

Level 2 Diploma in Food Preparation and Cooking (Patisserie) (8065-03)

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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- 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
- Patisserie 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)
- 222 (Patisserie 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)
- 522 (Patisserie 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 214 Prepare, cook and finish cakes, biscuits and sponge products

Practical Task/Observation

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

- a) a cake
- b) biscuits
- c) a sponge product

Assessor Guidance

Candidates should complete **three** different bakery tasks. The products should be agreed with the Tutor/Assessor and be 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 cakes, biscuits and sponge products using the main ingredients prior to the assessment.

Unit 214 Prepare, cook and finish cakes, biscuits and sponge 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.

Name of completed dish:	Cake	Biscuit	Sponge Product
01. Ensure that all tools and equipment required are clean and fit for purpose			
02. Select appropriate ingredients for biscuits, cakes and sponge products being prepared			
03. Ensure that all ingredients are of the correct quality and quantity for recipe			
04. Prepare and bake biscuits, cakes and sponge products using appropriate methods			
05. Finish biscuits, cakes and sponge products using appropriate method to recipe requirements			
06. Store biscuits, cakes and sponge products not for immediate use			
07. Comply with personal hygiene and safety standards			
08. 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 214 Prepare, cook and finish cakes, biscuits and sponge 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. Ensure that all tools and equipment required are clean and fit for purpose			
02. Select appropriate ingredients for biscuits, cakes and sponge products being prepared			
03. Ensure that all ingredients are of the correct quality and quantity for recipe			
04. Prepare and bake biscuits, cakes and sponge products using appropriate methods			
05. Finish biscuits, cakes and sponge products using appropriate method to recipe requirements			
06. Store biscuits, cakes and sponge products not for immediate use			
07. Comply with personal hygiene and safety standards			
08. 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)			
<i>External Verifier signature and date (where applicable)</i>			

Unit 214 Prepare, cook and finish cakes, biscuits and sponge products

Marking Guidance

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

01 Ensure that all tools and equipment required 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 biscuits, cakes and sponge products being prepared

03 Ensure that all ingredients 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 biscuits, cakes and sponge products using appropriate methods

05 Finish biscuits, cakes and sponge products using appropriate method to recipe requirements

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

06 Store biscuits, cakes and sponge 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, estimate time and cost dishes 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 215 Prepare, cook and finish pastry products

Practical Task/Observation

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

- a) two pastry products, including one using choux pastry

Assessor Guidance

Candidates should complete **two** different pastry dishes, including one using choux pastry. They 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 pastry products using the main ingredients prior to the assessment.

Unit 215 Prepare, cook and finish pastry 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.

	Pastry dish 1	Pastry dish 2
01. Ensure that all tools and equipment required are clean and fit for purpose		
02. Select appropriate ingredients for pastry products being prepared		
03. Ensure that all ingredients are of the correct quality and quantity for recipe		
04. Prepare and bake pastry products using appropriate methods		
05. Finish pastry products using appropriate method to recipe requirements		
06. Store bakery products not for immediate use		
07. Comply with personal hygiene and safety standards		
08. 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 215 Prepare, cook and finish pastry 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. Ensure that all tools and equipment required are clean and fit for purpose			
02. Select appropriate ingredients for pastry products being prepared			
03. Ensure that all ingredients are of the correct quality and quantity for recipe			
04. Prepare and bake pastry products using appropriate methods			
05. Finish pastry products using appropriate method to recipe requirements			
06. Store bakery products not for immediate use			
07. Comply with personal hygiene and safety standards			
08. 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)			
<i>External Verifier signature and date (where applicable)</i>			

Unit 215 Prepare, cook and finish pastry products

Marking Guidance

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

01 Ensure that all tools and equipment required 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 pastry products being prepared

03 Ensure that all ingredients 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 pastry products using appropriate methods

05 Finish pastry products using appropriate method to recipe requirements

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

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, estimate time and cost dishes 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 216 Prepare, cook and finish dough products

Practical Task/Observation

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

- a) a fermented dough product
- b) an unfermented dough product

Assessor Guidance

Candidates should complete **two** different dough products. The products should be agreed with the Tutor/Assessor and be 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 dough products using the main ingredients and cooking methods prior to the assessment.

Unit 216 Prepare, cook and finish dough 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.

Name of completed dish:	Fermented	Unfermented
01. Ensure that all tools and equipment required are clean and fit for purpose		
02. Select appropriate ingredients for dough products being prepared		
03. Ensure that the ingredients for dough products are of the correct quality and quantity for recipe		
04. Prepare and cook dough products using appropriate methods		
05. Finish dough products using appropriate methods to recipe requirements		
06. Store dough products not for immediate use		
07. Comply with personal hygiene and safety standards		
08. 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 216 Prepare, cook and finish dough 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. Ensure that all tools and equipment required are clean and fit for purpose			
02. Select appropriate ingredients for pastry products being prepared			
03. Ensure that all ingredients are of the correct quality and quantity for recipe			
04. Prepare and bake pastry products using appropriate methods			
05. Finish pastry products using appropriate method to recipe requirements			
06. Store bakery products not for immediate use			
07. Comply with personal hygiene and safety standards			
08. 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)			
<i>External Verifier signature and date (where applicable)</i>			

Unit 216 Prepare, cook and finish dough products

Marking guidance

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

01 Ensure that all tools and equipment required 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 dough products being prepared

03 Ensure that all ingredients 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 cook dough products using appropriate methods

05 Finish dough products using appropriate method to recipe requirements

06 Store dough 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, estimate time and cost dishes 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 217 Prepare, cook and finish hot desserts and puddings

Practical Task/Observation

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

- a) a hot dessert/pudding

Assessor Guidance

The hot dessert or pudding should be agreed with the Tutor/Assessor and be 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 a selection of small and large equipment in order to perform the task in hand.

Candidates should have practiced preparing a variety of hot desserts and puddings using the main ingredients and cooking methods prior to the assessment.

Unit 217 Prepare, cook and finish hot 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 completed dish:	Hot dessert/pudding
01. Ensure that all tools and equipment required are clean and fit for purpose	
02. Select appropriate ingredients for hot desserts and puddings being prepared	
03. Ensure that the ingredients for hot desserts and puddings are of the correct quality and quantity for recipe	
04. Prepare hot desserts and puddings using appropriate methods according to dish requirements	
05. Cook hot desserts and puddings using appropriate methods monitoring quality points and making adjustments as required	
06. Finish and decorate hot desserts and puddings using appropriate methods to recipe requirements	
07. Check the quality of the finished hot desserts and puddings before service	
08. Store hot 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 217 Prepare, cook and finish hot 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. Ensure that all tools and equipment required are clean and fit for purpose			
02. Select appropriate ingredients for hot desserts and puddings being prepared			
03. Ensure that the ingredients for hot desserts and puddings are of the correct quality and quantity for recipe			
04. Prepare hot desserts and puddings using appropriate methods according to dish requirements			
05. Cook hot desserts and puddings using appropriate methods monitoring quality points and making adjustments as required			
06. Finish and decorate hot desserts and puddings using appropriate methods to recipe requirements			
07. Check the quality of the finished hot desserts and puddings before service			
08. Store hot 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)			
<i>External Verifier signature and date (where applicable)</i>			

Unit 217 Prepare, cook and finish hot desserts and puddings

Marking Guidance

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

01 Ensure that all tools and equipment required is 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 hot desserts and puddings being prepared

03 Ensure that all ingredients for hot desserts and puddings 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 desserts and puddings using appropriate methods according to dish requirements

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

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

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

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

08 Store hot 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, estimate time and cost dishes 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 218 Prepare and finish cold desserts

Practical Task/Observation

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

- a) a cold dessert

Assessor Guidance

The cold dessert should be agreed with the Tutor/Assessor and be 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 a selection of small and large equipment in order to perform the task in hand.

Candidates should have practiced preparing a variety of cold desserts using the main ingredients and cooking methods prior to the assessment.

Unit 218 Prepare and finish cold desserts



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.

	Cold dessert/pudding
Name completed dish:
01. Ensure that all tools and equipment required are clean and fit for purpose	
02. Select appropriate ingredients for cold desserts being prepared	
03. Ensure that the ingredients for cold desserts are of the correct quality and quantity for recipe	
04. Prepare cold desserts using appropriate methods according to dish requirements	
05. Cook cold desserts using appropriate methods monitoring quality points and making adjustments as required	
06. Finish and decorate cold desserts using appropriate methods to recipe requirements	
07. Check the quality of the finished cold desserts before service	
08. Store cold desserts 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 218 Prepare and finish cold desserts

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. Ensure that all tools and equipment required are clean and fit for purpose			
02. Select appropriate ingredients for cold desserts being prepared			
03. Ensure that the ingredients for cold desserts are of the correct quality and quantity for recipe			
04. Prepare cold desserts using appropriate methods according to dish requirements			
05. Cook cold desserts using appropriate methods monitoring quality points and making adjustments as required			
06. Finish and decorate cold desserts using appropriate methods to recipe requirements			
07. Check the quality of the finished cold desserts before service			
08. Store cold desserts 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)			
<i>External Verifier signature and date (where applicable)</i>			

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Marking Guidance

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

01 Ensure that all tools and equipment required 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 cold desserts being prepared

03 Ensure that the ingredients for cold desserts 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 cold desserts using appropriate methods according to dish requirements

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

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

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

07 Check the quality of the finished cold dessert before service

08 Store cold desserts not for immediate 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, estimate time and cost dishes 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

Patisserie principles

Unit number	No. of questions	%
202 Safety at work	10	25
214 Prepare, cook and finish cakes, biscuits and sponge products	8	20
215 Prepare, cook and finish pastry products	6	15
216 Prepare, cook and finish dough products	4	10
217 Prepare, cook and finish hot desserts and puddings	6	15
218 Prepare, cook and finish cold dessert	6	15
	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