

Level 2 Diploma in Food Preparation and Cooking (Culinary Arts) (8065-02)

Assessment pack



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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
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 - 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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 - City & Guilds Assessment Materials must be securely handled and under no circumstances shared with third party organisations or individuals
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- 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
- Culinary Arts Principles

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

Test specifications for each examination can be found in Appendix 1.

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

- 203 (Food Safety in Catering)
- 221 (Culinary Arts 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)
- 521 (Culinary Arts 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 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 206 Healthier foods and special diets

Practical Task/Observation

Candidates are required to complete the following **three** tasks. They will need to:

- a) Plan, design and develop a menu for an individual with a special dietary requirement including dietary advice.
- b) Choose a recipe and adapt it to the special dietary requirement that has been chosen.
- c) Produce the dish as per the recipe adapted, avoiding destruction of nutrients. Detail the steps that were taken in producing the dish.

Assessor Guidance

Candidates should plan, design and develop a menu for an individual with a special dietary requirement, choose and adapt a recipe and produce the adapted dish. They will be assessed on **two** written elements (the menu and the recipe) and the practical dish produced at the end.

Unit 206 Healthier foods and special diets

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.

	Menu	Recipe	Dish
Name of completed dish:		
01. Plan menus to suit special dietary requirements			
02. Provide dietary advice on the menu for good health or dietary choice life styles			
03. Adapt recipes to take account of special diets			
04. Prepare and cook balanced meals for different special dietary requirements avoiding destruction of nutrients			
Assessor signature and date			
Candidate signature and date			
Quality Assurance Coordinator signature and date (where applicable)			
External Verifier signature and date (where applicable)			

Unit 206 Healthier foods and special diets

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. Plan menus to suit special dietary requirements			
02. Provide dietary advice on the menu for good health or dietary choice life styles			
03. Adapt recipes to take account of special diets			
04. Prepare and cook balanced meals for different special dietary requirements avoiding destruction of nutrients			
Assessor signature and date			
Learner signature and date			
Quality Assurance Coordinator signature and date (where applicable)			
<i>External Verifier signature and date (where applicable)</i>			

Unit 206 Healthier foods and special diets

Marking Guidance

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

01 Plan menus to suit special dietary requirements

Candidates should develop a balanced menu for a chosen special dietary requirement (e.g. celiac, vegetarians, vegans, diabetic, religious or cultural)

02 Provide dietary advice on the menu for good health or dietary choice life styles

Candidates should include suitable dietary advice as part of the menu. This information must be displayed on the finished written menu.

03 Adapt recipes to take account of special diets

Recipes should be adapted by substituting or removing appropriate ingredients and/or amending cooking methods.

04 Prepare and cook balanced meals for different special dietary requirements avoiding destruction of nutrients

Candidates should prepare and cook the adapted recipe as per Task B and indicate what steps they have taken to avoid the destruction of nutrients at different stages (e.g. storage, preparation, cooking, holding). Candidates must show written evidence detailing what steps were taken to avoid the destruction of nutrients. The balanced meal should be prepared and cooked within a realistic timeframe.

Unit 207 Prepare, cook and finish stocks, soups and sauces

Practical Task/Observation

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

- a) a stock
- b) a soup
- c) a sauce

Assessor Guidance

Candidates should complete a stock, a sauce and a soup as per the 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 stocks, soups and sauces 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.

	Stock	Soup	Sauce
Name of completed dish:
01. Select tools and equipment that are clean and fit for purpose			
02. Select appropriate ingredients for types of stock, soup or sauce being prepared			
03. Select ingredients that are of the correct quality and quantity for recipe			
04. Prepare, cook and finish stock, soup or sauce using appropriate methods			
05. Store stock, soup or sauce not for immediate use			
06. Comply with personal hygiene and safety standards			
07. Plan work, estimate time and cost dishes realistically for all procedures			
Assessor signature and date			
Candidate signature and date			
Quality Assurance Coordinator signature and date (where applicable)			
External Verifier signature and date (where applicable)			

Unit 207 Prepare, cook and finish stocks, soups and sauces

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 tools and equipment that are clean and fit for purpose			
02. Select appropriate ingredients for types of stock, soup or sauce being prepared			
03. Select ingredients that are of the correct quality and quantity for recipe			
04. Prepare, cook and finish stock, soup or sauce using appropriate methods			
05. Store stock, soup or sauce not for immediate use			
06. Comply with personal hygiene and safety standards			
07. Plan work, estimate time and cost dishes realistically for all procedures			
Assessor signature and date			
Learner signature and date			
Quality Assurance Coordinator signature and date (where applicable)			
<i>External Verifier signature and date (where applicable)</i>			

Unit 207 Prepare, cook and finish stocks, soups and sauces

Marking guidance

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

01 Select tools and equipment that are clean and fit for purpose

Candidates should take into account preparation methods, the method of cooking, the dish to be prepared, the number of portions and the small equipment needed in order to cook and serve the food.

02 Select appropriate ingredients for stock, soup and sauce being prepared/ 03 Select ingredients that are of the correct quality and quantity for recipe

Ingredients selected should be fresh and appropriate for dish requirements. Commodities used should be suitable for the preparation method and local produce should be used when appropriate.

04 Prepare, cook and finish stock/soup/sauce using appropriate methods

05 Store stock/soup/sauce not for immediate use

The completed dish must either be stored hot or ready for service, or cooled, covered, date labelled and kept refrigerated for later use.

06 Comply with personal hygiene and safety standards

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.

07 Plan work and estimate time realistically for all procedures

Candidates should provide a realistic work plan in logical sequence with appropriate timings to comply with dish requirements and service times.

Unit 208 Prepare, cook and finish fish and shellfish dishes

Practical Task/Observation

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

- a) a shellfish dish.
- b) a fish dish made using round fish.
- c) a fish dish made using flatfish.

Assessor Guidance

Candidates should complete **three** different fish dishes as per the task. Assessors must choose **two** fish (1 round, 1 flat) suitable for the establishment to prepare and cook using **two** different cooking methods.

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 and cooking methods prior to the assessment

Unit 208 Prepare, cook and finish fish and shellfish dishes

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.

	Shellfish	Round Fish	Flatfish
Name of completed dish:
01. Select tools and equipment that are clean and fit for purpose			
02. Select appropriate ingredients for fish and shellfish dishes being prepared			
03. Select fish and shellfish that is of the correct quality and quantity for recipe			
04. Prepare fish and shellfish according to dish requirements			
05. Cook fish and shellfish using appropriate methods monitoring quality points and making adjustments as required			
06. Finish fish and shellfish using appropriate method to recipe requirements			
07. Store fish and shellfish not for immediate use			
08. Comply with personal hygiene and safety standards			
09. Plan work and estimate time realistically for all procedures			
Assessor signature and date			
Candidate signature and date			
Quality Assurance Coordinator signature and date (where applicable)			
External Verifier signature and date (where applicable)			

Unit 208 Prepare, cook and finish fish and shellfish dishes

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 tools and equipment that are clean and fit for purpose			
02. Select appropriate ingredients for fish and shellfish dishes being prepared			
03. Select fish and shellfish that is of the correct quality and quantity for recipe			
04. Prepare fish and shellfish according to dish requirements			
05. Cook fish and shellfish using appropriate methods monitoring quality points and making adjustments as required			
06. Finish fish and shellfish using appropriate method to recipe requirements			
07. Store fish and shellfish not for immediate use			
08. Comply with personal hygiene and safety standards			
09. Plan work and estimate time realistically for all procedures			
Assessor signature and date			
Learner signature and date			
Quality Assurance Coordinator signature and date (where applicable)			
<i>External Verifier signature and date (where applicable)</i>			

Unit 208 Prepare, cook and finish fish and shellfish dishes

Marking guidance

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

01 Select tools and equipment that are clean and fit for purpose

Candidates should take into account preparation methods, the method of cooking, the dish to be prepared, the number of portions and the small equipment needed in order to cook and serve the food.

02 Select appropriate ingredients for fish and shellfish dishes being prepared/ 03 Select fish and shellfish that is of the correct quality and quantity for recipe

Ingredients selected should be fresh and appropriate for dish requirements. Commodities used should be suitable for the preparation method and local produce should be used when appropriate.

04 Prepare fish and shellfish according to dish requirements

Candidates must use a range of different preparation methods (e.g. fish: trimming, cleaning, gutting, skinning, filleting, coating; shellfish: washing, cleaning, boiling, removing meat, purging)

05 Cook fish and shellfish using appropriate methods monitoring quality points and making adjustments as required

06 Finish fish and shellfish using appropriate method to recipe requirements

07 Store fish and shellfish not for immediate use

The completed dish must either be stored hot or ready for serviced, or cooled, covered, date labelled and kept refrigerated for later use.

08 Comply with personal hygiene and safety standards

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.

09 Plan work and estimate time realistically for all procedures

Candidates should demonstrate how they plan in a logical sequence with appropriate timings to comply with dish requirements and service times. They may produce a work plan for their own use and this is strongly recommended if a number of activities are completed on one assessment.

Unit 209 Prepare, cook and finish meat, poultry and offal

Practical Task/Observation

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

- a) two meat dishes – i) one dry and ii) one wet cooking method
- b) a poultry dish
- c) an offal dish

Assessor Guidance

Candidates should complete **four** dishes as per the task. Assessors must choose tasks that enable the learner to demonstrate a range of different preparation and cookery methods.

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 and cooking methods prior to the assessment

Unit 209 Prepare, cook and finish meat, poultry and offal

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:	Meat Dish 1 (Dry method)	Meat Dish 2 (Wet cooking method)	Poultry Dish	Offal Dish

01. Select tools and equipment that are clean and fit for purpose				
02. Select appropriate ingredients for meat, poultry and offal dishes being prepared				
03. Select meat, poultry and offal that is of the correct quality and quantity for recipe				
04. Prepare meat, poultry and offal using appropriate methods				
05. Cook meat, poultry and offal using appropriate methods monitoring quality points and making adjustments as required				
06. Finish meat, poultry and offal using appropriate methods to recipe requirements				
07. Store meat, poultry and offal not for immediate use				
08. Comply with personal hygiene and safety standards				
09. Plan work and estimate time realistically for all procedures				
Assessor signature and date				
Candidate signature and date				
Quality Assurance Coordinator signature and date (where applicable)				
External Verifier signature and date (where applicable)				

Unit 209 Prepare, cook and finish meat, poultry and offal

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 tools and equipment that are clean and fit for purpose			
02. Select appropriate ingredients for meat, poultry and offal dishes being prepared			
03. Select meat, poultry and offal that is of the correct quality and quantity for recipe			
04. Prepare meat, poultry and offal using appropriate methods			
05. Cook meat, poultry and offal using appropriate methods monitoring quality points and making adjustments as required			
06. Finish meat, poultry and offal using appropriate methods to recipe requirements			
07. Store meat, poultry and offal not for immediate use			
08. Comply with personal hygiene and safety standards			
09. Plan work and estimate time realistically for all procedures			
Assessor signature and date			
Learner signature and date			
Quality Assurance Coordinator signature and date (where applicable)			
<i>External Verifier signature and date (where applicable)</i>			

Unit 209 Prepare, cook and finish meat, poultry and offal

Marking guidance

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

01 Select tools and equipment that are clean and fit for purpose

Candidates should take into account preparation methods, the method of cooking, the dish to be prepared, the number of portions and the small equipment needed in order to cook and serve the food.

02 Select appropriate ingredients for meat, poultry and offal dishes being prepared/ 03 Select meat, poultry and offal that is of the correct quality and quantity for recipe

Ingredients selected should be fresh and appropriate for dish requirements. Commodities used should be suitable for the preparation method and local produce should be used when appropriate.

04 Prepare meat, poultry and offal using appropriate methods

Candidates must use a range of different preparation methods (e.g. meat: skinning, trimming, mincing, tying; poultry: boning, stuffing, trussing; offal: slicing, skinning)

05 Cook meat, poultry and offal using appropriate methods monitoring quality points and making adjustments as required

Candidates must use a range of cooking methods including dry: roasting, grilling, frying, baking and wet: boiling, poaching, steaming, braising.

06 Finish meat, poultry and offal using appropriate methods to recipe requirements

07 Store meat, poultry and offal not for immediate use

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 personal hygiene and safety standards

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.

09 Plan work and estimate time realistically for all procedures

Candidates should demonstrate how they plan in a logical sequence with appropriate timings to comply with dish requirements and service times. They may produce a work plan for their own use and this is strongly recommended if a number of activities are completed on one assessment.

Unit 210 Prepare, cook and finish vegetables, fruit and pulses

Practical Task/Observation

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

- a) two vegetable dishes
- b) a fruit dish
- c) a pulse dish

Assessor Guidance

Candidates should complete **four** dishes as per the task. Assessors must choose **two** different types of vegetable suitable for the establishment to prepare and cook using **two** different cooking methods.

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

Unit 210 Prepare, cook and finish vegetables, fruit and pulses

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.

	Vegetable dish 1	Vegetable dish 2	Fruit dish	Pulse dish
Name completed dish:
01. Select tools and equipment that are clean and fit for purpose				
02. Select appropriate ingredients for vegetable, fruit and pulse dishes being prepared				
03. Select vegetables, fruit and pulses that are of the correct quality and quantity for recipe				
04. Prepare vegetables, fruit and pulses using appropriate methods				
05. Cook vegetables, fruit and pulses using appropriate methods monitoring quality points and making adjustments as required				
06. Finish vegetables, fruit and pulses using appropriate methods to recipe requirements				
07. Store vegetables, fruit and pulses not for immediate use				
08. Comply with personal hygiene and safety standards				
09. Plan work and estimate time realistically for all procedures				
Assessor signature and date				
Candidate signature and date				
Quality Assurance Coordinator signature and date (where applicable)				
External Verifier signature and date (where applicable)				

Unit 210 Prepare, cook and finish vegetables, fruit and pulses

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 tools and equipment that are clean and fit for purpose			
02. Select appropriate ingredients for vegetable, fruit and pulse dishes being prepared			
03. Select vegetables, fruit and pulses that are of the correct quality and quantity for recipe			
04. Prepare vegetables, fruit and pulses using appropriate methods			
05. Cook vegetables, fruit and pulses using appropriate methods monitoring quality points and making adjustments as required			
06. Finish vegetables, fruit and pulses using appropriate methods to recipe requirements			
07. Store vegetables, fruit and pulses not for immediate use			
08. Comply with personal hygiene and safety standards			
09. Plan work and estimate time realistically for all procedures			
Assessor signature and date			
Learner signature and date			
Quality Assurance Coordinator signature and date (where applicable)			
<i>External Verifier signature and date (where applicable)</i>			

Unit 210 Prepare, cook and finish vegetables, fruit and pulses

Marking guidance

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

01 Select tools and equipment that are clean and fit for purpose

Candidates should take into account preparation methods, the method of cooking, the dish to be prepared, the number of portions and the small equipment needed in order to cook and serve the food.

02 Select appropriate ingredients for vegetable, fruit and pulse dishes being prepared

03 Select vegetables, fruit and pulses that are of the correct quality and quantity for recipe

Ingredients selected should be fresh and appropriate for dish requirements. Commodities used should be suitable for the preparation method and local produce should be used when appropriate.

04 Prepare vegetables, fruit and pulses using appropriate methods

Candidates must use a range of different preparation methods (e.g. washing, peeling, trimming, scraping, cutting, shredding, de-seeding, stuffing, flavouring, picking out, soaking, boiling)

05 Cook vegetables, fruit and pulses using appropriate methods monitoring quality points and making adjustments as required

Candidates must use a range of cooking methods including dry: roasting, grilling, frying, baking; wet: boiling, poaching, steaming, braising.

06 Finish vegetables, fruit and pulses using appropriate methods to recipe requirements

07 Store vegetables, fruit and pulses not for immediate use

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 personal hygiene and safety standards

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.

09 Plan work and estimate time realistically for all procedures

Candidates should demonstrate how they plan in a logical sequence with appropriate timings to comply with dish requirements and service times. They may produce a work plan for their own use and this is strongly recommended if a number of activities are completed on one assessment.

Unit 211 Prepare, cook and finish rice, grain, farinaceous products and egg dishes

Practical Task/Observation

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

- a) a rice dish
- b) a grain dish
- c) a farinaceous dish
- d) an egg dish

Assessor Guidance

Candidates should complete **four** different dishes as per the task. Assessors must select dishes that are suitable for the establishment to prepare and cook using a variety of different preparation and cooking methods (e.g. stir-fried rice, baked pasta, braised grains, poached eggs).

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 and cooking methods prior to the assessment

Unit 211 Prepare, cook and finish rice, grain, farinaceous products and egg dishes

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 dish completed:	Rice dish	Grain dish	Farinaceous dish	Egg dish
01. Select tools and equipment that are clean and fit for purpose				
02. Select appropriate ingredients for rice dish, grain dish, farinaceous product or egg dish being prepared				
03. Select ingredients that are of the correct quality and quantity for the recipe				
04. Prepare rice, grains, farinaceous products or egg dishes using appropriate methods according to dish requirements				
05. Cook rice, grains, farinaceous products or egg dishes using appropriate methods monitoring quality points and making adjustments as required				
06. Finish rice dishes, grain dishes, farinaceous products or egg dishes using appropriate methods to dish requirements				
07. Store rice dishes, grain dishes, farinaceous products or egg dishes not for immediate use				
08. Comply with personal hygiene and safety standards				
09. Plan work and estimate time realistically for all procedures				
Assessor signature and date				
Candidate signature and date				
Quality Assurance Coordinator signature and date (where applicable)				
External Verifier signature and date (where applicable)				

Unit 211 Prepare, cook and finish rice, grain, farinaceous products and egg dishes

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 tools and equipment that are clean and fit for purpose				
02. Select appropriate ingredients for rice dish, grain dish, farinaceous product or egg dish being prepared				
03. Select ingredients that are of the correct quality and quantity for the recipe				
04. Prepare rice, grains, farinaceous products or egg dishes using appropriate methods according to dish requirements				
05. Cook rice, grains, farinaceous products or egg dishes using appropriate methods monitoring quality points and making adjustments as required				
06. Finish rice dishes, grain dishes, farinaceous products or egg dishes using appropriate methods to dish requirements				
07. Store rice dishes, grain dishes, farinaceous products or egg dishes not for immediate use				
08. Comply with personal hygiene and safety standards				
09. Plan work and estimate time realistically for all procedures				
Assessor signature and date				
Learner signature and date				
Quality Assurance Coordinator signature and date (where applicable)				
External Verifier signature and date (where applicable)				

Unit 211 Prepare, cook and finish rice, grain, farinaceous products and egg dishes

Marking guidance

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

01 Select tools and equipment that are clean and fit for purpose

Candidates should take into account preparation methods, the method of cooking, the dish to be prepared, the number of portions and the small equipment needed in order to cook and serve the food.

02 Select appropriate ingredients for rice dish, grain dish, farinaceous product or egg dish being prepared/ 03 Select ingredients that are of the correct quality and quantity for recipe

Ingredients selected should be fresh and appropriate for dish requirements. Commodities used should be suitable for the preparation method and local produce should be used when appropriate.

04 Prepare rice, grains, farinaceous products or egg dishes using appropriate methods to dish requirements

Candidates must use a range of different preparation methods (e.g. picking, washing, soaking, sweating, coating, boiling, straining, mixing, rolling, stuffing, chilling, saucing, grinding)

05 Cook rice, grains, farinaceous products or egg dishes using appropriate methods monitoring quality points and making adjustments as required

Candidates must use a range of methods e.g. boiling, steaming, braising, stewing, frying, gratinating, baking, poaching, scrambling, griddling

06 Finish rice dishes, grain dishes, farinaceous products or egg dishes using appropriate methods to recipe requirements

07 Store rice dishes, grain dishes, farinaceous products or egg dishes not for immediate use

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 personal hygiene and safety standards

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.

09 Plan work and estimate time realistically for all procedures

Candidates should demonstrate how they plan in a logical sequence with appropriate timings to comply with dish requirements and service times. They may produce a work plan for their own use and this is strongly recommended if a number of activities are completed on one assessment.

Unit 212 Prepare, cook and finish bakery products

Practical Task/Observation

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

- a) bread
- b) a pastry product
- c) a sponge product or cake
- d) biscuits

Assessor Guidance

Candidates should complete **four** different bakery tasks. Assessors must choose products suitable for the establishment to prepare and cook using a variety of different preparation and cooking methods.

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 products using the main ingredients prior to the assessment.

Unit 212 Prepare, cook and finish bakery products



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.

	Bread	Pastry Product	Sponge product/cake	Biscuits
Name of dish completed:
01. Select tools and equipment that are clean and fit for purpose				
02. Select appropriate ingredients for bakery products being prepared				
03. Select ingredients for bakery products that are of the correct quality and quantity for the recipe				
04. Prepare and bake products using appropriate methods				
05. Finish bakery products using appropriate methods to dish requirements				
06. Store bakery products not for immediate use				
07. Comply with personal hygiene and safety standards				
08. Plan work and estimate time realistically for all procedures				
Assessor signature and date				
Candidate signature and date				
Quality Assurance Coordinator signature and date (where applicable)				
External Verifier signature and date (where applicable)				

Unit 212 Prepare, cook and finish bakery products

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 tools and equipment that are clean and fit for purpose				
02. Select appropriate ingredients for bakery products being prepared				
03. Select ingredients for bakery products that are of the correct quality and quantity for the recipe				
04. Prepare and bake products using appropriate methods				
05. Finish bakery products using appropriate methods to dish requirements				
06. Store bakery products not for immediate use				
07. Comply with personal hygiene and safety standards				
08. Plan work and estimate time realistically for all procedures				
Assessor signature and date				
Learner signature and date				
Quality Assurance Coordinator signature and date (where applicable)				
<i>External Verifier signature and date (where applicable)</i>				

Unit 212 Prepare, cook and finish bakery products

Marking guidance

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

01 Select tools and equipment that are clean and fit for purpose

Candidates should take into account preparation methods, the method of cooking, the dish to be prepared, the number of portions and the small equipment needed in order to cook and serve the food.

02 Select appropriate ingredients for bakery products being prepared/ 03 Select ingredients for bakery products that are of the correct quality and quantity for recipe

Ingredients selected should be fresh and appropriate for dish requirements. Commodities used should be suitable for the preparation method and local produce should be used when appropriate.

04 Prepare and bake products using appropriate methods

Bread (leavened or unleavened); a pastry product to be made from either short crust, sweet, choux, puff or local pastry; any cake or sponge product (e.g. Victoria sponge, Swiss roll, Genoese) and biscuits (e.g. shortbread, petit fours).

05 Finish bakery products using appropriate methods to recipe requirements

Bakery products are to be finished in accordance to the dish specification (e.g. glazing, dusting, piping, portioning).

06 Store bakery products not for immediate use

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 personal hygiene and safety standards

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.

08 Plan work and estimate time realistically for all procedures

Candidates should demonstrate how they plan in a logical sequence with appropriate timings to comply with dish requirements and service times. They may produce a work plan for their own use and this is strongly recommended if a number of activities are completed on one assessment.

Unit 213 Prepare, cook and finish hot and cold desserts and puddings

Practical Task/Observation

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

- a) a hot dessert/pudding
- b) a cold dessert/pudding

Assessor Guidance

Candidates should complete **two** different dishes. Assessors must choose **two** desserts suitable for the establishment to prepare and cook using **two** different cooking methods (one hot, one cold).

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 desserts/puddings using the main ingredients and cooking methods prior to the assessment.

Unit 213 Prepare, cook and finish hot and cold desserts and puddings

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 dish completed:	Hot Dessert/Pudding	Cold Dessert/Pudding
01. Select tools and equipment that are clean and fit for purpose		
02. Select appropriate ingredients for hot and cold desserts and puddings being prepared		
03. Select ingredients for hot and cold desserts and puddings that are of the correct quality and quantity for recipe		
04. Prepare hot and cold desserts and puddings using appropriate methods according to dish requirements		
05. Cook hot and cold desserts and puddings using appropriate methods monitoring quality points and making adjustments as required		
06. Finish and decorate hot and cold desserts and puddings using appropriate methods to recipe requirements		
07. Check the quality of the finished hot and cold desserts and puddings before service		
08. Store hot and cold desserts and puddings not for immediate use		
09. Comply with personal hygiene and safety standards		
10. Plan work, estimate time and cost dishes realistically for all procedures		
Assessor signature and date		
Candidate signature and date		
Quality Assurance Coordinator signature and date (where applicable)		
External Verifier signature and date (where applicable)		

Unit 213 Prepare, cook and finish hot and cold desserts and puddings

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 tools and equipment that are clean and fit for purpose				
02. Select appropriate ingredients for hot and cold desserts and puddings being prepared				
03. Select ingredients for hot and cold desserts and puddings that are of the correct quality and quantity for recipe				
04. Prepare hot and cold desserts and puddings using appropriate methods according to dish requirements				
05. Cook hot and cold desserts and puddings using appropriate methods monitoring quality points and making adjustments as required				
06. Finish and decorate hot and cold desserts and puddings using appropriate methods to recipe requirements				
07. Check the quality of the finished hot and cold desserts and puddings before service				
08. Store hot and cold desserts and puddings not for immediate use				
09. Comply with personal hygiene and safety standards				
10. Plan work, estimate time and cost dishes realistically for all procedures				
Assessor signature and date				
Learner signature and date				
Quality Assurance Coordinator signature and date (where applicable)				
<i>External Verifier signature and date (where applicable)</i>				

Unit 213 Prepare, cook and finish hot and cold desserts and puddings

Marking guidance

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

01 Select tools and equipment that are clean and fit for purpose

Candidates should take into account preparation methods, the method of cooking, the dish to be prepared, the number of portions and the equipment needed in order to cook and serve the food.

02 Select appropriate ingredients for hot and cold desserts and puddings being prepared

03 Select ingredients for hot and cold desserts and puddings that are of the correct quality and quantity for recipe

Ingredients selected should be fresh and appropriate for dish requirements. Commodities used should be suitable for the preparation method and local produce should be used when appropriate.

04 Prepare hot and cold desserts and puddings using appropriate methods according to dish requirements

Candidates must use a range of different preparation methods (e.g. weighing, measuring, mixing, sifting, rubbing in, stirring, whisking, whipping, folding, lining, creaming, aeration, moulding)

05 Cook hot and cold desserts and puddings using appropriate methods monitoring quality points and making adjustments as required

Candidates must use a range of different methods e.g. boiling, poaching, steaming, baking, Bain Maire, stewing, frying, combination cooking.

06 Finish and decorate hot and cold desserts and puddings using appropriate methods to recipe requirements

Desserts to be finished in accordance to the dish specification (e.g. piping, filling, portioning, saucing)

07 Check the quality of the finished hot and cold desserts and puddings before service

08 Store hot and cold desserts and puddings not for immediate use

The completed dish must either be stored hot or ready for service, or cooled, covered, date labelled and kept refrigerated for later use.

09 Comply with personal hygiene and safety standards

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.

10 Plan work and estimate time realistically for all procedures

Candidates should demonstrate how they plan in a logical sequence with appropriate timings to comply with dish requirements and service times. They may produce a work plan for their own use and this is strongly recommended if a number of activities are completed on one assessment.

Appendix 1 Test Specification

Culinary Arts Principles

Unit number	No. of questions	%
105 Prepare food for cold presentation	1	2
202 Safety at work	10	20
206 Healthier foods and special diets	5	10
207 Prepare, cook and finish stocks, soups and sauces	6	12
208 Prepare, cook and finish fish and shellfish dishes	3	6
209 Prepare, cook and finish meat, poultry and offal	4	8
210 Prepare, cook and finish vegetables, fruit and pulses	3	6
211 Prepare, cook and finish rice, grain, farinaceous products and egg dishes	4	8
212 Prepare, cook and finish bakery products	3	6
213 Prepare, cook and finish hot and cold desserts and puddings	3	6
219 Catering operations, costs and menu planning	8	12
	50	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