

Entry Level Certificate in Food Studies (Entry 2)

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 improve your ability to prepare and cook food for yourself whilst also developing skills transferable to the catering industry. This course will ensure that you are able to prepare, cook and present a meal for a special event or occasion which will show that you have learnt the appropriate skills and knowledge to undertake this task. If you complete all the units successfully you will achieve a qualification which is on the National Qualification Framework at entry level 2.

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. The City & Guilds Certificate in Food Studies is split into two awards which will allow progression from entry 1 to entry 2. There are two levels of entry for this qualification. 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. Some candidates may progress to the City & Guilds Entry Level Certificate in Hospitality and Catering (Entry 3).

Your teacher/assessor 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. The three assessments cover all the units. 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 six units.

- Unit 201 Health, safety and hygiene
- Unit 202 Demonstrate the use of basic kitchen equipment
- Unit 203 Demonstrate an awareness of balanced diets
- Unit 204 Adopt a practical approach to shopping and food storage
- Unit 205 Demonstrate practical skills related to the preparation and cooking of food
- Unit 206 Prepare cook and present meals or snacks for a variety of occasions

Once you have achieved these six units you will:

- be able to understand and follow basic health and safety and hygiene rules
- be able to demonstrate the use of basic kitchen equipment
- be able to demonstrate an awareness of balanced diets
- be able to undertake a shopping trip (accompanied) and be able to store food
- be able to demonstrate practical skills related to the preparation and cooking of food
- be able to prepare cook and present a meal for special occasions/events

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 201 Health, safety and hygiene

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

Unit 202 Demonstrate the use of basic kitchen equipment

- Select appropriate equipment and use safely and hygienically
 - > knives
 - > tin opener
 - > hand mixer
 - > kettle
 - > toaster
 - > bowls
 - > peeler
 - > chopping boards
 - > baking trays
 - > graters
 - > weighing and measuring equipment
 - > sieves
 - > saucepans
 - > frying pans
 - > spoons – wooden, spatula, tablespoon, teaspoon
- Clean work area and equipment
 - > wash, dry and put away dishes and utensils
 - > wash and clean equipment
 - > rinse sinks
 - > wipe down surfaces
 - > use suitable cleaning agents
 - > ensure debris cleaned from floor

Unit 203 Demonstrate an awareness of balanced diets

- 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
- Identify dietary needs
 - > low fat
 - > vegetarian
 - > diabetic
 - > gluten free
 - > nut allergy

Unit 204 Adopt a practical approach to shopping and food storage

- Plan and prepare for a shopping expedition
- Go shopping
 - > shopping lists (could be illustrated)
 - > supermarkets
 - > small shops
 - > market
- Correctly store foods
 - > perishable
 - > dried
 - > tinned
 - > frozen
 - > pre-prepared and convenience
 - > fresh fruit and vegetables

Unit 205 Demonstrate practical skills related to the preparation and cooking of food

- Prepare basic food using a variety of methods
 - > chopping
 - > slicing
 - > peeling
 - > whisking
 - > creaming
 - > sieving
 - > rolling
 - > grating
 - > rubbing-in
- Cook basic food using a variety of methods
 - > baking
 - > boiling
 - > grilling
 - > frying (shallow and stir)
 - > microwaving

Unit 206 Prepare cook and present meals or snacks for a variety of occasions

- Prepare meals for special occasions
 - > suitable table settings for special occasion/event
 - > correct use of tableware – plates/bowls/cutlery/glasses
 - > appearance of food on the plate
 - > correct portion sizes
 - > seasoning
 - > taste

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
Candidates to compile a list of ingredients	1		
Candidates should select and prepare a sandwich or snack and a hot or cold drink for themselves adhering to the following criteria: Choice Selection meets assessment requirements (1) Ingredient list includes correct quantities (1)			

Assessment 1 (continued)

Assessor should allocate marks for the following:

Assessment	Total marks	Mark awarded	Comments
<p>Balance Salad or vegetable ingredients are selected to add texture, flavour, garnish (1) Uses of sauces and pickles complement other ingredients (1)</p> <p>Appearance Sandwich or snack fillings and toppings evenly applied (1) Sandwich or snack presented attractively on the plate (1) Sandwich or snack presented on plates and bowls which are clean and undamaged (1)</p> <p>Taste Salad vegetable additions should be dried not wet (1) Ingredients for sandwiches and snacks are cooked to correct degree (1) Sauces, pickles seasonings are not excessive (1)</p>	10		

Assessment 1 (continued)

Assessor should allocate marks for the following:

Assessment	Total marks	Mark awarded	Comments
Candidates should work hygienically:			
Wash hands	1		
Wear protective clothing	1		
Wear suitable footwear	1		
Candidates should recognise and deal with (practical assessment)			
Health and safety hazards	1		
Spillages	1		
Candidates must demonstrate correct food storage	1		

Assessment 1 (continued)

Assessor should allocate marks for the following:

Assessment	Total marks	Mark awarded	Comments
Candidates must demonstrate five cleaning activities:			
Wash dry and store utensils	1		
Clean equipment	1		
Use suitable cleaning agents	1		
Wipe down surfaces	1		
Ensure debris cleaned from floor	1		
Candidates to demonstrate how they would deal with seven kitchen hygiene problems and hazards selected from the list below: Water spilt on the floor (1) sharp knife left on the table (1) electric lead to kettle left dangling (1) Pan handles projecting over front of cooler (1) Incorrect lifting and carrying of a large heavy item of equipment (1)			

Assessment 1 (continued)

Assessor should allocate marks for the following:

Assessment	Total marks	Mark awarded	Comments
Dirty dishcloth left in the sink (1) Dirty saucepan left out (1) Spillage on the cooker hob (1) Uncovered cut on the finger (1) Oven cloth left near gas cooker hob (1)	7		
Total	29		

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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