City & Guilds Level 2 Awards in Professional Bartending (Cocktails) 7106-11 and Professional Bartending (Cocktails with free pouring) 7106-01

www.cityandguilds.com
February 2022
Version 3.2

Qualification handbook
500/8071/4 and 500/8081/7

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City & Guilds Level 2 Awards in Professional Bartending (Cocktails) 7106-11 and Professional Bartending (Cocktails with free pouring) 7106-01

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February 2022
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Qualification handbook

Qualification title	GLH	TQT	Number	Ofqual ref.
Level 2 Award in Professional Bartending (Cocktails)	45	70	7106-11	500/8071/4
Level 2 Award in Professional Bartending (Cocktails with free pouring)	60	90	7106-01	500/8081/7

Version and date	Change detail	Section
3.1 October 2013	Unit information (titles and UANS) corrected	2. About the qualification
	Assessment information clarification	6. Assessment
3.2 February 2022	GLH and TQT clarified and highlighted	2. About the qualification
	Removed QCF	Throughout

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1 About this document

This document contains the information that centres need to offer the following qualifications:

Level 2 Award in Professional Bartending (Cocktails)

City & Guilds qualification number **7106-11**

Ofqual accreditation number **500/8071/4**

Level 2 Award in Professional Bartending (Cocktails with free pouring)

City & Guilds qualification number **7106-01**

Ofqual accreditation number **500/8081/7**

This document includes details and guidance on

- centre resource requirements
- candidate entry requirements
- information about links with, and progression to, other qualifications
- qualification standards and specifications
- assessment requirements.

2 About the qualification

2.1 Aim of the qualification

These vocationally related qualifications have been designed by City & Guilds in order to

- meet the needs of candidates who work or want to work as bartenders in the hospitality sector
- allow candidates to learn, develop and practice the skills required for employment and/or career progression in the hospitality sector
- contribute to the knowledge and understanding required for the related Level 2 NVQ Diploma in Food and Beverage Service

This qualification is

- accredited by Ofqual at Level 2
- accredited by the Department of Education, Culture and Welsh Language (DECWL) at level 2 of the Credit and Qualifications Framework for Wales (CQFW)
- provides valuable accreditation of skills and/or knowledge for candidates not following Apprenticeship programmes, without requiring or proving occupational competence.

2 About the qualification

2.2 Relevant sources of information

Related publications

City & Guilds provides the following documents specifically for this qualification:

Publication	Available from
Qualification handbook	www.cityandguilds.com
Assessment pack	www.cityandguilds.com
Answer pack	www.cityandguilds.com
Information sheet	www.cityandguilds.com

The following City & Guilds documents contain general information on City & Guilds qualifications:

- *Providing City & Guilds qualifications – a guide to centre and qualification (scheme) approval* – This document contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification.
- *Ensuring quality* – This document contains updates on City & Guilds assessment and policy issues.
- *Centre toolkit* – This document contains additional information on *Providing City & Guilds qualifications*, in a CD-ROM, which links to the internet for access to the latest documents, reference materials and templates
- *Directory of qualifications* – This document contains details of general regulations, registration and certification procedures and fees. This information also appears on the Walled Garden, the online qualification administration service for City & Guilds approved centres. If there are any differences between the *Directory of qualifications* and this handbook, the *Directory of qualifications* contains the more up-to-date information.

For the latest updates on our publications and details of how to obtain them and other City & Guilds resources, please refer to the City & Guilds website.

2 About the qualification

2.3 Rules of combination

Rules of combination are used to define the structure of qualifications. The rules of combination specify the credits which must be achieved through a particular combination of units to gain a full qualification.

This section provides information about the full qualifications which may be awarded to candidates successfully completing the required combination of units and/or credits as shown in the tables below:

Level 2 Award in Professional Bartending (Cocktails)

Qualification Accreditation number - 500/8071/4

Candidates must achieve unit 201, a total of **7** credits.

UAN	City & Guilds unit number(s)	Unit title	Mandatory/ optional for full qualification	Credit value	GLH	TQT
M/501/4284	201	Professional Bartending (Cocktails)	Mandatory	7	45	70

Level 2 Award Professional Bartending (Cocktails with free pouring)

Qualification Accreditation number - 500/8081/7

Candidates must achieve unit 202, a total of **9** credits.

UAN	City & Guilds unit number(s)	Unit title	Mandatory/ optional for full qualification	Credit value	GLH	TQT
J/600/9778	202	Professional Bartending (Cocktails with Free Pouring)	Mandatory	9	60	90

City & Guilds websites

Website	Address	Purpose and content
City & Guilds main website	www.cityandguilds.com	This is the main website for finding out about City & Guilds qualifications. It contains qualification documentation and updates.
SmartScreen	www.smartscreen.co.uk	SmartScreen is the City & Guilds online learning support website. It gives registered subscribers access to qualification-specific support materials.
Walled Garden	www.walled-garden.com	The Walled Garden is a qualification administration portal for approved centres, enabling them to register candidates and claim certification online.

3 Candidate entry and progression

Entry requirements

There are no formal entry requirements for candidates undertaking this qualification. However, centres must ensure that candidates have the potential and opportunity to be successful in gaining their qualification.

Please note that for funding purposes, candidates should not be entered for a qualification of the same type, content and level as that of a qualification they already hold.

Age restrictions

Candidates **must be** 18 years or older to undertake this qualification.

Progression

The qualification provides knowledge and practical skills related to the Level 2 NVQ Diploma in Food and Beverage Service (7132).

On completion of this qualification candidates may progress into employment or to the following City & Guilds qualifications:

- Level 1 NVQ Certificate in Food and Beverage Service (7131)
- Level 2 NVQ Diploma in Food and Beverage Service (7132)
- Level 2 Award in Barista Skills (7102)
- Level 2 Certificate in Professional Food and Beverage Service (7103)
- Level 3 Diploma in Professional Food and Beverage Service (7103)

4 Centre requirements

4.1 Obtaining centre and qualification approval

Only approved organisations can offer City & Guilds qualifications. Organisations approved by City & Guilds are referred to as **centres**.

Centres must meet a set of quality criteria including

- provision of adequate resources, both physical and human
- clear management information systems
- effective assessment and quality assurance procedures including candidate support and reliable recording systems.

An organisation that has not previously offered City & Guilds qualifications must apply for approval to become a centre. This is known as the **centre approval process** (**CAP**). Centres also need approval to offer a specific qualification. This is known as the **qualification approval process** (**QAP**). In order to offer this qualification, organisations which are not already City & Guilds centres must apply for centre and qualification approval at the same time. Existing City & Guilds centres will only need to apply for qualification approval.

Full details of the procedures and forms for applying for centre and qualification approval are given in *Providing City & Guilds qualifications* which is also available as part of the City & Guilds centre toolkit, and is downloadable from the City & Guilds website.

Regional offices will support new centres through the approval process. They will also provide details of the fees applicable for approvals.

Assessments must not be undertaken until qualification approval has been obtained.

City & Guilds reserves the right to withdraw qualification or centre approval for reasons of debt, malpractice or non-compliance with City & Guilds' policies, regulations, requirements, procedures and guidelines, or for any reason that may be detrimental to the maintenance of authentic, reliable and valid qualifications or that may prejudice the name of City & Guilds. Further details of the reasons for suspension and withdrawal of approval, procedures and timescales are contained in *Providing City & Guilds qualifications.*

4 Centre requirements

4.2 Resource requirements

Physical resources

Centres must have access to sufficient equipment in the centre or workplace to ensure candidates have the opportunity to cover all of the practical activities. It is acceptable for centres to use specially designated areas within a centre for the unit.

It is **essential** that centres have the following equipment in order to deliver the qualification:

Beverage 12oz Unstamped
Double old fashioned 12oz
Martini cocktail Approximately 8oz
6 – 8 oz Champagne flutes
Bar blade flat bottle opener stainless steel
Wooden cocktail sticks
Clear frappe straws 4"/102mm(4.3mm)
Jumbo clear straight straws 8" (6mm)
Thimble measure 25/50/175/250ml GS
25cm cocktail knapkins 2 Ply
Boston Shaker can stainless steel 28oz/Glass
Bar cocktail spoon 11" with masher
Decozest zester
Stainless steel pourer medium freeflow
Chopping board
Condiment dispenser
Bar/Build/Spill mat
Save or serve/store n-pour – assorted colours
Stainless Steel dot dispenser
Roll of day labels Mon-Sun
Clingfilm 18"
Plastic funnel approximately 13cm
Scoop approximately 10"
Dustpan & brush
Sanitiser SSC – stainless steel cleaner
Mop & bucket
Bar caddy
Muddlers
Knife
Heavy duty bin bags

The following equipment is **recommended**, but is **not essential** for centres to deliver the qualification. However, operation, cleaning and maintenance of these machines is a key learning outcome:

Tall cooler/sling 14oz/40cl
10.5" clear straight alcopop straws
Machine/Glass Renovator
Crowner (puts caps back on)
Re-corker (puts corks back in)
Floor squeegee

Centre staff

Assessor and verifier requirements

While the Assessor/Verifier (A/V) units are valued as qualifications for centre staff, they are not currently a requirement for this qualification.

Continuing professional development (CPD)

Centres are expected to support their staff in ensuring that their knowledge of the occupational area and of best practice in delivery, mentoring, assessment and verification remains current, and takes

into account any national or legislative developments.

4 Centre requirements

4.3 Registration and certification

Full details of City & Guilds' administrative procedures for this qualification are provided in the *City & Guilds Online Catalogue*. This information includes details on

- registration procedures
- enrolment numbers
- fees
- entry for examinations
- claiming certification.

Centres should be aware of time constraints regarding the registration and certification periods for the qualification, as specified in the *City & Guilds Online Catalogue*.

Centres should follow all administrative guidance carefully, particularly noting that fees, registration and certification end dates for the qualification are subject to change. The latest news is available on the website (**www.cityandguilds.com**).

Notification of results

After completion of assessment, candidates will receive, via their centre, a 'notification of candidate results', giving details of how they performed. This is not a certificate of achievement.

Full certificates

Full certificates are only issued to candidates who have met the full requirements of the qualification.

4 Centre requirements

4.4 Quality assurance

Internal quality assurance

Approved centres must have effective quality assurance systems to ensure optimum delivery and assessment of qualifications.

Quality assurance includes initial centre approval, qualification approval and the centre's own internal procedures for monitoring quality. Centres are responsible for internal quality assurance, and City & Guilds is responsible for external quality assurance.

National standards and rigorous quality assurance, in the case of this qualification, are maintained by the use of

- City & Guilds assignments, marked by the centre according to externally set marking criteria
- internal (centre) quality assurance
- City & Guilds external verification.

To meet the quality assurance criteria for this qualification, the centre must ensure that the following internal roles are undertaken

- quality assurance co-ordinator
- assessor
- internal verifier/moderator

Full details and guidance on the internal and external quality assurance requirements and procedures can be found in *Providing City & Guilds qualifications* and in the *Centre toolkit* together with full details of the tasks, activities and responsibilities of quality assurance staff.

Retaining assessment records

Centres must retain copies of candidate assessment records for at least three years after certification.

External quality assurance

External verifiers are appointed by City & Guilds to approve centres, and to monitor the assessment and internal quality assurance carried out by centres. External verification is carried out to ensure that assessment is valid and reliable, and that there is good assessment practice in centres.

To carry out their quality assurance role, external verifiers/moderators must have appropriate occupational and verifying knowledge and expertise. City & Guilds external verifiers attend training and development designed to keep them up-to-date, to facilitate standardisation between verifiers and to share good practice.

External verifiers:

The role of the external verifier is to

- provide advice and support to centre staff
- ensure the quality and consistency of assessments within and between centres by the use of systematic sampling
- regularly visit centres to ensure they continue to meet the centre and qualification approval criteria
- provide feedback to centres and to City & Guilds.

External quality assurance for the qualification will be provided by the usual City & Guilds external verification process. This includes the use of an electronically scannable report form which is designed to provide an objective risk analysis of individual centre assessment and verification practice.

Further details of the role of external verifiers are given in *Providing City & Guilds qualifications*.

5 Course design and delivery

Recommended delivery strategies

Provided that the requirements for the qualification are met, centres may design course programmes of study in any way that they feel best meets the needs and capabilities of their candidates. Centres may wish to include topics as part of the course programme, which will not be assessed through the qualification.

Relationship to other qualifications and the wider curriculum

City & Guilds recommends centres address the wider curriculum, where appropriate, when designing and delivering the course. Centres should also consider links to relevant National Occupational Standards, Functional Skills and other related qualifications.

The following relationship tables are provided to assist centres with the design and delivery of the qualification

- Relationship to the NVQ qualifications can be found in Appendix 2.
- Opportunities to address social, moral, spiritual and cultural issues during the delivery of the qualification have been identified, and can be found in Appendix 3.

Health and safety

The requirement to follow safe working practices is an integral part of all City & Guilds qualifications and assessments, and it is the responsibility of centres to ensure that all relevant health and safety requirements are in place before candidates start practical assessments.

Should a candidate fail to follow health and safety practice and procedures during an assessment, the assessment must be stopped. The candidate should be informed that they have not reached the standard required to successfully pass the assessment and told the reason why. Candidates may retake the assessment at a later date, at the discretion of the centre. In case of any doubt, guidance should be sought from the external verifier.

Data protection and confidentiality

Centres offering this qualification may need to provide City & Guilds with personal data for staff and candidates. Guidance on data protection and the obligations of City & Guilds and centres are explained in *Providing City & Guilds qualifications*.

Initial assessment and induction

Centres will need to make an initial assessment of each candidate prior to the start of their programme to ensure they are entered for an appropriate type and level of qualification.

The initial assessment should identify any specific training needs the candidate has, and the support and guidance they may require when working towards their qualification.

City & Guilds recommends that centres provide an induction programme to ensure the candidate fully understands the requirements of the qualification they will work towards, their responsibilities as a candidate, and the responsibilities of the centre. It may be helpful to record the information on a learning contract.

Further guidance about initial assessment and induction, as well as a learning contract that centres may use, is available in the Centre toolkit.

Equal opportunities

It is a requirement of centre approval that centres have an equal opportunities policy (see *Providing City & Guilds qualifications)*.

The regulatory authorities require City & Guilds to monitor centres to ensure that equal opportunity policies are being followed.

The City & Guilds equal opportunities policy is set out on the City & Guilds website, in *Providing City & Guilds qualifications*, in the *Directory of qualifications*, and is also available from the City & Guilds Customer Relations department.

Access to qualifications on the Qualifications and Credit Framework is open to all, irrespective of gender, race, creed, age or special needs. The centre co-ordinator should ensure that no candidate is subject to unfair discrimination on any ground in relation to access to assessment and the fairness of the assessment.

Access to assessment

City & Guilds' guidance and regulations on access to assessment are designed to facilitate access for assessments and qualifications for candidates who are eligible for adjustments to assessment arrangements. Access arrangements are designed to allow attainment to be demonstrated. For further information, please see *Access to assessment and qualifications*, available on the City & Guilds website.

Appeals

Centres must have their own, auditable, appeals procedure that must be explained to candidates during their induction. Appeals must be fully documented by the quality assurance co-ordinator and made available to the external verifier or City & Guilds.

Further information on appeals is given in *Providing City & Guilds qualifications*. There is also information on appeals for centres and learners on the City & Guilds website or available from the Customer Relations department.

Learning and support resources

City & Guilds provides the following resources for this qualification:

Document	
Assessment pack	Available on www.cityandguilds.com

Further guidance

It should be recognised that those working towards the Level 2 Award in Professional Bartending (Cocktails) or (Cocktails with Free Pouring) qualification may fall in to several brackets. Learners may already be doing a Food and Beverage Service related qualification, and may see this as a benefit to add onto the existing qualification. Equally those already in the industry should have the ability to be recognised for the skills they have gained.

Whatever path a candidate takes, it is important that they are aware of the level of commitment required to become a successful bartender. It should be made clear that professional standards are essential and that demonstrating good practice and behavioural attitudes are vital for anyone looking for a career within this sector. Good attendance and punctuality should reflect the expectations of employers. Successful teamwork will depend on the efforts of each individual.

It is intended that candidates will obtain a well-rounded comprehensive education and training in cocktail making. This will include learning and understanding of products, cleaning and checking equipment, production of beverages and dealing with all customer queries. This means that candidates will be able to serve customers whilst ensuring orders are presented accurately. The candidate will learn to multi-task which will enhance future career progression both in and outside the organisation.

It is expected that most of these skills will be developed in training areas, but to underpin delivery and give the candidate the best chance of successfully completing this unit, it is best for practical activities to take place in realistic working conditions.

Practical work experience will be of benefit for candidates to demonstrate their abilities in a real life environment and build their confidence and speed of service. Equally guest speakers from local employers and visits to local bars, restaurants, hotels and conference centres should be encouraged to ensure teaching and learning is in line with industry standards.

In order to prepare candidates for the assignments it is essential that all the range statements listed in the unit are covered throughout the teaching process. It is recommended that the assessor refer to the assessment grid contained in the assessment pack for the range of beverages to be produced.

6 Assessment

6.1 Summary of assessment requirements

For the following qualifications, candidates will be required to complete the following assessments:

Level 2 Award in Professional Bartending (Cocktails) 7106-11

- **one** assignment for unit 201, including short answer questions

Unit No.	Title	Assessment Method	Where to obtain assessment materials
201	Professional Bartending (Cocktails)	Assignment 7106-201 The assessment covers the practical activities for all outcomes and will also use a short answer question test to sample underpinning knowledge to verify coverage of the unit. Externally set assignment and short answer questions, locally marked and externally verified.	www.cityandguilds.com

Level 2 Award in Professional Bartending (Cocktails with free pouring) 7106-01

- **one** assignment for unit 202, including short answer questions

Unit No.	Title	Assessment Method	Where to obtain assessment materials
202	Free Pouring	Assignment 7106-202 The assessment covers the practical activities for the outcome and will also use a short answer question test to sample underpinning knowledge to verify coverage of the unit. Externally set assignment and short answer questions, locally marked and externally verified.	www.cityandguilds.com

6 Assessment

Time constraints

It is expected that centres will set reasonable time limits for candidates to achieve the practical tasks and short answer question tests in the assignments.

Some of the drinks building practical assessments are timed. This reflects the requirement for bartenders to produce drinks in a timely manner. Tutors / assessors should read carefully the guidance on timing in the Assessment pack.

Grading and marking

Assignments are graded pass, merit or distinction.

Detailed marking and grading criteria, and assessor guidance, are provided in the Assessment pack for this qualification.

The assignments are internally marked, graded and externally verified.

Simulation

Part of the assignments for this qualification consists of a drinks service. Candidates are not expected to be assessed while serving real customers, but the assessment should be conducted in a way that simulates as closely as possible the delivery of a real drinks order.

The machinery used to assess practical activities must be of a commercial standard and be capable of being used under normal working conditions.

Regulations for the conduct of examinations

Regulations for the conduct of examinations for online and written examinations are given in *Providing City & Guilds qualifications.* Centres should ensure they are familiar with all requirements prior to offering assessments.

Unit 201 Professional Bartending (Cocktails)

Rationale

This unit provides candidates with specialist skills and knowledge in one area of the hospitality industry – the beverage sector. The unit is aimed at all first line operatives working in an environment that serves and prepares drinks. This includes bars, hotels and restaurants.

Candidates will be introduced to the full range of products used in making drinks. They will be able to prepare cocktails, select and use suitable types of glasses, and other aspects that will enable the learner to become a professional bartender.

The unit also looks at the full range of equipment, identifies safety aspects and how to operate the equipment to deliver the desired drink quality. Candidates will bring together the knowledge and skills acquired to produce good quality drinks consistently. Candidates will be able to identify and correct problems as they arise.

The unit covers the importance of presenting a positive personal image, use of effective communication techniques and responsible serving and legislation connected to the sale of alcohol.

The unit is designed to be taken as a stand-alone qualification to increase specialist skills and knowledge, but it can also be taken alongside other qualifications.

Learning outcomes

There are **seven** outcomes to this unit. The learner will:

1. be able to select and use equipment
2. be able to display cocktail making techniques
3. be able to display knowledge of cocktail specifications
4. be able to display knowledge of spirits
5. be able to display knowledge of beers, wines and spirits service
6. be able to prepare bar and deliver service
7. be able to display knowledge of responsible serving of alcohol

Credit Value

7

Guided Learning Hours

45

Connections with other qualifications

This unit contributes towards the knowledge and understanding required for the following qualifications:

- NVQ qualifications in Hospitality

- 101, 205, 104, 201, 211, 212, 213, 214, 216, 261, 264

Unit 201 Professional Bartending (Cocktails)

Outcome 1 Be able to select and use equipment

Practical skills

The learner can:

1 select correct equipment for making cocktails

Underpinning knowledge

The learner can:

1 identify different glassware **families** and styles

2 describe **correct handling** and **storage of glassware**

3 identify the use of **small bar equipment**

4 identify key **bar hardware**

5 state the main **employer responsibilities** and **employee responsibilities** as stated in the Health and Safety at Work Act and Food Hygiene Act

Range

Families
Highballs, tumblers, cocktail, coupette, sling, hurricane, champagne glasses, beer glasses, wine glasses, brandy glasses, shot glasses, fortified wine glasses

Correct handling
Holding by stem/base, no handling of the rim,

Correct storage of glassware
Drainage, rim down, fragility

Small bar equipment
Three piece shaker (and name variations), Boston shaker, muddler, bar spoon, Hawthorn strainer, fine strainer, cannelle knife, zester, prep knife, chopping board, chop-stick, waiters friend, bar blade, speed pourers, champagne sealers and vacuum wine stoppers, store and pour, squeezy bottle

Bar hardware
Glass washer, ice machine, cocktail station, blender, juicer, ice-crusher, pour test kit, ice buckets/wine coolers, glassware, bottle cooler (fridge), coffee machine

Employer responsibilities
Written Health and Safety policy, to provide and maintain a safe and healthy working environment, to obtain an annual insurance check on pressure tank in espresso machine

Employee responsibilities
To act in a way that does not put themselves or others at risk, to report anything that may endanger themselves or others

Unit 201 Professional Bartending (Cocktails)

Outcome 2 Be able to display cocktail making techniques

Practical skills

The learner can:

1 demonstrate the **processes** used in cocktail making

2 check drink meets all **quality requirements** and correct as necessary

Underpinning knowledge

The learner can:

1 identify the **importance** of a **balanced drink**

2 describe the **characteristic** of bitter ingredients

3 state the basic **ratio** of tart to sweet

4 explain the properties of the '**strong**' building block

5 explain the **relationship** between 'weak' and 'strong' building blocks

6 explain the **effects** of shaking ingredients with ice

7 explain the **effects** of stirring ingredients with ice

8 explain the **effects** of muddling

9 explain the **benefit** of using caster sugar

10 describe the correct **blending procedure**

11 identify **potential problems** associated with blending

12 describe the correct **use** of ice

13 identify how liquids can be **layered**

14 explain the **importance** of adding a twist

15 identify key aspects of correct **presentation**

16 identify key aspects of **quality control**

Range

Processes

Shake and strain, double strain, shake and pour, stir and strain, build, flip, muddle, blend, lace, layer, zesting and adding a twist, agitation, stir with ice

Quality requirements

Taste to check balance, appearance

Importance

To ensure that no one building block over powers another

Balanced drink

Building blocks (strong-weak, tart,-sweet)

Characteristic

Has no opposite flavour

Ratio
2:1

Strong
Alcohol is a flavour carrier

Relationship
'Weak' breaks the bonds alcohol has on flavour (releasing the flavour)

Effects (shaking)
Forcing air into the ingredients changing texture, dilution, reducing the temperature, combining all ingredients, unifying flavour, breaking down complex sugars

Effects (stirring)
Delicately releasing flavours, dilution, reducing the temperature, combining all ingredients

Effects (muddling)
Releasing flavours from fruit

Benefit
Dissolves in cold water, an abrasive agent for releasing flavour when muddling ingredients

Blending procedure
Starting with slow revolutions, ensuring dry ingredients are added prior to ice, adding the correct amount of ice, no delay in service

Potential problems
Starting at the wrong speed, incorrect texture, adding ingredients in wrong sequence making blending ineffective

Use
Handling safely and hygienically, quantity, type, timing, chilling glassware, awareness of state of ice

Layered
Liquids can be kept separate due to different densities

Importance
Adding essential oils from citrus fruit to a drink

Presentation
Correct garnish, 3mm window, no spillage

Quality control
Drinks tasted correctly where applicable prior to presentation; due to variance in fresh ingredients, to eliminate mistakes or omissions

Unit 201 Professional Bartending (Cocktails)

Outcome 3 Be able to display knowledge of cocktail specifications

Underpinning knowledge

The learner can:

1 identify glassware for **classic cocktails** and **variations**

2 identify processes for producing classic cocktails and variations

3 identify types of ice to be used in **classic cocktails** and **variations**

4 identify the ingredients for **classic cocktails** and **variations**

5 identify the **garnishes** for **classic cocktails** and **variations**

6 identify the **characteristics** of sour based family cocktails

7 identify the country of origin of cocktails

8 identify the relationship the vermouth has with the base spirit in a Martini and Manhattan

9 identify the components of a selection of **Martini variations**

Range

Classic cocktails

Daiquiri, Mojito, Caipirinha, classic Margarita, frozen Margarita, Sours, Tom Collins, Sloe Gin Fizz, Singapore Sling, the Bramble, Side Car, the Martini, the Manhattan, the Old Fashioned, Sazerac, Cosmopolitan, the Champagne Cocktail, Bellinis, Red Snapper / Bloody Mary, Pousse Café

Variations

Fruit variations of Margarita, Collins, Sour, Daiquiri

Spirit variations of Collins, Caipirinha, Cosmopolitan, Old Fashioned

Garnishes

In relation to each individual drink (eg Zest – the Old fashioned)

Characteristics

Use of egg white/bitters, lemon and sugar based

Martini variations

Roosevelt, Mayflower, Gibson, Vesper, Smokey, Bradford, Vodka, Dirty

Unit 201 Professional Bartending (Cocktails)

Outcome 4 Be able to display knowledge of spirits

Underpinning knowledge

The learner can:

1 outline principles of fermentation
2 outline the principles of distillation
3 explain the process of reduction
4 outline the principles of filtration
5 explain the **effects** of colouring
6 identify the **factors** that affect the ageing process
7 outline the **effects** of ageing on a product
8 explain the purpose of **blending**
9 identify the raw ingredient of **main spirits**
10 identify the styles of the **main spirits**
11 identify the flavour profile of **liqueurs**
12 identify the **key bitters**

Range

Effects (colouring)

Given an appearance of an aged product, maintaining colour consistency of aged products

Factors

Style of the barrel (new, old, size, material, burnt), climate, duration

Effects (aging)

Flavour (depth, complexity, smoothness, body), colour

Blending

To maintain consistency of product from batch to batch

Main spirits

Gin, Vodka, Rum, Whisky, Tequila, Cachaça, Brandy

Liqueurs

Curacaos, cremes, fruit based, aniseed, nut and chocolate

Key bitters

Angostura, Peychaud’s, orange, Campari

Unit 201 Professional Bartending (Cocktails)

Outcome 5 Be able to display knowledge of beers, wines and spirits service

Underpinning knowledge

The learner can:

1 describe the process of pouring draught beer

2 describe the method of accurately cutting and removing the foil from a bottle of wine using the knife on a waiter's friend

3 describe the process of opening and pouring champagne

4 identify the different **methods** of serving spirits

5 identify the appropriate drinks for a **range** of garnishes

6 identify the component ingredients for a range of **highballs**

7 identify **quality control points** for beers, wines and spirits

Range

Methods

On the rocks, straight up, with a twist, with a mixer, with water, neat

Range

Lime, lemon, orange

Highballs

Cape Codder, Cuba Libre, Greyhound, Horse's Neck, Screwdriver

Quality control points

Temperature, head, cloudiness, presence of fruit flies, condition of cork, condition of packaging

Unit 201 Professional Bartending (Cocktails)

Outcome 6 Be able to prepare bar and deliver service

Practical skills

The learner can:

1 **prepare** the bar ready for service

2 present a positive **personal image**

3 use appropriate **communication techniques** with guests

4 work in a safe and hygienic manner

5 serve customers in an **efficient** manner

6 ensure service is completed appropriately and satisfactorily

Underpinning knowledge

The learner can:

1 identify the **importance** of following an opening / closing checklist

2 describe the importance of showing an awareness of the **environment**

3 identify key **potential hazards**

4 identify the benefits of multi-ordering

5 outline **procedures for handling guests' complaints**

6 outline organisational procedures for processing transactions

7 identify the **benefits** of good team work

Range

Prepare

Fresh juices, purees, cut fruit, disposables, ice, bar equipment, drinks making equipment, till, float, check glassware

Personal image

Appearance and presentation, body language, professional manner, showing integrity, maintaining confidentiality, trustworthiness, loyalty to customer, supporting colleagues, loyalty to the organisation

Communication techniques

Verbal communication – clear speech including menus and drinks, appropriate tone, language, volume, eye contact, reading guests, use of beverage napkins, drinks finding, using appropriate questions to pinpoint the correct product for a guest, check back

Efficient

Multi-tasking

Unit 201 Professional Bartending (Cocktails)

Outcome 6 Be able to prepare bar and deliver service

Potential hazards

Anything having potential to cause harm (eg slips, trips and falls, broken glass, ice contamination, cuts, grazes and burns, colleagues)

Importance

Maintaining a clean and well organised bar, health and safety, quality management

Environment

Lighting, temperature, ventilation, bar area organisation and cleanliness

Procedures for handling customer complaints

Acknowledge complaint, listen to the customer (active, passive), test product quality, display product knowledge, confirm next action, follow-up, confirmation of customer satisfaction

Benefits

Faster service, safer, efficiency, improved service to customer, improved work environment

Unit 201 Professional Bartending (Cocktails)

Outcome 7 Be able to display knowledge of responsible serving of alcohol

Underpinning knowledge

The learner can:

1. describe **current legislation** in respect of serving of alcohol
2. describe the relationship between units of alcohol and the **effect** on the human body
3. identify different strengths of alcoholic drinks by 'alcohol by volume' (abv)
4. identify sensible drinking limits for both males and females
5. identify **good practice** in avoiding **conflict** situations

Range

Current legislation

Four licensing objectives, Licensable activities, role of a personal licence holder, authorisation, role of a DPS, operating schedule, sale of alcohol outside hours, rights of entry, review of licence, weights and measures, trading standards, gambling, proof of age, test purchasing, price lists, legal signage, protection of children, sale, consumption, proof of age

Effect

Short term and long term health of the drinker, moderate male and female limits, knowledge of units of alcohol, drink driving, who's at risk statistics from violence related to alcohol, spiking date rape

Good practice

Early signs and dealing with drunk and the disorderly, conflict management, drug awareness, law and consequence, drunkenness, drugs, theft

Conflict

Recognising drunkenness and your duty not to serve, fixed penalties notices regarding drunks, on-spot fines

Unit 202 Professional Bartending (Cocktails with free pouring)

Rationale

The aim of this unit is to provide candidates with specialist free pouring skills and knowledge in the beverage sector. The unit is aimed at all first line operatives working in an environment that serves and prepares drinks. This includes bars, hotels and restaurants.

Candidates will be introduced to the full range of products used in making drinks. They will be able to prepare cocktails, select and use suitable types of glasses, and other aspects that will enable the learner to become a professional bartender. Candidates will be introduced to the technique used in free pouring. They will be able to free pour accurately and confidently, taking into consideration the importance of speed and theatre for the customer experience.

The unit also looks at the full range of equipment including free pouring, identifies safety aspects and how to operate the equipment to deliver the desired drink quality in a consistent manner. Candidates will bring together the knowledge and skills acquired to produce good quality drinks consistently. Candidates will be able to identify and correct problems as they arise. It also covers the importance of technique and accuracy in free pouring, presenting a positive personal image and the use of effective verbal and non verbal communication techniques.

Learning outcomes

There are **eight** outcomes to this unit. The learner will:

1. be able to select and use equipment
2. be able to display cocktail making techniques
3. be able to display knowledge of cocktail specifications
4. be able to display knowledge of spirits
5. be able to display knowledge of beers, wines and spirits service
6. be able to prepare bar and deliver service
7. be able to display knowledge of responsible serving of alcohol
8. be able to accurately free pour

Credit Value

9

Guided Learning Hours

60

Connections with other qualifications

This unit contributes towards the knowledge and understanding required for the following qualifications:

- NVQ qualifications in Hospitality
    - 101, 205, 104, 201, 211, 212, 213, 214, 216, 261, 264

Unit 202 Professional Bartending (Cocktails with free pouring)

Outcome 1 Be able to select and use equipment

Practical skills

The learner can:

1 select correct equipment for making cocktails

Underpinning knowledge

The learner can:

1 identify different glassware **families** and styles
2 describe **correct handling** and **storage of glassware**
3 identify the use of **small bar equipment**
4 identify key **bar hardware**
5 state the main e**mployer responsibilities** and **employee responsibilities** as stated in the Health and Safety at Work Act and Food Hygiene Act

Range

Families
Highballs, tumblers, cocktail, coupette, sling, hurricane, champagne glasses, beer glasses, wine glasses, brandy glasses, shot glasses, fortified wine glasses

Correct handling
Holding by stem/base, no handling of the rim,

Correct storage of glassware
Drainage, rim down, fragility

Small bar equipment
Three piece shaker (and name variations), Boston shaker, muddler, bar spoon, Hawthorn strainer, fine strainer, cannelle knife, zester, prep knife, chopping board, chop-stick, waiters friend, bar blade, speed pourers, champagne sealers and vacuum wine stoppers, store and pour, squeezy bottle

Bar hardware
glass washer, ice machine, cocktail station, blender, juicer, ice-crusher, pour test kit, ice buckets/wine coolers, glassware, bottle cooler (fridge), coffee machine

Employer responsibilities
Written Health and Safety policy, to provide and maintain a safe and healthy working environment, to obtain an annual insurance check on pressure tank in espresso machine

Employee responsibilities
To act in a way that does not put themselves or others at risk, to report anything that may endanger themselves or others

Unit 202 Professional Bartending (Cocktails with free pouring)

Outcome 2 Be able to display cocktail making techniques

Practical skills
The learner can:
1 demonstrate the processes used in cocktail making
2 check drink meets all quality requirements and correct as necessary

Underpinning knowledge
The learner can:
1 identify the **importance** of a **balanced drink**
2 describe the **characteristic** of bitter ingredients
3 state the basic **ratio** of tart to sweet
4 explain the properties of the '**strong**' building block
5 explain the **relationship** between 'weak' and 'strong' building blocks
6 explain the **effects** of shaking ingredients with ice
7 explain the **effects** of stirring ingredients with ice
8 explain the **effects** of muddling
9 explain the **benefit** of using caster sugar
10 describe the correct **blending procedure**
11 identify **potential problems** associated with blending
12 describe the correct **use** of ice
13 identify how liquids can be **layered**
14 explain the **importance** of adding a twist
15 identify key aspects of correct **presentation**
16 identify key aspects of **quality control**

Range
Processes
Shake and strain, double strain, shake and pour, stir and strain, build, flip, muddle, blend, lace, layer, zesting and adding a twist, agitation, stir with ice

Quality requirements
Taste to check balance, appearance

Importance
To ensure that no one building block over powers another

Balanced drink
Building blocks (strong-weak, tart,-sweet)

Characteristic

Has no opposite flavour

Ratio
2:1

Unit 202 Professional Bartending (Cocktails with free pouring)

Outcome 2 Be able to display cocktail making techniques

Strong
Alcohol is a flavour carrier

Relationship
'Weak' breaks the bonds alcohol has on flavour (releasing the flavour)

Effects (shaking)
Forcing air into the ingredients changing texture, dilution, reducing the temperature, combining all ingredients, unifying flavour, breaking down complex sugars

Effects (stirring)
Delicately releasing flavours, dilution, reducing the temperature, combining all ingredients

Effects (muddling)
Releasing flavours from fruit

Benefit
Dissolves in cold water, an abrasive agent for releasing flavour when muddling ingredients

Blending procedure
Starting with slow revolutions, ensuring dry ingredients are added prior to ice, adding the correct amount of ice, no delay in service

Potential problems
Starting at the wrong speed, incorrect texture, adding ingredients in wrong sequence making blending ineffective

Use
Handling safely and hygienically, quantity, type, timing, chilling glassware, awareness of state of ice

Layered
Liquids can be kept separate due to different densities

Importance
Adding essential oils from citrus fruit to a drink

Presentation
Correct garnish, 3mm window, no spillage

Quality control
Drinks tasted correctly where applicable prior to presentation; due to variance in fresh ingredients, to eliminate mistakes or omissions

Unit 202 Professional Bartending (Cocktails with free pouring)

Outcome 3 Be able to display knowledge of cocktail specifications

Underpinning knowledge

The learner can:

1 identify glassware for **classic cocktails** and **variations**

2 identify processes for producing classic cocktails and variations

3 identify types of ice to be used in **classic cocktails** and **variations**

4 identify the ingredients for **classic cocktails** and **variations**

5 identify the **garnishes** for **classic cocktails** and **variations**

6 identify the **characteristics** of sour based family cocktails

7 identify the country of origin of cocktails

8 identify the relationship the vermouth has with the base spirit in a Martini and Manhattan

9 identify the components of a selection of **Martini variations**

Range

Classic cocktails

Daiquiri, Mojito, Caipirinha, classic Margarita, frozen Margarita, Sours, Tom Collins, Sloe Gin Fizz, Singapore Sling, the Bramble, Side Car, the Martini, the Manhattan, the Old Fashioned, Sazerac, Cosmopolitan, the Champagne Cocktail, Bellinis, Red Snapper / Bloody Mary, Pousse Café

Variations

Fruit variations of Margarita, Collins, Sour, Daiquiri

Spirit variations of Collins, Caipirinha, Cosmopolitan, Old Fashioned

Garnishes

In relation to each individual drink (eg Zest – the Old fashioned)

Characteristics

Use of egg white/bitters, lemon and sugar based

Martini variations

Roosevelt, Mayflower, Gibson, Vesper, Smokey, Bradford, Vodka, Dirty

Unit 202 Professional Bartending (Cocktails with free pouring)

Outcome 4 Be able to display knowledge of spirits

Underpinning knowledge

The learner can:

1 outline principles of fermentation
2 outline the principles of distillation
3 explain the process of reduction
4 outline the principles of filtration
5 explain the **effects** of colouring
6 identify the **factors** that affect the ageing process
7 outline the **effects** of ageing on a product
8 explain the purpose of **blending**
9 identify the raw ingredient of **main spirits**
10 identify the styles of the **main spirits**
11 identify the flavour profile of **liqueurs**
12 identify the **key bitters**

Range

Effects (colouring)

Given an appearance of an aged product, maintaining colour consistency of aged products

Factors

Style of the barrel (new, old, size, material, burnt), climate, duration

Effects (aging)

Flavour (depth, complexity, smoothness, body), colour

Blending

To maintain consistency of product from batch to batch

Main spirits

Gin, Vodka, Rum, Whisky, Tequila, Cachaça, Brandy

Liqueurs

Curacaos, cremes, fruit based, aniseed, nut and chocolate

Key bitters

Angostura, Peychaud's, orange, Campari

Unit 202 Professional Bartending (Cocktails with free pouring)

Outcome 5 Be able to display knowledge of beers, wines and spirits service

Underpinning knowledge

The learner can:

1 describe the process of pouring draught beer

2 describe the method of accurately cutting and removing the foil from a bottle of wine using the knife on a waiter's friend

3 describe the process of opening and pouring champagne

4 identify the different **methods** of serving spirits

5 identify the appropriate drinks for a **range** of garnishes

6 identify the component ingredients for a range of **highballs**

7 identify **quality control points** for beers, wines and spirits

Range

Methods

On the rocks, straight up, with a twist, with a mixer, with water, neat

Range

Lime, lemon, orange

Highballs

Cape Codder, Cuba Libre, Greyhound, Horse's Neck, Screwdriver

Quality control points

Temperature, head, cloudiness, presence of fruit flies, condition of cork, condition of packaging

Unit 202 Professional Bartending (Cocktails with free pouring)

Outcome 6 Be able to prepare bar and deliver service

Practical skills

The learner can:

1 **prepare** the bar ready for service

2 present a positive **personal image**

3 use appropriate **communication techniques** with guests

4 work in a safe and hygienic manner

5 serve customers in an **efficient** manner

6 ensure service is completed appropriately and satisfactorily

Underpinning knowledge

The learner can:

1 identify the **importance** of following an opening / closing checklist

2 describe the importance of showing an awareness of the **environment**

3 identify key **potential hazards**

4 identify the benefits of multi-ordering

5 outline **procedures for handling guests' complaints**

6 outline organisational procedures for processing transactions

7 identify the **benefits** of good team work

Range

Prepare

Fresh juices, purees, cut fruit, disposables, ice, bar equipment, drinks making equipment, till, float, check glassware

Personal image

Appearance and presentation, body language, professional manner, showing integrity, maintaining confidentiality, trustworthiness, loyalty to customer, supporting colleagues, loyalty to the organisation

Communication techniques

Verbal communication – clear speech including menus and drinks, appropriate tone, language, volume, eye contact, reading guests, use of beverage napkins, drinks finding, using appropriate questions to pinpoint the correct product for a guest, check back

Efficient

Multi-tasking

Unit 202 Professional Bartending (Cocktails with free pouring)

Outcome 6 Be able to prepare bar and deliver service

Potential hazards

Anything having potential to cause harm (eg slips, trips and falls, broken glass, ice contamination, cuts, grazes and burns, colleagues)

Importance

Maintaining a clean and well organised bar, health and safety, quality management

Environment

Lighting, temperature, ventilation, bar area organisation and cleanliness

Procedures for handling customer complaints

Acknowledge complaint, listen to the customer (active, passive), test product quality, display product knowledge, confirm next action, follow-up, confirmation of customer satisfaction

Benefits

Faster service, safer, efficiency, improved service to customer, improved work environment

Unit 202 Professional Bartending (Cocktails with free pouring)

Outcome 7 Be able to display knowledge of responsible serving of alcohol

Underpinning knowledge

The learner can:

1 describe **current legislation** in respect of serving of alcohol

2 describe the relationship between units of alcohol and the **effect** on the human body

3 identify different strengths of alcoholic drinks by 'alcohol by volume' (abv)

4 identify sensible drinking limits for both males and females

5 identify **good practice** in avoiding **conflict** situations

Range

Current legislation

Four licensing objectives, Licensable activities, role of a personal licence holder, authorisation, role of a DPS, operating schedule, sale of alcohol outside hours, rights of entry, review of licence, weights and measures, trading standards, gambling, proof of age, test purchasing, price lists, legal signage, protection of children, sale, consumption, proof of age

Effect

Short term and long term health of the drinker, moderate male and female limits, knowledge of units of alcohol, drink driving, who's at risk statistics from violence related to alcohol, spiking date rape

Good practice

Early signs and dealing with drunk and the disorderly, conflict management, drug awareness, law and consequence, drunkenness, drugs, theft

Conflict

Recognising drunkenness and your duty not to serve, fixed penalties notices regarding drunks, on-spot fines

Unit 202 Professional Bartending (Cocktails with free pouring)

Outcome 8 Be able to accurately Free Pour

Practical skills

The learner can:

1 accurately **free pour**

Underpinning knowledge

The candidate will be able to:

1 recognise different **measuring systems**

2 identify the **reasons** for free pouring

3 describe how a speed pourer works

4 describe how the stun cut off works

5 explain the **importance** of accurate pour testing

6 describe the current **legal requirements** relating to free pouring

Range

Free pour

Single bottle pour (with left and right hand), two bottle pour, two bottle fan, store and pour techniques

Measuring systems

Fluid ounce, mls

Reasons

Speed, theatre, professionalism, eye contact with guest

Importance

Ensure consistent accurate pours, accurate recipe reproduction, stock control / cost to business, bartender confidence

Legal requirements

Weights and measure act, legally required equipment (eg jiggers/optics)

Appendix 1 Support materials

The following are suggestions for sources of information and support for tutors delivering these qualifications. This list is intended as guidance, and City & Guilds cannot take responsibility for the materials it recommends.

Associations

UK Bartenders Guild	www.ukbg.co.uk

Books

Savoy Cocktail Book	Various editions from 1930 – 2007
Vintage Cocktails	Susan Waggoner & Robert Markel
Bar & Cocktail Book	Michael Jackson
Harry's ABC of Mixing Cocktails	Harry MacElhone
Cocktails: Shaken & Stirred	Douglas Ankrah
Cocktails: The Art of the Perfect Drink	Dick Bradsell & Jonathon Downey
The Craft of the Cocktail	Dale DeGroff
Diffords Guide to Cocktails	Simon Difford
The Classic 1000 cocktails	Robert Cross
Drink…Never Mind the Peanuts	Susy Atkins & Dave Broom
The Joy of Mixology	Gary Regan
The Ultimate Book of Cocktails	Stuart Walton
Vintage & Forgotten Cocktails	Ted Haig

Websites

www.cocktailtimes.com

www.drinkboy.com

Appendix 2 Connections to other qualifications

City & Guilds has identified the connections to the NVQ Certificates/Diplomas in Hospitality (7131, 7132, 7133). This mapping is provided as guidance and suggests areas of commonality between the qualifications. It does not imply that candidates completing units in one qualification are automatically covering all of the content of the qualifications listed in the mapping.

Centres are responsible for checking the different requirements of all qualifications they are delivering and ensuring that candidates meet requirements of all units/qualifications. For example, a qualification may provide knowledge towards a NVQ, but centres are responsible for ensuring that the candidate has met all of the knowledge requirements specified in the NVQ units.

These qualifications have connections to:

- Level 1 NVQ in Hospitality
- Level 2 NVQ in Hospitality

Relationship between this qualification and Level 1 and 2 NVQs in Hospitality

City & Guilds Level 2 Award in Professional Bartending (Cocktails)	**City & Guilds Level 1 and 2 NVQs in Hospitality –** *City & Guilds unit number (People1st unit number)*
201 Professional Bartending (Cocktails)	101 (1GEN1), 205 (2GEN9), 104 (1GEN4), 201 (2GEN1), 211 (2BS1), 212 (2BS2), 213 (2BS3), 214 (2BS4), 216 (2BS6), 261 (2GEN5), 264 (2HK1)

City & Guilds Level 2 Award in Professional Bartending (Cocktails with free pouring)	**City & Guilds Level 1 and 2 NVQs in Hospitality –** *City & Guilds unit number (People1st unit number)*
202 Professional Bartending (Cocktails with Free Pouring)	101 (1GEN1), 205 (2GEN9), 104 (1GEN4), 201 (2GEN1), 211 (2BS1), 212 (2BS2), 213 (2BS3), 214 (2BS4), 216 (2BS6), 261 (2GEN5), 264 (2HK1)

Appendix 3 The wider curriculum

Candidates taking these qualifications may also have the opportunity to gather evidence towards Citizenship and Personal, Social and Health Education, as well as having the opportunity to cover the following aspects of the wider curriculum:

Identification of opportunities for evidence generation of moral, ethical, spiritual, European dimension, Environmental education and Health and Safety.

City & Guilds unit number	Spiritual, moral, ethical, social and cultural	European development	Environmental education	Health and safety
7106-201 Professional Bartending (Cocktails)	✓	✓	✓	✓
7106-202 Professional Bartending (Cocktails with Free Pouring)	✓	✓	✓	✓

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