For centres, this also means no longer having to print, copy and store paper-based portfolios. For SQA, e-portfolios provide a secure and flexible way to access assessment evidence and internal verification materials.

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 applies:

- ◆ Learners may not be entered for the group award
- ◆ The group award will continue to exist only as an archive record on the Awards Processing System (APS)

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 until the qualification reaches its finish date at which point it will be removed from SQA's website and archived
- ◆ 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

Partie system: The hierarchal staffing structures in a traditional kitchen brigade and give specific job roles and responsibilities such as head chef, sous chef, chef de partie and commis chef.

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) provides the national common framework for describing 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.

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 and graded units will be at level 7 and 8. 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.

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

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 learners for the unit which has been revised where they are expected to complete the unit before its finish date.

| Version Number | Description | Date |
|----------------|-------------|------|
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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 these qualifications are for you by explaining what they are 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 National Certificates (NCs) and National Progression Awards (NPAs) have been designed to enhance the curricular provision of craft skills training within the discipline of Professional Cookery. They provide a flexible, progressive framework of qualifications with multiple exit routes supporting learners with achievable choices and put you in a stronger position to move on to the next stage of your study or career development.

National Progression Awards in Professional Cookery at SCQF levels 3–6

The NPAs in Professional Cookery at SCQF levels 3 and 4 have been designed to enable you to acquire and develop knowledge, understanding and skills for working in the catering, hospitality or bakery industries. These Group Awards will enable you to focus upon acquiring the skills, knowledge and understanding of a diverse range of processes and techniques, which are essential to your success if you hope to progress to a college course when you leave school. In addition to subject specific skills relating to catering, you will also learn and develop employability skills including good attendance and time-keeping habits. Depending upon your individual circumstances including prior learning and experience, you may undertake the NPA at SCQF level 3 or SCQF level 4. In either case, this will give you a platform that will enable you to progress through further education or pursue entry level employment opportunities.

The mandatory units are designed in order to ensure that you focus on the following areas:

- ◆ Experience of developing a range of food preparation techniques and processes, which can be used in the planning, development and production of healthy products
- ◆ The various options open to you to make informed career choices for your future
- ◆ Employability skills

The NPAs at SCQF level 5 and 6 are designed to provide progression onto the National Certificates in Professional Cookery.

The mandatory units on the NPAs can equip you with the skills and topics listed.

Skills and knowledge for working in the catering, hospitality or bakery industries.

- ◆ Measuring and mixing
- ◆ Preparing and producing fruit, vegetables, pasta, meat, fish and pasta/dough products
- ◆ Using resources and produce which are sustainable in the long term
- ◆ Food hygiene procedures
- ◆ Organisational skills
- ◆ Employability skills
- ◆ Positive attitudes to workplace and learning
- ◆ The importance of time-keeping and attendance
- ◆ The importance of good verbal communication
- ◆ The importance of good listening skills
- ◆ Working co-operatively with others as a member of a team
- ◆ Self-respect and showing respect and consideration for others
- ◆ Adaptability and flexibility

- ◆ Application of appropriate legislation especially health and safety and food hygiene procedures
- ◆ Planning products/dishes
- ◆ Confidence to seek feedback
- ◆ Confidence to give feedback
- ◆ Self-review and evaluation
- ◆ Preparing food products for retail sale

As many of the units are practical, assessment will be by assessor observation. There is also a requirement to compile a logbook outlining the processes and techniques used over the course. The logbook will also act as record of personal and food hygiene. There will be opportunities for you to work with industrial equipment.

There are no formal entry qualifications required, but some experience of Home Economics or Hospitality work gained during S1 and S2 would be beneficial. An interest and enthusiasm for the subject would also be highly beneficial for both school pupils and adult returners.

National Certificates in Professional Cookery at SCQF level 5 and 6

The National Certificates in Professional Cookery at SCQF level 5 and 6 are designed to enable you to acquire and develop knowledge, understanding and skills for working in a professional kitchen. It will enable you to focus upon the key skills associated with professional cookery as well as providing you with information regarding working safely and food hygiene procedures. The NC in Professional Cookery at SCQF level 5 will give you a platform that will enable you to progress through further education or pursue employment opportunities. On completion of the award at level 5, you may opt to progress to the NC in Professional Cookery at SCQF level 6.

The NC in Professional Cookery at SCQF level 6 builds upon the practical skills, development of culinary knowledge and employability skills developed in the level 5 qualification.

It can provide progression of to the HNC in Professional Cookery at SCQF level 7, to a modern apprenticeship or to employment.

For entry to the National Certificate in Professional Cookery at SCQF level 5, it would be an advantage to have appropriate experience in the industry or a lower level qualification such as:

- ◆ NPA in Professional Cookery at SCQF level 5
- ◆ Relevant SVQs at SCQF level 4
- ◆ Relevant industrial experience
- ◆ Skills for Work Hospitality

For entry to the National Certificate in Professional Cookery at SCQF level 6, it would be an advantage to have appropriate experience in the industry or a lower level qualification, such as:

- ◆ NPA in Professional Cookery at SCQF level 6
- ◆ National Certificate in Professional Cookery at SCQF level 5
- ◆ Relevant SVQs at SCQF level 5
- ◆ Relevant industrial experience

You can discuss your particular situation with college staff, who will be pleased to offer you guidance, support and advice on how the course can be of help to you.

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 National Progression Award in Professional Cookery at SCQF level 5 (GP79 45)
 National Progression Award in Professional Cookery at SCQF level 6 (GP7A 46)

Appendix 1 SQA qualifications in Professional Cookery and possible progression routes

| | Pre-employment | Pre-employment and development | Workforce development | |
|------|--|--|---|--|
| SCQF | SQA National Courses and Group Awards | Higher Education | Safe and Legal | Occupational/CPD |
| 8 | | HND ♦ Professional Cookery with Management | | SVQ ♦ Hospitality Management Skills |
| 7 | | HNC ♦ Professional Cookery | HN Food Hygiene ♦ Food Hygiene Intermediate | PDA ♦ Professional Cookery ♦ Professional Pastry SVQ ♦ Hospitality Supervision and Leadership ♦ Professional Cookery (Patisserie and Confectionery) |
| 6 | National Certificate ♦ Professional Cookery National Progression Award ♦ Professional Cookery | | Food Safety ♦ Food Hygiene for the Hospitality Industry | SVQ ♦ Professional Cookery |

Group Award Specification: National Certificate in Professional Cookery at SCQF level 5 (GP6V 43)

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National Progression Award in Professional Cookery at SCQF level 4 (GP6W 44)

National Progression Award in Professional Cookery at SCQF level 5 (GP79 45)

National Progression Award in Professional Cookery at SCQF level 6 (GP7A 46)

| | Pre-employment | Pre-employment and development | Workforce development | |
|------|--|--------------------------------|--|--|
| SCQF | SQA National Courses and Group Awards | Higher Education | Safe and Legal | Occupational/CPD |
| 5 | National 5 <ul style="list-style-type: none"> ◆ Hospitality: Practical Cake Craft ◆ Hospitality: Practical Cookery ◆ Hospitality Skills for Work National Certificate <ul style="list-style-type: none"> ◆ Professional Cookery ◆ Bakery National Progression Award <ul style="list-style-type: none"> ◆ Professional Cookery | | Food Safety <ul style="list-style-type: none"> ◆ Food Hygiene for the Hospitality Industry | SVQ <ul style="list-style-type: none"> ◆ Food Production ◆ Kitchen Services ◆ Professional Cookery |
| 4 | National 4 <ul style="list-style-type: none"> ◆ Practical Cookery ◆ Hospitality Skills for Work National Progression Award <ul style="list-style-type: none"> ◆ Bakery ◆ Professional Cookery | | Food Safety <ul style="list-style-type: none"> ◆ Food Hygiene for the Hospitality Industry | SVQ <ul style="list-style-type: none"> ◆ Professional Cookery |
| | | | | Award <ul style="list-style-type: none"> ◆ Culinary Ability: Food Preparation Award |
| 3 | National 3 <ul style="list-style-type: none"> ◆ Hospitality Practical Cookery National Progression Award <ul style="list-style-type: none"> ◆ Professional Cookery | | Food Safety <ul style="list-style-type: none"> ◆ Food Hygiene for the Hospitality Industry | |

Group Award Specification: National Certificate in Professional Cookery at SCQF level 5 (GP6V 43)
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