

Level 3 Advanced Diploma in Food Preparation and Cookery Supervision (8065-04)

Assessment pack



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January 2012
Version 1.2 (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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- 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 short-answer question papers
- 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 question papers

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

- Food Preparation and Cookery Supervision Principles

Please refer to the International Directory on the Walled Garden for dates and times of each examination. Test specifications for each examination can be found in Appendix 1.

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 303 Supervise Staff Training

Practical Task/Observation

Candidates are required to plan, develop and monitor a staff training opportunity to demonstrate staff training and supervisory skills.

Assessor's guidance

The opportunity selected should be agreed with the tutor/assessor and should include training in one or more of:

- new product training
- staff induction training
- staff technical training (i.e. training on skills required for the role, training on new legislation).

The candidate should agree, plan and carry out the training, monitor and provide guidance where needed. The training provided may be on a one-to-one basis or for two to three people.

Unit 303 Supervise Staff Training



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 chosen event:	Training opportunity
01. Assess training needs of staff against organisational objectives	
02. Develop a structured training session	
03. Demonstrate training methods	
04. Provide materials and equipment to support training	
05. Monitor the progress of trainees	
06. Provide on-going guidance and instruction	
Assessor signature and date	
Candidate signature and date	
Quality Assurance Coordinator signature and date (where applicable)	
External Verifier signature and date (where applicable)	

Unit 303 Supervise Staff Training

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. Assess training needs of staff against organisational objectives			
02. Develop a structured training session			
03. Demonstrate training methods			
04. Provide materials and equipment to support training			
05. Monitor the progress of trainees			
06. Provide on-going guidance and instruction			
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 303 Supervise Staff Training

Marking Guidance

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

01 Assess training needs of staff against organisational objectives

The candidate should identify the objective of the training opportunity and assess the level of training required by identifying current skills and mapping them to the identified objective.

02 Develop a structured training session

The candidate should plan a training session with clear objectives and with a logical sequence. This will be evidenced through documentation provided by the candidate.

03 Demonstrate training methods

A variety of training methods should be used and may include a short PowerPoint presentation, a demonstration or the use of multimedia. This should be evidenced by observation from the assessor and through documentation provided by the candidate.

04 Provide materials and equipment to support training

The candidate should develop and provide suitable learning resources (e.g. hand-outs, physical resources – food items, recipes). This can be evidenced by observation from the assessor and through documentation provided by the candidate.

05 Monitor the progress of trainees

The candidate should check trainees understanding at regular intervals (e.g. by questioning, observation of the trainee) to ensure that learning is taking place. This should be evidenced by observation from the assessor and through documentation provided by the candidate.

06 Provide on-going guidance and instruction

The candidate should provide further support to the trainees as necessary and should find ways to communicate information in different ways to confirm understanding and to check that the objective of the training has been met.

Unit 306 Resource management in food preparation

Practical Activity/Observation

Candidates are required to plan and organise a hospitality and catering event in which they manage the physical resources required pre and during the event.

Assessor's guidance

Candidates should agree with the tutor/assessor the event. The event can be an internal or external function (e.g. internal: regular lunches, prize giving days, open days; external: themed events, outside catering).

The candidate should plan and organise the event recording how they meet each of the assessment criteria. The management of resources can be linked to other assessments within this qualification.

Unit 306 Resource management in food preparation

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.

	Type of event
Name of chosen event:
01. Determine the resources required	
02. Manage the storage of food items and chemicals	
03. Manage the storage of items of equipment	
04. Manage the maintenance of equipment	
05. Manage the efficient use of resources	
06. Maintain accurate records about resources	
Assessor signature and date	
Candidate signature and date	
Quality Assurance Coordinator signature and date (where applicable)	
External Verifier signature and date (where applicable)	

Unit 306 Resource management in food preparation

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. Determine the resources required			
02. Manage the storage of food items and chemicals			
03. Manage the storage of items of equipment			
04. Manage the maintenance of equipment			
05. Manage the efficient use of resources			
06. Maintain accurate records about resources			
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 306 Resource management in food preparation

Marking Guidance

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

01 – Determine the resources required

Resources include staff (adequate staffing accounting for breaks etc), equipment and commodities. This should be provided with written evidence of the resources identified as being required (e.g. work rotas, requisitions)

02 – Manage the storage of food items and chemicals

The candidate should demonstrate how to manage the storage of food items and chemicals (e.g. storage, receipt, resource allocation). This may be evidenced by observation from the assessor but must be shown through documentation provided by the candidate.

03 - Manage the storage of items of equipment / 04 – Manage the maintenance of equipment

The candidate should demonstrate the supervision of cleaning, storage (secure), checking (e.g. cable checks, reassembly, knife sharpening) and reporting of items damaged and requiring maintenance. This may be evidenced by observation from the assessor but must be shown through documentation provided by the candidate.

05 – Manage the efficient use of resources / 06. Maintain accurate records about resources

The candidate should ensure that requisitions meet requirements (quantity, quality), net portion control, wastage during preparation and post-service (food costs) and staff are deployed effectively (duty rota). This can be evidenced by observation from the assessor and through documentation provided by the candidate.

Unit 307 Menu planning and costing

Practical Task/Observation

Candidates are required to plan, prepare and cost **two** menus based on **two** different styles of cuisine.

Assessor's guidance

Candidates should agree with the tutor/assessor the meal occasions (e.g. table d'hôte, à la carte, dessert menus, function menus, speciality menus, ethnic menus, lunch/dinner menus) for each menu and the number of covers. The menus should include a range of dishes.

For each meal occasion, candidates should:

- calculate the costs of dishes
- calculate the food cost per portion of each dish
- determine the selling price of the different dishes
- determine the break even point, gross profit and net profit for each meal occasion

Unit 307 Menu planning and costing

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.

Style of cuisine		Menu 1	Menu 2
	
01. Plan a menu to include different styles of cuisine			
02. Provide recipes including ingredients and preparation methods for the menu			
03. Identify means of portion control			
04. Calculate the cost of a portion for each dish			
05. Calculate:	gross profit		
	net profit		
	selling price		
	break even point		
Assessor signature and date			
Candidate signature and date			
Quality Assurance Coordinator signature and date (where applicable)			
External Verifier signature and date (where applicable)			

Unit 307 Menu planning and costing

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 a menu to include different styles of cuisine				
02. Provide recipes including ingredients and preparation methods for the menu				
03. Identify means of portion control				
04. Calculate the cost of a portion for each dish				
05. Calculate:	gross profit			
	net profit			
	selling price			
	break even point			
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 307 Menu planning and costing

Marking Guidance

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

01 Plan a menu to include different styles of cuisine

Candidates should be encouraged to prepare different menus from different cultures. Styles of cuisine may include Oriental, South/North American, Mediterranean, Western/Eastern European, Asian, Antipodean and African. The number of covers is to be determined by the centre.

02 Provide recipes including ingredients and preparation methods for the menu

Recipes should be scaled to the number of covers selected by the centre.

03 Identify means of portion control

Candidates need to state how they will control the portions of each dish both in terms of commodities used and service methods and equipment.

04 Calculate the cost of a portion for each dish

Candidates are required to calculate the cost of one portion for each dish. This will involve the accurate calculation of commodity costs to confirm the correct selling price. The cost per portion must reflect current portioning costing and should be checked thoroughly by the assessor.

05 Calculate:

This calculation should be performed for the whole menu. The assessor should advise the candidate of required profit margins. Calculations should be checked for accuracy and the selling price should reflect correct current local pricing.

Unit 309 Supervise food production

Practical Task/Observation

Candidates are required to plan and supervise the food production operations for an event.

Assessor's guidance

Candidates should agree with the tutor/assessor the event. The event can be an internal or external function (e.g. internal: regular lunches, prize giving days, open days; external: themed events, outside catering). The candidate should plan the resources required (staff, equipment, commodities) and supervise the food production at the event.

Unit 309 Supervise food production

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 chosen event:	Event type
01. Plan resources for a food production operation	
02. Produce documentation for a food production operation	
03. Comply with food safety requirements in the handling and storage of food items	
04. Manage own areas of responsibility for risks	
05. Manage the production of food to timescales	
06. Monitor the quality of food at point of service	
07. Supervise food service delivery	
Assessor signature and date	
Candidate signature and date	
Quality Assurance Coordinator signature and date (where applicable)	
External Verifier signature and date (where applicable)	

Unit 309 Supervise food production

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 resources for a food production operation			
02. Produce documentation for a food production operation			
03. Comply with food safety requirements in the handling and storage of food items			
04. Manage own areas of responsibility for risks			
05. Manage the production of food to timescales			
06. Monitor the quality of food at point of service			
07. Supervise food service delivery			
Assessor signature and date			
Candidate signature and date			
Quality Assurance Coordinator signature and date (where applicable)			
External Verifier signature and date (where applicable)			

Unit 309 Supervise food production

Marking Guidance

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

01 Plan resources for a food production operation

Resources include staff (adequate staffing accounting for breaks etc), equipment and commodities. This should be provided with written evidence of the resources identified as being required (e.g. work rotas, requisitions)

02 Produce documentation for a food production operation

The candidate should retain documentation with information relating to staff rota, menu, requisition/food orders, cleaning schedules and dish specifications.

03 Comply with food safety requirements in the handling and storage of food items

The candidate must ensure that the team complies with appropriate legislation at all times. The candidate should identify the relevant food safety legislation and ensure that the team complies with this at all time. The assessor should ensure this legislation is followed and that evidence of compliance is provided where applicable (e.g. temperature checks).

04 Manage own areas of responsibility for risks

The candidate must demonstrate their responsibility for assessing risks both prior to and during the event. This can be evidenced by observation from the assessor and through documentation provided by the candidate.

05 Manage the production of food to timescales

The candidate must plan the allocation of duties to ensure food is delivered to acceptable timescales and to correct quality standards. This can be evidenced by observation from the assessor and through documentation provided by the candidate, including feedback received.

06 Monitor the quality of food at point of service

The candidate having identified quality points should monitor food through to the point of service to ensure standards are maintained. This can be observed by the assessor.

07 Supervise food service delivery

The candidate should ensure that dispatch of food meets quality standards, occurs in sequence and within agreed time scales. This can be observed by the assessor or documented through feedback received.

Appendix 1 Test Specification

Food Preparation and Cookery Supervision Principles

Unit number	%
303 Supervise staff training	15
305 Food safety supervision for catering	30
306 Resource management in food preparation	12.5
307 Menu planning and costing	12.5
308 Global influences on eating and drinking	17.5
309 Supervise food production	12.5
	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