

Level 2/3 Awards in Sustainability in Hospitality (7019)

June 2013 Version 1.0



Qualification at a glance

Subject area	Sustainability in Hospitality
City & Guilds number	7019
Age group approved	14+ for Level 2; 16+ for Level 3
Entry requirements	None specified
Assessment	Short Answer-assignments Multiple choice-assignments
Fast track	None
Support materials	Centre handbook Assessment pack Answer pack
Registration and certification	Consult the Walled Garden/Online Catalogue for last dates

Title and level	City & Guilds number	Accreditation number
Level 2 Award in Principles of Sourcing Sustainable Commodities for Professional Kitchens	7019-20	600/9228/2
Level 2 Award in Principles of Sustainable Practice in Professional Kitchens	7019-21	600/9232/4
Level 2 Award in Principles of Waste Prevention and Management in Professional Kitchens	7019-22	600/9229/4
Level 3 Award in Principles of Purchasing Sustainable Food Commodities for Professional Kitchens	7019-30	601/0227/5
Level 3 Award in Principles of Responsible Waste Prevention and Management in Professional Kitchens	7019-31	600/9230/0
Level 3 Award in Principles of Sustainable Practice in Professional Kitchens	7019-32	600/9231/2



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1 Introduction

This document tells you what you need to do to deliver the qualifications:

Area	Description
Who are the qualifications for?	They are for learners who work or want to develop their awareness around sustainability within professional kitchens including issues such as waste management and food sourcing
What do the qualifications cover?	They allow learners to learn, develop and practise the skills required for employment and/or career progression in the catering sector.
What opportunities for progression are there?	These are CPD qualifications which are designed to be stand alone.

Structures

To achieve the **Level 2 Award in Principles of Sourcing Sustainable Commodities for Professional Kitchens**, learners must achieve **2** credits from the mandatory unit

		Unit Title	Level	Credits
Mandatory	200	Principles of sourcing sustainable commodities for professional kitchens	2	2

To achieve the **Level 2 Award in Principles of Sustainable Practice in Professional Kitchens**, learners must achieve **1** credit from the mandatory unit

		Unit Title	Level	Credits
Mandatory	201	Principles of sustainable practice in professional kitchens	2	1

To achieve the **Level 2 Award in Principles of Waste Prevention and Management in Professional Kitchens**, learners must achieve **2** credits from the mandatory unit

		Unit Title	Level	Credits
Mandatory	202	Principles of waste prevention and management in professional kitchens	2	2

To achieve the **Level 3 Award in Principles of Purchasing Sustainable Food Commodities for Professional Kitchens**, learners must achieve **2** credits from the mandatory unit.

		Title	Level	Credits
Mandatory	300	Principles of purchasing sustainable food commodities for professional kitchens	3	2

To achieve the **Level 3 Award in Principles of Responsible Waste Prevention and Management in Professional Kitchens**, learners must achieve **2** credits from the mandatory unit

		Title	Level	Credits
Mandatory	301	Understanding the benefits of responsible waste prevention and management in professional kitchens	3	2

To achieve the **Level 3 Award in Principles of Sustainable Practice in Professional Kitchens**, learners must achieve **2** credits from the mandatory unit

		Title	Level	Credits
Mandatory	302	Understanding the benefits of sustainable practice in professional kitchens	3	2



2 Centre requirements

Approval

There is no fast track approval for this qualification, existing centres who wish to offer this qualification must use the **standard** Qualification Approval Process.

To offer this qualification, new centres will need to gain both centre and qualification approval. Please refer to the *Centre Manual - Supporting Customer Excellence* for further information.

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualifications before designing a course programme.

Resource requirements

Centre staffing

Staff delivering this qualification must be able to demonstrate that they meet the following occupational expertise requirements. They should:

- be occupationally competent or technically knowledgeable in the area for which they are delivering training and/or have experience of providing training. This knowledge must be to the same level as the training being delivered
- have recent relevant experience in the specific area they will be assessing
- have credible experience of providing training.

Centre staff may undertake more than one role, eg tutor and assessor or internal quality assurer, but cannot internally verify their own assessments.

Assessors and Internal Quality Assurer

Assessor/Internal Quality Assurer TAQA qualifications are valued as qualifications for centre staff, but they are not currently a requirement for the qualification.

Continuing professional development (CPD)

Centres must support their staff to ensure that they have current knowledge of the occupational area, that delivery, mentoring, training, assessment and verification is in line with best practice, and that it takes account of any national or legislative developments.

Candidate entry requirements

City & Guilds does not set entry requirements for this qualification. However, centres must ensure that candidates have the potential and opportunity to gain the qualification successfully.

Age restrictions

There is no age restriction for the Level 2 qualifications unless this is a legal requirement of the process or the environment. The level 3 qualifications are restricted to learners over the age of 16.



3 Delivering the qualification

Initial assessment and induction

An initial assessment of each learner should be made before the start of their programme to identify:

- if the learner has any specific training needs,
- support and guidance they may need when working towards their qualifications.
- any units they have already completed, or credit they have accumulated which is relevant to the qualifications.
- the appropriate type and level of qualification.

We recommend that centres provide an induction programme so the learner fully understands the requirements of the qualifications, their responsibilities as a learner, and the responsibilities of the centre. This information can be recorded on a learning contract.

Support materials

Description	How to access
Assignment pack for centres	www.cityandguilds.com
Marking guide	www.cityandguilds.com

Below are weblinks that may be used purely for possible further resource. As these are external links we cannot guarantee their longevity. Any changes to these links are outside of the responsibility of City & Guilds.

- Online Resource Centre <http://hafsva.wrap.org.uk/home> (in particular the food waste tracking sheets / recycling sheets)
- Info Finder <http://hafsinfofinder.wrap.org.uk>
- Hospitality and Food Service web pages
www.wrap.org.uk/hospitality
- Green Town <http://greentown.wrap.org.uk/>
- Waste Hierarchy <http://wastehierarchy.wrap.org.uk/>
- Case Studies <http://www.wrap.org.uk/content/good-practice-case-studies>
- Out of Home consumer information
<http://www.wrap.org.uk/content/less-food-waste-saves-money>
- Love Food Hate Waste consumer video http://www.youtube.com/watch?v=I9mXv_5EW_E
- Unilever Wise up on Waste app
<http://www.unileverfoodsolutions.co.uk/our-services/your-kitchen/wise-waste-app>
- Nestle waste management training <http://www.nestleprofessional.com/uk/en/Courses/Pages/Default.aspx>
- <http://www.sustainweb.org/publications/?id=272>



4 Assessment

Candidates must:

- successfully complete one assignment for each mandatory unit

For Level 2 Awards assignments are in multiple choice format and for Level 3 Awards assignments are in short answer format.

Level 2 Award in Principles of Sourcing Sustainable Commodities for Professional Kitchens			
Unit Number	Unit Title	Assessment method	Where to obtain assessment materials
200	Principles of sourcing sustainable commodities for professional kitchens (Level 2) (2)	Multiple Choice - assignment	www.cityandguilds.com
Level 2 Award in Principles of Sustainable Practice in Professional Kitchens			
Unit Number	Unit Title	Assessment method	Where to obtain assessment materials
201	Principles of sustainable practice in professional kitchens (Level 2) (1)	Multiple Choice - assignment	www.cityandguilds.com
Level 2 Award in Principles of Waste Prevention and Management in Professional Kitchens			
Unit Number	Unit Title	Assessment method	Where to obtain assessment materials
202	Principles of waste prevention and management in professional kitchens (Level 2) (2)	Multiple Choice - assignment	www.cityandguilds.com

Level 3 Award in Principles of Purchasing Sustainable Food Commodities for Professional Kitchens			
Unit Number	Unit Title	Assessment method	Where to obtain assessment materials
300	Principles of purchasing sustainable food commodities for professional kitchens (Level 3) (2)	Short Answer - assignment	www.cityandguilds.com
Level 3 Award in Principles of Responsible Waste Prevention and Management in Professional Kitchens			
Unit Number	Unit Title	Assessment method	Where to obtain assessment materials
301	Understanding the benefits of responsible waste prevention and management in professional kitchens (Level 3) (2)	Short Answer - assignment	www.cityandguilds.com
Level 3 Award in Principles of Responsible Sustainable Practice in Professional Kitchens			
Unit Number	Unit Title	Assessment method	Where to obtain assessment materials
302	Understanding the benefits of sustainable practice in professional kitchens (Level 3) (2)	Short Answer - assignment	www.cityandguilds.com



5 Units

Availability of units

Structure of units

These units each have the following:

- City & Guilds reference number
- unit accreditation number (UAN)
- title
- level
- credit value
- guided learning hours
- information on assessment
- learning outcomes which are comprised of a number of assessment criteria
- notes for guidance.

Unit 200

Principles of sourcing sustainable commodities for professional kitchens

UAN:	F/505/0061
Level:	Level 2
Credit value:	2
GLH:	17

Learning outcome
The learner will: 1. Know characteristics of food commodities
Assessment criteria
The learner can: 1.1 identify the provenance of food commodities 1.2 identify seasonal food commodities 1.3 describe the characteristics of ethically and sustainably produced food.

Range
Provenance: Regional, imported
Characteristics: Fair trade, animal welfare (organic/free range), local support, fishing, organic, GM, free range, direct from farmer.

Learning outcome
The learner will: 2. Understand the principles of the food accreditation schemes
Assessment criteria
The learner can: 2.1 identify accreditation bodies for the following: <ul style="list-style-type: none">• fish• dairy and meat• fruit and vegetables

- **ethical**

2.2 explain the **purpose** of food accreditation schemes.

Range

Fish: Pisces, MSC

Dairy and meat: red tractor, freedom foods

Fruit and vegetables: LEAF, Soil Association, red tractor

Ethical: fair trade, welfare, trading schemes

Purpose: Consumer information/assurance, recognises ethical/sustainable production, promotional benefits.

Learning outcome

The learner will:

3. Know how the choice of suppliers impacts on the sustainability of a professional kitchen

Assessment criteria

The learner can:

- 3.1 describe the **implications** of sourcing from different kinds of supplier
- 3.2 describe the impact of the storage process on sustainability.

Range

Implications: Frequency of delivery (carbon footprint), storage requirements, stock availability, quality control

Learning outcome

The learner will:

4. Understand how different factors can impact on sourcing sustainable food commodities for professional kitchens

Assessment criteria

The learner can:

- 4.1 sustainable food commodities
- 4.2 describe the impact peaks in trade have on the sourcing of sustainable food commodities.

Unit 201

Principles of sustainable practice in professional kitchens

UAN:	J/505/0062
Level:	Level 2
Credit value:	1
GLH:	7

Learning outcome
The learner will: 1. Know terminology used about sustainability in professional kitchens
Assessment criteria
The learner can: 1.1 define the term sustainability in relation to the use of gas, electricity and water in professional kitchens 1.2 describe what is meant by 'working sustainably' in professional kitchens.

Learning outcome
The learner will: 2. Know how food can be used sustainably
Assessment criteria
The learner can: 2.1 state how stock rotation and storage links to sustainable working practices 2.2 identify how food could be wasted in professional kitchens 2.3 describe how to prevent and reduce waste of food in preparation and cooking 2.4 identify the benefits of reducing food waste 2.5 describe the benefits of using sustainably sourced food.

Range

Benefits: Ethical, environmental, meeting business targets (financial and other organisational targets), reputation with customers, trading at an event, meeting client expectations, promotional opportunities, government initiatives

Learning outcome

The learner will:

3. Know how professional kitchen practice impacts on the use of gas, electricity and water

Assessment criteria

The learner can:

- 3.1 identify how **gas, electricity and water** are used in professional kitchens to include:
 - preparing food
 - during service
 - after service
- 3.2 describe how gas, electricity and water could be wasted in professional kitchens
- 3.3 describe how to reduce the use of the gas, electricity and water when preparing and cooking food
- 3.4 explain the benefits to professional kitchens of reducing the use of gas, electricity and water.

Range

Gas, Electricity and Water: for example:

Gas – cooking

Electricity – appliances, hot plate rings, ventilation, lights, extractor fans, computers

Water – cooking, cleaning

Unit 202

Principles of waste prevention and management in professional kitchens

UAN:	L/505/0063
Level:	Level 2
Credit value:	2
GLH:	11

Learning outcome

The learner will:

1. Understand the impact of government waste management legislation and initiatives relevant to professional kitchens

Assessment criteria

The learner can:

- 1.1 identify the **waste management legislation** with which professional kitchens must comply
- 1.2 describe how government initiatives encourage professional kitchens to dispose of waste responsibly
- 1.3 describe the outcomes of not complying with waste management legislation
- 1.4 identify **sources of support** and guidance for waste prevention and management.

Range

Waste management legislation: Waste (England and Wales) Regulations 2011
Waste Management – the Duty of Care – a Code of Practice
Waste (Scotland) Regulations 2012

Sources of support: WRAP Hospitality and Food Service Online Resource Centre
WRAP Business support for recycling and re-use
Unilever food solutions waste tool kit
Sustainable Restaurant Association (SRA) Start Up Tool kit.

Learning outcome
The learner will: 2. Know how waste should be managed in professional kitchens
Assessment criteria
The learner can: 2.1 describe how to control types of waste produced in professional kitchens 2.2 describe how waste should be segregated in professional kitchens 2.3 describe problems that can occur within professional kitchens if waste is not segregated.

Range
Types of waste: liquid (e.g. grey water), solid, hazardous, recyclable, non-recyclable

Learning outcome
The learner will: 3. Understand how professional kitchens could reduce waste
Assessment criteria
The learner can: 3.1 explain how smart procurement can prevent or reduce the production of waste in professional kitchens 3.2 explain how effective food management can prevent or reduce waste in professional kitchens 3.3 explain how methods selected to prepare or cook food can prevent or reduce waste in professional kitchens.

Range
Smart procurement: ask suppliers to reduce packaging, ask suppliers to provide re-sealable packaging, deliver smarter, smart purchasing and ingredient planning.

Learning outcome
The learner will: 4. Understand why waste management processes should be monitored
Assessment criteria
The learner can: 4.1 describe the purpose of waste management reviews 4.2 explain the benefits of monitoring waste.

Unit 300

Principles of purchasing sustainable food commodities for professional kitchens

UAN:	Y/505/0065
Level:	Level 3
Credit value:	2
GLH:	12

Learning outcome
The learner will: 1. Understand the benefits of purchasing food commodities that are seasonal, local imported and sustainable
Assessment criteria
The learner can: 1.1 explain the advantages and disadvantages of purchasing food commodities of different provenance 1.2 explain the advantages and disadvantages of purchasing food commodities seasonally 1.3 describe the benefits to the organisation of using sustainably produced food commodities 1.4 explain the reasons for using food that has been ethically sourced.

Range
Provenance: Regional, imported

Learning outcome
The learner will: 2. Understand factors affecting the selection of suppliers for professional kitchens
Assessment criteria
The learner can: 2.1 identify factors to be considered when selecting supplies 2.2 explain factors to be considered when sourcing commodities sustainably from suppliers 2.3 describe the process used to secure suppliers 2.4 explain the importance of following the process to secure supplies.

Range
Commodities: Fish, meat, bread, fruit and vegetables, dairy products, oils, spices and herbs, dry goods Process: Terms and conditions, minimum order, minimum spend, service level agreement, credit terms, traceability, inspections of insurance, inspection of premises, accreditations, references

Learning outcome
The learner will: 3. Understand how to respond to external factors when purchasing food commodities for professional kitchens
Assessment criteria
The learner can: 3.1 describe the benefits of building relationships with suppliers 3.2 explain how to respond to external factors that impact on purchasing produce.

Range
Benefits: An understanding of future supplies that can lead to more informed ordering based on availability External factors: weather transport, fluctuations, market conditions, outbreaks/ scares.

Learning outcome

The learner will:

4. Understand how the process of purchasing food commodities could be improved in professional kitchens

Assessment criteria

The learner can:

- 4.1 explain how the **purchasing process** could be reviewed to improve sustainability
- 4.2 identify the **support and advice** available to manage the seasonal variations and process when purchasing food commodities.

Range

Purchasing process: e.g. ask supply to reduce packaging, use returnable packaging

support and advice: Suppliers (via email alerts, phone calls, social media) trade journals/ magazines, websites, professional bodies

Unit 301

Understanding the benefits of responsible waste prevention and management in professional kitchens

UAN:	D/505/0066
Level:	Level 3
Credit value:	2
GLH:	16

Learning outcome

The learner will:

1. Understand waste within the context of a professional kitchen

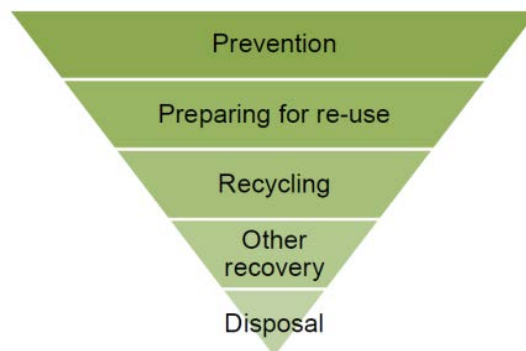
Assessment criteria

The learner can:

- 1.1 explain the purpose of the waste **hierarchy** and how it can be practically applied within a professional kitchen.

Range

Hierarchy :



Learning outcome
The learner will: 2. Understand how to improve waste prevention and management in a professional kitchen
Assessment criteria
The learner can: 2.1 explain how staff can be encouraged to minimise waste 2.2 explain the financial benefits of waste prevention.

Learning outcome
The learner will: 3. Understand how professional kitchens and businesses would benefit from effective waste management
Assessment criteria
The learner can: 3.1 explain the consequences to professional kitchens and businesses of poor waste management 3.2 explain how to carry out a waste review in professional kitchens 3.3 describe the advantages of preventing and reducing waste within professional kitchens.

Learning outcome
The learner will: 4. Understand how government waste management legislation and initiatives impact on professional kitchens
Assessment criteria
The learner can: 4.1 evaluate the impact of waste management legislation on professional kitchens 4.2 explain how government initiatives encourage responsible waste disposal.

Range
Waste management legislation: Waste (England and Wales) Regulations 2011 Waste Management – the Duty of Care – a Code of Practice Waste (Scotland) Regulations 2012 Health & Safety, Food Safety, local bye-laws government initiatives: The hospitality and food Service Agreement (WRAP) Love Food Hate Waste, Resource Efficient Scotland

Learning outcome

The learner will:

5. Understand environmental impacts of waste produced by professional kitchens

Assessment criteria

The learner can:

- 5.1 evaluate the impact of waste produced by a professional kitchen on the environment
- 5.2 evaluate the different **waste disposal options** available to professional kitchens for different waste streams
- 5.3 explain the advantages and disadvantages of different **waste disposal methods**
- 5.4 evaluate the **treatment options** available for food waste.

Range

Waste disposal options: waste: separated for collection for a. recycling and b. landfill; to sewer; and treated on site

Waste disposal methods: for example oils can be collected, onsite composters, off site composting companies, recycling, incineration, land fill

treatment options: Separating solid waste for recovery or dispose to landfill/sewer

Unit 302

Understanding the benefits of sustainable practice in professional kitchens

UAN:	K/505/0068
Level:	Level 3
Credit value:	2
GLH:	13

Learning outcome
The learner will: 1. Understand the use of sustainably sourced food in professional kitchens
Assessment criteria
The learner can: 1.1 identify barriers to using sustainably sourced food in professional kitchens 1.2 explain how to overcome barriers to using sustainably sourced food 1.3 explain the benefits to the business of using sustainably sourced food.

Learning outcome
The learner will: 2. Understand how professional kitchens could improve the use of resources
Assessment criteria
The learner can: 2.1 identify the resources used by professional kitchens 2.2 identify initiatives for minimising the use of resources 2.3 identify how professional kitchens waste resources 2.4 explain how professional kitchens could reduce the use of resources.

Range
Resources: Gas, electricity, water, oil, transport, food , staff (i.e. time)
Initiatives: Carbon footprint, local, green deal, government, internal, charity

Learning outcome
The learner will: 3. Understand the benefits of improved sustainable practices in professional kitchens
Assessment criteria
The learner can: 3.1 explain how professional kitchens could benefit from efficient resource consumption 3.2 explain how to encourage staff to work towards more sustainable practices.

Range
Benefits: Commercial, financial, environmental, social

Learning outcome
The learner will: 4. Understand how professional kitchens use transport to function
Assessment criteria
The learner can: 4.1 describe how the selection of differently sourced food used in professional kitchens will impact on food miles 4.2 describe how different transportation methods used in the food supply chain impact on the sustainability of the professional kitchen 4.3 identify ways of reducing the number of vehicle journeys made when arranging the delivery of food to professional kitchens 4.4 identify the benefits to the professional kitchen of implementing responsible transport initiatives.

Range
Impact: Financial, environmental, social/ community



Appendix 1 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage** on www.cityandguilds.com.

Centre Manual - Supporting Customer Excellence contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification, as well as updates and good practice exemplars for City & Guilds assessment and policy issues. Specifically, the document includes sections on:

- The centre and qualification approval process
- Assessment, internal quality assurance and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Management systems
- Maintaining records
- Assessment
- Internal quality assurance
- External quality assurance.

Our Quality Assurance Requirements encompasses all of the relevant requirements of key regulatory documents such as:

- Regulatory Arrangements for the Qualifications and Credit Framework (2008)
- SQA Awarding Body Criteria (2007)
- NVQ Code of Practice (2006)

and sets out the criteria that centres should adhere to pre and post centre and qualification approval.

Access to Assessment & Qualifications provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre homepage** section of the City & Guilds website also contains useful information such on such things as:

- **Walled Garden:** how to register and certificate candidates on line
- **Qualifications and Credit Framework (QCF):** general guidance about the QCF and how qualifications will change, as well as information on the IT systems needed and FAQs
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for e-assessments.

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Useful contacts

UK learners General qualification information	T: +44 (0)844 543 0033 E: learnersupport@cityandguilds.com
International learners General qualification information	T: +44 (0)844 543 0033 F: +44 (0)20 7294 2413 E: intcg@cityandguilds.com
Centres Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: centresupport@cityandguilds.com
Single subject qualifications Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 F: +44 (0)20 7294 2404 (BB forms) E: singlesubjects@cityandguilds.com
International awards Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: intops@cityandguilds.com
Walled Garden Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: walledgarden@cityandguilds.com
Employer Employer solutions, Mapping, Accreditation, Development Skills, Consultancy	T: +44 (0)121 503 8993 E: business@cityandguilds.com
Publications Logbooks, Centre documents, Forms, Free literature	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413

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