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
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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/S02/2300 – Safety at work in food preparation
342 F/S02/2339 – Hygiene at work in food preparation
343 T/S02/2340 – Kitchen maintenance and design
344 A/S02/2341 – Budgets, costing and control in food preparation
345 F/S02/2342 – Prepare and bake paste based products and desserts
346 J/S02/2343 – Prepare and bake cakes and sponges
347 L/S02/2344 – Prepare meringue based products and desserts
348 R/S02/2345 – Prepare gelatine set desserts
349 Y/S02/2346 – Prepare egg set desserts
350 D/S02/2347 – Prepare and bake chemically aerated products
351 H/S02/2348 – Prepare and cook fruit based desserts
352 K/S02/2349 – Prepare simple frozen desserts
353 D/S02/2350 – Prepare and bake fermented products
354 H/S02/2351 – Prepare and use creams, fillings and glazes
355 K/S02/2352 – Prepare hot and cold sauces
356 M/S02/2353 – 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/S02/2354 – Food safety operations and supervision
362 A/S02/2355 – Staff organisation in the kitchen and ancillary areas
363 F/S02/2356 – Product development and presentation in culinary arts
364 J/S02/2357 – Cultural dimensions of food
365 L/S02/2358 – Costing, budgets and control in culinary arts
366 R/S02/2359 – Materials management in culinary arts
367 J/S02/2360 – Production systems, planning and organisation in culinary arts
368 L/S02/2361 – Quality assurance of products and services in culinary arts
369 R/S02/2362 – Menu policy and planning
370 Y/S02/2363 – Training and team development in culinary arts

**Optional units (one required)**

371 D/S02/2364 – Cuisine studies: advanced techniques
372 H/S02/2365 – Patisserie studies: advanced techniques

**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.

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<th>NQF level#</th>
<th>City &amp; Guilds qualifications/programmes</th>
<th>Other qualifications*</th>
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<td>7</td>
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<td></td>
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<td>6</td>
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<tr>
<td></td>
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<td>Level 5 IVQ Advanced Technician Diploma</td>
<td>Higher National Diplomas</td>
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<td></td>
<td>Full Technological Diploma</td>
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<td></td>
<td>Level 3 IVQ Specialist Advanced Diploma***</td>
<td>Scottish Higher</td>
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<td>Level 3 vocational awards</td>
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<td></td>
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<tr>
<td></td>
<td>Level 2 IVQ Technician Certificate</td>
<td>BTEC First Certificate</td>
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<td>Level 2 vocational awards</td>
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<td>NVQ/SVQ Level 2</td>
<td></td>
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<td>1</td>
<td>Level 1 IVQ Certificate</td>
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<td>NVQ/SVQ Level 1</td>
<td>Scottish Access 1 and 2</td>
</tr>
</tbody>
</table>

# 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
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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**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

**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
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.

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

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
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
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
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.

4.2 Explain the use and advantages of standard recipes.

4.3 Identify the main areas of cost in a catering operation.

4.4 State the units of measurement used for commodities.

4.5 Identify legislation affecting the handling of money and costing procedures.

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.

4.3 Recipes: costs calculated

4.4 Operating costs: main areas, materials, labour, overheads

4.5 Selling prices: recipes, single items, mark-up, different operational outlets

4.6 Different profits: cost and profit for sectors of industry

Portion sizes:

4.1 Portions: various dishes, menus, types of meals

4.2 Items difficult to portion: recipes, commodities, techniques

4.3 Recipes: cooking in portion units

4.4 Presentation: techniques for indicating portions in different presentations

4.5 Convenience foods: related to portioning

4.6 Preparation: ingredients, methods, utensils, equipment, time, photographs

4.7 Advantages: food standards, induction, quality assurance

4.8 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.

Knowledge requirements

Instructors must ensure that candidates are able to:

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
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
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
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
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.

**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  

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
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.

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

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
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.

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/breadcrumb, milk/flour, flour, uncoated
   **Frying basket**: different kinds, purpose, techniques in using

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

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

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.

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 fats/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. **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

13.7 State the main advantages of shallow frying. **Healthy eating:** main advantages, e.g. stir-fry
**Process:** simplicity, cooking/serving speed, ease for reheating
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.

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

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
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 as appropriate.

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
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.

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: batting, shaping, tenderising
   Sealing: methods, purpose, examples
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
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
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.

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.

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
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.

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

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

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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:

Candidate signature

Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date
## Practical competences

The candidate must be able to do the following:

1. Wear appropriate protective clothing and footwear in the kitchen at all times.
2. Maintain personal cleanliness and hygienic practices at all times.
3. Report any personal condition that could affect food safety and take appropriate action.
4. Carry out appropriate routine cleaning and clean whilst at work.
5. Report faulty machinery and equipment likely to contribute to unsafe food conditions.
6. Act to prevent cross contamination without supervision.
7. Report any siting of pests to a supervisor.
8. Complete routine food safety documentation as required.

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

Candidate signature

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Candidate name (please print)

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Instructor signature

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Instructor name (please print)

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Completion date
**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.

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 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.

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 ________________________________
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:

Candidate signature

Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date
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.

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
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:

Candidate signature

Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date
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.

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
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:

Candidate signature

Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date
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.

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
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:

Candidate signature

Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date
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
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
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.

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.

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 hygiene practices throughout the operation.

16.12 Comply with safe working practices.

16.13 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
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
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.

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
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:

Candidate signature

Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date
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
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
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: eg droppings, scratches, damage, holes

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.
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
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.

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

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
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 healthynon-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, flavour, 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, Pyidoxide B6, Folic acid, Cyanobalamine 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
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.
   Menus: 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
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, batting, 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
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
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
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.

Knowledge requirements

Instructors must ensure that candidates are able to:

11.1 Identify commodities used in pastry work.
   Commodity: type selected, combinations, examples, substitutes
   Recipes: examples of ingredient proportions
   Weighing out: importance, common faults

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

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

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
**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 (e.g., 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, e.g., 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
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, eg 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, darteoise, 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
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.

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## 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.

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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**
**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:

Candidate signature

Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date
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:

Candidate signature

Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date
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:

Candidate signature

Candidate name (please print)

Instructor signature

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:

Candidate signature

Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date
**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. ☐

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
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.

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
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:

Candidate signature

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.

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-rol/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.

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
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.

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 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:

Candidate signature

Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date
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:

Candidate signature

Candidate name (please print)

Instructor signature

Instructor name (please print)

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
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
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 workflow.

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
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.

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

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
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
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
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 gaieties.

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
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.

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.
9.3 List the commodities used and describe their properties. Main nutrients: commodities. Commodities: types, properties, conditioning prior to use. Convenience products: types.
9.5 Describe the compilation of egg set desserts. Turning out: techniques. Decoration: portion control, additions of other fillings to make more complex dishes.
9.7 Explain the importance of good logical working methods, in the production of egg set desserts. Working methods: importance, 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.
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
   Commodity: 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
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
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 sundaes 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.

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

12.5 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

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

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

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
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.

Knowledge requirements

Instructors must ensure that candidates are able to:

14.1 Describe the mixing methods used for creams, fillings and glazes.
   \textbf{Methods}: for all products, stages of adding ingredients
   \textbf{Aeration}: how achieved for different products
   \textbf{Storage}: methods when not for immediate use

14.2 Describe the appropriate selection, preparation and cleaning of equipment.
   \textbf{Equipment}: selection, preparation, cleaning, storing
   \textbf{Mechanical}: mixers, attachments, blenders, food processors

14.3 Identify the commodities used for creams, fillings and glazes and describe their properties.
   \textbf{Main nutrients}: commodities used
   \textbf{Commodities}: identification, properties, conditioning prior to use
   \textbf{Convenience products}: types, availability, uses

14.4 Explain the function and purpose of all cooking methods.
   \textbf{Changes}: texture, structure
   \textbf{Ingredients}: effects of different ingredients on fillings and creams

14.5 Describe the reconditioning and use of creams, fillings and glazes.
   \textbf{Reconditioning}: preparations required, additional mixing, addition of flavouring agents
   \textbf{Usage}: spreading, piping, filling, brushing, enrobing, coating

14.6 Explain the importance of hygienic and safe practices.
   \textbf{Safety}: use of ovens, use of cookers, use of electrical machinery
   \textbf{Hygiene}: working methods, items susceptible to contamination
   \textbf{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.
   \textbf{Working methods}: importance, examples

14.8 Explain the importance of recipe balance in relation to the production of creams, fillings and glazes.
   \textbf{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.
   \textbf{Faults}: causes, examples, correcting procedures
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.

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

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
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
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.

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

Candidate signature

Candidate name (please print)

Instructor signature

Instructor name (please print)

Completion date
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.

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
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.

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
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 gaieties.

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.

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
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.

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
## Practical competences

The candidate must be able to do the following:

<table>
<thead>
<tr>
<th>9.1</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.2</td>
<td>Select, prepare and store equipment appropriately for all tasks.</td>
</tr>
<tr>
<td>9.3</td>
<td>Select and process ingredients appropriately for all tasks.</td>
</tr>
<tr>
<td>9.4</td>
<td>Place mixtures in appropriate mould/cases to correct level.</td>
</tr>
<tr>
<td>9.5</td>
<td>Cook or bake products according to recipe specification.</td>
</tr>
<tr>
<td>9.6</td>
<td>Test and judge products to be cooked/processed.</td>
</tr>
<tr>
<td>9.7</td>
<td>Remove products safely from the oven and allow to cool before storage.</td>
</tr>
<tr>
<td>9.8</td>
<td>Correctly turn out product where appropriate.</td>
</tr>
<tr>
<td>9.9</td>
<td>Finish, assemble and display products according to establishment procedures.</td>
</tr>
<tr>
<td>9.10</td>
<td>Store items not required for immediate use appropriately.</td>
</tr>
<tr>
<td>9.11</td>
<td>Use logical working methods and realistic timing.</td>
</tr>
</tbody>
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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 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.

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

Candidate signature

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Candidate name (please print)

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Instructor signature

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Instructor name (please print)

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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.

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 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, coups 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.

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 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.

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 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.

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
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.

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 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.

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
### 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
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 O157, 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

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
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

02 Staff organisation in the kitchen and ancillary areas
Syllabus: 2001 edition
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 it in 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**: organoliptic 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
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
**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.

**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

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
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.

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.

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 the main categories, condition and purchase units of commodities used in food preparation and relevant quality points.

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 Explain the relevance and effects of time and temperature on the storage of food commodities.

Temperatures: specific temperatures for commodities

Time: supplier recommendations, deterioration factors, use by dates, legal aspects

Deterioration: signs, actions

6.4 Describe the proper organisation and design of stores for the appropriate storage of commodities.

Dry stores: design, walls, floors, shelving, security, size, pest control

Refrigeration: types available, capital costs, running and maintenance costs

Dark stores (for vegetables): shelving, temperature, humidity, security, site

Dangerous substances (cleaning): kinds, uses, safety conditions, security, labels

Stock levels: types of commodities, methods of determining

6.5 Describe methods of preparing commodities for storage and issue.

Unpacking: types of commodities, times, checking

Storage methods: stacking, rotating

Trimming: estimates, acceptable limits

Decanting: kinds of bulk commodities, liquid, dry, methods, containers, issues, control, security, wastage

6.6 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
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
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.

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

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
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.

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

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)
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.

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

10.3 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 workplace, 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

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
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.
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.

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

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.
**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.

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<th>Topic</th>
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<td>All questions carry equal weighting</td>
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<td>02 Staff organisation in the kitchen and ancillary areas</td>
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<td>03 Product development and presentation</td>
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<td>04 Cultural dimensions of food</td>
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<td>10 Training and team development</td>
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**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
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
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:

Candidate signature

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 it in 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
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
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.

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.

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.

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.

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
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
### Practical competences

The candidate must be able to do the following:

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

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
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
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
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
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.

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**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.

Appendix B 155
## Certificate in Food Preparation
### Candidate assessment record

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<td>004/02 Food safety at work</td>
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<td>004/05 Storage and care of materials</td>
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Appendix B 157
Diploma in Food Preparation (Culinary Arts)
Candidate assessment record

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<th>Instructor signature</th>
<th>Instructor name</th>
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## Diploma in Patisserie
### Candidate assessment record

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<td>019/03 Kitchen maintenance and design</td>
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<td>019/04 Budgets, costing and control</td>
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<tr>
<td>019/05 Prepare and bake paste-based products and desserts</td>
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<tr>
<td>019/06 Prepare and bake cakes and sponges</td>
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<tr>
<td>019/07 Prepare meringue based products and desserts</td>
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<td>019/08 Prepare gelatine set desserts</td>
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<td>019/09 Prepare egg set desserts</td>
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<tr>
<td>019/10 Prepare and bake chemically aerated products</td>
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<tr>
<td>019/11 Prepare and cook fruit based desserts</td>
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<td>019/12 Prepare simple frozen desserts</td>
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<tr>
<td>019/13 Prepare and bake fermented products</td>
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<td>019/14 Prepare and use creams, fillings and glazes</td>
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<td>019/15 Prepare hot and cold sauces</td>
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<td>019/16 Prepare and use decorative mediums</td>
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Advanced Diploma in Culinary Arts (Cuisine Studies)
Candidate assessment record

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<td>025/03 Product development and presentation</td>
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<td>025/07 Production systems, planning and organisation</td>
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<td>025/08 Quality assurance of products and services</td>
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<td>025/09 Menu policy and planning</td>
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<td>025/10 Training and team development</td>
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## Advanced Diploma in Culinary Arts (Patisserie Studies)
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