

Entry Level Certificate in Hospitality and Catering (Entry 3)

Candidate guide (3340)

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Guidance for candidates

Introduction to the candidate guide

This guide has been developed to help you achieve your qualification by outlining the course and what you must do to achieve the certificate. It contains all the information and example forms that you need.

The qualification

This course will help you improve your skills and knowledge of the hospitality and catering industry. It will also help you learn about the industry and jobs within it.

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 centre should also make sure that you have an induction programme before starting the course. This will include information on the facilities, the course and rights and responsibilities (both yours and the centre's).

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 be able to take a foundation food hygiene course as well as a health and safety course as these are all part of learning about the hospitality and catering industry.

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

Once you have completed this course you may be able to take other qualifications in hospitality and catering such as National Vocational Qualifications (NVQs).

Your teacher/assessor will talk to you about other courses that you could do after this one. They will also be able to advise you on suitable jobs within the industry that you may be able to do.

Assessment

This course is to help you gain skills and knowledge about the hospitality and catering industry. To get your Certificate you will need to show that your skills and knowledge match the standards of the course, set out in the *course content*.

You will be tested in **three** different ways, and you will need to **pass all three** types of assessment to get the award.

1 Practical assignment

This first part of the course, unit 301, asks you to find out about organisations offering hospitality in your area, and to find out about some of the jobs that are done there. Usually, you will make visits and ask questions to find out what you need to know. You will then fill in the report forms for unit 301 to show what you have learned.

2 Practical assessment

You will choose one of the four optional units and you will learn practical skills in one of the following:

- housekeeping
- counter service
- table service,
- food preparation & cooking

When you have learnt the skills, your Assessor will watch you at work to prove you can do what the course requires. Your assessor will also watch to see how you demonstrate the skills you have learnt in communicating with others, working in a team and working safely and hygienically.

3 Theory test

In the four core units of the course you will learn about the hospitality industry, health, safety & hygiene, communicating with others and working in a team. Once you have done these units, you will take a 45 minute test to show what you have learned.

The assessment arrangements are summarised in the following table:

	1 Practical assignment	2 Practical assignment	3 Theory test
Core units			
301 Introduction to the hospitality and catering Industry	✓		✓
302 Health, safety & hygiene in the Hospitality Industry		✓	✓
303 Communication at work		✓	✓
304 Working relationships		✓	✓
Optional units: choose ONE of			
305 Housekeeping		✓	
306 Table Service		✓	
307 Counter Service		✓	
308 Food Preparation and Cooking		✓	

Work experience

Whilst you are taking this course you will spend some time doing the jobs that you have been learning about. This will usually take place at the centre where you are doing the course, but you may also have the opportunity to have some work experience at a catering outlet. Work experience will give you the opportunity to practice the skills you are learning and to work with other people and customers.

Portfolio

As you go through the course you will collect all sorts of information and pictures relating to what you are learning. You will also produce notes and work of your own. It is a good idea to keep all these things together in a folder or portfolio. It will remind you what you did and it will show others what you have learnt.

Self evaluation form

An example self evaluation form is given at the end of this guide. Use these forms to record your thoughts and feelings about the course day by day, and keep them in your portfolio.

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 monitor 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

To achieve your certificate you will need to pass a total of five units. You will have to pass four core units, and one optional unit.

Core units

Unit 301	Introduction to the hospitality and catering industry
Unit 302	Health, safety and hygiene
Unit 303	Communication at work
Unit 304	Working relationships

Optional units

Unit 305	Housekeeping
Unit 306	Table service
Unit 307	Counter service
Unit 308	Food preparation and cooking

When you have achieved the core units it will show that you know about:

- The catering and hospitality industry
- Job opportunities in the catering and hospitality industry
- Health, safety and hygiene within the catering and hospitality industry
- Good communication skills
- Good working relationships

Once you have achieved an optional unit it will show that you have some skills and understanding in one of the following areas:

- Housekeeping
- Table service
- Counter service
- Food preparation and cooking

The next part of this guide tells you what each unit contains. Your teacher/assessor will help you understand what you have to do for the assessments.

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Course content

Core units

Unit 301 Introduction to the Hospitality and Catering Industry

- 301.1 explore hospitality and catering outlets in your own area
- 301.2 investigate job roles in local catering outlets

Unit 302 Health, safety and hygiene in the hospitality and catering industry

- 302.1 adopt safe working practices
- 302.2 adopt hygienic working practices

Unit 303 Communication at work

- 303.1 communicate with people effectively
- 303.2 report problems or customer requests

Unit 304 Working relationships

- 304.1 work as part of a team

Optional units

Unit 305 Housekeeping

- 305.1 assist in cleaning public areas
- 305.2 replenish supplies for a cleaned toilet/bathroom area
- 305.3 strip beds and collect linen

Unit 306 Table service

- 306.1 assist in laying tables
- 306.2 assist in the service of food and drink
- 306.3 assist in clearing and cleaning tables

(continued)

Unit 307 Counter service

- 307.1 assist in preparing the counter for service
- 307.2 assist in dealing with customer orders
- 307.3 assist in clearing and cleaning dining areas

Unit 308 Food preparation and cooking

- 308.1 use basic equipment
- 308.2 assist in preparation of cold foods
- 308.3 assist in preparation and cooling of hot foods

Unit 301

Introduction to the hospitality and catering industry

Unit rationale

This unit provides an introduction to the scheme by enabling students to think about what they already know of hospitality and catering as consumers. You will need to find out about hospitality and catering goods and services available in the local area. You will develop and practice skills in finding, collecting and recording information. Unit 301 contributes to learner's basic skills as well as providing a context for acquiring practical skills and knowledge in the later units; assessment records are included to record the completion of the tasks for unit 301.

301.1 Explore hospitality and catering outlets in your own area

You must:

301.1.1 Name different types of hospitality and catering outlets in your local area

Choose examples from two of the outlet types from the list below and say who does what in it, that is:

301.1.2 What goods and services are provided

301.1.3 What staff is in place to provide them

301.1.4 How many customers are served daily

301.1.5 How much does each customer spend per visit

2 from the following:

Hotels

Hospitals

Guesthouses

Restaurants

Bed & breakfast

Catering outlets in leisure centres

Fast food and take away

Catering outlets in theme parks

Cafes

Voluntary/charity catering operation

Tea and coffee shops

Transport catering

Residential homes

301.6 List 2 likes and 2 dislikes that you have about working in this business.

Unit 301

Introduction to the hospitality and catering industry

301.2 Find out about job roles in local hospitality and catering outlets

Using the outlet(s) you have chosen to find out about in **element 301.1**

You must:

301.2.1 Identify **two jobs** from the list below and state what tasks are done in those roles

Chef or cook	Housekeeper
Waiter or waitress	Room attendant
Catering assistant	Manager
Cashier	Supervisor
Receptionist	Bar person

301.2.2 State what hours and rate of pay the job holder receives for carrying out their job

301.2.3 Identify the skills required by the job holder in order for them to be able to perform their job efficiently

301.2.4 State who the job holder reports to and identify at least one other person that the job holder works with

301.2.5 List two things that the job holder likes

301.2.6 List two things that the job holder dislikes.

Learning outcomes

- You will demonstrate a basic knowledge of the catering and hospitality industry locally.
- You will demonstrate an awareness of career opportunities available in the catering and hospitality industry locally.

Summary of assessment tasks

- You must find out about hospitality and catering outlets in their local area.
- You must visit at least two different types of outlet and find out and record information about its products and services using the **unit 301.1** report form.
- Using the outlets chosen above you must identify two different job roles and describe the basic activities involved in those jobs using the **unit 301.2** report form.

Unit 302

Health, safety and hygiene in the hospitality and catering industry

Unit rationale

In this unit you must show that you have a basic knowledge and understanding of health, safety and hygiene. You should be able to demonstrate during practical activities that you can adopt safe and hygienic work practices in either the SWE or working environment.

302.1 Adopt safe working practices

You must:

302.1.1 Follow and understand basic health & safety rules in the workplace or SWE

Workplace areas: **1 of the following**

Bedroom

Dining room

Restaurant

Public areas

Kitchen

Health & safety applied to all **of the following**:

Fire regulations and procedures

Lifting and handling techniques

Location of first aid boxes

Using cleaning agents

Identification and knowledge of safety signs and symbols

302.1.2 Identify possible hazards and risks in the workplace or simulated working environment

Hazards & risks: **5 of the following**

Wet surfaces

Hot items

Slippery surfaces

Sharp items

Obstacles

Lifting

Cleaning agents

Unit 302

Health, safety and hygiene in the hospitality and catering industry

302.2 Adopt hygienic working practices

You must:

302.2.1 Follow, and know the reason for, hygienic working practices **all of the following:**

Keep hands and fingernails clean and free from nail varnish

Cover cuts, grazes and wounds

Be aware of personal hygiene

Know how to report infectious illnesses

Wear clean protective clothing and headwear (according to establishment standards)

Work hygienically

Follow workplace guidelines about jewellery, perfume and cosmetics

Learning outcomes

- You will demonstrate a basic knowledge of health, safety and hygiene within the catering and hospitality industry.

Summary of assessment tasks

- Knowledge elements of this unit will be covered in the synoptic written test covering all four core units.
- Practical aspects of this unit will be assessed within the practical assessment associated with the optional unit chosen.
- See the *assessment specification* on page 6, and the *assessment record* for each optional unit.

Unit 303

Communication at work

Unit rationale

In this unit you will need to demonstrate through the activities undertaken in the SWE or working environment that you can communicate effectively. The level of communication required relates to your ability to respond to simple requests to carry out tasks, communicating with customers and work colleagues. You will need to understand when to refer the request or problem to a colleague, supervisor or team leader.

303.1 Communicate with people effectively

You must develop interpersonal and communication skills within a catering environment by:

303.1.1 Dealing with customers and colleagues in a polite helpful manner

303.1.2 Acknowledging and responding to requests promptly

303.1.3 Use the correct verbal and body language when dealing with people

all of the following:

Posture

Gestures

Language

Facial expression

Tone of voice

303.1.4 Listen and respond to queries and instructions on **3 of the following:**

Directions

Menu

Products

Tasks

Equipment

Ingredients

Prices

Methods

303.2 Report problems or customer requests

303.2.1 Report any problems or customer requests **1 of the following:**

To colleagues

To team leader

To supervisors

Unit 303

Communication at work

Learning outcomes

- You will deal with customers and colleagues in a polite and helpful manner.
- You will demonstrate a basic awareness of verbal and body language.
- You will report any problems or customer requests.

Summary of assessment tasks

- Knowledge elements of this unit will be covered in the synoptic written test covering all four core units.
- Practical aspects of this unit will be assessed within the practical assessment associated with the optional unit chosen.
- See the *assessment specification* on page 6, and the *assessment record* for each optional unit.

Unit 304

Working relationships

Unit rationale

This unit requires you to understand the basic interpersonal skills required to work as an effective part of a team. You must demonstrate effective behaviour when working with others through their appearance and attitude to other members of the team, and by following instructions and offering assistance.

304.1 Work as part of a team

You must develop interpersonal and communication skills within a catering environment by:

304.1.1 Working effectively as part of a team **all of the following:**

Be punctual	Acceptable behaviour towards colleagues within a working environment
Check work routine and tasks with colleagues/supervisor	Offer assistance to others ie colleagues and supervisors
Follow instructions accurately	Ask colleagues, supervisor for help
Work in co-operation with others	

Learning outcomes

- You will be able to demonstrate effective working relationships with colleagues and supervisors.
- You will be able to demonstrate that you can work effectively as part of a team.

Summary of assessment tasks

- Knowledge elements of this unit will be covered in the synoptic written test covering all four core units.
- Practical aspects of this unit will be assessed within the practical assessment associated with the optional unit chosen.
- See the *assessment specification* on page 6, and the *assessment record* for each optional unit.

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Unit 305

Housekeeping

Unit rationale

In this unit you are introduced to basic housekeeping tasks through assisting a cleaner /room attendant, listening to and acting on simple instructions. You will assist in the identification of equipment and cleaning material, clearing dirty/used materials and equipment, use basic cleaning material to assist in cleaning a public area and fetch and store items required to replenish rooms. Acceptable health, safety and hygiene should be demonstrated throughout the practical activities undertaken within the SWE or working environment.

305.1 Assist in cleaning public areas

You must:

305.1.1 Wear suitable clothing

305.1.2 Collect equipment and cleaning materials **5 from:**

Brush	Duster
Mop	Cleaning cloths
Bucket	Vacuum cleaner
Dustpan	Cleaning agents

305.1.3 Transport equipment and cleaning materials as instructed

305.1.4 Check work routine and tasks with colleagues/supervisors

305.1.5 Display appropriate warning/hazard signs

305.1.6 Remove dust, dirt and marks from the following areas **4 from:**

Floor coverings	Glass
Vertical surfaces	Soft furnishings
Horizontal surfaces	

305.1.7 Report any problems to colleagues/supervisors

305.1.8 Deal with customers in a polite and helpful manner

305.1.9 Clean and store cleaning equipment and materials as instructed

305.1.10 Carry out work in a safe hygienic manner

Unit 305

Housekeeping

305.2 Replenish supplies for cleaned toilet/bathroom area

You must:

305.2.1 Collect supplies for toilet/bathroom areas as instructed **5 from:**

Soap	Shower cap
Tissues	Bin liners
Toilet tissue	Towels/facecloth
Shampoo	Bathmat

305.2.2 Transport supplies as instructed

305.2.3 Check that toilet/bathroom is unoccupied

305.2.4 Restock supplies as instructed

305.2.5 Return excess supplies as instructed

305.2.6 Request assistance of colleagues/supervisors when needed

305.3 Strip beds and collect linen

You must:

305.3.1 Collect clean bed linen and coverings as instructed and transport to bedrooms as instructed **3 from the following:**

Pillow cases	Bed covers
Sheets	Valances
Duvet Covers	

305.3.2 Check that bedroom is unoccupied

305.3.3 Strip beds as instructed

305.3.4 Check used bed linen/coverings for damage and report to **1 of the following:**

Colleague	Team Leader
Supervisor	

Unit 305

Housekeeping

- 305.3.5 Place clean bed linen/coverings in a safe place as instructed
- 305.3.6 Transport used bed linen/coverings as instructed
- 305.3.7 Return excess supplies as instructed

Learning outcomes

- You will be able to collect appropriate equipment and materials for cleaning public areas as instructed.
- You will assist in the removal of dust and marks from a variety of areas.
- You will be able to collect and transport bathroom supplies and bed linen.
- You will be able to strip beds and handle used linen as instructed.
- You will work within health, safety and hygiene requirements.

Summary of assessment tasks

- This unit will be assessed by means of a practical assessment. Assessment of the core units' practical skills are also integrated into the practical optional units.
- In certain cases, aspects of the assessment may be completed by means of oral questioning – see items in italics on the *assessment record*.
- Assessment should be carried out in an approved simulated working environment (SWE).

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Unit 306

Table service

Unit rationale

In this unit there may be some flexibility about what you can undertake depending upon the type of table service provided. However you will assist in the preparation and clearing of dining rooms as well as assisting in the service of food and drink to customers. You will be working under instruction and should communicate both with colleagues and customers. Acceptable health, safety and hygiene should be demonstrated throughout the practical activities undertaken within the SWE or working environment.

306.1 Assist in the laying of tables

You must:

306.1.1 Check work routine with colleagues and supervisors **3 from:**

Crockery	Cutlery
Cruet	Serviettes
Accompaniments	Table decoration
Glasses	Table linen

306.1.2 Assist in positioning furniture and equipment **3 from:**

Tables	Glassware
Chairs	Cruet
Crockery	Linen
Service equipment	Serviettes

Unit 306

Table service

306.2 Assist in the service of food and drink

You must:

- 306.2.1 Wear suitable protective clothing
- 306.2.2 Check work routine with colleagues/supervisors
- 306.2.3 Wash hands
- 306.2.4 Greet customers and assist in taking orders **2 from:**

Customers with special needs	Customers requiring drinks
Customers with children	Customers requiring food
Large groups	

- 306.2.5 Serve food and drink to customers in a polite and helpful manner

306.3 Assist in clearing and cleaning tables

- 306.3.1 Remove items from the table **3 from:**

Crockery	Cutlery
Cruet	Serviettes
Accompaniments	Table decoration
Glasses	Debris

- 306.3.2 Stack dirty items as instructed
- 306.3.3 Dispose of waste in a safe and hygienic manner
- 306.3.4 Clean tables/chairs using **2 from:**

Cleaning cloths	Spray polish
Spray cleaner	Duster
Bottled cleaner	

- 306.3.5 Reposition tables and chairs as required
- 306.3.6 Request assistance of colleagues/supervisors when needed

Unit 306

Table service

Learning outcomes

- You will be able to assist check supplies and ensure that they are clean, undamaged and ready for use.
- You will be able to assist in laying tables.
- You will be able to greet customers and assist in taking orders.
- You will be able to help serve and clear food and beverages.
- You will be able to help clear and clean seating area.
- You will work within health, safety and hygiene requirements.

Summary of assessment tasks

- This unit will be assessed by means of a practical assessment. Assessment of the core units' practical skills are also integrated into the practical optional units.
- In certain cases, aspects of the assessment may be completed by means of oral questioning – see items in italics on the *assessment record*.
- Assessment should be carried out in an approved simulated working environment (SWE).

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Unit 307

Counter Service

Unit rationale

In this option you should be exposed to a range of counter service roles, excluding cash handling tasks. You may be assisting food service staff in preparation, by replenishing supplies to the counter during service and/or may be given the task of serving (which may include portioning) a specific menu item. The expected interaction with customers would be on a relatively restricted range of items but you should be able to listen and respond to requests. Acceptable health, safety and hygiene should be demonstrated throughout the practical activities undertaken within the working environment or SWE.

307.1 Assist in the preparation of the counter ready for service

You must:

307.1.1 Check work routine with colleagues/supervisors

307.1.2 Replenish service items from stock provided **4 from**:

Trays	Disposable serviettes
Cutlery	Glassware
Crockery	Disposable cups
Straws	

307.1.5 Replenish condiments from stock provided **2 from**:

Seasonings	Sauces
Sugar	Dressings
Preserves	

307.1.6 Dispose of waste in a safe and hygienic manner

307.1.7 Request assistance of colleagues/supervisors when needed

307.1.8 Follow health, safety and hygiene procedures

Unit 307

Counter Service

307.2 Assist in dealing with customer orders

You must:

307.2.1 Greet customers politely

307.2.2 Give correct information to customers **2 from:**

Requesting food

Menu enquiries

Requesting drinks

Requesting a special meal

307.2.3 Take customers' orders correctly

307.2.4 Deal with orders and serve portions as instructed

307.2.5 Request assistance of colleagues and supervisors when needed

307.3 Assist in clearing and cleaning dining areas

You must

307.3.1 Remove from the tables **3 from:**

Crockery

Serviettes

Condiments

Table decoration

Glasses

Debris

Cutlery

307.3.2 Ensure that condiments suitable for reuse are checked and cleaned **3 from:**

Seasonings

Sauces

Sugar

Dressings

Preserves

307.3.3 Stack dirty items as instructed

307.3.4 Dispose of waste in a safe and hygienic manner

Unit 307

Counter Service

307.3.5 Clean tables and chairs **using 2 from:**

Cleaning cloths	Spray polish
Spray cleaner	Duster
Bottled cleaner	

307.3.6 Request assistance of colleagues/supervisors when needed

Learning outcomes

- You will be able to help prepare the counter for service.
- You will assist in taking customers orders and deal with their requests.
- You will be able to clear counter and dining area.
- You will assist in checking and repositioning cutlery, crockery, condiments, tables and chairs.
- You will work within health, safety and hygiene requirements relevant to the hospitality and catering industry.

Summary of assessment tasks

- This unit will be assessed by means of a practical assessment. Assessment of the core units' practical skills are also integrated into the practical optional units.
- In certain cases, aspects of the assessment may be completed by means of oral questioning – see items in italics on the *assessment record*.
- Assessment should be carried out in an approved simulated working environment (SWE).

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Unit 308

Food preparation and cooking

Unit rationale

When undertaking this qualification you may already have experience of preparing and cooking food in a domestic setting. In this unit you will be using basic equipment to assist in the preparation of a range of hot and cold food items. You should be able to listen and respond to instruction and work as part of a team. Acceptable health, safety and hygiene should be demonstrated throughout the practical activities undertaken in the working environment or SWE.

308.1 Use basic equipment

You must:

308.1.1 From the list below, select suitable basic equipment for the task to be undertaken and use safely and hygienically **10 from:**

Knives	Weighing and measuring equipment
Tin opener	Sieves
Hand mixer	Saucepans
Kettle	Frying pans
Toaster	Deep fat fryer
Sandwich toaster	Measuring jugs
Bowls	Blender, liquidiser
Cutlery	Food processor
Peeler	Oven
Chopping board	Hob
Baking trays	Microwave
Graters	

308.1.2 Clean equipment using suitable cleaning agents and methods

308.1.3 Store clean equipment correctly

Unit 308

Food preparation and cooking

308.2 Assist in the preparation of cold foods

You must:

- 308.2.1 Collect required ingredients and measure with assistance
- 308.2.2 Store any foodstuff awaiting preparation correctly
- 308.2.3 Prepare food for cold assembly as instructed **using 5 preparation methods** from the list below

Chopping	Creaming
Slicing	Sieving
Peeling	Rolling
Whisking	Grating
Rubbing-in	

- 308.2.4 Clean work area and equipment and dispose of waste in a safe and hygienic manner
- 308.2.5 Return unused foodstuff to stores

308.3 Assist in the preparation and cooking of hot food

You must:

- 308.3.1 Collect required ingredients and measure with assistance
- 308.3.2 Store any foodstuff awaiting preparation correctly
- 308.3.3 Prepare and cook food as instructed **using 4 cooking methods** from the list below

Baking	Deep frying
Boiling	Microwaving
Grilling	Roasting
Frying (shallow and stir)	

Unit 308

Food preparation and cooking

- 308.3.4 Clean work area and equipment, dispose of waste correctly
- 308.3.5 Return unused foodstuff to stores
- 308.3.6 Store cooked food correctly

Learning outcomes

- You will be able to select equipment as instructed for simple food preparation and cooking tasks.
- You will be able to assist with the simple preparation of hot and cold foods.
- You should store food correctly according to instructions.
- You will work within health, safety and hygiene requirements relevant to the hospitality and catering industry.

Summary of assessment tasks

- This unit will be assessed by means of a practical assessment. Assessment of the core units' practical skills are also integrated into the practical optional units.
- In certain cases, aspects of the assessment may be completed by means of oral questioning – see items in italics on the *assessment record*.
- Assessment should be carried out in an approved simulated working environment (SWE).

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Appendix 1

Example forms

Unit 301 Practical assignment records
Candidate self evaluation form

Unit 301.1 Practical assignment record

Explore hospitality and catering outlets in your own area

Candidate name _____

Date of visit _____

What you must do You should visit two different outlets and complete one copy of this form for each		Mark	Mark awarded	Core
Name of outlet visited	_____	1	_____	301.1.1
Address of outlet visited	_____	1	_____	301.1.1
Brief description of business • Type (1) • Location (1) • How many people work there? (1)	_____	3	_____	301.1.2
Name three types of food offered	_____	3	_____	301.1.2
Name three drinks that are offered	_____	3	_____	301.1.2
What service method is used?	_____	1	_____	301.1.2
Is overnight accommodation offered? Yes or no	_____	1	_____	301.1.2
Roughly how many customers are served every day?	_____	1	_____	301.1.4

(continued)

What you must do You should visit two different outlets and complete one copy of this form for each		Mark	Mark awarded	Core
Roughly how much money does each customer spend per visit? £1.00 – 4.00 £5.00 – 20.00 over £20.00		1		301.1.5
List 2 things that you would like and 2 things that you would dislike about working in this business		2		301.1.6
Total		17		

Assessor signature

Assessor name

Date

Unit 301.2 Practical assignment record

Find out about job roles in local hospitality and catering outlets

Candidate name _____

Date of visit _____

What you must do You should investigate two job roles and complete one copy of this form for each		Mark	Mark awarded	Core
Title of job	_____	1	_____	301.2
What days (1) and hours (1) do they work?	_____	2	_____	301.2.2
What do they get paid?	_____	1	_____	301.2.2
What does the job involve? List at least 6 tasks	_____	6	_____	301.2.3
What skills does the job holder need to do this job well? Give at least 4	_____	4	_____	301.2.3
Who does the job holder report to?	_____	1	_____	301.4

(continued)

What the learner must do The learner should investigate two job roles and complete one copy of this form for each		Mark	Mark awarded	Core
Name one other person the job holder works with Name (1) job title (1)		2		301.2.4
List two things that the job holder likes (2) and dislikes (2) about their job?		4		301.2.5/6
Total		21		

Assessor signature

Assessor name

Date

Candidate self evaluation form

Candidate name _____

Date _____

Unit no		Element no	
Today I have completed the following tasks:			
What went well			
Any problems			
What did I learn			

Candidate signature _____

Teacher/Assessor name _____

Signature _____

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