SVQ in Professional Cookery at SCQF Level 5 (7090-21)

Version 1.01 (April 2018)

Qualification Handbook

Qualification at a glance

Subject area	Hospitality and Catering
City & Guilds number	7090
Age group approved	16-19, 19+
Entry requirements	None
Assessment types	Portfolio
Approvals	Approval application required
Support materials	Support Materials; Support Materials; Support Materials
Registration and certification	Consult the Walled Garden/Online Catalogue for last dates

Title and level	City & Guilds qualification number	Ofqual accreditation number
SVQ in Professional Cookery at SCQF Level 5	7090-21	GN8C 45

Version and date	Change detail	Section
1.01 April 2018	Inputting of initial data	Document

Contents

1   Introduction

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

Area	Description
Who is the qualification for?	This competence-based qualification is aimed at learners who are interested in pursuing a career within a professional kitchen and wish to develop their skills and knowledge in professional cookery.
What does the qualification cover?	This qualification consists of mandatory units covering knowledge and skills competencies and has a range of optional units for learners to select from. The mandatory unit content covers health and safety, maintaining food safety, working effectively as a team and impact of personal behaviour. The optional units cover the preparation and cooking of a range of dishes. Examples include basic meat, fish, poultry, vegetable , rice, pasta and egg dishes
What opportunities for progression are there?	This qualification can help learners to progress to roles such as • Commis Chef • Kitchen porter/assistant Learners can also progress to: SVQ in Professional Cookery (Patisserie and Confectionery) at SCQF Level 6 - SVQ in Professional Cookery at SCQF Level 6
Who did we develop the qualification with?	This qualification was developed in partnership with People 1st the Sector Skills Council for the UK Hospitality and Catering Sector. This involved collaborating on content, assessment strategy. To ensure the qualifications are operated to a consistent standard across Scotland they have been credit and levelled on the SCQF framework.
Is it part of an apprenticeship framework or initiative?	This qualification is part of the Modern Apprenticeship Framework.in Hospitality (Professional Cookery) at SCQF Level 6.

Structure

To achieve the SVQ in Professional Cookery at SCQF Level 5 candidates must complete 12 units in total:

Four mandatory units and eight optional units; two units from Group A, five units from Group B and one unit from Group C.
SVQ in Professional Cookery at SCQF Level 5

City & Guilds unit number	Unit title	SCQF Credit

Mandatory Unit Group

City & Guilds unit number	Unit title	SCQF Credit
101	Maintain Health and Safety in Hospitality	3
103	Work Effectively as Part of a Hospitality Team	2
200	Maintain and Handle Knives	2
201	Maintain Food Safety in a Kitchen Environment	5

Optional Unit Group A

City & Guilds unit number	Unit title	SCQF Credit
214	Prepare Vegetables for Basic Dishes	3
215	Prepare Fish for Basic Dishes	5
216	Prepare Meat for Basic Dishes	4
217	Prepare Poultry for Basic Dishes	4
218	Prepare, Cook and Finish Basic Hot Sauces	4
219	Prepare, Cook and Finish Basic Soups	4

Optional Unit Group B

City & Guilds unit number	Unit title	SCQF Credit
114	Cook and Finish Simple Bread and Dough Products	3
117	Make Basic Stocks	3
118	Prepare, Cook and Finish Basic Bread and Dough Products	3
119	Prepare, Cook and Finish Basic Grain Dishes	3
220	Cook and Finish Basic Vegetable Dishes	5
221	Cook and Finish Basic Fish Dishes	4
222	Cook and Finish Basic Meat Dishes	4
223	Cook and Finish Basic Poultry Dishes	4

Optional Unit Group B

224	Prepare, Cook and Finish Basic Rice Dishes	4
225	Prepare, Cook and Finish Basic Pasta Dishes	3
226	Prepare, Cook and Finish Basic Pastry Products	5
227	Prepare, Cook and Finish Basic Cakes, Sponges, Biscuits and Scones	4
228	Prepare, Cook and Finish Basic Cold and Hot Desserts	4

Optional Unit Group C

229	Modify Dishes to Meet the Specific Nutritional Needs of Individuals	2
230	Order Stock	3
231	Complete Kitchen Documentation	2
232	Set Up and Close Kitchen	2

2 Centre requirements

Approval

If your centre currently approved to offer 7040-05 SVQ2 in Professional cookery and SVQ2 in Professional Cookery (Preparation and Cooking) you will be able to fast track to offer 7090-21 SVQ in Professional Cookery

Fast track approval is available for 12 months from the launch of the qualification. After 12 months, the Centre will have to go through the standard Qualification Approval Process. The centre is responsible for checking that fast track approval is still current at the time of application.

To offer these qualifications, 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

Resources

The majority of assessment for this competence-based qualification should ideally take place in the workplace. However if this is not feasible candidates can be assessed under Realistic Working Environments (RWE).   It is essential for organisations operating a RWE to ensure that it reflects current and real work settings.   The table below includes the criteria for RWE which has been taken from the People 1st Assessment Strategy for SVQs for the Hospitality Sector, 1 March 2017.

1	The work situation being represented is relevant to the competence based unit being assessed	• The type of work situation being represented mirrors the relevant setting eg quick service takeaway, restaurant, brassiere, café/snack bar, cafeteria, housekeeping department, front office, reception or reservations.[JB1] • Appropriate industrial equipment, furnishings and resources (eg ingredients and technology) that replicate the work situation are used, ensuring that assessment requirements can be covered. • Industry trends are considered in the product and service offer.
2	The candidate's work activities reflect those found in the situation being represented	• Candidates operate in a professional capacity with corresponding job schedules and/or descriptions. • Candidates are clear on their work activities and responsibilities.
3	The RWE is operated in the same manner to as a real work situation	• Customers are not prompted to behave in a particular manner. • Customer feedback received is maintained and acted upon.

4	The RWE is under pinned by commercial principles and responsibilities	• Organisational charts indicate the anticipated job roles in the RWE and their hierarchical structure taking into account supervisory requirements. • There is evidence of business planning, for example product/service plans, staffing/rotas, costing, promotions. • Candidates are encouraged to carry out their function in line with business expectations, eg within timescales and budget, minimizing wastage. • Legislative regulations are adhered to eg food safety, health and safety, equal opportunities, trade description. • Consumer information is provided on products and services eg allergy advice on food products.

The number of hours candidate work and their input in not prescribed, as it is acknowledged that RWEs cannot operate without some flexibility. However, centres must provide evidence that the following criteria are being met as well as fulfilling the awarding organisation's criteria for this purpose.

Centre staffing

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

- be occupationally competent or technically knowledgeable in the area[s] 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 good knowledge and understanding of the national occupational standards (refer to section 5 of the handbook) which are being assessed or verified.
- hold or be working towards relevant assessment and/or verification qualifications(s) as identified by SQA accreditation, confirming their competence to assess or verify SVQ units and qualifications. *Further details as set out in the Assessment strategy can be found in appendix 1.*
- hold qualifications, or have undertaken training that has legislative relevance to the competence based units a being assessed; this may include Health and Safety, Food Safety and Licensing. *Further details as set out in the Assessment strategy can be found in appendix 2*
- Update their occupational expertise and industry knowledge in the ares being assessed and veririfed thorugh planned Continuous Professional Development. *Further details as set out in the Assessment strategy can be found in appendix 3*

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

Candidate entry requirements

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

Age restrictions

City & Guilds cannot accept any registrations for Candidates under 16 as these qualifications are not approved for Candidates under 16.

3   Delivering the qualification

Initial assessment and induction

An initial assessment of each candidate should be made before the start of their programme to identify:
- if the candidate 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 candidate fully understands the requirements of the qualification[s], their responsibilities as a candidate, and the responsibilities of the centre. This information can be recorded on a learning contract.

Support materials

Recording documents

Candidates and centres may decide to use a paper-based or electronic method of recording evidence.

City & Guilds endorses several ePortfolio systems, including our own, Learning Assistant, an easy-to-use and secure online tool to support and evidence Candidates' progress towards achieving qualifications. Further details are available at: www.cityandguilds.com/eportfolios.

City & Guilds has developed a set of *Recording forms* including examples of completed forms, for new and existing centres to use as appropriate. Recording forms are available on the City & Guilds website.

Although new centres are expected to use these forms, centres may devise or customise alternative forms, which must be approved for use by the external verifier, before they are used by candidates and assessors at the centre. Amendable (MS Word) versions of the forms are available on the City & Guilds website.

4   Assessment

Summary of assessment methods

Candidates must:

• complete a portfolio that includes evidence which covers each unit

Time constraints

The following must be applied to the assessment of this qualification:
• Candidates must be registered with the Awarding Organisation before formal assessment commences
• Candidates must finish their assessment within their period of registration

Assessment strategy

The qualification must be assessed in accordance with the People 1st Assessment Strategy for SVQs for Hospitality and Catering, 1 March 2017 and can be down loaded from the SQA Accreditation website
https://accreditation.sqa.org.uk/accreditation/Qualifications/Search_for_Approved_Qualifications_Products

The qualification will be assessed by a portfolio of evidence. The Candidate must meet all the performance criteria and knowledge and understanding elements in within the chosen units to be able to be awarded the qualification.

Assessment of the sector's competence based units will, ideally, take place within the workplace and assessment should, where possible, be conducted by the candidate's supervisors and/or line managers. However, if this is not always feasible for candidates to be assessed in the workplace the use of assessment within Realistic Working Environments (RWE) is permitted (refer to resources section of this handbook for the criteria of RWE.

It is expected that the majority of assessment of the sector's SVQs units will be based on performance evidence, ie direct observation, outputs of work and witness testimony within the workplace or an RWE.

Witness Testimonies

Witness statements can be used when it is not possible for the assessor to be present to observe a candidates performance. They can be obtained from people that are occupationally competent and whom may be familiar with the national occupational standards, such as the candidate's line manager.They may also be obtained from people who are not occupationally competent and do not have a knowledge of the national occupational standards such as other people within the candidate's workplace, customers and suppliers. It is not necessary for witnesses to hold an assessor qualfication as it will the resonsibility of the assessor to judge the validity of the witness testimony make the final

assessment decisions. Witness testimonies should not form the majority of evidence within candidate's portfolios.

Expert witnesses

Expert witnesses may be used where additional support in relation to the assessment of technical competence is required. Expert witnesses may be:

- other approved assessors that are recognised to assess the relevant national occupational standards, or
- line managers, other managers or experienced colleagues that are not approved assessors, but who the awarding body agrees have current occupational competence, knowledge and expertise to make a judgement on a candidate's competence.

Expert witnesses must be able to demonstrate through relevant qualifications, practical experience and knowledge that they are qualified to provide an expert opinion on a candidate's performance in relation to the unit being assessed. Expert witnesses should have a minimum relevant sector experience of 12 months. The final judgement on the validity of the expert witness testimony rests with the assessor.

Professional Discussion

Professional discussion is encouraged as a supplementary form of evidence to confirm a candidate's competence. Such discussions should not be based on a prescribed list of questions but be a structured discussion which enables the assessor to gather relevant evidence to ensure the candidate has a firm understanding of the standard being assessed.

Simulation

Within this qualification there aren't any units that can solely be achieved by simulation.

Simulation can only be used to assess candidates for the sector's SVQs units where the opportunity to assess naturally occurring evidence is unlikely or not possible, for example assessment relating to health and safety, fire and emergency procedures. It should not include routine activities that must be covered by performance evidence. Subsequently the following unit permits the use of simulation.

- PPL1Gen1 Maintain health and safety in hospitality

Recognition of prior learning (RPL)

Recognition of prior learning means using a person's previous experience, or qualifications which have already been achieved, to contribute to a new qualification.

For this qualification, RPL is allowed and is not sector specific.

Opportunities to ascertain candidate's accreditation of prior learning is maximised by early contact between the assessor and candidate and during initial assessment / induction period

5 Units

Structure of the units

These units each have the following:
- City & Guilds reference number
- National Occupational Standards (NOS) reference
- Title
- SCQF Level
- Credits
- Outcomes, which are comprised of performance criteria and knowledge statements
- Range

Range are statements or lists that provide amplification for specific learning outcomes. They define the breadth or scope of a specific area by setting out the various circumstances in which they could be applied.

Unit 101   Maintain health and safety in hospitality (PPL1GEN1)

Unit level:	SCQF 4
Credit value:	3
Unit aim:	This standard is about basic health and safety in a hospitality environment. The standard covers following procedures to maintain a healthy and safe workplace, helping to spot workplace hazards promptly and dealing with them in line with workplace procedures, and following emergency procedures if incidents or accidents occur. When you have completed this standard you will have demonstrated your understanding of and your ability to: • Maintain health and safety in hospitality
Relationship to NOS:	PPL1GEN1
Endorsed by	Habia
Assessment type:	Portfolio

Outcome

1   Help to maintain a hygienic, safe and secure workplace

You must be able to:

P1. Identify any hazards or potential hazards in your work area
P2. Deal with identified hazards correctly
P3. Report any accidents or near accidents quickly and accurately to the appropriate person
P4. Follow your organisation's health and safety procedures in all your work
P5. Practise emergency procedures correctly
P6. Follow your organisation's security procedures

Outcome

2   For the whole unit

You need to know and understand:

- K1. Your responsibilities under the Health and Safety at Work Act and COSHH
- K2. Why it is important to work in a healthy and safe way
- K3. The types of personal protective equipment to be worn

- K4. Where you can get information about health and safety in your workplace

Outcome

3   Help to maintain a healthy and safe workplace

You need to know and understand:

- K5. The types of hazards that you may find in your workplace and how to deal with these within your limit of authority
- K6. How to warn other people about hazards and why this is important
- K7. Why and how you should report accidents and near accidents and who you should report these to
- K8. Types of incidents and emergencies that may happen in your workplace
- K9. How to follow your organisation's procedures for dealing with incidents and emergencies and why it is important to do so
- K10. Where to find first aid equipment and who the appointed first-aider is in your workplace
- K11. Ways of working safely that are relevant to your job, including safe lifting and handling techniques, and why these are important
- K12. The possible causes of fire in your workplace and what you can do to minimise the risk of fire
- K13. Where to find fire alarms, when and how to set them off
- K14. Why you should never approach a fire unless it is safe to do so
- K15. Why it is important to follow fire safety regulations

Unit 101   Maintain health and safety in hospitality (PPL1GEN1)

Supporting Information

Scope/range

1. **Hazards**
1.1 relating to equipment
1.2 relating to areas where you work
1.3 relating to personal clothing

2. **Ways to deal with hazards**
2.1 putting them right yourself
2.2 reporting them to appropriate colleagues
2.3 warning other people

3. **Emergency procedures**
3.1 fire
3.2 threat
3.3 security

Unit 103   Work effectively as part of a hospitality team (PPL1GEN4)

Unit level:	SCQF 4
Credit value:	2
Unit aim:	This standard is about making a useful contribution to the work of a team, i.e. the people you work with. 'Team' includes your line manager or supervisor as well as other people in your team working at the same level as yourself. The standard includes accurately following instructions; working on time; helping others when they need help; communicating with the people you work with; getting feedback on what you do well and where you could improve and continuing to learn and develop yourself. When you have completed this standard you will have demonstrated your understanding of and your ability to: • Work effectively as part of a hospitality team
Relationship to NOS:	PPL1GEN4
Endorsed by	Habia
Assessment type:	Portfolio

Outcome

1   Plan and organise your work

You must be able to:

    P1. Check that you understand the requirements of the work
    P2. Ask questions about things you do not understand
    P3. Follow instructions accurately
    P4. Complete required tasks to the agreed level
    P5. Organise everything you need for your work
    P6. Keep your work area as clean and tidy as possible
    P7. Ask for help or support from the relevant person if you need it

Outcome

2   Work effectively with team members

You must be able to:

P8. Assist team members when they ask for help within the limits of your job role and if does not prevent you from completing your own work on time

P9. Pass on important information to team members as soon as possible

P10. Maintain good working relationships with team members

P11. Report any problems with working relationships to the relevant person

P12. Communicate clearly and effectively with team members

Outcome

3   Develop your own skills

You must be able to:

P13. Seek feedback on your work, receive and deal with this feedback positively

P14. Identify, with the relevant person, aspects of your work which are up to standard and areas that you could improve upon

P15. Agree what you have to do to improve your work

P16. Agree a development plan with the relevant person

P17. Review and develop your plan

Outcome

4   Plan and organise your work

You need to know and understand:

K1. Why it is essential to understand the requirements of the work

K2. The benefits to you and your team of planning and organising your work

K3. How to make the most efficient use of your time and avoid things that may unnecessarily disrupt it

K4. The benefits of keeping everything you need for your work organised and available

K5. How working safely and hygienically contributes to effective teamwork

K6. When to ask for help and who you can ask

Outcome

5   Work effectively with team members

You need to know and understand:

K7. Why effective teamwork is important

K8. The people in your team and how they fit into the organisation

K9. The responsibilities of the team and why it is important to the organisation as a whole

K10. How to maintain good working relationships and co-operate with team members

K11. How to determine if helping a team member will prevent you from completing your own work on time

K12. The limits of your job role and what you can and cannot do when helping team members

K13. What could be important information that needs to be passed on to a team member and why you need to pass it on as soon as possible

K14. The types of positive behaviour that help the team to work well and the types that do not

K15. When, how and why you should report any problems with working relationships

K16. How to communicate clearly and why it is important

6   Develop your own skills

You need to know and understand:

K17. Why it is important to improve your knowledge and skills
K18. How to get feedback and how this can help you
K19. How a development plan should help to improve your work
K20.   Why it is important to review your development plan regularly

Unit 114   Cook and finish simple bread and dough products (PPL1PC12)

Unit level:	SCQF 4
Credit value:	3
Unit aim:	This standard is about cooking and finishing simple bread and dough products, for example: • freshly made dough • ready-made par-cooked dough You will use the following cooking and finishing methods: • Baking • Glazing • Dusting This standard focuses on the technical knowledge and skills required to cook and finish simple bread and dough products; however it should be assessed in the wider context of safe and hygienic working practices. It is recommended that the following NOS, selected as appropriate to the job role and organisation, are referenced in conjunction with the technical skills and knowledge for the standard: • Maintain basic food safety in catering • Maintain food safety in a kitchen environment • Provide basic advice on allergens to customers • Minimise the risk of allergens to customers When you have completed this standard you will be able to demonstrate your understanding of and your ability to: • Cook and finish simple bread and dough products
Relationship to NOS:	PPL1PC12
Endorsed by	Habia
Assessment type:	Portfolio

Outcome

1   Cook and finish simple bread and dough products

You must be able to:

- P1. Check the products to make sure they are fit for cooking
- P2. Choose the correct tools and equipment to cook and finish simple bread and dough products
- P3. Use the tools and equipment correctly when cooking and finishing simple bread and dough products
- P4. Cook and finish the product as required
- P5. Ensure the bread and dough product is at the correct temperature for holding and serving
- P6. Store any cooked bread and dough products not for immediate use in line with food safety regulations

Outcome

2   Cook and finish simple bread and dough products

You need to know and understand:

- K1. How to store uncooked bread and dough products
- K2. How to check to make sure bread and dough products are fit for cooking and finishing
- K3. Why and to whom you should report any problems with the bread, dough or other ingredients
- K4. The right tools and equipment for the cooking and finishing methods
- K5. Why it is important to use the correct tools and equipment
- K6. How to use the cooking and finishing methods correctly
- K7. The correct storage requirements for simple bread and dough products not for immediate consumption

Unit 114 Cook and finish simple bread and dough products (PPL1PC12)

Supporting Information

Scope/range

1. **Bread and dough product**
1.1 Freshly made dough
1.2 Ready-made par-cooked dough

2. **Preparation, cooking and finishing methods**
2.1 Baking
2.2 Glazing
2.3 Dusting

Unit 117   Make basic stocks (PPL2PC15)

Unit level:	SCQF 4
Credit value:	3
Unit aim:	This standard is about making basic stocks, for example: • Brown • Fish • White • vegetable This standard covers the stages required to make a range of basic stocks. This standard focuses on the technical knowledge and skills required to make basic stocks; however it should be assessed in the wider context of safe and hygienic working practices. It is recommended that the following NOS, selected as appropriate to the job role and organisation, are referenced in conjunction with the technical skills and knowledge for the standard: • Maintain basic food safety in catering • Maintain food safety in a kitchen environment • Provide basic advice on allergens to customers • Minimise the risk of allergens to customers When you have completed this standard you will be able to demonstrate your understanding of and your ability to: • Make basic stock
Relationship to NOS:	PPL2PC15
Endorsed by	Habia
Assessment type:	Portfolio

Outcome

1   Make basic stocks

You must be able to:

P1. Select the type and quantity of ingredients required for preparation
P2. Check the ingredients meet quality and other requirements
P3. Choose the correct tools, knives and equipment required to make the stock
P4. Use the tools, knives and equipment correctly when making the stock
P5. Prepare the ingredients to meet the requirements of the stock
P6. Cook the ingredients to meet the requirements of the stock
P7. Ensure the stock has the correct flavour, colour, consistency and quantity
P8. Store any cooked stock not for immediate use in line with food safety regulations

Outcome

2   Make basic stocks

You need to know and understand:

K1. Different types of basic stocks and their characteristics
K2. How to check that the ingredients meet requirements
K3. What quality points to look for in stock ingredients
K4. Why and to whom you should report any problems with the ingredients for stocks
K5. The correct tools, knives and equipment to carry out the required preparation and cooking methods
K6. How to carry out each of the preparation and cooking methods according to requirements
K7. Why it is important to use the correct techniques, tools, knives and equipment when making basic stocks
K8. The correct temperatures for making basic stocks and why these temperatures are important
K9. How to check and adjust a stock to make sure it has the correct flavour, colour, consistency and quantity
K10. The correct temperatures for holding stocks
K11. The correct temperatures and procedures for storing stocks not for immediate use
K12. Healthy eating options when making stock

Unit 117   Make basic stocks (PPL2PC15)

Supporting Information

Scope/range

1. **Stocks**
1.1 Brown
1.2 Fish
1.3 Vegetable
1.4 White

2. **Preparation and cooking methods**
2.1 weighing / measuring
2.2 browning / roasting
2.3 simmering
2.4 boiling
2.5 reducing
2.6 skimming
2.7 straining

Unit 118   Prepare, cook and finish basic bread and dough products (PPL2PC23)

Unit level:	SCQF 4
Credit value:	3
Unit aim:	This standard is about preparing, cooking and finishing basic bread and dough products, for example: • enriched dough products e.g. Chelsea buns, doughnuts • bread, bread rolls • naan breads • pitta breads • pizzas • soda bread dough The standard covers a range of preparation and cooking methods associated with basic bread and dough products. The standard also covers finishing methods for bread and dough products. This standard focuses on the technical knowledge and skills required to prepare, cook and finish basic bread and dough products; however it should be assessed in the wider context of safe and hygienic working practices. It is recommended that the following NOS, selected as appropriate to the job role and organisation, are referenced in conjunction with the technical skills and knowledge for the standard: • Maintain basic food safety in catering • Maintain food safety in a kitchen environment • Provide basic advice on allergens to customers • Minimise the risk of allergens to customers When you have completed this standard you will be able to demonstrate your understanding of and your ability to: • Prepare, cook and finish basic bread and dough products
Relationship to NOS:	PPL2PC23
Endorsed by	Habia
Assessment type:	Portfolio

Outcome

1   Prepare, cook and finish basic bread and dough products

You must be able to:

P1. Select the type and quantity of ingredients required for preparation
P2. Check the ingredients meet quality and other requirements
P3. Choose the correct tools and equipment required to prepare, cook and finish the bread and dough product
P4. Use the tools and equipment correctly when preparing, cooking and finishing the bread and dough product
P5. Prepare the ingredients to meet the requirements of the bread and dough product
P6. Cook the ingredients to meet the requirements of the bread and dough product
P7. Ensure the bread and dough product has the correct flavour, colour, texture, quantity and finish
P8. Finish and present the bread and dough product to meet requirements
P9. Ensure the bread and dough product is at the correct temperature for holding and serving
P10. Store any cooed bread and dough products not for immediate use in line with food safety regulations

Outcome

2   Prepare, cook and finish basic bread and dough products

You need to know and understand:

K1. Different types of bread and dough products and their characteristics
K2. How to make sure that the ingredients meet product requirements
K3. What quality points to look for in bread and dough products
K4. Why and to whom you should report any problems with the bread or dough products or other ingredients
K5. The correct tools and equipment to carry out the required preparation and cooking methods
K6. How to carry out each of the preparation, cooking and finishing methods according to product requirements
K7. Why it is important to use the correct techniques, tools and equipment when preparing, cooking and finishing bread and dough products
K8. The correct temperatures for cooking bread and dough products and why these temperatures are important
K9. How to check and adjust a bread and dough product to make sure it has the correct colour, flavour, texture quantity and finish
K10. The correct temperatures and conditions for holding and serving bread and dough products
K11. The correct temperatures and procedures for storing bread and dough products not for immediate use
K12. Healthy eating options when preparing, cooking and finishing bread and dough products

Unit 118   Prepare, cook and finish basic bread and dough products (PPL2PC23)

Supporting Information

Scope/range

1. **Bread and dough products**
1.1 enriched dough
1.2 soda bread dough
1.3 bread dough
1.4 naan dough / pitta dough
1.5 pizza dough

2. **Preparation methods**
2.1 weighing / measuring
2.2 sieving
2.3 mixing / kneading
2.4 proving
2.5 knocking back
2.6 shaping

3. **Cooking methods**
3.1 baking
3.2 frying

4. **Finishing methods**
4.1 glazing
4.2 icing
4.3 filling
4.4 decorating

Unit 119   Prepare, cook and finish basic grain dishes (PPL2PC26)

Unit level:	SCQF 4
Credit value:	3
Unit aim:	This standard is about preparing, cooking and finishing basic grain dishes, for example: • grain salads • buckwheat pancakes • polenta dishes • bulgur tabbouleh • cous cous side dishes • crumble toppings (sweet or savoury) using oats • quinoa salads The standard covers a range of types of grains including oats, millet, cous cous and quinoa amongst others. Preparation and cooking methods are also covered along with how to finish a basic grain dish. This standard focuses on the technical knowledge and skills required to prepare, cook and finish basic grain dishes; however it should be assessed in the wider context of safe and hygienic working practices. It is recommended that the following NOS, selected as appropriate to the job role and organisation, are referenced in conjunction with the technical skills and knowledge for the standard: • Maintain basic food safety in catering • Maintain food safety in a kitchen environment • Provide basic advice on allergens to customers • Minimise the risk of allergens to customers • When you have completed this standard you will be able to demonstrate your understanding of and your ability to: • Prepare, cook and finish basic grain dishes
Relationship to NOS:	PPL2PC26
Endorsed by	Habia
Assessment type:	Portfolio

Outcome

1   Prepare, cook and finish basic grain dishes

You must be able to:

- P7. Select the type and quantity of grains and other ingredients required for preparation
- P8. Check the grains and other ingredients meet quality and other requirements
- P9. Choose the correct tools and equipment required to prepare, cook and finish the grain dish
- P10. Use the tools and equipment correctly when preparing, cooking and finishing the grain dish
- P11. Prepare the ingredients to meet the requirements of the grain dish5.
- P12. Cook the ingredients to meet the requirements of the grain dish
- P13. Ensure the grain dish has the correct flavour, colour, texture, and quantity
- P14. Finish and present the grain dish to meet requirements
- P15. Ensure the grain dish is at the correct temperature for holding and serving
- P16. Store any cooked grain products not for immediate use in line with food safety regulations

Outcome

2   Prepare, cook and finish basic grain dishes

You need to know and understand:

- K16. Different types of grain and their characteristics
- K17. Other foods for which grains can be used as a substitute
- K18. How to make sure that the grain and other ingredients meet product requirements
- K19. What quality points to look for in grain
- K20. Why and to whom you should report any problems with the grains or other ingredients.
- K21. The correct tools and equipment to carry out the required preparation and cooking methods
- K22. How to carry out each of the preparation, cooking and finishing methods according to product requirements
- K23. Why it is important to use the correct techniques, tools and equipment when preparing, cooking and finishing grain dishes
- K24. The correct temperatures for cooking grain dishes and why these temperatures are important
- K25. How to check and adjust a grain dishes to make sure it has the correct colour, flavour, texture and quantity
- K26. The correct temperatures for holding and serving grain dishes
- K27. The correct temperatures and procedures for storing grain dishes not for immediate use
- K28. Healthy eating options when preparing, cooking and finishing grain dishes

Unit 119   Prepare, cook and finish basic grain dishes (PPL2PC26)

Supporting Information

Scope/range

1. **Grains**
1.1 barley (pearl / pot)
1.2 buckwheat
1.3 corn / maize (polenta)
1.4 oats
1.5 millet
1.6 wheat (bulgur / semolina / cous cous)
1.7 quinoa

2. **Preparation and cooking methods**
2.1 soaking
2.2 boiling
2.3 leaving covered
2.4 baking

3. **Finishing methods**
3.1 garnishing
3.2 adding accompaniments
3.3 presenting
3.4 combining with other ingredients

Unit 200   Maintain and handle knives (PPL2GEN3)

Unit level:	SCQF 5
Credit value:	2
Unit aim:	This standard is about using and maintaining knives within a professional kitchen. Knives must be kept in good condition for hygiene, safety and good performance. Knives may include both straight and serrated blades, and scissors / seceteurs are also covered in this standard. When you have completed this standard you will have demonstrated your understanding of and your ability to: • Maintain and handle knives
Relationship to NOS:	PPL2GEN3
Endorsed by	Habia
Assessment type:	Portfolio

Outcome

1   Maintain and handle knives

You must be able to:

P1. Prioritise work and carry it out in an efficient and organised manner
P2. Ensure knives are clean and undamaged prior to use
P3. Sharpen knives using safe sharpening methods
P4. Select knives that are appropriate to the task you are about to commence
P5. Ensure the cutting surface is firm, secure and appropriate to the task
P6. Handle knives safely and use the correct techniques while undertaking tasks
P7. Clean and store knives according to organisational requirements
P8. Report damage to knives to the appropriate person

Outcome

2   Maintain and handle knives

You need to know and understand:

K1. Why knives should be kept sharp

K2. Methods used to sharpen knives in your organisation

K3. Why knives should be stored safely

K4. Why and to whom all accidents should be reported

K5. Why the appropriate knife should be selected for the specific task

K6. Correct knives techniques to use for each task

K7. Why handles of knives should not be allowed to become greasy during use

K8. Why knives should be handled and carried correctly

K9. Why cutting surfaces should be firm and secure

K10. Why knives should be cleaned in between dealing with different food groups

K11. What risks there are of contamination from poorly maintained knives

K12. Why cutting surfaces should be clean

K13. Why damaged knives should not be used

K14. What action can be taken to prevent allergenic reactions amongst consumers when maintaining, handling and cleaning knives

Unit 200   Maintain and handle knives (PPL2GEN3)

Supporting Information

Scope/range

1. Knives
1.1 straight blades
1.2 flexible blades
1.3 serrated blades
1.4 scissors / secateurs

2. Tasks and techniques
2.1 peeling
2.2 chopping
2.3 slicing
2.4 dicing
2.5 portioning
2.6 skinning
2.7 filleting
2.8 boning
2.9 turning

Unit 201   Maintain food safety in a kitchen environment (PPL2GEN4)

Unit level:	SCQF 5
Credit value:	5
Unit aim:	This standard covers the main skills and knowledge needed for preparing, cooking, and holding food safely, and focuses on the four main areas of control - cooking, cleaning, chilling and preventing cross contamination, in addition to supplies being satisfactory. It provides staff with a broad understanding of reviewing hazards and hazard procedures as part of their day to day role in maintaining food safety.

This standard is appropriate to staff that work in a professional kitchen and directly prepare, cook and hold food.

When you have completed this standard you will have demonstrated your understanding of and your ability to:
•   Maintain food safety in a kitchen environment |
Relationship to NOS:	PPL2GEN4
Endorsed by	Habia
Assessment type:	Portfolio

Outcome

1   Keep yourself and your working area clean and hygienic

You must be able to:

    P1. Ensure surfaces and equipment are clean and in good condition
    P2. Use clean and suitable cloths and equipment for wiping and cleaning between tasks
    P3. Remove from use any surfaces and equipment that are damaged or have loose parts, and report them to the person responsible for food safety
    P4. Dispose of waste promptly, hygienically and appropriately
    P5. Identify, take appropriate action on and report to the appropriate person, any damage to walls, floors, ceilings, furniture and fittings
    P6. Identify, take appropriate action on and report to the appropriate person, any signs of pests
    P7. Comply with legal and organisational requirements for personal hygiene and behaviour

Outcome

2   Store food safely

You must be able to:

    P8. Check that food is undamaged, is at the appropriate temperature and within date on delivery
    P9. Identify and retain any important labelling information
    P10. Prepare food for storage and put it in the correct storage area as quickly as necessary to maintain its safety
    P11. Ensure storage areas are clean, suitable and maintained at the correct temperature for the type of food
    P12. Store food so that cross contamination is prevented
    P13. Follow stock rotation procedures
    P14. Dispose of food that is past its date in line with organisation and food safety regulations
    P15. Keep necessary records up-to-date

Outcome

3   Prepare, cook and hold food safely

You must be able to:

    P16. Check food before and during operations for any hazards, and follow the correct procedures for dealing with these
    P17. Follow your organisation's procedures for items that may cause allergic reactions
    P18. Prevent cross-contamination, such as between raw foods, foods already Cooking/reheating and ready-to-eat foods
    P19. Use methods, times, temperatures and checks to make sure food is safe following operations
    P20. Keep necessary records up-to-date

4   For the whole standard

You need to know and understand:

K1. How to operate a food safety management system
K2. The concept of hazards to food safety in catering operation, and the necessity of controlling these hazards in order to remove or keep risks to a safe level
K3. What might happen if these hazards are not controlled
K4. The types of hazards that you are likely to come across in a catering operation
K5. How you must control these hazards by cooking, chilling, cleaning and the avoidance of cross-contamination
K6. Why monitoring is important and key stages in the process
K7. The importance of knowing what to do when things go wrong
K8. The role of record-keeping
K9. Why some hazards are more important than others in terms of food safety
K10. Who you should report to if you believe there are food safety hazards

5   Risks to food safety

You need to know and understand:

K11. The types of contamination and cross-contamination of food and surfaces and how they can occur
K12. Vehicles of contamination including surfaces
K13. The types of food poisoning and how food poisoning organisms can contaminate food
K14. The common symptoms of food poisoning
K15. The factors which enable the growth of food poisoning organisms
K16. How personal hygiene and behaviour affect the safety of food
K17. Your role in spotting and dealing with hazards, and in reducing the risk of contamination
K18. The importance of identifying food hazards promptly
K19. The potential impact on health if hazards are not spotted and dealt with promptly
K20. The importance of risk assessments
K21. Types of unsafe behaviour that may impact on the safety of food and why it is important to avoid this type of behaviour when working with food
K22. The legal and regulatory requirements for food safety, the importance of complying with them, the implications of non-compliance and the role of enforcement officers

6   How to control risks to food safety

You need to know and understand:

K23. The importance of, and methods for, separation of raw and cooked foods, separation of finished dishes
K24. The temperature danger zone, why food needs to be kept at specified temperatures and how to ensure this
K25. What procedures to follow when dealing with stock including deliveries, storage, date marking and stock rotation, and why it is important to consistently follow them
K26. Why it is important to keep work areas and environment clean and tidy, and tools, Utensils and equipment in good order, clean condition and stored correctly
K27. How the methods and frequency of cleaning and maintenance of equipment, surfaces and environment affect food safety in the workplace

K28. The actions that should be taken in response to spotting a potential hazard, including
The correct person to whom issues should be reported

K29. The types of food waste which can occur in the workplace and how it should be safely. Handled in the workplace. The main types of pests and infestation that may pose a risk to the safety of food,

K30. How they can occur, how to recognise them, how to prevent them

Outcome

7   Keep your working area clean and hygienic

You need to know and understand:

K31. Why surfaces and equipment must be clean, hygienic and suitable for the intended use before beginning a new task and how to ensure this

K32. Why it is important only to use clean and suitable clothes when cleaning between tasks, and how to ensure this is done

K33. Why surfaces and equipment that are damaged or have loose parts can be hazardous to food safety

K34. The types of damaged surfaces and equipment that can cause food safety hazards, and what to do about them

K35. Why it is important to clear and dispose of waste promptly and safely, and how to do so

K36. How damage to walls, floors, ceilings, furniture, food equipment and fittings can cause food safety hazards, and the type of damage you should look for

K37. The types of pests that you may find in catering operations, and recognising the signs that they may be there

Outcome

8   Store food safely

You need to know and understand:

K38. Why it is important to make sure food deliveries are undamaged, at the correct temperature and within date and how to do this

K39. Why it is important to prepare food for storage, including removing and disposing of outer packaging(while retaining any important labelling information

K40. Why food must be put in the correct storage area, and the temperatures that different foods should be stored at

K41. Why it is important that storage areas are clean and tidy, and what to do if they are not

K42. Why it is important to store food at the correct temperatures, and how to achieve this

K43. What types of food are raw and what types are ready-to-eat

K44. Why it is important to separate raw and ready-to-eat food

K45. Why stock rotation procedures are important, and why you must dispose of food past its date

9   Prepare, cook and hold food safely

You need to know and understand:

K46. Why and when it is necessary to defrost foods before cooking and how to do so safely and thoroughly
K47. How to recognise conditions leading to food safety hazards during preparation and cooking and what to do if you find any
K48. Why it is important to know that certain foods can cause allergic reactions and the procedures you should follow in your organisation to deal with these foods, including what you should do if a customer asks if a particular dish is free from a certain food allergen
K49. How cross-contamination can occur between raw food, food in storage and preparation and food that is ready to eat - and how to avoid this
K50. Why you should use thorough cooking and reheating methods
K51. Cooking/reheating methods, temperatures and times you must use for the food you work with
K52. How to check that the food you work with is thoroughly cooked/safely reheated
K53. Why it is important to make sure food is at the correct temperature before and during holding, prior to serving it to the customer, and how to do so
K54. The types of cooked foods you may need to chill or freeze because they are not for immediate consumption and how to do so safely

Unit 201   Maintain food safety in a kitchen environment (PPL2GEN4)

Supporting Information

Scope/range

1. **Hazards / Sources of contamination**
1.1 Microbial
1.2 Chemical
1.3 Physical
1.4 Allergenic

2. **Vehicles of contamination**
2.1 hands
2.2 cloths and equipment
2.3 hand contact surfaces
2.4 food contact surfaces
2.5 contamination routes

3. **Personal hygiene and behaviour**
3.1 wearing protective clothing and headgear
3.2 keeping direct handling of food should be kept to a minimum
3.3 following recommended procedures for washing hands, including when to wash your hands (after going to the toilet, when going into food preparation, cooking and service areas, after touching raw food and waste, and before serving food)
3.4 reporting cuts, boils, grazes and injuries
3.5 treating and covering cuts, boils, skin infections and grazes
3.6 reporting illnesses and infections, particularly stomach illnesses, before entering the production area
3.7 having clean hair, skin, nails and clothing
3.8 wearing jewellery only in line with organisational procedures
3.9 recording incidents
3.10 avoid unsafe behaviours including: touching face, nose or mouth; chewing gum; eating; smoking – when you are working with food

4. **Surfaces and equipment**
4.1 surfaces and utensils for preparing, cooking and holding food
4.2 surfaces and utensils used for displaying and serving food
4.3 appropriate cleaning equipment

5. **Storage areas**
5.1 ambient temperature
5.2 refrigerator
5.3 freezer

6. Operations

6.1 defrosting food

6.2 preparing food, including washing and peeling

6.3 cooking food

6.4 reheating food

6.5 holding food before serving

6.6 cooling cooked food not for immediate consumption

6.7 freezing cooked food not for immediate consumption

Unit 214　　　　　Prepare vegetables for basic dishes (PPL2PC1)

Unit level:	SCQF 5
Credit value:	3
Unit aim:	This standard is about preparing vegetables using basic preparation methods. The standard covers a range of preparation methods associated with vegetables including the traditional French cuts and all types of vegetables. This standard focuses on the technical knowledge and skills required to prepare vegetables for basic dishes; however it should be assessed in the wider context of safe and hygienic working practices. It is recommended that the following NOS, selected as appropriate to the job role and organisation, are referenced in conjunction with the technical skills and knowledge for the standard: • Maintain basic food safety in catering • Maintain food safety in a kitchen environment • Provide basic advice on allergens to customers • Minimise the risk of allergens to customers When you have completed this standard you will be able to demonstrate your understanding of and your ability to: • Prepare vegetables for basic dishes
Relationship to NOS:	PPL2PC1
Endorsed by	Habia
Assessment type:	Portfolio

Outcome

1   Prepare vegetables for basic dishes

You must be able to:

P1. Select the type and quantity of vegetables required for preparation
P2. Check the vegetables meet quality and other requirements
P3. Choose the correct tools, knives and equipment required to prepare the vegetables
P4. Use the tools, knives and equipment correctly when preparing the vegetables
P5. Prepare the vegetables to meet the requirements of the dish
P6. Store any prepared vegetables not for immediate use in line with food safety regulations

Outcome

2   Prepare vegetables for basic dishes

You need to know and understand:

K1. Different types of commonly used vegetables and how to identify them
K2. How to check that the vegetables meet requirements
K3. What quality points to look for in fresh vegetables
K4. What different fresh vegetables are available during each season
K5. Why and to whom should you report any problems with the vegetables or other ingredients
K6. The correct tools, knives and equipment to carry out each preparation method
K7. How to carry out each preparation method correctly
K8. Why it is important to use the correct techniques, tools, knives, and equipment when preparing vegetables
K9. How to maintain the appearance and texture of vegetables during preparation
K10. How to store prepared vegetables correctly
K11. Healthy eating options when preparing vegetables

Unit 214   Prepare vegetables for basic dishes (PPL2PC1)

Supporting Information

Scope/range

1. Vegetables
1.1 roots
1.2 bulbs
1.3 flower heads
1.4 fungi
1.5 seeds and pods
1.6 tubers
1.7 leaves
1.8 stems
1.9 vegetable fruits

2. Preparation methods
2.1 washing
2.2 peeling
2.3 re-washing
2.4 chopping
2.5 traditional French cuts:
- Julienne
- Brunoise
- Macédoine
- Jardinière
- Mirepoix
- Paysanne

2.6 slicing
2.7 trimming
2.8 turning
2.9 grating

Unit 215   Prepare fish for basic dishes (PPL2PC3)

Unit level:	SCQF 5
Credit value:	5
Unit aim:	This standard is about preparing fresh fish for basic dishes. The standard covers a range of preparation methods and different types of fish including round, flat and oily. This standard focuses on the technical knowledge and skills required to prepare fish for basic dishes; however it should be assessed in the wider context of safe and hygienic working practices. It is recommended that the following NOS, selected as appropriate to the job role and organisation, are referenced in conjunction with the technical skills and knowledge for the standard: • Maintain basic food safety in catering • Maintain food safety in a kitchen environment • Provide basic advice on allergens to customers • Minimise the risk of allergens to customers When you have completed this standard you will be able to demonstrate your understanding of and your ability to: • Prepare fish for basic dishes
Relationship to NOS:	PPL2PC3
Endorsed by	Habia
Assessment type:	Portfolio

Outcome

1   Prepare fish for basic dishes

You must be able to:

- P1. Select the type and quantity of fish required for preparation
- P2. Check the fish meets quality and other requirements
- P3. Choose the correct tools, knives and equipment required to prepare the fish
- P4. Use the tools, knives and equipment correctly when preparing the fish
- P5. Prepare the fish to meet the requirements of the dish
- P6. Store any prepared fish not for immediate use in line with food safety regulations

Outcome

2   Prepare fish for basic dishes

You need to know and understand:

- K1. Different types of commonly used fish and how to identify them
- K2. How to check that the fish meets requirements
- K3. What quality points to look for in fresh fish
- K4. Why and to whom should you report any problems with the fish or other ingredients
- K5. The correct tools, knives and equipment to carry out the preparation methods
- K6. How to carry out the preparation methods correctly
- K7. Why it is important to use the correct techniques, tools, knives, equipment when preparing the fish
- K8. The reasons for coating and marinating fish
- K9. The texture of different types of fish and what this means in terms of handling the fish during preparation
- K10. How to store prepared fish correctly
- K11. Healthy eating options when preparing fish

Unit 215 Prepare fish for basic dishes (PPL2PC3)

Supporting Information

Scope/range

1. Fish
1.1 white fish - round
1.2 white fish - flat
1.3 oily fish

2. *Preparation methods*
2.1 filleting
- Removing pin bones
- Removing rib bones
- Removing spine

2.2 cutting
- darne
- goujon
- Supreme
- tronçon
- délice
- paupiette

2.3 trimming
2.4 skinning
2.5 coating
2.6 marinating
2.7 stuffing / filling

Unit 216   Prepare meat for basic dishes (PPL2PC7)

Unit level:	SCQF 5
Credit value:	4
Unit aim:	This standard is about preparing meat (other than poultry) for basic dishes. The standard covers a range of preparation methods associated with the different types of meat excluding poultry. This standard focuses on the technical knowledge and skills required to prepare meat for basic dishes; however it should be assessed in the wider context of safe and hygienic working practices. It is recommended that the following NOS, selected as appropriate to the job role and organisation, are referenced in conjunction with the technical skills and knowledge for the standard: • Maintain basic food safety in catering • Maintain food safety in a kitchen environment • Provide basic advice on allergens to customers • Minimise the risk of allergens to customers When you have completed this standard you will be able to demonstrate your understanding of and your ability to: • Prepare meat for basic dishes
Relationship to NOS:	PPL2PC7
Endorsed by	Habia
Assessment type:	Portfolio

1   Prepare meat for basic dishes

You must be able to:

    P1. Select the type and quantity of meat required for preparation
    P2. Check the meat meets quality and other requirements
    P3. Choose the correct tools, knives and equipment required to prepare the meat
    P4. Use the tools, knives and equipment correctly when preparing the meat
    P5. Prepare the meat to meet the requirements of the dish
    P6. Store any prepared meat not for immediate use in line with food safety regulations

Outcome

2   Prepare meat for basic dishes

You need to know and understand:

    K1. Different types of commonly used meats and how to identify them
    K2. Primary cuts of commonly used meats
    K3. How to check the meat meets requirements
    K4. What quality points to look for in fresh meat
    K5. Why and to whom should you report any problems with the meat or other ingredients
    K6. The correct tools, knives and equipment to carry out the required preparation methods
    K7. How to carry out the preparation methods correctly
    K8. Why it is important to use the correct techniques, tools, knives and equipment when preparing the meat
    K9. How to store prepared meat correctly
    K10. Healthy eating options when preparing meat

Unit 216   Prepare meat for basic dishes (PPL2PC7)

Supporting Information

Scope/range

1. Types of meat
1.1 beef
1.2 lamb
1.3 pork

2. *Preparation methods*
2.1 cutting (slicing / dicing)
2.2 seasoning/marinating
2.3 trimming
2.4 boning
2.5 tying
2.6 tenderising
2.7 portioning
2.8 marinating / adding dry rubs
2.9 stuffing / filling

Unit 217   Prepare poultry for basic dishes (PPL2PC9)

Unit level:	SCQF 5
Credit value:	4
Unit aim:	This standard is about preparing poultry for basic dishes. The standard covers a range of preparation methods associated with the different types of poultry, both whole birds and portions. This standard focuses on the technical knowledge and skills required to prepare poultry for basic dishes; however it should be assessed in the wider context of safe and hygienic working practices. It is recommended that the following NOS, selected as appropriate to the job role and organisation, are referenced in conjunction with the technical skills and knowledge for the standard: • Maintain basic food safety in catering • Maintain food safety in a kitchen environment • Provide basic advice on allergens to customers • Minimise the risk of allergens to customers When you have completed this standard you will be able to demonstrate your understanding of and your ability to: • Prepare poultry for basic dishes
Relationship to NOS:	PPL2PC9
Endorsed by	Habia
Assessment type:	Portfolio

Outcome

1   Prepare poultry for basic dishes

You must be able to:

     P1. Select the type and quantity of poultry required for preparation
     P2. Check the poultry meets quality and other requirements
     P3. Choose the correct tools, knives and equipment required to prepare the poultry
     P4. Use the tools, knives and equipment correctly when preparing the poultry
     P5. Prepare the poultry to meet the requirements of the dish
     P6. Store any prepared poultry not for immediate use in line with food safety regulations

Outcome

2   Prepare poultry for basic dishes

You need to know and understand:

     K1. Different types of commonly used poultry and how to identify them
     K2. Common poultry cuts and portions
     K3. How to check that the poultry meets requirements
     K4. What quality points to look for in a range of fresh poultry
     K5. Why and to whom should you report any problems with the poultry or other ingredients
     K6. The correct tools, knives and equipment to carry out the required preparation methods
     K7. How to carry out the preparation methods correctly
     K8. Why it is important to use the correct techniques, tools, knives and equipment when preparing the poultry
     K9. How to store prepared poultry correctly
     K10.   Healthy eating options when preparing poultry

Unit 217   Prepare poultry for basic dishes (PPL2PC9)

Supporting Information

Scope/range

1. Poultry
1.1 whole birds
1.2 portions of poultry meat

2. *Preparation methods*
2.1 cleaning
2.2 checking and preparing the cavity
2.3 seasoning / marinating
2.4 trimming
2.5 cutting (portioning / dicing / cutting for sauté)
2.6 stuffing / filling
2.7 coating
2.8 tying and trussing
2.9 brining
2.10 batting out

Unit 218   Prepare, cook and finish basic hot sauces (PPL2PC16)

Unit level:	SCQF 5
Credit value:	4
Unit aim:	This standard is about preparing, cooking and finishing basic hot sauces, for example: • thickened gravy (jus lié) • roast gravy (jus rôti) • curry gravy • white sauce (béchamel) • brown sauce (demi glace) • velouté • purée • butter sauce (beurre blanc, beurre noisette) • emulsified sauce The standard covers the various preparation methods, several cooking methods and then how to finish a hot sauce. This standard focuses on the technical knowledge and skills required to prepare, cook and finish basic hot sauces; however it should be assessed in the wider context of safe and hygienic working practices. It is recommended that the following NOS, selected as appropriate to the job role and organisation, are referenced in conjunction with the technical skills and knowledge for the standard: • Maintain basic food safety in catering • Maintain food safety in a kitchen environment • Provide basic advice on allergens to customers • Minimise the risk of allergens to customers When you have completed this standard you will be able to demonstrate your understanding of and your ability to: • Prepare, cook and finish hot sauces
Relationship to NOS:	PPL2PC16
Endorsed by	Habia
Assessment type:	Portfolio

Outcome

1   Prepare, cook and finish basic hot sauces

You must be able to:

P1. Select the type and quantity of ingredients required for preparation
P2. Check the ingredients meet quality and other requirements
P3. Choose the correct tools, knives and equipment required to prepare, cook and finish the sauce
P4. Use the tools, knives and equipment correctly when preparing, cooking and finishing the sauce
P5. Prepare the ingredients to meet the requirements of the sauce
P6. Cook the ingredients to meet the requirements of the sauce
P7. Ensure the sauce has the correct flavour, colour, texture, consistency and finish
P8. Present the sauce to meet requirements
P9. Ensure the sauce is at the correct temperature for holding and serving
P10. Store any cooked sauce not for immediate use in line with food safety regulations

Outcome

2   Prepare, cook and finish basic hot sauces

You need to know and understand:

K1. Different types of basic hot sauces and their characteristics
K2. Safe and correct use of alcohol in sauces and why it is used
K3. How to check the ingredients meet sauce requirements
K4. What quality points to look for in sauce ingredients
K5. Why and to whom you should report any problems with the ingredients for basic hot sauces
K6. The correct tools, knives and equipment to carry out the required preparation, cooking and finishing methods
K7. How to carry out each of the preparation, cooking and finishing methods according to dish requirements
K8. Why it is important to use the correct techniques, tools, knives and equipment when preparing, cooking and finishing basic hot sauces
K9. The correct temperatures for cooking hot sauces and why these temperatures are important
K10. How to present cooked sauces
K11. How to check and adjust a hot sauce to make sure it has have the correct flavour, colour, texture, consistency and finish
K12. The correct temperatures for holding and serving hot sauces
K13. The correct temperatures and procedures for storing sauces not for immediate use
K14. Healthy eating options when making hot sauces

Unit 218   Prepare, cook and finish basic hot sauces (PPL2PC16)

Supporting Information

Scope/range

1. Preparation methods
1.1 weighing / measuring
1.2 chopping

2. *Cooking methods*
2.1 simmering
2.2 boiling
2.3 make a roux
2.4 whisking

3. *Finishing methods*
3.1 passing / straining / blending
3.2 skimming
3.3 adding cream
3.4 adding thickening agents
3.5 pureeing
3.6 reducing

Unit 219   Prepare, cook and finish basic soups (PPL2PC17)

Unit level:	SCQF 5
Credit value:	4
Unit aim:	This standard is about preparing, cooking and finishing basic soups, for example: • ham hock and minted pea • cream of mushroom with white truffle oil • cauliflower velouté • scotch broth The standard covers the various preparation methods, several cooking methods and then how to finish a range of basic soups. This standard focuses on the technical knowledge and skills required to prepare, cook and finish basic soups; however it should be assessed in the wider context of safe and hygienic working practices. It is recommended that the following NOS, selected as appropriate to the job role and organisation, are referenced in conjunction with the technical skills and knowledge for the standard: • Maintain basic food safety in catering • Maintain food safety in a kitchen environment • Provide basic advice on allergens to customers • Minimise the risk of allergens to customers When you have completed this standard you will be able to demonstrate your understanding of and your ability to: • Prepare, cook and finish basic soups
Relationship to NOS:	PPL2PC17
Endorsed by	Habia
Assessment type:	Portfolio

1   Prepare, cook and finish basic soups

You must be able to:

- P1. Select the type and quantity of ingredients required for preparation
- P2. Check the ingredients meet quality and other requirements
- P3. Choose the correct tools, knives and equipment required to prepare, cook and finish the soup
- P4. Use the tools, knives and equipment correctly when preparing, cooking and finishing the soup
- P5. Prepare the ingredients to meet the requirements of the soup
- P6. Cook the ingredients to meet the requirements of the soup
- P7. Ensure the soup has the correct flavour, colour, consistency and quantity
- P8. Garnish and present the soup to meet requirements
- P9. Ensure the soup is at the correct temperature for holding and serving
- P10. Store any cooked soup not for immediate use in line with food safety regulation

2   Prepare, cook and finish basic soups

You need to know and understand:

- K1. Different types of basic soups and their characteristics
- K2. How to check that the ingredients meet requirements
- K3. What quality points to look for in soup ingredients
- K4. Why and to whom you should report any problems with the ingredients
- K5. The correct tools, knives and equipment to carry out the required preparation, cooking and finishing methods
- K6. How to carry out each of the preparation, cooking and finishing methods according to dish requirements
- K7. Why it is important to use the correct techniques, tools, knives and equipment when preparing, cooking and finishing soups
- K8. The correct temperatures for cooking soups and why these temperatures are important
- K9. How to check and adjust a soup to make sure it has the correct flavour, colour, consistency and quantity
- K10. The correct temperatures for holding and serving soups
- K11. The correct temperatures and procedures for storing soups not for immediate use
- K12. Healthy eating options when preparing, cooking and finishing soups

Unit 219 Prepare, cook and finish basic soups (PPL2PC17)

Supporting Information

Scope/range

1. Soups
1.1 puree
1.2 broth / potage
1.3 finished with cream
1.4 velouté

2. *Preparation methods*
2.1 weighing / measuring
2.2 chopping

3. *Cooking methods*
3.1 sweating vegetable ingredients
3.2 simmering
3.3 boiling
3.4 make a roux
3.5 passing / straining
3.6 blending / liquidising
3.7 skimming

4. *Finishing methods*
4.1 adding cream
4.2 garnishing

Unit 220   Cook and finish basic vegetable dishes (PPL2PC2)

Unit level:	SCQF 5
Credit value:	5
Unit aim:	This standard is about cooking and finishing basic vegetable dishes. Examples could be: • dauphinoise potatoes • cauliflower cheese • spring rolls • stuffed peppers The standard covers a range of types of vegetables including roots, bulbs seeds and vegetable fruits amongst others and various cooking methods. It then covers finishing methods. This standard focuses on the technical knowledge and skills required to cook and finish basic vegetable dishes; however it should be assessed in the wider context of safe and hygienic working practices. It is recommended that the following NOS, selected as appropriate to the job role and organisation, are referenced in conjunction with the technical skills and knowledge for the standard: • Maintain basic food safety in catering • Maintain food safety in a kitchen environment • Provide basic advice on allergens to customers • Minimise the risk of allergens to customers When you have completed this standard you will be able to demonstrate your understanding of and your ability to: • Cook and finish basic vegetable dishes
Relationship to NOS:	PPL2PC2
Endorsed by	Habia
Assessment type:	Portfolio

Outcome

1   Cook and finish basic vegetable dishes

You must be able to:

P1. Check the vegetables meet dish requirements
P2. Choose the correct tools and equipment to cook and finish the vegetable dishes
P3. Use the tools and equipment correctly when cooking and finishing the vegetables
P4. Combine the vegetables with other ingredients
P5. Cook the vegetables to meet the requirements of the dish
P6. Ensure the dish has the correct flavour, colour, consistency and quantity
P7. Garnish and present the dish to meet requirements
P8. Ensure the dish is at the correct temperature for holding and serving
P9. Store any cooked vegetables not for immediate use in line with food safety regulations

Outcome

2   Cook and finish basic vegetable dishes

You need to know and understand:

K1. How to check the vegetables meet dish requirements
K2. Common vegetables available in each season
K3. What quality points to look for in a range of vegetables
K4. Why and to whom you should report any problems with the vegetables or other ingredients
K5. The correct tools and equipment needed to carry out each cooking method
K6. Why it is important to use the correct tools and equipment
K7. How to carry out each cooking method according to dish requirements
K8. Why it is important to use the correct cooking and finishing methods for each type of vegetable, including the difference between cooking green vegetables and root vegetables
K9. How to maintain the nutritional value of vegetables during cooking
K10. The main reasons for blanching vegetables
K11. Which vegetables are suitable for high and low pressure steaming and why
K12. What are the correct temperatures for each cooking method appropriate to each type of vegetable and why are these important
K13. How to carry out finishing methods for vegetable dishes
K14. How to check and adjust a vegetable dish to make sure it has the right flavour, colour, consistency and quantity
K15. The correct temperatures for holding and serving vegetable dishes
K16. The correct temperatures and procedures for storing vegetable dishes not for immediate use
K17. Healthy eating options when cooking and finishing vegetable dishes

Unit 220 Cook and finish basic vegetable dishes (PPL2PC2)

Supporting Information

Scope/range

1. Vegetables
1.1 roots
1.2 tubers
1.3 bulbs
1.4 flower heads
1.5 fungi 1
.6 seeds and pods
1.7 leaves
1.8 stems
1.9 vegetable fruits

2. *Cooking methods*
2.1 pickling
2.2 blanching
2.3 boiling
2.4 roasting
2.5 baking
2.6 grilling
2.7 braising
2.8 frying (deep/shallow/stir)
2.9 steaming
2.10 stewing
2.11 Refreshing
2.12 combining cooking methods

3. *Finishing methods*
3.1 garnishing
3.2 saucing
3.3 presenting

Unit 221　　　　Cook and finish basic fish dishes (PPL2PC4)

Unit level:	SCQF 5
Credit value:	4
Unit aim:	This standard is about cooking and finishing basic fish dishes, for example: • grilled salmon steaks • sea bass with fennel, lemon and capers • battered fish (fresh) • pan fried trout • fish cakes • fish pie The standard covers a range of types of fish including round, flat and oily and various cooking methods. The standard then goes onto how you finish off a fish dish through different methods. This standard focuses on the technical knowledge and skills required to cook and finish basic fish dishes; however it should be assessed in the wider context of safe and hygienic working practices. It is recommended that the following NOS, selected as appropriate to the job role and organisation, are referenced in conjunction with the technical skills and knowledge for the standard: • Maintain basic food safety in catering • Maintain food safety in a kitchen environment • Provide basic advice on allergens to customers • Minimise the risk of allergens to customers When you have completed this standard you will be able to demonstrate your understanding of and your ability to: • Cook and finish basic fish dishes
Relationship to NOS:	PPL2PC4
Endorsed by	Habia
Assessment type:	Portfolio

Outcome

1   Cook and finish basic fish dishes

You must be able to:

P1. Check the fish meets dish requirements
P2. Choose the correct tools and equipment to cook and finish the fish
P3. Use the tools and equipment correctly when cooking and finishing the fish
P4. Combine the fish with other ingredients
P5. Cook the fish to meet the requirements of the dish
P6. Make sure the dish has the correct flavour, colour, consistency and quantity
P7. Garnish and present the dish to meet requirements
P8. Ensure the dish is at the correct temperature for holding and serving
P9. Store any cooked fish not for immediate use in line with food safety regulations

Outcome

2   Cook and finish basic fish dishes

You need to know and understand:

K1. How to check the fish meets dish requirements
K2. What quality points to look for in a range of fish
K3. Why and to whom you should report any problems with the fish or other ingredients
K4. The correct tools and equipment to carry out the cooking methods
K5. Why it is important to use the correct tools and equipment when cooking and finishing each type of fish
K6. How to carry out the cooking methods according to dish requirements
K7. Why it is important to use the correct cooking and finishing methods for each type of fish
K8. The correct temperatures for cooking fish and why these temperatures are important
K9. How to carry out the finishing methods
K10. How to check and adjust a fish dish to make sure it has the right flavour, colour, consistency and quality
K11. The correct temperatures for holding and serving fish dishes
K12. The correct temperatures and procedures for storing fish dishes not for immediate use
K13.   Healthy eating options when cooking and finishing fish

Unit 221 Cook and finish basic fish dishes (PPL2PC4)

Supporting Information

Scope/range

1. Fish
1.1 white fish – round
1.2 white fish – flat
1.3 Oily

2. ***Cooking methods***
2.1 frying (deep / shallow)
2.2 grilling
2.3 poaching
2.4 baking
2.5 steaming
2.6 stewing

3. ***Finishing methods***
3.1 garnishing
3.2 saucing
3.3 presenting

Unit 222　　　　Cook and finish basic meat dishes (PPL2PC8)

Unit level:	SCQF 5
Credit value:	4
Unit aim:	This standard is about cooking and finishing basic meat dishes, for example: • roast loin of pork • beef casserole • lamb curry • shepherds pie • ham hock The standard covers a range of types of meat including beef, lamb and pork and various cooking methods. The standard then goes onto how you finish off a meat dish through different methods. This standard focuses on the technical knowledge and skills required to cook and finish basic meat dishes; however it should be assessed in the wider context of safe and hygienic working practices. It is recommended that the following NOS, selected as appropriate to the job role and organisation, are referenced in conjunction with the technical skills and knowledge for the standard: • Maintain basic food safety in catering • Maintain food safety in a kitchen environment • Provide basic advice on allergens to customers • Minimise the risk of allergens to customers When you have completed this standard you will be able to demonstrate your understanding of and your ability to: • Cook and finish basic meat dishes
Relationship to NOS:	PPL2PC8
Endorsed by	Habia
Assessment type:	Portfolio

Outcome

1   Cook and finish basic meat dishes

You must be able to:

P1. Check the meat meets dish requirements
P2. Choose the correct tools and equipment to cook and finish meat
P3. Use the tools and equipment correctly to cook and finish the meat
P4. Combine the meat with other ingredients
P5. Cook the meat to meet the requirements of the dish
P6. Ensure the dish has the correct flavour, colour, consistency and quantity
P7. Garnish and present the dish to meet requirements
P8. Ensure the dish is at the correct temperature for holding and serving
P9. Store any cooked meat not for immediate use in line with food safety regulation

Outcome

2   Cook and finish basic meat dishes

You need to know and understand:

K1. How to check the meat meets dish requirements
K2. What quality points to look for in a range of prepared meat
K3. Why and to whom you should report any problems with the meat or other ingredients
K4. What the benefits of sealing meat are
K5. Different cuts of meat and the most effective (or appropriate) methods of cooking them
K6. The correct tools and equipment to carry out the required cooking methods
K7. Why it is important to use the correct tools and equipment
K8. How to use the cooking methods according to dish requirements
K9. Why it is important to use the correct cooking and finishing methods for each type and cut of meat
K10. The correct temperatures for cooking meat using the cooking methods listed and why these temperatures are important
K11. How to check and adjust a meat dish to make sure it has the right flavour, colour, consistency and quantity
K12. How to carry out the finishing methods
K13. The correct temperatures for holding and serving meat dishes
K14. The correct storage requirements for meat not for immediate consumption
K15. Healthy eating options when cooking and finishing meat

Unit 222   Cook and finish basic meat dishes (PPL2PC8)

Supporting Information

Scope/range

1. Cooking methods
1.1 grilling (over and under heat)
1.2 griddling
1.3 frying (shallow / stir)
1.4 braising
1.5 stewing
1.6 roasting
1.7 steaming
1.8 boiling
1.9 resting
1.10 portioning
1.11 combining cooking methods

2. *Types of meat*
2.1 beef
2.2 lamb
2.3 pork

3. *Finishing methods*
3.1 garnishing
3.2 saucing
3.3 presenting

Unit 223 Cook and finish basic poultry dishes (PPL2PC10)

Unit level:	SCQF 5
Credit value:	4
Unit aim:	This standard is about cooking and finishing basic poultry dishes, for example • roast turkey • confit duck leg • chicken supreme The standard covers a range of types of poultry including duck, chicken and turkey and various cooking methods. The standard then goes onto how you finish off a poultry dish through different methods. This standard focuses on the technical knowledge and skills required to cook and finish basic poultry dishes; however it should be assessed in the wider context of safe and hygienic working practices. It is recommended that the following NOS, selected as appropriate to the job role and organisation, are referenced in conjunction with the technical skills and knowledge for the standard: • Maintain basic food safety in catering • Maintain food safety in a kitchen environment • Provide basic advice on allergens to customers • Minimise the risk of allergens to customers When you have completed this standard you will be able to demonstrate your understanding of and your ability to: • Cook and finish basic poultry dishes
Relationship to NOS:	PPL2PC10
Endorsed by	Habia
Assessment type:	Portfolio

Outcome

1   Cook and finish basic poultry dishes

You must be able to:

     P1. Check the poultry meets dish requirements
     P2. Choose the correct tools and equipment to cook and finish the poultry
     P3. Use the tools and equipment correctly when cooking and finishing the poultry
     P4. Combine the poultry with other ingredients
     P5. Cook the poultry to meet the requirements of the dish
     P6. Ensure the dish has the correct colour, flavour, consistency and quantity
     P7. Garnish and present the dish to meet requirements
     P8. Make sure the dish is at the correct temperature for holding and serving
     P9. Store any cooked poultry not for immediate use in line with food safety regulations

Outcome

2   Cook and finish basic poultry dishes

You need to know and understand:

     K1. How to check the poultry meets dish requirements
     K2. What quality points to look for in a range of poultry
     K3. Why and to whom you should report any problems with the poultry or other ingredients
     K4. The correct tools and equipment to carry out the cooking methods
     K5. Why it is important to use the correct tools and equipment
     K6. How to carry out the cooking methods according to dish requirements
     K7. Why it is important to use the correct cooking and finishing methods for each type of poultry
     K8. The correct temperatures for cooking poultry and why these temperatures are important
     K9. How to carry out the finishing methods
     K10. How to check and adjust a poultry dish to make sure it has the right flavour, colour, consistency and quantity
     K11. The correct temperatures for holding and serving poultry dishes
     K12. The correct temperatures and procedures for storing poultry dishes not for immediate use
     K13. Healthy eating options when cooking and finishing poultry

Unit 223   Cook and finish basic poultry dishes (PPL2PC10)

Supporting Information

Scope/range

1. Poultry
1.1 whole birds
1.2 poultry portions

2. *Cooking methods*
2.1 grilling
2.2 griddling
2.3 roasting
2.4 poaching
2.5 frying (deep / shallow / sauté / stir)
2.6 steaming
2.7 braising
2.8 confit
2.9 combining cooking methods

3. *Finishing methods*
3.1 garnishing
3.2 saucing
3.3 presenting

Unit 224   Prepare, cook and finish basic rice dishes (PPL2PC18)

Unit level:	SCQF 5
Credit value:	4
Unit aim:	This standard is about cooking and finishing basic rice dishes, for example: - egg fried rice - risotto - pilaff/pilau - kedgeree - stir fry - dolmades - rice pudding - sushi The standard covers several types of rice, used in both sweet and savoury dishes and the associated preparation and cooking techniques. This standard focuses on the technical knowledge and skills required to prepare, cook and finish basic rice dishes; however it should be assessed in the wider context of safe and hygienic working practices. It is recommended that the following NOS, selected as appropriate to the job role and organisation, are referenced in conjunction with the technical skills and knowledge for the standard: - Maintain basic food safety in catering - Maintain food safety in a kitchen environment - Provide basic advice on allergens to customers - Minimise the risk of allergens to customers When you have completed this standard you will be able to demonstrate your understanding of and your ability to: - Prepare, cook and finish basic rice dishes
Relationship to NOS:	PPL2PC18
Endorsed by	Habia
Assessment type:	Portfolio

Outcome

1   Prepare, cook and finish basic rice dishes

You must be able to:

- P1. Select the type and quantity of rice and other ingredients required for preparation
- P2. Check the rice and other ingredients meet quality and other requirements
- P3. Choose the correct tools, knives and equipment required to prepare, cook and finish the rice dish
- P4. Use the tools, knives and equipment correctly when preparing, cooking and finishing the rice dish
- P5. Prepare the ingredients to meet the requirements of the rice dish
- P6. Cook the ingredients to meet the requirements of the rice dish
- P7. Strain and mould the rice as required
- P8. Ensure the rice dish has the correct flavour, colour, texture and quantity
- P9. Garnish and present the rice dish to meet requirements
- P10. Ensure the rice dish is at the correct temperature for holding and serving
- P11. Dispose of or, if permitted in organisation, store any cooked rice not for immediate use in line with food safety regulations

Outcome

2   Prepare, cook and finish basic rice dishes

You need to know and understand:

- K1. Different types of rice dishes and their characteristics
- K2. How to make sure that the rice and other ingredients meet dish requirements
- K3. What quality points to look for in rice
- K4. Why and to whom you should report any problems with the rice or other ingredients
- K5. The correct tools and equipment to carry out the required preparation and cooking methods
- K6. How to carry out each of the preparation, cooking and finishing methods according to dish requirements
- K7. Why it is important to use the correct techniques, tools and equipment when preparing, cooking and finishing rice dishes
- K8. The correct temperatures for cooking rice and why these temperatures are important
- K9. How to check and adjust a rice dish to make sure it has the correct colour, flavour, texture and quantity
- K10. The correct temperatures for holding and serving rice dishes
- K11. The correct temperatures and procedures for storing rice dishes not for immediate use
- K12. Healthy eating options when preparing, cooking and finishing rice dishes

Unit 224   Prepare, cook and finish basic rice dishes (PPL2PC18)

Supporting Information

Scope/range

1. Rice
1.1 Long
1.2 Short
1.3 Round
1.4 Brown

2. ***Preparation methods***
2.1 soaking
2.2 washing

3. ***Cooking methods***
3.1 boiling
3.2 frying
3.3 braising
3.4 steaming
3.5 stewing
3.6 baking
3.7 microwaving

4. ***Finishing methods***
4.1 garnishing
4.2 presenting

Unit 225   Prepare, cook and finish basic pasta dishes (PPL2PC19)

Unit level:	SCQF 5
Credit value:	3
Unit aim:	This standard is about preparing, cooking and finishing basic pasta dishes, for example: • lasagne (alforno, open) • macaroni cheese • cannelloni • spaghetti bolognaise • ravioli The standard covers a range of types of pasta, both dried and fresh and the associated preparation and cooking techniques. This standard focuses on the technical knowledge and skills required to prepare, cook and finish basic pasta dishes; however it should be assessed in the wider context of safe and hygienic working practices. It is recommended that the following NOS, selected as appropriate to the job role and organisation, are referenced in conjunction with the technical skills and knowledge for the standard: • Maintain basic food safety in catering • Maintain food safety in a kitchen environment • Provide basic advice on allergens to customers • Minimise the risk of allergens to customers When you have completed this standard you will be able to demonstrate your understanding of and your ability to: • Prepare, cook and finish basic pasta dishes
Relationship to NOS:	PPL2PC19
Endorsed by	Habia
Assessment type:	Portfolio

Outcome

1   Prepare, cook and finish basic pasta dishes

You must be able to:

- P1. Select the type and quantity of pasta and other ingredients required
- P2. Check the pasta and other ingredients meet quality and other requirements
- P3. Choose the correct tools, knives and equipment required to prepare, cook and finish the pasta dish
- P4. Use the tools, knives and equipment correctly when preparing, cooking and finishing the pasta dish
- P5. Prepare the ingredients to meet the requirements of the pasta
- P6. Cook the ingredients to meet the requirements of the pasta dish
- P7. Ensure the pasta dish has the correct flavour, colour, texture and quantity
- P8. Garnish and present the pasta dish to meet requirements
- P9. Ensure the pasta dish is at the correct temperature for holding and serving
- P10. Store any cooked pasta not for immediate use in line with food safety regulations

Outcome

2   Prepare, cook and finish basic pasta dishes

You need to know and understand:

- K1. Different types of pasta dishes and their characteristics
- K2. How to check the pasta and other ingredients meet dish requirements
- K3. What quality points to look for in a range of pasta
- K4. Why and to whom you should report any problems with the pasta or other ingredients
- K5. The correct tools and equipment for the required preparation and cooking methods
- K6. How to carry out each of the preparation, cooking and finishing methods
- K7. Why it is important to use the correct techniques, tools and equipment when preparing, cooking and finishing pasta dishes
- K8. The correct temperatures for cooking pasta and why these temperatures are important
- K9. How to check and adjust a pasta dish to make sure it has the correct flavour, colour, texture and quantity
- K10. The correct temperatures for holding and serving pasta dishes
- K11. The correct temperatures and procedures for storing pasta dishes not for immediate use
- K12. Healthy eating options when preparing, cooking and finishing pasta dishes

Unit 225   Prepare, cook and finish basic pasta dishes (PPL2PC19)

Supporting Information

Scope/range

1. Pasta
1.1 stuffed pasta
1.2 shaped pasta
1.3 lasagne
1.4 dried pasta
1.5 fresh pasta

2. *Preparation methods*
2.1 blanching
2.2 straining
2.3 mixing

3. *Cooking methods*
3.1 boiling
3.2 baking
3.3 combination of cooking methods

4. *Finishing Methods*
4.1 garnishing
4.2 saucing
4.3 presenting

Unit 226   Prepare, cook and finish basic pastry products (PPL2PC24)

Unit level:	SCQF 5
Credit value:	5
Unit aim:	This standard is about preparing, cooking and finishing basic pastry products, for example: • chocolate éclair • apple tart • savoury quiche • apple turnover/pie • steak & kidney pudding The standard covers a range of preparation and cooking methods associated with pastry products all of all types. This standard focuses on the technical knowledge and skills required to prepare, cook and finish basic pastry products; however it should be assessed in the wider context of safe and hygienic working practices. It is recommended that the following NOS, selected as appropriate to the job role and organisation, are referenced in conjunction with the technical skills and knowledge for the standard: • Maintain basic food safety in catering • Maintain food safety in a kitchen environment • Provide basic advice on allergens to customers • Minimise the risk of allergens to customers When you have completed this standard you will be able to demonstrate your understanding of and your ability to: • Prepare, cook and finish basic pastry products
Relationship to NOS:	PPL2PC24
Endorsed by	Habia
Assessment type:	Portfolio

Outcome

1   Prepare, cook and finish basic pastry products

You must be able to:

P1. Select the type and quantity of ingredients required for preparation
P2. Check the ingredients meet quality and other requirements
P3. Choose the correct tools and equipment required to prepare, cook and finish the pastry product
P4. Use the tools and equipment correctly when preparing, cooking and finishing the pastry product
P5. Prepare the ingredients to meet the requirements of the pastry product
P6. Cook the ingredients to meet the requirements of the pastry product
P7. Ensure the pastry product has the correct flavour, colour, texture, quantity and finish
P8. Finish and present the pastry product to meet requirements
P9. Ensure the pastry product is at the correct temperature for holding and serving
P10. Store any cooked pastry not for immediate use in line with food safety regulations

Outcome

2   Prepare, cook and finish basic pastry products

You need to know and understand:

K1. Different types of pastry and their characteristics
K2. How to make sure that the ingredients meet product requirements
K3. Why it is important to follow a recipe correctly when preparing pastry products
K4. What quality points to look for in a range of pastry types
K5. Why and to whom you should report any problems with the pastry or other ingredients
K6. The correct tools and equipment to carry out the required preparation and cooking methods
K7. How to carry out each of the preparation, cooking and finishing methods according to product requirements
K8. Why it is important to use the correct techniques, tools and equipment when preparing, cooking and finishing pastry products
K9. The correct temperatures for cooking pastry products and why these temperatures are important
K10. How to check and adjust a pastry product to make sure it has the correct colour, flavour, texture quantity and finish
K11. The correct temperatures and conditions for holding and serving pastry products
K12. The correct temperatures and procedures for storing pastry products not for immediate use
K13. Healthy eating options when preparing, cooking and finishing pastry products

Unit 226 Prepare, cook and finish basic pastry products (PPL2PC24)

Supporting Information

Scope/range

1. Pastry
1.1 short
1.2 sweet
1.3 suet
1.4 choux
1.5 convenience

2. *Preparation methods*
2.1 weighing/measuring
2.2 sifting
2.3 rubbing in
2.4 creaming
2.5 resting
2.6 piping
2.7 rolling
2.8 cutting/shaping/trimming
2.9 lining

3. *Cooking methods*
3.1 baking
3.2 steaming
3.3 deep frying
3.4 combining cooking methods

4. *Finishing methods*
4.1 garnishing
4.2 presenting

Unit 227

Prepare, cook and finish basic cakes, sponges, biscuits and scones (PPL2PC25)

Unit level:	SCQF 5
Credit value:	4
Unit aim:	This standard is about preparing, cooking and finishing basic cakes, sponges and scones, for example: • victoria sponge • fruit scones • fruit cake • shortbread The standard covers a range of types of preparation methods moving onto cooking methods and then how to finish basic cakes, sponges, biscuits and scones. This standard focuses on the technical knowledge and skills required to prepare, cook and finish basic cakes, sponges, biscuits and scones; however it should be assessed in the wider context of safe and hygienic working practices. It is recommended that the following NOS, selected as appropriate to the job role and organisation, are referenced in conjunction with the technical skills and knowledge for the standard: • Maintain basic food safety in catering • Maintain food safety in a kitchen environment • Provide basic advice on allergens to customers • Minimise the risk of allergens to customers When you have completed this standard you will be able to demonstrate your understanding of and your ability to: • Prepare, cook and finish basic cakes, sponges, biscuits and scones
Relationship to NOS:	PPL2PC25
Endorsed by	Habia
Assessment type:	Portfolio

Outcome

1   Prepare, cook and finish basic cakes, sponges, biscuits and scones

You must be able to:

- P1. Select the type and quantity of ingredients required for preparation
- P2. Check the ingredients meet quality and other requirements
- P3. Choose the correct tools and equipment required to prepare, cook and finish the cake, sponge, biscuit or scone
- P4. Use the tools and equipment correctly when preparing, cooking and finishing the cake, sponge, biscuit or scone
- P5. Prepare the ingredients to meet the requirements of the cake, sponge, biscuit or scone
- P6. Cook the ingredients to meet the requirements of the cake, sponge, biscuit or scone
- P7. Ensure the cake, sponge, biscuit or scone has the correct flavour, colour, texture, quantity and finish
- P8. Finish and present the cake, sponge, biscuit or scone to meet requirements
- P9. Ensure the cake, sponge, biscuit or scone is at the correct temperature for holding and serving
- P10. Store any cooked, cakes, sponges, biscuits and scones not for immediate use in line with food safety regulations

Outcome

2   Prepare, cook and finish basic cakes, sponges, biscuits and scones

You need to know and understand:

- K1. Different types of cakes, sponges, biscuits and scones and their characteristics
- K2. How to make sure that the ingredients meet product requirements
- K3. What quality points to look for in cakes, sponges, biscuits and scones
- K4. Why and to whom you should report any problems with the cakes, sponges, biscuits and scones or other ingredients
- K5. The correct tools and equipment to carry out the required preparation and cooking methods
- K6. How to carry out each of the preparation, cooking and finishing methods according to product requirements
- K7. Why it is important to use the correct techniques, tools and equipment when preparing, cooking/baking and finishing cakes, sponges, biscuits and scones
- K8. The correct temperatures for cooking cakes, sponges, biscuits and scones and why these temperatures are important
- K9. How to check and adjust cakes, sponges, biscuits and scones to make sure they have the correct colour, flavour, texture quantity and finish
- K10. The correct temperatures and conditions for holding and serving cakes, sponges, biscuits and scones
- K11. The correct temperatures and procedures for storing cakes, sponges, biscuits and scones not for immediate use
- K12. Healthy eating options when preparing, cooking and finishing cakes, sponges, biscuits and scones

Unit 227   Prepare, cook and finish basic cakes, sponges, biscuits and scones (PPL2PC25)

Supporting Information

Scope/range

1. Preparation methods
1.1 using ready mix
1.2 weighing / measuring
1.3 creaming / beating
1.4 whisking
1.5 folding
1.6 rubbing in
1.7 greasing
1.8 glazing
1.9 portioning
1.10 piping
1.11 shaping
1.12 filling
1.13 rolling
1.14 lining
1.15 trimming / icing
1.16 spreading / smoothing
1.17 kneading
1.18 mixing

2. *Cooking methods*
2.1 baking

3. *Finishing methods*
3.1 dusting / dredging / sprinkling
3.2 icing
3.3 presenting
3.4 adding accompaniments

Unit 228   Prepare, cook and finish basic cold and hot desserts (PPL2PC27)

Unit level:	SCQF 5
Credit value:	4
Unit aim:	This standard is about cooking and finishing basic hot and cold desserts including: • ice cream • chocolate mousse • sticky toffee pudding • creme caramel • apple pie • lemon cheesecake • trifle The standard covers the preparation methods and cooking methods associated with desserts and then goes onto how to finish a hot or cold dessert. This standard focuses on the technical knowledge and skills required to prepare, cook and finish basic cold and hot desserts; however it should be assessed in the wider context of safe and hygienic working practices. It is recommended that the following NOS, selected as appropriate to the job role and organisation, are referenced in conjunction with the technical skills and knowledge for the standard: • Maintain basic food safety in catering • Maintain food safety in a kitchen environment • Provide basic advice on allergens to customers • Minimise the risk of allergens to customers When you have completed this standard you will be able to demonstrate your understanding of and your ability to: • Prepare, cook and finish basic hot and cold desserts
Relationship to NOS:	PPL2PC27
Endorsed by	Habia
Assessment type:	Portfolio

Outcome

1   Prepare, cook and finish basic cold and hot desserts

You must be able to:

  P1. Select the type and quantity of ingredients required for preparation
  P2. Check the ingredients meet quality and other requirements
  P3. Choose the correct tools and equipment required to prepare, cook and finish the dessert
  P4. Use the tools and equipment correctly when preparing, cooking and finishing the dessert
  P5. Prepare the ingredients to meet the requirements of the dessert
  P6. Cook the ingredients to meet the requirements of the dessert
  P7. Ensure the dessert has the correct flavour, colour, texture, quantity and finish
  P8. Finish and present the dessert to meet requirements
  P9. Ensure the dessert is at the correct temperature for holding and serving
  P10. Store any cooked desserts not for immediate use in line with food safety regulation

Outcome

2   Prepare, cook and finish basic cold and hot desserts

You need to know and understand:

  K1. Different types of cold and hot desserts and their characteristics
  K2. How to make sure that the ingredients meet product requirements
  K3. What quality points to look for in cold and hot desserts
  K4. Why and to whom you should report any problems with the ingredients
  K5. The correct tools and equipment to carry out the required preparation and cooking methods
  K6. How to carry out each of the preparation, cooking and finishing methods according to product requirements
  K7. Why it is important to use the correct techniques, tools and equipment when preparing, cooking and finishing desserts
  K8. The correct times and temperatures for cooking desserts and why these temperatures are important
  K9. How to check and adjust a dessert make sure it has the correct colour, flavour, texture quantity and finish
  K10. The correct temperatures and conditions for holding and serving desserts
  K11. The correct temperatures and procedures for storing desserts not for immediate use
  K12. Healthy eating options when preparing, cooking and finishing desserts

Unit 228   Prepare, cook and finish basic cold and hot desserts (PPL2PC27)

Supporting Information

Scope/range

1. Dessert
1.1 ice cream
1.2 mousse
1.3 egg based
1.4 batter based
1.5 sponge based
1.6 fruit based
1.7 pastry based
1.8 set desserts

2. *Preparation methods*
2.1 slicing
2.2 creaming
2.3 folding
2.4 moulding
2.5 mixing
2.6 aeration
2.7 addition of flavours / colours
2.8 puréeing
2.9 combining
2.10 portioning
2.11 chilling

3. *Cooking methods*
3.1 boiling / poaching
3.2 stewing
3.3 baking
3.4 combination cooking
3.5 steaming
3.6 frying

4. *Finishing methods*
4.1 filling
4.2 glazing
4.3 piping
4.4 garnishing

Unit 229   Modify dishes to meet the specific nutritional needs of individuals (PPL2PRD17)

Unit level:	SCQF 5
Credit value:	2
Unit aim:	This standard is about modifying a dish to ensure that it meets the specific nutritional needs of your customer. You may be working in a hospital kitchen meeting the needs of patients or as a restaurant chef accommodating a customer.

Modification may include the addition of or the removal of specific ingredients essential for your customers' wellbeing. Reasons for addition or removal may be linked to medical conditions, dietary requirements or allergic reactions.

This standard focuses on the technical knowledge and skills required to modify dishes to meet the specific nutritional needs of individuals; however it should be assessed in the wider context of safe and hygienic working practices. It is recommended that the following NOS, selected as appropriate to the job role and organisation, are referenced in conjunction with the technical skills and knowledge for the standard:
Maintain basic food safety in catering
Maintain food safety in a kitchen environment
Provide basic advice on allergens to customers
Minimise the risk of allergens to customers

When you have completed this standard you will be able to demonstrate your understanding of and your ability to:
Modify dishes to meet the specific nutritional needs of individuals |
Relationship to NOS:	PPL2PRD17
Endorsed by	Habia
Assessment type:	Portfolio

Outcome

1   Modify dishes to meet the specific nutritional needs of individuals

You must be able to:

P17. Ensure that the preparation area and equipment is clean, undamaged and ready for use according to your workplace standard
P18. Check that all ingredients meet the dish, food safety and your workplace requirements
P19. Prioritise your work and carry it out in an efficient manner ensuring that there is no cross contamination of undesired ingredients / allergens
P20. Obtain and follow clear and accurate information relating to specific individual dietary requirements and how this affects food and drink products within the dish
P21. Prepare and cook the dish to meet specific requirements, adding, incorporating or removing necessary ingredients / allergens
P22. Ensure the finished dish has the correct colour, texture, consistency, flavor and nutritional content required
P23. Check that the dish is cooked and held at the correct temperature until ready for service
P24. Label and safely store any dishes not for immediate use according to workplace and food safety requirements
P25. Clean preparation, cooking areas and equipment to your workplace and legal standards after use
P26. Report any problems with modification of dishes to the proper person

Outcome

2   Modify dishes to meet the specific nutritional needs of individuals

You need to know and understand:

K29. Safe and hygienic working practices when modifying the content of food and drink products within dishes to meet the specific nutritional needs of individuals
K30. What the main nutrient groups are and which foods provide them
K31. How to check that the ingredients meet your workplace requirements and are fit for use, of the correct quality and quantity
K32. Why and to whom you should report any problems with ingredients and dishes
K33. Which preparation, cooking and finishing methods affect the dietary content of foods
K34. Healthy eating options when preparing, cooking and finishing dishes
K35. The importance of tailoring dishes to meet the specific requirements of individuals
K36. Where to find current information regarding specific diets and recommended nutritional information
K37. The current list of foods most commonly linked to allergic reactions
K38. How the risk of allergic reactions can be minimised
K39. The correct storage requirements for dishes not for immediate consumption
K40. The importance of clear and accurate labelling of food and accurate communication between colleagues
K41. The types of unexpected situations that may occur when preparing, cooking and finishing dishes to meet specific individual requirements and how to deal with them

Unit 229   Modify dishes to meet the specific nutritional needs of individuals (PPL2PRD17)

Supporting Information

Scope/range

1. Food and drink products
1.1 cereals/pulses
1.2 fruit
1.3 egg
1.4 meat
1.5 soups/stocks/sauces
1.6 cheese
1.7 pasta
1.8 fish
1.9 vegetables
1.10 liquids / drinks

2. *Modify/fortify*
2.1 volume
2.2 consistency / texture
2.3 nutritional balance / content

3. *Dietary requirements*
3.1 calorific value
3.2 nutritional content
3.3 specific ingredients / allergens

Unit 229   Modify dishes to meet the specific nutritional needs of individuals (PPL2PRD17)

Unit level:	SCQF 5
Credit value:	2
Unit aim:	This standard is about modifying a dish to ensure that it meets the specific nutritional needs of your customer. You may be working in a hospital kitchen meeting the needs of patients or as a restaurant chef accommodating a customer.

Modification may include the addition of or the removal of specific ingredients essential for your customers' wellbeing. Reasons for addition or removal may be linked to medical conditions, dietary requirements or allergic reactions.

This standard focuses on the technical knowledge and skills required to modify dishes to meet the specific nutritional needs of individuals; however it should be assessed in the wider context of safe and hygienic working practices. It is recommended that the following NOS, selected as appropriate to the job role and organisation, are referenced in conjunction with the technical skills and knowledge for the standard:
 • Maintain basic food safety in catering
 • Maintain food safety in a kitchen environment
 • Provide basic advice on allergens to customers
 • Minimise the risk of allergens to customers

When you have completed this standard you will be able to demonstrate your understanding of and your ability to:
 • Modify dishes to meet the specific nutritional needs of individuals |
Relationship to NOS:	PPL2PRD17
Endorsed by	Habia
Assessment type:	Portfolio

Outcome

1   Modify dishes to meet the specific nutritional needs of individuals

You must be able to:

P1. Ensure that the preparation area and equipment is clean, undamaged and ready for use according to your workplace standard
P2. Check that all ingredients meet the dish, food safety and your workplace requirements
P3. Prioritise your work and carry it out in an efficient manner ensuring that there is no cross contamination of undesired ingredients / allergens
P4. Obtain and follow clear and accurate information relating to specific individual dietary requirements and how this affects food and drink products within the dish
P5. Prepare and cook the dish to meet specific requirements, adding, incorporating or removing necessary ingredients / allergens
P6. Ensure the finished dish has the correct colour, texture, consistency, flavor and nutritional content required
P7. Check that the dish is cooked and held at the correct temperature until ready for service
P8. Label and safely store any dishes not for immediate use according to workplace and food safety requirements
P9. Clean preparation, cooking areas and equipment to your workplace and legal standards after use
P10. Report any problems with modification of dishes to the proper person

Outcome

2   Modify dishes to meet the specific nutritional needs of individuals

You need to know and understand:

K1. Safe and hygienic working practices when modifying the content of food and drink products within dishes to meet the specific nutritional needs of individuals
K2. What the main nutrient groups are and which foods provide them
K3. How to check that the ingredients meet your workplace requirements and are fit for use, of the correct quality and quantity
K4. Why and to whom you should report any problems with ingredients and dishes
K5. Which preparation, cooking and finishing methods affect the dietary content of foods
K6. Healthy eating options when preparing, cooking and finishing dishes
K7. The importance of tailoring dishes to meet the specific requirements of individuals
K8. Where to find current information regarding specific diets and recommended nutritional information
K9. The current list of foods most commonly linked to allergic reactions
K10. How the risk of allergic reactions can be minimised
K11. The correct storage requirements for dishes not for immediate consumption
K12. The importance of clear and accurate labelling of food and accurate communication between colleagues
K13. The types of unexpected situations that may occur when preparing, cooking and finishing dishes to meet specific individual requirements and how to deal with them

Unit 229   Modify dishes to meet the specific nutritional needs of individuals (PPL2PRD17)

Supporting Information

Scope/range

1. Food and drink products
1.1 cereals/pulses
1.2 fruit
1.3 egg
1.4 meat
1.5 soups/stocks/sauces
1.6 cheese
1.7 pasta
1.8 fish
1.9 vegetables
1.10 liquids / drinks

2. *Modify/fortify*
2.1 volume
2.2 consistency / texture
2.3 nutritional balance / content

3. *Dietary requirements*
3.1 calorific value
3.2 nutritional content
3.3 specific ingredients / allergens

Unit 230   Order stock (PPL2GEN2)

Unit level:	SCQF 5
Credit value:	3
Unit aim:	This standard is about ordering stock in line with established purchasing agreements. It details several ordering methods, such as electronically, as well as the type of information that is consistently required during the ordering process. When you have completed this standard you will have demonstrated your understanding of and your ability to: • Order stock
Relationship to NOS:	PPL2GEN2
Endorsed by	Habia
Assessment type:	Portfolio

Outcome

1   Order stock

You must be able to:

    P1. Check stock levels on a regular basis and consult with colleagues to determine if new stock is required
    P2. Identify stock requirements, ensuring sufficient storage space will be available upon arrival
    P3. Obtain relevant documentation for ordering stock and where required obtain permission from the proper person to place an order
    P4. Complete required information on documentation and use the correct method of ordering within the time required to ensure delivery before current stock is finished
    P5. Maintain documentation in line with organisational requirements
    P6. Obtain and file notification of placed orders and notification from supplier
    P7. Respond to queries and solve problems that arise about the order within your authority

Outcome

2   Order stock

You need to know and understand:

    K1. What the ordering process is in own area of responsibility
    K2. When you should order new stock in line with organisational requirements
    K3. Who is responsible for arranging the central purchasing agreement
    K4. What the central purchasing agreement contains
    K5. Why and who to contact when problems occur with the ordering process
    K6. When ordering needs to be approved by a line manager6. Where to obtain the ordering documentation from
    K7. What information needs to be entered on the documentation
    K8. Where ordering documentation is kept

Unit 230 Order stock (PPL2GEN2)

Supporting Information

Scope/range

1. Stock requirements
1.1 product type
1.2 product brand
1.3 amount

2. *Required information*
2.1 quantity
2.2 product type
2.3 date for required delivery
2.4 contact details

3. *Method of ordering*
3.1 Electronic
3.2 In person
3.3 telephone

4. *Problems*
4.1 quantity
4.2 time
4.3 non-delivery
4.4 availability
4.5 type
4.6 quality

Unit 231   Complete kitchen documentation (PPL2GEN14)

Unit level:	SCQF 5
Credit value:	2
Unit aim:	This standard is about completing documentation commonly used in kitchen environments: for example, temperature charts, time sheets, accident report forms, food safety information and equipment fault reports. When you have completed this standard you will be able to demonstrate your understanding of and your ability to: • Complete kitchen documentation
Relationship to NOS:	PPL2GEN14
Endorsed by	Habia
Assessment type:	Portfolio

Outcome

1   Complete kitchen documentation

You must be able to:

P1. Check there are sufficient, relevant documents ready for use according to your workplace standard

P2. Complete documents accurately, legibly and on time according to your workplace standards

P3. Process documentation correctly according to your workplace standards

P4. Answer any questions regarding the completion of documentation within the boundaries of you authority to indicate your understanding

Outcome

2   Complete kitchen documentation

You need to know and understand:

K1. Which documents are required to be completed in your workplace and why it is important to do so

K2. Where to obtain the relevant documentation and how to complete it according to your workplace and legal requirements

K3. The procedures for copying, filing and actioning documentation in your workplace

K4. To whom and why must you report any problems with documentation

K5. The importance of accurate, legible and timely completion of documentation

K6. The types of unexpected situations that may occur when monitoring and completing kitchen documentation

Unit 231   Complete kitchen documentation (PPL2GEN14)

Supporting Information

Scope/range

1. Relevant documents
1.1 temperature charts
1.2 food safety information
1.3 accident report forms
1.4 equipment fault reports
1.5 stock usage reports
1.6 delivery notes
1.7 cleaning rotas

Unit 232   Set up and close kitchen (PPL2GEN15)

Unit level:	SCQF 5
Credit value:	2
Unit aim:	This standard is about ensuring that all resources and equipment are ready for kitchen operations. It also details the skills required to shut down the kitchen at the end of the shift. When you have completed this standard you will be able to demonstrate your understanding of and your ability to: • Set up and close kitchen
Relationship to NOS:	PPL2GEN15
Endorsed by	Habia
Assessment type:	Portfolio

Outcome

1   Prepare kitchen for food operations

You must be able to:

    P1. Prioritise your work and carry it out in an efficient manner
    P2. Check that kitchen resources and equipment are clean, of the right type, sufficient and in working order
    P3. Turn on appropriate kitchen equipment at the correct time and to the correct setting
    P4. Report any unhygienic or defective kitchen equipment. or other problems to the appropriate person
    P5. Complete work and documentation in line with legal requirements, workplace procedures and current legislation relating to hygienic and safe working practices when preparing the kitchen for the food operations
    P6. Request assistance if unable to prepare the kitchen within specified timescales

Outcome

2   Close kitchen after operations

You must be able to:

    P7. Prioritise work and carry it out in an efficient manner
    P8. Ensure that all resources and equipment are clean and store all resources and equipment to your workplace and legal requirements
    P9. Check and record that food storage equipment meets your workplace and legal requirements for kitchen closure
    P10. Check that cooking equipment is turned off, unplugged where necessary, and cleaned following manufacturers' and your workplace standard
    P11. Report any problem with equipment with the appropriate person
    P12. Complete work and documentation in line with legal requirements, workplace procedures and current legislation relating to hygienic and safe working practices when closing down the kitchen after operations

Outcome

3   Prepare kitchen for food operations

You need to know and understand:

    K1. Safe and hygienic working practices when preparing kitchen for food operations
    K2. How and why it is important to check that all equipment is in good working order and switched on in readiness for food operations
    K3. Why it is important to monitor the temperature of kitchen storage equipment and areas
    K4. Why and to whom any problems should be reported
    K5. The types of unexpected situations that may occur when preparing the kitchen for food operations

4   Close kitchen after operations

You need to know and understand:

- K6. Safe and hygienic working practices when closing kitchen after food operations
- K7. Why all kitchen tools and equipment should be cleaned and stored correctly following use
- K8. The importance of following manufacturers' and workplace procedures for turning off, unplugging and cleaning kitchen equipment following use
- K9. Why and to whom any problems should be reported
- K10. The types of unexpected situations that may occur when closing the kitchen after food operation

Unit 232 Set up and close kitchen (PPL2GEN15)

Supporting Information

Scope/range

1. Tools
11.1 knives
1.2 utensils

2. *Kitchen equipment*
2.1 oven/combination oven
2.2 grill
2.3 hob
2.4 fryer
2.5 microwave
2.6 steamer

3. *Food storage equipment*
3.1 dry store/larder
3.2 fridge
3.3 freezer

6 Appendices

Appendix 1

Annex C *extracted from The People 1st Assessment Strategy March 2017*

Occupational Expertise of Assessors and Verifiers

The requirements set out below relates to all assessors and verifiers..

✓ = mandatory

Assessors and Internal Verifiers must:	A	IV	EV
Have a good knowledge and understanding of the national occupational standard and competence based untis and qualfications which are being assessed or verified.	✓	✓	✓
Hold or be working towards relevant and/or verification qualification (s) as identified by SQA Accreditation, qualifications regulator, confirming their competence to assess or verify SVQ units and qualifications as follows:			
• Assessors and verifiers who hold current assessor and/or verifier units and undertake appropriate continuous professional development.	✓	✓	✓
• Assessors and verifiers who hold previous version of assessor and/or verifier units, who work to the current Learning and Development (L&D) National Occupational Standards (NOS) and undertake appropriate continuous professional development (CPD)	✓	✓	✓
• Any new assessors or verifiers who do not currently hold any assessor or verifier units must undertake current unit(s) • In the case that an assessor or verifier is working towards their assessor/verification decision must unit, a representative sample of their assessment/verification decision must be counter-signed by a colleague who has achieved an appropriate assessor/verifier unit. The colleague should have the same occupational expertise.	✓	✓	✓

Assessors and Internal Verifiers must:	A	IV	EV
Have relevant occupational expertise and knowledge, at the appropriate level of the occupational area(s) they are assessing and/or verifying, which has been gained through 'hands on' experience in the industry.	✓	✓	✓
Adhere to the awarding body's assessment requirements and practise standardised assessment principles	✓	✓	✓
Adhere to the awarding organisation's assessment requirements and practise standardised assessment principles	✓	✓	✓
Have sufficient resources to carry out the role of assessor or verifier, ie time and budget	✓	✓	✓
Have supervisory/management, interpersonal and investigative skills, including the ability to analyse information, hold meetings, guide, advise, plan and make recommendations at all levels, taking into account the nature and size of the organisation in which assessment is taking place. High standards of administration and record keeping are also essential.		✓	✓
Hold qualifications, or have undertaken training, that has legislative relevance to the competence based units being assessed (See Annex D in appendix 2).	✓	Good practice	Good practice
Update their occupational expertise and industry knowledge in the areas being assessed and verified through planned Continuous Professional Development (see Annex E in appendix 3).	✓		✓

Appendix 2

Annex D *extracted from The People 1st Assessment Strategy March 2017*

 Qualifications and Training Relevant to Assessors and Verifiers

The following sets out areas in which assessors, verifiers and external verifiers should either received training or achieve qualifications. People1st is **not** stipulating that assessors, verifiers or external verifiers must undertake and achieve specific qualifications, there is the option to either undertake appropriate training or an accredited qualification.

✓ = **mandatory**

Qualification / Training	SVQunit / qualification	A	IV	EV
Health and Safety	All sector units and qualifications	✓	Good Practice	Good Practice
Food Safety	Kitchen Services	✓	Good Practice	Good Practice
	Hospitality Services	✓		
	Professional Cookery	✓		
	Food and Beverage Service	✓		
	Hospitality Supervision and Leadership (*with food and drink units)*	✓		
Licensing	Food and Bervage Service	✓	Good Practice	
	Beverage Service	✓		
	Hospitality Supervision (*with food and drink units)*	✓		

Appendix 3

Annex E *extracted from The People 1ˢᵗ Assessment Strategy March 2017*

Continuous Professional Development for Assessors and Verifiers

It is necessary for assessors and verifiers to maintain a record of evidence of their continuous professional development (CPD). This is necessary to maintain currency of skills and understanding of the occupational area(s) being assessed, and can be achieved in a variety of ways. It should be a planned process, reviewed on an annual basis, for example as part of an individual's performance review.

Assessors and verifiers should select CPD methods that are appropriate to meeting their development needs. The following provides an example of a variety of methods that can be utilised for CPD purposes.

Updating occupational expertise	- Internal and external work placements - Work experience and shadowing (eg within associated departments) - External visits to other organisations - Updated and new training and qualifications (http://hospitalityguild.co.uk/uksp) - Training sessions to update skills - Visits to educational establishments - Trade fairs
Keeping up to date with sector developments and new legislation	- Relevant sector websites - Membership of professional bodies - Papers and documents on legislative change - Networking events - Seminars, conferences, workshops, membership of committees / working parties (e.g. People1st events) - Staff development days
Standardising and best practice in assessment	- Regular standardisation meetings with colleagues - Sharing best practice through internal meetings, news letters, email circulars - Comparison of assessment and verification in other sectors - Attending awarding body meetings / seminars

Downloadable guidance on CPD can be found at CPD Guidance (https://set.et-foundation.co.uk/professionalism/cpd/)

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**
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City & Guilds
1 Giltspur Street
London EC1A 9DD
T +44 (0)844 543 0000
F +44 (0)20 7294 2413
www.cityandguilds.com