

SVQ2 in Kitchen Services at SCQF Level 5

Candidate Logbook

SVQ

January 2012

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Section 1: SVQ2 in Kitchen Services at SCQF Level 5

Introduction

This document contains information specific to the Edexcel SVQ2 in Kitchen Services at SCQF Level 5.

National Occupational Standards and SVQs

The standards, Assessment Strategy and qualification structures for hospitality are owned by people 1st, who reviewed these National Occupational Standards. The SVQs have been developed from the National Occupational Standards.

The Edexcel SVQ2 in Kitchen Services at SCQF Level 5 gives recognition of candidates' skills, knowledge and understanding. It allows candidates to gain a qualification in the workplace that relates to their job and promotes good working practice.

You can contact the Sector Skills Council (SSC) at:

People 1st
2nd Floor, Armstrong House
28 Market Square
Uxbridge
UB8 1LH

Telephone: 01895 817000
Website: www.people1st.co.uk

SVQs are designed to be assessed in the workplace, or in conditions resembling the workplace. However, simulation of real working practice might be permitted. Where this is allowed it will be shown in the individual units, within the standards that are in this logbook.

Simulation must be carried out in conditions resembling the workplace. These conditions are described as being a 'realistic working environment' (RWE).

Which SVQ in Kitchen Services is available?

The SVQ in Kitchen Services is available as follows:

Edexcel SVQ2 in Kitchen Services at SCQF Level 5

What is the structure of the SVQ2 in Kitchen Services at SCQF Level 5

To achieve the whole qualification at Level 5, you must prove competence in all three **mandatory units** and eight **optional units**.

This comprises of:

- all of the mandatory units
- at least three units from Group A
- at least five units from Group B.

Mandatory units for the SVQ2 in Kitchen Services at SCQF Level 5

You must achieve **all** of the units listed below:

Unit number	Unit code	Title	Unit credit	SCQF level
1	2GEN3/09	Maintain food safety when storing, preparing and cooking food	4	6
2	1GEN4/09	Work effectively as part of a hospitality team	3	4
3	1GEN1/09	Maintain a safe, hygienic and secure working environment	3	4

Optional units for the SVQX2 in Kitchen Services at SCQF Level 5 - Group A

You must achieve three of the units listed below:

Unit number	Unit code	Title	Unit credit	SCQF level
4	1FC1	Cook vegetables	3	4
5	1FP2	Prepare and finish simple salad and fruit dishes	2	4
6	1FPC1	Prepare and cook fish	3	4
7	11FPC2	Prepare and cook meat and poultry	4	4
8	1PR1	Prepare hot and cold sandwiches	2	4
9	1FS4	Provide a counter/takeaway service	3	4
11	1PR20	Present menu items according to a defined brand standard	3	4
10	1PR28	Maintain an efficient use of resources in the kitchen	3	5

Optional units for the SVQX2 in Kitchen Services at SCQF Level 5 - Group B

You must achieve five of the units listed below:

Unit number	Unit code	Title	Unit credit	SCQF level
12	2PR14	Produce basic hot and cold desserts	3	5
13	2PR15	Produce cold starters and salads	3	5
14	2PR17	Produce healthier dishes	3	5
15	2PR19	Maintain an efficient use of food resources	4	5
16	2PR27	Promote new menu items	3	5
17	2PR21	Prepare, operate and clean specialist food preparation and cooking equipment	4	5
18	2P&C2	Set up and close kitchen	4	5
19	2P&C1	Complete kitchen documentation	3	5

Section 2: Examples of forms

Collecting your evidence

This section contains examples of the forms you, your assessor and the internal verifier will use while you are undertaking your Edexcel SVQ2 in Kitchen Services at SCQF Level 5.

The forms are:

- Form 1: Portfolio title page
- Form 2: Personal profile
- Form 3: Contents checklist
- Form 4: Index of evidence
- Form 5: Unit assessment plan
- Form 6: Unit progress and sign-off record
- Form 7: Element achievement record
- Form 8: Knowledge evidence record
- Form 9: Personal statement
- Form 10: Observation record
- Form 11: Witness testimony
- Form 12: Expert witness evidence record
- Form 13: Record of questions and candidate's answers.

You should ask your assessor for further advice and support if you are still unsure about how to use the forms and who should complete them.

Example form 1 – Portfolio title page

Name:	
Job title:	
Name of employer/training provider/college:	
Their address:	
Postcode:	
Telephone number (Home):	(Work):
Email address:	Fax number:
SVQ:	
Level:	
Units submitted for assessment:	
Mentor/Supervisor:	
(Please provide details of mentor's/supervisor's experience):	
Assessor:	Date:

Example form 2 – Personal profile

Name:	
Address:	
Postcode:	
Telephone number (Home):	(Work):
Email address:	Fax number:
Job title:	
Relevant experience	
Description of your current job:	
Previous work experience or attach copy of a current CV:	
Qualifications and training and/or attach copy of a current CV:	

continued overleaf...

Voluntary work/interests:	
Name of employer/training provider/college:	
Address:	
Postcode:	
Telephone number (work):	Fax number:
Email address:	
Type of business, if employer:	
Number of staff:	
Structure of organisation (including chart or diagram if available):	

Example form 3 – Contents checklist

SVQ title:		
Candidate:		
	Completed?	Page/section number
Title page for the portfolio		
Personal profile <ul style="list-style-type: none"> • your own personal details • a brief CV or career profile • description of your job • information about your employer/training provider/college 		
Summary of the units		
Completed units <ul style="list-style-type: none"> • signed by yourself, your assessor and the internal verifier (where relevant) • reference numbers included • unit assessment plans 		
Unit progress records		
Index of evidence (with cross-referencing information completed)		
Evidence (with reference numbers) <ul style="list-style-type: none"> • observation records • details of witnesses (witness testimony sheets) • personal statements 		

Example form 5 – Unit assessment plan

SVQ title:				
Unit:				
Candidate:			Assessor:	
Normal working activities performed				
	Typical evidence	Work area	Expected completion date	Links to other units/elements
Element:				
Element:				
Element:				
Activities needing to be performed				
Element:				
Element:				
Element:				
Additional comments				
Assessor's signature:			Date:	
Candidate's signature:			Date:	

Example form 7 – Work log

SVQ title and level:				
Unit/element(s):				
Candidate:				
Purpose of statement:				
Evidence index number:				
Date	Evidence index number	Details of statement	Links to other evidence <i>(enter numbers)</i>	Units, elements and PCs covered
Candidate's signature:			Date:	
Assessor's signature:			Date:	

Example form 8 – Observation record

SVQ title and level:	
Unit/element(s):	
Candidate:	Date of observation:
Evidence index number:	
Skills/activities observed:	PCs and range covered:
Knowledge and understanding apparent from this observation:	
Other units/elements to which this evidence may contribute:	
Assessor comments and feedback to candidate:	
I can confirm the candidate's performance was satisfactory.	
Assessor's signature:	Date:
Candidate's signature:	Date:

Example form 9 – Witness testimony

SVQ title and level:	
Candidate name:	
Evidence index number:	
Where applicable, evidence number to which this testimony relates:	
Unit:	
Element(s):	
Range:	
Date of evidence:	
Witness name:	
Relationship to candidate:	
Details of testimony:	
I can confirm the candidate's evidence is authentic and accurate.	
Witness signature:	
Name:	Date:
Contact telephone number:	
Please tick (✓) the appropriate box.	
<input type="checkbox"/>	Qualified as an assessor for workplace performance
<input type="checkbox"/>	Familiar with the SVQ standards to which the candidate is working

Example form 10 – Expert witness evidence record

SVQ title and level:	
Candidate name:	
Evidence index number:	
Where applicable, evidence number to which this testimony relates:	
Unit:	
Element(s):	
Date of evidence:	
Expert witness name:	
Relationship to candidate:	
Details of testimony:	
I can confirm the candidate's evidence is authentic and accurate.	
Expert witness signature:	
Name:	Date:
Contact telephone number:	

Please tick (✓) the appropriate box.	
<input type="checkbox"/>	Qualified as an assessor for workplace performance
<input type="checkbox"/>	Relevant professional work role that involves evaluating everyday staff practice
<input type="checkbox"/>	Current expertise
<input type="checkbox"/>	Familiar with the SVQ standards to which the candidate is working

Example form 11 – Record of questions and candidate’s answers

SVQ title and level:	
Candidate name:	
Unit:	Element(s):
Evidence index number:	
Circumstances of assessment:	
List of questions and candidate’s responses:	
Q:	
A:	
Q:	
A:	
Assessor’s signature:	Date:
Candidate’s signature:	Date:

Section 3: Logbook

	Page number
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Unit 19: Complete kitchen documentation	271

Mandatory units

What you must know

To achieve this element you must give sufficient evidence to demonstrate your knowledge and understanding for each standard.

Knowledge	Type of evidence	Date
For the whole unit		
K1 How to operate a food safety management system		
K2 The concept of hazards to food safety in a catering operation, and the necessity of controlling these hazards in order to remove or keep risks to a safe level		
K3 What might happen if these hazards are not controlled		
K4 The types of hazards that you are likely to come across in a catering operation		
K5 How you must control these hazards by cooking, chilling (including storage), cleaning and the avoidance of cross contamination		
K6 Why monitoring is important and key stages in the process		
K7 The importance of knowing what to do when things go wrong		
K8 The role of record-keeping		
K9 Why some hazards are more important than others in terms of food safety		
K10 Who you should report to if you believe there are food safety hazards		
For Element 2GEN3/09.1		
K11 Why you must wear clean and hygienic clothes appropriate to your job		
K12 Why you must tie your hair back and/or wear appropriate hair covering		
K13 What types of protective clothing is appropriate for different jobs in the storage, preparation and cooking of food		

Knowledge	Type of evidence	Date
K14 The food safety hazards that jewellery and accessories can cause		
K15 When you should change clothing and why this is important		
K16 Why you must wash your hands thoroughly after going to the toilet; before going into food preparation and cooking areas; after touching raw food and waste and before handling ready-to-eat food		
K17 How you wash your hands safely		
K18 Why it is important not to handle food if you have open wounds (including boils and septic cuts), and what to do if you have an open wound		
K19 Why it is important to report illnesses and infections promptly and why stomach illnesses are particularly important		
K20 Why it is important to avoid: touching face, nose or mouth; blowing your nose; chewing gum; eating; smoking — when you are working with food		
For Element 2GEN3/09.2		
K21 Why surfaces and equipment must be clean, hygienic and suitable for the intended use before beginning a new task and how to ensure this		
K22 Why it is important only to use clean and suitable cloths when cleaning between tasks, and how to ensure this is done		
K23 Why surfaces and equipment that are damaged or have loose parts can be hazardous to food		
K24 The types of damaged surfaces and equipment that can cause food safety hazards, and what to do about them		
K25 Why it is important to clear and dispose of waste promptly and safely, and how to do so		

Knowledge	Type of evidence	Date
K26 How damage to walls, floors, ceilings, furniture, food equipment and fittings can cause food safety hazards, and the type of damage you should look for		
K27 The types of pests that you may find in catering operations, and recognising the signs that they may be there		
For Element 2GEN3/09.3		
K28 Why it is important to make sure food deliveries are undamaged, at the correct temperature and within their 'use-by date' and how to do this		
K29 Why it is important to prepare food for storage – for example by removing and disposing of outer packaging (while retaining any important labelling information, eg instructions for use, information on allergens)		
K30 Why food must be put in the correct storage area, and the temperatures that different foods should be stored at		
K31 Why it is important that storage areas are clean and tidy, and what to do if they are not		
K32 Why it is important to store food at the correct temperatures, and how to achieve this		
K33 What types of food are raw and what types are ready-to-eat		
K34 Why it is important to separate raw and ready-to-eat food		
K35 Why stock rotation procedures are important, and why you must dispose of food beyond its 'use-by date'		
For Element 2GEN3/09.4		
K36 Why and when it is necessary to defrost foods before cooking and how to do so safely and thoroughly		
K37 How to recognise conditions leading to food safety hazards during preparation and cooking and what to do if you find any		

Knowledge	Type of evidence	Date
K38 Why it is important to know that certain foods can cause allergic reactions and the procedures you should follow in your organisation to deal with these foods, including what you should do if a customer asks if a particular dish is free from a certain food allergen		
K39 How cross-contamination can happen between, for example, raw food, food in storage and preparation and food that is ready to eat — and how to avoid this		
K40 Why you should use thorough cooking and reheating methods		
K41 Cooking/reheating methods, temperatures and times you must use for the food you work with		
K42 How to check that the food you work with is thoroughly cooked/safely reheated		
K43 Why it is important to make sure food is at the correct temperature before and during holding, prior to serving it to the customer, and how to do so		
K44 The types of cooked foods you may need to chill or freeze because they are not for immediate consumption and how to do so safely		

Additional evidence (if applicable):

	<p>O = direct observation of the learner's performance by their assessor</p> <p>Q&A = outcomes from oral or written questioning</p> <p>P = products of the learner's work</p> <p>RA = personal statements and/or reflective accounts</p> <p>S = outcome from simulation, where permitted by the assessment strategy</p>	<p>PD = professional discussion</p> <p>A = assignment, project/case studies</p> <p>WT = authentic statements/witness testimony</p> <p>EPW = expert witness testimony</p> <p>RPL = evidence of recognition of prior learning</p>
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I confirm that the evidence detailed in this Unit is my own work and meets the requirements of the National Occupational standards.

Candidate signature: _____ Date: _____

I confirm that the candidate has achieved all the requirements of this Unit.

Assessor signature: _____ Date: _____

Countersigning assessor signature (if applicable): _____ Date: _____

I confirm that the candidate's sampled work meets the standards specified for this Unit and may be presented for external verification.

Internal verifier signature: _____ Date: _____

Countersigning internal verifier (if applicable): _____ Date: _____

Element 2GEN3/09.1

Keep yourself clean and hygienic

What you must cover:

C1 Clothes (at least 4 from)

- a) Trousers
- b) Tops/Jackets
- c) Coats
- d) Disposable gloves
- e) Shoes
- f) Headgear
- g) Aprons

C2 Appropriate times to wash your hands (at least 5 from)

- a) After going to the toilet or in contact with faeces
- b) When going into food preparation and cooking areas including after any work breaks
- c) After touching raw food and waste
- d) Before handling raw food
- e) After disposing of waste
- f) After cleaning
- g) Changing dressings or touching open wounds

C3 Unsafe behaviour (at least none from)

- a) Failure to wash hands thoroughly when necessary
- b) Touching your face, nose or mouth, blowing your nose
- c) Chewing gum
- d) Eating
- e) Smoking
- f) Scratching

What you must do

To achieve this element you must give sufficient evidence to demonstrate your competence for each standard.

Practical	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date
To meet the national standard you must:									
1	Wear clean and hygienic clothes, appropriate to the jobs you are doing								
2	Tie hair back and/or wear appropriate hair covering								
3	Only wear jewellery and other accessories that do not cause food safety hazards								
4	Change your clothes when necessary								
5	Wash your hands thoroughly at appropriate times								

Practical	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date
6	Avoid unsafe behaviour that could contaminate the food you are working with								
7	Report any cuts, boils, grazes, illness and infections promptly to the appropriate person								
8	Make sure any cuts, boils, skin infections and grazes are treated and covered with an appropriate dressing								

Element: 2GEN3/09.1 Keep yourself clean and hygienic

What you must cover: (Assessor to record range with reference to element requirements)

Practical	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date
C1 Clothes									
a) Trousers									
b) Tops/jackets									
c) Coats									
d) Disposable gloves									
e) Shoes									
F) Headgear									
G) Aprons									
C2 Appropriate times to wash your hands									
a) After going to the toilet or in contact with faeces	A								
b) When going into food preparation and cooking areas including after any work breaks									
c) After touching raw food and waste									

Additional evidence (if applicable):

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	O = direct observation of the learner's performance by their assessor	PD = professional discussion
Column key:	Q&A = outcomes from oral or written questioning	A = assignment, project/case studies
	P = products of the learner's work	WT = authentic statements/witness testimony
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	S = outcome from simulation, where permitted by the assessment strategy	RPL = evidence of recognition of prior learning

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Candidate signature: _____ Date: _____

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Countersigning assessor signature (if applicable): _____ Date: _____

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Internal verifier signature: _____ Date: _____

Countersigning internal verifier (if applicable): _____ Date: _____

Element 2GEN3/09.2

Keep your working area clean and hygienic

What you must cover:

C4 Surfaces and equipment (at least 2 from)

- a) Surfaces and utensils for preparing, cooking and holding food
- b) Surfaces and utensils used for displaying and serving food
- c) Appropriate cleaning equipment

What you must do

To achieve this element you must give sufficient evidence to demonstrate your competence for each standard.

Practical	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date
To meet the national standard you must:									
9	Make sure surfaces and equipment are clean and in good condition								
10	Use clean and suitable cloths and equipment for wiping and cleaning between tasks								
11	Remove from use any surfaces and equipment that are damaged or have loose parts, and report them to the person responsible for food safety								

Practical	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date
12	Dispose of waste promptly, hygienically and appropriately								
13	Identify, take appropriate action on and report to the appropriate person, any damage to walls, floors, ceilings, furniture and fittings								
14	Identify, take appropriate action on and report to the appropriate person, any signs of pests								

Element: 2GEN3/09.2 Keep your working area clean and hygienic

What you must cover: (Assessor to record range with reference to element requirements)

Practical	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date
C4 Surfaces and equipment									
a) Surfaces and utensils for preparing, cooking and holding food									
b) Surfaces and utensils used for displaying and serving food									
c) Appropriate cleaning equipment									

Additional evidence (if applicable):

--

	O = direct observation of the learner's performance by their assessor	PD = professional discussion
Column key:	Q&A = outcomes from oral or written questioning	A = assignment, project/case studies
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Internal verifier signature: _____ Date: _____

Countersigning internal verifier (if applicable): _____ Date: _____

Element 2GEN3/09.3

Store food safely

What you must cover:

C5 Storage areas (at least 2 from)

- a) Ambient temperature
- b) Refrigerator
- c) Freezer

What you must do

To achieve this element you must give sufficient evidence to demonstrate your competence for each standard.

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
To meet the national standard you must:									
15 Check that food is undamaged, is at the appropriate temperature and within its 'use by date' on delivery									
16 Look at and retain any important labelling information									
17 Prepare food for storage and put it in the correct storage area as quickly as necessary to maintain its safety									

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
18 Make sure storage areas are clean, suitable and maintained at the correct temperature for the type of food									
19 Store food so that cross contamination is prevented, eg keep raw and ready-to-eat food separate, keep commonly allergenic foods such as nuts in sealed containers									
20 Follow stock rotation procedures									
21 Safely dispose of food that is beyond its 'use-by date'									
22 Keep necessary records up-to-date									

Element: 2GEN3/09.3 Store food safely

What you must cover: (Assessor to record range with reference to element requirements)

Practical	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date
C5 Storage areas									
a) Ambient temperature									
b) Refrigerator									
c) Freezer									

Additional evidence (if applicable):

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	O = direct observation of the learner's performance by their assessor	PD = professional discussion
Column key:	Q&A = outcomes from oral or written questioning	A = assignment, project/case studies
	P = products of the learner's work	WT = authentic statements/witness testimony
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Candidate signature: _____ Date: _____

I confirm that the candidate has achieved all the requirements of this Unit.

Assessor signature: _____ Date: _____

Countersigning assessor signature (if applicable): _____ Date: _____

I confirm that the candidate's sampled work meets the standards specified for this Unit and may be presented for external verification.

Internal verifier signature: _____ Date: _____

Countersigning internal verifier (if applicable): _____ Date: _____

Element 2GEN3/09.4

Prepare, cook and hold food safely

What you must cover:

C6 Operations (at least 4 from)

- a) Defrosting food
- b) Preparing food, including washing and peeling
- c) Cooking food
- d) Reheating food
- e) Holding food before serving
- f) Cooling cooked food not for immediate consumption
- g) Freezing cooked food not for immediate consumption

C7 Hazards (None of)

- a) Bacteria and other organisms
- b) Chemical
- c) Physical
- d) Allergenic

What you must do

To achieve this element you must give sufficient evidence to demonstrate your competence for each standard.

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
To meet the national standard you must:									
23	Check food before and during operations for any hazards, and follow the correct procedures for dealing with these								
24	Follow your organisation's procedures for items that may cause allergic reactions								
25	Prevent cross-contamination, such as between raw foods, foods already cooking/reheating and ready-to-eat foods								

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
26	Use methods, times, temperatures and checks to make sure food is safe following operations								
27	Keep necessary records up-to-date								

Element: 2GEN3/09.4 Prepare, cook and hold food safely

What you must cover:

(Assessor to record range with reference to element requirements)

Practical	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date
C6 Operations									
a) Defrosting food									
b) Preparing food, including washing and peeling									
c) Cooking food									
d) Reheating food									
e) Holding food before serving									
f) Cooking cooked food not for immediate consumption									
g) Freezing cooked food not for immediate consumption									
C6 Hazards									
a) Bacteria and other organisms									
b) Chemical									
c) Physical									
d) Allergenic									

Additional evidence (if applicable):

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Unit 2: Work effectively as part of a hospitality team

Unit code: 1GEN4/09

Unit credit: 3

Unit level: 4

Introduction

This unit is about making a useful contribution to the work of a team, ie the people you work with. 'Team' includes your line manager or supervisor as well as other people in your team working at the same level as yourself. The unit includes accurately following instructions; working on time; helping others when they need help; communicating with the people you work with; getting feedback on what you do well and where you could improve and continuing to learn and develop yourself.

What you must know

To achieve this element you must give sufficient evidence to demonstrate your knowledge and understanding for each standard.

Knowledge	Type of evidence	Date
For the whole unit		
Plan and organise your work		
K1 Why it is essential to understand the requirements of the work		
K2 The benefits to you and your team of planning and organising your work		
K3 How to make the most efficient use of your time and avoid things that may unnecessarily disrupt		
K4 The benefits of keeping everything you need for your work organised and available		
K5 Why it is important to keep your work area clean and tidy		
K6 Why it is important to keep waste to a minimum		
K7 When to ask for help and who you can ask		
Work effectively with team members		
K8 Why effective teamwork is important		
K9 The people in your team and how they fit into the organisation		
K10 The responsibilities of the team and why it is important to the organisation as a whole		
K11 How to maintain good working relationships with team members		
K12 How to determine if helping a team member will prevent you from completing your own work on time		
K13 The limits of your job role and what you can and cannot do when helping team members		

Knowledge	Type of evidence	Date
K14 What could be essential information that needs to be passed on to a team member and why you need to pass it on as soon as possible		
K15 The types of behaviour that help the team to work well and the types that do not		
K16 Why you should report any problems with working relationships to your line manager		
K17 How to communicate clearly and why it is important		
Develop your own skills		
K18 Why it is important to improve your knowledge and skills		
K19 How to get feedback from team members and how this can help you		
K20 How a learning plan should help to improve your work		
K21 Why it is important to review your action/learning plan regularly		

Additional evidence (if applicable):

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Element 1GEN4/09

Work effectively as part of a hospitality team

What you must do

To achieve this element you must give sufficient evidence to demonstrate your competence for each standard.

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
To meet the national standard you must:									
Plan and organise your work									
1 Make sure you understand the requirements of the work									
2 Ask questions about things you do not understand									
3 Accurately follow instructions									
4 Plan your work by prioritising tasks in order of importance									
5 Keep everything you need for your work organised and available									

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
6	Keep your work area as clean and tidy as possible								
7	Keep waste to a minimum								
8	Ask for help from the relevant person if you need it								
9	Provide work on time and as agreed								
Work effectively with team members									
10	Give team members help when they ask for it								
11	Make sure the help you give them is within the limits of your job role								

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
12 Make sure the help you give does not prevent you from completing your own work on time									
13 Pass on important information to team members as soon as possible									
14 Maintain good working relationships with team members									
15 Report any problems with working relationships to the relevant person									
16 Communicate clearly and effectively with team members									

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
Develop your own skills									
17 Seek feedback on your work and deal with this feedback positively									
18 Identify, with the relevant person, aspects of your work which are up to standard and areas that you could improve									
19 Agree what you have to do to improve your work									
20 Agree an action/ learning plan with the relevant person									
21 Seek opportunities to review and develop your plan									

Additional evidence (if applicable):

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Unit 3:

Maintain a safe, hygienic and secure working environment

Unit code: 1GEN1/09

Unit credit: 3

Unit level: 4

Introduction

This unit is about basic health, hygiene, safety and security. This includes maintaining a clean and hygienic personal appearance, getting any cuts and grazes treated, and reporting illnesses and infections. The unit also covers safety and security in your workplace – helping to spot and deal with hazards and following emergency procedures when necessary.

Which other units does this unit link to?

This unit links to all of the units in the hospitality suite of occupational standards.

What you must know

To achieve this element you must give sufficient evidence to demonstrate your knowledge and understanding for each standard.

Knowledge	Type of evidence	Date
For the whole unit		
K1 Your responsibilities under the Health and Safety at Work Act		
K2 Why it is important to work in a healthy, safe and hygienic way		
K3 Where you can get information about health, hygiene and safety in your workplace		
For Element 1GEN1/09.1		
K4 General rules on hygiene that you must follow		
K5 Why correct clothing, footwear and headgear should be worn at all times		
K6 Why it is important to maintain good personal hygiene		
K7 What you should do if you have cuts, grazes and wounds and why it is important		
For Element 1GEN1/09.2		
K8 The types of hazards that you may find in your workplace and how to deal with these correctly		
K9 Hazards you can deal with yourself and hazards that you must report to someone else		
K10 How to warn other people about hazards and why this is important		
K11 Why you should report accidents and near accidents and who you should report these to		
K12 Types of emergencies that may happen in your workplace and how to deal with these		
K13 Where to find first aid equipment and who the registered first-aider is in your workplace		
K14 Safe lifting and handling techniques that you must follow		

Knowledge	Type of evidence	Date
K15 Other ways of working safely that are relevant to your job and why these are important		
K16 Your organisation's emergency procedures, in particular for fire, and how you should follow		
K17 The possible causes of fire in your workplace		
K18 What you can do to minimise the risk of fire		
K19 Where to find fire alarms and how to set them off		
K20 Why you should never approach a fire unless it is safe to do so		
K21 Why it is important to follow fire safety laws		
K22 Your organisation's security procedures and why these are important		
K23 The correct procedures for dealing with customer property		
K24 Why it is important to report all usual/non-routine incidents to the appropriate person		

Additional evidence (if applicable):

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Element 1GEN1/09.1

Maintain personal health and hygiene

What you must do

To achieve this element you must give sufficient evidence to demonstrate your competence for each standard.

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
To meet the national standard you must:									
1	Wear clean, smart and appropriate clothing, footwear and headgear								
2	Keep your hair neat and tidy and wear it in line with your organisation's standards								

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
3	Make sure any jewellery, perfume and cosmetics you wear are in line with your organisation's standards								
4	Get any cuts, grazes and wounds treated by the proper person								
5	Report illness and infections promptly to the proper person								

Additional evidence (if applicable):

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Element 1GEN1/09.2

Help to maintain a hygienic, safe and secure workplace

What you must cover:

C1 Hazards (at least 1 of the following)

- a) Relating to equipment
- b) Relating to areas where you work
- c) Relating to personal clothing

C2 Ways of dealing with hazards (at least 1 of the following)

- a) Putting them right yourself
- b) Reporting them to appropriate colleagues
- c) Warning other people

C3 Emergency procedures (at least 1 of the following)

- a) Fire
- b) Threat
- c) Security

What you must do

To achieve this element you must give sufficient evidence to demonstrate your competence for each standard.

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
To meet the national standard you must:									
6	Keep a look out for hazards in your workplace								
7	Identify any hazards or potential hazards and deal with these correctly								
8	Report any accidents or near accidents quickly and accurately to the proper person								
9	Follow health, hygiene and safety procedures in all your work								

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
10 Practise emergency procedures correctly									
11 Follow your organisation's security procedures									

Element: N1/09.2 Help to maintain a hygienic, safe and secure workplace

What you must cover:

(Assessor to record range with reference to element requirements)

Practical	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date
C1 Hazards									
a) Relating to equipment									
b) Relating to areas where you work									
c) Relating to personal clothing									
C2 Ways of dealing with hazards									
a) Putting them right yourself									
b) Reporting them to appropriate colleagues									
c) Warning other people									
C3 Emergency procedures									
a) Fire									
b) Threat									
c) Security									

Optional units

Unit 4:

Prepare Vegetables

Unit code: 1FC1

Unit credit: 3

Unit level: 4

Introduction

This unit is about cooking and finishing vegetables for simple dishes, for example:

- Chips (fresh and frozen)
- Boiled vegetables
- Fried onions
- Mashed potatoes

What you must know

To achieve this element you must give sufficient evidence to demonstrate your knowledge and understanding for each standard.

Knowledge	Type of evidence	Date
For the whole unit		
K1 How to store frozen and unfrozen vegetables before cooking		
K2 What to look for in vegetables before you cook them: frozen, pre-prepared fresh		
K3 What you should do if you find problems with the vegetables		
K4 Which tools and equipment you should use for the following cooking methods: boiling, frying, grilling, microwaving		
K5 Why it is important to use the correct tools and equipment		
K6 How to carry out the following cooking methods correctly: boiling, frying, grilling, microwaving		
K7 Why it may be necessary to avoid contamination from meat and fish products and how to do so		
K8 How to store vegetables that are not for immediate use		

Additional evidence (if applicable):

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Element 1FC1

Cook Vegetables

What you must cover:

C1 Vegetables (at least 1 from)

- Frozen
- Pre-prepared fresh

C2 Cooking by (at least 2 from)

- Boiling
- Frying
- Grilling
- Microwaving

What you must do

To achieve this element you must give sufficient evidence to demonstrate your competence for each standard.

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
To meet the national standard you must:									
1 Choose and use the correct tools and equipment									
2 Check the vegetables meet quality standards									
3 Cook the vegetables to meet requirements									
4 Finish the vegetables as required									
5 Make sure the vegetables are at the correct temperature for holding and serving									
6 Safely store any cooked vegetables not for immediate use									

Element: 1FC1 Cook Vegetables

What you must cover:

(Assessor to record range with reference to element requirements)

Practical	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date
C1 Vegetables									
a) Frozen									
b) Pre-prepared fresh									
C2 Cooking by									
a) Boiling									
b) Frying									
c) Grilling									
d) Microwaving									

Additional evidence (if applicable):

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Unit 5: Prepare and finish simple salad and fruit dishes

Unit code: 1FP2

Unit credit: 2

Unit level: 4

Introduction

This unit is about preparing and presenting salad and fruit dishes, for example:

- fruit salad
- mixed salad
- grapefruit cocktail

What you must know

To achieve this element you must give sufficient evidence to demonstrate your knowledge and understanding for each standard.

Knowledge	Type of evidence	Date
For the whole unit		
K1 How to store salad and fruit before preparation		
K2 How to check the salad, fruit and other ingredients to make sure they are fit for use		
K3 What you should do if there are problems with the salad, fruit or other ingredients		
K4 The right tools and equipment for the following preparation methods: peeling, trimming, washing, soaking, cutting and mixing		
K5 Why it is important to use the correct tools and equipment		
K6 How you should carry out the following preparation methods correctly: peeling, trimming, washing, soaking, cutting and mixing		
K7 Why it is important to avoid cross contamination with meat and fish products and how to do so		
K8 How to store prepared salads and fruit that not for immediate use		

Additional evidence (if applicable):

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Element 1 FP 2

Prepare and finish simple fruit and salad dishes

What you must cover:

C1 Ingredients (at least 3 from)

- Frozen fruit
- Fresh fruit
- Fresh salad
- Prepared fruit
- Prepared salad

C2 Prepare by (at least 3 from)

- Peeling
- Trimming
- Washing
- Soaking
- Cutting
- Mixing

What you must do

To achieve this element you must give sufficient evidence to demonstrate your competence for each standard.

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
To meet the national standard you must:									
1	Check the ingredients to make sure they are fit for preparation								
2	Choose the correct tools and equipment								
3	Prepare the ingredients correctly for the dish								
4	Present the dish to meet requirements								
5	Safely store any prepared items not for immediate use								

Element: 1 FP 2 Prepare and finish simple fruit and salad dishes

What you must cover:

(Assessor to record range with reference to element requirements)

Practical	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date
C1 Vegetables									
a) Frozen fruit									
b) Fresh fruit									
c) Fresh salad									
d) Prepared fruit									
e) Prepared salad									
C2 Cooking by									
a) Peeling									
b) Trimming									
c) Washing									
d) Soaking									
e) Cutting									
f) Mixing									

Additional evidence (if applicable):

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Unit 6: Prepare and cook fish

Unit code: 1FPC1

Unit credit: 3

Unit level: 4

Introduction

This unit is about preparing and cooking fish for simple dishes, for example:

- Fish burger
- Battered fish (prepared)
- Breaded fish (prepared)
- Scampi (prepared)

What you must know

To achieve this element you must give sufficient evidence to demonstrate your knowledge and understanding for each standard.

Knowledge	Type of evidence	Date
For the whole unit		
K1 How to store frozen and unfrozen fish correctly before cooking		
K2 How to check that coated and uncoated fish, frozen and unfrozen fish are fit for preparation and cooking		
K3 How to decide whether fish needs defrosting before cooking and why this is important		
K4 How to de-frost pre-prepared fish		
K5 What you should do if there are problems with the fish and other ingredients		
K6 The right temperatures and cooking times for the different types of fish		
K7 The right tools and equipment to coat, deep fry, bake and grill fish		
K8 Why it is important to use the right tools and equipment		
K9 The correct cooking methods to use		
K10 How to decide when different types of fish are properly cooked		
K11 How to garnish and present cooked fish		

Additional evidence (if applicable):

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Element 1FCP1

Prepare and cook fish

What you must cover:

C1 Fish (at least 2 from)

- a) Coated
- b) Uncoated
- c) Frozen
- d) Unfrozen

C2 Preparation methods (at least 1 from)

- a) De-frosting
- b) Coating

C3 Cooking methods (at least 2 from)

- a) Deep frying
- b) Grilling
- c) Baking

What you must do

To achieve this element you must give sufficient evidence to demonstrate your competence for each standard.

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
To meet the national standard you must:									
1 Safely store any fish not for immediate use									
2 When necessary, de-frost fish									
3 Check that the fish is fit for cooking									
4 Choose the right tools and equipment									
5 Prepare the fish to meet requirements									
6 Cook the fish as required									
7 Finish the fish as required									
8 Make sure the fish is at the right temperature for holding and serving									

Element: 1FCP1 Prepare and cook fish

What you must cover:

(Assessor to record range with reference to element requirements)

Practical	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date
C1 Fish									
a) Coated									
b) Uncoated									
c) Frozen									
d) Unfrozen									
C2 Preparation methods									
a) Defrosting									
b) Coating									
C3 Cooking methods									
a) Deep frying									
b) Grilling									
c) Baking									

Additional evidence (if applicable):

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Unit 7:

Prepare and cook meat poultry

Unit code: 1FPC2

Unit credit: 4

Unit level: 4

Introduction

This unit is about preparing and cooking meat and poultry for simple dishes, for example:

- minute steaks
- burgers
- chops
- sausages
- bacon
- chicken nuggets

What you must know

To achieve this element you must give sufficient evidence to demonstrate your knowledge and understanding for each standard.

Knowledge	Type of evidence	Date
For the whole unit		
K1 How to store fresh and frozen meat and poultry correctly before cooking		
K2 How to check that meat and poultry is fit for preparation and cooking		
K3 What you should do if there are problems with the meat and poultry or other ingredients		
K4 How to decide when meat and poultry needs defrosting before cooking and why this is important		
K5 The right tools and equipment for: defrosting, seasoning and storing meat and poultry		
K6 How to prepare meat and poultry using the following methods: defrosting, seasoning and storing		
K7 The right tools and equipment for following cooking methods: grilling/griddling, shallow frying, deep frying and microwaving		
K8 Why it is important to use the correct tools and equipment		
K9 How to carry out the following cooking methods correctly: grilling/griddling, shallow frying, deep frying and microwaving		
K10 How to finish and season meat and poultry according to requirements		
K11 Correct temperatures for holding meat and poultry		

Additional evidence (if applicable):

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Element 1FPC2

Prepare and cook meat and poultry

What you must cover:

C1 Meat and poultry (at least 2 from)

- Pre-prepared
- Uncoated
- Steaks
- Chops
- Chicken cuts

C2 Preparation methods (at least 1 from)

- Defrosting
- Seasoning

C3 Cooking methods (at least 2 from)

- Grilling/griddling
- Shallow frying
- Deep frying
- Microwaving

What you must do

To achieve this element you must give sufficient evidence to demonstrate your competence for each standard.

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
To meet the national standard you must:									
1	Safely store any meat and poultry not for immediate use								
2	When necessary, defrost meat and poultry								
3	Check that the meat and poultry is fit for cooking								
4	Choose the right tools and equipment								
5	Prepare the meat and poultry to meet requirements								
6	Cook the meat and poultry as required								

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
7	Finish the meat and poultry as required								
8	Make sure the meat and poultry is at the right temperature for holding and serving								

Element: 1FPC2 Prepare and cook meat and poultry

What you must cover:

(Assessor to record range with reference to element requirements)

Practical	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date
C1 Meat and poultry									
a) Pre-prepared									
b) Uncoated									
c) Steaks									
d) Chops									
e) Chicken cuts									
C2 Preparation methods									
a) Defrosting									
b) Seasoning									
C3 Cooking Methods									
a) Grilling/griddling									
b) Shallow frying									
c) Deep frying									
d) Microwaving									

Additional evidence (if applicable):

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Unit 8:

Prepare hot and cold sandwiches

Unit code: 1PR1

Unit credit: 2

Unit level: 4

Introduction

This unit is about preparing hot and cold sandwiches including:

- burgers
- wraps
- rolls
- paninis
- fajitas

What you must know

To achieve this element you must give sufficient evidence to demonstrate your knowledge and understanding for each standard.

Knowledge	Type of evidence	Date
For the whole unit		
K1 How to check that bread and fillings meet requirements and are fit for use		
K2 The correct tools and equipment for making sandwiches		
K3 How to present sandwiches and bread products attractively		
K4 What the correct storage methods are to avoid spoiling sandwiches and bread products between preparation and consumption		

Additional evidence (if applicable):

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Element 1PR1

Prepare hot and cold sandwiches

What you must cover:

C1 Bread (at least 2 from)

- Sliced bread
- Un-sliced bread
- Wraps
- Bread rolls

C2 Fillings (at least 4 from)

- Fats/pastes/spreads
- Cooked meat and poultry
- Cooked fish
- Dairy products
- Salad/vegetables/fruit
- Sauces/dressings/relishes

C3 Preparation methods (at least 2 from)

- Slicing
- Preparing fillings
- Garnishing
- Heating/toasting

What you must do

To achieve this element you must give sufficient evidence to demonstrate your competence for each standard.

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
To meet the national standard you must:									
1	Check the bread and fillings to make sure that they meet quality and quantity requirements								
2	Choose the right tools and equipment								
3	Prepare the sandwiches as required								
4	Safely store any sandwiches and fillings not for immediate use								

Element: 1PR1 Prepare hot and cold sandwiches

What you must cover:

(Assessor to record range with reference to element requirements)

Practical	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date
C1 Bread									
a) Sliced bread									
b) Un-sliced bread									
c) Wraps									
d) Bread rolls									
C2 Fillings									
a) Fats/pastes/spreads									
b) Cooked meat and poultry									
c) Cooked fish									
d) Dairy products									
e) Salad/vegetables/fruits									
f) Sauces/dressings/relishes									
C3 Preparation methods									
a) Slicing									
B) Preparing filling									

Element: 1PR1 Prepare hot and cold sandwiches

What you must cover:

(Assessor to record range with reference to element requirements)

Practical	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date
c) Garnishing									
d) Heating/toasting									

Additional evidence (if applicable):

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Unit 9: Provide a counter/ takeaway service

Unit code: 1FS4/09

Unit credit: 3

Unit level: 4

Introduction

This unit is about taking customers' orders and serving food and drink on a counter or takeaway basis. It also covers maintaining the counter and service areas, with items such as trays and utensils, and displaying food and drink items in the correct manner.

What you must know

To achieve this element you must give sufficient evidence to demonstrate your knowledge and understanding for each standard.

Knowledge	Type of evidence	Date
For the whole unit		
K1 Safe and hygienic working practices for serving customers at the counter and why these are important		
K2 Why it is important to use separate serving equipment for each food item		
K3 Why food and drink items must be served at the correct temperature		
K4 Why portions must be controlled when serving customers		
K5 Why information given to customers must be accurate		
K6 The types of unexpected situations that may occur when serving customers and how to deal with these		
For Element 1FS4/09.2		
K7 Safe and hygienic practices for clearing and why these are important		
K8 Why food which is prepared first, should be served first		
K9 Why maintaining food at the correct temperature is important and how you can ensure this		
K10 Why counter service preparation areas and dining areas must be kept tidy and free from rubbish and food debris throughout service		
K11 Why waste must be handled and disposed of correctly		
K12 Why a constant stock of service items should be maintained		
K13 The types of unexpected situations that may occur when clearing away and how to deal with these		

Additional evidence (if applicable):

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Element 1FS4/09.1

Serve customers at the counter

What you must cover:

C1 Customers (at least 1 from)

- Customers with routine needs
- Customers with non-routine needs

C2 Information (at least 2 from)

- Items available
- Ingredients
- Prices, special offers and promotions

C3 Food and drink items (at least 2 from)

- Hot food
- Cold food
- Hot drinks
- Cold drinks

C4 Condiments and accompaniments (at least 2 from)

- Seasonings
- Sugars/sweeteners
- Prepared sauces/dressings

What you must do

To achieve this element you must give sufficient evidence to demonstrate your competence for each standard.

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
To meet the national standard you must:									
1 Give your customers information that meets their needs, and promotes your organisation's products and services									
2 Find out what your customers require, and if necessary tell them about any waiting time									
3 Process the order promptly									

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
4	Serve food and drink items at the recommended temperature, using clean, hygienic and undamaged service equipment of the appropriate type								
5	Make sure there are appropriate condiments and accompaniments available for your customers								

Element: 1FS4/09.1 Serve customers at the counter

What you must cover:

(Assessor to record range with reference to element requirements)

Practical	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date
C1 Customers									
a) Customers with routine									
b) Customers with non-routine needs									
C2 Information									
a) Items available									
b) Ingredients									
c) Prices, special offers and promotions									
C3 Food and drink items									
a) Hot food									
b) Cold food									
c) Hot drinks									
d) Cold drinks									

Element: 1FS4/09.1 Serve customers at the counter

What you must cover:

(Assessor to record range with reference to element requirements)

Practical	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date
C4 Food and drink items									
a) Seasonings									
b) Sugars/sweeteners									
c) Prepared sauces/dressings									

Additional evidence (if applicable):

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Element 1FS4/09.2

Serve customers at the counter

What you must cover:

C5 Service items (at least 3 from)

- Service utensils
- Food containers/dispensers
- Trays
- Crockery
- Cutlery
- Disposable items

C6 Food and drink items (at least 2 from)

- Hot food
- Cold food
- Hot drinks
- Cold drinks

What you must do

To achieve this element you must give sufficient evidence to demonstrate your competence for each standard.

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
To meet the national standard you must:									
6 Keep your work area tidy, hygienic and free from rubbish and food debris during service									
7 Maintain enough stocks of clean service items									
8 Restock with food and drink items when necessary									
9 Display and store food and drink items in line as required									
10 Clear the work area of used and un-required service items at the appropriate times									

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
11 Dispose of rubbish, used disposable items and food waste as required									

Element: 1FS4/09.2 Serve customers at the counter

What you must cover:

(Assessor to record range with reference to element requirements)

Practical	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date
C1 Service items									
a) Service utensils									
b) Food containers/ dispensers									
c) Trays									
d) Crockery									
e) Cutlery									
f) Disposable items									
C2 Food and drink items									
a) Hot food									
b) Cold food									
c) Hot drinks									
d) Cold drinks									

Additional evidence (if applicable):

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Unit 10:

Maintain an efficient use of resources in the kitchen

Unit code: 1PR20

Unit credit: 3

Unit level: 5

Introduction

What is this unit about?

This unit is about working in an efficient way to ensure that physical resources used in the kitchen, including energy and water, are not wasted.

What you must know

To achieve this element you must give sufficient evidence to demonstrate your knowledge and understanding for each standard.

Knowledge	Type of evidence	Date
For the whole unit		
K1 The principles of energy efficiency and waste reduction		
K2 The financial impact that the wastage of physical resources can have upon the organisation		
K3 How the waste of electricity and gas can be minimised		
K4 The different types of waste produced by the operation		
K5 How different types of waste should be safely handled		
K6 Organisational procedures for storing waste		
K7 Who excessive waste should be reported to		

Additional evidence (if applicable):

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Element 1PR20

Maintain an efficient use of resources in the kitchen

What you must cover:

C1 Cooking equipment (at least 3 from)

- Grills
- Ovens
- Hot plates
- Fridges and freezers
- Extraction equipment

C2 Waste (at least 2 from)

- Food waste
- Glass
- Card
- Plastic packaging

What you must do

To achieve this element you must give sufficient evidence to demonstrate your competence for each standard.

Practical	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date
To meet the national standard you must:									
1	Follow manufacturers' guidelines to ensure that kitchen equipment is working at the correct settings								
2	Use cooking equipment efficiently to reduce unnecessary waste of energy								
3	Ensure that taps are not left running to reduce the waste of water								

Practical	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date
4	Ensure that packaging is disposed of correctly to minimise space								
5	Ensure that packaging is disposed of in the correct place								
6	Report any equipment faults or potential wastage to the appropriate person								

Element: 1PR20 Maintain an efficient use of resources in the kitchen

What you must cover:

(Assessor to record range with reference to element requirements)

Practical	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date
C1 Cooking equipment									
a) Grills									
b) Ovens									
c) Hot plates									
d) Fridge/Freezers									
e) Extraction Equipment									
C2 Waste									
a) Food waste									
b) Glass									
c) Card									
d) Plastic Packaging									

Additional evidence (if applicable):

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Unit 11:

Present menu items according to a defined brand standard

Unit code: 1PR28

Unit credit: 3

Unit level: 4

Introduction

What is this unit about?

This unit is about providing a consistent quality of menu items. This unit reflects the need to ensure that menu items are presented in such a way that they reflect the marketing and promotional styles used by the organisation.

What you must know

To achieve this element you must give sufficient evidence to demonstrate your knowledge and understanding for each standard.

Knowledge	Type of evidence	Date
For the whole unit		
K1 What a brand standard is		
K2 Why organisations use brand standards		
K3 What the implications are of organisations not adhering to brand standards		
K4 Where information regarding brand standards can be obtained and referred to		
K5 What the relevant brand standards are to your area of work		
K6 How menu items should be prepared to ensure that brand standards are maintained		
K7 How brand standards are used to ensure portion control		
K8 Why portion control is important to the organisation		
K9 What the relevant course of action is if insufficient ingredients are available to achieve the required brand standard		

Additional evidence (if applicable):

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Element 1PR28

Present menu items according to a defined brand standard

What you must do

To achieve this element you must give sufficient evidence to demonstrate your competence for each standard.

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
To meet the national standard you must:									
1	Examine brand standard literature and material, to ensure that you are familiar with the standard required for each menu item								
2	Collect and assemble the relevant ingredients required for the dish								

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
3	Prepare dish whilst ensuring that the cooking methods and ingredients used are those specified to be used within the relevant brand standard								
4	Collect relevant crockery and dishes which are designated as being required, according to the brand standard								
5	Assemble prepared food items on plates and dishes in a manner which accurately reflects the presentation, style and portion sizes set out within the relevant brand standard								

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
6	Make reference to the brand standard to check that the dish has been prepared to the correct standard								
7	Where necessary, adjust the presentation of the dish to ensure that the brand standard is accurately reflected								
8	Present dish for service together with the specified accompaniments								

Additional evidence (if applicable):

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Unit 12:

Produce basic hot and cold desserts

Unit code: 2PR14

Unit credit: 3

Unit level: 5

Introduction

This unit is about cooking and finishing basic hot and cold desserts.

What you must know

To achieve this element you must give sufficient evidence to demonstrate your knowledge and understanding for each standard.

Knowledge	Type of evidence	Date
For the whole unit		
K1 How to make sure that the ingredients meet dish requirements		
K2 What you should do if there are any problems with the ingredients		
K3 Why time and temperature are important when finishing basic hot and cold desserts		
K4 What quality points to look for in basic hot and cold desserts		
K5 How to correctly carry out the relevant cooking methods		
K6 How to correctly carry out the relevant finishing methods		
K7 Why it is important to use the correct tools, equipment and techniques		
K8 How to identify when hot and cold desserts have the correct colour, texture, consistency and quantity		
K9 What types of problems may occur when cooking and finishing hot and cold desserts and how to correct them		
K10 How to store prepared hot and cold desserts		
K11 Healthy eating options when preparing hot and cold desserts		

Additional evidence (if applicable):

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Element 2PR14

Produce basic hot and cold desserts

What you must cover:

C1 Ingredients (at least 3 from)

- Ice cream
- Pre-prepared pastry based products
- Pre-prepared sponge based products
- Pre-prepared egg based products
- Fresh fruit
- Pre-prepared fruit

C2 Cooking methods (at least 2 from)

- Baking
- Frying
- Microwaving
- Steaming

C3 Finishing methods (at least 3 from)

- Garnishing
- De-moulding
- Slicing
- Portioning
- Piping
- Glazing

What you must do

To achieve this element you must give sufficient evidence to demonstrate your competence for each standard.

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
To meet the national standard you must:									
1	Check the ingredients to make sure that they meet quality and quantity requirements								
2	Choose and use the right tools and equipment								
3	Prepare the dessert using the correct preparation and cooking methods								
4	Make sure the dish has the correct flavour, colour, texture and quantity								

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
5	Finish and present the dessert to meet organisational standards								
6	Make sure the dessert is at the correct temperature for holding and serving								
7	Safely store any prepared ingredients not for immediate consumption								

Element: 2PR14 Produce basic hot and cold desserts

What you must cover:

(Assessor to record range with reference to element requirements)

Practical	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date
C1 Ingredients									
a) Ice cream									
b) Pre-prepared pastry based products									
c) Pre-prepared sponge based products									
d) Pre-prepared egg based products									
e) Fresh fruit									
f) Pre-prepared fruit									
C2 Cooking methods									
a) Baking									
b) Frying									
c) Microwaving									
d) Steaming									
C3 Finishing methods									
a) Garnishing									
b) De-moulding									

Element: 2PR14 Produce basic hot and cold desserts

What you must cover:

(Assessor to record range with reference to element requirements)

Practical	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date
c) Slicing									
d) Proportioning									
e) Piping									
f) Glazing									

Additional evidence (if applicable):

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Unit 13:

Produce cold starters and salads

Unit code: 2PR15

Unit credit: 3

Unit level: 5

Introduction

This unit is about preparing and presenting cold products such as salads, bread products, pies, pâtés and cured meats. It also covers the holding of such foods to maintain effective food safety.

What you must know

To achieve this element you must give sufficient evidence to demonstrate your knowledge and understanding for each standard.

Knowledge	Type of evidence	Date
For the whole unit		
K1 How to make sure that the food products and garnish ingredients meet requirements		
K2 What quality points to look for in the presentation of cooked, cured and prepared foods		
K3 What you should do if there are problems with the food products and garnish ingredients		
K4 The correct tools and equipment to carry out the relevant preparation methods		
K5 Why it is important to use the correct tools, equipment and techniques		
K6 How to prepare the food products and garnish ingredients for cold presentation		
K7 How to produce basic dressings and cold sauces		
K8 How to finish and garnish cold starters and salads		
K9 How to identify when food products have the correct colour, flavour, texture and quantity		
K10 Why time and temperature are important when preparing cooked, cured and prepared food for presentation		
K11 Why cooked, cured and prepared foods should be stored at the required temperature before presentation		
K12 Healthy eating options when preparing and presenting food for cold presentation		

Additional evidence (if applicable):

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Element 2PR15

Produce cold starters and salads

What you must cover:

C1 Food products (at least 5 from)

- Bread products
- Salads
- Pre-prepared pastry items
- Cooked and cured meats
- Fish and shellfish
- Pre-prepared pâtés
- Cold dressings and sauces
- Pre-prepared vegetable items

C2 Preparation methods (at least 4 from)

- De-frosting
- Washing
- Slicing
- Dressing
- Garnishing
- Portioning
- Combining ingredients

What you must do

To achieve this element you must give sufficient evidence to demonstrate your competence for each standard.

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
To meet the national standard you must:									
1	Check the food products to make sure that they meet quality and quantity requirements								
2	Choose and use the right tools and equipment								
3	Prepare food products using the correct preparation methods								
4	Make sure food products have the correct flavour, colour, texture and quantity								

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
To meet the national standard you must:									
5 Garnish and present the food products to meet organisational standards									
6 Safely store any prepared food products not for immediate consumption									

Element: 2PR14 Produce basic hot and cold desserts

What you must cover:

(Assessor to record range with reference to element requirements)

Practical	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date
C1 Food products									
a) Bread products									
b) Salads									
c) Pre-prepared pastry items									
d) Cooked and cured meats									
e) Fish and shellfish									
f) Pre-prepared pâtés									
g) Cold dressing and sauces									
h) Pre-prepared vegetable items									
C2 Preparation methods									
a) De-frosting									
b) Washing									
c) Slicing									

Element: 2PR14 Produce basic hot and cold desserts

What you must cover:

(Assessor to record range with reference to element requirements)

Practical	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date
d) Dressing									
e) Garnishing									

Element: 2PR14 Produce basic hot and cold desserts

What you must cover:

(Assessor to record range with reference to element requirements)

Practical	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date
f) Portioning									
g) Combining ingredients									

Additional evidence (if applicable):

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Unit 14:

Produce healthier dishes

Unit code: 2PR17

Unit credit: 3

Unit level: 5

Introduction

This unit is about preparing, cooking and finishing dishes which use healthier ingredients and healthier preparation, cooking and finishing techniques.

What you must know

To achieve this element you must give sufficient evidence to demonstrate your knowledge and understanding for each standard.

Knowledge	Type of evidence	Date
For the whole unit		
K1 The concepts of a balanced diet and why this is important to good health		
K2 Current government guidelines for healthy eating		
K3 The types and combinations of ingredients that make up a healthy dish		
K4 The nutritional benefits of minimising the fat, sugar and salt content of dishes		
K5 The nutritional benefits of starchy foods, fruit, vegetables and pulses		
K6 How to read and interpret food labelling		
K7 How to select types, combinations and proportions of ingredients that will make up a healthy		
K8 Techniques you can use to prepare ingredients in a healthier way		
K9 Techniques you can use to cook the dish in a way that maximises its nutritional value		
K10 Healthier flavourings that can be used as alternatives to salt and sugar		
K11 Why it is important to present healthier dishes to customers in an attractive way and how to do		
K12 Why it is important to provide the customer with their choice of sauces, dressing, toppings and condiments		
K13 Healthier types of sauces, dressings, toppings and condiments that the customer may wish to use as an alternative		

Additional evidence (if applicable):

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Element 2PR17

Produce healthier dishes

What you must cover:

C1 Dish (at least 4 from)

- Meat/poultry
- Fish
- Vegetables/fruit
- Eggs
- Pasta/rice/grain/pulses
- Soups/sauces
- Pastry
- Bread/dough
- Sponges/cakes/biscuits/scones

What you must do

To achieve this element you must give sufficient evidence to demonstrate your competence for each standard.

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
To meet the national standard you must:									
1	Check the ingredients meet dish requirements								
2	Prepare the ingredients in a way that minimises fat, salt and sugar content and maximises fibre content								
3	Cook the dish in a way that maximises its nutritional value								
4	Use flavourings that minimise the use of salt or sugar								

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
5	Present the dish in a way that will be attractive to the customer								
6	Allow the customer to choose what sauces, dressings, toppings or condiments to add to the dish								

Element: 2PR17 Produce healthier dishes

What you must cover:

(Assessor to record range with reference to element requirements)

Practical	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date
C1 Dish									
a) Meat/poultry									
b) Fish									
c) Vegetables/fruit									
d) Eggs									
e) Pasta/rice/grain/pulses									
f) Soups/sauces									
g) Pastry									
h) Bread/dough									
I Sponges/cakes/biscuits/scones									

Additional evidence (if applicable):

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Unit 15: Maintain an efficient use of food resources

Unit code: 2PR19

Unit credit: 4

Unit level: 5

Introduction

This unit is about working in an efficient way to ensure food resource wastage is limited.

What you must know

To achieve this element you must give sufficient evidence to demonstrate your knowledge and understanding for each standard.

Knowledge	Type of evidence	Date
For the whole unit		
K1 The principles of stock control and portion control		
K2 The financial impact that the wastage of food resources can have upon the organisation		
K3 Organisational procedures for recording food usage		
K4 Organisational procedures for storing opened food items		
K5 The importance of maintaining minimum food stock levels		
K6 How opened stock items should be stored and labelled		
K7 How labelling systems used by the organisation operate		
K8 The individuals responsible for re-ordering food stock items		
K9 How food stock needing to be disposed of is recorded and reported.		

Additional evidence (if applicable):

	<p>O = direct observation of the learner's performance by their assessor</p>	<p>PD = professional discussion</p>
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Element 2PR19

Maintain an efficient use of food resources

What you must cover:

C1 Information to be gained from (at least 3 from)

- a) Senior colleagues
- b) Booking information
- c) Records of sales patterns
- d) Records of anticipated customer volumes

C2 Portion control measures (at least 2 from)

- a) Use of scoops, measures and scales
- b) Counting of items
- c) Following standard recipe and brand standard

What you must do

To achieve this element you must give sufficient evidence to demonstrate your competence for each standard.

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
To meet the national standard you must:									
1 Gain information to anticipate the volume of customers to be served									
2 Check storage areas to ensure that sufficient volumes of food resources are available									
3 Check that the available food items are of a type and quality required									
4 Organise food resources for immediate use in a manner that makes them accessible									

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
5	Follow portion control measures which meet organisational and dish requirements								
6	Work in an efficient manner which ensures food items for immediate use are organised and reduce the risk of cross-contamination								
7	Label and store food items which are safe to keep for the next service period								
8	Identify any items nearing the end of their safe shelf life								
9	Record any food wastage								

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
10 Identify any potential food shortages and report them to the relevant people									

Element: 2PR19 Maintain an efficient use of food resources

What you must cover:

(Assessor to record range with reference to element requirements)

Practical	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date
C1 Information to be gained from									
a) Senior colleagues									
b) Booking information									
c) Record of sales patterns									
d) Records of anticipated customer volumes									
C2 Portion control measures									
a) Use scoops, measures and scales									
b) Counting of items									
c) Following standard recipe and brand standard									

Additional evidence (if applicable):

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Unit 16: Promote new menu items

Unit code: 2PR27

Unit credit: 3

Unit level: 5

Introduction

This unit is about promoting menu items that have been recently introduced, and/or are being sold as part of a promotion. This includes using promotional materials such as tent cards and posters to display around the service area.

The unit also reflects the competencies required to highlight new dishes that may appeal to the customer.

What you must know

To achieve this element you must give sufficient evidence to demonstrate your knowledge and understanding for each standard.

Knowledge	Type of evidence	Date
For the whole unit		
K1 Why organisations use promotional activities		
K2 The types of promotional material that can be used, and their relative advantages and disadvantages		
K3 Where promotional material can be obtained from, and the organisational requirements for using it		
K4 When promotions might commonly be used, eg around public holidays, sporting/cultural events		
K5 How food items can be promoted by staff when communicating with customers		
K6 The key features that can be highlighted when describing new/promoted menu items to customers		
K7 Why it is important to know the ingredients contained within new/promoted menu items		
K8 The customer groups that might not be attracted to the new/promoted menu items and why		

Additional evidence (if applicable):

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Element 2PR27

Promote new menu items

What you must do

To achieve this element you must give sufficient evidence to demonstrate your competence for each standard.

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
To meet the national standard you must:									
1 Liaise with colleagues and senior staff to identify what food items are to be promoted									
2 Obtain relevant promotional material									
3 Assemble and display promotional material in a manner that makes it clear and attractive to the customer									
4 Ensure that service areas are clean and set up correctly									

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
5	Inform customers of new menu items in a manner which is helpful and clear								
6	Answer questions regarding the flavour, ingredients and nature of the food item clearly and in a manner that is helpful to the customer								
7	Refer to promotional material and displays to highlight the features of the menu items								
8	Provide feedback to the appropriate people regarding the impact of the promotion								

Additional evidence (if applicable):

<p>Column key:</p>	<p>O = direct observation of the learner's performance by their assessor</p>	<p>PD = professional discussion</p>
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Unit 17: **Prepare, operate and clean specialist food preparation and cooking equipment**

Unit code: 2PR21

Unit credit: 4

Unit level: 5

Introduction

This unit is about operating and maintaining cooking equipment which is specific to the operation.

'Specialist equipment' may include items specific to the operation or those which do not appear in all kitchen environments. This may include items such as pressure fryers, combination ovens and food holding systems.

What you must know

To achieve this element you must give sufficient evidence to demonstrate your knowledge and understanding for each standard.

Knowledge	Type of evidence	Date
For the whole unit		
K1 The types of specialist equipment used within the organisation and what it is used for		
K2 How the specialist equipment works and is controlled		
K3 How the specialist equipment should be assembled and disassembled to enable effective		
K4 The relevant hazards and potential hazards that relate to the specialist equipment and how these hazards can be minimised		
K5 How the specialist equipment should be cleaned		
K6 The relevant cleaning agents that should be used with the equipment		
K7 How cleaning agents should be used to avoid accidents and potential food safety hazards		
K8 Who to report any identified faults to		

Additional evidence (if applicable):

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Element 2PR21

Prepare, operate and clean specialist food preparation and cooking equipment

What you must do

To achieve this element you must give sufficient evidence to demonstrate your competence for each standard.

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
To meet the national standard you must:									
1	Ensure that the equipment is safe to operate								
2	Check that the equipment is suitably clean to use								
3	Check that the equipment controls are set at the right level before operating								
4	Follow manufacturers' procedures to both switch on and operate the equipment								

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
5	Monitor the action of the equipment to ensure that it is operating at the correct temperature/speed								
6	Shut down the equipment at the end of service following the correct procedures								
7	Disassemble the equipment correctly and safely to enable effective cleaning								
8	Clean the equipment and its component parts using the correct methods and cleaning agents								

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
9	Re-assemble the equipment to a level where it is ready to use and meets required health and safety and food safety standards								
10	Report any identified problems or faults to the relevant person								

Additional evidence (if applicable):

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Unit 18: Set up and close a kitchen

Unit code: 2P&C2/09

Unit credit: 4

Unit level: 5

Introduction

This unit is about ensuring that all equipment is ready for kitchen operations. It also covers ensuring that common ingredients are ready for the cooking process. Finally it details the skills required to shut down the kitchen at the end of the shift.

What you must know

To achieve this element you must give sufficient evidence to demonstrate your knowledge and understanding for each standard.

Knowledge	Type of evidence	Date
For the whole unit		
K1 Why knives/utensils should be handled correctly		
K2 Why and to whom all incidents should be reported		
K3 How to safely turn on different types of equipment		
K4 Why faulty equipment and maintenance requirements should be reported to the proper person		
K5 Why it is important to ensure all appropriate equipment is safely turned off		
For Element 2P&C2/09.2		
K6 Why tools and machinery should be cleared between tasks		
K7 Why it is important to monitor the temperature of kitchen storage equipment and areas		
K8 What the organisational menu requirements are in terms of the type, quality and number of ingredients		
For Element 2P&C2/09.3		
K9 Why tools and equipment should be cleaned and stored following use		
K10 Organisational and legal requirements for food storage equipment when the kitchen is closed		
K11 Manufacturers' and organisational requirements for turning off, unplugging and cleaning cooking equipment following use		
K12 Who you should report problems to		

Additional evidence (if applicable):

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Element 2P&C2/09.1

Prepare kitchen for food operations

What you must cover:

C1 Tools (Both)

- a) Knives
- b) Utensils

C2 Kitchen equipment (at least 5 from)

- a) Oven/combination oven
- b) Grill
- c) Hob
- d) Fryer
- e) Microwave
- f) Steamer
- g) Fridge/freezer

What you must do

To achieve this element you must give sufficient evidence to demonstrate your competence for each standard.

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
To meet the national standard you must:									
1	Prioritise work and carry it out in an efficient manner								
2	Check that food preparation and cooking tools and kitchen equipment are clean, of the right type and in working order								
3	Turn on appropriate kitchen equipment at the correct time and to the correct setting								

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
4	Report any unhygienic or defective tools or kitchen equipment, or other problems to the proper person								
5	Conduct work in line with legal requirements, workplace procedures and current legislation relating to hygienic and safe working practices when preparing the kitchen for the food operation								

Element: 2P&C2/09.1 Prepare kitchen for food operations

What you must cover:

(Assessor to record range with reference to element requirements)

Practical	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date
C1 Tools									
a) Knives									
b) Utensils									
C2 Kitchen equipment									
a) Oven/combination oven									
b) Grill									
c) Hob									
d) Fryer									
e) Microwave									
F) Steamer									
G) Fridge/freezer									

Additional evidence (if applicable):

	O = direct observation of the learner's performance by their assessor	PD = professional discussion
	Q&A = outcomes from oral or written questioning	A = assignment, project/case studies
Column key:	P = products of the learner's work	WT = authentic statements/witness testimony
	RA = personal statements and/or reflective accounts	EPW = expert witness testimony
	S = outcome from simulation, where permitted by the assessment strategy	RPL = evidence of recognition of prior learning

I confirm that the evidence detailed in this Unit is my own work and meets the requirements of the National Occupational standards.

Candidate signature: _____ Date: _____

I confirm that the candidate has achieved all the requirements of this Unit.

Assessor signature: _____ Date: _____

Countersigning assessor signature (if applicable): _____ Date: _____

I confirm that the candidate's sampled work meets the standards specified for this Unit and may be presented for external verification.

Internal verifier signature: _____ Date: _____

Countersigning internal verifier (if applicable): _____ Date: _____

Element 2P&C2/09.2

Prepare food items ready for operations and service

What you must cover:

C3 Establishment requirements (at least 1 from)

- a) Number of customers
- b) Menu requirements

C4 Ingredients (at least 2 from)

- a) Vegetables
- b) Garnishes
- c) Frozen products
- d) Fresh high risk products

C5 Prepare (at least 2 from)

- a) Washing
- b) Cutting
- c) Defrosting
- d) Weighing

What you must do

To achieve this element you must give sufficient evidence to demonstrate your competence for each standard.

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
To meet the national standard you must:									
6 Prepare work and carry it out in an efficient manner									
7 Ensure that there are sufficient ingredients in stock in line with establishment requirements									
8 Prepare ingredients to the organisational needs and quality requirements									

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
9	Report any ingredients that are not prepared to the correct quantity or quality to the proper person								
10	Conduct work in line with legal requirements, workplace procedures and current legislation relating to hygienic and safe working practices when preparing food items ready for operations								

Element: 2P&C2/09.2 Prepare food items ready for operations and service

What you must cover:

(Assessor to record range with reference to element requirements)

Practical	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date
C3 Establishment requirements									
a) Number of customers									
b) Menu requirements									
C4 Ingredients									
a) Vegetables									
b) Garnishes									
c) Frozen products									
d) Fresh high risk products									
C5 Prepare									
a) Washing									
b) Cutting									
c) Defrosting									
d) Weighing									

Additional evidence (if applicable):

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	O = direct observation of the learner's performance by their assessor	PD = professional discussion
Column key:	Q&A = outcomes from oral or written questioning	A = assignment, project/case studies
	P = products of the learner's work	WT = authentic statements/witness testimony
	RA = personal statements and/or reflective accounts	EPW = expert witness testimony
	S = outcome from simulation, where permitted by the assessment strategy	RPL = evidence of recognition of prior learning

I confirm that the evidence detailed in this Unit is my own work and meets the requirements of the National Occupational standards.

Candidate signature: _____ Date: _____

I confirm that the candidate has achieved all the requirements of this Unit.

Assessor signature: _____ Date: _____

Countersigning assessor signature (if applicable): _____ Date: _____

I confirm that the candidate's sampled work meets the standards specified for this Unit and may be presented for external verification.

Internal verifier signature: _____ Date: _____

Countersigning internal verifier (if applicable): _____ Date: _____

Element 2P&C2/09.3

Close kitchen after operations

What you must cover:

C6 Tools (Both)

- a) Knives
- b) Utensils

C7 Food storage equipment (at least 2 from)

- a) Fridge
- b) Freezer
- c) Dry store/larder

C8 Cooking equipment (at least 4 from)

- a) Oven/combination oven
- b) Grill
- c) Hob
- d) Fryer
- e) Microwave
- f) Steamer

What you must do

To achieve this element you must give sufficient evidence to demonstrate your competence for each standard.

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
To meet the national standard you must:									
11	Prioritise work and carry it out in an efficient manner								
12	Check that tools are cleaned and stored to organisational and legal requirements								
13	Check food storage equipment meets organisational and legal requirements for kitchen closure								

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
14 Check that cooking equipment is turned off, unplugged where necessary, and cleaned following manufacturers' and organisation's instructions									
15 Report any un-cleaned tools, food storage or cooking equipment or problems to the appropriate person									

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
16 Conduct work in line with legal requirements, workplace procedures and current legislation relating to hygienic and safe working practices when closing down the kitchen after operations									

Element: 2P&C2/09.3 Close kitchen after operations

What you must cover:

(Assessor to record range with reference to element requirements)

Practical	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date
C6 Tools									
a) Knives									
b) Utensils									
C7 Food storage equipment									
a) Fridge									
b) Freezer									
c) Dry store/larder									
C8 Cooking equipment									
a) Oven/combination oven									
b) Grill									
c) Hob									
d) Fryer									
e) Microwave									
f) Steamer									

Additional evidence (if applicable):

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	O = direct observation of the learner's performance by their assessor	PD = professional discussion
Column key:	Q&A = outcomes from oral or written questioning	A = assignment, project/case studies
	P = products of the learner's work	WT = authentic statements/witness testimony
	RA = personal statements and/or reflective accounts	EPW = expert witness testimony
	S = outcome from simulation, where permitted by the assessment strategy	RPL = evidence of recognition of prior learning

I confirm that the evidence detailed in this Unit is my own work and meets the requirements of the National Occupational standards.

Candidate signature: _____ Date: _____

I confirm that the candidate has achieved all the requirements of this Unit.

Assessor signature: _____ Date: _____

Countersigning assessor signature (if applicable): _____ Date: _____

I confirm that the candidate's sampled work meets the standards specified for this Unit and may be presented for external verification.

Internal verifier signature: _____ Date: _____

Countersigning internal verifier (if applicable): _____ Date: _____

Unit 19:

Complete kitchen documentation

Unit code: 2P&C1/09

Unit credit: 3

Unit level: 5

Introduction

This unit is about completing documentation commonly used in kitchen environments: for example, temperature charts, time sheets, accident report forms, food safety information and equipment fault reports.

What you must know

To achieve this element you must give sufficient evidence to demonstrate your knowledge and understanding for each standard.

Knowledge	Type of evidence	Date
For the whole unit		
K1 What documents need to be completed within the organisation		
K2 Why it is important to complete documentation		
K3 How to complete particular documents		
K4 Where to obtain appropriate documents from		
K5 When and where documentation is copied and kept		
K6 Why and who you should contact when problems occur		
K7 Why kitchen documentation needs to remain confidential		
K8 What information relating to working within the kitchen the law requires to be noted and kept		
K9 Why it is important that information is accurate		
K10 Why it is important that documents are not fraudulently completed		

Additional evidence (if applicable):

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	O = direct observation of the learner's performance by their assessor	PD = professional discussion
Column key:	Q&A = outcomes from oral or written questioning	A = assignment, project/case studies
	P = products of the learner's work	WT = authentic statements/witness testimony
	RA = personal statements and/or reflective accounts	EPW = expert witness testimony
	S = outcome from simulation, where permitted by the assessment strategy	RPL = evidence of recognition of prior learning

I confirm that the evidence detailed in this Unit is my own work and meets the requirements of the National Occupational standards.

Candidate signature: _____ Date: _____

I confirm that the candidate has achieved all the requirements of this Unit.

Assessor signature: _____ Date: _____

Countersigning assessor signature (if applicable): _____ Date: _____

I confirm that the candidate's sampled work meets the standards specified for this Unit and may be presented for external verification.

Internal verifier signature: _____ Date: _____

Countersigning internal verifier (if applicable): _____ Date: _____

Element 2P&C1/09

Complete kitchen documentation

What you must cover:

C1 Relevant documents (at least 2 from)

- a) Temperature charts
- b) Food safety information
- c) Accident report forms
- d) Equipment fault reports
- e) Stock usage reports

What you must do

To achieve this element you must give sufficient evidence to demonstrate your competence for each standard.

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
To meet the national standard you must:									
1	Ensure you have sufficient relevant documents and where necessary, obtain extra copies								
2	Accurately and legibly complete relevant documents to organisational requirements								
3	Ensure that relevant documents arrive with the proper person within the time required								

Practical	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date	Type of evidence	Portfolio Reference	Date
4	Copy and file relevant documents in line with organisational requirements								
5	Respond to queries about the completion of relevant documents, within the boundaries of your authority								

Element: 2P&C1/09 Complete kitchen documentation

What you must cover:

(Assessor to record range with reference to element requirements)

Practical	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date	Type of evidence	Portfolio reference	Date
C1 Relevant documents									
a) Temperature charts									
b) Food safety information									
c) Accident report forms									
d) Equipment fault reports									
e) Stock use reports									

Additional evidence (if applicable):

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	O = direct observation of the learner's performance by their assessor	PD = professional discussion
Column key:	Q&A = outcomes from oral or written questioning	A = assignment, project/case studies
	P = products of the learner's work	WT = authentic statements/witness testimony
	RA = personal statements and/or reflective accounts	EPW = expert witness testimony
	S = outcome from simulation, where permitted by the assessment strategy	RPL = evidence of recognition of prior learning

I confirm that the evidence detailed in this Unit is my own work and meets the requirements of the National Occupational standards.

Candidate signature: _____ Date: _____

I confirm that the candidate has achieved all the requirements of this Unit.

Assessor signature: _____ Date: _____

Countersigning assessor signature (if applicable): _____ Date: _____

I confirm that the candidate's sampled work meets the standards specified for this Unit and may be presented for external verification.

Internal verifier signature: _____ Date: _____

Countersigning internal verifier (if applicable): _____ Date: _____

Annexe A

Evidence Requirements

Mandatory units

2GEN3/09	Maintain Food Safety when preparing, storing and cooking food
Element 2GEN3/09.1	Keep yourself clean and hygienic
what you must DO for 2GEN3/09.1	The assessor <u>must</u> assess statements P1–P3 and P5 by direct observation
what you must COVER for 2GEN3/09.1	<p>There must be performance evidence, gathered through observing the candidate's work for:</p> <p>C1 Clothes (<i>at least four from</i>)</p> <ul style="list-style-type: none"> (a) trousers (b) tops/jackets (c) coats (d) disposable gloves (e) shoes (f) headgear (g) aprons <p>C2 Appropriate times to wash your hands (<i>at least five from</i>)</p> <ul style="list-style-type: none"> (a) after going to the toilet or in contact with faeces (b) when going into food preparation and cooking areas including after any work breaks (c) after touching raw food and waste (d) before handling raw food (e) after disposing of waste (f) after cleaning (g) changing dressings or touching open wounds <p>C3 Unsafe behaviour (<i>at least none from</i>)</p> <ul style="list-style-type: none"> (a) failure to wash hands thoroughly when necessary (b) touching your face, nose or mouth, blowing your nose (c) chewing gum (d) eating (e) smoking (f) scratching <p>Evidence for the remaining points under 'what you must cover' may be assessed through questioning, witness testimony or simulation.</p>

Element 2GEN3/09.2	Keep your working area clean and hygienic
what you must DO for 2GEN3/09.2	The assessor <u>must</u> assess statements P9, P10 and P12 by direct observation.
what you must COVER for 2GEN3/09.2	<p>There must be performance evidence, gathered through observing the candidate's work for:</p> <p>C4 Surfaces and equipment (<i>at least two from</i>)</p> <ul style="list-style-type: none"> (a) surfaces and utensils for preparing, cooking and holding food (b) surfaces and utensils used for displaying and serving food (c) appropriate cleaning equipment <p>Evidence for the remaining points under 'what you must cover' may be assessed through questioning, witness testimony or simulation.</p>
Element 2GEN3/09.3	Store food safely
what you must DO for 2GEN3/09.3	The assessor <u>must</u> assess statements P15–P20 by direct observation.
what you must COVER for 2GEN3/09.3	<p>There must be performance evidence, gathered through observing the candidate's work for:</p> <p>C5 Storage areas (<i>at least two from</i>)</p> <ul style="list-style-type: none"> (a) ambient temperature (b) refrigerator (c) freezer <p>Evidence for the remaining points under 'what you must cover' may be assessed through questioning, witness testimony or simulation.</p>

Element 2GEN3/09.4	Prepare, cook and hold food safely
what you must DO for 2GEN3/09.4	The assessor <u>must</u> assess statements P25 and P26 by direct observation.
what you must COVER for 2GEN3/09.4	There must be performance evidence, gathered through observing the candidate's work for: C6 Operations (<i>at least four from</i>) (a) defrosting food (b) preparing food, including washing and peeling (c) cooking food (d) reheating food (e) holding food before serving (f) cooling cooked food not for immediate consumption (g) freezing cooked food not for immediate consumption C7 Hazards (<i>at least none from</i>) (a) bacteria and other organisms (b) chemical (c) physical (d) allergenic Evidence for the remaining points under 'what you must cover' may be assessed through questioning, witness testimony or simulation.
1GEN4/09	Work effectively as part of a hospitality team
what you must DO for 1GEN4/09	The assessor must ensure that there is sufficient evidence that shows what the candidate has done over a sufficient period of time with different customers and on different occasions.
what you must COVER for 1GEN4/09	There are no 'What you must cover' for this unit.

1GEN1/09	Maintain a safe, hygienic and secure working environment
Element 1GEN1/09.1	Maintain personal health and hygiene
what you must DO for 1GEN1/09.1	The assessor must assess statements P1–P2 by direct observation of the candidate's work.
what you must COVER for 1GEN1/09.1	There are no 'What you must cover' for Element 1.

Element 1GEN1/09.2	Help to maintain a hygienic, safe and secure workplace
what you must DO for 1GEN1/09.2	<p>The assessor must assess statements P6, P9-P11 by direct observation of the candidate's work.</p> <p>Simulation <i>may</i> be used for P7 – P8 if no naturally occurring evidence is available.</p>
what you must COVER for 1GEN1/09.2	<p>There must be performance evidence, gathered through observing the candidate's work for:</p> <p>C1 Hazards (<i>at least one from the following</i>)</p> <ul style="list-style-type: none"> (a) relating to equipment (b) relating to areas where you work (c) relating to personal clothing <p>C2 Ways of dealing with hazards (at least none required from the following)</p> <ul style="list-style-type: none"> (a) putting them right yourself (b) reporting them to appropriate colleagues (c) warning other people <p>C3 Emergency procedures (at least one from the following)</p> <ul style="list-style-type: none"> (a) fire (b) threat (c) security <p>Evidence for the remaining points under 'what you must cover' may be assessed through questioning, witness testimony or simulation.</p>

SVQ1 Food Production and Cooking and Kitchen Services Units at SCQF Level 4

Sufficiency of Evidence

There must be sufficient evidence to ensure that the candidate can achieve the standard over a period of time in the workplace or approved realistic working environment. This must be achieved through direct assessment by the assessor or through the use of authentic witness testimony.

What you have to KNOW

For those knowledge statements that relate to how the candidate should do something, the assessor may be able to infer that the candidate has the necessary knowledge from observing their performance or checking products of their work. In all other cases, evidence of the candidate's knowledge and understanding must be gathered by oral or written questioning.

SVQ1 Food Production and Cooking and Kitchen Services unit titles

Evidence requirements are included in this document for the following units:

1FC1	Cook Vegetables
1FP2	Prepare and finish simple salad and fruit dishes
1FPC1	Prepare and cook fish
1FPC2	Prepare and cook meat and poultry
1PR1	Prepare hot and cold sandwiches
1FS4/09	Prepare a counter/takeaway service
1PR20	Maintain an efficient use of resources
1PR28	Present menu items according to defined brand standard

Unit 1FC1	Cook vegetables
What you have to DO for 1FC1	<p>The assessor <u>must</u> assess statements 1-5 by directly observing the candidate's work.</p> <p>The assessor may assess statement 6 through questioning or witness testimony if no naturally occurring evidence is available.</p>
What you must COVER for 1FC1	<p>There must be performance evidence, gathered through observing the candidate's work for:</p> <ul style="list-style-type: none"> • at least one from vegetables <ul style="list-style-type: none"> a) frozen b) pre-prepared fresh • at least two from cooking methods <ul style="list-style-type: none"> a) boiling b) frying c) grilling d) microwaving <p>Evidence for the remaining points under 'what you must cover' may be assessed through questioning or witness testimony.</p>

Unit 1FP2	Prepare and finish simple salad and fruit dishes
What you have to DO for 1FP2	<p>The assessor <u>must</u> assess statements 1-4 by directly observing the candidate's work.</p> <p>The assessor may assess statement 5 through questioning or witness testimony if no naturally occurring evidence is available.</p>
What you must COVER for 1FP2	<p>There must be performance evidence, gathered through observing the candidate's work for:</p> <ul style="list-style-type: none"> • at least three from ingredients: <ul style="list-style-type: none"> a) frozen fruit b) fresh fruit c) fresh salad d) prepared fruit e) prepared salad • at least three from prepare by: <ul style="list-style-type: none"> a) peeling b) trimming c) washing d) soaking e) cutting f) mixing <p>Evidence for the remaining points under 'what you must cover' may be assessed through questioning or witness testimony.</p>

Unit 1FPC1	Prepare and cook fish
What you have to DO for 1FPC1	<p>The assessor <u>must</u> assess statements 3,4,6,7 and 8 by directly observing the candidate's work.</p> <p>The assessor may assess statements 1, 2 and 5 through questioning or witness testimony if no naturally occurring evidence is available.</p>
What you must COVER for 1FPC1	<p>There must be performance evidence, gathered through observing the candidate's work for:</p> <ul style="list-style-type: none"> • at least two from fish <ul style="list-style-type: none"> a) coated b) un-coated c) frozen d) un-frozen • at least one from preparation methods <ul style="list-style-type: none"> a) defrosting b) coating • at least two from cooking methods <ul style="list-style-type: none"> a) deep frying b) grilling c) baking <p>Evidence for the remaining points under 'what you must cover' may be assessed through questioning or witness testimony.</p>

Unit 1FPC2	Prepare and cook meat and poultry
What you have to DO for 1FPC2	<p>The assessor <u>must</u> assess statements 3,4,6,7 and 8 by directly observing the candidate's work.</p> <p>The assessor may assess statements 1, 2 and 5 through questioning or witness testimony if no naturally occurring evidence is available.</p>
What you must COVER for 1FPC2	<p>There must be performance evidence, gathered through observing the candidate's work for:</p> <ul style="list-style-type: none"> • at least two from meat and poultry: <ul style="list-style-type: none"> a) pre-prepared b) uncoated c) steaks d) chops e) chicken cuts • one from preparation methods <ul style="list-style-type: none"> a) defrosting b) seasoning

Unit 1FPC2	Prepare and cook meat and poultry
	<ul style="list-style-type: none"> • at least two from cooking methods: <ul style="list-style-type: none"> a) grilling/griddling b) shallow frying c) deep frying d) microwaving <p>Evidence for the remaining points under 'what you must cover' may be assessed through questioning or witness testimony.</p>

Unit 1PR1	Prepare hot and cold sandwiches
<p>What you have to DO for 1PR1</p>	<p>The assessor <u>must</u> assess statements 1-3 by directly observing the candidate's work.</p> <p>The assessor may assess statement 4 through questioning or witness testimony if no naturally occurring evidence is available.</p>
<p>What you must COVER for 1PR1</p>	<p>There must be performance evidence, gathered through observing the candidate's work for:</p> <ul style="list-style-type: none"> • at least two from bread <ul style="list-style-type: none"> a) sliced bread b) un-sliced bread c) wraps d) bread rolls • at least four from fillings; <ul style="list-style-type: none"> a) fats/pastes/spreads b) cooked meat and poultry c) cooked fish d) dairy products e) salad/vegetables/fruit f) sauces/dressings/relishes • at least two from preparation methods; <ul style="list-style-type: none"> a) slicing b) preparing fillings c) garnishing d) heating/toasting <p>Evidence for the remaining points under 'what you must cover' may be assessed through questioning or witness testimony.</p>

Unit 1FS4/09	Provide a counter/takeaway service
ELEMENT 1FS4/09.1	Serve customers at the counter
What you have to DO for Element 1FS4/09.1	The assessor <u>must</u> assess statements 1-5 by directly observing the candidate's work.
What you must COVER for Element 1FS4/09.1	<p>There must be performance evidence, gathered through observing the candidate's work for:</p> <ul style="list-style-type: none"> • one from customers • at least two from information: <ul style="list-style-type: none"> a) items available b) ingredients c) prices, special offers and promotions • at least two from food and drink items: <ul style="list-style-type: none"> a) hot food b) cold food c) hot drinks d) cold drinks • at least two from condiments and accompaniments: <ul style="list-style-type: none"> a) seasonings b) sugars/sweeteners c) prepared sauces/dressings <p>Evidence for the remaining points under 'what you must cover' may be assessed through questioning or witness testimony.</p>
ELEMENT 1FS4/09.2	Maintain counter and service areas
What you have to DO for Element 1FS4/09.2	The assessor <u>must</u> assess statements 1-6 by directly observing the candidate's work.
What you must COVER for Element 1FS4/09.2	<p>There must be performance evidence, gathered through observing the candidate's work for:</p> <ul style="list-style-type: none"> • At least three from service items: <ul style="list-style-type: none"> a) service utensils b) food containers/dispensers c) trays d) crockery e) cutlery f) disposable items

	<ul style="list-style-type: none"> • At least two from food and drink items: <ul style="list-style-type: none"> a) hot food b) cold food c) hot drinks d) cold drinks <p>Evidence for the remaining points under 'what you must cover' may be assessed through questioning or witness testimony</p>
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Unit 1PR20	Maintain an efficient use of resources in the kitchen
What you have to DO for 1PR20	<p>The assessor <u>must</u> assess statement 2 by directly observing the candidate's work.</p> <p>The assessor may assess statements 1,3,4,5 and 6 through questioning or witness testimony if no naturally occurring evidence is available.</p>
What you must COVER for 1PR20	<p>There must be performance evidence, gathered through observing the candidate's work for:</p> <ul style="list-style-type: none"> • at least three from cooking equipment: <ul style="list-style-type: none"> a) grills b) ovens c) hot plates d) fridges and freezers e) extraction equipment • at least two from waste: <ul style="list-style-type: none"> a) food waste b) glass c) card d) plastic packaging <p>Evidence for the remaining points under 'what you must cover' may be assessed through questioning or witness testimony.</p>

See Appendix 1

Learning outcomes	Example Assessment Methods	Examples of Evidence
1 Be able to produce dishes in a manner that is consistent with the relevant brand standard	Observation Products of work Witness testimony Professional discussion Candidate statement	Observation sheets Videos/photos Notes of meetings with line manager Maintenance records Team briefing notes Work schedules Witness statements Records of professional discussion
2 Understand why organisations use brand standards	Oral questions Written questions Reflective account Professional discussion	Records of oral questioning Question/answer sheets Reflective account Records of professional discussion Cross reference to outcome 1

SVQ2 Food Production and Cooking and Kitchen Services Units at SCQF level 5

Sufficiency of Evidence

There must be sufficient evidence to ensure that the candidate can achieve the standard over a period of time in the workplace or approved realistic working environment. This must be achieved through direct assessment by the assessor or through the use of authentic witness testimony.

What you have to KNOW

For those knowledge statements that relate to how the candidate should do something, the assessor may be able to infer that the candidate has the necessary knowledge from observing their performance or checking products of their work. In all other cases, evidence of the candidate's knowledge and understanding must be gathered by oral or written questioning.

SVQ2 Food Production and Cooking and Kitchen Services unit titles

Evidence requirements are included in this document for the following units:

2PR14	Produce basic hot and cold desserts
2PR15	Produce cold starters and salads
2P&C1/09	Complete kitchen documentation
2P&C2/09	Set up and close a kitchen
2PR17	Produce healthier dishes
2PR19	Maintain an efficient use of food resources
2PR21	Prepare, operate and clean specialist food preparation and cooking equipment
2PR27	Promote new menu items

Unit 2PR14	Produce basic cold and hot desserts
What you have to DO for 2PR14	<p>The assessor <u>must</u> assess statements 1-5 by directly observing the candidate's work.</p> <p>For statement 6, where there is no naturally occurring evidence for both 'holding' and 'serving', the assessor may assess the candidate through questioning or witness testimony for one of them (ie either holding <u>or</u> serving) but must observe the other.</p> <p>The assessor may assess statement 7 through questioning or witness testimony if no naturally occurring evidence is available.</p>

<p>What you must COVER for 2PR14</p>	<p>There must be performance evidence, gathered through observing the candidate's work for:</p> <ul style="list-style-type: none"> • at least three from ingredients: <ul style="list-style-type: none"> a) ice cream b) pre-prepared pastry based products c) pre-prepared sponge based products d) pre-prepared egg based products e) fresh fruit f) pre-prepared fruit • at least two from cooking methods: <ul style="list-style-type: none"> a) baking b) frying c) microwaving d) steaming • at least three from finishing methods: <ul style="list-style-type: none"> a) garnishing b) de-moulding c) slicing d) portioning e) piping f) glazing <p>Evidence for the remaining points under 'what you must cover' may be assessed through questioning or witness testimony.</p>
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Unit 2PR15	Produce cold starters and salads
<p>What you have to DO for 2PR15</p>	<p>The assessor <u>must</u> assess statements 1-5 by directly observing the candidate's work.</p> <p>The assessor may assess statement 6 through questioning or witness testimony if no naturally occurring evidence is available.</p>
<p>What you must COVER for 2PR15</p>	<p>There must be performance evidence, gathered through observing the candidate's work for:</p> <ul style="list-style-type: none"> • at least five from food products: <ul style="list-style-type: none"> a) bread products b) salads c) pre-prepared pastry items d) cooked and cured meats e) fish and shellfish f) pre-prepared pates g) cold dressings and sauces h) pre-prepared vegetable items

	<ul style="list-style-type: none"> • at least four from preparation methods: <ul style="list-style-type: none"> a) de-frosting b) washing c) slicing d) dressing e) garnishing f) portioning g) combining ingredients <p>Evidence for the remaining points under 'what you must cover' may be assessed through questioning or witness testimony.</p>
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Unit 2PR17	Produce healthier dishes
What you have to DO for 2PR17	<p>The assessor <u>must</u> assess statements 1-4 by directly observing the candidate's work.</p> <p>The assessor may assess statements 5 and 6 through questioning or witness testimony if no naturally occurring evidence is available.</p>
What you must COVER for 2PR17	<p>There must be performance evidence, gathered through observing the candidate's work for:</p> <ul style="list-style-type: none"> • at least four from dish: <ul style="list-style-type: none"> a) meat/poultry b) fish c) vegetables/fruit d) eggs e) pasta/rice/grain/pulses f) soups/sauces g) pastry h) bread/dough i) sponges/cakes/biscuits/scones <p>Evidence for the remaining points under 'what you must cover' may be assessed through questioning or witness testimony.</p>

Unit 2PR19	Maintain an efficient use of food resources
What you have to DO for 2PR19	The assessor <u>must</u> assess statements 1-7 by directly observing the candidate's work. The assessor may assess statements 8, 9 and 10 through questioning or witness testimony if no naturally occurring evidence is available.
What you must COVER for 2PR19	There must be performance evidence, gathered through observing the candidate's work for: <ul style="list-style-type: none"> • at least three from information to be gained from: <ul style="list-style-type: none"> a) senior colleagues b) booking information c) records of sales patterns d) records of anticipated customer volumes • at least two from portion control measures: <ul style="list-style-type: none"> a) use of scoops, measures and scales b) counting of items c) following standard recipe and brand standard <p>Evidence for the remaining points under 'what you must cover' may be assessed through questioning or witness testimony.</p>

Unit 2PR21	Prepare, operate and clean specialist food preparation and cooking equipment
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See Appendix 1

Learning outcomes	Example Assessment Methods	Examples of Evidence
1 Be able to operate and maintain cooking equipment which is specific to the hospitality operation	Observation Witness testimony	Observation sheets Videos/photos Notes of meetings with line manager Maintenance records Witness statements
2 Understand how to prepare, operate and clean cooking equipment which is specific to the hospitality operation	Oral questions Written questions Professional discussion	Records of oral questioning Question/answer sheets Records of professional discussion Cross reference to outcome 1

Unit 2PR27**Promote new menu items**

See Appendix 1

Learning outcomes	Example Assessment Methods	Examples of Evidence
1 Be able to promote menu items	<p>Observation</p> <p>Products of work</p> <p>Witness testimony</p> <p>Professional discussion</p> <p>Candidate statement</p>	<p>Observation sheets</p> <p>Videos/photos</p> <p>Notes of meetings with line manager</p> <p>Maintenance records</p> <p>Team briefing notes</p> <p>Work schedules</p> <p>Witness statements</p> <p>Records of professional discussion</p>
2 Understand the purpose of promotional activities	<p>Oral questions</p> <p>Written questions</p> <p>Reflective account</p> <p>Professional discussion</p>	<p>Records of oral questioning</p> <p>Question/answer sheets</p> <p>Reflective account</p> <p>Records of professional discussion</p> <p>Cross reference to outcome 1</p>

Unit 2P&C1/09	Complete kitchen documentation
What you have to DO for 2P&C1/09	<p>The assessor <u>must</u> assess statements 1-2 by directly observing the candidate's work.</p> <p>The assessor may assess statements 3, 4 and 5 through questioning or witness testimony if no naturally occurring evidence is available.</p>
What you must COVER for 2P&C1/09	<p>There must be performance evidence, gathered through observing the candidate's work for:</p> <ul style="list-style-type: none"> • at least two from relevant documents: <ul style="list-style-type: none"> a) temperature charts b) food safety information c) accident report forms d) equipment fault reports e) stock usage report <p>Evidence for the remaining points under 'what you must cover' may be assessed through questioning or witness testimony.</p>

Unit 2P&C2/09	Set up and close kitchen
ELEMENT 2P&C2/09.1	Prepare kitchen for food operations
What you have to DO for Element 2P&C2/09.1	The assessor <u>must</u> assess statements 1, 2, 3 and 5 by directly observing the candidate's work. The assessor may assess statement 4 through questioning or witness testimony if no naturally occurring evidence is available.
What you must COVER for Element 2P&C2/09.1	There must be performance evidence, gathered through observing the candidate's work for: <ul style="list-style-type: none"> • at least two from tools: <ul style="list-style-type: none"> a) knives b) utensils • at least five from kitchen equipment: <ul style="list-style-type: none"> a) oven/combination oven b) grill c) hob d) fryer e) microwave f) steamer g) fridge/freezer <p>Evidence for the remaining points under 'what you must cover' may be assessed through questioning or witness testimony.</p>
ELEMENT 2P&C2/09.2	Prepare food items ready for operations
What you have to DO for Element 2P&C2/09.2	The assessor <u>must</u> assess statements 1, 2, 3 and 5 by directly observing the candidate's work. The assessor may assess statement 4 through questioning or witness testimony if no naturally occurring evidence is available.
What you must COVER for Element 2P&C2/09.2	There must be performance evidence, gathered through observing the candidate's work for: <ul style="list-style-type: none"> • at least one from establishment requirements <ul style="list-style-type: none"> a) number of customers b) menu requirements • at least two from ingredients: <ul style="list-style-type: none"> a) vegetables b) garnishes c) frozen products d) fresh high risk products

	<ul style="list-style-type: none"> • at least two from prepare: <ul style="list-style-type: none"> a) washing b) cutting c) defrosting d) weighing <p>Evidence for the remaining points under 'what you must cover' may be assessed through questioning or witness testimony.</p>
ELEMENT 2P&C2/09.3	Close kitchen after operations
What you have to DO for Element 2P&C2/09.3	<p>The assessor <u>must</u> assess statements 1,2,3,4 and 6 by directly observing the candidate's work.</p> <p>The assessor may assess statement 5 through questioning or witness testimony if no naturally occurring evidence is available.</p>
What you must COVER for Element 2P&C2/09.3	<p>There must be performance evidence, gathered through observing the candidate's work for:</p> <ul style="list-style-type: none"> • at least two from tools: <ul style="list-style-type: none"> a) knives b) utensils • at least two from food storage equipment: <ul style="list-style-type: none"> a) fridge b) freezer c) dry store/larder • at least four from cooking equipment: <ul style="list-style-type: none"> a) oven/combination oven b) grill c) hob d) fryer e) microwave f) steamer <p>Evidence for the remaining points under 'what you must cover' may be assessed through questioning or witness testimony.</p>

The Nature of the Qualification and Source of Evidence

Food Production and Cooking is an occupational qualification whose purpose is to assess a candidate's competence. In each unit there are learning outcomes that describe what the candidate must be able to do in a real work environment. It is a requirement, therefore, that evidence to meet the assessment criteria for these learning outcomes comes from real work activity in a hospitality workplace. In some circumstances, evidence of the candidate's performance can come from a Realistic Working Environment (RWE). However, RWEs must meet the guidance provided in the Assessment Strategy.

Contingencies

The only exception to workplace or RWE evidence is where particular learning outcomes or assessment criteria rarely or never occur during the period of assessment. Examples could include accidents and emergencies, equipment failures or overspends. These are identified as 'contingencies' in the evidence requirements. Alternative assessment methods, such as simulation or questioning, may be used for contingencies of this kind.

Holistic Assessment

Occupational qualifications lend themselves to holistic assessment. Provided a candidate is competent in their role and ready to be assessed, evidence for a number of units is likely to come from the candidate's day-to-day work with little interference or support from the assessor. Evidence will be naturally occurring and should only need to be cross-referenced to the learning outcomes and assessment criteria.

Assessment Methods in General

Most units contain two learning outcomes only¹: one is about what the candidate should be able to do and requires *Performance Evidence*; the other learning outcome is about what the candidate understands and requires *Evidence of Knowledge and Understanding*. Each of these has a number of possible assessment methods. Every assessment method has advantages and disadvantages, and assessors should choose the method that is most effective and efficient in bringing out and judging valid evidence. For most of the learning outcomes requiring performance evidence, a combination of assessment methods may be appropriate.

These different methods are discussed below.

Performance Evidence

Performance evidence applies to those learning outcomes (and the associated assessment criteria) that describe what the candidate is able to do. These learning outcomes all begin with 'be able to' and are followed by an active verb; they will have tangible outcomes, such as work products.

¹ Please note, some of the imported units contain more than two learning outcomes. However, each of these will also begin with 'be able to..', 'know...' or understand. Therefore the same principles apply.

Assessment Method: Observation

This covers observation of the candidate's performance at work by a qualified assessor. Observation is probably the most robust method of assessing performance but requires a great deal of time and resource. For this reason observation can be complemented by the other assessment methods below.

Assessment Method: Products of Work

Products of work are appropriate to many of the learning outcomes and associated assessment criteria. Products of work include, for example: menu and recipe plans, cellar records, staff rotas and accident reports. Products of work are excellent sources of evidence and often eliminate the need for an assessor to observe the candidate producing them.

In order to reduce the burden on the candidate, assessors are encouraged to log the relevant product of work and its location rather than insist the candidate stores copies in their portfolio. Assessors must ensure that products of work are authentic. It is possible for candidates to present products of work from the past, although this should be sufficiently recent for the assessor to be able to infer current competence.

Assessment Method: Witness Testimony

This is another form of observation and takes account of the fact that valuable performance evidence will occur when the regular assessor is not present. The use of witness testimony is encouraged because, again, it reduces the need for observation by the regular assessor. The Assessment Strategy provides for two types of witness testimony.

- *Witness testimony*, for example from a customer, supplier or colleague that provides evidence towards a candidate's assessment or
- *Expert witness testimony* that provides powerful evidence of competence, that may in itself be sufficient for an assessor to consider that competence has been proved.

Expert witnesses may be other approved assessors who are recognised to assess the relevant occupational area and level, or line managers/other managers, that may not be approved assessors, but whom the awarding body agrees have sufficient occupational qualifications or experience to make a judgement on the competence of a candidate. Expert witnesses must be able to demonstrate practical experience and knowledge in the unit being assessed, and expert witness testimony must be used in line with awarding body requirements.

Witness testimony of either kind must be authentic, ie the assessor must satisfy themselves that the testimony is a true account of the candidate's performance.

It is possible for candidates to present witness testimony from the past, although this should be sufficiently recent for the assessor to be able to infer current competence.

Assessment Method: Candidate Statement/Report

Candidate statements also take account of the fact that valuable performance evidence will occur when the assessor is not present. The candidate statement/report gives the candidate the opportunity to write a brief description of something they have done which meets the learning outcomes and assessment criteria in a unit. For a candidate statement/report to be valuable, it must be possible to cross reference it to content of the unit and to clearly see how the description provides evidence against the relevant learning outcomes and assessment criteria. It is possible for a candidate to produce a statement/report on something they have done in the past, although this should be sufficiently recent for the assessor to be able to infer current competence.

Assessment Method: Professional Discussion

Professional discussion can be used as an assessment method for performance and knowledge and understanding. Professional discussion is a single, or series of structured, planned and in-depth discussions between the assessor and candidate. Professional discussions can be used to obtain evidence from the candidate about what they have done and how they did it; it can also be used to supplement observations, witness testimony, examination of work products and written questions/answers. However, assessors should not rely entirely on candidates' reports of their own competence. It should always be supplemented by other types of evidence such as witness testimony and work products.

Evidence of Knowledge and Understanding Assessment Methods

Evidence of knowledge and understanding applies to those learning outcomes (and the associated assessment criteria) that describe what the candidate understands. These learning outcomes all begin with 'understand'.

Assessment Method: Questioning

Oral and written questions are both valid methods of assessing the knowledge and understanding learning outcomes and associated assessment criteria and are likely to be the assessor's method of choice.

Assessment Method: Other Recorded Evidence of Knowledge and Understanding

This includes work-based projects, case studies and reflective accounts. For some candidates these approaches can be powerful ways of bringing out evidence of a candidate's knowledge and understanding across several related learning outcomes and even units. However, their use will depend on the candidate's circumstances and ability to structure and write the appropriate documents.

Assessment Method: Professional Discussion

Professional discussion can also be used to assess knowledge and understanding. Professional discussion is a single, or series of structured, planned and in-depth discussions between the assessor and candidate. A professional discussion can bring out a wide range of knowledge and understanding across many related learning outcomes or units, particularly covering why certain things are done or the principles that underpin competent performance. Professional discussion can also help to verify the authenticity of other pieces of evidence.

Assessment Method: Inferring Knowledge and Understanding from Performance

It is possible for an assessor to infer that the candidate knows or understands certain things from observing their performance or examining other pieces of evidence such as work products or witness testimony. This particularly applies to assessment criteria that cover how to do certain tasks, for example:

- How menu items should be prepared to ensure that brand standards are maintained

The assessor should already have seen evidence of the candidate's ability to do this in the 'be able to' learning outcome in the same unit. They may, therefore, reasonably infer that the candidate has this knowledge and understanding.

Inferring knowledge and understanding from performance is a helpful way of avoiding over assessment. However, it should be used with caution, particularly when it comes to the possession of key facts, for example:

- What quantity of nutrients are typically needed to maintain a good dietary balance

or the reasons why certain things are important:

- The importance of knowing calorific values per portion

In both of these cases, oral/written questions, reflective accounts and professional discussions would be more valid ways of testing knowledge and understanding. The specific knowledge must be brought out.

Volume of Evidence/Length of Assessment

The Evidence Requirements do not stipulate how frequently a candidate must be assessed for each unit or how much evidence is acceptable. Assessors and verifiers should use their professional skills and experience to determine how much evidence over what period of time is sufficient to make a reliable judgment of consistent competent performance.

This is likely to vary according to the individual candidate and their working situation.

