

Level 1 Certificate in Food Preparation and Cooking (8065-01)

Assessment pack



www.cityandguilds.com
January 2012
Version 1.4 (January 2016)

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1 Assessor guidance

Internal quality assurance

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

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

Full details and guidance on the internal and external quality assurance requirements and procedures, are provided in the *Centre Manual – Supporting Customer Excellence*, which can be found on the centre support pages of **www.cityandguilds.com**. This document also explains the tasks, activities and responsibilities of quality assurance staff.

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- handle and store securely the City & Guilds Assessment Materials in accordance with the following conditions
 - City & Guilds Assessment Material must be accessible to candidates only during formal assessment as governed by the assessment conditions specified for the qualification;
 - Candidate portfolios may contain assessment results referenced to the assessment taken but should not contain the City & Guilds Assessment Materials (such as assessment tasks or questions or candidates' marked scripts if the tests may be reused (unless otherwise stated));
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- seek permission from City & Guilds via their External Verifier if they want to convert City & Guilds Assessment Material for storage, retrieval and delivery in electronic form (ie using some form of e-assessment or e-learning system)
- provide access, on request, to City & Guilds to the system(s) on which the Assessment Materials appear.

Assessments

This qualification is assessed in a number of ways to provide a clear indication of candidate knowledge and skills. The types of assessments used are

- externally set and marked multiple choice question papers **or** online multiple choice tests
- individual practical tasks

The practical tasks are set by City & Guilds and are administered by the centre when the candidate is ready. They are then marked internally, using the information provided and the outcomes recorded on the documents provided by City & Guilds. Assessments are subject to internal and external verification.

Assessments can be completed in any order. Centres will be expected to organise the assessments in a logical order according to the requirements of the candidates and the course.

As a minimum, tutors should deliver the full breadth of the units and not limit teaching to the assessment tasks contained in this assessment pack. Lesson plans and candidate work, may be sampled by the External Verifier to evidence the full delivery of the units.

These externally set assessments should be used when delivery of a unit(s) is complete and candidates are ready to undertake the summative assessments. Candidates should be aware of the standard of performance/evidence required of them in order to achieve a pass.

Externally set tests

To achieve the qualification, candidates are required to be successful in the following examinations:

- Food Safety in Catering
- Food Preparation and Cooking Principles

These are available either as paper based tests **or** online tests.

Test specifications for each examination can be found in Appendix A.

The numbers to enter for the paper-based tests are:

- 203 (Food Safety in Catering)
- 112 (Food Preparation and Cooking Principles)

Please refer to the International Directory on the Walled Garden for dates and times of each examination.

The numbers to enter for the online tests are:

- 503 (Food Safety in Catering)
- 412 (Food Preparation and Cooking Principles)

Candidates taking the e-evolve test are offered a tutorial and a navigation test at the start of each e-evolve test to allow them to become familiar with the system. On completion of the test a score report will be produced which will indicate areas of strength and weakness for the candidate. The result for the test is returned to City & Guilds automatically.

For more information on e-evolve, please visit **www.cityandguilds.com**

Practical tasks

These tasks will require candidates to demonstrate their practical skills. Most practical tasks will be assessed by observation of the candidate carrying out the tasks and/or an assessment of the final outcome/product. Checklists are provided which assessors should use to record candidate performance. Details of how to mark and grade each practical observation are contained within each assignment.

The practical tasks should be carried out in a realistic or actual working environment and under realistic time conditions. Candidates may familiarise themselves with the marking criteria prior to the assessment, but are **not** permitted to use any criteria/checklist to work from when completing the practical task.

Assessors/Tutors can combine one or more practical tasks, this is allowed where it is possible to demonstrate and assess more than one practical task at once.

Introducing the tasks to candidates

The assessor should introduce each task, making sure that the candidates understand what is required of them.

Opportunities to repeat tasks

It is essential that the tasks are not used for formative purposes and the candidates only attempt them when they are judged to be fully ready. It is at the centre's discretion whether to allow a candidate to repeat a task, unless otherwise specified. A candidate should not be allowed to repeat until it is evident that they are ready to undertake the task.

Feedback

A feedback form has been provided in the appendices. Although some feedback may be given verbally, this is often forgotten by the candidate after the assessment, and so, assessors should complete a feedback form for each candidate, showing the key information given to the candidate. This will also serve as an action plan for candidates who are unsuccessful in a task and need to do further work before taking the task again.

Health and safety / Codes of practice

The importance of safe working practices, the demands of the Health and Safety at Work Legislation and the Codes of Practice associated with the industry **must** always be adhered to.

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

Should a candidate fail to follow correct health and safety practices and procedures during practical assessment, the assessment **must be stopped** and the candidate advised of the reasons why. The candidate should be informed that they have not reached the standard of assessment required. At the discretion of the centre, candidates may retake the assessment at a later date when they are able to work safely. In any cases of doubt, guidance should be sought from the External Verifier.

Verification of assessments

Centres must use the provided documentation, unless otherwise agreed, to ensure that External Verifiers can check that evidence for an assessment is complete and ensure that the assessment

decision is fair and beyond dispute. Centres may devise additional documentation/forms to support those provided by City & Guilds.

If a candidate's work is selected for verification, samples of work must be made available to the appointed External Verifier who will ensure that

- the Quality Assurance Co-ordinator is undertaking his/her responsibilities
- the Quality Assurance Co-ordinator is given prompt, accurate and constructive feedback on centre operations
- a report is written on centre activities for City & Guilds.

Retention of evidence

In order to fully support candidates, centres are required to retain candidates' evidence until the candidate has certificated and until any final external verification sampling has taken place. Candidate assessment **records** (see the centre manual for details) must be retained for **three years** after certification.

Entry for assessment and certification

Entry for assessment and certification should be as specified in the Qualification handbook and the Walled Garden.

2 Introduction for candidates

This qualification will require you to carry out different types of assessments. These will involve showing your **subject knowledge** and the **occupational skills** you have gained to cover the assessment criteria of the units of this qualification.

The types of assessments are:

- multiple choice tests
- practical tasks.

Multiple choice tests

The multiple choice tests are graded, and you can be awarded a Pass, Merit or Distinction grade, depending on how well you perform. You are required to sit two tests for the qualification:

- Culinary Skills Principles
- Food Safety in Catering

Each multiple choice test samples the knowledge across the units of the qualification. You will need to be fully prepared for the test, as it may cover any area of the qualification content from the qualification handbook.

The multiple choice tests have set timings and conditions, which will be given to you by your tutor.

Practical tasks

The practical tasks are Pass or Fail only. These tasks are designed to assess the skills that are required by the qualification. While assessing your practical skills, your assessor will also be looking out for what subject knowledge you are demonstrating.

Some of your subject knowledge may be demonstrated through the practical tasks, and your tutor will be looking for this. For example, by carrying out the practical skill of selecting a correct knife for a task, your assessor will also know that you can identify different types of knives.

To complete the assessment for a unit successfully, you need to achieve at least a Pass grade in all of your assessments. Your tutor will explain what you have to do to get each grade.

The practical tasks will be carried out under realistic time conditions, which will be given to you by your tutor.

3 Assessments

Unit 105 Prepare food for cold presentation

Practical Task/Observation

Candidates are required to complete **one** task for this unit:

- a) a composite salad with a dressing

Assessor Guidance

Candidates should prepare a composite (i.e. one using a range of different items) salad with an appropriate dressing. Establishments may wish to utilise local or international cuisine for this task.

Candidates should have access to sufficient resources to choose from and a selection of small and large equipment in order to perform the task in hand.

Candidates should have practiced preparing a variety of dishes using the main food items prior to the assessment.

Unit 105 Prepare food for cold presentation



Practical observation checklist

Candidate name:

Date:

Centre name:

Candidates are not permitted to use the checklist to work from when completing the practical tasks, but may familiarise themselves with it prior to the observation.

Name of completed dish:	Composite salad
01. Select equipment and tools suitable for preparing and serving cold food	
02. Select food items suitable for cold presentation	
03. Prepare food for cold presentation	
04. Combine food items to achieve the correct colour, flavour and texture	
05. Finish food according to dish requirements	
06. Display the cold food correctly prior to service	
07. Comply with hygienic and safe working practices throughout the operation	
Assessor signature and date	
Candidate signature and date	
Quality Assurance Coordinator signature and date (where applicable)	
External Verifier signature and date (where applicable)	

Unit 105 Prepare food for cold presentation

Practical observation multiple candidate checklist

The following checklist can be used where more than one candidate is being observed. The result should be transferred to the individual candidate observation checklist.

Candidates are not permitted to use the checklist to work from when completing the practical tasks, but may familiarise themselves with it prior to the observation.

Candidate name and task			
01. Select equipment and tools suitable for preparing and serving cold food			
02. Select food items suitable for cold presentation			
03. Prepare food for cold presentation			
04. Combine food items to achieve the correct colour, flavour and texture			
05. Finish food according to dish requirements			
06. Display the cold food correctly prior to service			
07. Comply with hygienic and safe working practices throughout the operation			
Assessor signature and date			
Candidate signature and date			
Quality Assurance Coordinator signature and date (where applicable)			
<i>External Verifier signature and date (where applicable)</i>			

Unit 105 Prepare food for cold presentation

Marking guidance

Before completion of the checklist, assessors should ensure that all of the following have been met.

01 Select equipment and tools suitable for preparing and serving cold food

Candidates should take into account the type and size of equipment in relation to the number of covers and the small tools needed in order to cook and serve the food, making use of correct knives, chopping boards etc.

02 Select food items suitable for cold presentation

Items selected should be of the correct quantity and quality for the dish (e.g. freshness, colour, odour, texture)

03 Prepare food for cold presentation

Candidates should demonstrate different preparation methods (e.g. cutting, shredding, mixing)

04 Combine food items to achieve the correct colour, flavour and texture

05 Finish food according to dish requirements

Dish is seasoned and garnished correctly before service. Candidates should be able to demonstrate that they can work to an agreed timescale in order to be ready for service. The completed dish must either be stored hot or ready for service or cooled, covered, date labelled and kept refrigerated for later use

06 Display the cold food correctly prior to service

07 Comply with hygienic and safe working practices throughout the operation

Candidates should be able to demonstrate safe working practices for themselves and colleagues, including clean, neat, tidy and hygienic work area, personal hygiene, and maintenance of clean and hygienic equipment, awareness of cross contamination and correct knife handling techniques.

Unit 106 Prepare, cook and finish foods by frying

Practical Task/Observation

Candidates are required to complete **two** tasks for this unit:

- a) a deep fried dish
- b) a dish using one other frying method, either shallow, sauté or stir frying

Assessor Guidance

Candidates should complete **two** different fried dishes. Assessors should choose **two** dishes that are suitable for the establishment to prepare from **two** different food groups (for example deep fried vegetables, sautéed meat/poultry).

Candidates should have access to sufficient resources to choose from and a selection of small and large equipment in order to perform the task in hand.

Candidates should have practiced preparing a variety of dishes using the main food items prior to the assessment.

Practical observation checklist

Candidate name:

Date:

Centre name:

Candidates are not permitted to use the checklist to work from when completing the practical tasks, but may familiarise themselves with it prior to the observation.

	Frying Method	
	Deep	Other – please specify
Name of completed dish:
01. Select equipment and tools suitable for the cookery method		
02. Select food items suitable for frying		
03. Prepare food for frying		
04. Cook food by frying		
05. Control the temperature throughout cooking		
06. Check the food is cooked correctly		
07. Finish food according to dish requirements		
08. Comply with hygienic and safe working practices throughout the operation		
Assessor signature and date		
Candidate signature and date		
Quality Assurance Coordinator signature and date (where applicable)		
External Verifier signature and date (where applicable)		

Unit 106

Prepare, cook and finish foods by frying

Practical observation multiple candidate checklist

The following checklist can be used where more than one candidate is being observed. The result should be transferred to the individual candidate observation checklist.

Candidates are not permitted to use the checklist to work from when completing the practical tasks, but may familiarise themselves with it prior to the observation.

Candidate name and task			
01. Select equipment and tools suitable for the cookery method			
02. Select food items suitable for frying			
03. Prepare food for frying			
04. Cook food by frying			
05. Control the temperature throughout cooking			
06. Check the food is cooked correctly			
07. Finish food according to dish requirements			
08. Comply with hygienic and safe working practices throughout the operation			
Assessor signature and date			
Candidate signature and date			
Quality Assurance Coordinator signature and date (where applicable)			
<i>External Verifier signature and date (where applicable)</i>			

Marking guidance

Before completion of the checklist, assessors should ensure that all of the following have been met.

01 Select equipment and tools suitable for the cookery method

Candidates should take into account the type of pan for frying, the size of the pan in relation to the number of covers and the small equipment needed in order to cook and serve the food, making use of correct knives, chopping boards etc.

02 Select food items suitable for frying

Items selected should be of the correct quantity and quality for the dish (e.g. freshness, odour, colour, texture). Fresh vegetables should be washed and wiped dry and items for certain dishes should be uniform in size where possible for presentation purposes.

03 Prepare food for frying

Candidates should demonstrate different preparation methods (eg cutting, filleting, boning, portioning, batter, coating)

04 Cook food by frying

Selection of appropriate fat or oil for food item, heated to the correct temperature, pan not overfilled with either oil or food, items turned or tossed as necessary.

05 Control the temperature throughout cooking

Monitor oil so it is not too hot to burn the outside of the food without allowing for it to cook through, temperature too low will affect the finished quality – awareness of critical point.

06 Check the food is cooked correctly

Food is cooked through, crisp on the outside not burnt. Prolonged cooking has not diminished flavour; low temperature has not resulted in absorption of too much fat/oil.

07 Finish food according to dish requirements

Items should be drained to reduce fat content, food seasoned and garnished before service. Candidates should be able demonstrate that they can work to an agreed timescale in order to be ready for service. The completed dish must either be stored hot or ready for service, or cooled, covered, date labelled and kept refrigerated for later use.

08 Comply with hygienic and safe working practices throughout the operation

Candidates should be able to demonstrate safe working practices for themselves and colleagues, including clean, neat, tidy and hygienic work area, personal hygiene, maintenance of clean and hygienic equipment, awareness of cross contamination and correct knife handling techniques.

Unit 107 Prepare, cook and finish foods by braising and stewing

Practical Task/Observation

Candidates are required to complete **two** tasks for this unit. They will need to prepare, cook and finish:

- a) a braised dish
- b) a stewed dish

Assessor Guidance

Candidates should complete **two** different dishes. Assessors should choose **two** dishes that are suitable for the establishment to prepare from **two** different food groups (for example braised vegetables, stewed meat/poultry or fruit).

Candidates should have access to sufficient resources to choose from and a selection of small and large equipment in order to perform the task in hand.

Candidates should have practiced preparing a variety of dishes using the main food items prior to the assessment.

Unit 107 Prepare, cook and finish foods by braising and stewing



Practical observation checklist

Candidate name:
Centre name:

Date:

Candidates are not permitted to use the checklist to work from when completing the practical tasks, but may familiarise themselves with it prior to the observation.

	Cooking method	
	Braising	Stewing
Name of completed dish:
01. Select equipment and tools suitable for braising and stewing food		
02. Select food items suitable for braising and stewing		
03. Prepare food for braising and stewing		
04. Ensure the correct amount of liquid is added and the level maintained throughout cooking		
05. Control the time and temperature throughout cooking		
06. Check the food is correctly cooked		
07. Finish food according to dish requirements		
08. Comply with hygienic and safe working practices throughout the operation		
Assessor signature and date		
Candidate signature and date		
Quality Assurance Coordinator signature and date (where applicable)		
External Verifier signature and date (where applicable)		

Unit 107 Prepare, cook and finish foods by braising and stewing

Practical observation multiple candidate checklist

The following checklist can be used where more than one candidate is being observed. The result should be transferred to the individual candidate observation checklist.

Candidates are not permitted to use the checklist to work from when completing the practical tasks, but may familiarise themselves with it prior to the observation.

Candidate name and task			
01. Select equipment and tools suitable for boiling, poaching and steaming			
02. Select food items suitable for boiling, poaching and steaming			
03. Prepare food for boiling, poaching and steaming			
04. Ensure the correct amount of liquid is added and the level maintained throughout cooking			
05. Control the time and temperature throughout cooking			
06. Check the food is correctly cooked			
07. Finish food according to dish requirements			
08. Comply with hygienic and safe working practices throughout the operation			
Assessor signature and date			
Candidate signature and date			
Quality Assurance Coordinator signature and date (where applicable)			
External Verifier signature and date (where applicable)			

Unit 107 Prepare, cook and finish foods by braising and stewing

Marking guidance

Before completion of the checklist, assessors should ensure that all of the following have been met

01 Select equipment and tools suitable for braising and stewing food

Candidates should take into account the type and size of equipment in relation to the number of covers and the small tools needed in order to cook and serve the food, making use of correct knives, chopping boards etc.

02 Select food items suitable for braising and stewing

Items selected should be of the correct quantity and quality for the dish (e.g. freshness, odour, colour, texture).

03 Prepare food for braising and stewing

Candidates should demonstrate different preparation methods (e.g. chopping, dicing, marinating)

04 Ensure the correct amount of liquid is added and the level maintained throughout cooking

05 Control the time and temperature throughout cooking

Monitor the dish to ensure the correct quantity of liquid, heat and cooked to the correct degree (e.g. food is tender and of the correct consistency).

06 Check the food is correctly cooked

Food is cooked through and tender. Prolonged cooking has not diminished flavour or texture.

07 Finish food according to dish requirements

Dish is seasoned, garnished and adjusted (correct amount and consistency of liquid) before service. Candidates should be able demonstrate that they can work to an agreed timescale in order to be ready for service. The completed dish must either be stored hot or ready for service or cooled, covered, date labelled and kept refrigerated for later use.

08 Comply with hygienic and safe working practices throughout the operation

Candidates should be able to demonstrate safe working practices for themselves and colleagues, including clean, neat, tidy and hygienic work area, personal hygiene, maintenance of clean and hygienic equipment, awareness of cross contamination and correct knife handling techniques.

Unit 108 Prepare, cook and finish foods by boiling, poaching and steaming

Practical Task/Observation

Candidates are required to complete **three** tasks for this unit. They will need to prepare, cook and finish:

- a) a dish to demonstrate boiling
- b) a dish to demonstrate poaching
- c) a dish to demonstrate steaming

Assessor Guidance

Candidates should complete **three** tasks, one for each method of cookery. Assessors should choose **three** dishes that are suitable for the establishment to prepare from **three** different food groups (for example vegetables, meat, poultry, pasta, fish, pulses).

Candidates should have access to sufficient resources to choose from and a selection of small and large equipment in order to perform the task in hand.

Candidates should have practiced preparing a variety of dishes using the main food items prior to the assessment.

Unit 108 Prepare, cook and finish foods by boiling, poaching and steaming



Practical observation checklist

Candidate name:

Date:

Centre name:

Candidates are not permitted to use the checklist to work from when completing the practical tasks, but may familiarise themselves with it prior to the observation.

	Cooking method		
	Boiling	Poaching	Steaming
Name completed dish:
01. Select equipment and tools suitable for boiling, poaching and steaming			
02. Select food items suitable for boiling, poaching and steaming			
03. Prepare food for boiling, poaching and steaming			
04. Ensure the correct amount of liquid is added and the level maintained throughout cooking			
05. Control the time and temperature throughout cooking			
06. Check the food is correctly cooked			
07. Finish food according to dish requirements			
08. Comply with hygienic and safe working practices throughout the operation			
Assessor signature and date			
Candidate signature and date			
Quality Assurance Coordinator signature and date (where applicable)			
External Verifier signature and date (where applicable)			

Unit 108 Prepare, cook and finish foods by boiling, poaching and steaming

Practical observation multiple candidate checklist

The following checklist can be used where more than one candidate is being observed. The result should be transferred to the individual candidate observation checklist.

Candidates are not permitted to use the checklist to work from when completing the practical tasks, but may familiarise themselves with it prior to the observation.

Candidate name and task			
01. Select equipment and tools suitable for boiling, poaching and steaming			
02. Select food items suitable for boiling, poaching and steaming			
03. Prepare food for boiling, poaching and steaming			
04. Ensure the correct amount of liquid is added and the level maintained throughout cooking			
05. Control the time and temperature throughout cooking			
06. Check the food is correctly cooked			
07. Finish food according to dish requirements			
08. Comply with hygienic and safe working practices throughout the operation			
Assessor signature and date			
Candidate signature and date			
Quality Assurance Coordinator signature and date (where applicable)			
<i>External Verifier signature and date (where applicable)</i>			

Unit 108 Prepare, cook and finish foods by boiling, poaching and steaming

Marking guidance

Before completion of the checklist, assessors should ensure that all of the following have been met.

01 Select equipment and tools suitable for boiling, poaching and steaming food

Candidates should take into account the type and size of equipment in relation to the number of covers and the small tools needed in order to cook and serve the food, making use of correct knives, chopping boards etc.

02 Select food items suitable for boiling, poaching and steaming

Items selected should be of the correct quantity and quality for the dish (e.g. fresh colour, texture, and odour).

03 Prepare food for boiling, poaching and steaming

Candidates should demonstrate different preparation methods (eg portioning, peeling, cutting, trussing, tying)

04 Ensure the correct amount of liquid is added and the level maintained throughout cooking

05 Control the time and temperature throughout cooking

Monitor the dish to ensure the correct quantity of liquid, heat and cooked to the correct degree (e.g. food is cooked to the correct consistency).

06 Check the food is correctly cooked

Food is cooked through according to dish specification. Prolonged cooking has not diminished flavour or texture.

07 Finish food according to dish requirements

Dish is seasoned and garnished correctly before service. Candidates should be able demonstrate that they can work to an agreed timescale in order to be ready for service. The completed dish must either be stored hot or ready for service or cooled, covered, date labelled and kept refrigerated for later use.

08 Comply with hygienic and safe working practices throughout the operation

Candidates should be able to demonstrate safe working practices for themselves and colleagues, including clean, neat, tidy and hygienic work area, personal hygiene, maintenance of clean and hygienic equipment, awareness of cross contamination and correct knife handling techniques.

Unit 109 Prepare, cook and finish food by baking, roasting and grilling

Practical Task/Observation

Candidates are required to complete **four** tasks for this unit. They will need to prepare, cook and finish:

- a) two different baked dishes
- b) a roast dish
- c) a grilled dish

Assessor Guidance

Candidates should complete **four** different dishes.

Two dishes must be baked for task A, which take into account **two** different methods of preparation (e.g. biscuits, pastries, pies, cakes, bread).

Assessors should select **two** dishes that are suitable for roasting and grilling from **two** different food groups (e.g. vegetables, fish, meat and poultry).

Candidates should have access to sufficient resources to choose from and a selection of small and large equipment in order to perform the task in hand.

Candidates should have practiced preparing a variety of dishes using the main food items prior to the assessment.

Unit 109 Prepare, cook and finish food by baking, roasting and grilling



Practical observation checklist

Candidate name:

Date:

Centre name:

Candidates are not permitted to use the checklist to work from when completing the practical tasks, but may familiarise themselves with it prior to the observation.

	Cooking method			
	Baking: Dish 1	Baking: Dish 2	Roasting	Grilling
Name of completed dish:
01. Select equipment and tools suitable for baking, roasting and grilling				
02. Select food items suitable for baking, roasting and grilling				
03. Prepare food for baking, roasting and grilling				
04. Control the time and temperature throughout cooking				
05. Check the food is correctly cooked				
06. Finish food according to dish requirements				
07. Comply with hygienic and safe working practices throughout the operation				
Assessor signature and date				
Candidate signature and date				
Quality Assurance Coordinator signature and date (where applicable)				
External Verifier signature and date (where applicable)				

Unit 109 Prepare, cook and finish food by baking, roasting and grilling

Practical observation multiple candidate checklist

The following checklist can be used where more than one candidate is being observed. The result should be transferred to the individual candidate observation checklist.

Candidates are not permitted to use the checklist to work from when completing the practical tasks, but may familiarise themselves with it prior to the observation.

Candidate name and task			
01. Select equipment and tools suitable for baking, roasting and grilling			
02. Select food items suitable for baking, roasting and grilling			
03. Prepare food for baking, roasting and grilling			
04. Control the time and temperature throughout cooking			
05. Check the food is correctly cooked			
06. Finish food according to dish requirements			
07. Comply with hygienic and safe working practices throughout the operation			
Assessor signature and date			
Candidate signature and date			
Quality Assurance Coordinator signature and date (where applicable)			
<i>External Verifier signature and date (where applicable)</i>			

Unit 109 Prepare, cook and finish food by baking, roasting and grilling

Marking guidance

Before completion of the checklist, assessors should ensure that all of the following have been met.

01 Select equipment and tools suitable for baking, roasting and grilling

Candidates should take into account the type and size of equipment in relation to the number of covers and the small tools needed in order to cook and serve the food, making use of correct knives, chopping boards etc.

02 Select food items suitable for baking, roasting and grilling

Items selected should be of the correct quantity and quality for the dish (e.g. fresh colour, odour, texture).

03 Prepare food for baking, roasting and grilling

Candidates should demonstrate different preparation methods (e.g. baking: mixing, rolling, shaping; roasting/grilling: boning, sealing, stuffing)

04 Control the time and temperature throughout cooking

Monitor the dish to ensure the control of heat and time to ensure the correct degree of cooking according to dish and customer requirements.

05 Check the food is correctly cooked

Food is cooked through according to dish specification. Over or under cooking has not diminished flavour, appearance or texture.

06 Finish food according to dish requirements

Savoury dishes are seasoned and garnished correctly before service. Baked goods should be finished correctly (e.g. portioned, decorated). Candidates should be able demonstrate that they can work to an agreed timescale in order to be ready for service. The completed dish must either be stored hot or ready for service or cooled, covered, date labelled and kept refrigerated for later use.

07 Comply with hygienic and safe working practices throughout the operation

Candidates should be able to demonstrate safe working practices for themselves and colleagues, including clean, neat, tidy and hygienic work area, personal hygiene, maintenance of clean and hygienic equipment, awareness of cross contamination and correct knife handling techniques.

Unit 110 Introduction to basic kitchen procedures

Task – Practical Activity/Observation

Candidates are required to complete **three** activities for this unit. They will need to demonstrate that they can safely select, use, sharpen, maintain and store:

- a) a knife for different vegetable preparation methods
- b) a knife for preparing fish
- c) a knife for preparing meat

Assessor Guidance

Candidates should show that they are able to use different types of knives when working in a kitchen environment. They should demonstrate clear selection of a knife or piece of equipment with a straight edge for the appropriate task to prepare vegetables, fish and meat. They should demonstrate safe usage, storage, sharpening and maintenance of the equipment.

Candidates should have access to sufficient resources to choose from a selection of knives and cutting equipment in order to correctly perform the task in hand.

It is anticipated that candidates will demonstrate the assessment criteria required for this practical alongside the tasks for other practical units within this qualification and assessors are encouraged to build these competencies into other practical assessments (e.g. use of knives when cutting/preparing food for frying as part of Unit 106).

Unit 110 Introduction to basic kitchen procedures



Task – Practical observation checklist

Candidate name:

Date:

Centre name:

Candidates are not permitted to use the checklist to work from when completing the practical tasks, but may familiarise themselves with it prior to the observation.

	Preparation Method		
	Vegetables	Fish	Meat
Name of equipment used:
01. Select appropriate knife or cutting equipment for use			
02. Use the correct and safe knife sharpening technique			
03. Use knives and cutting equipment correctly and safely for a variety of tasks			
04. Maintain and care for knives and cutting equipment			
05. Store knives and cutting equipment correctly and safely			
Assessor signature and date			
Learner signature and date			
Quality Assurance Coordinator signature and date (where applicable)			
External Verifier signature and date (where applicable)			

Unit 110 Introduction to basic kitchen procedures

Practical observation multiple candidate checklist

The following checklist can be used where more than one candidate is being observed. The result should be transferred to the individual candidate observation checklist.

Candidates are not permitted to use the checklist to work from when completing the practical tasks, but may familiarise themselves with it prior to the observation.

Candidate name and task			
01. Select appropriate knife or cutting equipment for use			
02. Use the correct and safe knife sharpening technique			
03. Use knives and cutting equipment correctly and safely for a variety of tasks			
04. Maintain and care for knives and cutting equipment			
05. Store knives and cutting equipment correctly and safely			
Assessor signature and date			
Candidate signature and date			
Quality Assurance Coordinator signature and date (where applicable)			
<i>External Verifier signature and date (where applicable)</i>			

Unit 110 Introduction to basic kitchen procedures

Marking guidance

Before completion of the checklist, assessors should ensure that all of the following have been met.

01 Select appropriate knife or cutting equipment for use

Candidates should identify and select the correct equipment in order to undertake the task, taking into account the quality of the finished product.

02 Use the correct and safe knife sharpening technique

Candidates should use a steel before and during the task to demonstrate safe knife sharpening techniques.

03 Use knives and cutting equipment correctly and safely for a variety of tasks

Candidates must be able to demonstrate safe working practices for themselves and colleagues, displaying correct safe knife handling techniques when carrying, sharpening, using and cleaning.

04 Maintain and care for knives and cutting equipment

Candidates should ensure that the chosen knife is safe for use (e.g. secure handles).

05 Store knives and cutting equipment correctly and safely

Appendix 1 Test specifications

Food Preparation and Cooking Principles

Unit number	No. of questions	%
102 Safety at work	6	15
104 Introduction to nutrition	6	15
105 Prepare food for cold presentation	2	5
106 Prepare, cook and finish food for frying	4	10
107 Prepare, cook and finish food by braising and stewing	3	7.5
108 Prepare, cook and finish foods by boiling, poaching and steaming	3	7.5
109 Prepare, cook and finish food by baking, roasting and grilling	4	10
110 Introduction to basic kitchen procedures	7	17.5
201 Introduction to the hospitality and catering industry	5	12.5
	40	100

Food Safety in Catering

Outcome number	No. of questions	%
1 Understand food safety procedures	7	14
2 Understand how to keep self clean and hygienic	8	16
3 Understand how to keep the working area clean and hygienic	12	24
4 Know how to receive and store food safely	12	24
5 Know how to prepare, cook, hold and serve food safely	11	22
	50	100

Appendix 2 Candidate Feedback Form



Candidate:

Task & date	Assessor comments/action plan (The assessor should sign each feedback session)

Candidate signature

Date

Tutor/assessor signature

Date