

Subject guidance for internally assessed qualifications in 2021-22

Please read this document in conjunction with [guidance for the assessment of internally assessed qualifications issued to centres in August 2021](#).

Group Award titles:	Advanced Certificate in Hospitality Advanced Certificate in Hospitality Operations Advanced Diploma in Hospitality Management
Group Award codes:	GM8P 47 (lapsing) GR3J 47 GM8W 48 (lapsing) GR3H 48

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 (HP4M 47)

- ◆ 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 2021-22. 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.

Please refer to the generic [SQA Guidance Supporting the delivery, assessment and verification of SQA units, session 2021-22](#) for further guidance on adapting assessments.

A Pre-verification service is available to support centres develop assessment instruments adapted from closed-book to open-book conditions. To utilise, please contact operationshmvq@sqa.org.uk

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

Adaptations to evidence requirements to help manage assessment

Managing Financial Resources in Hospitality – all versions

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

Management of Food and Beverage Operations – all versions

- ◆ 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

HP4M 47 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 – all versions

- ◆ 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 – all versions

- ◆ 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

- ◆ 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.

Guidance on Integration of Assessment and available resources

Refer to Course Tutor Guide *Assessment Strategy* for guidance.