

IVQs in Food Preparation and Culinary Arts (7065)

Level 1 IVQ Certificate in Food Preparation and Cooking (7065-31) (500/5761/3)

Level 2 IVQ Diploma in Food Preparation and Cooking (Culinary Arts) (7065-32) (500/5752/2)

Level 2 IVQ Diploma in Patisserie (7065-42) (500/5763/7)

Level 3 IVQ Advanced Diploma in Culinary Arts (7065-33) (500/5759/5)

Qualification handbook for centres



Publications and enquiries

City & Guilds publications are available from

Publications Sales**City & Guilds****1 Giltspur Street****London****EC1A 9DD****United Kingdom****T +44 (0)20 7294 2850****F +44 (0)20 7294 2413**

General information about City & Guilds may be obtained from Customer Relations at the above address or on +44 (0)20 7294 2787 or by emailing **intops@cityandguilds.com**.

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1 Giltspur Street**London****EC1A 9DD****T +44 (0)20 7294 2468****F +44 (0)20 7294 2400****www.cityandguilds.com**

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Important notice

Following the accreditation of the IVQs in Food Preparation and Culinary Arts (7065) on the National Qualifications Framework of England, Wales and Northern Ireland (NQF), some changes have been made to the qualification, at the request of the Office of the Qualifications and Examinations Regulator (Ofqual), the qualifications regulator in England.

These changes took effect on 1 June 2009 and are outlined on pages 05–06.

Note: the content of the qualifications has not changed following accreditation.

Changes to the qualification titles and numbers

The qualification titles and City & Guilds qualification numbers have changed as follows:

Certificate in Food Preparation and Cooking (7065-11)
changed to

Level 1 IVQ Certificate in Food Preparation and Cooking (7065-31)

Accreditation number: 500/5761/3

Diploma in Food Preparation and Cooking (Culinary Arts) (7065-12)
changed to

Level 2 IVQ Diploma in Food Preparation and Cooking (Culinary Arts) (7065-32)

Accreditation number: 500/5752/2

Diploma in Patisserie (7065-22)
changed to

Level 2 IVQ Diploma in Patisserie (7065-42)

Accreditation number: 500/5763/7

Advanced Diploma in Culinary Arts (7065-13)
changed to

Level 3 IVQ Advanced Diploma in Culinary Arts (7065-33)

Accreditation number: 500/5759/5

Changes to system set-up and registration

The new qualification set-up for the accredited IVQs in Food Preparation and Culinary Arts is outlined below.

Candidates must be registered under this new set-up in order to ensure they receive an accredited certificate on successful completion of the qualification.

Level 1 IVQ Certificate in Food Preparation and Cooking (7065-31)

Accreditation number: 500/5761/3

- 301** R/502/2300 – Safety at work in food preparation
- 302** D/502/2302 – Food safety at work
- 303** H/502/2303 – Food preparation methods
- 304** K/502/2304 – Cost control operations
- 305** M/502/2305 – Storage and care of materials
- 306** T/502/2306 – Nutrition at work
- 307** A/502/2307 – Cooking methods: boiling
- 308** F/502/2308 – Cooking methods: poaching
- 309** J/502/2309 – Cooking methods: stewing
- 310** L/502/2313 – Cooking methods: steaming
- 311** R/502/2314 – Cooking methods: braising
- 312** Y/502/2315 – Cooking methods: deep frying
- 313** D/502/2316 – Cooking methods: shallow frying
- 314** H/502/2317 – Cooking methods: baking
- 315** K/502/2318 – Cooking methods: roasting
- 316** M/502/2319 – Cooking methods: grilling
- 317** H/502/2320 – Cooking methods: microwave cooking
- 318** K/502/2321 – Cold food preparations
- 319** M/502/2322 – Basic pastry techniques

Theory examination (unchanged):

- 003** Food Preparation and Cooking Principles 1: Multiple-choice

Level 2 IVQ Diploma in Food Preparation and Cooking (Culinary Arts) (7065-32)

Accreditation number: 500/5752/2

- 321** A/502/2324 – Safety at work
- 322** F/502/2325 – Food safety
- 323** J/502/2326 – Kitchen maintenance and design
- 324** L/502/2327 – Budgeting, costing and control
- 325** R/502/2328 – Nutrition and dietetics
- 326** Y/502/2329 – Menu planning
- 327** L/502/2330 – Preparation, cooking and service: meat and poultry dishes
- 328** R/502/2331 – Preparation, cooking and service: fish and shellfish dishes
- 329** Y/502/2332 – Preparation, cooking and service: stocks, sauces and soups
- 330** D/502/2333 – Preparation, cooking and service: pulse and vegetable dishes
- 331** H/502/2334 – Preparation, cooking and service: pastry dishes
- 332** K/502/2335 – Preparation, cooking and service: farinaceous, pasta and rice dishes
- 333** M/502/2336 – Preparation, cooking and service: cold preparation dishes
- 334** T/502/2337 – Preparation, cooking and service: egg dishes and savouries

Theory examination (unchanged):

- 016** Food Preparation and Cooking (Culinary Arts) Principles 2:
Multiple-choice

Level 2 IVQ Diploma in Patisserie (7065-42)

Accreditation number: 500/5763/7

- 341** R/502/2300 – Safety at work in food preparation
342 F/502/2339 – Hygiene at work in food preparation
343 T/502/2340 – Kitchen maintenance and design
344 A/502/2341 – Budgets, costing and control in food preparation
345 F/502/2342 – Prepare and bake paste based products and desserts
346 J/502/2343 – Prepare and bake cakes and sponges
347 L/502/2344 – Prepare meringue based products and desserts
348 R/502/2345 – Prepare gelatine set desserts
349 Y/502/2346 – Prepare egg set desserts
350 D/502/2347 – Prepare and bake chemically aerated products
351 H/502/2348 – Prepare and cook fruit based desserts
352 K/502/2349 – Prepare simple frozen desserts
353 D/502/2350 – Prepare and bake fermented products
354 H/502/2351 – Prepare and use creams, fillings and glazes
355 K/502/2352 – Prepare hot and cold sauces
356 M/502/2353 – Prepare and use decorative mediums

Theory examination (unchanged):

- 018** Patisserie Principles – Multiple Choice

Level 3 IVQ Advanced Diploma in Culinary Arts (7065-33)

Accreditation number: 500/5759/5

Mandatory units

- 361** T/502/2354 – Food safety operations and supervision
362 A/502/2355 – Staff organisation in the kitchen and ancillary areas
363 F/502/2356 – Product development and presentation in culinary arts
364 J/502/2357 – Cultural dimensions of food
365 L/502/2358 – Costing, budgets and control in culinary arts
366 R/502/2359 – Materials management in culinary arts
367 J/502/2360 – Production systems, planning and organisation in culinary arts
368 L/502/2361 – Quality assurance of products and services in culinary arts
369 R/502/2362 – Menu policy and planning
370 Y/502/2363 – Training and team development in culinary arts

Optional units (one required)

- 371** D/502/2364 – Cuisine studies: advanced techniques
372 H/502/2365 – Patisserie studies: advanced techniques

Theory examination (unchanged):

- 024** Culinary Arts Principles

Registration for theory examination

Registration process for the theory examination has not changed.

Result submission for practical assessment

Practical results must be submitted for each individual unit.

Changes to unit titles

Changes to the unit titles are outlined in section '*Changes to system set-up and registration*'. The content of the units is unchanged.

Change to the grading

The grade 'Credit' has been changed to 'Merit'. All other grades are unchanged. The content of the units concerned is also unchanged.

Notification of Candidate Results (NCR) and Certificate of Unit Credit (CUC)

A Notification of Candidate Results (NCR) will be issued on completion of each assessment (theory or practical).

Certificates of Unit Credit (CUCs) are not available for the accredited IVQs in Hairdressing.

Final certificate will be issued on successful completion of the synoptic theory examination and the practical assessment for all units.

Availability of non-accredited version

The non-accredited version of the qualifications is available until 30 September 2009.

Learners for future theory examinations can only be registered under the accredited version.

Changes to the certificate layout

Certificates issued on completion of an accredited IVQ show the accredited title and the accreditation number for the qualification. The level in the accredited title refers to the NQF level the qualification is accredited at.

The certificate also lists all the units achieved, including the grade and the unit accreditation number.

The certificate carries the logos of the regulatory authorities in England, Wales and Northern Ireland indicating that the NQF accreditation only applies to these countries.

Levels of City & Guilds qualifications

All City & Guilds qualifications are part of an integrated progressive structure of awards arranged over eight levels, allowing people to progress from foundation to the highest level of professional competence. Senior awards, at levels 4 to 7, recognise outstanding achievement in industry, commerce and the public services. They offer a progressive vocational, rather than academic, route to professional qualifications. An indication of the different levels and their significance is given below.

NQF level#	City & Guilds qualifications/programmes	Other qualifications*
8	Fellowship (FCGI)	Doctorate
7	Membership (MCGI) Master Professional Diploma Level 5 vocational awards NVQ/SVQ Level 5	Master's Degree Postgraduate Diploma Postgraduate Certificate
6	Graduateship (GCGI) Associateship (ACGI)**	Bachelor's Degree Graduate Certificate and Diploma
5	Level 5 IVQ Advanced Technician Diploma Full Technological Diploma	Higher National Diplomas Foundation Degree Diplomas of Higher and Further Education
4	Licentiate'ship (LCGI) Higher Professional Diploma Level 4 vocational awards NVQ/SVQ Level 4	Certificate of Higher Education
3	Level 3 IVQ Advanced Diploma Level 3 IVQ Specialist Advanced Diploma*** Level 3 IVQ Technician Diploma Level 3 vocational awards NVQ/SVQ Level 3	A Level Scottish Higher Advanced National Certificate in Education BTEC National Certificate/Diploma
2	Level 2 IVQ Diploma Level 2 IVQ Specialist Diploma*** Level 2 IVQ Technician Certificate Level 2 vocational awards NVQ/SVQ Level 2	GCSE grades A*-C Scottish Intermediate 2/Credit 5 Grade BTEC First Certificate
1	Level 1 IVQ Certificate Level 1 vocational awards NVQ/SVQ Level 1	GCSE grades D-G Scottish Intermediate 1/General 5 Grade Scottish Access 1 and 2

National Qualifications Framework of England, Wales and Northern Ireland (NQF)

* Broad comparability in level

** Only graduates of the City & Guilds College, Imperial College of Science, Technology and Medicine, are awarded the Associateship (ACGI)

*** Part of a new qualification structure which is being introduced across the IVQ provision

IVQ International Vocational Qualifications

NVQ National Vocational Qualifications

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IVQ in Food Preparation and Culinary Arts 7065

About City & Guilds

We provide assessment and certification services for schools and colleges, business and industry, trade associations and government agencies in more than 100 countries. We have over 120 years of experience in identifying training needs, developing assessment materials, carrying out assessments and training assessment staff. We award certificates to people who have shown they have mastered skills that are based on world-class standards set by industry. City & Guilds International provides a particular service to customers around the world who need high-quality assessments and certification.

Introduction to this programme

We have designed the Food Preparation and Culinary Arts programme for those undergoing training or employed in this area of work. The programme aims to reflect the international nature of the knowledge and skills and activities needed for different countries or cultures.

We do not say the amount of time a candidate would need to carry out the programme, but we do provide advice on guided learning hours for each unit at each level (see below). The programme has three levels.

Certificate

The certificate (about 480 guided learning hours) provides a broad introduction to the theory and practical sides of food preparation., giving the necessary knowledge and practical experience to operate as a front line worker in a kitchen environment of a typical service outlet.

Diploma

The diploma (about 480 guided learning hours) provides more practice involving a broader range of skills appropriate to a person operating as a front line worker with some supervisory responsibilities in a kitchen environment of a typical service outlet.

Advanced Diploma

The advanced diploma (about 240 guided learning hours) takes these skills to the level appropriate to a person preparing for or working in first level management.

We stress that these figures are only a guideline. We award certificates for gaining and showing skills by whatever mode of study, and not for periods of time spent in study.

We provide certificates for all work-related areas at seven levels within our structure of awards shown in appendix C. This programme covers levels 1, 2 and 3.

Making entries for assessments

Candidates can only be entered for the assessments in this subject if the approved examination centres agree. Candidates must enter through an examination centre we have approved to carry out the assessments for 7065 Food Preparation and Culinary Arts.

There are two ways of entering candidates for assessments.

Internal candidates

Candidates can enter for examinations if they are taking or have already finished a course at a school, college or similar training institution that has directed their preparation whether by going to a training centre, working with another institution, or by open learning methods.

External candidates

These are candidates who have not finished a programme as described above. The examination centres must receive their application for entry well before the date of the examination concerned. This allows them to act on any advice you give about assessment arrangements or any further preparation needed. External candidates must carry out practical assignments and projects if necessary, and they will need extra time and guidance to make sure that they meet all the requirements for this part of the assessment.

In this publication we use the term 'centre' to mean a school, college, place of work or other institution.

Resources

If you want to use this programme as the basis for a course, you must read this syllabus and make sure that you have the staff and equipment to carry out all parts of the programme. If there are no facilities for realistic practical work, we strongly recommend that you develop links with local industry to provide opportunities for hands-on experience.

Assessments

There are three levels of this award.

Certificate

Diploma

Advanced Diploma

We use a numbering system to allow entries to be made for our awards. The numbers used for this programme are as follows.

Award number

7065-11	Certificate in Food Preparation and Cooking
7065-12	Diploma in Food Preparation and Cooking (Culinary Arts)
7065-13	Advanced Diploma in Culinary Arts

We use award numbers to describe the subject and level of the award.

Component numbers

003	Food Preparation and Cooking Principles 1
004	Food Preparation and Cooking Practice 1
016	Food Preparation and Cooking (Culinary Arts) Principles 2
017	Food Preparation and Cooking (Culinary Arts) Practice 2
018	Patisserie Principles
019	Patisserie Practice
024	Culinary Arts Principles
025	Cuisine Studies Practice
026	Patisserie Studies Practice

We use these numbers throughout this syllabus. You must use these numbers correctly if you send forms to us.

Certificate in Food Preparation and Cooking

To carry out what is needed for the Certificate in Food Preparation and Cooking, candidates must be successful in the following assessments.

7065-11-003	Food preparation and cooking principles 1 (written multiple choice paper which lasts two and a half hours)
-------------	--

[7065-11-004]	Food preparation and cooking practice 1 (Total one written paper)
---------------	--

The practical assessments are carried out during the learning programme and should be finished by the date of the written examination so you can send all the results to us. (See appendices A and B.)

Diploma in Food Preparation and Cooking (Culinary Arts)

To carry out what is needed for the Diploma in Food Preparation and Cooking (Culinary Arts), candidates must be successful in the following assessments.

7065-12-016	Food preparation and cooking (culinary arts) principles 2 (written multiple choice paper which lasts two and a half hours)
-------------	--

[7065-12-017]	Food preparation and cooking (culinary arts) practice 2 (Total one written paper)
---------------	--

The practical assessments are carried out during the learning programme and should be finished by the date of the written examination so you can send all the results to us. (See appendices A and B.)

Diploma in Patisserie

To carry out what is needed for the Diploma in Patisserie, candidates must be successful in the following assessments.

7065-12-018	Patisserie principles (written multiple choice paper which lasts two hours)
-------------	---

[7065-12-019]	Patisserie practice (Total one written paper)
---------------	--

The practical assessments are carried out during the learning programme and should be finished by the date of the written examination so you can send all the results to us. (See appendices A and B.)

Advanced Diploma in Culinary Arts

To carry out what is needed for the Advanced Diploma in Culinary Arts, candidates must be successful in the following assessments.

7065-13-024	Culinary arts principles (written paper which lasts three hours)
-------------	--

And either

[7065-13-025]	Cuisine studies practice
---------------	--------------------------

Or

[7065-13-026]	Patisserie studies practice (Total one written paper)
---------------	--

The practical assessments are carried out during the learning programme and should be finished by the date of the written examination so you can send all the results to us. (See appendices A and B.)

We provide assessments in two ways.

a Fixed date

These are assessments that are carried out on dates and times we set. These assessments have no brackets around their numbers.

b Free date

These are assessments that are carried out at a college or other training establishment on a date or over a period that the college chooses. These assessments have brackets around their numbers.

In this programme the written assessments are fixed date. The practical assessments are free date.

You must carry out assessments according to our International Directory of Examinations and Assessments. If there are any differences between information in this publication and the current directory, the Directory has the most up-to-date information.

Results and certification

Everyone who enters for our certificates, diplomas, and advanced diplomas receives a 'Notification of Candidate Results' giving details of how they performed.

If candidates successfully finish any assessment within this programme (for example, any one of the examination papers) they will receive a certificate of unit credit towards the certificate or diploma for which they are aiming. We grade course work assessments as pass or fail. We grade written assessments on the basis of fail, pass, credit or distinction. The certificate of unit credit will not mention assessments that they do not enter, which they failed or from which they were absent.

Each certificate or diploma clearly states what candidates need for full certification at the relevant level, allowing schools, colleges and employers to see whether they have met the full requirements.

If candidates successfully finish all the requirements for a full certificate or a diploma, they will automatically receive the appropriate certificate.

We will send the 'Notification of Candidate Results', certificates of unit credit, certificates, diplomas and advanced diplomas to the examination centre to be awarded to successful candidates. It is your responsibility to give the candidates the certificates. If candidates have a question about the results and certificates, they must contact you. You may then contact us if necessary.

We will also send you a results list showing how all candidates performed.

How to offer this programme

To offer this programme you must get approval from us. There are two categories of approval.

Subject approval

We give approval to offer a teaching course based on this syllabus.

Examination centre approval

We give approval to enter candidates for examinations.

To be approved by us to offer a teaching course you must send us the application form.

To enter candidates for examinations you must be approved by us as an examination centre. For this programme it is possible to act as a registered examination centre only, and accept external candidates. Approved examination centres must provide suitable facilities for taking examinations, secure places to keep the examination papers and materials, and may have an appointed visiting verifier to review practical work.

After we have received and accepted an application, we will send an approval letter confirming this. You can then send entries in at any time using the International Directory of Examinations and Assessments for guidance.

Please note that in this section we have provided an overview of centre approval procedures. Please refer to the current issue of 'Delivering International Qualifications – Centre Guide' for full details of each aspect of these procedures.

Other information

Designing courses of study

Candidates for the various Food Preparation and Culinary Arts will have come from different backgrounds and will have different employment and training experiences. We recommend the following:

- carry out an assessment of the candidates' achievements so you can see what learning they already have and decide the level of entry they will need; and
- consider what learning methods and places will best suit them.

When you assess a candidate's needs, you should design teaching programmes that consider:

- what, if any, previous education qualifications or training the candidate has, especially in the various general vocational education certificates we provide; and
- what, if any, previous practical experience the candidate has which is relevant to the aims of the programme and from which they may have learned the relevant skills and knowledge.

When you choose learning methods and places, you should consider the results of your assessments and whether the following are available.

- Open or distance learning material.
- Workplace learning that can be carried out on site or between you and a local workplace. This will allow the candidates access to specialised equipment and work experience.
- Working with other registered centres to share facilities.
- Opportunities for co-operative learning between candidates for different certificates who need to gain similar skills.

As long as the candidates meet the aims of this learning programme the structures of courses of study are up to you. So, it is possible to include extra topics that meet local needs.

You should avoid teaching theory alone. As far as possible the practical work should be closely related to work in the classroom so that candidates use their theory in a realistic work environment. You can use formal lectures in the classroom with appropriate exercises and demonstrations. Candidates should keep records of the practical work they do so they can refer to it at a later date.

We assume that you will include core skills, such as numeracy, communication, working with people, and organisation and planning throughout a teaching programme.

Presentation format of units

Practical competences

Each unit starts with a section on practical competences which shows the practical skills candidates must have.

At times we give more detail about important words in each 'competence statement'.

For example

'6.5 Identify sources of information for meeting legal requirements.

Sources: supervisor, manufacturers' instructions, company manual'

In the above statement the word 'sources' is given as a range which the candidate should be familiar with. Candidates should cover the complete range. When a range starts with the abbreviation 'eg' the candidates only need to cover some of the ranged areas or you can use suitable alternatives.

Knowledge requirements

Immediately after the section on practical competences the unit tells you what knowledge is needed for that area. The knowledge needed is closely linked to the practical competences, so it is best to teach the two together so that the candidate appreciates the topic more.

Practical activities

You should make sure all practical activities are supervised and instructors should make sure that the results reflect the candidate's own work. You must hold all the documents and material in a file (portfolio) for each candidate for eight weeks after the application for a certificate.

Entry levels

We consider the following programmes to be relevant preparation for this programme.

Successful completion of secondary schooling

Skills Certificate in Health and Safety (1100)
Certificate in Retailing (1121)
Diploma in Retailing (1121)

We also consider the following Pitman Qualifications awards as relevant alongside this programme.

Commercial Numeracy
Data Security and Safety
English for Speakers of Other Languages – higher intermediate level
Information and the Internet
Organising and Communicating Electronically
Keyboarding
Practical Data Processing
Spreadsheet Processing Techniques – essential level
Word Processing Techniques – essential level

Progression routes and recognition

We consider the following programmes to be relevant progression routes from this programme.

International Tourism (4865)
Food and Beverage Service (7066)
Reception Operations and Services (7067)
Accommodation Operations and Services (7068)
Applied Information Technology (7235)

Useful publications

We can provide a list of suggested text books covering specific areas of this programme. We may also have knowledge about other support materials. You should make sure that you have the latest information. We will automatically send updated lists to centres we have approved to offer this programme.

We offer the following publications as additional support materials to help you plan the delivery of International Vocational Qualifications:

Quality Handbook for Visiting Verifiers and Quality Inspectors
Guide to The Assessment of Practical Skills in International Vocational Qualifications
Preparing Projects and Portfolios for International Vocational Qualifications.

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Syllabus

IVQ in Food Preparation and Culinary Arts 7065

Section numbers and titles

Certificate

- 01 Safety at work
- 02 Food safety at work
- 03 Food preparation methods
- 04 Cost control operations
- 05 Storage and care of materials
- 06 Nutrition at work
- 07 Cooking methods: boiling
- 08 Cooking methods: poaching
- 09 Cooking methods: stewing
- 10 Cooking methods: steaming
- 11 Cooking methods: braising
- 12 Cooking methods: deep frying
- 13 Cooking methods: shallow frying
- 14 Cooking methods: baking
- 15 Cooking methods: roasting
- 16 Cooking methods: grilling
- 17 Cooking methods: microwave cooking
- 18 Cold food preparations
- 19 Basic pastry techniques

Diploma

- 01 Safety at work
- 02 Food safety
- 03 Kitchen maintenance and design
- 04 Budgeting, costing and control
- 05 Nutrition and dietetics
- 06 Menu planning
- 07 Preparation, cooking and service: meat and poultry dishes
- 08 Preparation, cooking and service: fish and shellfish dishes
- 09 Preparation, cooking and service: stocks, sauces and soups
- 10 Preparation, cooking and service: pulse and vegetable dishes
- 11 Preparation, cooking and service: pastry dishes
- 12 Preparation, cooking and service: farinaceous, pasta and rice dishes
- 13 Preparation, cooking and service: cold preparation dishes
- 14 Preparation, cooking and service: egg dishes and savouries

Diploma in Patisserie

- 01 Safety at work
- 02 Hygiene at work
- 03 Kitchen maintenance and design
- 04 Budgets, costing and control
- 05 Prepare and bake paste based products and desserts
- 06 Prepare and bake cakes and sponges
- 07 Prepare meringue based products and desserts
- 08 Prepare gelatine set desserts
- 09 Prepare egg set desserts
- 10 Prepare and bake chemically aerated products
- 11 Prepare and cook fruit based desserts
- 12 Prepare simple frozen desserts
- 13 Prepare and bake fermented products
- 14 Prepare and use creams, fillings and glazes
- 15 Prepare hot and cold sauces
- 16 Prepare and use decorative mediums

Advanced Diploma

All candidates

- 01 Food safety operations and supervision
- 02 Staff organisation in the kitchen and ancillary areas
- 03 Product development and presentation
- 04 Cultural dimensions of food
- 05 Costing, budgets and control
- 06 Materials management
- 07 Production systems, planning and organisation
- 08 Quality assurance of products and services
- 09 Menu policy and planning
- 10 Training and team development

Cuisine studies only

- 11 Cuisine studies: advanced techniques

Patisserie studies only

- 12 Patisserie studies: advanced techniques

01 Safety at work

Practical competences

The candidate must be able to do the following:

- 1.1 Carry out simple first aid tasks as required.
 - 1.2 Extinguish different kinds of fires using the appropriate equipment and procedures.
 - 1.3 Produce a simple workshop safety inspection report.
 - 1.4 Wear appropriate protective clothing.
 - 1.5 Observe all workshop safety procedures.
 - 1.6 Recognise hazards and report to the appropriate authority.
 - 1.7 Use safe and fully maintained equipment and utensils.
 - 1.8 Use knives and utensils safely and without danger to others.
 - 1.9 Comply with manufacturers' instructions in the operation and cleaning of equipment and machinery.
 - 1.10 Store and use safely dangerous substances such as chemicals used for cleaning.
- 1.4 Explain the correct procedures for dealing with the different kinds of fire.
Kinds of fire: equipment, instructions
Extinguishers: colour coding, use
Initial procedures: in emergencies, escape routes
Signs: types, importance, position
Preventative measures: for different types of fire, situations
 - 1.5 State simple first aid procedures.
Treatment of: shock, cuts, electric shock, fractures, burns, fainting, poisoning
First aid box: contents, checks
 - 1.6 Identify the main requirements of relevant safety legislation.
Controlling bodies: responsibilities, requirements, powers
Specific areas: covered by legislation
Role of safety inspector: internal, external
 - 1.7 Explain the care and control of potentially dangerous substances.
Dangerous substances: all those stored, kinds used for cleaning
Storage requirements: security, arrangements
Control procedures: documentation, responsibilities

Knowledge requirements

Instructors must ensure that candidates are able to

- 1.1 Identify safety hazards in the workplace.
Floors: different surfaces
Machinery: maintenance and safety checks and procedures
Electricity: power points, appliances, cables, fuses
Manual moving: equipment used for transporting
Hazards: associated with all equipment and machinery used
- 1.2 Identify safety precautions applicable to the workshop.
Safety signs and notices: different types
Staff training: induction, attitudes
Legal requirements: eg young persons using machinery, enforcement
- 1.3 Explain the importance of protective clothing and footwear.
Safety aspects of uniform: design, parts, purpose
Footwear: acceptable kinds, construction
Standards of dress: uniform repair, cleanliness
Acceptable ways of wearing the uniform: basic requirements, purpose

02 Food safety at work

Practical competences

The candidate must be able to do the following:

- 2.1 Wear appropriate protective clothing and footwear in the kitchen at all times.
- 2.2 Maintain personal cleanliness and hygienic practices at all times.
- 2.3 Report any personal condition that could affect food safety and take appropriate action.
- 2.4 Carry out appropriate routine cleaning and clean whilst at work.
- 2.5 Report faulty machinery and equipment likely to contribute to unsafe food conditions.
- 2.6 Act to prevent cross contamination without supervision.
- 2.7 Report any siting of pests to a supervisor.
- 2.8 Complete routine food safety documentation as required.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 2.1 Outline the main symptoms of food poisoning and identify vulnerable groups in the community.
Symptoms: eg diarrhoea, nausea, vomiting, abdominal pain, fever
Risk groups: eg children, elderly, immuno-compromised
- 2.2 Outline the growth conditions for the most common pathogens.
Growth conditions: food, 37°C, moisture, time
- 2.3 Identify sources of pathogens.
Sources: eg food, equipment, people, rubbish, pests, cross contamination
- 2.4 Outline the basic standards of good hygiene working practice.
Personal: personal presentation, standards of cleanliness
Working methods: rules, correct procedures, obligations
- 2.5 State the function of protective clothing.
Function: protect the food from the body

- 2.6 Give an example of a pathogen and explain how it causes illness.
Pathogen: eg salmonella, clostridium perfringens, staphylococcus aureus, E coli 0157,
How: infection or intoxication, source, route of contamination, growth, formation of spores, formation of toxins, illness
- 2.7 Outline the main factors to be considered in cleaning and disinfection.
Methods: stages in cleaning, pre-clean, main clean, rinse, disinfect, final rinse, dry
Schedules: daily, weekly, deep clean, content of schedules
Responsibilities: scheduled cleaning, clean as you go
- 2.8 State the temperature requirements for foods at different stages of the production cycle.
Storage and holding: chilled, frozen, display, dry store
Legal requirements: any in force
- 2.9 Outline the legal responsibilities of a food handler.
Responsibilities: to the employer, to the public
- 2.10 Outline the main responsibilities that a food handler could have in relation to a hazard analysis critical control point (HACCP).
Monitoring: eg Critical Control Points (CCP) or Good Hygiene Practice (GHP)
Monitoring records: CCP and GHP

03 Food preparation methods

Practical competences

The candidate must be able to do the following:

- 3.1 Use knives and small utensils appropriately.
- 3.2 Operate food preparation and storage equipment efficiently.
- 3.3 Select appropriate commodities and equipment for specific tasks.
- 3.4 Carry out working methods in a logical and tidy manner.
- 3.5 Carry out appropriate cleaning procedures.
- 3.6 Make economic use of materials and energy.
- 3.7 Wear protective clothing and footwear, in a suitable condition, in the kitchen.
- 3.8 Complete tasks to time.
- 3.9 Complete food preparation tasks without excessive trimming loss.
- 3.10 Ensure materials involved in food preparation are hygienically cleaned.
- 3.11 Carry out a simple comparison between fresh and convenience commodities.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 3.1 Identify and explain the uses of knives and small utensils used in the kitchen.
Knives: types, uses
Small equipment: types, uses
Maintenance and care: small equipment, knives and utensils
- 3.2 Describe the function and operation of kitchen equipment.
Equipment: large, small, uses, function, operation
Care: maintenance, cleaning

- 3.3 List preliminary food preparation tasks.
Preliminary food preparations (mise en place): calculation of amounts, raw, cooked
Raw and cooked preliminary preparations: related to specific recipes, menus
Storage: care, time, temperature, stock rotation
Equipment requirements: for given recipes
Recipes: commodity requirements, working methods
Hot and cold holding of prepared foods: conditions, temperatures, times
- 3.4 Explain 'make or buy' decisions in food preparation.
Convenience foods: range, availability
Use of convenience foods: in combination with fresh
Quality: fitness for purpose, organoleptic quality
- 3.5 Describe correct procedures that are a part of good working methods.
Logical working practices: examples in relation to preparation and cooking, use of instructions
Time: work plans, preparation, cooking, service
Standards: tidiness, neatness
Team work: co-operation, division of responsibilities
- 3.6 Explain the use of portion control equipment in preparation and service.
Utensils: range that assists portion control
Dish construction: preparation and presentation methods that relate to portion control
Losses: trimming, cooking
- 3.7 Explain the importance of manufacturers' instructions in the use of convenience foods.
Commodities: liability, examples
Equipment: availability, language, person responsible for safe keeping of instructions/manuals

04 Cost control operations

Practical competences

The candidate must be able to do the following:

- 4.1 Identify and list commodity prices for a recipe or total meal.
- 4.2 Compare alternative commodities in terms of quality and price.
- 4.3 Weigh commodities for recipes accurately.
- 4.4 Calculate the cost of recipes, based on ingredients.
- 4.5 Calculate the cost of individual dishes and simple set menus, based on ingredients.
- 4.6 Use appropriate equipment, utensils and serving dishes that assist portion control.
- 4.7 Calculate the gross profit on a simple meal.
- 4.8 Weigh trimming loss and relate as a percentage to the original weight of the commodity and price.
- 4.9 Calculate cooking losses of weight.
- 4.10 Calculate portion sizes for different dishes.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 4.1 State the methods of presenting dishes that assist portion control.
Portion sizes: various dishes, menus, types of meals
Items difficult to portion: recipes, commodities, techniques
Recipes: cooking in portion units
Presentation: techniques for indicating portions in different presentations
Convenience foods: related to portioning
- 4.2 Explain the use and advantages of standard recipes.
Preparation: ingredients, methods, utensils, equipment, time, photographs
Advantages: food standards, induction, quality assurance

- 4.3 Identify the main areas of cost in a catering operation.
Recipes: costs calculated
Operating costs: main areas, materials, labour, overheads
Selling prices: recipes, single items, mark-up, different operational outlets
Different profits: cost and profit for sectors of industry
- 4.4 State the units of measurement used for commodities.
Liquid and dry: units of measurement
Commodities purchased according to size: portion sizes in relation to total size
Portion sizes: examples applied to different commodities
- 4.5 Identify legislation affecting the handling of money and costing procedures.
Any legal requirements: costing procedures, handling money

05 Storage and care of materials

Practical competences

The candidate must be able to do the following:

- 5.1 Store food for short term refrigeration in suitable containers.
 - 5.2 Stack food in the general purpose refrigerator tidily and minimising risk of cross contamination.
 - 5.3 Report cold storage areas when not operating at appropriate temperatures.
 - 5.4 Check incoming foods for acceptability and report deficiencies where necessary.
 - 5.5 Carry out a daily temperature and humidity check of dry storage areas.
 - 5.6 Carry out a daily temperature check of all cold storage.
 - 5.7 Keep cleaning materials and other dangerous chemicals in clearly labelled containers and away from food items.
 - 5.8 Use stocks of all commodities in rotation according to age or 'use-by-date'.
 - 5.9 Keep all storage areas tidy and clean.
 - 5.10 Maintain in-house storage security procedures.
 - 5.11 Complete records on appropriate documentation.
- 5.3 State the principles of fresh vegetable storage.
Effects: light/darkness, stacking, containers
Temperature and humidity: requirements
Stock rotation: techniques
Common infestation: kinds, preventative measures
 - 5.4 Describe the essential qualities of basic commodities.
Commodity range: dry, dairy, vegetables, fruits, fish, meat, poultry, confectionery, bread
Effects: poor storage conditions
Methods of judging safe condition: examples
 - 5.5 State legal requirements for the safe use and storage of all materials used in the kitchen.
Legal requirements: as applied to commodities and storage
 - 5.6 State the basic procedures for controlling stock levels.
Stock taking: basic procedures, methods, manual, and computerised
Stock levels: estimating, control procedures
Food requisition: simple completion, uses, control cycle

Knowledge requirements

Instructors must ensure that candidates are able to:

- 5.1 State the principles of dry foods storage.
Commodities stored: dry, confectionery, bread
Stock rotation: procedures, first-in-first-out (FIFO), recognition of new and old stocks
Temperature: temperature and humidity requirements
Security: systems, responsibilities
Infestation: preventative measures
- 5.2 State the principles of frozen foods storage.
Deep freezer: operation of controls
Temperatures: storage temperatures, holding times, calibration
Stock rotation: procedures, recognition of new and old stocks

06 Nutrition at work

Practical competences

The candidate must be able to do the following:

- 6.1 Present dishes in a neat and appetising manner.
- 6.2 Minimise nutritional loss in preparation of commodities where appropriate.
- 6.3 Preserve nutritional value of foods in cooking.
- 6.4 Select and produce meals likely to promote healthy eating.
- 6.5 Identify and use recipes with a balance of nutrients.
- 6.6 Compile menus featuring healthy foods.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 6.1 State the factors that make foods palatable and digestible.
Palatability: definition, examples
Digestibility: definition, examples
Factors affecting palatability: taste, smell, appearance, hygiene
Factors affecting digestibility: composition of foods, chemical, physical
Fibre: contribution to digestibility of foods
- 6.2 Describe the functions of nutrients in the body.
Requirements: growth, maintenance, repair
Carbohydrates and protein: functions
Fibre and water: functions
Water soluble vitamins(C&B): functions
Fat soluble vitamins(A&D): functions
Lack or excess of nutrients: situations, possible effects
- 6.3 Identify the nutrients found in foods.
Common foods: main nutrients found
Fibre: food sources identified, examples
- 6.4 List essential dietary requirements.
Dietary requirements: different people groups taking into account age, sex, occupation
Healthy diet: main food requirements
Excess: effects of eating excessive amounts of various nutrients
Food preparation: effects on nutrients, soaking vegetables
Cooking: effects on nutrients

07 Cooking methods: boiling

Practical competences

The candidate must be able to do the following:

- 7.1 Ensure all areas, utensils and equipment to be used are in a fit state of cleanliness and repair.
- 7.2 Comply with all personal hygiene requirements.
- 7.3 Select items to be cooked that are of the appropriate type and quantity.
- 7.4 Prepare food, according to type, in a suitable manner for boiling.
- 7.5 Select the appropriate type and size of pan.
- 7.6 Use the appropriate type and amount of liquid.
- 7.7 Add appropriate seasonings and/or flavourings.
- 7.8 Judge and control liquid temperature accurately throughout the process.
- 7.9 Test and accurately judge food to be sufficiently cooked.
- 7.10 Drain or remove foods correctly when cooked.
- 7.11 Finish foods appropriately according to the recipe and service.
- 7.12 Comply with hygienic practices throughout the operations.
- 7.13 Comply with safe working practices.
- 7.14 Clean and return all equipment after use.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 7.1 Define boiling as a method of cooking.
Definition: a moist method of cooking in which foods are immersed in liquid which is either at, or brought to boiling point; the liquid may be water, stock, milk or aromatic

- 7.2 Describe boiling methods and techniques for different types of food.
Placed into boiling liquid and simmered: types of food
Placed into cold liquid and brought to boil: types of food
Simmered: types of food
Rapidly boiled: types of food
Amount of liquid: judgements, examples
Soaking food prior to boiling: purpose, examples, types, times
Blanching and refreshing foods prior to boiling: purpose, examples
Monitoring process: skimming, heat adjustment
Cooling: time factors such as meat joints, cooling techniques
- 7.3 Explain the importance of temperature and timing in boiling.
Over cooking and under cooking: effects
Cooking times: estimates for different commodities
Degree of cooking: procedures, techniques for judging, use of temperature probe
- 7.4 List types of foods suitable for boiling.
Types: fresh, frozen, canned, reconstituted vegetables, dried pulse, grains, meats and poultry, eggs and pasta
- 7.5 Identify suitable equipment and utensils used in the boiling process.
Large equipment: kinds used for specific commodities and batch sizes
Small equipment: kinds available and uses
Care of equipment: main points in maintenance and handling
- 7.6 Identify the essential safety and hygiene practices when boiling food.
Safe handling of container: before and after cooking
Safe handling of items: before and after cooking
Safety conditions: personal, environment
Boiling liquids: particular care points for large quantities
- 7.7 State the main advantages of boiling.
Healthy eating: main contributions
Process: simplicity for cooking/serving, reheating/serving

08 Cooking methods: poaching

Practical competences

The candidate must be able to do the following:

- 8.1 Ensure all areas, utensils and equipment to be used are in a fit state of cleanliness and repair.
- 8.2 Comply with all personal hygiene requirements.
- 8.3 Select items to be cooked that are of the appropriate type and quantity.
- 8.4 Prepare, according to type, food items suitable for poaching.
- 8.5 Select the appropriate size and type of pan according to the poaching method to be used.
- 8.6 Use the appropriate type and amount of liquid for the item and method.
- 8.7 Add appropriate seasonings and/or flavourings.
- 8.8 Accurately control the liquid temperature for deep poaching throughout the cooking process.
- 8.9 Control and maintain the correct temperature for oven poaching.
- 8.10 Test and accurately judge food to be sufficiently cooked.
- 8.11 Correctly drain or remove foods when cooked.
- 8.12 Finish and serve foods appropriately according to the recipe.
- 8.13 Comply with hygienic practices throughout the operation.
- 8.14 Comply with safe working practices.
- 8.15 Clean and return all equipment after use.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 8.1 Define poaching as a method of cooking.
Definition: a moist method of cooking in which food is placed in liquid which is brought to, and maintained at, a temperature just under boiling point, the cooking liquor may be water, milk, stock, wine, syrup or aromatic

- 8.2 Describe poaching methods and techniques for different types of food.
Deep method: types of foods, examples
Shallow/oven method: types of foods, examples
Liquid: type, amount, depth
Preparation: methods for different kinds of foods
Methods: cold/hot start, examples
Handling: techniques for delicate foods
- 8.3 Explain the importance of temperature and timing in poaching.
Over cooking, under cooking: effects
Cooking times: estimates for different commodities
Degree of cooking: procedures and techniques for judging
- 8.4 List the food types suitable for poaching.
Deep poaching: examples
Shallow poaching: examples
Range: fresh, frozen, fish, eggs, vegetables, fruit, mixtures
- 8.5 List suitable equipment and utensils used in the poaching process.
Kinds of equipment: matched to examples of foods for poaching
Equipment for deep and oven methods: for large batches and small amounts
Handling of equipment: main points for handling and care
- 8.6 Identify the essential safety and hygiene practices when poaching food.
Batch sizes: implications for safe handling
Safe handling of container: before and after cooking
Safe handling of items: before and after cooking
Safety conditions: personal, environment
Poaching liquids: particular safety points related to amount used in cooking process
- 8.7 State the main advantages of poaching.
Healthy eating: main contributions, examples
Dietary advantages: texture, digestibility, examples

09 Cooking methods: stewing

Practical competences

The candidate must be able to do the following:

- 9.1 Ensure all areas, utensils and equipment to be used are in a fit state of cleanliness and repair.
- 9.2 Comply with all personal hygiene requirements.
- 9.3 Select items to be cooked that are of the appropriate type and quantity.
- 9.4 Prepare in a suitable manner foods selected for stewing.
- 9.5 Select the appropriate type and size of pan with suitably fitting lid.
- 9.6 Use the appropriate type and amount of liquid or sauce.
- 9.7 Add appropriate seasonings and/or flavourings.
- 9.8 Judge and control temperature throughout the cooking process.
- 9.9 Test and accurately judge food to be sufficiently cooked.
- 9.10 Finish foods correctly according to the kinds of stew and dish requirements being presented.
- 9.11 Comply with hygienic practices throughout the operation.
- 9.12 Comply with safe working practices.
- 9.13 Clean and return all equipment after use.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 9.1 Define stewing as a method of cooking.
Definition: a long, slow, moist method of cooking in which small pieces of food are simmered in a minimum amount of liquid, the liquid, which may be water, stock or prepared sauce, is always served with the food, the stew is cooked in a dish with a tightly fitting lid, either on top of the stove or inside the oven

- 9.2 Describe a range of stewing methods and techniques.
Brown thickened by flour meat flavoured: method, examples
Brown thickened by flour spice flavoured: method, examples
White thickened by flour before stewing: method, examples
White thickened by flour after stewing: method, examples
White thickened by own ingredients: examples
Natural unthickened: examples
Application of blanching: purpose in white stews
Thickening agents: for different kinds of stews explained
- 9.3 Explain the importance of temperature and timing in stewing.
Over cooking and under cooking: effects
Cooking times: estimated for different commodities and stewing methods
Cooking temperatures: oven temperatures
Degree of cooking: procedures and techniques for judging, use of temperature probe
- 9.4 List the food types suitable for stewing.
Types: meat, vegetables, fish, fruit
- 9.5 Identify suitable equipment and utensils used in the stewing process.
Large equipment: kinds used for different commodities and batch sizes
Cooking on top of cooker or in oven: advantages
Care of equipment: main points in maintenance and handling
- 9.6 Identify the essential safety and hygiene practices when stewing foods.
Container size: in relation to item and amount to be cooked
Safe handling of container: before and after cooking
Safety conditions: personal, environment
Boiling liquids: particular care points for large quantities
- 9.7 State the main advantages of stewing.
Commodities: cheaper, advantages, flavour, cooking times
Menu: variety

10 Cooking methods: steaming

Practical competences

The candidate must be able to do the following:

- 10.1 Ensure all areas, utensils and equipment to be used are in a fit state of cleanliness and repair.
 - 10.2 Comply with all personal hygiene requirements.
 - 10.3 Select items to be cooked that are of the appropriate type and quantity.
 - 10.4 Prepare in a suitable manner foods selected for steaming.
 - 10.5 Select the appropriate type of steaming equipment for the items being cooked.
 - 10.6 Prepare foods and containers appropriately including greasing, covering, moulding, seasoning.
 - 10.7 Control the cooking process in terms of time and pressure.
 - 10.8 Test and accurately judge food to be sufficiently cooked.
 - 10.9 Finish and serve foods appropriately according to the dish being prepared.
 - 10.10 Comply with hygienic practices throughout the operation.
 - 10.11 Comply with safe working practices.
 - 10.12 Clean and return all equipment after use.
- 10.3 Explain the importance of temperature, pressure and timing in steaming.
Over cooking and under cooking: effects
Cooking times: estimates for different commodities and methods
Degree of cooking: procedures, techniques for judging
 - 10.4 List the food types suitable for steaming.
Types: vegetables, fish, meat, puddings – savoury and sweet
 - 10.5 Identify suitable equipment and utensils used in the steaming process.
Large equipment: kinds used for different commodities and batch sizes
Kinds of steam ovens: atmospheric, convection
Small equipment: kinds available and uses
Adaptability: differences between using saucepan and steam oven
Care of equipment: main points in maintenance, handling, safety
 - 10.6 Identify the essential safety and hygiene practices when steaming foods.
Safe handling of container: before and after cooking, opening steam oven door
Safety conditions: personal, environment
Selection: appropriate type for item to be steamed
After use: procedures after use of steaming equipment
 - 10.7 State the main advantages of steaming.
Healthy eating: contributions to diet
Nutritional and presentation aspects: retention of shape, texture, flavour, nutrients
Condition of foods: do not burn, dry out

Knowledge requirements

Instructors must ensure that candidates are able to

- 10.1 Define steaming as a method of cooking.
Definition: a moist method of cooking using steam, the food is surrounded by steam under varying degrees of pressure
- 10.2 Describe a range of steaming methods and techniques.
Low pressure method: method, examples
High pressure method: method, examples
Sealing: reasons, eg dry foods to prevent becoming soggy
Limitations of method: no colour developed
Preparation of foods: containers, foods, seasoning

11 Cooking methods: braising

Practical competences

The candidate must be able to do the following:

- 11.1 Ensure all areas, utensils and equipment to be used are in a fit state of cleanliness and repair.
 - 11.2 Comply with all personal hygiene requirements.
 - 11.3 Ensure items to be cooked are of the appropriate type and quantity.
 - 11.4 Select the appropriate braising method for the type of commodity to be braised.
 - 11.5 Prepare the food items to be cooked according to the type of commodity and recipe.
 - 11.6 Select the appropriate type and size of pan.
 - 11.7 Add appropriate ingredients, seasonings and flavourings.
 - 11.8 Control liquid temperature throughout the cooking process.
 - 11.9 Test and accurately judge food to be cooked.
 - 11.10 Baste and glaze items if required by recipe.
 - 11.11 Drain or remove foods appropriately when cooked.
 - 11.12 Finish and serve dish appropriately.
 - 11.13 Comply with hygienic practices throughout the process.
 - 11.14 Comply with safe working practices.
 - 11.15 Clean and return all equipment after use.
- 11.2 Describe a range of braising methods and techniques.
Brown braising: methods, foods suitable
White braising: methods, foods suitable
Preparation methods: larding, marinating, bed of root vegetables, blanching
Techniques: basting, glazing
Braising liquids: kinds, amounts to use
 - 11.3 Explain the importance of temperature and timing in braising.
Over cooking and under cooking: effects
Cooking times: estimates for different commodities and sizes, use of temperature probe
 - 11.4 List the food types suitable for braising
Types: meat, offals, vegetables, rice
 - 11.5 Identify suitable equipment and utensils used in the braising process.
Large equipment: kinds used for specific commodities and batch sizes
Small equipment: kinds available and uses
Care of equipment: main point in handling, care
 - 11.6 Identify the essential safety and hygiene practices when braising foods.
Size of container: in relation to item being cooked
Safe handling of container: during and after cooking
Safe handling of items: during and after cooking
Safety conditions: personal, environment
 - 11.7 State the main advantages of braising.
Meats: poorer quality and less expensive used
Vegetables: fibrous used

Knowledge requirements

Instructors must ensure that candidates are able to:

- 11.1 Define braising as a method of cooking.
Definition: a moist method of cooking using a tightly lidded cooking dish, the commodity is usually placed on a bed of root vegetables and herbs with an appropriate quantity of liquid or sauce, braising represents a combination of the following methods: stewing, pot-roasting, steaming

12 Cooking methods: deep frying

Practical competences

The candidate must be able to do the following:

- 12.1 Ensure all areas, utensils and equipment to be used are in a fit state of cleanliness and repair.
- 12.2 Comply with all personal hygiene requirements.
- 12.3 Select items to be cooked that are of the appropriate type and quantity.
- 12.4 Prepare the food items suitably according to the type of commodity.
- 12.5 Judge and control the temperature throughout the cooking process.
- 12.6 Ensure the food items are free from excess moisture or flour before immersion into the deep fat.
- 12.7 Test and accurately judge foods to be cooked.
- 12.8 Drain, season if required, when cooked.
- 12.9 Cook sufficient food only for immediate service.
- 12.10 Serve and present foods according to dish prepared.
- 12.11 Comply with hygienic practices throughout the operation.
- 12.13 Comply with safe working practices.
- 12.14 Clean and drain deep fryer after service.
- 12.3 Explain the importance of temperature and timing in deep frying.
Fat/oil absorption: effects of temperature, examples of foods, coverings
Temperatures: examples for different dishes/items, frying media temperatures
Over cooking and under cooking: effects
Holding: prolonged holding, effects on foods
- 12.4 List the food types suitable for deep frying.
Types: fish, meat poultry, vegetables, eggs, pastries, fruit
Cooking media: kinds used with examples, cost, quality
- 12.5 Identify suitable utensils and equipment used in deep frying.
Large equipment: kinds used for particular commodities and batch sizes
Small equipment: kinds available and uses
Care of equipment: fat draining, cleaning
- 12.6 Identify the essential safety and hygiene practices when deep frying foods.
Safe handling of container: before and after cooking
Free standing fritures: particular danger points, moving, lack of temperature control
Quantity of fat: in relation to size of fryer
Temperature control: safety aspects, examples.
Cooking procedures: overloading fryer, wet items
Safety conditions: personal, environment, eg fat spillage
Staff training: induction needed for handling deep frying

Knowledge requirements

Instructors must ensure that candidates are able to:

- 12.1 Define deep frying as a method of cooking.
Definition: food immersed in hot fat/oil, it is not in contact with any surface of the frying vessel
- 12.2 Describe a range of deep frying methods and techniques.
Blanching: purpose, examples
Pressure deep frying: examples
Marinating: examples, purpose
Coatings: batter, flour/egg/breadcrumbs, milk/flour, flour, uncoated
Frying basket: different kinds, purpose, techniques in using

- 12.7 State the main advantages of deep frying.
Menu: variety of dishes and finishes
Hygiene: relatively sterile method

13 Cooking methods: shallow frying

Practical competences

The candidate must be able to do the following:

- 13.1 Ensure all areas, utensils and equipment to be used are in a fit state of cleanliness and repair.
 - 13.2 Comply with all personal hygiene requirements.
 - 13.3 Select items to be cooked that are of the appropriate type and quantity.
 - 13.4 Prepare food items suitably according to the type of commodity and cooking process.
 - 13.5 Select the appropriate type and size of pan.
 - 13.6 Use the appropriate type and amount of fat or oil.
 - 13.7 Add appropriate coverings, including seasonings and/or flavourings.
 - 13.8 Place items in the pan in the correct manner.
 - 13.9 Control the temperature throughout the cooking process.
 - 13.10 Test and accurately judge the food to be sufficiently cooked and coloured.
 - 13.11 Remove, finish and serve food in the appropriate manner.
 - 13.12 Comply with hygienic practices throughout the operation.
 - 13.13 Comply with safe working practices.
 - 13.14 Clean and return all equipment after use.
- 13.2 Describe a range of shallow frying methods and techniques with examples.
Preparation processes: procedures for different items
Cooking media: different types for different foods, examples
Techniques: skills, tossing, turning, judging amount of fat/oils, finishes using fats
Sequence: rules, procedure explained
 - 13.3 Explain the importance of temperature and timing in shallow frying.
Over cooking and under cooking: effects
Cooking times: estimates for different commodities and methods
Degree of cooking: procedures and techniques for judging
Fat absorption: effects of temperature
 - 13.4 List the food types suitable for shallow frying.
Types: fresh, frozen, canned, reconstituted, meat, fish, poultry, vegetables, fruit
 - 13.5 Identify suitable equipment and utensils used in the shallow frying.
Large equipment: kinds used for specific commodities or batch sizes, such as griddle
Small equipment: different kinds of pan, uses, different materials from which made
Care of equipment: main points in maintenance, handling, cleaning
 - 13.6 Identify the essential safety and hygiene practices when shallow frying food.
Safe handling of pan: before and after cooking
Safe handling of items being cooked: before and after cooking
Amount of fat/oil: dangers of splashing, spillage, overheating
Safety conditions: personal and environment

Knowledge requirements

Instructors must ensure that candidates are able to:

- 13.1 Define shallow frying as a method of cooking.
Definition: a dry method of cooking, food is cooked in a small quantity of fat/oil in a pre-heated shallow pan or a greased metal surface; dry frying is a term used to describe shallow frying without fat/oil; foods with a high fat content can be placed on pre heated surfaces and can then cook in their own juices

14 Cooking methods: baking

Practical competences

The candidate must be able to do the following:

- 14.1 Ensure all areas, utensils and equipment to be used are in a fit state of cleanliness and repair.
 - 14.2 Comply with all personal hygiene requirements.
 - 14.3 Select items to be cooked that are of the appropriate type and quantity.
 - 14.4 Prepare food items suitably according to the type of commodity and cooking process.
 - 14.5 Select the appropriate type and size of tray and/or container.
 - 14.6 Ensure the items are of the appropriate shape, number and size according to the recipe.
 - 14.7 Place or stack the items correctly in the oven.
 - 14.8 Control the oven temperature appropriately throughout the cooking process.
 - 14.9 Test and accurately judge food to be sufficiently cooked.
 - 14.10 Remove foods correctly from the oven, cool appropriately, hold, store or serve.
 - 14.11 Comply with hygienic practices throughout the operation.
 - 14.12 Comply with safe working practices.
 - 14.13 Clean and return equipment and utensils after use.
- 14.2 Describe a range of baking methods and techniques.
Dry baking: defined, examples
Dry and steam baking: defined, examples, advantages
Using water container: purpose, advantages, examples
Coatings and finishes: different types such as egg wash
Greasing containers and trays: purpose, methods, items not requiring grease
Loading large ovens: techniques, stacking, shelf position, cooking times
Oven types: convection, forced air convection
 - 14.3 Explain the importance of temperature, humidity and time for baking.
Over cooking and under cooking: effects, examples
Cooking times: estimates for different examples such as item, sizes
Degree of cooking: procedures and techniques for judging
 - 14.4 List the types of examples of foods suitable for baking.
Types: flour, egg/milk, egg/cream, fruit, potato
 - 14.5 Identify suitable equipment and utensils used in the baking process.
Large equipment: kinds used for specific commodities, recipes, and batch sizes
Small equipment: kinds available and uses
Care of equipment: main points in maintenance and handling
 - 14.6 Identify the essential safety and hygiene practices when baking foods.
Stacking and removal from oven: batch sizes, techniques, safety points
Oven cloths: conditions for use, handling
Removal of cooked items: breads whilst hot, conditions for burns and scalds
Safety conditions: personal, environment
Large quantities: special care with moving large batches
 - 14.7 State the main advantages of baking.
Simplicity: relatively simple
Equipment: high technology equipment available
Precision: cooking times are often precise

Knowledge requirements

Instructors must ensure that candidates are able to:

- 14.1 Define baking as a method of cooking.
Definition: a dry method of cooking in an oven, the texture, surface and volume of baking goods are modified by steam; this is produced by the food as it cooks (secondary steam), or can be injected into the oven (primary steam) if required

15 Cooking methods: roasting

Practical competences

The candidate must be able to do the following:

- 15.1 Ensure all areas, utensils and equipment to be used are in a fit state of cleanliness and repair.
- 15.2 Comply with all personal hygiene requirements.
- 15.3 Select items to be cooked that are of the appropriate type and quantity.
- 15.4 Prepare food items suitably according to the type of commodity.
- 15.5 Select the appropriate type and size of cooking container.
- 15.6 Use the appropriate type and amount of fat.
- 15.7 Prepare appropriately the item to be roasted.
- 15.8 Control cooking temperatures accurately.
- 15.9 Seal, baste and turn the item to be roasted as appropriate.
- 15.10 Test and accurately judge the items to be sufficiently cooked.
- 15.11 Remove and rest foods appropriately.
- 15.12 Prepare gravy, in the case of meats, according to item roasted.
- 15.13 Comply with hygienic practices throughout the operation.
- 15.14 Comply with safe working practices.
- 15.15 Clean and return all equipment after use.
- 15.16 Ensure the safe cooling and storage of items required.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 15.1 Define roasting as a method of cooking.
Definition: a dry method of cooking involving either the addition of fat/oil, or the use of foods with a high fat content, roasting may be carried out in an oven or spit

- 15.2 Describe a range of roasting methods and techniques.
Defrosting: care required for even and thorough cooking
Boning: techniques, procedures for different items, advantages for cooking and service
Larding: purpose, procedures, advantages
Stuffing: kinds of stuffings, procedures, advantages
Trussing: examples, purpose, techniques
Sealing: definition, purpose, examples
Basting: purpose, advantages, techniques
Testing: methods and techniques for testing, using temperature probe
Resting: purpose for resting joints, time required
Gravy: making different kinds of gravies, thickened and unthickened
Cooling: time factors such as meats, cooling techniques
- 15.3 Explain the importance of temperature and timing in roasting.
Over cooking and under cooking: in relation to different meats, effects
Cooking times: approximate cooking times for different items
Testing: methods for testing degree of cooking
Temperature probe: uses, techniques, sterile wipes
- 15.4 Give examples of foods suitable for roasting.
Types: meat, poultry, vegetables
- 15.5 Identify suitable equipment and utensils used in the roasting process.
Large equipment: convection oven, forced air convection ovens, spit, combination ovens, roast and hold ovens
Small equipment: kinds available and uses
Care of equipment: main points in maintenance, handling, cleaning
- 15.6 Identify the essential safety and hygiene practices when roasting foods.
Safe handling of container and equipment controls: before and after cooking
Safe handling of items: before and after cooking
Safety conditions: personal, environment
Size of container: matched to item being cooked
Temperatures: cooking, cooling
- 15.7 State the main advantages of roasting.
Access and adjustment: easy during cooking process

16 Cooking methods: grilling

Practical competences

The candidate must be able to do the following:

- 16.1 Ensure all areas, utensils and equipment to be used are in a fit state of cleanliness and repair.
- 16.2 Comply with all personal hygiene requirements.
- 16.3 Select items to be cooked that are of the appropriate type and quantity.
- 16.4 Prepare food items suitably according to the type of commodity and cooking process.
- 16.5 Select and prepare appropriate equipment.
- 16.6 Add appropriate seasonings and/or flavourings.
- 16.7 Place foods on or under the grill correctly.
- 16.8 Monitor and adjust appropriately the cooking process and foods.
- 16.9 Test and accurately judge the food to be cooked.
- 16.10 Remove, finish and serve the food appropriately.
- 16.11 Comply with hygienic practices throughout the operation.
- 16.12 Comply with safe working practices.
- 16.13 Clean and return all equipment and utensils after use.
- 16.3 Explain the importance of temperature and timing in grilling.
Over cooking and under cooking: effects
Cooking times: estimates for different commodities, cuts, sizes
Degree of cooking: procedures and techniques for judging
- 16.4 List food types suitable for grilling.
Types: meat, offal, vegetables, fish, shellfish, fruit
- 16.5 Identify suitable equipment and utensils used in the grilling process.
Large equipment selection: kinds used for specific commodities and batch sizes
Large equipment available: over fired grills (salamander), gas, electric; under fired grills, charcoal, wood, volcanic (heated by gas or electricity), gas or electric; contact grills, electric
Small equipment and utensils: kinds available and uses
Care of equipment: main points for maintenance and handling
- 16.6 Identify the essential safety and hygiene practices when grilling foods.
Dangers of using fat: too much applied to each type of grill
Ventilation: special dangers with ignition
Other hazards: eg leaving trays on top of salamander
- 16.7 State the main advantages of grilling.
Healthy eating: contribution
Speed: quick service, cook-to-order of small/single items
Monitoring cooking: easy of removal

Knowledge requirements

Instructors must ensure that candidates are able to:

- 16.1 Define grilling as a method of cooking.
Definition: a method of cooking using dry, radiant heat of high intensity, the term broiling is used in the USA to describe a similar process, particularly in relation to chickens (broilers)
- 16.2 Describe a range of grilling methods and techniques.
Under fired grilling: kinds of foods, preparations
Over fired grilling: kinds of foods, preparations
Contact grilling: uses, advantages, disadvantages
Finishing techniques: glazing, marking
Preparation: battering, shaping, tenderising
Sealing: methods, purpose, examples

17 Cooking methods: microwave cooking

Practical competences

The candidate must be able to do the following:

- 17.1 Ensure all areas, utensils and equipment to be used are in a fit state of cleanliness and repair.
- 17.2 Ensure the equipment, utensils and dishes are of the appropriate type for microwave cooking.
- 17.3 Prepare foods suitably according to the commodity and process.
- 17.4 Prick foods to release steam, if appropriate, before placing in the oven.
- 17.5 Cover foods appropriately before placing in the oven.
- 17.6 Select the appropriate time and setting.
- 17.7 Manage foods adequately, as required, during cooking.
- 17.8 Check foods during cooking: turning, stirring, re-arranging, shielding, as appropriate.
- 17.9 Test and accurately judge foods to be cooked.
- 17.10 Remove foods, appropriately, finish and serve.
- 17.11 Comply with hygienic practices throughout the operation.
- 17.12 Comply with safe working practices.
- 17.13 Clean and return all equipment and utensils after use.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 17.1 Define microwave cooking in basic terms.
Definition: a dry method of cooking which involves radiated microwave energy which is used to create heat in food.

- 17.2 Describe a range of microwave cooking methods and techniques with examples.
Preparation: arrangement, different methods, examples
Steam release: techniques for foods with tightly fitting skins
Turning: foods whilst cooking
Covering: purpose, examples
Defrosting: operation, examples, times
Limitations: limits compared with other methods
Stirring: methods, purposes
- 17.3 Explain the importance of timing in microwave cooking.
Volume: effects on timing
Cooking times: different commodities, batch sizes, manufacturers' instructions, examples
Degree of cooking: procedures and techniques for judging
- 17.4 List types of food suitable for microwave cooking.
Types: fresh, frozen, chilled, convenience, fish, meat, fruit, vegetables, eggs, prime cooking, reheating
- 17.5 Identify suitable equipment and utensils used in the microwave process.
Ovens: functions, power supply, cooking capability
Dishes: microwave dishes, examples, range, uses, plate and dish covers
- 17.6 Identify the particular safety and hygiene practices when microwave cooking.
Door rim: kept free from grease
Manufacturers' instructions: guidance, use, availability
Operation: not while empty
Timing: all items cooked to accurately pre-determined cooking times
Covering foods: purpose for safety, piercing, examples
- 17.7 State the main advantages of microwave cookery.
Speed: examples
Defrosting: examples, less wastage, last minute preparation
Reheating: avoidance of over cooking

18 Cold food preparations

Practical competences

The candidate must be able to do the following:

- 18.1 Ensure all areas, utensils and equipment to be used are in a fit state of cleanliness and repair.
 - 18.2 Comply with all personal hygiene requirements.
 - 18.3 Use preparation procedures to eliminate the risk of cross contamination.
 - 18.4 Handle and store commodities appropriately.
 - 18.5 Handle and store commodities to reduce the loss of nutrients.
 - 18.6 Peel, chop and cut up foods according to dish being prepared.
 - 18.7 Season, dress, garnish, marinade foods according to dish being prepared.
 - 18.8 Check temperatures, during preparation, as appropriate.
 - 18.9 Carry out tasting and testing in a safe and hygienic manner.
 - 18.10 Use a temperature probe and follow appropriate procedures.
 - 18.11 Combine and/or mix commodities with regard to flavour and texture balance.
 - 18.12 Ensure dish presentations are fit for purpose.
- 18.2 Describe a range of cold preparation methods and techniques.
Presentation balance: colour, texture, and flavour
Basic cold sauces: types, preparation, service
Salads: single item, combined commodities
Hors d'oeuvre: single, combined commodities
Snacks and sandwiches: kinds, preparation, presentation
Display: applied to cold dishes, temperature, time, height of items in display cabinets
Storage: to maintain quality, during service
Cooling procedures: rapid for pre-cooked items, different methods and techniques
 - 18.3 Explain the importance of temperature and timing in cold preparations.
Preparation, storage and service: methods and techniques
Holding temperatures: specific examples, legal requirements, good practice
Deterioration: factors that cause
Maintaining quality: techniques for display
 - 18.4 List types of food suitable for cold preparations.
Types: snacks, salads, cold buffet items, sandwiches, fresh, frozen, cooked, pre-cooked, canned, processed, convenience, meat, fish, shellfish, vegetables, fruits, salads
 - 18.5 Identify suitable equipment and utensils used in the cold preparation process.
Large equipment: suitable for process such as, refrigerators, counters, food processors
Small equipment: kinds available and uses
Care of equipment: main points in maintenance and handling, eg cross contamination
 - 18.6 Identify the main advantages of cold preparations.
Serving: immediate, for most items
Healthy eating: contribution of some items, higher retention of nutrients in uncooked foods

Knowledge requirements

Instructors must ensure that candidates are able to:

- 18.1 Define cold preparations as presented dishes.
Definition: the production of a variety of cold dishes which involves the use of commodities, either raw, pre-prepared, or pre-cooked and cooled items into required styles of presentation

19 Basic pastry techniques

Practical competences

The candidate must be able to do the following:

- 19.1 Produce simple desserts and biscuits, using pre-prepared paste, commercial mixes or freshly prepared paste.
- 19.2 Produce simple flans, pies (sweet and savoury), tartlet cases, slices and simple biscuits.
- 19.3 Produce a range of puff-paste goods, using pre-prepared paste.
- 19.4 Produce and decorate simple cakes and sponges, using commercial mixes, bought in or freshly prepared bases.
- 19.5 Use baking and steaming methods in the preparation of appropriate commodities and products.
- 19.6 Use chemical aerated commodities in the preparation of simple cakes, cup cakes and gâteaux.
- 19.7 Produce simple loaves, dinner rolls, pizza, batters and dinner desserts from fermentation methods using commercially prepared and fresh mixes.
- 19.8 Produce a range of fruit desserts using fresh fruit, stewing and poaching.
- 19.9 Produce basic sauces, fillings, icings and glazes, for sweet items.
- 19.4 Explain the baking process and techniques in relation to all products.
Temperature: appropriate temperatures, examples
Quality: characteristics of successful items
Large equipment: selection, preparation, use
Small equipment preparation: eg moulds, trays
Clearing down: during work, after production
- 19.5 State the relevance of recipe balance.
Ingredients: selection, combination, examples
Basic recipes: examples of ingredients/proportions
Weighing out: importance, common faults
- 19.6 Explain the importance of hygienic working methods.
Practices: personal, basic rules
Cross contamination: sources, circumstances, examples, prevention
- 19.7 Explain the basic organisation of the pastry store.
Organisation of commodities: containers, stacking, stock rotation
Defrosting: examples, procedures, hazards
- 19.8 Describe the basic principles of dish composition.
Desserts: range, examples, procedures
Sweets: range, examples, procedures

Knowledge requirements

Instructors must ensure that candidates are able to:

- 19.1 Identify the commodities required for pastry work.
Commodities: range used to cover performance criteria
Storage: requirements, temperatures, hygiene, containers, stock rotation
Preparation: methods described, conditioning and pre-preparation
- 19.2 State the mixing methods employed in basic pastry work.
Methods: matched to recipe and product
Techniques: addition of ingredients at stages of production, examples
Mixing: how to judge when mixture is ready
- 19.3 Explain the aeration process in relation to different types of products.
Products: methods of aeration in relation to products
Techniques: relationship between aeration and mixing to quality

Assessment

Test specification for written paper Food Preparation and Cooking Principles 1 (7065-11-003)

This is a written multiple choice examination paper lasting two and a half hours and containing 100 questions. Candidates must answer **all** questions.

Topic	Approximate % examination weighting
01 Safety at work	6
02 Food safety at work	6
03 Food preparation methods	7
04 Cost control operations	4
05 Storage and care of materials	5
06 Nutrition at work	4
07 Cooking methods: boiling	5
08 Cooking methods: poaching	5
09 Cooking methods: stewing	5
10 Cooking methods: steaming	5
11 Cooking methods: braising	5
12 Cooking methods: deep frying	5
13 Cooking methods: shallow frying	5
14 Cooking methods: baking	5
15 Cooking methods: roasting	5
16 Cooking methods: grilling	5
17 Cooking methods: microwave cooking	5
18 Cold food preparations	5
19 Basic pastry techniques	8

01 Safety at work

Practical competences

The candidate must be able to do the following:

- 1.1 Carry out simple first aid tasks as required.
- 1.2 Extinguish different kinds of fires using the appropriate equipment and procedures.
- 1.3 Produce a simple workshop safety inspection report.
- 1.4 Wear appropriate protective clothing.
- 1.5 Observe all workshop safety procedures.
- 1.6 Recognise hazards and report to the appropriate authority.
- 1.7 Use safe and fully maintained equipment and utensils.
- 1.8 Use knives and utensils safely and without danger to others.
- 1.9 Comply with manufacturers' instructions in the operation and cleaning of equipment and machinery.

This is to confirm that the candidate has successfully completed the above tasks:

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Completion date

02 Food safety at work

Practical competences

The candidate must be able to do the following:

- 2.1 Wear appropriate protective clothing and footwear in the kitchen at all times.
- 2.2 Maintain personal cleanliness and hygienic practices at all times.
- 2.3 Report any personal condition that could affect food safety and take appropriate action.
- 2.4 Carry out appropriate routine cleaning and clean whilst at work.
- 2.5 Report faulty machinery and equipment likely to contribute to unsafe food conditions.
- 2.6 Act to prevent cross contamination without supervision.
- 2.7 Report any sighting of pests to a supervisor.
- 2.8 Complete routine food safety documentation as required.

This is to confirm that the candidate has successfully completed the above tasks:

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03 Food preparation methods

Practical competences

The candidate must be able to do the following:

- 3.1 Use knives and small utensils appropriately.
- 3.2 Operate food preparation and storage equipment efficiently.
- 3.3 Select appropriate commodities and equipment for specific tasks.
- 3.4 Carry out working methods in a logical and tidy manner.
- 3.5 Carry out appropriate cleaning procedures.
- 3.6 Make economic use of materials and energy.
- 3.7 Wear protective clothing and footwear, in a suitable condition, in the kitchen.
- 3.8 Complete tasks to time.
- 3.9 Complete food preparation tasks without excessive trimming loss.
- 3.10 Ensure materials involved in food preparation are hygienically cleaned.
- 3.11 Carry out a simple comparison between fresh and convenience commodities.

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04 Cost control operations

Practical competences

The candidate must be able to do the following:

- 4.1 Identify and list commodity prices for a recipe or total meal.
- 4.2 Compare alternative commodities in terms of quality and price.
- 4.3 Weigh commodities for recipes accurately.
- 4.4 Calculate the cost of recipes, based on ingredients.
- 4.5 Calculate the cost of individual dishes and simple set menus, based on ingredients.
- 4.6 Use appropriate equipment, utensils and serving dishes, that assist portion control.
- 4.7 Calculate the gross profit on a simple meal.
- 4.8 Weigh trimming loss and relate as a percentage to the original weight of the commodity and price.
- 4.9 Calculate cooking losses of weight.
- 4.10 Calculate portion sizes for different dishes.

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05 Storage and care of materials

Practical competences

The candidate must be able to do the following:

- 5.1 Store food for short-term refrigeration in suitable containers.
- 5.2 Stack food in the general-purpose refrigerator tidily and minimising risk of cross contamination.
- 5.3 Report cold storage areas when not operating at appropriate temperatures.
- 5.4 Check incoming foods for acceptability and report deficiencies where necessary.
- 5.5 Carry out a daily temperature and humidity check of dry storage areas.
- 5.6 Carry out a daily temperature check of all cold storage.
- 5.7 Keep cleaning materials and other dangerous chemicals in clearly labelled containers and away from food items.
- 5.8 Use stocks of all commodities in rotation according to age or 'use-by-date'.
- 5.9 Keep all storage areas tidy and clean.
- 5.10 Maintain in-house storage security procedures.
- 5.11 Complete records on appropriate documentation.

This is to confirm that the candidate has successfully completed the above tasks:

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Completion date

06 Nutrition at work

Practical competences

The candidate must be able to do the following:

- 6.1 Present dishes in a neat and appetising manner.
- 6.2 Minimise nutritional loss in preparation of commodities where appropriate.
- 6.3 Preserve nutritional value of foods in cooking.
- 6.4 Select and produce meals likely to promote healthy eating.
- 6.5 Identify and use recipes with a balance of nutrients.
- 6.6 Compile menus featuring healthy foods.

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07 Cooking methods: boiling

Practical competences

The candidate must be able to do the following:

- 7.1 Ensure all areas, utensils and equipment to be used are in a fit state of cleanliness and repair.
- 7.2 Comply with all personal hygiene requirements.
- 7.3 Select items to be cooked that are of the appropriate type and quantity.
- 7.4 Prepare food, according to type, in a suitable manner for boiling.
- 7.5 Select the appropriate type and size of pan.
- 7.6 Use the appropriate type and amount of liquid.
- 7.7 Add appropriate seasonings and/or flavourings.
- 7.8 Judge and control liquid temperature accurately throughout the process.
- 7.9 Test and accurately judge food to be sufficiently cooked.
- 7.10 Drain or remove foods correctly when cooked.
- 7.11 Finish foods appropriately according to the recipe and service.
- 7.12 Comply with hygienic practices throughout the operations.
- 7.13 Comply with safe working practices.

This is to confirm that the candidate has successfully completed the above tasks:

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08 Cooking methods: poaching

Practical competences

The candidate must be able to do the following:

- 8.1 Ensure all areas, utensils and equipment to be used are in a fit state of cleanliness and repair.
- 8.2 Comply with all personal hygiene requirements.
- 8.3 Select items to be cooked that are of the appropriate type and quantity.
- 8.4 Prepare, according to type, food items suitable for poaching.
- 8.5 Select the appropriate size and type of pan according to the poaching method to be used.
- 8.6 Use the appropriate type and amount of liquid for the item and method.
- 8.7 Add appropriate seasonings and/or flavourings.
- 8.8 Accurately control the liquid temperature for deep poaching throughout the cooking process.
- 8.9 Control and maintain the correct temperature for oven poaching.
- 8.10 Test and accurately judge food to be sufficiently cooked.
- 8.11 Correctly drain or remove foods when cooked.
- 8.12 Finish and serve foods appropriately according to the recipe.
- 8.13 Comply with hygienic practices throughout the operation.
- 8.14 Comply with safe working practices.
- 8.15 Clean and return all equipment after use.

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Completion date _____

09 Cooking methods: stewing

Practical competences

The candidate must be able to do the following:

- 9.1 Ensure all areas, utensils and equipment to be used are in a fit state of cleanliness and repair.
- 9.2 Comply with all personal hygiene requirements.
- 9.3 Select items to be cooked that are of the appropriate type and quantity.
- 9.4 Prepare in a suitable manner foods selected for stewing.
- 9.5 Select the appropriate type and size of pan with suitably fitting lid.
- 9.6 Use the appropriate type and amount of liquid or sauce.
- 9.7 Add appropriate seasonings and/or flavourings.
- 9.8 Judge and control temperature throughout the cooking process.
- 9.9 Test and accurately judge food to be sufficiently cooked.
- 9.10 Finish foods correctly according to the kinds of stew and dish requirements being presented.
- 9.11 Comply with hygienic practices throughout the operation.
- 9.12 Comply with safe working practices.
- 9.13 Clean and return all equipment after use.

This is to confirm that the candidate has successfully completed the above tasks:

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Candidate name (please print)

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Instructor name (please print)

Completion date

10 Cooking methods: steaming

Practical competences

The candidate must be able to do the following:

- | | | |
|-------|---|--------------------------|
| 10.1 | Ensure all areas, utensils and equipment to be used are in a fit state of cleanliness and repair. | <input type="checkbox"/> |
| 10.2 | Comply with all personal hygiene requirements. | <input type="checkbox"/> |
| 10.3 | Select items to be cooked that are of the appropriate type and quantity. | <input type="checkbox"/> |
| 10.4 | Prepare in a suitable manner foods selected for steaming. | <input type="checkbox"/> |
| 10.5 | Select the appropriate type of steaming equipment for the items being cooked. | <input type="checkbox"/> |
| 10.6 | Prepare foods and containers appropriately including greasing, covering, moulding, seasoning. | <input type="checkbox"/> |
| 10.7 | Control the cooking process in terms of time and pressure. | <input type="checkbox"/> |
| 10.8 | Test and accurately judge food to be sufficiently cooked. | <input type="checkbox"/> |
| 10.9 | Finish and serve foods appropriately according to the dish being prepared. | <input type="checkbox"/> |
| 10.10 | Comply with hygienic practices throughout the operation. | <input type="checkbox"/> |
| 10.11 | Comply with safe working practices. | <input type="checkbox"/> |
| 10.12 | Clean and return all equipment after use. | <input type="checkbox"/> |

This is to confirm that the candidate has successfully completed the above tasks:

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Instructor signature

Instructor name (please print)

Completion date

11 Cooking methods: braising

Practical competences

The candidate must be able to do the following:

- 11.1 Ensure all areas, utensils and equipment to be used are in a fit state of cleanliness and repair.
- 11.2 Comply with all personal hygiene requirements.
- 11.3 Ensure items to be cooked are of the appropriate type and quantity.
- 11.4 Select the appropriate braising method for the type of commodity to be braised.
- 11.5 Prepare the food items to be cooked according to the type of commodity and recipe.
- 11.6 Select the appropriate type and size of pan.
- 11.7 Add appropriate ingredients, seasonings and flavourings.
- 11.8 Control liquid temperature throughout the cooking process.
- 11.9 Test and accurately judge food to be cooked.
- 11.10 Baste and glaze items if required by recipe.
- 11.11 Drain or remove foods appropriately when cooked.
- 11.12 Finish and serve dish appropriately.
- 11.13 Comply with hygienic practices throughout the process.
- 11.14 Comply with safe working practices.
- 11.15 Clean and return all equipment after use.

This is to confirm that the candidate has successfully completed the above tasks:

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12 Cooking methods: deep frying

Practical competences

The candidate must be able to do the following:

- 12.1 Ensure all areas, utensils and equipment to be used are in a fit state of cleanliness and repair.
- 12.2 Comply with all personal hygiene requirements.
- 12.3 Select items to be cooked that are of the appropriate type and quantity.
- 12.4 Prepare the food items suitably according to the type of commodity.
- 12.5 Judge and control the temperature throughout the cooking process.
- 12.6 Ensure the food items are free from excess moisture or flour before immersion into the deep fat.
- 12.7 Test and accurately judge foods to be cooked.
- 12.8 Drain, season if required, when cooked.
- 12.9 Cook sufficient food only for immediate service.
- 12.10 Serve and present foods according to dish prepared.
- 12.11 Comply with hygienic practices throughout the operation.
- 12.12 Comply with safe working practices.
- 12.13 Clean and drain deep fryer after service.

This is to confirm that the candidate has successfully completed the above tasks:

Candidate signature

Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date

13 Cooking methods: shallow frying

Practical competences

The candidate must be able to do the following:

- 13.1 Ensure all areas, utensils and equipment to be used are in a fit state of cleanliness and repair.
- 13.2 Comply with all personal hygiene requirements.
- 13.3 Select items to be cooked that are of the appropriate type and quantity.
- 13.4 Prepare food items suitably according to the type of commodity and cooking process.
- 13.5 Select the appropriate type and size of pan.
- 13.6 Use the appropriate type and amount of fat or oil.
- 13.7 Add appropriate coverings, including seasonings and/or flavourings.
- 13.8 Place items in the pan in the correct manner.
- 13.9 Control the temperature throughout the cooking process.
- 13.10 Test and accurately judge the food to be sufficiently cooked and coloured.
- 13.11 Remove, finish and serve food in the appropriate manner.
- 13.12 Comply with hygienic practices throughout the operation.
- 13.13 Comply with safe working practices.
- 13.14 Clean and return all equipment after use.

This is to confirm that the candidate has successfully completed the above tasks:

Candidate signature

Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date

14 Cooking methods: baking

Practical competences

The candidate must be able to do the following:

- | | | |
|-------|---|--------------------------|
| 14.1 | Ensure all areas, utensils and equipment to be used are in a fit state of cleanliness and repair. | <input type="checkbox"/> |
| 14.2 | Comply with all personal hygiene requirements. | <input type="checkbox"/> |
| 14.3 | Select items to be cooked that are of the appropriate type and quantity. | <input type="checkbox"/> |
| 14.4 | Prepare food items suitably according to the type of commodity and cooking process. | <input type="checkbox"/> |
| 14.5 | Select the appropriate type and size of tray and/or container. | <input type="checkbox"/> |
| 14.6 | Ensure the items are of the appropriate shape, number and size according to the recipe. | <input type="checkbox"/> |
| 14.7 | Place or stack the items correctly in the oven. | <input type="checkbox"/> |
| 14.8 | Control the oven temperature appropriately throughout the cooking process. | <input type="checkbox"/> |
| 14.9 | Test and accurately judge food to be sufficiently cooked. | <input type="checkbox"/> |
| 14.10 | Remove foods correctly from the oven, cool appropriately, hold, store or serve. | <input type="checkbox"/> |
| 14.11 | Comply with hygienic practices throughout the operation. | <input type="checkbox"/> |
| 14.12 | Comply with safe working practices. | <input type="checkbox"/> |
| 14.13 | Clean and return equipment and utensils after use. | <input type="checkbox"/> |

This is to confirm that the candidate has successfully completed the above tasks:

Candidate signature

Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date

15 Cooking methods: roasting

Practical competences

The candidate must be able to do the following:

- 15.1 Ensure all areas, utensils and equipment to be used are in a fit state of cleanliness and repair.
- 15.2 Comply with all personal hygiene requirements.
- 15.3 Select items to be cooked that are of the appropriate type and quantity.
- 15.4 Prepare food items suitably according to the type of commodity.
- 15.5 Select the appropriate type and size of cooking container.
- 15.6 Use the appropriate type and amount of fat.
- 15.7 Prepare appropriately the item to be roasted.
- 15.8 Control cooking temperatures accurately.
- 15.9 Seal, baste and turn the item to be roasted as appropriate.
- 15.10 Test and accurately judge the items to be sufficiently cooked.
- 15.11 Remove and rest foods appropriately.
- 15.12 Prepare gravy, in the case of meats, according to item roasted.
- 15.13 Comply with hygienic practices throughout the operation.
- 15.14 Comply with safe working practices.
- 15.15 Clean and return all equipment after use.
- 15.16 Ensure the safe cooling and storage of items required.

This is to confirm that the candidate has successfully completed the above tasks:

Candidate signature

Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date

16 Cooking methods: grilling

Practical competences

The candidate must be able to do the following:

- | | | |
|-------|---|--------------------------|
| 16.1 | Ensure all areas, utensils and equipment to be used are in a fit state of cleanliness and repair. | <input type="checkbox"/> |
| 16.2 | Comply with all personal hygiene requirements. | <input type="checkbox"/> |
| 16.3 | Select items to be cooked that are of the appropriate type and quantity. | <input type="checkbox"/> |
| 16.4 | Prepare food items suitably according to the type of commodity and cooking process. | <input type="checkbox"/> |
| 16.5 | Select and prepare appropriate equipment. | <input type="checkbox"/> |
| 16.6 | Add appropriate seasonings and/or flavourings. | <input type="checkbox"/> |
| 16.7 | Place foods on or under the grill correctly. | <input type="checkbox"/> |
| 16.8 | Monitor and adjust appropriately the cooking process and foods. | <input type="checkbox"/> |
| 16.9 | Test and accurately judge the food to be cooked. | <input type="checkbox"/> |
| 16.10 | Remove, finish and serve the food appropriately. | <input type="checkbox"/> |
| 16.11 | Comply with hygiene practices throughout the operation. | <input type="checkbox"/> |
| 16.12 | Comply with safe working practices. | <input type="checkbox"/> |
| 16.13 | Clean and return all equipment and utensils after use. | <input type="checkbox"/> |

This is to confirm that the candidate has successfully completed the above tasks:

Candidate signature

Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date

17 Cooking methods: microwave cooking

Practical competences

The candidate must be able to do the following:

- 17.1 Ensure all areas, utensils and equipment to be used are in a fit state of cleanliness and repair.
- 17.2 Ensure the equipment, utensils and dishes are of the appropriate type for microwave cooking.
- 17.3 Prepare foods suitably according to the commodity and process.
- 17.4 Prick foods to release steam, if appropriate, before placing in the oven.
- 17.5 Cover foods appropriately before placing in the oven.
- 17.6 Select the appropriate time and setting.
- 17.7 Manage foods adequately, as required, during cooking.
- 17.8 Check foods during cooking: turning, stirring, re-arranging, shielding, as appropriate.
- 17.9 Test and accurately judge foods to be cooked.
- 17.10 Remove foods, appropriately, finish and serve.
- 17.11 Comply with hygienic practices throughout the operation.
- 17.12 Comply with safe working practices.
- 17.13 Clean and return all equipment and utensils after use.

This is to confirm that the candidate has successfully completed the above tasks:

Candidate signature

Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date

18 Cold food preparations

Practical competences

The candidate must be able to do the following:

- | | | |
|-------|---|--------------------------|
| 18.1 | Ensure all areas, utensils and equipment to be used are in a fit state of cleanliness and repair. | <input type="checkbox"/> |
| 18.2 | Comply with all personal hygiene requirements. | <input type="checkbox"/> |
| 18.3 | Use preparation procedures to eliminate the risk of cross contamination. | <input type="checkbox"/> |
| 18.4 | Handle and store commodities appropriately. | <input type="checkbox"/> |
| 18.5 | Handle and store commodities to reduce the loss of nutrients. | <input type="checkbox"/> |
| 18.6 | Peel, chop and cut up foods according to dish being prepared. | <input type="checkbox"/> |
| 18.7 | Season, dress, garnish, marinade foods according to dish being prepared. | <input type="checkbox"/> |
| 18.8 | Check temperatures, during preparation, as appropriate. | <input type="checkbox"/> |
| 18.9 | Carry out tasting and testing in a safe and hygienic manner. | <input type="checkbox"/> |
| 18.10 | Use a temperature probe and follow appropriate procedures. | <input type="checkbox"/> |
| 18.11 | Combine and/or mix commodities with regard to flavour and texture balance. | <input type="checkbox"/> |
| 18.12 | Ensure dish presentations are fit for purpose. | <input type="checkbox"/> |

This is to confirm that the candidate has successfully completed the above tasks:

Candidate signature

Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date

19 Basic pastry techniques

Practical competences

The candidate must be able to do the following:

- 19.1 Produce simple desserts and biscuits, using pre-prepared paste, commercial mixes or freshly prepared paste.
- 19.2 Produce simple flans, pies (sweet and savoury), tartlet cases, slices and simple biscuits.
- 19.3 Produce a range of puff-paste goods, using pre-prepared paste.
- 19.4 Produce and decorate simple cakes and sponges, using commercial mixes, bought in or freshly prepared bases.
- 19.5 Use baking and steaming methods in the preparation of appropriate commodities and products.
- 19.6 Use chemical aerated commodities in the preparation of simple cakes, cup cakes and gâteaux.
- 19.7 Produce simple loaves, dinner rolls, pizza, batters and dinner desserts from fermentation methods using commercially prepared and fresh mixes.
- 19.8 Produce a range of fruit desserts using fresh fruit, stewing and poaching.
- 19.9 Produce basic sauces, fillings, icings and glazes, for sweet items.

This is to confirm that the candidate has successfully completed the above tasks:

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Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date

7065 Diploma in Food Preparation (Culinary Arts)

Sections

Diploma

01 Safety at work

02 Food safety

03 Kitchen maintenance and design

04 Budgeting, costing and control

05 Nutrition and dietetics

06 Menu planning

07 Preparation, cooking and service: meat and poultry dishes

08 Preparation, cooking and service: fish and shellfish dishes

09 Preparation, cooking and service: stocks, sauces and soups

10 Preparation, cooking and service: pulses and vegetable dishes

11 Preparation, cooking and service: farinaceous, pastry dishes

12 Preparation, cooking and service: pasta and rice dishes

13 Preparation, cooking and service: cold preparation dishes

14 Preparation, cooking and service: egg dishes and savouries

01 Safety at work

Practical competences

The candidate must be able to do the following:

- 1.1 Take appropriate initial action to care for persons in the event of injury.
- 1.2 Notify first aid assistance in the event of an accident and give reassurance to the injured person.
- 1.3 Locate appropriate documentation and complete for accidents.
- 1.4 Check fire fighting equipment for location and operation.
- 1.5 Carry out a workshop hazard inspection and interpret the results for action.
- 1.6 Maintain and wear appropriate protective clothing for all food-related operations.
- 1.7 Take appropriate action to prevent accidents in relation to the discovery of faulty equipment.
- 1.8 Manage tools and equipment neatly and tidily in working methods.
- 1.9 Keep knives sharp and in an appropriate state of repair.
- 1.10 Interpret manufacturers' instructions in relation to the safe use of all production machinery.
- 1.11 Recognise dangerous substances, handle and store appropriately.
- 1.12 Display and comply with all safety signs.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 1.1 State actions necessary in the event of accidents.
Establishment procedures: minimum provisions that would be acceptable
Nominated first aiders: numbers, qualifications, identification of first aiders
Treatment of injured person: general rules, eg reassurance, position of injured
Documentation: reports forms/books, any legal requirements, organisation procedures
Specific actions: cuts, shock, electric shock, fractures, burns, fainting, poisoning
Training: purpose of safety induction, identification of basic skills

- 1.2 Explain the types, maintenance and use of fire fighting equipment.
Types: various kinds of extinguishers, fire blankets, sand buckets
Fire extinguishers: colour coding and uses
Maintenance: routine internal checks, routine external checks
Training: providers, knowledge and skills covered
Fire escapes: signs, locations
- 1.3 Describe the preventative measures that minimise fire risks.
Storage: risks related to stores
Cleaning: build up of grease and fats, ventilation systems, cleaning schedules
Establishment procedures: rubbish disposal, cleaning, induction/training
Legal aspects: any legal requirements
Signs: types commonly used
Information sources: local, national
- 1.4 Explain the purposes, use and application of safety hazards checks.
Definition: content and use
Common hazards: eg fuel, materials, equipment, work environment
Schedules: periods of inspection
Machinery: guards, repair, servicing
- 1.5 Describe the appropriate types, standards and purpose of protective clothing.
Functions: different parts, protection of foods
Maintenance: acceptable standards, repairs, materials uniforms can be made from
Footwear: kinds, importance
- 1.6 Explain the importance of selection, use, care and maintenance of tools used in preparation and cooking.
Types: range of small items
Knives: types, uses, storing, transporting, sharpening, cleaning
Working methods: dangers of knife misuse, skills, procedures, table position when working
Oven cloths: maintenance, requirements for use
- 1.7 Give reasons for use of manufacturers' instructions when using machinery.
Location: where kept, whose responsibility, access, language
Machinery: eg large, small, electric, gas, mechanical
Training: use of instruction manuals for induction and training
- 1.8 Explain types, safe use, care and control of dangerous substances.
Types: eg chemicals, powders
Use: cleaning, pest control
Storage: containers, labels, security
Control: issue procedures, responsibility, ordering

02 Food safety

Practical competences

The candidate must be able to do the following:

- 2.1 Ensure that all working areas, equipment and utensils are clean and free from contamination.
- 2.2 Take appropriate preventative measures to ensure that all foods are safe from contamination.
- 2.3 Take all preventative measures to avoid the risk of cross contamination.
- 2.4 Operate and maintain all equipment and utensils in a safe and hygienic manner.
- 2.5 Ensure appropriate temperature control in all food related operations from delivery to service.
- 2.6 Protect all food materials at all stages of production from delivery to service.
- 2.7 Carry out cleaning tasks using the appropriate procedures and cleaning chemicals.
- 2.8 Ensure adequate and safe waste disposal procedures at all stages of production.
- 2.9 Carry out daily after service and weekly hygiene checks and act appropriately on the results.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 2.1 Explain the characteristics of pathogens and their potential to cause food poisoning.
Pathogens: eg salmonella sp., E coli 0157, shigella, clostridium perfringens, staphylococcus aureus
How: infection or intoxication, source, route of contamination, growth, formation of spores, formation of toxins, illness
- 2.2 Define cross contamination and explain causes and control measures.
Definition: the transfer of pathogens from one object to another
Causes: unhygienic working methods
Control measures: eg use of disposable towels, colour coded equipment, notices, storage containers

- 2.3 Explain the effects of temperature on pathogens.
Temperature and time: different pathogens, effects on spores, toxins, low temperature pathogens
Cooking and holding: temperatures for hot and cold holding, cooking
Cooling: cooling and storage requirements
- 2.4 Explain why it is important to keep animals out of the kitchen and related areas.
Reasons: animals carry pathogens, habits result in cross contamination
- 2.5 Identify the kinds of pest infestation and control measures relevant to food safety.
Types: eg rats, mice, flies, cockroaches, ants, wasps, beetles, mites, lice
Evidence of access: eg droppings, scratches, damage, holes
Control: routine inspection, documentation, contract firms
- 2.6 Outline the good working practice requirements for food handlers.
Personal: reporting illness and injury, standards for hands, fingernails, skin, teeth, feet, use of cosmetics and jewellery, coughing and sneezing
Working methods: rules, procedures
Uniforms: rules, head wear, footwear, function of different parts
Legal aspects: any in force
Training: assessing needs, relevant on-the-job training
- 2.7 Explain the requirements and procedures for cleaning and disinfecting.
Materials functions: detergent, disinfectant, sanitiser
Equipment: manual, mechanical, care, use
Methods: sequence of cleaning and disinfecting
- 2.8 Describe how the design and construction of food work areas and related areas may influence food safety.
Use of construction materials: walls, floors, ceilings
Services: eg fuel, drainage, ventilation, lighting
Equipment: large and small, design, modular, ease of cleaning, siting
Work flow: in relation to food production cycle, dedicated areas for different functions
- 2.9 Describe basic features of the hazard analysis critical control point (HACCP) food safety system.
Definition: definition of relationship between Good Hygiene Practice (GHP) and HACCP
Monitoring: eg Critical Control Points (CCPs) or Good Hygiene Practice (GHP)
Monitoring records: CCPs and GHP.

03 Kitchen maintenance and design

Practical competences

The candidate must be able to do the following:

- 3.1 Carry out or explain improvisations to facilitate different service requirements, such as banquets, varied menus and outside catering.
- 3.2 Design a basic food and beverage preparation, cooking and service facility, taking account of work flow and food safety.
- 3.3 Design and supervise routine cleaning schedules.
- 3.4 Carry out appropriate action, following the interpretation of safety and hygiene checks.
- 3.5 Design and implement a safety and hygiene hazard inspection.
- 3.6 Write and supervise basic training instructions for the operation of machinery.
- 3.7 Use economy of fuels in all operations.
- 3.8 Monitor machinery, equipment and utensils routinely and spontaneously for safe and hygienic condition.
- 3.9 Monitor the safe and hygienic standards of operating equipment, machinery and utensils.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 3.1 State the factors that influence the planning and design of food and beverage production areas.
Work flow: sequence of operations, space
Hygiene and safety: critical points in cycle, dedicated work areas, design and location of equipment
Fire: equipment, preventative measures
Working conditions: ventilation, lighting, space
Floors, walls and ceilings: coverings, characteristics
Machinery: placement, labour saving, food safety aspects
Services: electricity, gas, water, drainage
Cost: equipment, machinery, utensils, fuels
Computer systems: food ordering, food and beverage service

- 3.2 Explain the principles of design in relation to cleaning.
Materials: walls, floors, gullies, drainage, ceilings, lighting
Storage: cleaning materials
Equipment: choice, construction materials, module construction
Cleaning schedules: size: layout
- 3.3 Identify and explain the content and design of a cleaning programme.
Schedules: content, order of work, methods, cleaning chemicals
Areas: large equipment, walls, floors, ceilings, lighting
Quality: quality assurance/control procedures, inspections
Timing: schedules, daily, weekly, in-depth
Staff: skills, responsibilities
- 3.4 Describe the availability of new technology.
Equipment: function, cost, ease of operation, output
Information technology: applications for ordering, service of food and beverages, control procedures, cleaning
- 3.5 Identify and explain the facilities for staff recreation and changing.
Staff: full-time, casual, part-time
Legal aspects: any legal implications related to staff facilities
Morale: needs of food service, food preparation and ancillary staff
Organisation: responsibilities
- 3.6 Describe and explain the content and design of a maintenance programme.
Financial control: depreciation, replacement
Internal maintenance: facilities provided
External contractors: facilities, warranty
Reporting procedures: faults, faults inspection, line of responsibility
- 3.7 Describe the main considerations to take into account when purchasing equipment, machinery and utensils.
Suppliers: quotes, information, warranty
Cost: depreciation, running costs
Function: purpose, menu/production requirements, will all features be used?
Up-to-date: new technology, second-hand availability
Research: leaflets, information, other users, exhibitions

04 Budgeting, costing and control

Practical competences

The candidate must be able to do the following:

- 4.1 Research commodity prices, from a variety of sources, and identify the best price in relation to quality.
- 4.2 Calculate trimming and cooking losses for commodities, draw up and evaluate a comparative analysis.
- 4.3 Cost recipes and whole menus and calculate percentages for materials and selling prices.
- 4.4 Calculate alternative selling prices, making an allowance for the complexity and time of preparation, for a variety of recipes from simple to complex.
- 4.5 Make an analysis of different portion sizes for different functions and menus and calculate their relative material costs.
- 4.6 Research equipment that assists portion control and explain the uses according to preparation, cooking and service techniques.
- 4.7 Analyse and evaluate food operations costings for a function or operations period.

- 4.3 Explain purchasing procedures and controls.
Documentation: purchasing specifications, ordering, delivery requisitioning
Stock levels: systems, responsibilities
Systems security: manual, computer, responsibilities
Sources of supply: eg supplier quality assured, hazard analysis critical control point (HACCP)
- 4.4 Explain methods for calculating the cost of goods and services.
Standard recipes: commodity prices, labour costs, multiples
Computer: available software
Staff: full-time, casual, staff meals, allowances, training
Percentages: elements of costs of turnover
Wastage: cooking losses, depreciation, pilfering
Small items: kitchen papers, linen, condiments
Indirect/direct costs: calculated as percentages of turnover

Knowledge requirements

Instructors must ensure that candidates are able to:

- 4.1 State the factors that are used to evaluate financial performance of food and beverage operations.
Percentages of turnover: calculations
Targets: budgets, percentages, turnover, business forecast
Indicators: break-even points, menu sales mix, stock levels, fixed and variable cost percentages, gross profit, net profit.
Comparisons: previous targets
- 4.2 Describe the factors that determine purchasing requirements.
Business forecast: comparative figures, special events
Sources: sources of supply, locality, frequency of delivery, storage implications
Requirements: availability, quality, quantity, cost, delivery periods, methods of payment
Products: perishable, non-perishable, turnover of commodity, special functions
Methods: wholesale, retail, cash/carry, tender, company bulk purchase

05 Nutrition and dietetics

Practical competences

The candidate must be able to do the following:

- 5.1 Plan menus for specified nutritional groups.
- 5.2 Carry out the preparation and cooking of nutritional foods without excessive destruction of nutrients.
- 5.3 Advise customers on dietary matters in relation to general healthy eating and specific food preferences, such as vegetarianism.
- 5.4 Provide nutritional information in relation to food preparation and cookery processes.
- 5.5 Use information technology to analyse commodities and compile menus.
- 5.6 Use information technology to analyse recipes and make adjustments in relation to commodity alternatives.
- 5.7 Prepare and cook meals that satisfy specific nutritional needs.
- 5.8 Seek and use the content of up-to-date guidelines, from sources of nutritional information.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 5.1 Analyse and/or prepare menus that satisfy the needs of various nutritional groups.
Format: basic menu structures, different meals
Groups: eg vegetarians, obesity, heart disease, diabetics
Dishes: examples of healthy/non-healthy recipes
Information presentation: techniques for indicating nutritional content of foods on menu
Balance: commodities, dish choice mix, flavour, colour, texture, nutritional value
Foods: meat, cereals, fruit, vegetables, fats, oils, eggs, milk, cream
- 5.2 Describe animal food replacements that are acceptable to vegetarians and other relevant groups.
Meat, fish, poultry: nuts, textured vegetables, beans, whole grain, cereals, seeds, cheese, eggs
Meat bone stock: vegetables, yeast extract
Animal fats: white vegetable fats, margarine (without whale oil)
Fish oils: 100% vegetable oils
Gelatine: agar agar, apple pectin
Animal based flavourings: vegetable yeast extracts, soy, herbs, spices

- 5.3 Describe and explain the additive content of food and its significance.
Additive types: reference numbers
Sources: natural, synthetic
Functions: colours, preservatives, anti-oxidants, emulsifiers, processing aids, flavour enhancers, bleaches, flavours, enzymes, solvents, sweeteners, modified starches
Conditions and dangers: possible effects, allergies
Labelling: reading the label, conditions for labelling, any legal requirements
Organic foods: definition and contrasts to other food sources
- 5.4 State the nutritional value of sugars, starches, fats and proteins and explain their sources and significance in a diet.
Sugars: sources, functions, health issues, implications for caterers
Starches: sources, functions, health issues, implications for caterers
Fats: sources, functions, health issues, implications for caterers
Proteins: sources, functions, health issues, implications for caterers
- 5.5 Describe the nutritional value of vitamins and minerals, their common sources, function, consequences for deficiency/excess and implications for caterers.
Vitamin C: value, sources, function, deficiency
Vitamin B: Niacin B2, Riboflavin, Pyridoxine B6, Folic acid, Cyanobalamin B12, value, sources, function, deficiency
Vitamin A: value, sources, function, deficiency
Vitamin D: value, sources, function, deficiency
Vitamin E: value, sources, function, deficiency
Vitamin K: value, sources, function, deficiency
Minerals: calcium, iron, sodium, value, sources, function, deficiency
- 5.6 Identify and explain approaches for successful catering for healthy eating.
Healthy eating: definition
Marketing: implications, existing markets
Menus: types, features
Foods: examples of healthy and non-healthy foods
Cooking methods: nutrient conservation
- 5.7 State the main considerations when purchasing and storing foods in relation to nutritional value of commodities.
Storage conditions: effects of light, heat, humidity, alkali, acid, air
Commodity labels: additives, use by dates
Specification: purchase specifications
Inspections: receipt procedures

06 Menu planning

Practical competences

The candidate must be able to do the following:

- 6.1 Prepare acceptable menus for different meal situations.
- 6.2 Prepare menus that are balanced in terms of the colour, flavour and texture of the foods and dishes.
- 6.3 Prepare and cost menus to comply with specified budget restrictions.
- 6.4 Analyse a selection of menus, using information technology, to determine their nutritional suitability.
- 6.5 Prepare menus that provide an even work demand on the various parts of the food and beverage operations staff.
- 6.6 Explain the preparation stages, cooking and service of the dishes on the menus to production and service staff.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 6.1 Describe the types of menu available and explain their appropriate uses.
Types: eg à la carte, table d'hôte, function, theme
Meal uses: eg breakfast, lunch, dinner, wedding
Production uses: working blue-print, workload balance, checklist
National eating habits: implications
- 6.2 State the different approaches and considerations related to menu pricing.
Profit margins: different client groups, catering sectors
Pricing: calculation of selling prices
Preparation: degree of preparation of various commodities in relation to pricing
Commodities: quality, price, fluctuations
- 6.3 Describe different client groups and explain their requirements.
Minority groups: vegetarians, religious sects
Healthy eating: marketing
Occasions: types of occasions, celebrations, business ventures
Customers: spending power, expectations
Local circumstances: produce, culture
- 6.4 Explain the relationship between menu planning and staff capability.
Skills: related to dishes and standards
Types of commodities: fresh, convenience
Standards: recipe interpretations

- 6.5 State the facilities required for preparation, cooking and service of menus.
Equipment: specialist types, adaptability, outside catering
Holding: hot, chilled, display
Premises: storage, kitchen layout
Service styles: eg silver, plate, nouvelle cuisine
- 6.6 Identify and explain the principles of menu balance.
Colour: variation, tone/themes
Cooking processes: cooking methods and variation
Texture: dry, soft, creamy, tender, rich, nutty
Taste: combinations
Sequence: eg classical – light to heavier to light
Nutritive value: for specific groups
Ingredients: convenience, fresh, additives
Wording: classical, theme, communication, pictures
- 6.7 Describe the business promotion and marketing implications of menu planning.
Menu: speciality, appearance, quality, form
Cultural dimensions: influences, implications
- 6.8 Describe the implication of the availability of supplies for menu planning.
Suppliers: relationships, purchase specifications
Quality: supplier quality assurance, hazard analysis critical control point (HACCP)
Commodities: fresh, frozen, convenience

07 Preparation, cooking and service: meat and poultry dishes

Practical competences

The candidate must be able to do the following:

- 7.1 Ensure all areas, utensils and equipment, to be used for preparation and cooking, are in a fit state of cleanliness and repair.
- 7.2 Comply with all personal hygiene and safety standards.
- 7.3 Plan work and estimate time realistically for all procedures.
- 7.4 Select appropriate equipment and utensils for preparation and cooking of meat/poultry.
- 7.5 Check meat/poultry for freshness and quality.
- 7.6 Prepare meat/poultry appropriately according to recipe and customer requirements.
- 7.7 Cook meat/poultry according to the recipe and customer requirements.
- 7.8 Monitor the cooking process and take actions to make appropriate adjustments.
- 7.9 Finish and serve meat/poultry according to establishment style/customer requirements.
- 7.10 Clean and clear appropriately all areas, utensils and equipment used for preparation and cooking after use.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 7.1 Describe the main contamination hazards when storing, preparing and cooking meat and poultry.
Storing: microbiological, chemical, physical
Preparing: temperature, defrosting, cross contamination
Cookery: temperature and time, testing methods, cooling
Holding: temperature methods
- 7.2 Identify the types of meat available for use and the points associated with freshness and quality.
Types: eg beef, veal, lamb, mutton, pork, bacon, offal
Availability: fresh, frozen, processed, pre-packed, chilled
Quality: smell, texture
- 7.3 Identify the types of poultry available for use and the points associated with freshness and quality.
Types: eg chicken, turkey, duck, goose
Availability: fresh, frozen, processed, pre-packed, chilled
Quality: smell, texture, shape, beak easily broken, bones pliable

- 7.4 Describe methods and techniques of preparing meat and poultry for cooking.
Methods: singeing, washing, skinning, trimming, jointing, stuffing, trussing, basting, barding, dicing, marinating
- 7.5 Describe appropriate methods of cooking meat and poultry for different dishes.
Dry methods-air: grilling, roasting, pot roasting
Dry methods-fat/oil: shallow-frying, griddling, stir-frying
Moist methods-liquid: boiling, stewing, braising, poaching
- 7.6 Describe the types and care of equipment used in the preparation and cooking of meat and poultry dishes.
Large equipment: types, care, uses
Small equipment: types, care, uses
Utensils: types, care, uses
- 7.7 State factors that affect the cooking time of meat and poultry dishes.
Condition of commodity: fresh, frozen, processed
Preparation methods: different methods for various dishes/products
Cooking methods used: different methods for various dishes/products
- 7.8 Describe methods of testing during and on completion of cooking.
Methods: equipment used for testing, estimating cooking times for different products
- 7.9 Explain methods of serving and portion control applied to different recipes and cuts.
Service: preparation before service, carving techniques, accompaniments
Portion control: sectioning techniques before and after cooking, sizes, presentation, control
- 7.10 Outline standard procedures of quality assurance for the preparation, cooking and service of meat and poultry.
Standard recipes: uses, format
Checking procedures: during production, end product inspection, methods
Staffing: staff responsibilities for quality

08 Preparation, cooking and service: fish and shellfish dishes

Note

The fish and shellfish preparation related to this unit may include: fresh water fish, sea water fish, oily, white, round, and flat fish, offal, shellfish: crustacean and molluscs, reptiles, amphibians.

Practical competences

The candidate must be able to do the following:

- 8.1 Ensure all areas, utensils and equipment, to be used for preparation and cooking, are in a fit state of cleanliness and repair.
- 8.2 Comply with all personal hygiene and safety standards.
- 8.3 Plan work and estimate time realistically for all procedures.
- 8.4 Select appropriate fish and shellfish, other ingredients, equipment and utensils for preparation and cooking.
- 8.5 Check fish and shellfish for freshness and quality.
- 8.6 Prepare fish and shellfish appropriately according to recipe and customer requirements.
- 8.7 Cook fish and shellfish according to the recipe and customer requirements.
- 8.8 Monitor the cooking process and take actions to make appropriate adjustments.
- 8.9 Finish and serve dishes according to establishment style/customer requirements.
- 8.10 Ensure all areas, utensils and equipment used for preparation and cooking are appropriately cleaned and cleared after use.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 8.1 Describe the significant contamination hazards when purchasing, receiving, storing, preparing and cooking fish and shellfish.
Purchasing and receiving: types of supplier contamination: biological, physical, chemical
Packaging: types of packaging, significance of damaged packaging
Storage: temperatures, when kept alive, storage requirements, cross contamination
Preparation: defrosting, preparing when alive, cross contamination, checking for contamination
Cooking: temperatures, testing
Holding: temperatures, times, holding methods and contamination risks
Microbiological contamination: from purchase to sales such as – viruses, vibrio species
Chemical: from purchase to sales
Physical: from purchase to sales
- 8.2 Describe the types of fish and shellfish available for use and the points associated with freshness and quality.
Fresh water: eg trout, salmon trout, eel
Sea water oily: eg herring, mackerel, tuna
Sea water white flat: eg cod, haddock, whiting, coley, monkfish, pollack
Sea water white round: eg plaice, skate, halibut, brill, turbot, sole, dab
Crustacean: eg crab, lobster, shrimp, crawfish, scampi
Molluscs: eg whelk, snail, mussel, oyster, squid, octopus
Reptiles: eg green turtle, terrapin
Amphibian: eg green frog
Fresh: quality points – flesh, scales, gills, eyes, smell, also live (certain types)
Frozen: quality points – dehydration, packaging, date codes, water content, instructions
Offal: types, uses
Processed: vacuum packed (vac pac), smoked, salted, dried, canned

8.3 Describe methods and techniques for preparing fish and shellfish for cooking.

Fish:

Round large: darne, suprême

Round small: split, curled, whole

Flat large: tronçon, suprême

Flat small: filet, délice, paupiette, goujon, whole, en tresse

Shellfish:

Shellfish: preparation from live: methods, procedure, important points

Fish and shellfish:

Preparation of cooking: court bouillon, fish stocks, wine

8.4 Describe appropriate methods of cooking fish and shellfish for different dishes.

Dry methods – air: grilling, baking

Dry methods – fat/oil: deep frying, shallow and stir frying

Wet methods: steaming, boiling, stewing, poaching, braising

Live: complete stages and important points

Pre cooked: stages and procedures

8.5 Describe the types and care of equipment used in the preparation and cooking of fish and shellfish dishes.

Large: specialist equipment, types, features, uses

Small: specialist equipment, types, features, uses

Utensils: specialist utensils, types, uses and techniques

8.6 State factors that affect the cooking time of fish and shellfish.

Methods: recipes, techniques

Other factors: fresh commodities, frozen, live, convenience products, size

Recipe: balance

8.7 Describe methods of testing during and on completion of cooking.

Timing: estimating cooking times for different examples

Testing: colour changes, texture, temperature, appearance

8.8 Explain methods of serving and portion control applied to different recipes and cuts.

Portions: sizes, recognition, sectioning before and after cooking

Service techniques: dish arrangement, treatment of large fish hot and cold

8.9 Describe standard procedures of quality assurance for the preparation, cooking and service of fish and shellfish.

Delivery: checking procedures, acceptance/reject criteria

Storage: fresh, frozen, dried, cooked, vacuum packed, live

Cooking: standard recipes, cold and hot service, portion techniques

Holding: hot holding, cold holding

Staff: roles of staff in quality control

09 Preparation, cooking and service: stocks, sauces and soups

Practical competences

The candidate must be able to do the following:

- 9.1 Ensure all areas, utensils and equipment, to be used for preparation and cooking, are in a fit state of cleanliness and repair.
- 9.2 Comply with all personal hygiene and safety standards.
- 9.3 Plan work and estimate time realistically for all procedures.
- 9.4 Select appropriate ingredients, equipment and utensils for preparation and cooking.
- 9.5 Check all ingredients for freshness and quality.
- 9.6 Prepare all ingredients appropriately according to the recipe and customer requirements.
- 9.7 Cook all ingredients according to recipe and customer requirements.
- 9.8 Monitor the cooking process and take actions to make appropriate adjustments.
- 9.9 Finish and process stocks according to recipe and establishment standards.
- 9.10 Finish and serve soups and/or sauces according to recipe and customer requirements.
- 9.11 Ensure all areas, utensils and equipment used for the preparation and cooking are appropriately cleaned and cleared after use.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 9.1 Describe the main contamination hazards when storing, preparing and cooking stocks, soups and sauces.
Microbiological: time, temperature, growth, cross contamination, survival
Physical: contamination, cross contamination
Chemical: contamination, cross contamination
Control measures: storage conditions, batch sizes, cooling
- 9.2 Identify the types of stocks available for use.
White: eg beef, chicken, veal, fish
Brown: eg beef, chicken, veal, game
Others: vegetarian stocks, convenience stocks

- 9.3 Identify basic soup types and various extensions, available for use.
Types: eg consommés, broths, potages, purées, veloutés, creams, bisques, coulis, hot and cold
- 9.4 Identify basic sauce types and various extensions, available for use.
Types: eg white, veloutés, brown, egg yolk based, hot and cold savoury, sweet, fruit, egg, starch, use of wines, liquors, essences, colourings
- 9.5 Identify basic preparations and their uses in cooking.
Panadas: frangipane, potato, bread, rice
Enriching and thickening: liaison, sabayon
Stuffings: forcemeats
Butters: various examples in common use
Other bases: duxelles, mirepoix, marinades
- 9.6 State appropriate cooking methods and techniques applied to stocks, soups and sauces.
Clarification: egg white, blood
Roux: white, blond, brown
Simmering: reductions and glazes
Convenience commodities: uses and quality points
- 9.7 Identify the types and care of equipment used in the preparation of stocks, soups and sauces.
Equipment: uses for different methods and batch sizes
Utensils: preparation, cooking
- 9.8 State the factors that affect the cooking time of stocks, soups and sauces.
Methods: recipes, techniques
Other factors: fresh commodities, convenience products
- 9.9 Describe methods of testing during and on completion of cooking stocks, soups and sauces.
Methods: characteristics used to judge, equipment, time estimates, standard recipes
- 9.10 Explain methods of serving and portion control of soups and sauces.
Service: techniques, methods, control
Portion sizes: sizes, batch servings, control
- 9.11 Describe standard procedures of quality assurance for the preparation, cooking, use and service of stocks, soups and sauces.
Standard recipes: uses, format
Checking procedures: during production, end product inspection, methods
Staffing: staff responsibilities for quality

10 Preparation, cooking and service: pulse and vegetable dishes

Practical competences

The candidate must be able to do the following:

- 10.1 Ensure all areas, utensils and equipment, to be used for preparation and cooking, are in a fit state of cleanliness and repair.
- 10.2 Comply with all personal hygiene and safety standards.
- 10.3 Plan work and estimate time realistically for all procedures.
- 10.4 Select appropriate pulses and vegetables, other ingredients, equipment and utensils for preparation and cooking.
- 10.5 Check pulses and vegetables for freshness and quality.
- 10.6 Prepare pulses and vegetables appropriately, according to the recipe and customer requirements.
- 10.7 Cook pulses and vegetables according to the recipe and customer requirements.
- 10.8 Monitor the cooking process and take actions to make appropriate adjustments.
- 10.9 Finish and serve dishes according to establishment style/customer requirements.
- 10.10 Ensure all areas, utensils and equipment used for preparation and cooking are appropriately cleaned and cleared after use.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 10.1 Describe the main contamination hazards when storing, preparing and cooking pulse and vegetable dishes.
Microbiological: relevant pathogens, control
Physical: types, sources, control
Chemical: types, sources, control
Cross contamination: microbiological, physical, chemical
- 10.2 List the types of pulses and vegetables available for use and the points associated with freshness and quality.
Types – vegetable: eg tubers, roots, bulbs, shoots, flowers, fruits, leaf, seeds, pods, stem
Types – pulses: eg beans – black-eyed, Boston, broad, butter, flageolet, mung, pigeon, pea, red kidney, soya, white haricot; peas – blue, chick, green, yellow; lentils – green, puy, yellow, red
Availability: dried, fresh, canned (brine), canned (sauce), frozen, convenience
Quality: firm, free from soil, firm, fresh appearance and smell

- 10.3 Identify methods and techniques for preparing vegetables and pulses for cooking.
Preparation: dried, fresh, frozen
Cutting: cutters, processors, various cuts/shapes
Blanching: methods, purpose
- 10.4 Describe appropriate methods of cooking pulses and vegetables for different dishes.
Preparation: soaking times, trimming techniques
Dry methods: shallow frying, stir frying, caseroling
Wet methods: boiled, poaching, steamed
- 10.5 Describe the care of equipment used in the preparation and cooking of pulses and vegetables.
Large: uses, methods, batch sizes, care and maintenance
Small: uses, methods, batch sizes, care and maintenance
Utensils: specialist utensils, types, uses and techniques
- 10.6 State the factors that affect the cooking time of pulse and vegetable dishes.
Preparation: fresh, frozen, dried
Methods: pre preparation, soaking, trimming, size, intended use
Recipe: balance
- 10.7 Describe methods of testing during and on completion of cooking.
Methods: criteria, techniques
Recipes: recipe specifications, quality
- 10.8 Explain the methods of serving and portion control applied to different pulse and vegetable dishes.
Portions: size, techniques, recognition, recipe complexity, garnishes
Service techniques: dish arrangement, pre cooked, reheated
- 10.9 Describe standard procedures of quality assurance for the purchase, preparation, cooking and service of pulse and vegetable dishes.
Delivery: checking procedures, acceptance/reject criteria, supplier quality assurance
Storage: fresh, frozen, dried, cooked, pre packed
Cooking: standard recipes, cold and hot service, portion techniques
Holding: hot holding, cold holding, reheating to order
Staff: roles of staff in quality control

11 Preparation, cooking and service: pastry dishes

Practical competences

The candidate must be able to do the following:

- 11.1 Prepare pastry products using freshly prepared pastes to include sweet and savoury short paste, choux paste, puff paste and shortbread.
- 11.2 Produce flans, slices, biscuits, petits fours and tartlets.
- 11.3 Prepare, bake and decorate cake and sponge items.
- 11.4 Produce basic cake, gateaux, Swiss-roll/roulade, sponge products and chemically aerated goods.
- 11.5 Produce a range of desserts using baking and steaming methods of cookery.
- 11.6 Prepare fermented items using plain and bun doughs.
- 11.7 Produce loaves, dinner rolls and bun dough products.
- 11.8 Produce fermented batters for savoury and sweet use.
- 11.9 Prepare and cook egg custard and rice desserts.
- 11.10 Produce egg set puddings and desserts, and milk based bavarois.
- 11.11 Produce sauces, fillings, icings and glazes for a range of products.
- 11.12 Produce hot and cold fruit based desserts, including simple fruit mousses.
- 11.3 Describe the aeration process with examples.
Preparation of product: how aeration is achieved through preparation method and stages in preparation, importance of temperature, increase during process of baking (examples)
- 11.4 Explain the cooking, baking processes and techniques involved in relation to all products.
Method: matched to recipe and product
Temperature: appropriate temperatures, examples
Quality: characteristics of successful items
Large equipment: selection, preparation
Small equipment preparation: eg moulds, trays
Clearing down: procedures, responsibilities
- 11.5 State the relevance of recipe balance.
Ingredients: type selected, combinations, examples, substitutes
Recipes: examples of ingredient proportions
Weighing out: importance, common faults
- 11.6 Identify common faults related to products over the range.
Faults: reasons, prevention, legal aspects
- 11.7 Describe the relevance of hygienic working methods.
Practices: personal, good working methods, examples
Cross contamination: sources, circumstances, examples, prevention
- 11.8 Describe the organisation and storage of base items and finished products.
Storage of products: shelf life, types of storage, stacking, containers, dating, rotation, holding temperatures
Freezing: procedures, examples
De-freezing: procedures, examples
- 11.9 Explain the principles of dish compilation.
Example areas: given to cover all performance criteria

Knowledge requirements

Instructors must ensure that candidates are able to:

- 11.1 Identify commodities used in pastry work.
Commodities: range used to cover performance criteria
Properties: of each commodity or group of commodities as appropriate
Preparation: methods, conditioning
Storage: stock rotation, containers, shelf life, care
- 11.2 Describe mixing methods used in pastry work.
Methods: matched to recipe and product
Techniques: addition of ingredients at stages of production
Temperature: environment, equipment, ingredients, storage during production

12 Preparation, cooking and service: farinaceous, pasta and rice dishes

Practical competences

The candidate must be able to do the following:

- 12.1 Ensure all areas, utensils and equipment, to be used for preparation and cooking are in a fit state of cleanliness and repair.
- 12.2 Comply with all personal hygiene and safety standards.
- 12.3 Plan work and estimate time realistically for all procedures.
- 12.4 Select appropriate ingredients for farinaceous, pasta and rice dishes, other ingredients, equipment and utensils for preparation and cooking.
- 12.5 Check ingredients for farinaceous, pasta and rice dishes, for freshness and quality.
- 12.6 Prepare farinaceous, pasta and rice dishes, appropriately according to the recipe and customer requirements.
- 12.7 Cook farinaceous, pasta and rice dishes, according to the recipe and customer requirements.
- 12.8 Monitor the cooking process and take actions to make appropriate adjustments.
- 12.9 Finish and serve dishes according to establishment style/customer requirements.
- 12.10 Ensure all areas, utensils and equipment used for the preparation and cooking are appropriately cleaned and cleared after use.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 12.1 Describe the main contamination hazards when storing, preparing and cooking farinaceous, pasta and rice dishes.
Microbiological: relevant pathogens (eg bacillus cereus), sources, control
Physical: types, sources, control
Chemical: types, sources, control
Cross contamination: microbiological, physical, chemical, sources, control

- 12.2 Identify the types available and points associated with quality.

Farinaceous and pasta:

Types: fresh, recipes, methods, colours

Types: fresh pre prepared, eg small: large, colours

Types: dried, eg small, large, colours

Types gnocchi: Parisienne – flour/eggs, Romaine – semolina/eggs, Piémontaise potatoes/flour/eggs

Rice:

Types: long grain, eg patna, basmati

Types: short grain, eg carolina, italian

Others: wild rice, brown rice, rice paper, processed grain

- 12.3 Explain the techniques and methods of preliminary preparation for farinaceous, pasta and rice dishes.

Farinaceous and pasta:

Farinaceous and pasta: recipe, colours, mixing, rolling and cutting manually and machine, shapes, names

Fillings: savory, meat, vegetarian

Rice:

Methods: blanching, boiling, braising, techniques of preparing moulds

Techniques: handling cooked rice, degrees of cooking, measuring by weight and volume

- 12.4 Describe appropriate methods of cooking farinaceous pasta and rice dishes and give examples.

Farinaceous and pasta:

Boiled: methods, examples

Baked: methods, examples

Techniques: testing, al dente, recipe balance

Rice:

Braised: pilau, other examples

Boiled: plain, other examples

Fried: risotto, other examples

Other methods: steamed, stir fried, other methods

- 12.5 Describe the types and care of equipment used in the preparation and cooking of farinaceous, pasta and rice dishes.

Large: types, choice for recipes, care

Small: preparation machines (eg pasta), cutters, moulds, uses, care

Utensils: cutters, knives, care, use, techniques

- 12.6 State the factors that affect the cooking time of farinaceous, pasta and rice dishes.

Types: different types, condition, size

Degree: recipe, customer preferences

Cooking method: different methods, batch sizes

- 12.7 Describe methods of testing during and on completion of cooking.
During cooking: testing, points to look for
Estimating times: recipe instructions, customer requirements
Cooking method: examples of times and characteristics of finished product
- 12.8 Describe methods of serving and portion control applied to specific dishes.
Weight: raw weight per portion
Measurement: portion estimates
Dishes: individual, multiple servings, use of moulds
- 12.9 Describe standard procedures for quality assurance for the preparation, cooking and service of farinaceous, pasta and rice dishes.
Delivery: checking procedures, acceptance/reject criteria
Storage: dried product, dried and fresh ingredients, fresh product, cooked, pre packed
Cooking: standard recipes, hot service and cold, portion techniques
Holding: hot holding, cold holding, reheating to order
Staff: roles of staff in quality control

13 Preparation, cooking and service: cold presentation dishes

Practical competences

The candidate must be able to do the following:

- 13.1 Ensure all areas, utensils and equipment, to be used for preparation and cooking, are in a fit state of cleanliness and repair.
- 13.2 Comply with all personal hygiene and safety standards.
- 13.3 Plan work and estimate time realistically for all procedures.
- 13.4 Select appropriate ingredients, equipment and utensils for preparation and cooking.
- 13.5 Check all ingredients for freshness and quality.
- 13.6 Prepare ingredients appropriately according to the recipe and customer requirements.
- 13.7 Cook ingredients according to the recipe and customer requirements.
- 13.8 Finish and serve dishes according to establishment style/customer requirements.
- 13.9 Ensure all areas, utensils and equipment used for preparation and cooking are appropriately cleaned and cleared after use.
- 13.10 Follow appropriate procedures for checking all refrigeration for relevant temperatures, and foods for covering and stacking.
- 13.11 Maintain appropriate food safety management systems and records.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 13.1 Describe the contamination hazards when storing, preparing, cooking, cooling and restoring commodities, preparations and dishes.
Storage temperatures: different cold storage temperatures
Storage: commodities, preparations, dishes, use by dates
Cross contamination: sources, hazards, prevention
Cooking: temperatures, methods, preparations
Holding: temperatures for different commodities
Defrosting: procedures
Ingredients: use of raw ingredients such as egg yolks
Commodities: high risk, low risk

- 13.2 Identify the types of commodities available for use and the points associated with freshness and quality.
Foods: meats, fish, shellfish, offal, vegetables, fruits
Condition: fresh, frozen, dried, pre-packed, processed
Quality points: smell, appearance, texture, colour, packaging, labels
- 13.3 Describe the methods and techniques of preparing commodities for cold preparations.
Cooking: wet methods – blanching, steaming, boiling, poaching, stewing, braising
Cooking: dry methods – grilling, roasting, baking, deep frying, shallow frying
Raw preparation: washing, shaking, blanching, skinning, peeling, trimming
Raw cutting: dicing, slicing, various shapes
Cooked cutting: slicing, dicing
Decoration: principles of design and presentation, small items, buffet items
Display: temperature, amount, time, controls to eliminate food spoilage
- 13.4 Describe the dishes that can be prepared and served by cold preparation with full examples.
Cold sauces and dressings: types, uses
Salads: simple and complex types, cold and warm, uses
Hors d'oeuvre: hot, cold, warm, complex, uses
Snacks: complex sandwiches, hors d'oeuvre, occasions, techniques of presentation
Buffet: examples of items and their preparation and presentation
- 13.5 Describe the types and care of equipment used in cold preparation.
Large and small equipment preparation: used for pre cooking and cold preparation, including blast-chiller.
Large and small equipment display: used for display
Utensils: used for preparation and decorations
- 13.6 State factors that affect the pre-cooking, preparation and display times of cold preparations.
Condition: fresh, frozen, pre-packed
Cooking, preparation methods: range of methods, cooling times
Time: batch size, time before preparation, service mode, cold storage space available
- 13.7 Describe methods of testing during pre cooking and preparation.
Cooked: temperature probe
Raw: smell, taste, colour, texture
Pre-packaged: label, use by dates

- 13.8 Explain methods of serving and portion control applied to different cold preparation dishes.
Sectioning: before and during cooking, whole items
Carving: different meats, fish, poultry
Portion sizes: for different items
Pre-packed: examples, use
- 13.9 Explain standard procedures for quality assurance for the cooking, preparation and service of cold items.
Standard recipes: examples, uses, photographs
Temperatures: temperature probe, storage
Responsibilities: key staff, preparation inspections, service inspections

14 Preparation, cooking and service: egg dishes and savouries

Practical competences

The candidate must be able to do the following:

- 14.1 Ensure all areas, utensils and equipment, to be used for preparation and cooking are in a fit state of cleanliness and repair.
- 14.2 Comply with all personal hygiene and safety standards.
- 14.3 Plan work and estimate time realistically for all procedures.
- 14.4 Select appropriate ingredients for egg dishes and savouries, other ingredients, equipment and utensils for preparation and cooking.
- 14.5 Check ingredients for egg dishes and savouries, for freshness and quality.
- 14.6 Prepare eggs and savouries, appropriately according to the recipe and customer requirements.
- 14.7 Cook eggs and savouries according to the recipe and customer requirements.
- 14.8 Monitor the cooking process and take actions to make appropriate adjustments.
- 14.9 Finish and serve dishes according to establishment style/customer requirements.
- 14.10 Ensure all areas, utensils and equipment used for the preparation and cooking are appropriately cleaned and cleared after use.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 14.1 Describe the main contamination hazards when storing, preparing and cooking egg dishes and savouries.
Microbiological: relevant pathogens (eg salmonella enteritis), control
Physical: types, sources, control
Chemical: types, sources, control
Cross contamination: microbiological, physical, chemical

- 14.2 Identify the types of ingredients available for making egg dishes and savouries and the points associated with freshness and quality.

Egg dishes:

Types: range of eggs, eg hens, turkey, goose, duck, quail, gull

Availability: fresh, tinned, dried, frozen, individual, bulk, sizes, weights, uses

Quality: branded, inoculated, pasteurised, free range, deep litter, battery

Savouries:

Types: commodity range, egg offal, eggs, shellfish, cheese, fish, fruit

Availability and quality: tinned, fresh, dried, frozen

- 14.3 Describe the methods of preliminary preparation of egg dishes and savouries for cooking.

Eggs:

Preparation: separating yolks/whites, stuffing, sieving, beating, holding

Cooking: degrees of cooking for different dishes

Savouries:

Preparation: stuffing, mixing, pickling, marinating, cutting, shaping, decorating

Réchauffé: examples, care, techniques, quality

- 14.4 Describe appropriate methods of cooking egg dishes and savouries and give examples of dishes.

Eggs:

Poached: simple, complex

Shallow fried: simple, with garnish, omelettes

Deep fried: simple, uses

Boiled: hot, cold, garnish

Steamed/baked: eg en cocotte

Savouries:

Methods: all appropriate cooking methods such as involved in types listed below

Types: eg canapé, croûte, bouché, soufflé, flan, dartoise, paillettes, beignets

Commodities used: eg chicken livers, shrimp, cheese, egg, bacon, anchovy

- 14.5 Describe the types and care of equipment used in the preparation and cooking of egg dishes and savouries.
Large: used for particular methods and batch sizes
Small: uses, preparation techniques, adaptability
Utensils: uses, preparation techniques

- 14.6 State the factors that affect the cooking time of egg dishes and savouries.
Degree: cooking required, different diets, customer preferences, food safety issues
Types: various examples in use
Cooking methods: recipes, batch sizes
- 14.7 Describe methods of testing during and on completion of cooking.
During cooking: testing, points to look for, techniques of testing
Estimating times: recipe instructions, customer requirements, ways of estimating
Cooking method: examples of times and characteristics of finished product, batch sizes
- 14.8 Explain methods of serving and portion control applied to different dishes.
Portion sizes: weight, sections, whole units, different courses
Dishes: individual, multiple, garnishes
- 14.9 State the standard procedures for quality assurance for the preparation, cooking and service of egg dishes and savouries.
Delivery: checking procedures, acceptance/reject criteria
Storage: dried product, dried and fresh ingredients, fresh product, cooked, pre packed
Cooking: standard recipes, photographs, hot service and cold, portion techniques
Holding: hot holding, cold holding, reheating to order
Staff: roles of staff in quality control

Assessment

Test specification for written paper Food Preparation and Cooking (Culinary Arts) Principles 2 (7065-12-016)

This is a written multiple choice examination paper lasting two and a half hours and containing 100 questions. Candidates must answer **all** questions.

Topic	Approximate % examination weighting
01 Safety at work	8
02 Food safety	8
03 Kitchen maintenance and design	7
04 Budgeting, costing and control	7
05 Nutrition and dietetics	7
06 Menu planning	7
07 Preparation, cooking and service: meat and poultry dishes	6
08 Preparation, cooking and service: fish and shellfish dishes	6
09 Preparation, cooking and service: stocks, sauces and soups	6
10 Preparation, cooking and service: pulse and vegetable dishes	6
11 Preparation, cooking and service: pastry dishes	6
12 Preparation, cooking and service: farinaceous, pasta and rice dishes	6
13 Preparation, cooking and service: cold preparation dishes	6
14 Preparation, cooking and service: egg dishes and savouries	6

01 Safety at work

Practical competences

The candidate must be able to do the following:

- 1.1 Take appropriate initial action to care for persons in the event of injury.
- 1.2 Notify first aid assistance in the event of an accident and give reassurance to the injured person.
- 1.3 Locate appropriate documentation and complete for accidents.
- 1.4 Check fire fighting equipment for location and operation.
- 1.5 Carry out a workshop hazard inspection and interpret the results for action.
- 1.6 Maintain and wear appropriate protective clothing for all food related operations.
- 1.7 Take appropriate action to prevent accidents in relation to the discovery of faulty equipment.
- 1.8 Manage tools and equipment neatly and tidily in working methods.
- 1.9 Keep knives sharp and in an appropriate state of repair.
- 1.10 Interpret manufacturers' instructions in relation to the safe use of all production machinery.
- 1.11 Recognise dangerous substances, handle and store appropriately.
- 1.12 Display and comply with all safety signs.

This is to confirm that the candidate has successfully completed the above tasks:

Candidate signature

Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date

02 Food safety

Practical competences

The candidate must be able to do the following:

- 2.1 Ensure that all working areas, equipment and utensils are clean and free from contamination.
- 2.2 Take appropriate preventative measures to ensure that all foods are safe from contamination.
- 2.3 Take all preventative measures to avoid the risk of cross contamination.
- 2.4 Operate and maintain all equipment and utensils in a safe and hygienic manner.
- 2.5 Ensure appropriate temperature control in all food related operations from delivery to service.
- 2.6 Protect all food materials at all stages of production from delivery to service.
- 2.7 Carry out cleaning tasks using the appropriate procedures and cleaning chemicals.
- 2.8 Ensure adequate and safe waste disposal procedures at all stages of production.
- 2.9 Carry out daily after service and weekly hygiene checks and act appropriately on the results.

This is to confirm that the candidate has successfully completed the above tasks:

Candidate signature

Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date

03 Kitchen maintenance and design

Practical competences

The candidate must be able to do the following:

- 3.1 Carry out or explain improvisations to facilitate different service requirements, such as banquets, varied menus and outside catering.
- 3.2 Design a basic food and beverage preparation, cooking and service facility, taking account of work flow and food safety.
- 3.3 Design and supervise routine cleaning schedules.
- 3.4 Carry out appropriate action, following the interpretation of safety and hygiene checks.
- 3.5 Design and implement a safety and hygiene hazard inspection.
- 3.6 Write and supervise basic training instructions for the operation of machinery.
- 3.7 Use economy of fuels in all operations.
- 3.8 Monitor machinery, equipment and utensils routinely and spontaneously for safe and hygienic condition.
- 3.9 Monitor the safe and hygienic standards of operating equipment, machinery and utensils.

This is to confirm that the candidate has successfully completed the above tasks:

Candidate signature _____

Candidate name (please print) _____

Instructor signature _____

Instructor name (please print) _____

Completion date _____

04 Budgeting, costing and control

Practical competences

The candidate must be able to do the following:

- 4.1 Research commodity prices, from a variety of sources, and identify the best price in relation to quality.
- 4.2 Calculate trimming and cooking losses for commodities, draw up and evaluate a comparative analysis.
- 4.3 Cost recipes and whole menus and calculate percentages for materials and selling prices.
- 4.4 Calculate alternative selling prices, making an allowance for the complexity and time of preparation, for a variety of recipes from simple to complex.
- 4.5 Make an analysis of different portion sizes for different functions and menus and calculate their relative material costs.
- 4.6 Research equipment that assists portion control and explain the uses according to preparation, cooking and service techniques.
- 4.7 Analyse and evaluate food operations costings for a function or operations period.

This is to confirm that the candidate has successfully completed the above tasks:

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Instructor signature

Instructor name (please print)

Completion date

05 Nutrition and dietetics

Practical competences

The candidate must be able to do the following:

- 5.1 Plan menus for specified nutritional groups.
- 5.2 Carry out the preparation and cooking of nutritional foods without excessive destruction of nutrients.
- 5.3 Advise customers on dietary matters in relation to general healthy eating and specific food preferences, such as vegetarianism.
- 5.4 Provide nutritional information in relation to food preparation and cookery processes.
- 5.5 Use information technology to analyse commodities and compile menus.
- 5.6 Use information technology to analyse recipes and make adjustments in relation to commodity alternatives.
- 5.7 Prepare and cook meals that satisfy specific nutritional needs.
- 5.8 Seek and use the content of up-to-date guidelines, from sources of nutritional information.

This is to confirm that the candidate has successfully completed the above tasks:

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Instructor name (please print)

Completion date

06 Menu planning

Practical competences

The candidate must be able to do the following:

- 6.1 Prepare acceptable menus for different meal situations.
- 6.2 Prepare menus that are balanced in terms of the colour, flavour and texture of the foods and dishes.
- 6.3 Prepare and cost menus to comply with specified budget restrictions.
- 6.4 Analyse a selection of menus, using information technology, to determine their nutritional suitability.
- 6.5 Prepare menus that provide an even work demand on the various parts of the food and beverage operations staff.
- 6.6 Explain the preparation stages, cooking and service of the dishes on the menus to production and service staff.

This is to confirm that the candidate has successfully completed the above tasks:

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Instructor name (please print)

Completion date

07 Preparation, cooking and service: meat and poultry dishes

Practical competences

The candidate must be able to do the following:

- 7.1 Ensure all areas, utensils and equipment, to be used for preparation and cooking, are in a fit state of cleanliness and repair.
- 7.2 Comply with all personal hygiene and safety standards.
- 7.3 Plan work and estimate time realistically for all procedures.
- 7.4 Select appropriate equipment and utensils for preparation and cooking of meat/poultry.
- 7.5 Check meat/poultry for freshness and quality.
- 7.6 Prepare meat/poultry appropriately according to recipe and customer requirements.
- 7.7 Cook meat/poultry according to the recipe and customer requirements.
- 7.8 Monitor the cooking process and take actions to make appropriate adjustments.
- 7.9 Finish and serve meat/poultry according to establishment style/customer requirements.
- 7.10 Clean and clear appropriately all areas, utensils and equipment used for preparation and cooking after use.

This is to confirm that the candidate has successfully completed the above tasks:

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Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date

08 Preparation, cooking and service: fish and shellfish dishes

Practical competences

The candidate must be able to do the following:

- 8.1 Ensure all areas, utensils and equipment, to be used for preparation and cooking, are in a fit state of cleanliness and repair.
- 8.2 Comply with all personal hygiene and safety standards.
- 8.3 Plan work and estimate time realistically for all procedures.
- 8.4 Select appropriate fish and shellfish, other ingredients, equipment and utensils for preparation and cooking.
- 8.5 Check fish and shellfish for freshness and quality.
- 8.6 Prepare fish and shellfish appropriately according to recipe and customer requirements.
- 8.7 Cook fish and shellfish according to the recipe and customer requirements.
- 8.8 Monitor the cooking process and take actions to make appropriate adjustments.
- 8.9 Finish and serve dishes according to establishment style/customer requirements.
- 8.10 Ensure all areas, utensils and equipment used for preparation and cooking are appropriately cleaned and cleared after use.

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Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date

09 Preparation, cooking and service: stocks, sauces and soups

Practical competences

The candidate must be able to do the following:

- 9.1 Ensure all areas, utensils and equipment, to be used for preparation and cooking, are in a fit state of cleanliness and repair.
- 9.2 Comply with all personal hygiene and safety standards.
- 9.3 Plan work and estimate time realistically for all procedures.
- 9.4 Select appropriate ingredients, equipment and utensils for preparation and cooking.
- 9.5 Check all ingredients for freshness and quality.
- 9.6 Prepare all ingredients appropriately according to the recipe and customer requirements.
- 9.7 Cook all ingredients according to recipe and customer requirements.
- 9.8 Monitor the cooking process and take actions to make appropriate adjustments.
- 9.9 Finish and process stocks according to recipe and establishment standards.
- 9.10 Finish and serve soups and/or sauces according to recipe and customer requirements.
- 9.11 Ensure all areas, utensils and equipment used for the preparation and cooking are appropriately cleaned and cleared after use.

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Candidate name (please print) _____

Instructor signature _____

Instructor name (please print) _____

Completion date _____

10 Preparation, cooking and service: pulse and vegetable dishes

Practical competences

The candidate must be able to do the following:

- 10.1 Ensure all areas, utensils and equipment, to be used for preparation and cooking, are in a fit state of cleanliness and repair.
- 10.2 Comply with all personal hygiene and safety standards.
- 10.3 Plan work and estimate time realistically for all procedures.
- 10.4 Select appropriate pulses and vegetables, other ingredients, equipment and utensils for preparation and cooking.
- 10.5 Check pulses and vegetables for freshness and quality.
- 10.6 Prepare pulses and vegetables appropriately, according to the recipe and customer requirements.
- 10.7 Cook pulses and vegetables according to the recipe and customer requirements.
- 10.8 Monitor the cooking process and take actions to make appropriate adjustments.
- 10.9 Finish and serve dishes according to establishment style/customer requirements.
- 10.10 Ensure all areas, utensils and equipment used for preparation and cooking are appropriately cleaned and cleared after use.

This is to confirm that the candidate has successfully completed the above tasks:

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Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date

11 Preparation, cooking and service: pastry dishes

Practical competences

The candidate must be able to do the following:

- | | | |
|-------|---|--------------------------|
| 11.1 | Prepare pastry products using freshly prepared pastes to include sweet and savoury short paste, choux paste, puff paste and shortbread. | <input type="checkbox"/> |
| 11.2 | Produce flans, slices, biscuits, petits fours and tartlets. | <input type="checkbox"/> |
| 11.3 | Prepare, bake and decorate cake and sponge items. | <input type="checkbox"/> |
| 11.4 | Produce basic cake, gateaux, Swiss-roll/roulade, sponge products and chemically aerated goods. | <input type="checkbox"/> |
| 11.5 | Produce a range of desserts using baking and steaming methods of cookery. | <input type="checkbox"/> |
| 11.6 | Prepare fermented items using plain and bun doughs. | <input type="checkbox"/> |
| 11.7 | Produce loaves, dinner rolls and bun dough products. | <input type="checkbox"/> |
| 11.8 | Produce fermented batters for savoury and sweet use. | <input type="checkbox"/> |
| 11.9 | Prepare and cook egg custard and rice desserts. | <input type="checkbox"/> |
| 11.10 | Produce egg set puddings and desserts, and milk based bavarois. | <input type="checkbox"/> |
| 11.11 | Produce sauces, fillings, icings and glazes for a range of products. | <input type="checkbox"/> |
| 11.12 | Produce hot and cold fruit based desserts, including simple fruit mousses. | <input type="checkbox"/> |

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Completion date

12 Preparation, cooking and service: farinaceous, pasta and rice dishes

Practical competences

The candidate must be able to do the following:

- 12.1 Ensure all areas, utensils and equipment, to be used for preparation and cooking are in a fit state of cleanliness and repair.
- 12.2 Comply with all personal hygiene and safety standards.
- 12.3 Plan work and estimate time realistically for all procedures.
- 12.4 Select appropriate ingredients for farinaceous, pasta and rice dishes, other ingredients, equipment and utensils for preparation and cooking.
- 12.5 Check ingredients for farinaceous, pasta and rice dishes, for freshness and quality.
- 12.6 Prepare farinaceous, pasta and rice dishes, appropriately according to the recipe and customer requirements.
- 12.7 Cook farinaceous, pasta and rice dishes, according to the recipe and customer requirements.
- 12.8 Monitor the cooking process and take actions to make appropriate adjustments.
- 12.9 Finish and serve dishes according to establishment style/customer requirements.
- 12.10 Ensure all areas, utensils and equipment used for the preparation and cooking are appropriately cleaned and cleared after use.

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Instructor signature

Instructor name (please print)

Completion date

13 Preparation, cooking and service: cold presentation dishes

Practical competences

The candidate must be able to do the following:

- 13.1 Ensure all areas, utensils and equipment, to be used for preparation and cooking, are in a fit state of cleanliness and repair.
- 13.2 Comply with all personal hygiene and safety standards.
- 13.3 Plan work and estimate time realistically for all procedures.
- 13.4 Select appropriate ingredients, equipment and utensils for preparation and cooking.
- 13.5 Check all ingredients for freshness and quality.
- 13.6 Prepare ingredients appropriately according to the recipe and customer requirements.
- 13.7 Cook ingredients according to the recipe and customer requirements.
- 13.8 Finish and serve dishes according to establishment style/customer requirements.
- 13.9 Ensure all areas, utensils and equipment used for preparation and cooking are appropriately cleaned and cleared after use.
- 13.10 Follow appropriate procedures for checking all refrigeration for relevant temperatures, and foods for covering and stacking.
- 13.11 Maintain appropriate food safety management systems and records.

This is to confirm that the candidate has successfully completed the above tasks:

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Instructor name (please print)

Completion date

14 Preparation, cooking and service: egg dishes and savouries

Practical competences

The candidate must be able to do the following:

- 14.1 Ensure all areas, utensils and equipment, to be used for preparation and cooking are in a fit state of cleanliness and repair.
- 14.2 Comply with all personal hygiene and safety standards.
- 14.3 Plan work and estimate time realistically for all procedures.
- 14.4 Select appropriate ingredients for egg dishes and savouries, other ingredients, equipment and utensils for preparation and cooking.
- 14.5 Check ingredients for egg dishes and savouries, for freshness and quality.
- 14.6 Prepare eggs and savouries, appropriately according to the recipe and customer requirements.
- 14.7 Cook eggs and savouries according to the recipe and customer requirements.
- 14.8 Monitor the cooking process and take actions to make appropriate adjustments.
- 14.9 Finish and serve dishes according to establishment style/customer requirements.
- 14.10 Ensure all areas, utensils and equipment used for the preparation and cooking are appropriately cleaned and cleared after use.

This is to confirm that the candidate has successfully completed the above tasks:

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Completion date

Diploma in Patisserie 7065

Sections

Diploma

01 Safety at work

02 Hygiene at work

03 Kitchen maintenance and design

04 Budgets, costing and control

05 Prepare paste based products and desserts

06 Prepare and bake cakes and sponges

07 Prepare meringue based products and desserts

08 Prepare gelatine set desserts

09 Prepare egg set desserts

10 Prepare and bake chemically aerated products

11 Prepare and cook fruit based desserts

12 Prepare simple frozen desserts

13 Prepare and bake fermented products

14 Prepare and use creams, fillings and glazes

15 Prepare hot and cold sauces

16 Prepare and use decorative mediums

01 Safety at work

Practical competences

The candidate must be able to do the following:

- 1.1 Take appropriate initial action to care for persons in the event of injury.
- 1.2 Notify first aid assistance in the event of an accident and reassure the injured person.
- 1.3 Locate and complete appropriate documentation for accidents.
- 1.4 Check fire fighting equipment for location and operation.
- 1.5 Carry out a hazard analysis and interpret the results for action.
- 1.6 Maintain and wear appropriate protective clothing for all food related operations.
- 1.7 Take appropriate action to prevent accidents in relation to the discovery of faulty equipment.
- 1.8 Manage tools and equipment neatly and tidily in working methods.
- 1.9 Keep knives sharp and in an appropriate state of repair.
- 1.10 Interpret manufacturers' instructions in relation to the safe use of all production machinery.
- 1.11 Ensure dangerous substances are recognised and appropriately handled and stored.
- 1.12 Display and comply with all safety signs.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 1.1 State the appropriate actions necessary in the event of accidents.
Establishment procedures: minimum provisions that would be acceptable
Nominated first aiders: identification of basic skills
Treatment of injured person: general rules, eg reassurance, position of injured
Documentation: reports forms/books, any legal requirements, organisation procedures
Specific actions: cuts, shock, electric shock, fractures, burns, fainting, poisoning
Training: purpose of safety induction

- 1.2 Describe the types, maintenance and use of fire fighting equipment.
Types: various kinds of extinguishers, fire blankets, sand buckets
Fire extinguishers: colour coding and uses
Maintenance: routine checks
Training: procedures
Fire escapes: signs, locations
- 1.3 State the preventative measures that minimise fire risks.
Storage: risks related to stores
Cleaning: build up of grease and fats, ventilation systems, schedules
Establishment procedures: rubbish disposal, cleaning, induction/training
Legal aspects: any legal requirements
Signs: types commonly used
Information sources: local, national
- 1.4 Explain the purposes, use and application of safety hazards checks.
Definition: content and use
Common hazards: fuel, materials, equipment, work environment
Schedules: periods of inspection
Machinery: guards, repair, servicing
- 1.5 Identify the appropriate types, standards and purpose of protective clothing.
Functions: different parts, protection of foods
Maintenance: standards, repair, materials
Footwear: kinds, importance
- 1.6 Explain the selection, use, care and maintenance of tools used in preparation and cooking.
Types: range of small items, personal
Knives: types, uses, storing, transporting, sharpening
Working methods: dangers of knife misuse, skills, procedures, table position when working
Oven cloths: maintenance, requirements for use
- 1.7 Explain the care, and use of manufacturers' instructions for the use of machinery.
Location: where kept, whose responsibility, access, language
Machinery: large, small, electric, gas, mechanical
Training: use of instruction for induction
- 1.8 Describe the types, safe use, care and control of dangerous substances.
Types: chemicals, dusts
Use: cleaning, pest control
Storage: containers, labels, security
Control: issue procedures, responsibility, ordering

02 Hygiene at work

Practical competences

The candidate must be able to do the following:

- 2.1 Keep working areas clear and clean throughout and on completion of practical operations.
- 2.2 Protect and store all perishable commodities, not for immediate use, appropriately.
- 2.3 Ensure working methods eliminate the risks of cross contamination.
- 2.4 Operate and maintain equipment in a safe and hygienic manner.
- 2.5 Operate and maintain small equipment and utensils in a safe and hygienic manner.
- 2.6 Use appropriate temperatures in all preparation and cooking operations including reheating, to maintain the safe quality of commodities.
- 2.7 Carry out the defrosting of foods, according to manufacturers' instructions, avoiding risks of contamination.
- 2.8 Use clearing and cleaning down procedures that avoid risks to food commodities.
- 2.9 Organise and supervise appropriate waste disposal procedures at all times.
- 2.10 Deal appropriately with incidents of suspected and reported illnesses, that are a danger to food safety.
- 2.11 Monitor the condition of walls and floors and supervise appropriate cleaning.
- 2.12 Interpret the results of after-service, daily and weekly hygiene checks and supervise corrective actions.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 2.1 Describe the appropriate working methods that maintain food safety.
Working areas: clearing, cleaning
Uniform: standards
Cross contamination: risks, prevention
Operation of equipment: safe and hygienic operations
Personal hygiene: standards, procedures

- 2.2 Explain the practices and procedures that are necessary to ensure the safety of foods.
Working methods: handling perishables
Management of preliminary preparations: bulk, amounts, kinds of foods employed
Temperatures: effects on bacteria
Cooling procedures: small batches, techniques for rapid cooling
Cooking methods: temperatures, degrees of cooking, effects upon safe foods
Serving: holding times, temperatures
Defrosting: procedures, manufacturers' instructions
- 2.3 Identify the food safety areas which legal requirements apply.
Personal practices: uniform, illness, training
Storage: temperatures, raw, cooked, conditions
Premises: conditions
Commodities: additives, use by dates
Sanitation: conditions
Equipment: large, small, utensils, tools
Employer and employee: obligations
Facilities: first aid, water, changing, hand washing
- 2.4 Describe the methods for prevention and elimination of pests and vermin.
Pests and vermin: kinds, damaged caused
Prevention: standards, procedures
Elimination: procedures
- 2.5 Describe food preservation techniques.
Heat treatment: pasteurisation, cooking, commercial sterilisation
Cold storage: cold room, refrigerator, chiller, freezer
Dehydration: sun-drying, roller-drying, hot air-drying, accelerated freeze-drying
Chemicals: salt, sugar, curing, vinegar, smoke, preservatives, anti-oxidants
Irradiation: sterilisation, pasteurisation
Packaging: vacuum packing
- 2.6 List the characteristics and consequences of bacteria commonly causing food poisoning.
Salmonella: sources, control measures, characteristics, illness and symptoms
Campylobacter: sources, control measures, characteristics, illness and symptoms
Clostridium: sources, control measures, characteristics, illness and symptoms
Staphylococcus aureus: sources, control measures, illness and symptoms
Clostridium botulinum: sources, control measures, illness and symptoms
Bacillus cereus: sources, control measures, illness and symptoms

2.7 Describe the types of hygiene checks and how they are applied.

Schedules: after-service, daily, weekly, in-depth

Content: areas included, structure, filling in

Responsibility: key people, chain of responsibility, auditing

Actions: reporting procedures and actions, chain of responsibility and action

03 Kitchen maintenance and design

Practical competences

The candidate must be able to do the following:

- 3.1 Carry out improvisations to facilitate different service requirements, such as banquets, varied menus and outside catering.
- 3.2 Design a basic food and beverage preparation, cooking and service facility, taking account of work flow.
- 3.3 Design and supervise routine cleaning schedules.
- 3.4 Take appropriate action, following the interpretation of safety and hygiene checks.
- 3.5 Design and implement safety and hygiene hazard analysis.
- 3.6 Write and supervise training instructions for the operation of machinery.
- 3.7 Use fuels economically in all operations.
- 3.8 Monitor machinery, equipment and utensils at all times for safe and hygienic condition.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 3.1 State the factors that influence the planning and design of food and beverage production areas.
Work flow: sequence of operations, space
Hygiene and safety: critical points in cycle, dedicated work areas
Fire: equipment, preventative measures
Working conditions: ventilation, lighting
Floors and walls: coverings, characteristics
Machinery: placement, labour saving
Services: electricity, gas, water, drainage
Cost: equipment, machinery, utensils, fuels
Computer systems: food ordering, food and beverage service
- 3.2 Explain the principles of design in relation to cleaning.
Materials: walls, floors, gullies, drainage
Storage: cleaning materials
Equipment: choice, construction materials, modular construction
Cleaning schedules: size, layout

- 3.3 Describe the content and design of a cleaning programme.
Schedules: content, order of work, methods
Areas: large equipment, walls, floors, ceilings
Quality: quality assurance/control procedures, inspections
Timing: schedules, daily, weekly, in-depth
Staff: skills, responsibilities
- 3.4 State how new technology can be applied.
Equipment: function, cost, ease of operation, output
Information technology: applications for ordering, service of food and beverages, control procedures
- 3.5 Explain the provision of facilities for staff recreation and changing.
Staff: full-time, casual, part-time
Morale: needs of food service, food preparation and ancillary staff
Organisation: responsibilities
- 3.6 Describe the content and design of a maintenance programme.
Financial control: depreciation, replacement
Internal maintenance: facilities provided
External contractors: facilities
Reporting procedures: faults, faults analysis, line of responsibility
- 3.7 State the main considerations to take into account when purchasing equipment, machinery and utensils.
Suppliers: quotes, information, warranty
Cost: depreciation, running costs
Function: purpose, menu/production requirements, will all features be used?
Up-to-date: new technology, second-hand availability
Research: leaflets, information, other users

04 Budgets, costing and control

Practical competences

The candidate must be able to do the following:

- 4.1 Research commodity prices, from a variety of sources and present the best price in relation to quality.
- 4.2 Calculate trimming and cooking losses for commodities, and produce and evaluate a comparative analysis.
- 4.3 Calculate alternative selling prices, making an allowance for the complexity and time of preparation, for a variety of recipes from simple to complex.
- 4.4 Analyse different portion sizes for different functions and menus and calculate their relative material costs.
- 4.5 Research equipment that assists portion control and present a brief report on its uses according to preparation, cooking and service techniques.
- 4.6 Analyse and evaluate food operations costings for a function or operations period.

- 4.4 Explain the methods of calculating the cost of goods and services.

Standard recipes: commodity prices, labour costs, multiples

Computer: available software

Staff: full-time, casual, staff meals, allowances, training

Percentages: elements of costs of turnover

Wastage: cooking losses, depreciation

Small items: kitchen papers, linen, condiments

Indirect/direct costs: calculated as percentage of turnover

Knowledge requirements

Instructors must ensure that candidates are able to:

- 4.1 State the factors that are used to evaluate the financial performance of food and beverage operations.
Percentages of turnover: calculations
Targets: budgets, percentages, turnover, business forecast
Indicators: break-even points, menu sales mix, stock levels, fixed and variable cost percentages, gross profit, net profit
Comparisons: previous targets
- 4.2 State the factors that determine purchasing requirements.
Business forecast: comparative figures, special events
Sources: sources of supply, locality, frequency of delivery, storage implications
Requirements: availability, quality, quantity, cost, delivery periods, methods of payment
Products: perishable, non-perishable, turnover of commodity, special functions
Methods: wholesale, retail, cash/carry, tender, company bulk purchase
- 4.3 Describe the purchasing procedures and controls.
Documentation: purchasing specifications, ordering, delivery, requisitioning
Stock levels: systems, responsibilities
Systems security: manual, computer, responsibilities
Sources of supply: external accreditation

05 Prepare and bake paste based products and desserts

Practical competences

The candidate must be able to do the following:

- 5.1 Prepare sweet pastes including puff, choux, short, hot water, sable and strudel.
- 5.2 Process pastes to produce sweet and savoury items, to include, flans, tarts, tartlets, buns, biscuits, slices and pies.
- 5.3 Select, prepare and store equipment for all pastry tasks.
- 5.4 Select and process appropriate ingredients for all pastry tasks.
- 5.5 Apply resting and recovery techniques to appropriate pastes.
- 5.6 Bake products in accordance with recipe specification.
- 5.7 Test and judge products to be cooked/processed.
- 5.8 Finish, assemble and display products in accordance with establishment procedures.
- 5.9 Apply appropriate safety and hygiene practices throughout the tasks.
- 5.10 Tasks are carried out efficiently and in the optimum time.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 5.1 Explain the different mixing methods employed for the production of each paste.
Mixing methods: for each paste (in practical competence 5.1 above), when and how all ingredients are added
Storage: methods when not for immediate use, recovery/re-conditioning
Aeration: how achieved for each paste
- 5.2 Describe the production of pastry dishes.
Lining with paste: moulds, tins, trays
Piping and shaping: range of products
Resting: importance
- 5.3 Describe the selection and preparation of equipment.
Equipment: selection, preparation, cleaning, storing
Ovens: types
Mechanical mixers: attachments, uses

- 5.4 Identify the commodities used for pastry work and their properties.
Main nutrients: commodities used in pastry
Commodities: identification, properties, conditioning prior to use
Convenience products: pastes available
- 5.5 Explain the use of resting and recovery techniques.
Resting: reasons, procedures
Using paste that has been stored: preparation prior to use, softening
Storing paste: methods
Defrosting: pastes
- 5.6 Explain the function and purpose of baking.
Changes: texture, structure, relationship between temperature and aeration
Temperatures: examples
Handling baked items: tasks prior to baking, tasks when baked
Loading ovens: methods, important points
- 5.7 Describe the compilation of pastry products.
Assembly: methods
Decoration: prior to baking, after baking, portion control
- 5.8 Explain the importance of hygienic and safe practices.
Safety: moving from oven, using electrical equipment
Hygiene: working methods, products susceptible to contamination
Holding and storing: dating, shelf life, stock rotation
- 5.9 Explain the importance of good logical working methods, in the production of paste based products and desserts.
Working methods: importance, examples
- 5.10 Explain recipe balance, in relation to paste based products and desserts.
Balance: weighing ingredient, ratios
- 5.11 Identify and explain common faults, in the production of paste based products and desserts.
Faults: causes

06 Prepare and bake cakes and sponges

Practical competences

The candidate must be able to do the following:

- 6.1 Prepare cakes and sponges using traditional and recognised methods such as, whisking whole and split egg, sugar batter, flour batter, melting, rub-in, whole in one mixes, and use of commercial high ratio mixes.
- 6.2 Prepare sponges for the production of Swiss roll, roulades, sponge fingers and drops, génoise, fatless sponge and emulsified.
- 6.3 Produce cakes to include: fruitless cakes, light, medium and heavy fruit cakes, slab cakes, small and cup cakes.
- 6.4 Select, prepare and store equipment appropriately for all tasks, including acceptable improvisations.
- 6.5 Select and process appropriate ingredients for all tasks.
- 6.6 Prepare and add ingredients at correct stages of mixing.
- 6.7 Bake products in accordance with recipe specification.
- 6.8 Test and judge products to be cooked.
- 6.9 Finish, assemble and display products in accordance with establishment procedures and standards.
- 6.10 Apply appropriate safety and hygiene practices throughout all tasks.
- 6.11 Carry out tasks efficiently and in the optimum time.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 6.1 Describe the mixing methods employed for the production of cakes and sponges.
Mixing methods: for each method in practical competences
Mixing: condition of mixtures before adding additional ingredients
Aeration: how achieved for each cake and sponge
- 6.2 Describe the production of cakes, sponges and gâteaux.
Scaling off: mixtures
Post baking: operation
Piping and spreading: mixtures
- 6.3 Describe the selection and preparation of equipment.
Equipment: ovens, mechanical, attachments

- 6.4 Identify the commodities used for pastry work and their properties.
Main nutrients: commodities used in cake and sponge making
Commodities: identify properties, condition prior to use
Convenience products: mixes available
- 6.5 Explain the function and purpose of baking.
Changes: texture, structure, relationship between temperature and aeration
Temperatures: examples
Handling baked items: tasks before and when baked
Loading of ovens: methods, important points
Cooling and setting: importance
- 6.6 Identify and explain the common faults that may occur during preparation and cooking of baked items.
During baking: reasons, examples
After baking: reasons, examples
- 6.7 Describe the compilation of cake and sponge products.
Assembly: cake and sponge products
Decoration: before baking, after baking
Portion control: use of decoration to assist
- 6.8 Explain the importance of hygienic and safe practices.
Safety: handling of hot products
Equipment: use of electrical and attachments
Hygiene: working methods, products susceptible to contamination
Holding and storage: dating, shelf life, stock rotation
- 6.9 Explain the importance of good logical working methods, in the production of cakes and sponges.
Working methods: importance, examples
- 6.10 Explain the importance of recipe balance, in relation to cakes and sponges.
Weighing out: ingredients
Selection of commodities: appropriate grades
Ratio: ingredients
Common faults: those due to incorrect selection of ingredients
- 6.11 Identify and explain common faults in the preparation of cakes and sponges.
Faults: causes, examples
Prevention: methods

07 Prepare meringue based products and desserts

Practical competences

The candidate must be able to do the following:

- 7.1 Prepare cold (English), warm (Swiss), boiled (Italian) and Japanese meringues and macaroons.
- 7.2 Process meringue preparations to produce large and small meringue nests and saccharin, fruit and flavoured meringue, afternoon tea fancies, decoration, petits fours and gaiteries.
- 7.3 Select, prepare and store equipment appropriately for all tasks.
- 7.4 Select and process appropriate ingredients for all tasks.
- 7.5 Dry/bake/poach products according to recipe specifications.
- 7.6 Test and judge products to be cooked/processed.
- 7.7 Store products not for immediate use appropriately.
- 7.8 Finish, assemble and display products in accordance with established procedures.
- 7.9 Apply appropriate safety and hygiene practices throughout all tasks.
- 7.10 Carry out tasks efficiently and in optimum time.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 7.1 Explain mixing methods employed for the production of each type of meringue.
Ingredients: when and how all ingredients are added
Reasons: use of acids, stabilisers
Aeration: how it is achieved
- 7.2 Describe the basic methods for producing meringues.
Production: spreading, piping, shaping, poaching
- 7.3 Describe the selection, preparation and use of equipment.
Equipment: selection, preparation, cleaning
Ovens, drying cabinets: examples
Mechanical: mixers, attachments
- 7.4 List the commodities used for meringues and their properties.
Main nutrients: commodities, examples
Commodities: types, condition prior to use
Convenience products: dried albumen, synthetic

- 7.5 Explain the function and purpose of cooking and drying methods.
Changes: texture, structure, relationship between temperature and aeration
Temperatures: examples
Handling: cooked/dried items prior and after cooking
Loading: drying cabinets, ovens, poaching medium
- 7.6 Describe the compilation of meringue products.
Assembly: examples
Decoration: examples
Portion control: examples
- 7.7 Explain the importance of hygiene and safe practices.
Safety: loading and unloading ovens, handling of boiling sugar, syrups
Electrical equipment: uses, rules, examples
Hygienic working methods: products susceptible to contamination
Holding and storing: dating, shelf life, stock rotation
- 7.8 State the reasons for following particular methods when making meringue based products.
Working methods: examples
- 7.9 Explain recipe balance in relation to meringue based products.
Balance: definition, weighing ingredients.
Ratio: ingredients, examples, effect on finished products
- 7.10 Describe common faults in the production of meringue based products.
Sugar: keeping of sugar whilst drying
Shape: examples of loss
Colour: examples, tinted brown

08 Prepare gelatine set desserts

Practical competences

The candidate must be able to do the following:

- 8.1 Prepare gelatine set desserts including milk and fruit based bavarois, jellies, cold rice dishes, mousses and cold cheesecake.
- 8.2 Select, prepare and store equipment appropriately for all tasks.
- 8.3 Select and process appropriate ingredients for all tasks.
- 8.4 Test products appropriately for temperature and to ensure the correct degree of cooking has been achieved.
- 8.5 Add ingredients at the correct stages, conditions and temperatures.
- 8.6 Place mixtures appropriately into moulds/cases, refrigerated for correct degree of set.
- 8.7 Turn out products correctly where appropriate.
- 8.8 Finish, assemble and display products in accordance with establishment procedures and standards.
- 8.9 Apply appropriate safety and hygiene practices throughout preparation, cooking and service.
- 8.10 Use logical working methods and realistic timing.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 8.1 State the mixing methods employed for the production of each kind of gelatine set dessert.
Mixing methods: for each dessert
Addition of ingredients: when, how
Acid and enzymes: effects
Aeration: how achieved for each dessert
Setting: different agents and gums
Gelatine: preparation, use, temperatures
- 8.2 Describe the production of gelatine set desserts.
Moulds: chemise, lining with sponges, meringue
Temperature: importance on set item
Filling: layering of different flavours, combination of different medium
- 8.3 Describe the selection and preparation of equipment.
Equipment: selection, preparation, cleaning, storage
Moulds: types, use in portion control
Mechanical: mixers, blenders, food processors and attachments

- 8.4 List the commodities used for gelatine set desserts and describe their properties.
Main nutrients: examples
Commodities: identification, properties, conditioning prior to use
Convenience products: types, examples, uses
- 8.5 Explain the different techniques used for setting gelatine.
Addition of gelatine: leaf, crystal, when, how
Setting: time, temperature, gums available
- 8.6 Explain the function and purpose of cooking and mixing methods.
Heating and cooking: base mixtures
Changes in structure: relevant examples
Temperature: importance when adding additional ingredients
Setting: time requirements
- 8.7 Describe the compilation of gelatine set desserts.
Assembly: methods
Decoration: prior to setting or filling of mould
Turning out: techniques
Portion control: decoration
- 8.8 Explain the importance of hygiene and safe practices.
Electrical equipment: safety aspects, examples
Hygiene: working methods, temperatures, contamination threats
Holding and storing: dating, shelf life, stock rotation
Defrosting: procedures, rules
- 8.9 Explain the importance of using logical working methods in the production of gelatine set desserts.
Working methods: importance, methods, examples
- 8.10 Explain the importance of recipe balance, in relation to gelatine set desserts.
Balance: definition, ingredient ratio, weighing out, seasonal changes.
- 8.11 State the common faults in the production of gelatine set desserts.
Faults: causes, examples
Prevention: methods, rules

09 Prepare egg set desserts

Practical competences

The candidate must be able to do the following:

- 9.1 Prepare egg set desserts including baked egg custard desserts, oven poached egg custard desserts and savoury egg custard filling for quiche and other savoury items.
 - 9.2 Select, prepare and store equipment appropriately for all tasks.
 - 9.3 Select and process ingredients appropriately for all tasks.
 - 9.4 Place mixtures in appropriate mould/cases to correct level.
 - 9.5 Cook or bake products according to recipe specification.
 - 9.6 Test and judge products to be cooked/processed.
 - 9.7 Remove products safely from the oven and allow to cool before storage.
 - 9.8 Correctly turn out product where appropriate.
 - 9.9 Finish, assemble and display products according to establishment procedures.
 - 9.10 Store items not required for immediate use appropriately.
 - 9.11 Use logical working methods and realistic timing.
- 9.5 Describe the compilation of egg set desserts.
Turning out: techniques
Decoration: portion control, additions of other fillings to make more complex dishes
 - 9.6 Explain the importance of hygienic and safe practices
Safety: handling and moving of hot products, use of electrical mechanical machinery and attachments
Hygiene: working methods, products susceptible to contamination
Holding: storage, dating, shelf life, stock rotation
 - 9.7 Explain the importance of good logical working methods, in the production of egg set desserts.
Working methods: importance, examples
 - 9.8 Explain the importance of recipe balance in relation to egg set desserts.
Recipe balance: examples
Ingredients: correct weight
Ratios: examples
 - 9.9 Identify and explain common faults in the production of egg set desserts.
Faults: not set, split, too firm, bubbles on set products, syneresis

Knowledge requirements

Instructors must ensure that candidates are able to:

- 9.1 Describe the mixing methods used for the production of egg set desserts.
Mixing methods: examples, when and how ingredients added, importance of temperature
- 9.2 Describe the selection and preparation of equipment.
Equipment: selection, preparation, cleaning, storing
Cooking: ovens, pans, bain-marie, strainers
Mechanical equipment: mixers, attachments
- 9.3 List the commodities used and describe their properties.
Main nutrients: commodities
Commodities: types, properties, conditioning prior to use
Convenience products: types
- 9.4 Explain the function of cooking and baking.
Changes: texture, structure, due to addition of other ingredients
Setting: relationship to temperature
Temperatures: examples

10 Prepare and bake chemically aerated products

Practical competences

The candidate must be able to do the following:

- 10.1 Prepare chemically aerated dough to include scones and small cakes using plain and wholemeal flour.
- 10.2 Process doughs to produce plain, fruit and wholemeal scones, small cakes, doughnuts and American muffins.
- 10.3 Select, prepare and store equipment for all tasks.
- 10.4 Select and process appropriate ingredients for all tasks.
- 10.5 Apply correct resting and recovery techniques.
- 10.6 Carry out successfully all baking and frying methods of cookery, as required by recipe specifications.
- 10.7 Test and judge products to be cooked.
- 10.8 Finish, assemble and display products in accordance with establishment procedures and standards.
- 10.9 Apply appropriate safety and hygiene practices throughout all tasks.
- 10.10 Use logical working methods and realistic timing.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 10.1 Describe the mixing methods employed for the production of each dough.
Methods: for each dough
Mixing: how and when other ingredients are added
Aeration: how achieved for each dough
- 10.2 Describe the production of chemically aerated goods.
Pinning and rolling: of doughs
Shaping and cutting: methods
Resting: importance of recovery and preparation
- 10.3 Describe the selection of equipment for all processes.
Equipment: selection, preparation, cleaning, storing
Ovens: types
Mechanical: mixers and attachments, uses
- 10.4 Identify the commodities used for chemically aerated goods and describe their properties.
Main nutrients: commodities used in doughs
Commodities: identification, properties, conditioning required
Convenience products: mixes available, uses

- 10.5 Explain the techniques used in the resting and recovery of products.
Resting: reasons, procedures
Recovery: reasons, procedures
- 10.6 Explain the function and purpose of baking and frying.
Changes: texture, structure, relationship between temperature moisture and heat to aeration
Temperatures: for baking, frying
Handling baked and fried items: prior to cooking, after cooking
Loading of ovens: important points
Cooking procedures: outline explanation
- 10.7 Describe the finishing techniques for baked chemically aerated products.
Glazing: prior to cooking, after cooking
Portioning: methods
Fillings: types
Decoration: for portioning
- 10.8 Explain the importance of hygienic and safe practices.
Safety: handling and moving hot items
Mechanical machinery: use of
Hygiene: working methods, products susceptible to contamination
Holding and storing: dating, freezing, shelf life, stock rotation
Defrosting: procedures
- 10.9 Explain the importance of using good logical working methods in the production of baked chemically aerated products.
Working methods: importance, examples
- 10.10 Explain the recipe balance in relation to baked chemically aerated products.
Balance: ingredients, ratios, weighing
- 10.11 Identify and describe common faults in the production of baked chemically aerated products.
Reasons: poor volume, poor shape, texture, colour

11 Prepare and cook fruit based desserts

Practical competences

The candidate must be able to do the following:

- 11.1 Prepare fruit dishes using boiling, poaching, stewing, baking, frying, and cold preparation methods.
- 11.2 Process ingredients appropriately to produce hot and cold desserts using fresh, processed, tinned, dried and reconstituted fruits.
- 11.3 Select, prepare and store equipment appropriately for all tasks.
- 11.4 Select and process appropriate ingredients for all tasks.
- 11.5 Cook products appropriately according to recipe specifications.
- 11.6 Test and judge products to be cooked/processed.
- 11.7 Protect and store appropriately products not for immediate use.
- 11.8 Assemble, finish and display products according to establishment procedures and standards.
- 11.9 Apply appropriate safety and hygiene practices throughout all tasks.
- 11.10 Use logical working methods and realistic timing.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 11.1 State the methods of preparation, cooking and reconstitution of fruits.
Methods: boiling, poaching, stewing, baking, frying, and cold preparation methods
Preparation: all recipes, fresh, processed, tinned, dried and reconstituted fruits
Storage: methods when not for immediate use
- 11.2 Describe the production of fruit based desserts.
Preparation: before cooking, lining of mould after cooking
- 11.3 Describe the selection and preparation of equipment.
Equipment: selection, preparation, cleaning, storing
Mechanical equipment: food processors, attachments

- 11.4 Identify the commodities used in fruit preparations and describe their properties.
Main nutrients: commodities used
Commodities: identification, seasons, properties, conditioning prior to use
Convenience products: availability, types
- 11.5 Explain the functions and purpose of cooking in relation to fruit based desserts.
Changes: texture, structure
Cooling: methods
- 11.6 Explain the compilation of fruit dishes.
Assembly: methods of presentation
Decoration: prior to cooking, after cooking, portion control
- 11.7 Explain the importance of hygienic and safe practices, in the production of fruit based desserts.
Safety: using electrical machinery, handling hot items
Hygiene: working methods, products susceptible to contamination
Holding and storing: dating, shelf life, stock rotation, temperatures, humidity
- 11.8 Explain the importance of good logical working methods, in the production of fruit based desserts.
Working methods: importance, examples
- 11.9 Explain the importance of recipe balance, in relation to fruit based desserts.
Balance: ingredients, weighing, ratios
- 11.10 Describe and identify the common faults, in the production of fruit based desserts.
Faults: overcooking, reasons

12 Prepare simple frozen desserts

Practical competences

The candidate must be able to do the following:

- 12.1 Prepare frozen items to include various ice creams, water ices, sorbets and parfaits.
- 12.2 Process frozen items, including convenience products, to produce sweet dishes to include baked Alaska types, coupes and sundae desserts.
- 12.3 Select, prepare and store equipment appropriately for all tasks.
- 12.4 Select and process appropriate ingredients for all tasks.
- 12.5 Cook and freeze products in accordance with recipe specifications.
- 12.6 Test and judge products to be cooked/processed throughout the tasks.
- 12.7 Assemble, finish and display products in accordance with establishment procedures and standards.
- 12.8 Apply appropriate safety and hygiene practices throughout the tasks.
- 12.9 Use logical working methods and realistic timing.
- 12.5 Explain the function of cooking and freezing, in relation to frozen desserts.
Changes: structure, texture, aeration
Temperature: for cooking the base mixtures, holding for frozen items
Legal requirements: any legislation in force
- 12.6 Describe the compilation of frozen desserts.
Assembly: methods
Decoration: prior to freezing, after freezing
Portion control: methods
- 12.7 Explain the importance of hygienic and safe practices in relation to frozen desserts.
Safety: handling hot bases, using equipment
Hygiene: working methods, service points, cross contamination, production/service cycle
Holding and storage: temperatures, dating, shelf life, stock rotation
- 12.8 Explain the importance of using logical working methods in relation to the production of frozen desserts.
Working methods: important points
- 12.9 Explain the importance of recipe balance, in relation to frozen desserts.
Balance: weighing of ingredients, design, flavour, use of gums and stabilisers
Ratios: sugar, fats, milk solids

Knowledge requirements

Instructors must ensure that candidates are able to:

- 12.1 Describe the cooking and freezing methods employed for the production of frozen products.
Cooking methods: used in all products, how and when ingredients are added
Freezing methods: how and when ingredients are added, temperatures
- 12.2 Describe the production of frozen products.
Preparation: mould, containers
Production: piping, shaping, scooping
- 12.3 Describe the selection and preparation of equipment.
Equipment: selection, preparation, cleaning, storage
Mechanical equipment: ice cream machines, freezers, blast-freezers, food processors, blenders, mixers
- 12.4 Identify the commodities used in frozen desserts and describe their properties.
Main nutrients: commodities
Commodities: identification, properties, condition prior to use
Convenience products: types, availability, uses

- 12.10 Identify and explain the common faults in the production of frozen products.
Faults: examples, causes

13 Prepare and bake fermented products

Practical competences

The candidate must be able to do the following:

- 13.1 Prepare doughs to include, plain and wholemeal, sweet, enriched doughs using ferment, straight dough, activated dough development, hand and machine mixing.
 - 13.2 Process doughs to produce sweet and savoury items to include bun dough goods, savarin/baba goods, loaves, dinner rolls and brioche.
 - 13.3 Select, prepare and store equipment appropriately for all tasks.
 - 13.4 Select and process appropriate ingredients for all tasks.
 - 13.5 Apply correct resting, proving and recovery techniques.
 - 13.6 Bake products according to recipe specifications.
 - 13.7 Test and judge products to be cooked.
 - 13.8 Finish, assemble and display products in accordance with establishment procedures and standards.
 - 13.9 Apply appropriate safety and hygiene practices throughout all tasks.
 - 13.10 Use logical working methods and realistic timing.
- 13.4 Identify the commodities used for dough making and describe their properties.
Main nutrients: commodities
Commodities: identification, properties, conditioning prior to use, special attention to types of flour, yeasts and fats
Convenience products: types, uses
 - 13.5 Explain proving and recovery techniques.
Proving: reasons, conditions, procedures
Recovery: reasons, conditions, procedures
 - 13.6 Explain the function and purpose of baking.
Changes: texture, structure, relationship between temperature and increase aeration/volume
Temperature: examples
Handling items: prior to cooking, care points, cooling
Loading ovens: methods, important points
 - 13.7 Describe the compilation of dough products.
Finishing techniques: glazing, cooling, soaking, filling, dusting
Decoration: prior to baking, after baking, portion control
 - 13.8 Explain the importance of hygienic and safe practices.
Safety: loading ovens, unloading ovens
Hygiene: working methods, products susceptibility to contamination
Holding and storing: dating, shelf life, stock rotation
 - 13.9 Explain the importance of using good logical working methods in the production of baked fermented products.
Working methods: importance, examples
 - 13.10 Explain the importance of recipe balance in relation to baked fermented products.
Balance: weighing of ingredients, ingredient ratios
 - 13.11 Identify and explain common faults in the production of baked fermented products.
Faults: types, causes

Knowledge requirements

Instructors must ensure that candidates are able to:

- 13.1 Describe mixing methods used for each dough.
Mixing methods: for each dough to include alternative methods, how and when ingredients are added, stages of mixing identified
Aeration: process
Conditions: fermentation
- 13.2 Describe the production of doughs and dough products.
Scaling: dividing of doughs
Moulding: shapes for large and small items
Proving: importance, reasons, temperatures, time
Techniques: egg wash, icing, syrups
Soaking: methods, sugar densities
- 13.3 Describe the selection of appropriate equipment.
Equipment: selection, preparation, cleaning, storage
Ovens: types
Proving cabinets: types, conditions, operation
Mechanical equipment: mixers, attachments

14 Prepare and use creams, fillings and glazes

Practical competences

The candidate must be able to do the following:

- 14.1 Prepare fillings and creams to include pastry cream, dairy creams, synthetic creams, custards, ganach, frangipane, almond pastes, praline creams and simple and boiled buttercream.
- 14.2 Select, prepare and store equipment appropriately for all tasks.
- 14.3 Select and process appropriate ingredients for all tasks.
- 14.4 Prepare and cook products according to recipe specifications.
- 14.5 Test and judge products to be correctly processed and cooked.
- 14.6 Cover and store appropriately products not for immediate use.
- 14.7 Apply appropriate safety and hygiene practices throughout all tasks.
- 14.8 Use logical working methods and realistic timing.
- 14.5 Describe the reconditioning and use of creams, fillings and glazes.
Reconditioning: preparations required, additional mixing, addition of flavouring agents
Usage: spreading, piping, filling, brushing, enrobing, coating
- 14.6 Explain the importance of hygienic and safe practices.
Safety: use of ovens, use of cookers, use of electrical machinery
Hygiene: working methods, items susceptible to contamination
Holding and storing: dating, stock rotation, temperatures
- 14.7 Explain the importance of good logical working methods, in the production of creams, fillings and glazes.
Working methods: importance, examples
- 14.8 Explain the importance of recipe balance in relation to the production of creams, fillings and glazes.
Balance: ingredients, weighing, ratios, effects on texture and structure of different recipes
- 14.9 Identify and explain common faults in the production of creams, fillings and glazes.
Faults: causes, examples, correcting procedures

Knowledge requirements

Instructors must ensure that candidates are able to:

- 14.1 Describe the mixing methods used for creams, fillings and glazes.
Methods: for all products, stages of adding ingredients
Aeration: how achieved for different products
Storage: methods when not for immediate use
- 14.2 Describe the appropriate selection, preparation and cleaning of equipment.
Equipment: selection, preparation, cleaning, storing
Mechanical: mixers, attachments, blenders, food processors
- 14.3 Identify the commodities used for creams, fillings and glazes and describe their properties.
Main nutrients: commodities used
Commodities: identification, properties, conditioning prior to use
Convenience products: types, availability, uses
- 14.4 Explain the function and purpose of all cooking methods.
Changes: texture, structure
Ingredients: effects of different ingredients on fillings and creams

15 Prepare hot and cold sauces

Practical competences

The candidate must be able to do the following:

- 15.1 Prepare hot and cold sauces to include, fruit coulis, jam sauces, egg custard sauces, custard sauces, ganach, chocolate sauces and sabayon sauces.
- 15.2 Select, prepare and store equipment appropriately for all tasks.
- 15.3 Select and process ingredients appropriately for all tasks.
- 15.4 Prepare and cook products according to recipe specifications.
- 15.5 Test and judge sauces to be processed/cooked.
- 15.6 Protect and store appropriately sauces not for immediate use.
- 15.7 Finish and serve sauces according to establishment procedures and standards.
- 15.8 Apply appropriate safety and hygiene practices throughout all tasks.
- 15.9 Use logical working methods and realistic timing.
- 15.5 Describe the service and use of sauces.
Uses: as an ingredient, decoration, accompaniment
Service: temperatures, equipment
Portion control: examples, use of measuring equipment
- 15.6 Explain the importance of hygienic and safe practices.
Safety: handling of hot sauces, use of electrical equipment
Hygiene: working methods, temperatures, susceptibility to contamination
Holding and storage: dating, shelf life, stock rotation, temperatures, defrosting
- 15.7 Explain the important of good logical working methods, in the production of cold sauces.
Working methods: importance, examples
- 15.8 Explain recipe balance, in relation to cold sauces.
Balance: ingredients, ratio, weighing ingredients
- 15.9 Identify and explain common faults, in the production of cold sauces.
Faults: causes, adjustment methods

Knowledge requirements

Instructors must ensure that candidates are able to:

- 15.1 Describe processing and cooking methods for sauces.
Processing methods: for each sauce, when and how ingredients added
Storage: methods, temperatures
Cooking: reheating and reconditioning
- 15.2 Describe the appropriate selection, preparation and storage of equipment.
Equipment: selection, preparation, cleaning, storage
Mechanical: mixers, food processors, blenders, attachments
- 15.3 Identify the commodities used in sauces and describe their properties.
Main nutrients: commodities
Commodities: identification, properties, conditioning prior to use
Convenience products: types, availability, uses
- 15.4 Explain the purpose and function and purpose of cooking.
Changes: structure, texture, consistency
Temperature: relation to hygiene, changing consistency

16 Prepare and use decorative mediums

Practical competences

The candidate must be able to do the following:

- 16.1 Prepare decorative mediums including chocolate compounds, chocolate couvertures, pastillage, soft icing pastes, marzipan and boiled sugar.
- 16.2 Apply chocolate compounds and couvertures, pastille, marzipan and soft icing paste, sugar boiling as decorative mediums to appropriate products.
- 16.3 Select, prepare and store equipment appropriately for all tasks.
- 16.4 Select and process appropriate ingredients for all tasks.
- 16.5 Test and appropriately judge mediums to be processed.
- 16.6 Finish, assemble and display products in accordance with establishment procedures and standards.
- 16.7 Apply appropriate safety and hygiene practices throughout all tasks.
- 16.8 Use logical working methods and realistic timing.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 16.1 Describe the preparation and mixing methods employed for each medium.
Preparation: methods for each
Mixing methods: how and when ingredients are added
Storage: methods
Reconditioning and recovery: techniques
- 16.2 Describe the application and use of decorative mediums.
Coating: methods, examples
Shaping techniques: piping, moulding, rolling, cutting, spinning
Dipping and enrobing: techniques
- 16.3 Describe the appropriate selection and preparation of equipment.
Equipment: selection, preparation, cleaning, storage
Mechanical: mixers, attachments
- 16.4 Identify the commodities used and their properties.
Main nutrients: commodities
Commodities: identification, properties, conditioning prior to use
Convenience products: types, availability, uses

- 16.5 Explain the function and purpose of cooking in sugar boiling.
Changes: consistency, structure
Temperatures: examples, uses
Handling: during boiling, application, special techniques
- 16.6 Describe the compilation of products.
Assembly: methods
Decoration: portion control identification, appearance, prior to dipping or coating, after dipping or coating
- 16.7 Explain the importance of hygienic and safe practices.
Safety: handling hot pans and sugar, using electrical equipment
Hygiene: working methods, products susceptible to contamination
Holding and storage: dating, shelf life, stock rotation, temperature, humidity
- 16.8 Explain the importance of good logical working methods, in the production of decorative mediums.
Working methods: importance, examples
- 16.9 Explain the importance of recipe balance in relation to the production and use of decorative mediums.
Balance: weighing ingredients, ratios, design
- 16.10 Identify and explain common faults in the production and use of decorative mediums.
Faults: causes, examples, remedial actions

Assessment

Test specification for written paper Patisserie Principles (7065-12-018)

This is a written multiple choice examination paper lasting two hours and containing 80 questions. Candidates must answer **all** questions.

Topic	Approximate % examination weighting
	All questions carry equal weighting
01 Safety at work	
02 Hygiene at work	
03 Kitchen maintenance and design	
04 Budgets, costing and control	
05 Prepare and bake paste based products and desserts	
06 Prepare and bake cakes and sponges	
07 Prepare meringue based products and desserts	
08 Prepare gelatine set desserts	
09 Prepare egg set desserts	
10 Prepare and bake chemically aerated products	
11 Prepare and cook fruit based desserts	
12 Prepare simple frozen desserts	
13 Prepare and bake fermented products	
14 Prepare and use creams, fillings and glazes	
15 Prepare hot and cold sauces	
16 Prepare and use decorative mediums	

01 Safety at work

Practical competences

The candidate must be able to do the following:

- 1.1 Take appropriate initial action to care for persons in the event of injury.
- 1.2 Notify first aid assistance in the event of an accident and reassure the injured person.
- 1.3 Locate and complete appropriate documentation for accidents.
- 1.4 Check fire fighting equipment for location and operation.
- 1.5 Carry out a hazard analysis and interpret the results for action.
- 1.6 Maintain and wear appropriate protective clothing for all food related operations.
- 1.7 Take appropriate action to prevent accidents in relation to the discovery of faulty equipment.
- 1.8 Manage tools and equipment neatly and tidily in working methods.
- 1.9 Keep knives sharp and in an appropriate state of repair.
- 1.10 Interpret manufacturers' instructions in relation to the safe use of all production machinery.
- 1.11 Ensure dangerous substances are recognised and appropriately handled and stored.
- 1.12 Display and comply with all safety signs.

This is to confirm that the candidate has successfully completed the above tasks:

Candidate signature

Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date

02 Hygiene at work

Practical competences

The candidate must be able to do the following:

- 2.1 Keep working areas clear and clean throughout and on completion of practical operations.
- 2.2 Protect and store all perishable commodities, not for immediate use, appropriately.
- 2.3 Ensure working methods eliminate the risks of cross contamination.
- 2.4 Operate and maintain equipment in a safe and hygienic manner.
- 2.5 Operate and maintain small equipment and utensils in a safe and hygienic manner.
- 2.6 Use appropriate temperatures in all preparation and cooking operations including reheating, to maintain the safe quality of commodities.
- 2.7 Carry out the defrosting of foods, according to manufacturers' instructions, avoiding risks of contamination.
- 2.8 Use clearing and cleaning down procedures that avoid risks to food commodities.
- 2.9 Organise and supervise appropriate waste disposal procedures at all times.
- 2.10 Deal appropriately with incidents of suspected and reported illnesses, that are a danger to food safety.
- 2.11 Monitor the condition of walls and floors and supervise appropriate cleaning.
- 2.12 Interpret the results of after-service, daily and weekly hygiene checks and supervise corrective actions.

This is to confirm that the candidate has successfully completed the above tasks:

Candidate signature

Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date

03 Kitchen maintenance and design

Practical competences

The candidate must be able to do the following:

- 3.1 Carry out improvisations to facilitate different service requirements, such as banquets, varied menus and outside catering.
- 3.2 Design a basic food and beverage preparation, cooking and service facility, taking account of work flow.
- 3.3 Design and supervise routine cleaning schedules.
- 3.4 Take appropriate action, following the interpretation of safety and hygiene checks.
- 3.5 Design and implement safety and hygiene hazard analysis.
- 3.6 Write and supervise training instructions for the operation of machinery.
- 3.7 Use fuels economically in all operations.
- 3.8 Monitor machinery, equipment and utensils at all times for safe and hygienic condition.

This is to confirm that the candidate has successfully completed the above tasks:

Candidate signature

Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date

04 Budgets, costing and control

Practical competences

The candidate must be able to do the following:

- 4.1 Research commodity prices, from a variety of sources and present the best price in relation to quality.
- 4.2 Calculate trimming and cooking losses for commodities, and produce and evaluate a comparative analysis.
- 4.3 Calculate alternative selling prices, making an allowance for the complexity and time of preparation, for a variety of recipes from simple to complex.
- 4.4 Analyse different portion sizes for different functions and menus and calculate their relative material costs.
- 4.5 Research equipment that assists portion control and present a brief report on its uses according to preparation, cooking and service techniques.
- 4.6 Analyse and evaluate food operations costings for a function or operations period.

This is to confirm that the candidate has successfully completed the above tasks:

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Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date

05 Prepare and bake paste based products and desserts

Practical competences

The candidate must be able to do the following:

- 5.1 Prepare sweet pastes including puff, choux, short, hot water, sable and strudel.
- 5.2 Process pastes to produce sweet and savoury items, to include, flans, tarts, tartlets, buns, biscuits, slices and pies.
- 5.3 Select, prepare and store equipment for all pastry tasks.
- 5.4 Select and process appropriate ingredients for all pastry tasks.
- 5.5 Apply resting and recovery techniques to appropriate pastes.
- 5.6 Bake products in accordance with recipe specification.
- 5.7 Test and judge products to be cooked/processed.
- 5.8 Finish, assemble and display products in accordance with establishment procedures.
- 5.9 Apply appropriate safety and hygiene practices throughout the tasks procedures.
- 5.10 Tasks are carried out efficiently and in the optimum time procedures.

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06 Prepare and bake cakes and sponges

Practical competences

The candidate must be able to do the following:

- 6.1 Prepare cakes and sponges using traditional and recognised methods such as, whisking whole and split egg, sugar batter, flour batter, melting, rub-in, whole in one mixes, and use of commercial high ratio mixes.
- 6.2 Prepare sponges for the production of Swiss roll, roulades, sponge fingers and drops, génoise, fatless sponge and emulsified.
- 6.3 Produce cakes to include: fruitless cakes, light, medium and heavy fruitcakes, slab cakes, small and cup cakes.
- 6.4 Select, prepare and store equipment appropriately for all tasks, including acceptable improvisations.
- 6.5 Select and process appropriate ingredients for all tasks.
- 6.6 Prepare and add ingredients at correct stages of mixing.
- 6.7 Bake products in accordance with recipe specification.
- 6.8 Test and judge products to be cooked.
- 6.9 Finish, assemble and display products in accordance with establishment procedures and standards.
- 6.10 Apply appropriate safety and hygiene practices throughout all tasks.
- 6.11 Carry out tasks efficiently and in the optimum time.

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07 Prepare meringue based products and desserts

Practical competences

The candidate must be able to do the following:

- 7.1 Prepare cold (English), warm (Swiss), boiled (Italian) and Japanese meringues and macaroons.
- 7.2 Process meringue preparations to produce large and small meringue nests and saccharin, fruit and flavoured meringue, afternoon tea fantasies, decoration, petits fours and gaities.
- 7.3 Select, prepare and store equipment appropriately for all tasks.
- 7.4 Select and process appropriate ingredients for all tasks.
- 7.5 Dry/bake/poach products according to recipe specifications.
- 7.6 Test and judge products to be cooked/processed.
- 7.7 Store products not for immediate use appropriately.
- 7.8 Finish, assemble and display products in accordance with established procedures.
- 7.9 Apply appropriate safety and hygiene practices throughout all tasks.
- 7.10 Carry out tasks efficiently and in optimum time.

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08 Prepare gelatine set desserts

Practical competences

The candidate must be able to do the following:

- 8.1 Prepare gelatine set desserts including milk and fruit based bavarois, jellies, cold rice dishes, mousses and cold cheesecake.
- 8.2 Select, prepare and store equipment appropriately for all tasks.
- 8.3 Select and process appropriate ingredients for all tasks.
- 8.4 Test products appropriately for temperature and to ensure the correct degree of cooking has been achieved.
- 8.5 Add ingredients at the correct stages, conditions and temperatures.
- 8.6 Place mixtures appropriately into moulds/cases, refrigerated for correct degree of set.
- 8.7 Turn out products correctly where appropriate.
- 8.8 Finish, assemble and display products in accordance with establishment procedures and standards.
- 8.9 Apply appropriate safety and hygiene practices throughout preparation, cooking and service.
- 8.10 Use logical working methods and realistic timing.

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09 Prepare egg set desserts

Practical competences

The candidate must be able to do the following:

- 9.1 Prepare egg set desserts including baked egg custard desserts, oven poached egg custard desserts and savoury egg custard filling for quiche and other savoury items.
- 9.2 Select, prepare and store equipment appropriately for all tasks.
- 9.3 Select and process ingredients appropriately for all tasks.
- 9.4 Place mixtures in appropriate mould/cases to correct level.
- 9.5 Cook or bake products according to recipe specification.
- 9.6 Test and judge products to be cooked/processed.
- 9.7 Remove products safely from the oven and allow to cool before storage.
- 9.8 Correctly turn out product where appropriate.
- 9.9 Finish, assemble and display products according to establishment procedures.
- 9.10 Store items not required for immediate use appropriately.
- 9.11 Use logical working methods and realistic timing.

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10 Prepare and bake chemically aerated products

Practical competences

The candidate must be able to do the following:

- 10.1 Prepare chemically aerated dough to include scones and small cakes using plain and wholemeal flour.
- 10.2 Process doughs to produce plain, fruit and wholemeal scones, small cakes, doughnuts and American muffins.
- 10.3 Select, prepare and store equipment for all tasks.
- 10.4 Select and process appropriate ingredients for all tasks.
- 10.5 Apply correct resting and recovery techniques.
- 10.6 Carry out successfully all baking and frying methods of cookery, as required by recipe specifications.
- 10.7 Test and judge products to be cooked.
- 10.8 Finish, assemble and display products in accordance with establishment procedures and standards.
- 10.9 Apply appropriate safety and hygiene practices throughout all tasks.
- 10.10 Use logical working methods and realistic timing.

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Completion date

11 Prepare and cook fruit based desserts

Practical competences

The candidate must be able to do the following:

- 11.1 Prepare fruit dishes using boiling, poaching, stewing, baking, frying, and cold preparation methods.
- 11.2 Process ingredients appropriately to produce hot and cold desserts using fresh, processed, tinned, dried and reconstituted fruits.
- 11.3 Select, prepare and store equipment appropriately for all tasks.
- 11.4 Select and process appropriate ingredients for all tasks.
- 11.5 Cook products appropriately according to recipe specifications.
- 11.6 Test and judge products to be cooked/processed.
- 11.7 Protect and store appropriately products not for immediate use.
- 11.8 Assemble, finish and display products according to establishment procedures and standards.
- 11.9 Apply appropriate safety and hygiene practices throughout all tasks.
- 11.10 Use logical working methods and realistic timing.

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12 Prepare simple frozen desserts

Practical competences

The candidate must be able to do the following:

- 12.1 Prepare frozen items to include various ice creams, water ices, sorbets and parfaits.
- 12.2 Process frozen items, including convenience products, to produce sweet dishes to include baked Alaska types, coupes and sundae desserts.
- 12.3 Select, prepare and store equipment appropriately for all tasks.
- 12.4 Select and process appropriate ingredients for all tasks.
- 12.5 Cook and freeze products in accordance with recipe specifications.
- 12.6 Test and judge products to be cooked/processed throughout the tasks.
- 12.7 Assemble, finish and display products in accordance with establishment procedures and standards.
- 12.8 Apply appropriate safety and hygiene practices throughout the tasks.
- 12.9 Use logical working methods and realistic timing.

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13 Prepare and bake fermented products

Practical competences

The candidate must be able to do the following:

- 13.1 Prepare doughs to include, plain and wholemeal, sweet, enriched doughs using ferment, straight dough, activated dough development, hand and machine mixing.
- 13.2 Process doughs to produce sweet and savoury items to include bun dough goods, savarin/baba goods, loaves, dinner rolls and brioche.
- 13.3 Select, prepare and store equipment appropriately for all tasks.
- 13.4 Select and process appropriate ingredients for all tasks.
- 13.5 Apply correct resting, proving and recovery techniques.
- 13.6 Bake products according to recipe specifications.
- 13.7 Test and judge products to be cooked.
- 13.8 Finish, assemble and display products in accordance with establishment procedures and standards.
- 13.9 Apply appropriate safety and hygiene practices throughout all tasks.
- 13.10 Use logical working methods and realistic timing.

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14 Prepare and use creams, fillings and glazes

Practical competences

The candidate must be able to do the following:

- 14.1 Prepare fillings and creams to include pastry cream, dairy creams, synthetic creams, custards, ganach, frangipane, almond pastes, praline creams and simple and boiled buttercream.
- 14.2 Select, prepare and store equipment appropriately for all tasks.
- 14.3 Select and process appropriate ingredients for all tasks.
- 14.4 Prepare and cook products according to recipe specifications.
- 14.5 Test and judge products to be correctly processed and cooked.
- 14.6 Cover and store appropriately products not for immediate use.
- 14.7 Apply appropriate safety and hygiene practices throughout all tasks.
- 14.8 Use logical working methods and realistic timing.

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15 Prepare hot and cold sauces

Practical competences

The candidate must be able to do the following:

- 15.1 Prepare hot and cold sauces to include, fruit coulis, jam sauces, egg custard sauces, custard sauces, ganach, chocolate sauces and sabayon sauces.
- 15.2 Select, prepare and store equipment appropriately for all tasks.
- 15.3 Select and process ingredients appropriately for all tasks.
- 15.4 Prepare and cook products according to recipe specifications.
- 15.5 Test and judge sauces to be processed/cooked.
- 15.6 Protect and store appropriately sauces not for immediate use.
- 15.7 Finish and serve sauces according to establishment procedures and standards.
- 15.8 Apply appropriate safety and hygiene practices throughout all tasks.
- 15.9 Use logical working methods and realistic timing.

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16 Prepare and use decorative mediums

Practical competences

The candidate must be able to do the following:

- 16.1 Prepare decorative mediums including chocolate compounds, chocolate couvertures, pastillage, soft icing pastes, marzipan and boiled sugar.
- 16.2 Apply chocolate compounds and couvertures, pastille, marzipan and soft icing paste, sugar boiling as decorative mediums to appropriate products.
- 16.3 Select, prepare and store equipment appropriately for all tasks.
- 16.4 Select and process appropriate ingredients for all tasks.
- 16.5 Test and appropriately judge mediums to be processed.
- 16.6 Finish, assemble and display products in accordance with establishment procedures and standards.
- 16.7 Apply appropriate safety and hygiene practices throughout all tasks.
- 16.8 Use logical working methods and realistic timing.

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7065 Advanced Diploma in Culinary Arts

Sections

Advanced Diploma

All candidates

01 Food safety operations and supervision

02 Staff organisation in the kitchen and ancillary areas

03 Product development and presentation

04 Cultural dimensions of food

05 Costing, budgets and control

06 Materials management

07 Production systems, planning and organisation

08 Quality assurance of products and services

09 Menu policy and planning

10 Training and team development

Cuisine studies only

11 Cuisine studies: advanced techniques

Patisserie studies only

12 Patisserie studies: advanced techniques

01 Food safety operations and supervision

Practical competences

The candidate must be able to do the following:

- 1.1 Prepare an inspection report of food safety hazards in a food and beverage operation.
- 1.2 Draw up a list of suppliers and detail their food safety control systems.
- 1.3 Conduct and evaluate an induction and/or basic training programme for food handling staff.
- 1.4 Prepare a daily cleaning schedule for a food production area.
- 1.5 Calibrate refrigeration equipment and maintain records.
- 1.6 Monitor all hot and cold holding and storage temperatures and record the results.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 1.1 Explain the characteristics of pathogens and their potential to cause food poisoning.
Pathogens: Salmonella sp., Campylobacter, E coli 0157, Shigella, Clostridium perfringens, Staphylococcus aureus, Clostridium botulinum, Bacillus cereus, Listeria monocytogenes
Characteristics: growth rates, survival conditions, formation of toxins and spores. infective dose
- 1.2 Explain the characteristics and potential to cause food poisoning of non-pathogenic bacteria sources.
Non-pathogenic bacteria food poisoning: eg chemicals, poisonous plants and fish
- 1.3 Explain chemical and physical food contaminants and explain sources and control measures.
Chemical: eg cleaning and disinfecting chemicals, pest baits, oils, solvents, paints, preservatives, additives
Physical: eg glass – light bulbs, bottles, tiles, ingredient containers, metal – equipment, knife tips, jewellery, box staples, tin can openers, paper clips, bag ties, wood – pencils, skewers, sawdust, pallets, cutting blocks matches, others – hair
Control measures: eg inspection on delivery, cleaning methods, glass/metal policy

- 1.4 Explain the kinds of pest infestation and control measures relevant to food safety.
Kinds: eg rats, mice, flies, cockroaches, ants, wasps, beetles, mites, lice
Evidence of access: eg droppings, scratches, damage, holes
Control: routine inspection, documentation, contract firms
- 1.5 Explain the preparation and storage requirements for all food materials.
Delivery: checking procedures
Storage: conditions, humidity, temperature, packaging
Control measures: date codes, stock rotation
Preparation: cooking and cooling time and temperatures
- 1.6 Outline the hazard analysis critical control point (HACCP) system of food safety management.
Basic principles: relationship to good hygiene practice (GHP), seven principles
Advantages: due diligence defence aspects, costs, food safety, customer confidence
Documentation: examples, purpose, responsibilities

02 Staff organisation in the kitchen and ancillary areas

Practical competences

The candidate must be able to do the following:

- 2.1 Analyse and prepare a concise report, for a production situation, to include kitchen layout, cooking processes and staff organisation.
- 2.2 Evaluate and make suggestions for improvements in the production situation described in 2.1.
- 2.3 Estimate the staffing resources for a specified routine production situation and identify roles for cooking and ancillary staff.
- 2.4 Estimate the staffing resources for a special function, from a given menu and client numbers.
- 2.5 Compile menus that evenly distribute the work demands of the food production staff.
- 2.6 Prepare a cleaning schedule and rôta for all kitchen and support areas.
- 2.7 Analyse and estimate knowledge and practical skill requirements for a number of specified roles in food production.
- 2.8 Estimate the dish washing staff training requirements for a specified dish washing machine.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 2.1 Explain the main considerations in the design and layout of the food production workplace.
Environment: ventilation, light, work space, walls, floors, ceilings, noise levels
Cycle: the internal food cycle in relation to working method and food safety
High technology: equipment available, uses
Equipment: function, cost, food safety aspects
Staff: number, shifts, function
Output: kinds of output, numbers, menus, style, service times
- 2.2 Explain the general organisation of a kitchen staff, in terms of jobs and roles.
Management: roles of head chef
Specialisation: divisions of kitchen, functions, the partie system (principles)
Communication: systems, importance
Service: type, style, volume
Tasks: roles, responsibilities
Satisfaction: rewards, craft pride, training, qualifications, industrial experience

- 2.3 Explain the factors to take into account when establishing staffing requirements for specific production situations.
Facilities: size of kitchen, equipment
Style: cuisine, menus
Commodities used: fresh, convenience
Finance: pay levels, type of business
Skills: training, levels of expertise expected, numbers
Recruitment: staff turnover
Quality control: establishment standards
Established routines: preparation, cooking, service, clearing
- 2.4 Explain the factors to consider when planning menus for meal production and special events, in relation to staff organisation.
Menu: courses, types of commodities used, recipes
Equipment: output, preparation, cooking, holding, service
Balance: staff demands, preparation, cooking, service, clearing down
Service: ease of service, dish examples, time, complexity of dishes
Numbers: pre-specified, fixed/chance, forecasts
- 2.5 Explain factors to consider when purchasing new or replacing large and small equipment, in relation to staff organisation.
Labour saving: relationship to staff numbers
Quality: effects on quality of foods and service
Skill requirements: requirements of operators, training
Cost: initial cost, depreciation
Flexibility: variety of uses
Utilisation: right size for output
Safety: cleaning requirements

03 Product development and presentation

Practical competences

The candidate must be able to do the following:

- 3.1 Conduct a full survey of commodity availability and prepare a written report.
- 3.2 Conduct a full survey of equipment including new technology suitable in the product development process and prepare a written report.
- 3.3 Analyse two complex dishes in relation to choice of commodities and balance.
- 3.4 Conduct a survey of customer food and dish preferences on a specific sample.
- 3.5 Analyse and compare two different menus (traditional and modern) in relation to business promotion, customer demand, costs, preparation and cooking time.
- 3.6 Develop a complex recipe, based upon a variety of ingredients, that satisfies the criteria of recipe balance, customer acceptability and practicality.
- 3.7 Cook serve and evaluate the recipe in 3.6 above.
- 3.8 Plan an alternative method of presentation for the dish and evaluate in it relation to customer acceptability and ease of service.
- 3.9 Analyse the food safety aspects of each stage of the preparation, cooking and service of the recipe in 3.6 above.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 3.1 Explain the main considerations in the choice of commodities and other materials for developing new products.
Recipe: balance, cooking, presentation time
Cost: budget, selling price
Availability: season, cost/quality, consistency of supply
Quality: fitness for purpose
Condition: fresh, frozen, dried, vacuum packed, convenience
Research: books, pictures, leaflets, articles, competitions, media
Food safety: supplier quality assurance
Food value: nutritional aspects

- 3.2 State the factors that need to be considered to ensure food safety in the development of new products.
Legislation: legal requirements in force
Commodities: choosing, types, additives, organic, methods of production, supplier quality assurance, shelf life
Equipment: improvisations for new dishes
Designing: combinations of ingredients/new recipes
Preparation: methods, holding, storage requirements
Cooking: methods, times, temperatures, holding requirements, storage, methods of testing
Holding for service: times, temperatures, retention of quality
Storage: contamination, shelf life
- 3.3 Describe the main considerations that need to be taken into account in designing new products.
Current styles: sources of information.
Authenticity: recipe balance, originality
Cost: ingredients, production, profit requirements, equipment requirements
Demand: methods of assessing likely customer demand, marketing
Portion control: recognition, sizes, techniques
Service: styles, skill requirements, from kitchen, in dining room
Equipment: availability, adaptability
Balance: recipe, ingredients, complexity
Acceptability: taste, texture, smell
Menu: mix, selling price
Team: roles, responsibilities
- 3.4 Describe the main considerations to be taken into account when choosing the techniques, methods and equipment in the development of new products.
Time: preparation, cooking, holding for service
Skills: commodity knowledge, complexity of dish, manual skill requirements
Facilities: equipment, storage, holding, staff skills
Equipment: food safety, availability, utilisation, adaptability, cost
Service: methods, equipment requirements

- 3.5 Describe the factors to take into account when cooking newly designed products.
Cooking methods: complexity, time, temperatures, quality
Testing: methods of testing
Records: kinds of records to keep – recipes, photographs
Experimentation: time, place, facilities, modifications to product, training
- 3.6 Describe the main considerations to be taken into account when evaluating new products.
Factors: organoleptic properties
Demand: customer reactions, sales mix, sales volume, timing
Methods: expert panel, customer evaluation, peer comments, self assessment, follow-up techniques
Food safety: shelf life, hazards,
Business image: publicity opportunities
Cuisine style: nouvelle, traditional, inventiveness

04 Cultural dimensions of food

Practical competences

The candidate must be able to do the following:

- 4.1 Carry out an analysis of customer expectations for a specified group.
- 4.2 Prepare a recipe, needing adaptation for a specified culture, using food substitute ingredients.
- 4.3 Cook, serve and evaluate the dish in 4.2 above in relation to customer acceptability, flavour, texture, taste, authenticity and cost.
- 4.4 Prepare a case study on a catering outlet that has its origins from another country's influence.
- 4.5 Analyse a complex commercial menu in relation to its mixed cultural influences.
- 4.6 Investigate and translate a menu, based upon a particular cultural influence.
- 4.7 Prepare, cook and evaluate one dish from the menu in 4.6 above.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 4.1 Explain the socialisation process and its relevance to the development of eating habits.
Primary socialisation: early influences, significant others, eating habits
Culture: religious, advertisements, holidays abroad, immigration
Social class: eating styles, foods favoured, money spent on food
Peer group: influences, values, eating-out, new trends
Roles: kitchen organisation at home, influences to diet
Domestic cuisine: values, food choices, budgets
Geographical influence: produce, climate
- 4.2 Explain the relevance of the socialisation process to food and hospitality issues.
Socialisation: family eating norms
Eating out: types of establishments, family, peer group
Religion: dietary restrictions
Preferences: individual differences
Customer trends: social class related to eating out trends
Expectations: customers, social class, food preferences, food styles

- 4.3 Describe the relationships of religious influences, such as beliefs and restrictions, to eating habits.
Major world religions: Buddhist, Christian (Protestant and Roman Catholic), Hindu, Islamic, Jewish, Sikh
Minority groupings: Shinto, Parsee, Rastafarians, local indigenous faiths
Foods: restrictions
Drink: restrictions
Beliefs: eg animal based foods, blood, ritual slaughter
- 4.4 Describe the various food movements and their eating preferences and restrictions.
Healthy eating: definition, principles
Vegetarians: lacto-vegetarians, vegans, meat avoiders, definitions, principles
- 4.5 Explain methods of modifying recipes, for specific cultural demands, using ingredient substitutes or other adaptations.
Animal food for replacements: meat, fish, poultry, fats, oils, gelatine
Substitute foods: nuts, beans, wholegrain cereals, seeds, cheese, eggs
Animal based flavourings: savoury
Substitute flavourings: soy, herbs, spices, vegetable yeast extracts
Recipe balance: texture, taste, colour
Recipe authenticity: examples
Cooking methods: simplicity, complexity, nutrient conservation, cooking media
- 4.6 Analyse and compare the demand for ethnic and national foods in relation to supply and market outlets.
National food: examples
Ethnic foods: examples
Locations: supply, regions, outlets
Demand: groups, religious influences
Outlets: menu examples, cooking styles, service styles
- 4.7 Describe the influence of migration and travel on national eating habits.
History: developments and introduction of new cuisines
Developments: fast-food, speciality restaurants, influences
Books: availability, types
Case-studies: local developments
- 4.8 Analyse and compare the meal experience of different cultural groups.
Groups: cultural, religious
Restaurants: availability, kinds, characteristics
Domestic: life styles, influences

05 Costing, budgets and control

Practical competences

The candidate must be able to do the following:

- 5.1 Complete a materials costing analysis, taking account of opening and closing stocks, for a food and beverage production period.
- 5.2 Calculate the cost of overheads relevant to a food and beverage production period.
- 5.3 Analyse a complex menu and cost each dish at materials cost percentage.
- 5.4 Based on the exercise in 5.3 above, calculate changes to commodities for recipes to alter materials costs by at least 10% up or down.
- 5.5 Evaluate the exercise 5.4 above in terms of effects upon quality and working methods.
- 5.6 Prepare and evaluate a special function menu is prepared, to a given budget.
- 5.7 Calculate opening and closing stocks for a trading period using appropriate documentation.
- 5.8 Prepare food orders, including specifications, for 5.6 above.

- 5.3 Identify the various methods of evaluating the purchase price of materials.
Comparisons: previous prices, various suppliers
Expected variations: seasons, availability
Research: trade journals, published price lists
Method: purchases in person, nominated supplier, relationship with supplier
Tender: definition, procedures, advantages/disadvantages
- 5.4 Describe the costs involved in the operation of a catering business.
Indirect: overheads, services, depreciation, administration
Direct: labour, materials, power and fuel
Staff: meals, laundry, training, methods of calculation
- 5.5 Explain the methods of evaluating and costing performance.
Break-even point: definition, operation
Comparison: trading accounts, kitchen profits, turnover
Analysis: percentages to turnover, comparisons
- 5.6 Describe methods for preparing and presenting costing analysis and information.
Computer: relevant software, graphics available
Percentages: to turnover
Categories: sub divisions of direct and indirect

Knowledge requirements

Instructors must ensure that candidates are able to:

- 5.1 Identify and explain the various sources of information used for monitoring food and beverage operations performance.
Past performance: trading account, profit and loss, turnover, net profit, budgets
Kitchen profit: stock values, levels
Sales: sales mix, fluctuations, functions, comparative figures
Retention: customers returning
Outside influences: comparison of volume of business
- 5.2 Describe the methods and procedures for determining purchase requirements.
Menus: kinds
Cuisine: fresh, convenience, pre-packed
Stock levels: storage conditions, facilities, space, types of commodities, price
Suppliers: location, relationships, wholesale, retail
Methods of purchasing: contract, tender, cash and carry, centralised bulk, local shops and markets
Delivery: frequency, notice, distance
Availability of units: kinds of purchase units available

06 Materials management

Practical competences

The candidate must be able to do the following:

- 6.1 Prepare an analysis of all materials used in a specified food and beverage production setting.
- 6.2 State perishable food purchase requirements for a production period.
Condition: fresh, frozen, pre-packed, smoked, dried, salted, vacuum packed
Types (plants): vegetables, pulse vegetables, fungi, fruits, nuts, cereals, sugars, oils, seaweed, beverages, flavours, colours
Types (animals): meat, meat offal, fish, shellfish, fish offal, reptiles, amphibian, milk, milk products, eggs
Quality points: specific points applied to commodity, packaging
Units: weight, measure, units, part units, bulk
- 6.3 Prepare an appropriate purchase order for 6.2 above, including a specification of commodity, condition (fresh, frozen...), unit, amount required and price.
- 6.4 Conduct an evaluation of stock levels of all commodities.
- 6.5 Produce a written report on the suitability and efficiency of dry storage facilities.
Temperatures: specific temperatures for commodities
Time: supplier recommendations, deterioration factors, use by dates, legal aspects
Deterioration: signs, actions
- 6.6 Receive, inspect, accept or reject dry and perishable goods and store appropriately.
- 6.7 Evaluate cleaning material storage in terms of appropriate stock levels, storage conditions and safety aspects.
- 6.8 Interpret food commodity labels appropriately in relation to additives, storage recommendations, brand name, and quality.
- 6.9 Compare the organoleptic qualities of fresh and convenience commodities and produce a written report.
- 6.10 Order and check appropriately the ingredients for a set of dishes.
- 6.11 Comply with all appropriate safety and hygiene requirements in the handling, storage and use of commodities.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 6.1 Describe methods of storage of fresh, frozen and dried commodities.
Dry: bins, stock rotation, ventilation, shelving, stacking, security
Fresh perishable meat and fish: segregation, temperature, humidity, ventilation, security
Frozen: freezer operation, controls, stacking, upright type, chest type, checking, security
Fresh vegetables: conditions, dedicated area, humidity, dark, ventilation, temperature
- 6.2 Describe methods of monitoring the storage conditions of commodities.
Time: schedules, frequency
Points to check: security, condition, temperature, neatness of stacking
Documentation: checklists, reports, notification for action, logs

6.7 State the important points to consider when issuing and assembling commodities for use.

Authority: use of requisitions, signing

Condition: fresh, frozen, dried

Amounts: basis of estimates, degree of preparation and/or cooking required

Menu mix: different recipes in terms of preparation and cooking times, the use of alternative and convenience items

Time: service times, length of preparation – immediate, overnight

07 Production systems, planning and organisation

Practical competences

The candidate must be able to do the following:

- 7.1 Prepare a work plan for a specific function menu providing preparation requirements, equipment/staff usage and timings.
- 7.2 Conduct a meeting to assess the results of a hygiene audit/checklist and provide appropriate guidelines for any improvements to standards.
- 7.3 Prepare a basic analysis of the skill requirements of staff operating a specific food production system.
- 7.4 Conduct a critical analysis of the operation of one food production system such as, cook-serve, cook-chill, cook-freeze, sous-vide.
- 7.5 Evaluate the working facilities and equipment design of a production area in relation to the routine cleaning function.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 7.1 State the factors to consider in the design and operation of a food production area to facilitate suitable hygiene standards.
Equipment: materials, design, location
Layout: related to working methods, space, food production cycle
Facilities: dedicated areas, decant area
Cleaning: related to layout
Surfaces: walls, floors, ceiling, tables
- 7.2 State the factors to consider in the design and operation of a food production area that facilitate safety standards.
Equipment: location, type, instructions, notices, training
Layout: related to working methods, space
Facilities: dedicated areas
Cleaning: services, drainage
- 7.3 State the factors to consider when planning menus to ensure an even work load.
Dishes: preparation requirements, cooking methods
Equipment: utilisation
Refrigeration: storage requirements
Service: styles
Numbers: customers, staff
Occasion: location, numbers, time

- 7.4 Describe the cook-serve and cook-chill systems of food production and service.
Definition: benefits, physical conditions necessary, system outlined and explained
Legal requirements: any requirements
Hygiene requirements: hazards, control measures
Process: raw materials, preparation, cooking methods, recipes
Storage: temperatures, time
Serving: styles, requirements
Resource implications: staffing, equipment
- 7.5 Describe the cook-freeze system of food production and service.
Definition: benefits, physical conditions necessary, system outlined and explained
Legal requirements: any requirements
Hygiene requirements: storage, labels, regeneration times, holding times, hazards, control methods
Process: bought in frozen foods, prepared on premises
On premises preparation: preparation, recipes, raw ingredients, use of blast chiller, storage, cooking methods
Serving: regeneration, equipment, time, temperatures, requirements
Storage: temperatures, time, labels
Serving: styles, requirements
Resources: staffing implications, equipment
- 7.6 Describe the sous-vide system of food preparation and service.
Definition: benefits, conditions necessary, system outlined and explained
Legal requirements: any requirements, regeneration, holding, storage
Hygiene requirements: hazards, control methods
Process: raw materials, preparation, use of pouches, cooking methods, recipes, cooling techniques
Serving: regeneration requirements
Storage: temperatures, time
Serving: styles, requirements, quality
- 7.7 Describe the functions of food production equipment.
Functions: large equipment, uses, output, flexibility

08 Quality assurance of products and services

Practical competences

The candidate must be able to do the following:

- 8.1 Conduct an audit of refrigerator and other storage temperatures.
 - 8.2 Devise a food preparation and cookery process monitoring system.
 - 8.3 Monitor food preparation and cookery processes.
 - 8.4 Monitor food service time procedures including hot and cold holding.
 - 8.5 Check materials from suppliers for quality and quantity.
 - 8.6 Devise and carry out a procedure for evaluating customer comments.
 - 8.7 Monitor and report on spoilage and waste of materials during production.
 - 8.8 Ensure the care and appropriate reuse of prepared and cooked items remaining after a service.
 - 8.9 Remedy or rework any faults occurring during preparation, cooking and service.
 - 8.10 Complete all relevant documentation.
- 8.4 Give examples of safe reuse and/or reworking of materials.
Faults: examples, food safety, recipe requirements
Reworking: examples, safe food aspects
 - 8.5 State the expectations of suppliers in relation to quality control and methods of checking goods inwards.
Orders: procedures, specifications, price, supplier quality assurance
Delivery: condition, packaging, time, checking
Storage: handling of perishables, non-perishables
Reliability: delivery of complete orders, reordering, emergency supplies
 - 8.6 Describe methods of gaining and using customers' comments.
Establishment procedures: informal, formal
Systems: notice boards, meeting, pinpointing faults
 - 8.7 State the advantages of maintaining and developing quality assurance procedures.
Costs: reductions
Business: increases, customer satisfaction
Image: formal third party accreditation systems available
Staff: training, clear standards

Knowledge requirements

Instructors must ensure that candidates are able to:

- 8.1 Define quality assurance as applied to food preparation, cooking and service.
Definition: basic definition to include principles, eg fitness for purpose, consistency, control, procedures, checking/auditing, costs/benefits, checking/reliability, staff attitude, safe food
- 8.2 Describe the storage conditions for commodities and methods of controlling and checking.
Temperatures: refrigerators, stores
Condition: containers, covering
Time: shelf life
- 8.3 State the points that need to be monitored in the production and service of food to ensure consistent quality.
Hygiene: all stages
Preparation: amounts, trimming loss, storage
Cooking methods: degree of cooking, testing, skills
Service: standard recipes, consistency of presentation
Menu: as production schedule, workload spread
Products: standards, authenticity, establishment policy

09 Menu policy and planning

Practical competences

The candidate must be able to do the following:

- 9.1 Evaluate menus for style and content in relation to specific outlets.
- 9.2 Compile menus taking account of appropriate planning principles of balance.
- 9.3 Compile and cost menus within set budgets and/or profit margins.
- 9.4 Ensure menu planning provides an even distribution of work load for preparation, cooking and service.
- 9.5 Construct menus in appropriate format and ensure language used is clear and accurate.

- 9.4 Identify the different forms of meal service for which menus are prepared.

Forms of service: table, buffet, counter self service, room, take-away, bars

Meal times: such as: breakfast, lunch, dinner

French traditional menus: à la carte, table d'hôte, function

- 9.5 Explain the course structure and language aspects of a menu.

Courses: structures used, sequences

Language: languages of menus, language for traditional dishes, adding explanations, prices, use of symbols (such as for dietary information)

Knowledge requirements

Instructors must ensure that candidates are able to:

- 9.1 State the factors that need to be considered when deciding upon the type of menu to produce.
Courses: number
Form: type and style of meal, conventional/novel, use of themes
Customers: occasion, price, ethnic needs, cultural needs, dietary specifications, any customer specifications
Cuisine: type, fashion, ethnic considerations, food movements such as vegetarianism, theme
Limitations: staff numbers and skills, types of commodities used, equipment, facilities
Time: time available for production and service
Commodities: fresh, convenience, pre-prepared, season of foods, availability
- 9.2 Describe the principles of menu planning.
Balance: courses, colour, texture, flavour, smell, taste, ingredients/commodities, nutritional aspects, wording, sales mix, staff utilisation in kitchen and service, cooking methods variety
Legal: any legal requirements
- 9.3 Describe the function of the menu.
Production blueprint: function
Marketing: sales promotion, styles of presentation, healthy eating
Communication: language, dietary guides, price guide

10 Training and team development

Practical competences

The candidate must be able to do the following:

- 10.1 Assess training needs and identify objectives.
- 10.2 Analyse basic food preparation and cookery tasks in terms of knowledge and skills requirements.
- 10.3 Devise a simple training instruction plan including the skills breakdown and an identification of instruction and guidance.
- 10.4 Demonstrate a practical cookery task to a trainee using appropriate training techniques.
- 10.5 Assess accurately the competence of trainees, in relation to food preparation and cookery tasks.
- 10.6 Supervise trainees in the development of skills and competence, in day to day work.
- 10.7 Prepare and maintain simple training documents for one or more trainees.
- 10.8 Organise team work for specific team tasks, goals identified and achieved.
- 10.9 Prepare guidance sheets, which include operation, cleaning and safety instructions for machinery.
- 10.3 State methods of assessing competence and training needs.
Interview: application forms, questions, specific skills tests
Observation: induction, observation, day to day work, allocation of tasks
Questions: open, closed
Qualifications: previous and ongoing training
Self assessment: discussion, team work and peer assessment
Task variation: examples
- 10.4 Describe methods of monitoring the progress of trainees and providing ongoing guidance and instruction.
Tasks: provision of opportunities, degree of difficulty, parts of tasks, team work
Stages for assessing competence: show, supervision, unsupervised
Information: relevant information related to new learning opportunities
Schedule: repeating tasks, practice, moving onto new task
- 10.5 State the kinds of training records that may be used, in the work place, and describe with reference to their advantages and disadvantages.
Log books: types
Advantages: trainee responsibility for own records, monitor own progress
Disadvantages: related to design of record, amount of paper work, time
Security: integrity of assessment

Knowledge requirements

Instructors must ensure that candidates are able to:

- 10.1 Explain the approach to preparing a task analysis and training notes.
Tasks: examples of suitable tasks
Breakdown of skills: elements of skill, sequence, anticipated difficulties
Important points: verbal instructions, special points on safety and hygiene
Notes: style
- 10.2 Explain the techniques used in the instruction of practical skills with examples.
Setting: tidy environment, background noise, appropriate materials
Demonstration: show, provide information, speed to follow, important points, visual cues
Questions: trainer, trainee
Practice: immediately after being showing possible, degree of help given
Assessing: showing, supervising, performing without supervision
Guidance: ongoing, providing information
- 10.6 Define team work and state the advantages and disadvantages with examples.
Definition: pattern of responsibility, mixing skills, examples of tasks
Advantages: combinations of skills needed, learning, induction
Disadvantages: redundant resources, minimise responsibility
- 10.7 State the points to consider in the preparation of guidance notes to instruct in the safe use of machinery.
Manufacturers' instructions: location, responsibility, language and need for translation
Safety points: emphasis, pictures
Maintenance: responsibility, person responsible, warranty, contact numbers
Cleaning: safety, schedule, instruction clarity, considerations related to power supply

11 Cuisine studies: advanced techniques

Practical competences

The candidate must be able to do the following:

- 11.1 Select appropriate dishes and commodities relevant to the cuisine chosen.
- 11.2 Ensure selected dishes cover a range of courses and complexities of preparation, ingredient use, cooking and service techniques.
- 11.3 Interpret recipes appropriately and obtain the correct ingredients.
- 11.4 Cost the recipe and establish an acceptable selling price.
- 11.5 Ensure equipment, utensils and all other tools are adequate and in a suitable state of cleanliness and repair.
- 11.6 Carry out preparation tasks according to the agreed recipes.
- 11.7 Cook, process and assemble dishes to produce an authentic version of the chosen dish.
- 11.8 Use appropriate service techniques to meet all hygiene, safety and customer requirements.
- 11.9 Evaluate dishes in relation to any customer comments and expert testimony.
- 11.10 Design a simple menu for the specified cuisine style.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 11.1 Define the cuisine in relation to any background history, major influences, kinds of recipes and cooking methods used.
Definition: background history, major influences
Recipes: examples from a range of courses
Cooking methods: methods, equipment, utensils
- 11.2 Give examples of the main dishes and their characteristics.
Dishes: examples from the various courses
Characteristics: main ingredients, equipment, utensils, service
Authenticity: important points
- 11.3 Describe the main commodities used and points relating to quality and availability.
Commodities: examples
Quality: availability, quality points, storage requirements

- 11.4 Explain the special considerations and techniques related to the preparation and cooking of the commodities.
Preparation: recipe requirements, any special methods, traditions, rules
Cookery: methods, temperatures, skill requirements
- 11.5 State the factors to consider in the choice and method of finishing and presenting the dishes.
Procedures: authenticity, cost, acceptable alternatives
- 11.6 State the special factors that need to be taken into account in menu planning for the cuisine chosen.
Planning: cost, occasion, customers, balance
Resources: staff, equipment, cost and profit margins, time
- 11.7 Identify any special equipment, utensils or other tools or materials that are used in preparation, cooking and service.
Equipment: examples
Material: non food items

Note

This module is concerned with an in-depth study of a cuisine which will be identified through religious, cultural, social or geographical features. The area chosen should meet indigenous social needs and/or the needs of the tourist industry. There will be many examples of areas such as: Indian cuisine, French cuisine, Scottish cuisine, halal cuisine, kosher cuisine, Caribbean cuisine, airline cuisine, armed forces, ship cuisine.

A portfolio of evidence will need to be prepared for the area of study. See Appendix A.

12 Patisserie studies: advanced techniques

Practical competences

The candidate must be able to do the following:

- 12.1 Select appropriate dishes and commodities relevant to the chosen area.
 - 12.2 Select dishes covering a range of products, complexities of preparation, ingredients used, cooking methods and presentation styles.
 - 12.3 Interpret recipes appropriately and obtain the correct ingredients.
 - 12.4 Apply appropriate mixing methods and finishing techniques.
 - 12.5 Cost the recipe and establish an acceptable selling price for chosen market sectors.
 - 12.6 Ensure equipment, utensils and all other tools are adequate and in a suitable state of cleanliness and repair.
 - 12.7 Carry out preparation tasks according to the agreed recipe.
 - 12.8 Cook, process and assemble dishes/products to produce an authentic item for chosen market sectors.
 - 12.9 Use appropriate service techniques that meet all hygiene, safety, portioning and customer requirements.
 - 12.10 Evaluate the products are evaluated in relation to any customer comment and expert testimony.
- 12.3 State the main commodities used and points relating to quality and availability.
Commodities: examples
Quality: availability, quality points, storage requirements, shelf life
 - 12.4 Explain the special considerations and techniques relating to the preparation and cooking of the commodities.
Preparation: recipe requirements, special methods, traditional rules
Cooking/baking: methods, temperatures, skills required, characteristics
 - 12.5 State the factors to consider in the choice and methods of finishing and presenting the products.
Procedures: authenticity, cost, acceptability, acceptable alternatives
Portion control: examples related to presentation
 - 12.6 State the special factors that need to be taken into account when producing the same product for different market sectors.
Planning: cost, occasion, customer, balance
Resources: staff, equipment cost, profit margin
Changes: ingredients, finishing, techniques, service styles
 - 12.7 Describe any special equipment, utensils, other tasks or materials that are used in preparation, cooking and service.
Equipment: tools, examples
Materials: non-food items

Note

This module is concerned with an in-depth study of a specific pastry area.

The area of study should be chosen from the following: (One from each of the following categories):

Category A:

Paste products: sweet and savoury.
Fermented goods.
Hot and cold desserts.
Cake sponges and meringue products.

Category B:

Petits fours and chocolate.
Decorating mediums and display/show pieces.

The area chosen should take into account and respond positively to: local cuisine, cultural influences, local produce and tourism requirements.

Products from the chosen area should be developed to meet three different market areas (ie canteen, quick service restaurant, à la carte style restaurant/hotel...) to reflect the different costs, produce used and market sector.

A portfolio of evidence will need to be prepared for the area of study. See Appendix A.

Knowledge requirements

Instructors must ensure that candidates are able to:

- 12.1 Define the area and product in relation to any background history, major influences, kinds of recipes, preparation and cooking methods.
Definition: background history, major influences
Recipes: examples from a range of products
Cooking methods: methods, equipment, utensils
- 12.2 Identify examples of the products and describe their characteristics.
Dish/product: range of products and required changes for various outlets
Characteristics: main ingredients, equipment, utensils, service
Authenticity: important points
Assembly and finishing techniques: examples

Assessment

Test specification for written paper Culinary Arts Principles (7065-13-024)

This is a structured answer written paper lasting three hours and containing 10 questions. Candidates must answer TEN questions.

Topic	Approximate % examination weighting
	All questions carry equal weighting
01 Food safety operations and supervision	
02 Staff organisation in the kitchen and ancillary areas	
03 Product development and presentation	
04 Cultural dimensions of food	
05 Costing, budgets and control	
06 Materials management	
07 Production systems, planning and organisation	
08 Quality assurance of products and services	
09 Menu policy and planning	
10 Training and team development	

Note

Topics 11 and 12 are assessed by practical competences only.

This is to confirm that the candidate has successfully completed the above tasks:

Candidate signature

Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date

01 Food safety operations and supervision

Practical competences

The candidate must be able to do the following:

- 1.1 Prepare an inspection report of food safety hazards in a food and beverage operation.
- 1.2 Draw up a list of suppliers and detail their food safety control systems.
- 1.3 Conduct and evaluate an induction and/or basic training programme for food handling staff.
- 1.4 Prepare a daily cleaning schedule for a food production area.
- 1.5 Calibrate refrigeration equipment and maintain records.
- 1.6 Monitor all hot and cold holding and storage temperatures and record the results.

This is to confirm that the candidate has successfully completed the above tasks:

Candidate signature

Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date

02 Staff organisation in the kitchen and ancillary areas

Practical competences

The candidate must be able to do the following:

- 2.1 Analyse and prepare a concise report, for a production situation, to include kitchen layout, cooking processes and staff organisation.
- 2.2 Evaluate and make suggestions for improvements in the production situation described in 2.1.
- 2.3 Estimate the staffing resources for a specified routine production situation and identify roles for cooking and ancillary staff.
- 2.4 Estimate the staffing resources for a special function, from a given menu and client numbers.
- 2.5 Compile menus that evenly distribute the work demands of the food production staff.
- 2.6 Prepare a cleaning schedule and rota for all kitchen and support areas.
- 2.7 Analyse and estimate knowledge and practical skill requirements for a number of specified roles in food production.
- 2.8 Estimate the dish washing staff training requirements for a specified dish washing machine.

This is to confirm that the candidate has successfully completed the above tasks:

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Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date

03 Product development and presentation

Practical competences

The candidate must be able to do the following:

- 3.1 Conduct a full survey of commodity availability and prepare a written report.
- 3.2 Conduct a full survey of equipment including new technology suitable in the product development process and prepare a written report.
- 3.3 Analyse two complex dishes in relation to choice of commodities and balance.
- 3.4 Conduct a survey of customer food and dish preferences on a specific sample.
- 3.5 Analyse and compare two different menus (traditional and modern) in relation to business promotion, customer demand, costs, preparation and cooking time.
- 3.6 Develop a complex recipe, based upon a variety of ingredients, that satisfies the criteria of recipe balance, customer acceptability and practicality.
- 3.7 Cook serve and evaluate the recipe in 3.6 above.
- 3.8 Plan an alternative method of presentation for the dish and evaluate in it relation to customer acceptability and ease of service.
- 3.9 Analyse the food safety aspects of each stage of the preparation, cooking and service of the recipe in 3.6 above.

This is to confirm that the candidate has successfully completed the above tasks:

Candidate signature

Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date

04 Cultural dimensions of food

Practical competences

The candidate must be able to do the following:

- 4.1 Carry out an analysis of customer expectations for a specified group.
- 4.2 Prepare a recipe, needing adaptation for a specified culture, using food substitute ingredients.
- 4.3 Cook, serve and evaluate the dish in 4.2 above in relation to customer acceptability, flavour, texture, taste, authenticity and cost.
- 4.4 Prepare a case study on a catering outlet that has its origins from another country's influence.
- 4.5 Analyse a complex commercial menu in relation to its mixed cultural influences.
- 4.6 Investigate and translate a menu, based upon a particular cultural influence.
- 4.7 Prepare, cook and evaluate one dish from the menu in 4.6 above.

This is to confirm that the candidate has successfully completed the above tasks:

Candidate signature

Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date

05 Costing, budgets and control

Practical competences

The candidate must be able to do the following:

- 5.1 Complete a materials costing analysis, taking account of opening and closing stocks, for a food and beverage production period.
- 5.2 Calculate the cost of overheads relevant to a food and beverage production period.
- 5.3 Analyse a complex menu and cost each dish at materials cost percentage.
- 5.4 Based on the exercise in 5.3 above, calculate changes to commodities for recipes to alter materials costs by at least 10% up or down.
- 5.5 Evaluate the exercise 5.4 above in terms of effects upon quality and working methods.
- 5.6 Prepare and evaluate a special function menu is prepared, to a given budget.
- 5.7 Calculate opening and closing stocks for a trading period using appropriate documentation.
- 5.8 Prepare food orders, including specifications, for 5.6 above.

This is to confirm that the candidate has successfully completed the above tasks:

Candidate signature _____

Candidate name (please print) _____

Instructor signature _____

Instructor name (please print) _____

Completion date _____

06 Materials management

Practical competences

The candidate must be able to do the following:

- | | | |
|------|---|--------------------------|
| 6.1 | Prepare an analysis of all materials used in a specified food and beverage production setting. | <input type="checkbox"/> |
| 6.2 | State perishable food purchase requirements for a production period. | <input type="checkbox"/> |
| 6.3 | Prepare an appropriate purchase order for 6.2 above, including a specification of commodity, condition (fresh, frozen etc.), unit, amount required and price. | <input type="checkbox"/> |
| 6.4 | Conduct an evaluation of stock levels of all commodities. | <input type="checkbox"/> |
| 6.5 | Produce a written report on the suitability and efficiency of dry storage facilities. | <input type="checkbox"/> |
| 6.6 | Receive, inspect, accept or reject dry and perishable goods and store appropriately. | <input type="checkbox"/> |
| 6.7 | Evaluate cleaning material storage in terms of appropriate stock levels, storage conditions and safety aspects. | <input type="checkbox"/> |
| 6.8 | Interpret food commodity labels appropriately in relation to additives, storage recommendations, brand name, and quality. | <input type="checkbox"/> |
| 6.9 | Compare the organoleptic qualities of fresh and convenience commodities and produce a written report. | <input type="checkbox"/> |
| 6.10 | Order and check appropriately the ingredients for a set of dishes. | <input type="checkbox"/> |
| 6.11 | Comply with all appropriate safety and hygiene requirements in the handling, storage and use of commodities. | <input type="checkbox"/> |

This is to confirm that the candidate has successfully completed the above tasks:

Candidate signature

Candidate name (please print)

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Instructor name (please print)

Completion date

07 Production systems, planning and organisation

Practical competences

The candidate must be able to do the following:

- 7.1 Prepare a work plan for a specific function menu providing preparation requirements, equipment/staff usage and timings.
- 7.2 Conduct a meeting to assess the results of a hygiene audit/checklist and provide appropriate guidelines for any improvements to standards.
- 7.3 Prepare a basic analysis of the skill requirements of staff operating a specific food production system.
- 7.4 Conduct a critical analysis of the operation of one food production system such as, cook-serve, cook-chill, cook-freeze, sous-vide.
- 7.5 Evaluate the working facilities and equipment design of a production area in relation to the routine cleaning function.

This is to confirm that the candidate has successfully completed the above tasks:

Candidate signature

Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date

08 Quality assurance of products and services

Practical competences

The candidate must be able to do the following:

- 8.1 Conduct an audit of refrigerator and other storage temperatures.
- 8.2 Devise a food preparation and cookery process monitoring system.
- 8.3 Monitor food preparation and cookery processes.
- 8.4 Monitor food service time procedures including hot and cold holding.
- 8.5 Check materials from suppliers for quality and quantity.
- 8.6 Devise and carry out a procedure for evaluating customer comments.
- 8.7 Monitor and report on spoilage and waste of materials during production.
- 8.8 Ensure the care and appropriate reuse of prepared and cooked items remaining after a service.
- 8.9 Remedy or rework any faults occurring during preparation, cooking and service.
- 8.10 Complete all relevant documentation.

This is to confirm that the candidate has successfully completed the above tasks:

Candidate signature

Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date

09 Menu policy and planning

Practical competences

The candidate must be able to do the following:

- 9.1 Evaluate menus for style and content in relation to specific outlets.
- 9.2 Compile menus taking account of appropriate planning principles of balance.
- 9.3 Compile and cost menus within set budgets and/or profit margins.
- 9.4 Ensure menu planning provides an even distribution of work load for preparation, cooking and service.
- 9.5 Construct menus in appropriate format and ensure language used is clear and accurate.

This is to confirm that the candidate has successfully completed the above tasks:

Candidate signature

Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date

10 Training and team development

Practical competences

The candidate must be able to do the following:

- 10.1 Assess training needs and identify objectives.
- 10.2 Analyse basic food preparation and cookery tasks in terms of knowledge and skills requirements.
- 10.3 Devise a simple training instruction plan including the skills breakdown and an identification of instruction and guidance.
- 10.4 Demonstrate a practical cookery task to a trainee using appropriate training techniques.
- 10.5 Assess accurately the competence of trainees, in relation to food preparation and cookery tasks.
- 10.6 Supervise trainees in the development of skills and competence, in day to day work.
- 10.7 Prepare and maintain simple training documents for one or more trainees.
- 10.8 Organise team work for specific team tasks, goals identified and achieved.
- 10.9 Prepare guidance sheets, which include operation, cleaning and safety instructions for machinery.

This is to confirm that the candidate has successfully completed the above tasks:

Candidate signature

Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date

11 Cuisine studies: advanced techniques

Practical competences

The candidate must be able to do the following:

- 11.1 Select appropriate dishes and commodities relevant to the cuisine chosen.
- 11.2 Ensure selected dishes cover a range of courses and complexities of preparation, ingredient use, cooking and service techniques.
- 11.3 Interpret recipes appropriately and obtain the correct ingredients.
- 11.4 Cost the recipe and establish an acceptable selling price.
- 11.5 Ensure equipment, utensils and all other tools are adequate and in a suitable state of cleanliness and repair.
- 11.6 Carry out preparation tasks according to the agreed recipes.
- 11.7 Cook, process and assemble dishes to produce an authentic version of the chosen dish.
- 11.8 Use appropriate service techniques to meet all hygiene, safety and customer requirements.
- 11.9 Evaluate dishes in relation to any customer comments and expert testimony.
- 11.10 Design a simple menu for the specified cuisine style.

This is to confirm that the candidate has successfully completed the above tasks:

Candidate signature

Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date

12 Patisserie studies: advanced techniques

Practical competences

The candidate must be able to do the following:

- 12.1 Select appropriate dishes and commodities relevant to the chosen area.
- 12.2 Select dishes covering a range of products, complexities of preparation, ingredients used, cooking methods and presentation styles.
- 12.3 Interpret recipes appropriately and obtain the correct ingredients.
- 12.4 Apply appropriate mixing methods and finishing techniques.
- 12.5 Cost the recipe and establish an acceptable selling price for chosen market sectors.
- 12.6 Ensure equipment, utensils and all other tools are adequate and in a suitable state of cleanliness and repair.
- 12.7 Carry out preparation tasks according to the agreed recipe.
- 12.8 Cook, process and assemble dishes/products to produce an authentic item for chosen market sectors.
- 12.9 Use appropriate service techniques that meet all hygiene, safety, portioning and customer requirements.
- 12.10 Evaluate the products are evaluated in relation to any customer comment and expert testimony.

This is to confirm that the candidate has successfully completed the above tasks:

Candidate signature

Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date

Appendix A

Advanced Diploma in Culinary Arts

Cuisine studies practice (7065-13-025)

Patisserie studies practice (7065-13-026)

Portfolio of evidence

A portfolio of evidence is a required assessment for candidates completing the Advanced Diploma in Culinary Arts.

The purpose of the portfolio is to provide a record of work activities, evidence and assessment supporting a candidate's claim to having competence and experience in applications at a responsible level in food preparation. It is, therefore, evidence of practical skills, to be offered alongside the successful completion of the written assessment at this level. This evidence may be used to support applications for jobs, or for entry to continuing education.

The portfolio can be a ring binder or box file into which evidence is placed.

The portfolio should be well laid out so that someone seeing the portfolio for the first time can easily find what they are looking for. The person evaluating the portfolio will be evaluating the evidence to confirm competence and experience. It is therefore important that all pieces of evidence and forms are appropriately marked, referenced and filed within the portfolio.

Preparing the portfolio

It is the **responsibility of the candidate to**

- Prepare the portfolio by collecting suitable evidence
- Ensure that the required information is contained in the portfolio

The portfolio should be organised as follows

Section 1

This section of the portfolio is compulsory and is used to contain

- performance evidence from the required practical assignments

There is no minimum or maximum number of items to be submitted but each item must state

Date undertaken
Task description
Brief description of duties and level of responsibility in the task
Brief description of task satisfactorily completed

Each item submitted in Section A must be authenticated by a suitably qualified visiting verifier whose **name, title and qualifications** must be included in the authentication document.

In preparing the portfolio emphasis should be given to either Cuisine Studies or Patisserie Studies, ie. at least 50% of the content.

Section 2

This section of the portfolio is not compulsory but may be used to contain

- certificates, (eg. City & Guilds certificates gained at lower levels such as the Certificate and Diploma in Food Preparation);
- licences, (in some countries, and in certain jobs, it is a requirement to have a valid licence to work) – a certified copy is acceptable
- employer references – from current and most recent employer(s)
- staff appraisals – where these give evidence of successful practical experience
- projects completed as part of the learning programme for the Advanced Diploma not included in the required practical assignments
- resumé or curriculum vitae (cv).

Any combination of the above may be submitted in Section 2 according to the individual experience of a candidate. Candidates should note, however, that a project may be a requirement for recognition by some professional associations. The portfolio will be a useful document within which to place this project.

For Section 1 and 2, visual aids and photographs are acceptable but they must be clearly cross-referenced to written descriptions of activities.

Submission of the portfolio

It is the **responsibility of the candidate to**

- ensure that entry has been made with City & Guilds, by the examination centre, for this part of the assessment programme
- submit the completed portfolio to the person responsible for receiving completed portfolio

It is the **responsibility of the centre to**

- ensure that entries have been made to City & Guilds for all candidates wishing to submit a portfolio (See Appendix B)
- receive portfolios, keep them safely, and provide them to the visiting verifier for inspection

Assessment of the portfolio

It is **responsibility of the candidate** to

- to prepare the portfolio so that it meets the requirements for Sections 1 and 2
- ensure that s/he is registered as a candidate with an examination centre that can accept entries for the portfolio assessment
- keep the portfolio in a safe place for future reference after the assessment is completed

The candidate may seek advice from teachers and work place supervisors.

It is the **responsibility of the centre** to

- nominate a suitably qualified person to act as a visiting verifier
- gain approval from City & Guilds for this nomination (see Appendix B)
- ensure that the visiting verifier reviews **all** portfolios submitted and completes the required mark sheets on Form S (see Appendix B)
- keep the portfolio for a period of **three months** from the date of submission of results for this assessment, for possible inspection by City & Guilds
- return the portfolio to the candidate

The person nominated as the visiting verifier must be suitably qualified in the occupational area for which the portfolio is being prepared, for example a relevant university degree, relevant teaching qualification, member of a relevant professional association at a suitable level. The person nominated to be the visiting verifier must NOT be the person who has been responsible for teaching the candidate during a course of instruction.

The role of the visiting verifier is to review the results for each portfolio and confirm that the content and evidence supports the results and indicates that the candidate is capable of carrying out tasks IN A PLACE OF WORK that are consistent with the objectives in the Advanced Diploma.

Checklist

It may be useful to use the following checklist to ensure that the arrangements for the portfolio are in place

Nomination of a visiting verifier has been made to City & Guilds

City & Guilds has approved the nomination

Candidate entries have been made for the portfolio component to City & Guilds

Candidates are aware of their responsibilities

A date has been agreed for the assessment of portfolios

Results for the portfolio have been submitted to City & Guilds

More information about preparation of portfolios can be found in **Preparing Projects & Portfolios for International Vocational Qualifications**, which is an additional support document published by City & Guilds International.

Appendix B

Practical assessments

Two assessment methods are used in the 7065 Food Preparation and Culinary Arts programme – written questions and practical assessments.

Practical assessments

Each unit (assessment component) in this programme has one or more practical assessments which are taken from the practical components that make up the first part of each syllabus section. The competence checklists (tick boxes), given at the end of each unit, serve as the marking criteria for these assessments and should be used to record the outcome of each candidate's performance. Local custom and practice is allowed within the specifications of the 'range' supporting each practical competence statement. The results of the assessment must be documented and available for audit by the visiting verifier. ALL assessments must be successfully completed.

The assessments may be held at any time agreed by the instructor and the candidate so that each candidate has a personal record of his/her practical assessments.

The competence checklists in this publication are intended to be photocopied.

Preparation, supervision and marking

It is essential that the instructor ensures all necessary preparations are carried out. This will involve ensuring:

- the candidate is ready to demonstrate his or her practical skills
- every candidate understands what is involved
- any necessary equipment is available for the assessment.

Marking of the practical performance is determined on outcomes as defined by the practical competences. Each tick box will show either 'yes – the candidate achieved this' or 'no – the candidate did not achieve this'. The candidate must be successful in all competences included in the checklist before it can be 'signed off' and its results transferred to the summative record.

All assessments require supervision to ensure that the results reflect only the work of the individual candidate concerned. You must keep all assessment documentation and material in a file for each candidate until the results have been agreed by the visiting verifier and until confirmation of results has been received from City & Guilds.

Records, results and certification

When all the required practical assessments for a specific award have been achieved, then the result must be sent to City & Guilds. We suggest that you keep a record of each individual's achievements which may then be transferred to the entry forms. A model is given at the end of this section but you may use any form of record keeping that is convenient and accessible.

Results for practical assessments are entered onto Form S which must be countersigned by the visiting verifier and sent to us.

Candidates wishing to gain the full award (certificate, diploma or advanced diploma) must successfully complete all forms of assessment. We recommend that the practical results are sent at the time of, or shortly before, the date of the written examinations.

Visiting verifier

The operation of this programme requires the appointment of a visiting verifier. The visiting verifier must countersign the results of the practical assessments on Form S. The visiting verifier should also be able to inspect records and candidates' work to verify the results before submission.

Form S

Note that we plan to replace Form BC, Form D and Form S with a single form – Form S – during the time in which this syllabus is valid.

Certificate in Food Preparation Candidate assessment record

Candidate's name and number

Centre name and number

Assessment reference	Date completed	Instructor signature	Instructor name
004/01 Safety at work			
004/02 Food safety at work			
004/03 Food preparation methods			
004/04 Cost control operations			
004/05 Storage and care of materials			
004/06 Nutrition at work			
004/07 Cooking methods: boiling			
004/08 Cooking methods: poaching			
004/09 Cooking methods: stewing			
004/10 Cooking methods: steaming			
004/11 Cooking methods: braising			
004/12 Cooking methods: deep frying			
004/13 Cooking methods: shallow frying			
004/14 Cooking methods: baking			
004/15 Cooking methods: roasting			

Assessment reference	Date completed	Instructor signature	Instructor name
004/16 Cooking methods: grilling			
004/17 Cooking methods: microwave cooking			
004/18 Cold food preparations			
004/19 Basic pastry techniques			

Diploma in Food Preparation (Culinary Arts) Candidate assessment record

Candidate's name and number _____

Centre name and number _____

Assessment reference	Date completed	Instructor signature	Instructor name
017/01 Safety at work			
017/02 Food safety			
017/03 Kitchen maintenance and design			
017/04 Budgeting, costing and control			
017/05 Nutrition and dietetics			
017/06 Menu planning			
017/07 Preparation, cooking and service: meat and poultry dishes			
017/08 Preparation, cooking and service: fish and shellfish dishes			
017/09 Preparation, cooking and service: stocks, sauces and soups			
017/10 Preparation, cooking and service: pulse and vegetable dishes			
017/11 Preparation, cooking and service: pastry dishes			
017/12 Preparation, cooking and service: farinaceous pasta and rice dishes			
017/13 Preparation, cooking and service: cold preparation dishes			
017/14 Preparation, cooking and service: egg dishes and savouries			

Diploma in Patisserie Candidate assessment record

Candidate's name and number

Centre name and number

Assessment reference	Date completed	Instructor signature	Instructor name
019/01 Safety at work			
019/02 Hygiene at work			
019/03 Kitchen maintenance and design			
019/04 Budgets, costing and control			
019/05 Prepare and bake paste-based products and desserts			
019/06 Prepare and bake cakes and sponges			
019/07 Prepare meringue based products and desserts			
019/08 Prepare gelatine set desserts			
019/09 Prepare egg set desserts			
019/10 Prepare and bake chemically aerated products			
019/11 Prepare and cook fruit based desserts			
019/12 Prepare simple frozen desserts			
019/13 Prepare and bake fermented products			
019/14 Prepare and use creams, fillings and glazes			
019/15 Prepare hot and cold sauces			
019/16 Prepare and use decorative mediums			

Advanced Diploma in Culinary Arts (Cuisine Studies) Candidate assessment record

Candidate's name and number

Centre name and number

Assessment reference	Date completed	Instructor signature	Instructor name
025/01 Food safety operations and supervision			
025/02 Staff organisation in the kitchen and ancillary areas			
025/03 Product development and presentation			
025/04 Cultural dimensions of food			
025/05 Costing, budgets and control			
025/06 Materials management			
025/07 Production systems, planning and organisation			
025/08 Quality assurance of products and services			
025/09 Menu policy and planning			
025/10 Training and team development			
025/11 Cuisine studies: advanced techniques			

Advanced Diploma in Culinary Arts (Patisserie Studies) Candidate assessment record

Candidate's name and number

Centre name and number

Assessment reference	Date completed	Instructor signature	Instructor name
026/01 Food safety operations and supervision			
026/02 Staff organisation in the kitchen and ancillary areas			
026/03 Product development and presentation			
026/04 Cultural dimensions of food			
026/05 Costing, budgets and control			
026/06 Materials management			
026/07 Production systems, planning and organisation			
026/08 Quality assurance of products and services			
026/09 Menu policy and planning			
026/10 Training and team development			
026/12 Patisserie studies: advanced techniques			

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Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2850
F +44 (0)20 7294 2413
intops@cityandguilds.com
www.cityandguilds.com

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