

Entry Level Certificate in Food Studies (Entry 1)

Candidate guide (3340)



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Guidance for candidates

Introduction to the candidate guide

This guide will help you achieve your certificate by telling you what you need to do and by outlining the content of the award and the assessment requirements. It contains all the information that you need as well as example forms.

The qualification

This qualification is designed to help you develop and improve your ability to prepare and cook food for yourself whilst also developing skills and knowledge of the catering industry. This course should help you to develop basic cookery skills and prepare a light meal for yourself. If you complete all the units successfully you will achieve a qualification which is on the National Qualification Framework at entry level 1.

The centre will check what you can already do and what you know and will help you decide if this is the right course for you. There are two levels of entry for this qualification, entry level 1 and entry level 2. The centre will decide which of these levels is the most suitable for you to start at.

The centre should also make sure that you have an induction programme before starting the course. This will include information on the facilities and the course itself.

Other qualifications

You could do this course on its own or as part of a wider course including basic skills. Your teacher/assessor will talk to you about other courses that you could do at the same time as this one.

You may also be able to take a Foundation Food Hygiene certificate as part of this course as well as a suitable health and safety course. These are all part of learning about cooking and the hospitality and catering industry.

It is important that you work safely, especially in a kitchen/catering environment. You are responsible for the safety of others as well as your own safety. Your teacher/assessor will explain this in more detail to you.

Progression

You may want to undertake further catering qualifications and there are other courses that your teacher/assessor will talk to you about. They will be able to advise which courses you could progress on to. They could also advise you on suitable catering jobs that you may be able to do.

Assessment

The course that you are doing is to help you increase your skills in cooking and develop knowledge of the catering industry.

To get your certificate you will need to show that your skills match those of the standards (course content). Your **teacher/assessor** will look at all your work to check that it is at the right standard to get a certificate.

You will do this by showing your teacher/assessor that you can perform practical tasks. You will do this on three occasions throughout the course.

Your teacher/assessor will also ask you questions or use pictures to check that you know what you are doing. The practical and theory assessments are set by City & Guilds and accompanied by a marking scheme.

You must keep a record of work that you have done in a portfolio to demonstrate theory throughout the course. This could be pictorial, photographs, handouts, worksheets, collages and evaluation sheets.

You have copies of forms in this guide that the assessor will fill in to show that you have completed all the tasks correctly. After you have completed an assessment the teacher/ assessor will discuss it with you in order to see how well you think you completed the task.

You will also be able to ask someone other than the teacher/assessor to watch you do a task. This person is a **witness**. A witness is normally a colleague, manager or supervisor or could even be a customer but should not be a friend or member of your family. You have a sheet in this guide that you can photocopy called a **witness testimony**. The **witness** can fill it in to say what activity they saw you do, where you did it, and if you did it correctly. They will sign and date the form and give it to your teacher/assessor who will also sign and date it.

The assessor may also show your work to other people to make sure that it is of good quality and that you are completing the tasks correctly as the standards require. These people could be a quality assurance co-ordinator or an external verifier that will visit the centre on behalf of City & Guilds.

Appeals and equal opportunities

All centres must have an appeals and equal opportunities policy. You should be told about this during your induction. If you are not sure that you understand these policies you should talk to your teacher/assessor.

City & Guilds monitors centres to check whether equal opportunities policies are being followed. The City & Guilds equal opportunities policy is published on the City & Guilds website: www.city-and-guilds.co.uk .

Gaining your certificate

In order to achieve the City & Guilds Entry Level Certificate in Food Studies, you will need to pass a total of four units.

Unit 101 Health, safety and hygiene

Unit 102 Select and use appropriate basic kitchen equipment

Unit 103 Identify the main food groups

Unit 104 Prepare food, cook food and clean work areas and equipment

Once you have achieved these four units you will:

- Be able to follow basic health, safety and hygiene rules
- Be able to identify, select and use basic kitchen equipment
- Develop an awareness of the nutritional importance of the main food groups
- Be able to prepare and cook a light meal for yourself
- Be able to clean your own work areas and equipment

The next part of this guide tells you how to achieve each unit.

Your teacher/assessor will help you understand what you have to do for the practical work and the assessments.

Course content

You must complete all of the following units.

Unit 101 Health, safety and hygiene

- Follow basic health and safety rules in the kitchen
- Recognise hazards in the kitchen
 - > hot items
 - > sharp items
 - > wet surfaces
 - > slippery surfaces
 - > obstacles
 - > incorrect lifting and carrying
 - > dangers of inappropriate and reckless behaviour
- Follow basic hygiene rules in the kitchen
 - > hand washing
 - > hair
 - > suitable protective clothing and flat, closed in shoes
 - > nail varnish
 - > personal habits
 - > jewellery
 - > how to deal with cuts and abrasions

Unit 102 Select and use appropriate basic kitchen equipment

- Select appropriate equipment and use safely and hygienically
 - > tin opener (including specialist)
 - > measuring jug
 - > toaster
 - > bowls
 - > knives (adapted) on cradle
 - > peeler
 - > chopping boards
 - > graters
 - > cutlery for laying table
- Clean work areas and equipment
 - > wash, dry and put away dishes and utensils
 - > rinse sinks
 - > wipe down surfaces
 - > use suitable detergents
 - > clean floor

Unit 103 Identify the main food groups

- Identify the five main food groups
 - > bread, cereal and potatoes
 - > fruit and vegetables
 - > milk and dairy foods
 - > meat, fish and alternatives
 - > fatty and sugary foods

Unit 104 Prepare food, cook food and clean work areas and equipment

- Prepare food using a variety of methods
 - > slicing
 - > peeling
 - > washing and preparing perishable foods
 - > rolling
 - > grating
- Cook food using the following methods
 - > microwaving
 - > conventional cooker
- Clean work areas and equipment
 - > wash, dry and put away dishes and utensils
 - > rinse sinks
 - > wipe down surfaces
 - > use suitable detergents
 - > clean floor

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Appendix 1

Example forms

- Witness status list
- Witness testimony
- Photographic evidence
- Assessment 1 (Marking scheme)
- Assessment 1 (Evaluation form)

Witness status list

Candidate

Centre/organisation

Name and location of witness	Status	Relationship to candidate	Unit numbers	Witness signature	Date

Witness Status Key

- 1 Occupational expert and appropriately qualified assessor
- 2 Non-occupational expert and appropriately qualified assessor
- 3 Occupational expert and familiar with the standards
- 4 Occupational expert and not familiar with the standards
- 5 Non-expert not familiar with the standards

Witness testimony

Candidate

Centre/organisation

Witness

Relationship to candidate

Activity observed	Place of observation	Unit numbers	Date

Signed

Witness

Date

Assessor

Date

**Quality assurance
co-ordinator** (if sampled)

Date

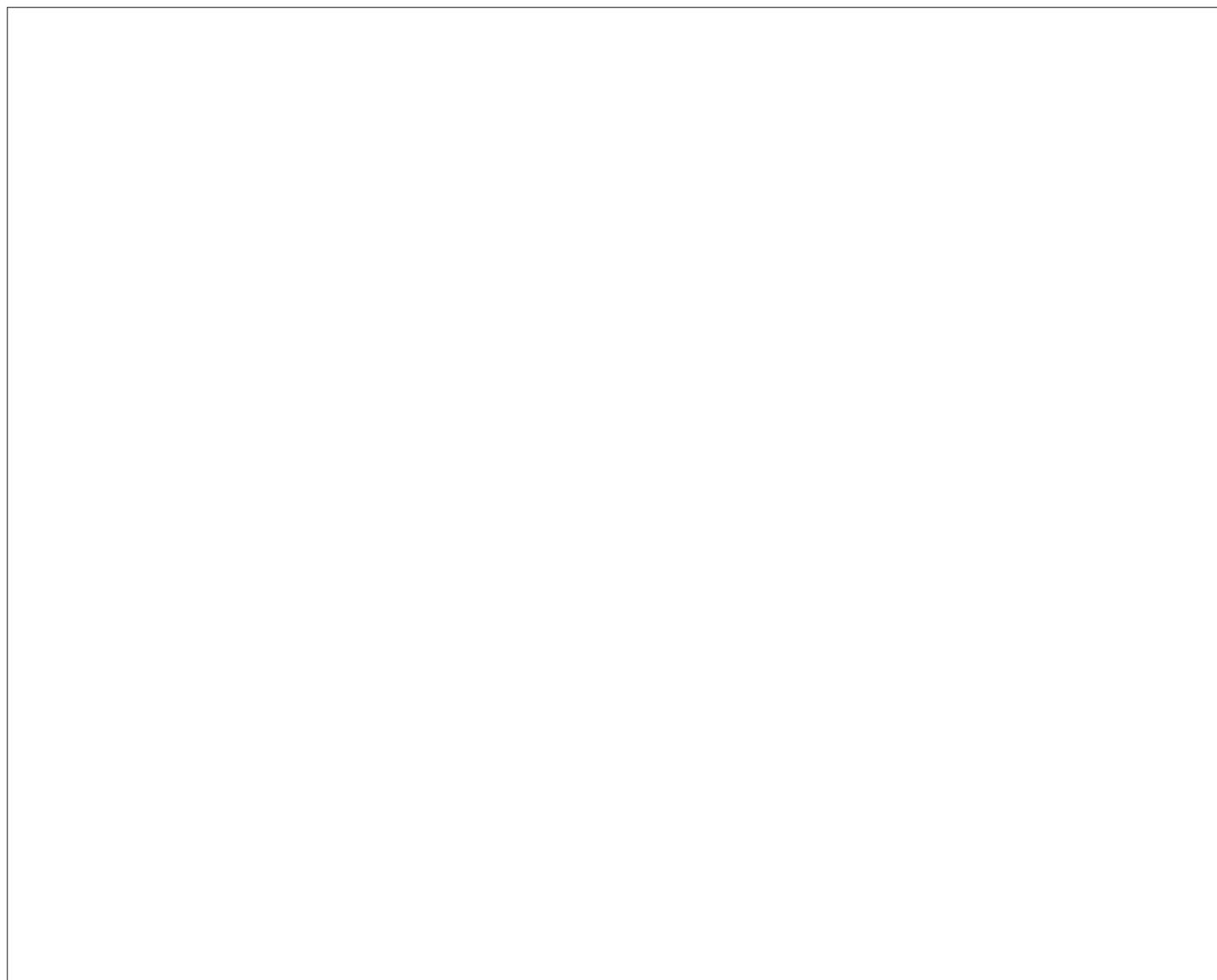
Photographic evidence

You may use this form to keep photographic evidence of work that you have produced.

You should provide some information about the photograph itself then ask your assessor to sign and date it.

Candidate name _____

Date _____



Candidate signature _____

Teacher/Assessor name _____

Teacher/Assessor signature _____

Assessment 1

Centre name	Candidate name
Assessor name	Assessor signature
Date	Quality assurance co-ordinator signature (if sampled)

Assessor should allocate marks for the following:

Assessment	Total marks	Mark awarded	Comments
Candidate to follow six personal hygiene procedures:			
Ensure nails are clean and free of nail varnish	1		
Remove jewellery	1		
Wear hair in appropriate manner	1		
Wear protective clothing	1		
Wear flat closed in shoes	1		
Wash hands	1		

Assessment 1 (continued)

Assessor should allocate marks for the following:

Assessment	Total marks	Mark awarded	Comments
Candidates should identify the following kitchen hazards:			
Water on floor	1		
Trailing electric flex	1		
Knife on edge of table	1		
Saucepan left on edge of hob/table	1		
Dirty tea cloth	1		
Dirty table surface	1		
Sink filled with debris	1		
Obstacles around the room	1		
Food debris/rubbish left on floor	1		
Candidates should be aware of dangers from:			
Spillages	1		
Unacceptable behaviour	1		
Total	17		

Assessment 1
Evaluation form

Candidates may give their feedback orally which may then be recorded

Assessor comments	Candidate comments

Assessor signature

Date

Candidate signature

Date

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