

Subject guidance for internally assessed qualifications in 2020-21

Please read this document in conjunction with [guidance for the assessment of internally assessed qualifications issued to centres in August 2020](#).

Group Award titles:	HN, NC and NPAs in Hospitality
Group Award codes:	GP6Y 45 GP6T 46 G9FL 45 GF4P 15 GR1G 16 GF4R 16 GP6X 45 GP6R 46 GR1F 15

Units and/or outcomes where conditions of assessment can or cannot be altered

Conditions of assessment for the following units cannot be altered:

Food Hygiene Intermediate (F4TL 34)

- ◆ Closed book assessments must be retained.

For all other units, centres can gather evidence for learning outcomes under open book conditions if this is more practicable for 2020-21. Examples of alternative assessment could be questions which have been answered and submitted by learners in a given time period, an electronic presentation with questions and answers, case studies, professional discussions, viva voce examinations or a report. Centres must ensure that the revised assessment task(s) is of the same level of demand for the learner as required by the original assessment requirements.

SQA ASPs with closed-book conditions may not be used for assessment in open-book conditions.

A pre-verification service is available to support centres develop assessment instruments adapted from closed-book to open-book conditions operationshqv@sqa.org.uk

Adaptations to evidence requirements to help manage assessment

Managing Financial Resources in Hospitality (DL3A 35)

- ◆ Closed book conditions in evidence requirements may be adjusted.

Management of Food and Beverage Operations (H197 35/J3J1 35)

- ◆ Students should still plan for 30 covers but as a disclaimer within their portfolio they should include a statement that, due to current government guidelines, the following number can be accommodated. This number should reflect the capacity possible in the individual centre.

Rationale

F4TL 34 is used for application for REHIS Intermediate level Food Hygiene Certificate and REHIS have confirmed closed book assessment conditions must be maintained for recognition to continue.

Additional guidance and information

Hospitality Supervision (J3HY 34)

- ◆ Students should have all their planning in place as soon as possible so they are able to carry out the supervision tasks when the opportunities arise across the term. For the 10-minute training activity, students could prepare a plan for this and then record themselves carrying out the training activity and upload this to the college platform for assessment.

Food and Beverage Service/Operations (DL3G 34/J2PC 34)

- ◆ Although training restaurants may not yet be open to the public, they can still be used as a simulated environment for completing practical activities.
- ◆ Some centres are planning to offer a takeaway service for students and staff.
- ◆ Students should maintain logbooks – they can include details of any relevant service experience they have taken part in and produce a reflective account to cover the evaluation requirement.

Hospitality Financial Accounting (DL3R 34)

- ◆ This unit requires a manual double entry bookkeeping system to be completed under supervised conditions, however Excel spreadsheets can be used this year. If Sage is used for outcome 2 students will likely need to be brought into college for access to the software.

Food Production Processes (DL3K 34)

- ◆ It is suggested that theory is completed in semester/block 1 and the practical elements deferred to semester/block 2.

Front Office Procedures (J485 47)

- ◆ Some centres have found providing remote access to “Mainstay” effective for delivery of the unit.

Suggested units that can be integrated include:

Food Hygiene for the Hospitality Industry (J1NJ 45)

- ◆ This unit is ideally suited for integration with the teaching of service units. Evidence for Outcome 5 should be generated during practical activities.

Health and Safety in Hospitality (J1NN 45)

- ◆ It is important to integrate the learning from this unit into the practical units in the programme.

Accommodation Operations (J1WF 45)

- ◆ Where a practical task is being undertaken in Outcome 3 this could be integrated with any food production, food service or practical events unit.

Alcoholic Beverages (J1SA 45)

- ◆ It is recommended that the delivery of this unit be integrated with other food and drink service units at an appropriate level.

Non-alcoholic Beverages (J1S9 45)

- ◆ It is recommended that the delivery of this unit is integrated with other Food and Drink Service units at an appropriate level.

Barista Skills (J1WL 45)

- ◆ Outcomes 1, 2 and 3 could be integrated with a food and beverage operations unit at an appropriate level.

Customer Care Excellence in Hospitality (J1NW 46)

- ◆ Delivery of this unit could be integrated with the units Food and Beverage Operations at SCQF level 6 and Leading a Hospitality Team at SCQF level 6.

Managing an Event/Organising an Event (H91M 35/F3PN 12)

- ◆ In broad terms, the main mitigating approach suggested is to deliver later in the programme with the hope that a broader range of opportunities are possible albeit on a smaller scale with the fallback that evidence can be produced for virtual events.