



Scottish Qualifications Authority Qualification Support Team (QST): Professional Cookery

Note of Meeting 1 held on Tuesday 19 January 2021 (via Microsoft Teams)

Members: South Lanarkshire College West Lothian College Perth College Dumfries and Galloway College City of Glasgow College Orkney College West College Scotland New College Lanarkshire Fife College Forth Valley College			Officers: Christine Keenan Carol McEvoy		
			Apologies: N/A		
			By Invitation: Senior External Verifier		
REF	AGENDA Item	NOTES OF DISCUSSION			
1/1	Welcome	Members were welcomed to the first meeting of the QST			
1/2	Membership	Introductions were made and team members provided an overview of what their colleges offer.			
1/3	QST Remit	It was confirmed that the main remit of a QST to act as a sounding board for maintaining and refreshing the qualifications, as well as to deal with any issues identified. It was noted that the previous QST covered the HN qualifications in both hospitality and professional cookery,			

		<p>however, since the recent review of NC, NPA, HN and PDA qualifications it was agreed that separate QSTs be established for hospitality and professional cookery with the professional cookery team covering the range of qualifications highlighted on the progression chart provided. This reflects the approach taken by the Qualification Development Teams (QDT).</p> <p>It was confirmed that while there is usually only one person from a centre on a QST, membership is fluid, with the initial tenure typically being for two years.</p> <p>It was agreed that short virtual meetings can be arranged as often as the team would find useful. A joint meeting with the Hospitality QST could be arranged to discuss common units/issues if required. Post COVID it would be desirable to have at least one annual physical meeting of the QST. It was suggested that reinstating the annual centre networking event could be considered.</p>
1/4	Transition Issues	<p>The team were advised that pre-covid 'transition issues' was a standard item on an agenda for the first meeting of a QST for revised qualifications. Traditionally, the QST would look at transition between old and new qualifications (eg from an old HNC to a new HND).</p> <p>It was agreed that this may need to be looked at again as more colleges start to offer the new qualifications.</p>
1/5	ASP Update	<p>An updated list of published ASPs for the new/revised units was provided ahead of the meeting.</p>
1/6	Jan-June 2021 Delivery and Assessment Issues	<p>It was noted that there are ongoing discussions between the college management and SQA management groups and that a new group lead by Fiona Robertson, SQA's CEO, and including amongst others, college principals/vice principals, SDS and funding agencies has been set up.</p> <p>Up until now the guidance has been to integrate and streamline delivery and assessments as much as possible. The original generic guidance issued in August 2020 includes an assessment planning tool (decision tree) with a series of steps that should be followed when considering adaptations. Circumstances have obviously changed since this guidance was issued and a modified holistic approach, using an updated version of the 'decision tree', is being considered, however this will vary between frameworks and depend on circumstance in relation to government restrictions and local conditions.</p> <p>The key difference to using a holistic approach this time is the amount of evidence likely to have been generated at this point in the session compared with that generated at the point of lockdown last year. Therefore, this time a holistic approach should not be solely based on group award aims but should be further defined by identifying the minimum evidence required to maintain credibility of the qualifications within the sector.</p> <p>It was noted that SQA's Policy team have created a template for capturing group award aims and minimum</p>

		<p>evidence requirements for frameworks likely to pose a challenge because of lack of access to appropriate resource/environment for development and assessment of practical skills.</p> <p>It was noted that the professional cookery and hospitality frameworks have been self-identified as being problematic in this respect. The main challenge being delivering and assessing key practical units with no access to facilities and the mandatory work placement unit at HND.</p> <p>It was noted that a meeting to develop approaches for delivering the mandatory work placement unit has been arranged and further guidance is expected to be issued soon.</p> <p>All team members confirmed that the biggest challenge will be trying to catch-up with the practical lessons. The team went on to discuss the situation within their colleges, this included:</p> <ul style="list-style-type: none"> • Issues around students and staff living in an area with a different tier level to that of the college/campus and reticence of travelling from one tier to another. • Despite the best intentions for intensive coverage of practical classes, there is only a limited amount of time left so delivery may not be possible if social distancing does not change to allow larger numbers into the kitchens. • Consideration to pushing finish date back to mid-July, but this depends on funding agencies. • Access to IT equipment has been an issue, with some students not wanting to say that they do not have a laptop and have been trying to keep up to date using their phones. • Student engagement. • Completion of closed book assessments • Issuing students with a shopping list and paying money into their bank accounts to buy ingredients so they can practice at home. <p>The SEV advised that the EV team met at the end of November. The EVs looked at a matrix of the outcomes in all the units across the awards and had preliminary discussions around what changes could be made and potential approaches that centres may come forward to request.</p> <p>EVs recognise that centre staff are already exhausted and there is still a lot of work ahead, however, it is strongly suggested that each team have discussions, particularly for the practical units, looking at the minimum evidence that they would accept as a standard, considering what it says in the unit specification,</p>
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		<p>students put in the effort to ensure that all the relevant planning documentation is there, that should give assessors the confidence to evaluate whether or not it would have succeeded to the appropriate standard. For example, could the delivery and evaluation aspects be integrated with the food production units (hot/cold kitchen, sweets and desserts) with students producing their own dishes while supervising two other students in the preparation of their menus?</p> <p>Managing Food and Beverage Operations</p> <ul style="list-style-type: none"> • It may be possible to integrate some part of this unit with Managing Hospitality Organisations 1 and 2 • As with Hospitality Supervision comprehensive planning will be critical • As previously mentioned requirement for 30 covers has been relaxed • Consideration still needs to be given to the other requirements of this unit <p>Generic guidance is expected to be issued by 1st February and it is hoped that Professional Cookery will be included in this first batch as it was a framework identified as a priority one.</p>
1/7	Feedback Mechanisms/Survey	<p>It was noted that in normal circumstances feedback on the qualifications is usually gathered via candidate and centre surveys. Everyone agreed that it would not be appropriate for feedback to be sought this year. It was suggested that when seeking feedback in the future alternative ways to do this should be considered. It was noted that 'Survey Monkey' can no longer be used for surveys and that Microsoft Forms should be used now, however, this platform has limited functionality in terms of the style of questions available.</p> <p>It was agreed that better ways of engaging and gathering feedback from students should be explored, such as setting up focus groups with student representatives from each centre. It was suggested that it is especially valuable to get feedback from previous students to find out how they feel their qualifications prepared them for working/progressing in the industry.</p> <p>The team were asked if there is an alumni network that could be accessed. The team felt that this would be more challenging as student destination information is inconsistent.</p>
1/8	Any Other Business	N/A
1/9	Date of Next Meeting	Tuesday 26 January 2021 from 15:00 to 16:30