

Level 2 Certificate in Professional Patisserie and Confectionery (7120-02)



Qualification handbook for centres
600/1986/4

www.cityandguilds.com
July 2011
Version 1.0



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City & Guilds
Skills for a brighter future



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1 Introduction to the qualification

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

Qualification title and level	Level 2 Certificate in Professional Patisserie and Confectionery
City & Guilds qualification number	7120-02
Qualification accreditation number	600/1986/4
Last registration/certification date	See the Walled Garden for the last dates

This qualification has been designed by City & Guilds in order to:

- meet the needs of candidates who work or want to work as professional chefs in the catering and hospitality sector
- support Government initiatives towards the Qualifications Credit Framework (QCF). For further information on the QCF, visit the QCDA website www.qca.org.uk and www.openquals.org.uk
- allow candidates to learn, develop and practise the skills required for employment and/or career progression in the catering and hospitality sector
- contribute to the knowledge and understanding towards the related Level 1 NVQ Diploma in Food Preparation and Cooking (7131) and Level 2 NVQ in Professional Cookery (7132), whilst containing additional skills and knowledge which go beyond the scope of the National Occupational Standards (NOS). See the NVQ Relationship mapping in each unit for further details.

This qualification functions:

- as a stand alone qualification, accredited as part of the QCF at Level 2
- as a valuable accreditation of skills and/or knowledge for candidates without requiring or proving occupational competence.

1.1 Qualification structure

To achieve the Level 2 Certificate in Professional Patisserie and Confectionery, learners must achieve 32 credits. **All the units are mandatory.**

The diagram below lists the unit title, credit value and guided learning hours (GLH) for each unit.

Unit accreditation number	City & Guilds unit number	Unit title	Credit value	GLH
D/500/8934	Unit 201	Investigate the catering and hospitality industry	4	20
H/502/0132	Unit 202	Food safety in catering	1	9
H/500/8935	Unit 203	Health and safety in catering and hospitality	3	12
K/500/8936	Unit 204	Healthier food and special diets	1	7
A/601/2130	Unit 205	Catering operations, costs and menu planning	6	40
T/500/8938	Unit 206	Applying workplace skills	3	25
L/601/6506	Unit 213	Produce hot and cold desserts and puddings	3	24
Y/601/6508	Unit 214	Produce paste products	3	20
A/601/6503	Unit 215	Produce biscuit, cake and sponge products	4	28
J/601/6505	Unit 216	Produce fermented dough products	4	28

1.1 Opportunities for progression

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

- Level 3 Diploma in Professional Patisserie and Confectionery (7120-03)
- Level 3 Diploma in Hospitality Supervision and Leadership (7250)

1.2 Qualification support materials

City & Guilds also provides the following publications and resources specifically for this qualification:

Description	How to access
Qualification Handbook (7120-02)	Downloadable from website Sales stock reference: SP-02-7120
Assessment pack (7120-02)	Downloadable from website Sales stock reference: EN-02-7120
Answer pack (7120-02)	Downloadable from website
Approval forms	Available from City & Guilds regional offices

2 Centre requirements

This section outlines the approval processes for Centres to offer this qualification and any resources that Centres will need in place to offer the qualifications including qualification-specific requirements for Centre staff.

Centres already offering City & Guilds qualifications in this subject area

Centres approved to offer the qualification Level 2 Diploma in Professional Cookery (7100-82) can apply for a fast track approval for the new Level 2 Certificate in Professional Patisserie and Confectionery (7120-02).

Centres may offer the new qualification:

- providing there have been no changes to the way the qualifications are delivered, and
- if they meet all of the approval criteria specified in the approval form guidance notes.

2.1 Resource requirements

Physical resources and site agreements

This qualification is aimed at candidates who will be entering the industry and so it is important that they gain their experience in an industrial kitchen. They should use appropriate equipment in terms of the size and scale which must be of industrial quality.

When being assessed, candidates will need to have sufficient space to work efficiently, hygienically and in a safe manner. Please note, if a candidate is working in an unsafe manner it is essential that the assessment is stopped immediately.

As a minimum, it is expected that centres seeking approval for this qualification have access to a well equipped industrial kitchen including

- cooking facilities to enable full access to the qualification for example ovens/ ranges, grills, griddles and deep fat fryers
- worktop space – stainless steel workstations or tables
- washing facilities – hand washing, food preparation and washing up
- refrigerator space
- small and large equipment – it is recommended that centres review the range of equipment requirements against each unit within the qualification. It may be necessary to purchase additional equipment in order to offer the qualification.

It is possible that some centres may wish to place the candidate in a Realistic Working Environment (RWE) for practice. However, when being assessed it is important that the candidate has sufficient physical resources as described to allow equal and fair assessment of their skills to take place. Centres must be aware of industry requirements and prepare their candidates fully for employment.

Human resources

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

- be technically competent in the areas for which they are delivering training
- be competent at a level above the level being assessed in the specific area they will be assessing. For specialist areas such as food safety, centres should refer to the guidance within the unit.
- have credible experience of providing training.

Centre staff may undertake more than one role, eg tutor and assessor or internal verifier, but must never internally verify their own assessments.

Assessors and internal verifiers

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

It is expected that assessors delivering the qualifications have a qualification in the relevant subject area and recent experience of working in the catering and hospitality industry.

Continuing professional development (CPD)

Centres are expected to support their staff in ensuring that their knowledge remains current of the occupational area and of best practice in delivery, mentoring, training, assessment and verification, and that it takes account of any national or legislative developments.

2.2 Candidate entry requirements

Candidates should not be entered for a qualification of the same type, content and level as that of a qualification they already hold.

There are no formal entry requirements for candidates undertaking this qualification. However, centres must ensure that candidates have the potential and opportunity to gain the qualification successfully.

Age restrictions

There are no age limits attached to candidates undertaking the qualification unless this is a legal requirement of the process or the environment. Candidates under the age of 18 are not allowed to use some types of food slicing equipment without supervision eg gravity fed slicing machines. It is essential that all candidates are made aware of the healthy and safety issues whilst working in a kitchen environment and candidates should be always be supervised.

3 Course design and delivery

3.1 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. This is sometimes referred to as diagnostic testing.
- any units the candidate has already completed, or credit they have accumulated which is relevant to the qualification they are about to begin.

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.

3.2 Recommended delivery strategies

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

Centres may design course programmes of study in any way which best meets the needs and capabilities of their candidates and satisfies the requirements of the qualification.

When designing and delivering the course programme, centres might wish to incorporate other teaching and learning that is not assessed as part of the qualification. This might include the following:

- literacy, language and/or numeracy
- personal learning and thinking skills
- personal and social development
- employability

Whilst delivering and assessing the outcomes, it is important to focus on workplace skills within the catering and hospitality industry. It should be made clear to candidates that workplace skills are essential to the industry and that demonstrating good practice and having a positive attitude is vital for anyone who is looking for a career within the catering and hospitality industry.

Work placements should be encouraged in local restaurants, cafes, pubs and hotels where access to the public is possible. Equally, guest speakers from local employers and visits to local restaurants, hotels and conferences should be encouraged.

It may benefit candidates if practical activities are delivered in a realistic working environment, but this is not a requirement of the qualification.

It is essential that the delivery of units is not solely designed to equip candidates to successfully complete the external assessments. The teaching should encompass wider learning opportunities demonstrating depth, coherence and highlighting valid conclusions.

The range statements are not an exhaustive list of all industry practice and the assessor/trainer should endeavour at all times to provide training relating to the working environments of the candidates. It would be beneficial throughout this qualification if assessors/ trainers provide examples from the catering industry as a whole as they will potentially have a mixed group of candidates covering a broad range of establishments from the industry.

In the practical units, candidates will have the opportunity to observe the production of dishes through demonstration and then to practise the skills learnt with assessor support. Additional underpinning knowledge should be delivered through classroom based activity, relevant ICT packages and investigation of the preparation and cookery of a range of dishes or products.

It is recommended that candidates should first achieve the learning outcomes for Units 202, 203, and 205 before undertaking practical assessments.

Specific delivery guidance is included within the units, where relevant.

4 Assessment

4.1 Summary of assessment methods

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

Unit No.	Title	Assessment Method	Where to obtain assessment materials
201	Investigate the catering and hospitality industry	<p>The assessment covers the practical activities for all outcomes and will also sample underpinning knowledge to verify coverage of the unit.</p> <p>Externally set assessment, locally marked and externally verified.</p>	<p>Assessment pack</p> <p>Stock code: EN-02-7120</p>
202	Food safety in catering	<p>City & Guilds Online multiple choice test or a paper based multiple choice test (620, 820) Proxy - 802</p> <p>The assessment covers all of the knowledge outcomes.</p>	<p>Examination provided online.</p> <p>Assessment pack</p> <p>Stock code: EN-02-7120</p>
203	Health and safety in catering and hospitality	<p>The assessment covers the practical activities for all outcomes and will also sample underpinning knowledge to verify coverage of the unit.</p> <p>Externally set assessment, locally marked and externally verified.</p>	<p>Assessment pack</p> <p>Stock code: EN-02-7120</p>
204	Healthier food and special diets	<p>The assessment covers the practical activities for all outcomes and will also sample underpinning knowledge to verify coverage of the unit.</p> <p>Externally set assessment, locally marked and externally verified.</p>	<p>Assessment pack</p> <p>Stock code: EN-02-7120</p>

Unit No.	Title	Assessment Method	Where to obtain assessment materials
205	Catering operations, costs and menu planning	The assessment covers the practical activities for all outcomes and will also sample underpinning knowledge to verify coverage of the unit. Externally set assessment, locally marked and externally verified.	Assessment pack Stock code: EN-02-7120
206	Applying workplace skills	The assessment covers the practical activities for all outcomes and will also sample underpinning knowledge to verify coverage of the unit. Externally set assessment, locally marked and externally verified.	Assessment pack Stock code: EN-02-7120
213	Produce hot and cold desserts and puddings	Individual practical tasks	Assessment pack
214	Produce paste products	The above practical assessments will cover all the activities in the outcomes, as well as sampling the underpinning knowledge to verify coverage of the units.	Stock code: EN-02-7120
215	Produce biscuit, cake and sponge products		
216	Produce fermented dough products		

4.2 Evidence requirements

Time constraints

The following time constraints must be applied to the assessment of this qualification:

- candidates must be assessed within a realistic time limit
- all assignments must be completed and assessed within the candidate's period of registration. Centres should advise candidates of any internal timescales for the completion and marking of individual assignments
- any guidance on set time constraints for assessments have been included within assignments (see Assessment Pack).

Grading and marking

The assignment tasks should be presented to candidates as required, and only when candidates are judged ready for assessment. Assignments are graded pass, credit or distinction and detailed marking and grading criteria are provided for each assignment. All assignments should be internally marked, graded, quality assured and a sample will be externally moderated.

Candidates who fail to complete a task may retake the task, but will only achieve a pass grade. The assignments are summative assessments and, other than to gain a pass, candidates may not retake tasks or assignments to improve grades. It is therefore essential that candidates only attempt the assignments when judged to be fully ready. Should assessors wish to prepare candidates for the assessments, they may devise their own assignments internally and provide feedback on these.

If a task needs to be repeated, assessors should allow seven days before repeating the task. If the failed task is built upon the results of a previous task, this may also need to be repeated.

4.3 Test specifications

Test specifications for the assignments can be found in the assessment pack. The below is the test specification for the online test for Unit 202 Food Safety in Catering:

Paper title:	Level 2 Award in Food Safety in Catering
Unit number:	202 or 620 or 820
Duration:	1 hour
Assessment type:	Online or paper based multiple choice

Unit number	Outcome	Weightings %
202, 620, 820	1 Understand how individuals can take personal responsibility for food safety	12.5
	2 Understand the importance of keeping him/herself clean and hygienic	10.0
	3 Understand the importance of keeping the work areas clean and hygienic	22.5
	4 Understand the importance of keeping food safe	55.0
	Total	100

4.4 Recognition of prior learning (RPL)

Recognition of Prior Learning (RPL) recognises the contribution a person's previous experience could contribute to a qualification.

City & Guilds will recognise achievement of unit/qualifications through other awarding organisations which have the same content and assessment.

5 Units

Availability of units

The units for this qualification follow.

The learning outcomes and assessment criteria are also viewable on the Register of Regulated Qualifications www.register.ofqual.gov.uk

Structure of units

The units in this qualification are written in a standard format and comprise the following:

- City & Guilds reference number
- unit accreditation number
- title
- level
- credit value
- guided learning hours
- unit aim
- relationship to relevant national standards
- endorsement by a sector or other appropriate body
- information on assessment
- learning outcomes which are comprised of a number of assessment criteria
- notes for guidance.

Unit 201 Investigate the catering and hospitality industry

Level: 2
Credit value: 4
GLH: 20
Unit accreditation number: D/500/8934

Unit aim

This unit will provide candidates with an understanding of the main functions, scope and size of the hospitality and catering industry. Candidates will develop an understanding of the links with related businesses and with this as a starting point, they will then investigate the industry using a variety of sources. They will consolidate their understanding by carrying out a simple survey to compare key indicators between different sectors.

Learning outcomes

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

1. Understand the hospitality and catering industry
2. Understand the national and international employment opportunities available in the hospitality and catering industry

Guided learning hours

It is recommended that **20** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Support of the unit by a sector or other appropriate body

This unit is endorsed by People 1st SSC for hospitality, leisure, travel and tourism.

Assessment

This unit will be assessed by:

- an assignment covering practical skills and underpinning knowledge.

Unit 201 Investigate the catering and hospitality industry

Outcome 1 Understand the hospitality and catering industry

Assessment Criteria

Underpinning knowledge

The learner can:

1. Compare and contrast the **features** of **establishments** in hospitality and catering
2. Assess the impact of **key influences** on the industry
3. Describe the terms 'hospitality' and 'catering'
4. Identify the **structure**, **scope** and **size** of the hospitality and catering industry
5. Describe the **key influences** on the development of the hospitality and catering industry
6. Explain the **differences** between types of **operations**
7. Explain the different **features** of the commercial and service **sectors**
8. Explain the **importance** of the industry to the national economy.

Range

Features

Opening times, menu, pricing, staffing, layout, design, location.

Establishments

Commercial: hotels, lodges and guest houses, restaurants, cafés and fast food outlets, travel and leisure outlets, such as trains, airlines, cruises and coaches, tourism and recreation outlets such as museums, historic buildings, theme parks, visitor attractions and event management.

Public service sector: hospitals and residential homes, contract catering services (industrial catering, college refectory, school meals and prison services).

Key influences

Social trends, cultural, consumer spending, inflation, regulation, legislation, tourism, culinary achievers, media.

Structure

Sector, operations, establishment.

Scope

Regional, national, multi national, international, global, SME, partnership, independent, franchise, limited companies, PLC.

Size

Workforce, number of establishments, total turnover.

Differences

Hospitality (accommodation, service, food and drink), Catering (service, food and drink), commercial and public services sector (staffing, pricing policies, opening times, incidence of demand).

Operations

Hospitality, accommodation, catering.

Sectors

Commercial, public.

Importance

Employment provision, contribution to GDP and taxation.

Unit 201 Investigate the catering and hospitality industry

Outcome 2 Understand the national and international employment opportunities available in the hospitality and catering industry

Assessment Criteria

Underpinning knowledge

The learner can:

1. Outline the **main job roles** available within the hospitality and catering **industry**
2. Explain the **differences in staff roles and conditions** in the hospitality and catering **industry** including **legal requirements**
3. Describe the **main job roles** in a catering establishment
4. Describe the **differences in staff roles and conditions** in the different **sectors**
5. Identify the **legal requirements** to work within the law
6. Identify **sources of information** about the hospitality and catering **industry**
7. Describe the **functions** of professional associations related to catering occupations and describe their functions in relation to national and international context.

Range

Main job roles

Operational staff (chef de cuisine, commis chef, cook, wine waiter, waiter), supervisory staff (chef de partie, head waiter) management (head cook, head chef, restaurant manager, bar manager, catering manager).

Industry

National and international.

Differences in staff roles and conditions

Job titles, level of responsibility, level of authority, qualifications, progression opportunities, working conditions, uniforms, pay scales, working hours.

Legal requirements

Age restrictions, qualifications, health check, visa (if required), work permits.

Sectors

Commercial, public service.

Sources of Information

Local guides and hand books, use of internet and websites, publicity brochures, local tourist information centres and libraries, local job centres, staff recruitment agencies, professional magazines and local/regional newspapers.

Functions

Promoting the industry, providing members with information, providing professional membership, providing competitions, providing demonstrations of excellence, providing advocacy for the profession.

Unit 201 Investigate the catering and hospitality Industry

Notes for guidance

This unit should be delivered in two parts. It should encompass knowledge of the hospitality and catering sector highlighting its importance to the national economy and reviewing the career opportunities available nationally and internationally in the hospitality and catering industry.

When candidates are comparing differing operations in depth covering commercial and public sectors, they should be given opportunities to work independently and develop investigative skills.

If candidates have already completed the Level 1 Professional Cookery Qualification they may already be familiar with various job roles carried out by staff in the industry at a local level. It is therefore important that the teaching of this unit aims to broaden the coverage to include hospitality and catering operations at national and international level. The focus will also be on the depth of learning which should encompass comparisons of different types of catering operations, menus, prices and assessment of the impact of key influencers on the industry.

The teaching will benefit from educational visits to a variety of catering establishments. This will enable the candidates to explore the salient features of each operation such as location, design, layout, menus, pricing and opening times. It will allow comparison of an operation from the public services sector to one in the commercial sector. Formal lectures should be kept to a minimum, but organised interactive sessions with the candidates to explore information from their work experiences will be beneficial. The teaching of this unit must be aimed at the candidates' learning needs and provide a national and an international context of the hospitality and catering industry.

Useful information could also be gathered during these visits for use in unit 205.

It would be useful to develop links with national and international companies. They can offer assistance in providing relevant information to candidates. Speakers from national companies who may have business overseas or speakers from international companies having their operations based in the UK will provide candidates with an inside perspective of their operations.

The staff roles and conditions in different sectors can be covered alongside the comparative study being done by candidates for the first part of this unit. The career opportunities could be covered by assisting candidates to explore their future goals and aspirations to succeed in the hospitality industry. Candidates could attend career seminars and presentations organised nationally to collate information about the careers available and job market. There are CD ROMs and videos available from national and international companies on careers in the hospitality and catering industry which candidates should be able to access. This learning resource may also motivate and stimulate candidates to learn. Where possible the teaching of this unit should be integrated with other units and this unit has a strong link with Unit 206 Applying Workplace Skills. In particular, Outcome 3 Prepare for a job application and Outcome 4 Produce a plan to develop skills.

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Level: 2
Credit value: 1
GLH value: 9
Unit accreditation number: H/502/0132

Unit aim

The aim of this unit is to provide candidates with knowledge of the parameters of basic food safety practices as relevant to the catering industry. Achievement of the unit at Level 2 will enable learners to identify how to make changes to catering practices in order to improve the safety of the catering service as a whole.

This unit provides candidates with a range of food safety skills directly relevant to the catering and hospitality industry.

Learning outcomes

There are five outcomes to this unit. The candidate will:

1. Understand how individuals can take personal responsibility for food safety
2. Understand the importance of keeping him/herself clean and hygienic
3. Understand the importance of keeping the work areas clean and hygienic
4. Understand the importance of keeping food safe

Guided learning hours

It is recommended that 9 hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards (if appropriate)

This unit has potential links to the NVQ Diploma in Hospitality units 203 (2GEN3) and 204 (2GEN 4)

Support of the unit by a sector or other appropriate body (if required)

This unit is endorsed by People 1st SSC for hospitality, leisure, travel and tourism.

Assessment

This unit will be assessed by:

- a multiple-choice online test covering underpinning knowledge.
- a multiple-choice paper based test covering underpinning knowledge (620, 820)

Unit 202

Outcome 1

Food safety in catering

Understand how individuals can take personal responsibility for food safety

Assessment Criteria

Underpinning knowledge

The learner can:

1. Outline the **importance** of **food safety procedures, risk assessment, safe food handling and behaviour**
2. Describe how to report **food safety hazards**
3. Outline the **legal responsibilities** of food handlers and food business operators.

Range

Importance

Potential to harm people (customers, colleagues, any other people), legislative requirements (personal responsibilities), risk to business (legal action, reputation), risk to self (legal action).

Food safety procedures

Receiving deliveries (farm to fork), storage, preparation, holding of prepared food, sickness procedures (reporting), accident reporting, difference between detergents, disinfectants, sanitisers, sterilisation.

Risk assessment

Recognition of the likelihood of a hazard occurring.

Safe food handling

Use of 'best practice' in the handling of food, to ensure the production of safe food.

Behaviour

Behaviours relating to working with food – good level of personal hygiene; effect of poor personal hygiene on risk in food preparation (washing hands after coughing, sneezing, touching face, nose blowing, touching raw food waste products, cleaning materials, toilet breaks, smoking breaks); taking care over food; awareness of and reporting of unacceptable behaviours.

Food safety hazards

Physical, biological, chemical, allergenic.

Legal responsibilities

Food handlers – personal hygiene; illness (reporting, appropriate time away from food – 48 hours after last symptoms); understanding of food poisoning (anything which when ingested will cause harm); understanding of food hygiene (steps taken to prevent food poisoning).

Food business operators – appropriate food hygiene practices; requirement of food businesses to be registered with local authorities; compliance with EHO.

Unit 202

Food safety in catering

Outcome 2

Understand the importance of keeping him/herself clean and hygienic

Assessment Criteria

Underpinning knowledge

The learner can:

1. Explain the **importance of personal hygiene** in food safety including its role in reducing the risk of contamination
2. Describe effective personal hygiene **practices**, for example, **protective clothing, hand washing, personal illnesses, cuts and wounds**.

Range

Importance of personal hygiene

Prevention of the transmission of pathogenic bacteria (in particular, staphylococcus aureus)/objectionable matter from an individual into the food chain, routes and vehicles to avoid cross contamination

Practices

Protective clothing – use of appropriate clothing (own clothing not to be used in the food environment, work clothing not to be worn out of workplace, no external pockets, durable, fit for purpose, easy to clean, should cover all outdoor clothing, appropriate use of gloves, hair nets, light coloured clothing), not wearing jewellery, substances that can taint food (strong perfume, aftershave, deodorant, nail varnish), aware of appropriate behaviour in a food environments, short, clean nails, no nail biting, no smoking in the food environment, no smoking in work clothing, appropriate practice when dealing with contact dermatitis.

Hand washing

Transmission of bacteria, correct hand washing procedures and equipment (soap, water, drying facilities, brushes); importance of hand washing after handling of raw food; separate sink for hand washing.

Personal illnesses

Reporting of illnesses (diarrhoea, vomiting, colds, sore throats, congested eyes, skin infections, stomach upsets, suspected food poisoning); reporting close/prolonged contact with persons with the above symptoms, eg family members, friends.

Cuts and wounds

Reporting cuts and wounds; understanding the difference between septic cuts and wounds and uninfected cuts and wounds; appropriate use of detectible waterproof dressings (eg blue plasters).

Unit 202

Food safety in catering

Outcome 3

Understand the importance of keeping the work areas clean and hygienic

Assessment Criteria

Underpinning knowledge

The learner can:

1. Explain how to keep the **work area and equipment** clean and tidy to include **cleaning and disinfection methods, safe use and storage of cleaning chemicals and materials, and waste disposal**
2. State **how work flow, work surfaces and equipment can reduce contamination risks and aid cleaning**
3. Outline the **importance of pest control**.

Range

Work area and equipment

Food handling area and all equipment associated with it, hand touch points (eg door handles), food preparation surfaces.

Cleaning and disinfection methods

Work area – clean as you go; low risk and high risk areas in food preparation environments; work surfaces; correct cleaning procedures to prevent contamination; traditional stages of cleaning (pre-clean, main clean, rinse, disinfect, rinse, dry); ‘clean, rinse, sanitise’ method; double-sink washing up (pre-clean, main clean using detergent, second sink to disinfect water above 82°C); single-use cloths or colour-coded cloths.

Equipment – cleaning in place (static equipment eg beer lines, ice machines, dishwashers), move out and clean behind equipment which is easy to take apart.

Safe use and storage of cleaning chemicals and materials and waste disposal

Chemicals – COSHH; lockable storage away from foods (restricted access); storage in original containers; labelling; dilution; mixing of chemicals; manufacturers’ instructions; personal protective clothing (PPE); avoiding chemical contamination/cross-contamination (eg over-spray); appropriate cleaning and disposal of chemical spillages; safety data sheets.

Materials – appropriate storage areas away from food; avoiding prolonged soaking of materials; single use and colour-coded cloths.

Waste disposal – regular disposal; no over-night storage; use of bin bags; waste containers kept clean and in good condition; clean as you go; separating food and general waste eg glass policy; external waste storage (covered waste container, impervious surface, away from direct sunlight, kept clean and tidy to avoid odours and so as not to attract pests).

How work flow, work surfaces and equipment can reduce contamination risks and aid cleaning

Work flow – clear separation between low and high risk areas (dirty areas, eg storage and food preparation and cooking areas, clean areas, eg final preparation and service areas); good visibility.

Work surfaces – smooth; impervious; non tainting; easily cleaned; no crevasses; resistant to corrosion; fit for purpose (eg for commercial use).

Equipment – easy to take apart; in good state of repair; installed as to allow adequate cleaning of surrounding areas; easily cleaned; impervious; non-tainting; resistant to corrosion; fit for purpose.

Importance of pest control

Legislative requirements; to avoid contamination (pathogenic bacteria, spoilage bacteria); to avoid spread of disease; loss of reputation and profit; to prevent drop in staff morale; to avoid damage; wastage of food.

Pests – rodents; cockroaches; insects; stored products insects; domestic pets; birds; wild cats.

Signs of pest infestation – droppings; smell; smear marks; pupae/egg cases; larvae; damaged/gnawed packaging and food spillages; infrastructure holes.

Unit 202

Food safety in catering

Outcome 4

Understand the importance of keeping food safe

Assessment Criteria

Underpinning knowledge

The learner can:

1. State the **sources and risks to food safety** from contamination and cross-contamination to include microbial, chemical, physical and allergenic hazards
2. Explain **how to deal with food spoilage** including recognition, reporting and disposal
3. Describe **safe food handling practices and procedures** for storing, preparing, cooking, chilling, reheating, holding, serving and transporting food
4. Explain the **importance of temperature controls** when storing, preparing, cooking, chilling, reheating, holding, serving and transporting food
5. Describe **stock control procedures** including deliveries, storage, date marking and stock rotation.

Range

Sources and risks to food safety

High risk groups – pregnant, young, old, sick (those with a weakened immune system).

Microbial – pathogens (salmonella, staphylococcus aureus, clostridium perfringens, bacillus cereus, clostridium botulinum, e-coli); food-borne diseases (campylobacter enteritis, bacillary dysentery, typhoid/paratyphoid, listeria); spoilage organisms (moulds, yeasts); harmless organisms; viruses; toxins.

Chemical – cleaning chemicals/materials; pesticides (eg rodenticides, insecticides).

Physical – mercury; plasters; equipment (nuts, bolts); bits of clothing or personal protective clothing (PPE); flaking paint; glass.

Allergenic – nuts; wheat; dairy; gluten; fish/shellfish; plants/fungi; green sprouting potatoes; any other potentially allergic food stuff/substance.

How to deal with food spoilage

Recognition – visual (mould, colour); smell; texture.

Reporting – to supervisor/line manager.

Disposal – clearly labelled ('Not for human consumption'); separated from general waste; disposed of away from food storage areas/kitchen.

Safe food handling practices and procedures/importance of temperature controls

To meet 'due diligence' criteria; EHO requirements.

Temperatures checked with a clean, sanitised probe; temperature logs for fridges and freezers and serving cabinets.

Danger zone for food = 5°C – 63°C, responsibility to ensure food is heated through danger zone as quickly as possible, or chilled through danger zone as quickly as possible.

Preparing – defrosting at bottom of fridge overnight, or in thawing cabinet (best practice); core temperature not to go above 8°C; held outside of correct storage temperature for as little time as possible.

Cooking – cooked to 63°C or higher unless this is detrimental to the quality of the food; cooking to appropriate temperature to kill spores.

Chilling – food must be chilled below 8°C within 90 minutes of cooking to avoid multiplication of bacteria (danger zone).

Reheating – best practice is to reheat above 75°C core temp for two minutes, reheat once only; best practice in Scotland is reheat above 82°C core temp for two minutes, reheat once only.

Holding – correct temperature (core temp of 8°C or lower for cold food, 63°C or higher for hot food).

Serving – served at appropriate temperature (cold = below 8°C, hot = above 63°C).

Transporting – transported in vehicle specifically designed for the purpose, and at the correct temperature (ie whether for frozen, chilled, cold or hot).

Stock control procedures

Deliveries – food should be probed for correct temperature at point of delivery, food should be stored within 15 minutes of receipt, checked against delivery note, check of use by/sell by dates, check of quality.

Storage – labelling (ie clarity of what commodity is), off floor, suitable dry conditions, pest proof, raw food stored separately (eg in separate fridges, or at the bottom of a fridge also containing cooked food to avoid drip contamination), correct temperature (best practice is to set fridges between 1°C and 5°C to ensure 8°C core temperature for chilled; -18°C core temp for frozen), dry goods may be stored at ambient temperature.

Date marking – labelling (ie storage date / use by date / best before date)

Stock rotation – effective stock rotation (FIFO – first in, first out).

Unit 202 Food safety in catering

Notes for guidance

The delivery of this unit should focus on current thinking with regards to food safety and the legal responsibilities of both the employer and employees in relation to food safety in the workplace. Candidates need to have a broad understanding of the requirements of the Food Safety Act 1990 and the Food Hygiene Regulations 2006.

In order to ensure that course content remains current it is essential that the qualification is delivered by subject specific assessors/trainers with up to date knowledge, who maintain continuous professional development (CPD).

Level: 2
Credit value: 3
GLH: 12
NDAQ number: H/500/8935

Unit aim

This unit will provide candidates with an understanding of the requirements and benefits of health and safety legislation. Health & safety at work issues have become increasingly important over the last few years and the catering and hospitality industry is no exception.

This unit will provide candidates with a basic level of understanding of the health & safety roles and responsibilities of individuals working in catering and hospitality and of the practical implementation of these responsibilities. Candidates will develop an understanding of the requirements and benefits of health and safety legislation and will gain an appreciation of the legal responsibilities involved in their own health & safety as well as the health & safety of other people including colleagues and customers. Candidates should be aware of the powers of enforcement officers and action available to them in the event of non-compliance. They also need to understand the potential benefit/cost of health and safety practices.

The unit is also concerned with common hazards and risks. The concept of a hazard and its associated risk is introduced and candidates then progress to identifying common hazards and associated risks and the steps involved in the risk assessment process.

The unit outlines procedures to be followed in the event of accidents and emergencies and highlights the importance of reporting and recording procedures. Candidates are also introduced to the functions of personal protective clothing (PPE) and the types of safety signs.

Learning outcomes

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

1. Understand the importance of health and safety in the catering and hospitality industry
2. Be able to identify hazards in the catering and hospitality workplace
3. Understand how to control hazards in the workplace
4. Understand how to maintain a healthy and safe workplace

Guided learning hours

It is recommended that **12** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit has potential links to the NVQ Diploma in Hospitality unit 101 (1GEN1)

Support of the unit by a sector or other appropriate body

This unit is endorsed by People 1st SSC for hospitality, leisure, travel and tourism.

Assessment

This unit will be assessed by:

- an assignment covering practical skills and underpinning knowledge.

Unit 203

Health and safety in catering and hospitality

Outcome 1

Understand the importance of health and safety in the catering and hospitality industry

Assessment Criteria

Underpinning knowledge

The learner can:

1. Identify the **groups** who have responsibilities in current legislation
2. Identify the **legal responsibilities** of employers and employees
3. Discuss the **power** of enforcement officers
4. Identify the **action** available to the enforcement officers in the event of non-compliance
5. State **regulations** covering specific safety issues
6. Identify **common causes** of ill health and accidents
7. List the **potential costs** of non-compliant health and safety practices
8. List the **potential benefits** of compliant health and safety practices.

Range

Groups

Employers, employees, people in control of work premises, self-employed, designers, manufacturers and suppliers, local authorities, health and safety executive, local authorities/councils (enforcement officers, environmental health officers, health and safety inspectors).

Legal responsibilities

Employers

Provide and maintain equipment and a workplace which is safe and healthy, deal with chemical substances safely, provide a health and safety policy statement.

Employees

Take care of their own health and safety at work, take care of the health and safety of others, co-operate with their employer.

Power

Enter the premises at all reasonable times, investigate the premises, check, dismantle and remove equipment, collect a sample of food and take photos, inspect the records, ask questions, seize and destroy articles.

Action

Verbal or written advice, improvement notices, prohibition notices, prosecution resulting in unlimited fines or imprisonment for up to two years, or both.

Regulations

Manual handling operations, personal protective equipment (PPE), fire precautions (workplace), provisions and use of work equipment, control of substances hazardous to health.

Common causes

Occupational (chemicals and harmful substances), equipment, working methods such as lifting, carrying and handling

Environmental (lighting and ventilation, temperature, flooring (eg type, wet, damaged)

Human (carelessness, inexperience, lack of training, lack of attention).

Potential costs

Accidents, illnesses, stress, damaged reputation, increased sick leave and staff turnover, prosecution, fines, compensation claims, legal costs.

Potential benefits

Reduction in accidents and ill-health, healthy, happy and motivated workers, enhanced reputation, increased productivity, improved profitability.

Unit 203 Health and safety in catering and hospitality

Outcome 2 Be able to identify hazards in the catering and hospitality workplace

Assessment Criteria

Underpinning knowledge

The learner can:

1. List **causes** of slips, trips and falls in the workplace
2. State the steps to **minimise the risk** of slips, trips and falls
3. Identify the main **injuries from manual handling**
4. State the **ways to reduce the risk of injury** from lifting, carrying and handling
5. Identify the **correct lifting procedure**
6. Identify **ways machinery/equipment can cause injuries**
7. List **control measures** to avoid accidents from machinery/equipment
8. State **types of hazardous substances**
9. List **control methods** for hazardous substances to prevent exposure and for protection of employees
10. Indicate the **main causes of fire and explosions**
11. State how **elements** of the fire triangle can be used to extinguish a fire
12. Identify **dangers** associated with electricity
13. Identify the **measures to prevent electricity dangers**
14. State **methods** to deal with electrical dangers.

Range

Causes

Poor design/structure of building, poor signage, bad housekeeping standards, poor lighting or ventilation, dangerous working practices, distraction and lack of attention, working too quickly, ignoring rules, not wearing the correct PPE, physical/mental state.

Minimise the risk

Improved and safe design of building, correct and clear/visible signage, good housekeeping standard, well lit and ventilated working areas, training staff in routine work practices, strict enforcement of rules, correct use of PPE at all times, in a physical/mental state ready for work.

Main injuries from manual handling

Back/spinal injuries, muscular injuries, fractures, sprains, cuts and bruises.

Ways to reduce the risk of injury

Assess the task (eg distance, weight, temperature), follow the correct procedure (minimise the distance, correct number of people, correct lifting/carrying equipment), reduce the load, if possible use correct PPE, check the environment is safe (eg flooring, lighting and temperature), adequate training in correct handling techniques.

Correct lifting procedure

Planning and preparation (plan the lift and route, assess the weight, size and temperature of load), lift (correct posture, hold object close to body), move load (hold close, clear visibility and proceed carefully), lower load (check positioning).

Ways equipment can cause injuries

Entanglement/entrapment, impact (eg from falling equipment), contact, ejection, faulty equipment, inappropriate use of equipment.

Control measures

Training in the use of equipment, personal protective equipment (PPE), Safe working procedures, report faults.

Types of hazardous substances

Cleaning chemicals, cooking liquids, gases, gels and spirits.

Control methods

Training in the use of hazardous substances, personal protective equipment (PPE), safe working procedures.

Main causes of fire and explosions

Electricity, electrical fault, gas leak, build up of gas, smoking, hot liquid/substances, tools or equipment with a naked flame.

Elements

Fuel (remove the source of fuel), oxygen (restrict the supply of oxygen by smothering), heat (remove the heat).

Dangers

Electric shock, burns, fire, death.

Measures to prevent electricity dangers

Testing and maintenance of electrical equipment, use of qualified electricians, check cables and flex, use of correct fuses, circuit breakers, do not use faulty equipment.

Methods

Raise the alarm, switch off power, if possible, call for help (first aid, emergency services), follow legal requirements.

Unit 203 Health and safety in catering and hospitality

Outcome 3 Understand how to control hazards in the workplace

Assessment Criteria

Underpinning knowledge

The learner can:

1. Define the term '**hazard**'
2. Define the term '**risk**'
3. List the **steps** in the risk assessment process
4. Identify the **benefits** of risk assessment
5. State the **control measures** to reduce risk
6. State the **reasons** for reporting accidents
7. Explain the **legal requirement** for accident reporting
8. Outline the **information** to be recorded in the accident book
9. State **the functions of PPE**
10. State the **employers' and employees' responsibilities** regarding provision use, care and maintenance of PPE
11. State how the **main types of safety signs** can be identified.

Range

Hazard

Anything having potential to cause harm.

Risk

Likelihood of hazard causing actual harm.

Steps

Identify all hazards, identify who is at risk, evaluate risks, implement control measures, record the assessment, review.

Benefits

Thorough evaluation of all significant hazards which prevent accidents and ill health, prioritise action which improves operational efficiency and financial savings, confidence in health and safety measures, legal compliance.

Control measures

Remove or eliminate hazards, separate or isolate worker from hazards, develop and use safe systems of work, training, instruction and supervision of workers, provide personal protection to minimise risk.

Reasons

Investigation to assess risks, analysis to determine the reasons, prevention to reduce risks.

Legal requirements

Employee's responsibility (report all accidents to management), employer's responsibility (keeping records, maintaining accident book or report form, reporting certain accidents to HSE/local authority).

Information

Date, time, name, brief description of accident, witnesses, action taken by whom, result.

The functions of PPE

Protect the individual and control health hazards (eg gloves to protect hands or goggles when using hazardous substances).

Employers' and employees' responsibilities

Employers' responsibility PPE (eg gloves when washing pots and pans, masks and goggles when cleaning stoves and ovens), staff changing and storage facilities.

Employees' responsibility, comply with the policy of wearing PPE when necessary, report any defects in the PPE to the employer).

Main types of safety signs

Prohibition signs – red (eg no mobile phones).

Fire fighting signs – red (eg fire hose reel).

Mandatory signs – blue (eg protective gloves must be worn).

Warning signs – yellow (eg caution – hot surface).

Hazard warning signs - yellow (eg corrosive).

Safe signs – green (eg First Aid).

Unit 203 Health and safety in catering and hospitality

Outcome 4 Understand how to maintain a healthy and safe workplace

Assessment Criteria

Underpinning knowledge

The learner can:

1. Briefly describe the **sources of information** which can assist in developing health and safety systems in the workplace
2. Identify the **features in the food preparation area** which will affect safe working practices
3. Identify the **welfare facilities** required for the staff in catering and hospitality operations
4. Define **incident reporting**
5. Outline the **procedure to be followed** when an incident is reported
6. Identify **situations** where emergency procedures must be followed
7. State the **emergency procedure** in the event of a serious accident/incident.

Range

Sources of information

Acts of Parliament (statutory regulations, European Union directives, Health and Safety Executive), local authorities/councils (enforcement officers, environmental health officers, health and safety inspectors).

Features in the food preparation area

Design, layout, space and workflow, structure (floors, stairs, doors and windows), services (ventilation, heating, air-conditioning, lighting), maintenance and housekeeping.

Welfare facilities

Toilets, washing facilities, changing and PPE storage facilities, rest facilities, drinking water.

Incident reporting

Reporting of verbal abuse, threats or assault which could lead to a serious hazardous situation.

Procedure to be followed

The incident should be recorded, investigated, risk-assessed, control measures introduced, reviewed.

Situations

Accident/incident resulting in serious injury or even death, fire, explosion.

Emergency procedure

Move the casualty from danger zone (if possible), seek help from competent first aider, contact emergency services, seek medical assistance urgently.

Unit 203 Health and safety in catering and hospitality

Notes for guidance

It would be useful to deliver this unit in four parts. The first outcome would focus on the importance of health and safety in the catering and hospitality industry including the legal responsibilities of employers and employees. The candidates should be aware of the powers of enforcement officers and action available to them in the event of non-compliance. They also need to understand the potential benefit/cost of health and safety practices.

The second part of this unit would identify hazards in the workplace, ways to minimise the risks and procedures to deal with them such as slips, trips and falls; manual handling; machinery/equipment; hazardous substances; fires and explosions and finally, electricity. Tutors should highlight the fact that slips and trips are the main single cause of accidents in the hospitality and catering industry, accounting for 50% of all major accidents. The key messages for preventing slips accidents are;

- See it Sort it – clean up all spills immediately
- Slips and trips are not a laughing matter and can cause serious accidents.

The third outcome looks at the hazards and risk assessment in the workplace. The candidates also need to know the steps involved in the risk assessment process and its benefits. In addition, the candidates must be aware of accident procedures, the functions of PPE and the types of safety signs.

The final outcome is concerned with the awareness of maintaining a healthy and safe workplace and the procedures for reporting accidents and emergencies.

The teaching could be supplemented by inviting visiting speakers such as Health and Safety Executives and local Environmental Health Officers to discuss 'real' cases and legal implications. Local Authorities and the Health and Safety Executive inspect catering premises to enforce health and safety legislation and can also provide advice on health and safety matters. The HSE have produced a number of Catering Information Sheets that can be downloaded free from the website:

Information Sheet No 6 (revised) Preventing slips and trips in kitchens and food service

Information Sheet No 24 Preventing back pain and other aches and pains to kitchen and food service staff.

Information Sheet No 17 (revision 2) Safety during emptying and cleaning of fat fryers

Information Sheet No 22 Safe use of cleaning chemicals in the hospitality industry

HSE Food Sheet No 17 Occupational dermatitis in the catering and food industries

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Level: 2
Credit value: 1
GLH: 7
Unit accreditation number: K/500/8936

Unit aim

The aim of this unit is to enable the candidate to develop knowledge and understanding of the importance of good health and the principles of a balanced diet and to apply best practice in the preparation, cooking and serving of dishes, to ensure that changes in nutritional value are minimised.

There is also an emphasis in this unit on special diets and their causes and effects on individuals. Best practice in the preparation, cooking and serving of special diets is encouraged whilst developing an awareness of the responsibility of food providers to inform customers of the content of products or dishes.

Learning outcomes

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

1. Understand the principle of balanced diets
2. Understand how to plan and provide special diets

Guided learning hours

It is recommended that **7** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit has potential links to the NVQ Diploma in Hospitality unit 296 (2PR17)

Support of the unit by a sector or other appropriate body

This unit is endorsed by People 1st SSC for hospitality, leisure, travel and tourism.

Assessment

This unit will be assessed by:

- an assignment covering practical skills and underpinning knowledge.

Unit 204 Healthier foods and special diets

Outcome 1 Understand the principle of balanced diets

Assessment Criteria

Underpinning knowledge

The learner can:

1. Outline current **government nutritional guidelines** for a healthy diet
2. State the **sources** of **essential nutrients**
3. Describe the **impact** of diet on health
4. Describe the **catering practices** that help maintain the nutritional value of food.

Range

Government nutritional guidelines

These are subject to change, however, the following sources are currently available:

British Nutrition Foundation, Department of Health, Ministry of Food and Fisheries, Food Standards Agency.

Sources

Food items – Bread and other cereals, Fruit and vegetables, Dairy products, meat, fish, pulses, foods containing fat, foods containing sugar

Essential nutrients

Carbohydrates, starches, fibre, protein, fat (including fatty acids), vitamins A, B, C, D, E, folic acid, calcium, iron.

Impact

Negative

Heart disease, strokes, obesity, diabetes, malnutrition, tooth decay, high blood pressure

Positive

Lower cholesterol, reduce the risk of heart disease and obesity

Catering practices

Preparation (eg trimming fat); use of healthier cooking methods (eg use of alternatives to fats and oils, or cooking methods that do not require the use of fats and oils, such as, steaming instead of boiling to preserve vitamins, grilling instead of frying); service minimal holding times.

Unit 204 Healthier foods and special diets

Outcome 2 Understand how to plan and provide special diets

Assessment Criteria

Underpinning knowledge

The learner can:

1. Outline the main features of **special diets**
2. Describe the **impact** of special diets on health
3. Describe **catering practices** to be considered when planning and providing meals for those on **special diets**.

Range

Special diets

Vegetarian, vegan, religious/cultural (kosher, halal), medically related, allergies and intolerance, life stages (e.g. Children, expectant mothers, and elderly)

Impact

Negative

Lack of nutrients, rickets, anaemia, insomnia, irritability, hair loss, poor appetite.

Positive

Lower cholesterol, reduced risk of heart disease and obesity.

Catering practices

Interpreting information on labels, adjusting menus and recipes, substitution of ingredients, separation of food items and equipment, clear labelling of food, communication with staff and customers, providing a balanced healthy diet.

Unit 204 Healthier foods and special diets

Notes for guidance

Candidates working towards this unit at Level 2 are likely to have some knowledge about the importance of healthy eating. They will be familiar with the importance and functions of various nutrients, food groups and sources of nutrients. The teaching of this unit is to broaden the coverage including the importance of good health and the features of balanced and special diets. The focus will also be on the depth of learning to encompass the changes in nutrient value of food resulting from different cooking methods.

This unit should be delivered in two parts.

The emphasis of the first outcome should be on developing an understanding of the importance of good health and the principles of a balanced diet. In addition, candidates should develop an awareness of the sources of various nutrients and their importance in planning balanced diets and the nutritional needs of various groups of people. The impact of food preparation, cooking and service on the different nutrients of food should also be highlighted to candidates.

The focus of the second outcome should be on understanding the various types of special diet, their causes and effects and the main features of each. Candidates should also be made aware of the best practices in the preparation, cooking and service of special diets.

It would be useful to develop links with the British Nutrition Foundation and Food Standards Agency. They can offer assistance in providing current and relevant information to candidates. The lectures could be supplemented with speakers, such as dieticians from the Health Services.

Unit 205 Catering operations, costs and menu planning

Level: 2
Credit value: 6
GLH: 40
Unit accreditation number: A/601/2130

Unit aim

The aim of this unit is to enable the candidate to develop the knowledge and understanding to apply the personal skills required within the workplace in the hospitality and catering industry. A high level of interpersonal skills is demanded of those working in this industry which must be maintained when working under pressure. In this unit candidates will explore what is an acceptable personal image and the types of behaviours associated with professionalism in the industry. They will practise communication and team working.

Learning outcomes

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

1. Understand the organisation of kitchens
2. Be able to plan and prepare menus for catering operations
3. Understand basic costs associated with the catering industry
4. Be able to apply basic calculations used in catering operations

Guided learning hours

It is recommended that **40** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards (if appropriate, otherwise omit)

This unit has potential links to the NVQ Certificate/Diploma in Hospitality, units 104 (1GEN4), 202 (2GEN 2), 203 (2GEN3), 204 (2GEN4)

Support of the unit by a sector or other appropriate body (if required, otherwise omit)

This unit is endorsed by People 1st SSC for hospitality, leisure, travel and tourism

Assessment

This unit will be assessed by:

- an assignment covering practical skills and underpinning knowledge.

Unit 205 Catering operations, costs and menu planning

Outcome 1 Understand the organisation of kitchens

Assessment Criteria

Underpinning knowledge

The learner can:

1. Describe the structure of a 'partie system'
2. Identify **current trends** in food production operations
3. Explain the **importance of kitchen layout** to promote good work flow in relation to **food production systems**
4. Describe the **importance of correct work flow** in **catering operations**
5. Outline the **staffing hierarchy** in a traditional kitchen
6. Describe the **responsibilities of specific job roles** in a traditional kitchen organisation
7. State the **reasons for good working relationships** within the kitchen and food service department.

Range

Current trends

Technological changes, social changes, speed of service, food technology developments.

Importance of kitchen layout

To comply with legislation (health and safety, food safety), efficiency (time and motion).

Food production systems

Fast food production system, á la carte menu partie system, self service counter system.

Importance of correct work flow

To establish communication between departments, to improve efficiency, better quality of finished products, reduce risk of accidents, to promote good health and safety and food safety practice, to provide a better service to the customer.

Catering operations

Hotels, restaurants, hospitals, industrial catering, school meals.

Staffing hierarchy

Head chef, sous chef, chef de partie, commis chef.

Responsibilities of specific job roles

Chef de partie & commis chef (responsible for setting tasks in accordance with standard operating procedures); sous chef (supervision of staff and tasks, supervision of food safety and health and safety practices, quality control, deputising in the absence of the head chef); head chef (management of staff, implementation of food safety and health and safety legislation and practices, menu planning, costing, ordering stock, staff rota, staff training).

Reasons for good working relationships

To improve efficiency of the operation, to contribute to high morale of staff, to develop good communication, to improve productivity of staff, to aim for a consistently high quality of food products, to provide a better service to the customer.

Unit 205 Catering operations, costs and menu planning

Outcome 2 Be able to plan and prepare menus for catering operations

Assessment Criteria

Underpinning knowledge

The learner can:

1. Describe menus for different types of **meal occasion**
2. Interpret menus for food production
3. Explain the **importance of the menu** for food production and food service
4. Discuss the **factors to be considered** in the planning of menus
5. Identify the **technical terminology** used in menu planning.

Range

Meal occasion

Afternoon tea, table d'hôte, à la carte, dessert menus, function menus, speciality menus, ethnic menus, traditional menus, lunch/dinner menus.

Importance of the menu

Means of communication between the customer and a caterer, planning tool (a blueprint for a catering organisation), legal requirement to inform customers about pricing and various inclusions such as VAT and service charge.

Factors to be considered

Type of customers, price being charged, availability of food commodities, equipment available, staff availability, space available, type of organisation, season.

Technical terminology

Table d' hôte, à la carte, hors d'oeuvres, potage, entrée, relevé, fromage, farineux.

Unit 205 Catering operations, costs and menu planning

Outcome 3 Understand basic costs associated with the catering industry

Assessment Criteria

Practical skills

The learner can:

1. Calculate costs and quantities relevant to simple activities in **catering operations**
2. Display the **basic numeracy skills** using calculator and manual methods based on metric measurements
3. Calculate percentages to achieve a set gross profit

Underpinning knowledge

The learner can:

1. Explain the **importance of food costs** within **catering operations**
2. Describe the **factors which must be monitored** to control food costs and profit.

Range

Catering operations

Hotels, restaurants, hospitals, industrial catering, school meals.

Basic numeracy skills

Addition, subtraction, multiplication, division.

Importance of food costs

Maintain gross profit percentage, achieve the set net profit required.

Factors which must be monitored

Sourcing and purchasing food commodities, quality of food commodities, control of food commodities, accurate weighing and measuring, preparation and cooking losses, wastage control.

Unit 205 Catering operations, costs and menu planning

Outcome 4 Be able to apply basic calculations used in catering operations

Assessment Criteria

Practical skills:

The learner can:

1. Calculate the food cost of dishes and determine the food cost per portion of dishes
2. Determine the selling price of different **types of dish and menu** at specific percentages of gross and net profit.

Underpinning knowledge

The learner can:

1. Describe the **elements of cost** associated with **catering operations**
2. Explain the terms 'gross profit' and 'net profit'
3. Discuss **factors to be considered** to ensure that the agreed net profit is achieved.

Range

Types of dish

Starters and soups, meat and poultry dishes, egg and fish dishes, pasta and vegetable dishes, desserts and savoury dishes.

Types of menus

Breakfast, lunch, afternoon tea, dinner.

Elements of cost

Food, labour, overheads (gas, electricity, rates, servicing, advertising).

Catering operations

Hotels, restaurants, hospitals, industrial catering, school meals.

Factors to be considered

Food costs (purchasing, storage, preparation, cooking and service), labour costs (direct and indirect), overhead costs (services, maintenance, repairs and sundry expenses).

Unit 205 Catering operations, costs and menu planning

Notes for guidance

The unit has three main sections: catering operations, menu planning and costing.

The unit also links with Unit 206 Level 2 Applying workplace skills.

Outcome 1 looks at the organisational structure of kitchens and the future trends in food production operations. Educational visits for candidates to a variety of catering operations such as hotels, restaurants, fast food operations, hospitals, industrial catering operations are strongly recommended. The emphasis on these visits should be to review kitchen layouts, staffing structures and food production systems. Activities such as designing a food production unit for a specific catering sector would embed the knowledge and highlight the importance of good working relationships between the team members. A practical exercise to predict the future trends in food production operations would be an ideal opportunity to encourage individuals to develop logical, analytical and creative skills. Aspects of the learning for this unit could be integrated with Unit 201 Investigate the catering and hospitality industry.

During educational visits candidates should also gather information on menu planning as covered in Outcome 2. The teaching of menu planning should be related to practical work in the food preparation area.

Outcomes 3 and 4 focus on the calculation of costs and percentages to determine gross profit, net profit and selling price of dishes.

Formal lectures should be kept to a minimum and use made of candidates' participation in class discussions, independent learning activities, case studies and projects.

Level: 2
Credit value: 3
GLH: 25
Unit accreditation number: T/500/8938

Unit aim

The aim of this unit is to enable the candidate to develop the knowledge and understanding to apply the personal skills required within the workplace in the hospitality and catering industry. A high level of interpersonal skills is required of those working in this industry which must be maintained when working under pressure. In this unit candidates will explore what is an acceptable personal image and the types of behaviours associated with professionalism in the industry. They will practise communication and team working.

Learning outcomes

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

1. Be able to maintain personal presentation
2. Be able to work effectively with customers and colleagues
3. Be able to prepare for a job application
4. Be able to produce a plan to develop skills

Guided learning hours

It is recommended that **25** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit has potential links to the NVQ Diploma in Hospitality units 104 (1GEN4), 201 (2GEN1)

Support of the unit by a sector or other appropriate body

This unit is endorsed by People 1st SSC for hospitality, leisure, travel and tourism.

Assessment

This unit will be assessed by:

- an assignment covering practical skills and underpinning knowledge.

Unit 206

Applying workplace skills

Outcome 1

Be able to maintain personal presentation

Assessment Criteria

Practical skills:

The learner can:

1. Maintain a professional personal appearance
2. Demonstrate a positive and professional approach in their working conditions.

Underpinning knowledge

The learner can:

1. Explain what is considered to be **professional presentation** of one's self
2. Describe the **reasons** for maintaining professional presentation and the **effect this has on the organisation**
3. Explain the **skills** required to maintain the work area.

Range

Professional presentation

Appearance (dressing appropriately to the job role, personal grooming); behaviour (conduct, attitude, initiative, standards, punctuality, dependability); skills (organising, communication, time management).

Reasons

To present a professional image, to demonstrate personal pride, to develop confidence, to allow identification, to give status, to promote health and safety and comply with food hygiene legislation, branding, to meet job requirements, to act as a role model to others.

Effect this has on the organisation

Customer satisfaction, repeat business, staff morale, staff satisfaction, improved profit, reputation.

Skills

Forecasting, planning, organising, coordinating, controlling (stock, equipment, hygiene) cleaning and tidying.

Unit 206

Applying workplace skills

Outcome 2

Be able to work effectively with customers and colleagues

Assessment Criteria

Practical skills

The learner can:

1. Demonstrate a positive attitude and behaviour with customers and colleagues
2. Demonstrate use of correct procedures and good practice in dealing with customers and colleagues
3. Communicate effectively to **identify** and provide support to customers and colleagues to **solve problems** should they arise
4. Demonstrate working with others to achieve targets.

Underpinning knowledge

The learner can:

1. Describe the **skills** required to work effectively with customers and colleagues to provide a quality service or product
2. Describe how to **identify** and **solve customer and colleague problems** and complaints should they arise
3. List the **key stages** in working to meet team targets.

Range

Identify

Customer problems: (identify signs of customer dissatisfaction (prompting, plate waste, body language, verbal complaint, customer comment card) follow company guidelines).

Colleagues problems: (body language, silence, conflict).

Solve customer and colleague problems

Customer (offering replacements, offering alternative, a gesture of goodwill), colleagues (open discussion, ask someone to mediate).

Skills

Co-operation, communication, observing, anticipating needs of customers and colleagues, complaint handling.

Key stages

Individual targets, work plans, disseminating information, seeking guidance, measurement, corrective action, evaluation, final outcome, records.

Unit 206

Applying workplace skills

Outcome 3

Be able to prepare for a job application

Assessment Criteria

Practical skills

The learner can:

1. Produce a Curriculum Vitae and covering letter
2. Demonstrate a variety of **interview skills**.

Underpinning knowledge

The learner can:

1. State the purpose of a Curriculum Vitae and the **information** to be included
2. Explain the purpose of a covering letter and its importance
3. State the **importance of professional presentation and quality of content** of the Curriculum Vitae and covering letter
4. List the **preparations** that should be made for an interview
5. Explain the **importance of evaluating** an interview.

Range

Interview skills

Time management, responding to questioning, skills assessment, self analysis, communication skills.

Information

Personal details, contact details, qualifications, work experience, membership of associations, personal skills, referees.

Importance of professional presentation and quality of content

First impression, use of vocabulary, spelling, layout, punctuation, appropriateness of information.

Preparations

Personal appearance, records, documentation, research about the job, planning the journey, planning time, planning questions, practise techniques (role play).

Importance of evaluating

Learning from experience, identifying what could be improved, identifying what went well, requesting feedback to support development.

Unit 206 Applying workplace skills

Outcome 4 Be able to produce a plan to develop skills

Assessment Criteria

Practical skills

The learner can:

1. Evaluate current skills against job aims
2. Identify an opportunity to develop a skill
3. Set and work towards a target
4. Keep a record of skills development.

Underpinning knowledge

The learner can:

1. Describe the **purpose of a personal development plan**
2. Describe **how development plans are produced**
3. Explain the **importance of feedback**.

Range

Purpose of a personal development plan

Targets (long and short term), records, timescales, motivational.

How development plans are produced

Using self evaluation, feedback from line manager and colleagues, reviews.

Importance of feedback

To evaluate performance, to improve own performance.

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Unit 213 Produce hot and cold desserts and puddings

Level: 2
Credit value: 3
GLH: 24
Unit accreditation number: L/601/6506

Unit aim

This unit covers the preparation, cooking and finishing of hot and cold desserts and puddings for service in restaurants and to paying customers.

Learning outcomes

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

1. Be able to prepare and cook cold desserts
2. Be able to finish cold desserts
3. Be able to prepare and cook hot desserts and puddings
4. Be able to finish hot desserts and puddings

Guided learning hours

It is recommended that **24** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit has potential links to the NVQ Diploma in Hospitality unit 249 (2FPC14)

Support of the unit by a sector or other appropriate body (if required)

This unit is endorsed by People 1st SSC for hospitality, leisure, travel and tourism.

Assessment

This unit will be assessed by:

- assignments covering practical skills
- a written test covering underpinning knowledge.

Unit 213 Produce hot and cold desserts and puddings

Outcome 1 Be able to prepare and cook cold desserts

Assessment Criteria

Practical skills

The learner can:

1. Prepare and cook **cold desserts** using correct equipment
2. Apply **quality points to each stage** of the process
3. Demonstrate **safe and hygienic practices**.

Underpinning knowledge

The learner can:

1. Identify different types of **cold dessert**
2. Identify **quality points of ingredients** for **cold desserts**.
3. State how to adjust the quantity of ingredients to give the correct portion yield from **cold desserts**
4. Describe **preparation and cooking methods** for **cold desserts**.

Range

Cold desserts

Gelatine-based desserts, crème renversée (egg based), mousses, rice desserts, fruit-based desserts, ice cream based, meringue-based, convenience products.

Quality points of ingredients

Texture, temperature, colour, consistency, freshness, flavour.

Quality points to each stage

Cooking (appearance, taste, texture, consistency, aroma, portion control, temperature control), flavour.

Safe and hygienic practices

Clean as you go, organisational standards, legislation.

Preparation methods

Weighing/measuring, creaming, piping, lining (moulds), addition of colour/flavour, folding, moulding, mixing, aeration, slicing, portioning, chilling, combining, puréeing.

Cooking methods

Boiling/poaching, stewing, baking, steaming, combination cooking, frying, au bain-marie.

Unit 213 Produce hot and cold desserts and puddings

Outcome 2 Be able to finish cold desserts

Assessment Criteria

Practical skills

The learner can:

1. Finish and present cold desserts using correct **equipment**
2. Check the finished product meets dish requirements.

Underpinning knowledge

The learner can:

1. Describe the **quality points** when finishing cold desserts
2. Describe **finishing and decorating techniques**
3. Identify **sauces, creams and coulis** that may be served with cold desserts
4. Identify correct **holding and storage procedures** for finished products
5. Identify ingredients in cold desserts that may cause allergic reactions.

Range

Equipment

Ovens, salamander, deep fat fryer, crêpe pans, steamer, small kitchen equipment, refrigerator, freezer, ice cream machine.

Quality points

Finishing (appearance, taste, texture, portion control, decoration).

Finishing and decorating techniques

Piping, piped motifs, run outs, cigarettes, cut outs, moulding, chocolate transfer sheets.

Sauces, creams and coulis

Crème anglaise, fruit coulis, cooked fruit sauces, chocolate, flavoured syrups.

Holding and storage procedures

Temperatures, date, labelling, covered, position, stock rotation.

Unit 213 Produce hot and cold desserts and puddings

Outcome 3 Be able to prepare and cook hot desserts and puddings

Assessment Criteria

Practical skills

The learner can:

1. Prepare and cook **hot desserts and puddings** using correct **equipment**
2. Apply **quality points to each stage** of the process
3. Demonstrate **safe and hygienic practices**

Underpinning knowledge

The learner can:

1. Identify different types of **hot desserts and puddings**
2. Identify **quality points of ingredients** for hot desserts and puddings
3. State how to adjust the quantity of ingredients to give the correct portion yield from hot desserts and puddings
4. Describe **preparation and cooking methods** for hot desserts and puddings

Range

Hot desserts and puddings

Batter based including beignets, soufflés, sponge based, milk puddings, crème renversée (egg based), cereal, suet paste based, fruit based, crêpes.

Equipment

Ovens, salamander, deep fat fryer, crepe pans, steamer, small kitchen equipment, refrigerator, freezer.

Quality points to each stage

Finishing (appearance, taste, texture, portion control, decoration).

Safe and hygienic practices

Clean as you go, organisational standards, legislation.

Quality points of ingredients

Texture, temperature, colour, consistency, freshness, flavour.

Preparation methods

Weighing/measuring, creaming, piping, lining (moulds), addition of colour/flavour, folding, moulding, mixing, aeration, slicing, portioning, chilling, combining, puréeing.

Cooking methods

Boiling/poaching, stewing, baking, steaming, combination cooking, frying, au bain-marie.

Unit 213 Produce hot and cold desserts and puddings

Outcome 4 Be able to finish hot desserts and puddings

Assessment Criteria

Practical skills

The learner can:

1. Finish and present hot desserts and puddings using correct **equipment**
2. Check the finished product meets dish requirements.

Underpinning knowledge

The learner can:

1. Describe the **quality points** when finishing hot desserts and puddings
2. Describe **finishing and decorating techniques**
3. Identify **sauces, creams and coulis** that may be served with hot desserts and puddings
4. Identify correct **holding and storage procedures** for finished products
5. Identify ingredients in hot desserts and puddings that may cause allergic reactions.

Range

Equipment

Ovens, salamander, deep fat fryer, crêpe pans, steamer, small kitchen equipment, refrigerator, freezer.

Quality points

Finishing (appearance, taste, texture, portion control, decoration).

Finishing and decorating techniques

Colour, balance, appearance, piping, filling, saucing, glazing, dusting, portioning, additions (eg chocolate, fruit, tuille, sugar).

Sauces, creams and coulis

Crème anglaise, fruit coulis, cooked fruit sauces, chocolate, flavoured syrups.

Holding and storage procedures

Temperatures, date, labelling, covered, position, stock rotation.

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Unit 214 Produce paste products

Level: 2
Credit value: 3
GLH: 20
Unit accreditation number: Y/601/6508

Unit aim

This unit provides the opportunity for learners to develop their knowledge, understanding and skills to prepare, cook and finish paste products for service in restaurants and to paying customers.

Learning outcomes

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

1. Be able to prepare and cook paste products
2. Be able to finish paste products

Guided learning hours

It is recommended that **20** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit has potential links to the NVQ Diploma in Hospitality units 244 (2FPC9), 245 (2FPC10), 246 (2FPC11)

Support of the unit by a sector or other appropriate body (if required)

This unit is endorsed by People 1st SSC for hospitality, leisure, travel and tourism.

Assessment

This unit will be assessed by:

- assignments covering practical skills
- a written test covering underpinning knowledge.

Unit 214 Produce paste products

Outcome 1 Be able to prepare and cook paste products

Assessment Criteria

Practical skills

The learner can:

1. Use correct tools and equipment to prepare and cook **paste products**, including
 - short
 - sweet
 - puff
 - choux
2. Demonstrate **safe and hygienic practices**.

Underpinning knowledge

The learner can:

1. Identify different types of paste product
2. Identify the quality points of the main ingredients
3. State the **uses for paste products**
4. State how to adjust the quantity of ingredients to give the correct portion yield from paste products
5. Describe the **preparation and cooking methods** for paste products.

Range

Paste products

Short: pasties, savoury flans.

Sweet: fruit tarts, flans, barquettes.

Puff: paste and convenience puff paste, vol au vents, Eccles cakes, sausage rolls.

Choux: profiteroles and éclairs.

Uses for paste products

Pies, flans, tartlets, pudding, éclairs, vol au vents, mille feuille, samosas, pithivier.

Safe and hygienic practices

Clean as you go, organisational standards, legislation.

Preparation methods

Weighing/measuring, defrosting, rolling, lining (moulds, pastry), aeration, scoring/marketing.

Cooking methods

Time, holding, baking blind, baking, boiling, temperature control, use of steam, testing.

Unit 214 Produce paste products

Outcome 2 Be able to finish paste products

Assessment Criteria

Practical skills

The learner can:

1. Use tools and equipment in the finishing of paste products
2. Finish and present paste products
3. Check the finished product meets requirements.

Underpinning knowledge

The learner can:

1. Describe the **quality points** when checking finished paste products
2. Identify **fillings, glazes, creams and icings** that may be used to finish paste products
3. Describe **finishing and decorating techniques**
4. State the **storage procedures** for finished products
5. Identify ingredients in paste products that may cause allergic reactions.

Range

Quality points

Appearance, taste, texture, colour, consistency, aroma, dish requirements, portion control, temperature.

Fillings, glazes, creams and icings

Crème pâtissière, frangipane, fresh fruit, cream, butter cream, preserves/jam.

Finishing and decorating techniques

Balance, glazing, dusting, portioning, icing, piping, filling, rolling (roulade), smoothing.

Storage procedures

Temperatures Fresh (3-4 °C), frozen (- 8 °C), date, labelling, covered, position, stock rotation.

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Unit 215 Produce biscuit, cake and sponge products

Level: 2
Credit value: 4
GLH: 28
Unit accreditation number: A/601/6503

Unit aim

This unit provides the opportunity for learners to develop their knowledge, understanding and skills to prepare, cook and finish biscuit, cake and sponge products for service in restaurants and to paying customers

Learning outcomes

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

1. Be able to prepare and cook biscuit, cake and sponge products
2. Be able to finish biscuit, cake and sponge products

Guided learning hours

It is recommended that **28** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit has potential links to the NVQ Diploma in Hospitality units 244 (2FPC9), 245 (2FPC10), 246 (2FPC11)

Support of the unit by a sector or other appropriate body

This unit is endorsed by People 1st SSC for hospitality leisure, travel and tourism.

Assessment

This unit will be assessed by:

- assignments covering practical skills
- a written test covering underpinning knowledge.

Unit 215 Produce biscuit, cake and sponge products

Outcome 1 Be able to prepare and cook biscuit, cake and sponge products

Assessment Criteria

Practical skills

The learner can:

1. Prepare biscuit products for baking
2. Prepare and cook cake and sponge mixtures for baking
3. Demonstrate use of the correct **tools and equipment** to prepare and cook biscuit, cake and sponge products
4. Demonstrate **safe and hygienic practices**.

Underpinning knowledge

The learner can:

1. Identify different types of **biscuit, cake and sponge product**
2. Identify the **quality points** of the main ingredients for biscuit, cake and sponge products
3. State the uses for biscuit, cake and sponge products
4. State how to adjust the quantity of ingredients to give the correct portion yield from biscuit, cake and sponge products
5. Describe the **preparation and cooking methods** for biscuit, cake and sponge products.

Range

Tools and equipment

Small equipment, moulds, cutters.

Safe and hygienic practices

Clean as you go, organisational standards, legislation.

Biscuit, cake and sponge products

Biscuits: biscuits à la cuillère, shortbread, cookies, langue du chat, sable a la poche, tuile.

Cakes and sponges: scones, fruitcakes, muffins, sponge-based (Madeira, cherry, Victoria, regional varieties), Genoese, Genoese, Swiss roll, soda bread.

Quality points

Texture, temperature, colour, consistency, freshness, flavour.

Preparation methods

Weighing/measuring, defrosting, lining (moulds, pastry), aeration, folding in, rubbing in, mixing, boiling, creaming, piping, filling, rolling, resting, portioning.

Cooking methods

Time, holding, baking blind, baking, boiling, temperature control, use of steam, testing.

Unit 215 Produce biscuit, cake and sponge products

Outcome 2 Be able to finish biscuit, cake and sponge products

Assessment Criteria

Practical skills

The learner can:

1. Use tools and equipment in the finishing of biscuit, cake and sponge products
2. Finish and present biscuit, cake and sponge products
3. Check the finished product meets requirements.

Underpinning knowledge

The learner can:

1. Describe the **quality points** when checking finished biscuit, cake and sponge products
2. Identify fillings, glazes, creams and icings that may be used to finish biscuit, cake and sponge products
3. Describe **finishing and decorating techniques**
4. State the **storage procedures** for finished products
5. Identify ingredients in biscuit, cake and sponge products that may cause allergic reactions.

Range

Quality points

Appearance, taste, texture, colour, consistency, aroma, dish requirements, portion control, temperature.

Finishing and decorating techniques

Balance piping, piped motifs, run outs, cigarettes, cut outs, moulding, glazing, dusting, portioning, icing, filling, rolling (roulade), smoothing.

Storage procedures

Temperatures Fresh (3-4 °C), frozen (- 8 °C), date, labelling, covered, position, stock rotation.

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Unit 216 Produce fermented dough products

Level: 2
Credit value: 4
GLH: 28
Unit accreditation number: J/601/6505

Unit aim

This unit covers preparing, cooking and finishing of fermented dough products for service in restaurants and to paying customers.

Learning outcomes

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

1. Be able to prepare and cook fermented dough products
2. Be able to finish fermented dough products

Guided learning hours

It is recommended that **28** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit has potential links to the NVQ Diploma in Hospitality units 244 (2FPC9), 245 (2FPC10), 246 (2FPC11)

Support of the unit by a sector or other appropriate body (if required, otherwise omit)

This unit is endorsed by People1st SSC for hospitality, leisure travel and tourism.

Assessment

This unit will be assessed by:

- assignments covering practical skills
- a written test covering underpinning knowledge.

Unit 216

Produce fermented dough products

Outcome 1

Be able to prepare and cook fermented dough products

Assessment Criteria

Practical skills

The learner can:

1. Prepare **fermented dough products** for baking
2. Use correct tools and equipment to prepare and cook fermented dough products
3. Demonstrate **safe and hygienic practices**

Underpinning knowledge

The learner can:

1. Identify different types of **fermented dough product**
2. Identify **quality points** of the **main ingredients** for fermented dough products
3. State the uses of fermented dough products
4. State how to adjust the quantity of ingredients to give the correct portion yield from fermented dough products
5. Describe **preparation and cooking methods** for fermented dough products
6. State **storage procedures** for raw dough.

Range

Fermented dough products

Bread rolls, loaves (wholemeal, wholegrain, white), bun dough, speciality doughs (naan bread, foccacia, pitta, pizza, flavoured), doughnuts, soda bread.

Safe and hygienic practices

Clean as you go, organisational standards, legislation.

Quality points

Texture, temperature, colour, consistency, freshness.

Main ingredients

Flour (white, wholemeal, whole grain), fats, yeast (fresh and dry), sugar, liquid (water, milk).

Preparation methods

Weighing/measuring, fermenting, mixing, resting, kneading, knocking back, proving, portioning, addition of other ingredients, moulding.

Cooking methods

Time, steam injection, baking, deep frying, temperature control, testing, holding to serve warm.

Storage procedures

Temperatures, date, labelling, covered, position, stock rotation.

Unit 216 Produce fermented dough products

Outcome 2 Be able to finish fermented dough products

Assessment Criteria

Practical skills

The learner can:

1. Use correct tools and equipment in the finishing of fermented dough products
2. Finish and present fermented dough products
3. Check the finished product meets requirements.

Underpinning knowledge

The learner can:

1. Describe the **quality points** when checking finished fermented dough products
2. Identify fillings, glazes, creams and icings that may be used for fermented dough products
3. Describe **finishing and decorating** techniques
4. State the **storage procedures** for finished fermented dough products
5. Identify ingredients in fermented dough products that may cause allergic reactions.

Range

Quality points

Appearance, taste, texture, consistency, aroma, dish requirements, portion control, temperature.

Finishing and decorating

Colour, dish specification requirements, balance, appearance, glazing, dusting, filling, portioning.

Storage procedures

Temperatures, date, labelling, covered, position, stock rotation.

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Appendix 1 Relationships to other qualifications

Links to other qualifications and frameworks

City & Guilds has identified this qualification maps to functional skills. For further information on Functional Skills you should go to the City & Guilds website, www.cityandguilds.com.

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, units within a QCF qualification may be similar in content to units in the NQF qualification which the candidate may have already undertaken and this may present opportunities for RPL.

Literacy, language, numeracy and ICT skills development

These qualifications include opportunities to develop and practise many of the skills and techniques required for success in the following qualifications:

1. Functional Skills (England) – see www.cityandguilds.com/functionalskills
2. Essential Skills (Northern Ireland) – see www.cityandguilds.com/essentialskillsni
3. Essential Skills Wales (from September 2010).

Core Skills (Scotland only)

Core Skills are a central part of the Scottish qualifications system and are mandatory for Modern Apprenticeship framework completion. In many cases, candidates undertaking the qualifications will already have a Core Skills Profile from previous qualifications, eg some Standard Grade and other National Qualifications allow Automatic Core Skills certification.

Appendix 2 Sources of general information

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

Providing City & Guilds qualifications – a guide to centre and qualification approval 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. Specifically, the document includes sections on:

- The centre and qualification approval process and forms
- Assessment, verification and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Frequently asked questions.

Ensuring quality contains updates and good practice exemplars for City & Guilds assessment and policy issues. Specifically, the document contains information on:

- Management systems
- Maintaining records
- Assessment
- Internal verification and quality assurance
- External verification.

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

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

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

Useful contacts

Type	Contact	Query
UK learners	T: +44 (0)844 543 0033 E: learnersupport@cityandguilds.com	<ul style="list-style-type: none"> • General qualification information
International learners	T: +44 (0)20 7294 2885 F: +44 (0)20 7294 2413 E: intcg@cityandguilds.com	<ul style="list-style-type: none"> • General qualification information
Centres	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: centresupport@cityandguilds.com	<ul style="list-style-type: none"> • Exam entries • Registrations/enrolment • Certificates • Invoices • Missing or late exam materials • Nominal roll reports • Results
Single subject qualifications	T: +44 (0)20 7294 8080 F: +44 (0)20 7294 2413 F: +44 (0)20 7294 2404 (BB forms) E: singlesubjects@cityandguilds.com	<ul style="list-style-type: none"> • Exam entries • Results • Certification • Missing or late exam materials • Incorrect exam papers • Forms request (BB, results entry) • Exam date and time change
International awards	T: +44 (0)20 7294 2885 F: +44 (0)20 7294 2413 E: intops@cityandguilds.com	<ul style="list-style-type: none"> • Results • Entries • Enrolments • Invoices • Missing or late exam materials • Nominal roll reports
Walled Garden	T: +44 (0)20 7294 2840 F: +44 (0)20 7294 2405 E: walledgarden@cityandguilds.com	<ul style="list-style-type: none"> • Re-issue of password or username • Technical problems • Entries • Results • GOLLA • Navigation • User/menu option problems
Employer	T: +44 (0)121 503 8993 E: business_unit@cityandguilds.com	<ul style="list-style-type: none"> • Employer solutions • Mapping • Accreditation • Development Skills • Consultancy
Publications	T: +44 (0)20 7294 2850 F: +44 (0)20 7294 3387	<ul style="list-style-type: none"> • Logbooks • Centre documents • Forms • Free literature

If you have a complaint, or any suggestions for improvement about any of the services that City & Guilds provides, email: feedbackandcomplaints@cityandguilds.com

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