

Programme Document

Qualification

New Zealand Diploma in Cookery (Advanced) (Level 5)

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1. Table of Contents

PROGRAMME AIM:	1
GRADUATE PROFILE:	2
<i>Education Pathway</i>	2
<i>Employment Pathway</i>	2
TITLE, AIMS, LEARNING OUTCOMES AND COHERENCE:	4
DELIVERY METHODS:	7
<i>Teaching Methods</i>	7
<i>Resources</i>	9
<i>Requirements</i>	10
REGULATIONS:	12
<i>Admission</i>	12
<i>Credit Transfer and Assessment of Prior Learning</i>	12
<i>Provision for Recognition of Prior Learning and Cross Credits</i>	13
<i>Provision for Impaired Performance and Criteria for Aegrotat Pass</i>	14
<i>Reassessments</i>	14
<i>Late Submission</i>	15
<i>Appeals</i>	15
<i>Conceded and Restricted Passes</i>	15
ASSESSMENT:	16
<i>Methods of Assessment</i>	16
<i>Learner Portfolio</i>	17
<i>Practical Tasks</i>	17
UNIT 310 THEORY SYNOPSIS ASSESSMENT	17

Programme Aim:

The New Zealand Diploma in Cookery (Advanced) (Level 5) programme purpose is to advance the learner's skills in culinary practice. In particular, this programme aims to develop the learner's abilities in researching, planning, developing, implementing, and analysing of food products, recipes, and menus which ensure advanced practice in food preparation, cooking and presentation. Developing these skills is essential to the learner for progressing into supervisory roles within the hospitality and catering industry.

International Culinary Studio is able to offer a programme with a comprehensive range of knowledge and skills in culinary practice and food production operations, and a programme which provides effective educational and employment outcomes and pathways relevant to hospitality industry needs and expectations.

The New Zealand Diploma in Cookery (Advanced) (Level 5) (Ref. 2102), with Strand in Cookery is a 120 credit, Level 5 programme as listed on the New Zealand Qualifications Framework.

Programme Length:

This qualification is designed as a full-time study programme (34 weeks) with a 2-week holiday.

Graduate Profile:

This programme allows graduates to obtain management skills in a commercial kitchen.

The Graduates will be able:

- Select and apply staffing strategies to meet performance targets.
- Plan and monitor workflow and supplies in a commercial kitchen.
- Manage operating procedures and compliance requirements for operational roles.
- Manage staff relationships for operational roles.

Graduates of the Cookery strand will also be able to:

- Plan and produce a broad range of larder dishes employing advanced preparation, cookery and presentation techniques.
- Plan and produce a broad range of meat, poultry and fish dishes employing advanced preparation, cookery and presentation techniques.
- Plan, develop and design advanced dishes and menus suitable for implementation in a commercial hospitality environment.

Graduates of the Patisserie strand will also be able to:

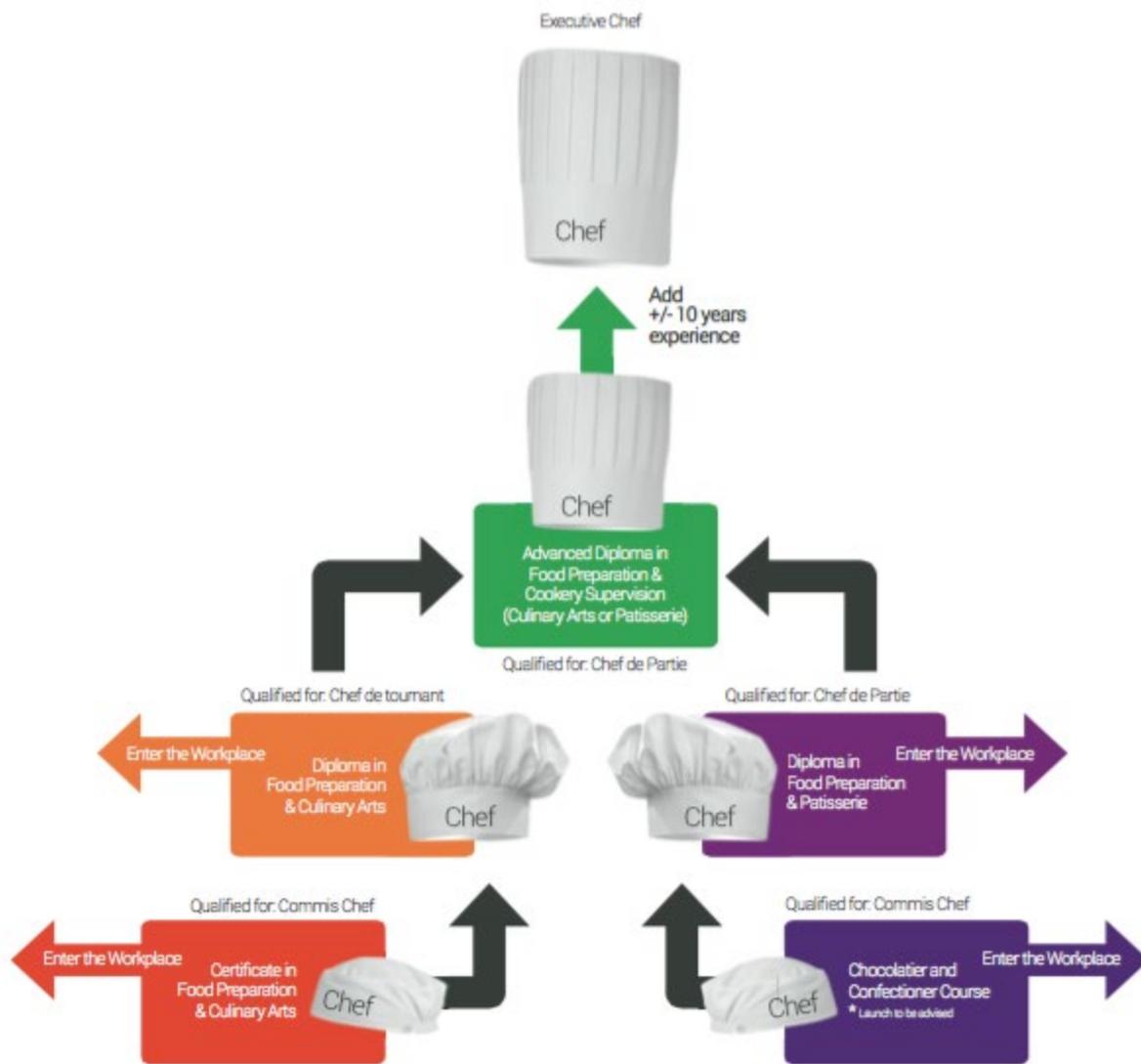
- Plan and produce a broad range of advanced patisserie and yeast goods suitable for a commercial hospitality business.
- Plan and produce a broad range of gateaux and torten suitable for a commercial hospitality business.
- Plan and produce a broad range of advanced hot and cold desserts suitable for a commercial hospitality business.

Education Pathway

On completion of this programme, graduates can undertake degree study in culinary arts, or hospitality management, or pursue higher level employment opportunities in food production operations leading to senior or supervisory roles.

Employment Pathway

This programme is aimed at candidates who wish to progress into employment as Chefs in senior positions producing advanced dishes in a professional kitchen. The programme will benefit businesses in the expanding hospitality sector by providing graduates who are ready to be employed in a culinary establishment.



Learning outcomes:

The New Zealand Diploma in Cookery (Level 5) (Advanced) has a requirement for a minimum of 120 credits. This programme will be offered over 2 Semesters or 34 teaching weeks, full time with a total of **120 credits**. The programme is designed around the requirements of the New Zealand Diploma in Cookery (Level 5) (Advanced), NZQF Ref 2102 version 1, as set out in the tables below.

There are two strands to the programme. One is titled: Management and the other is an advanced Cookery Strand. The programme includes 8 courses, all of which are compulsory. All courses contain a significant practical content and all eight courses will be delivered over two semesters. The courses include:

1. Global influences on eating and drinking
2. Advanced cold larder food production
3. Advanced hot kitchen food production
4. Kitchen operations
5. Advanced menu plan and restaurant service
6. Applied food service and event catering
7. Industry work placement
8. Advanced applied food project

The New Zealand Diploma in Cookery (Level 5) (Advanced) includes 8 courses, **all of which are compulsory** (Table 2). All courses contain a significant practical content and all eight courses will be delivered over two semesters.

The specific course descriptors of all 8 courses, including detailed information on content, delivery, and assessment are as follows:

Course 1: International Cuisine and Sustainability

- Apply fundamental research approaches to appropriately locate and interpret information.
- Research and evaluate global traditions from different regions, social, economic, cultural, religious, ethnic and technological influences in relation to global cuisine trends.
- Research, plan, produce and present a variety of international dishes from different regions.
- Analyse and develop sustainable practice in relation to menu development, product sourcing, and food production.

Course 2: Advanced Cold Larder Food Production

- Demonstrate and apply knowledge of food contamination hazards, control methods and food safety programmes used in a food business.
- Analyse, monitor and record food safety control at critical points in accordance with a food safety programme, and take necessary corrective actions.

- Apply a range of advanced cold larder preparation, cooking and presentation techniques.
- Demonstrate and apply knowledge of smallgoods production.
- Classify and relate knowledge of cold larder and smallgoods products and application.

Course 3: Advanced Hot Kitchen Food Production

- Demonstrate and apply knowledge of food contamination hazards, control methods and food safety programmes used in a food business.
- Analyse, monitor and record food safety control at critical points in accordance with a food safety programme, and take necessary corrective actions.
- Demonstrate and apply knowledge of meat, poultry, fish and seafood production.
- Prepare, cook and finish a range of specialised meat, poultry and fish products using a range of advanced techniques.

Course 4: Kitchen Operations

- Identify and relate the resource requirements for commercial kitchens and food production operations to different food service styles and volumes.
- Plan equipment, utility, storage and produce flow requirements for a modern commercial kitchen.
- Demonstrate knowledge of the food production supply chain and purchasing, costing and control procedures.
- Compare and distinguish operational roles, procedures and workflow requirements within a commercial kitchen.
- Demonstrate and apply knowledge of staff rostering and training requirements for food production operations.
- Develop a basic staff roster, based on a 7-day working week.
- Develop, plan and implement a structured training session relevant to food production and/or service.

Course 5: Advanced Menu Planning and Restaurant Service

- Determine, evaluate and apply important considerations and influences relating to menu design, styling, balance and presentation.
- Calculate menu costs and perform cost analysis to determine profit margins demonstrate and apply knowledge of menu design, styles, balance and portion control.
- Design, plan, prepare and produce menus according to specified requirements.
- Demonstrate knowledge of food and beverage matching.
- Co-ordinate and provide food service in a restaurant setting

Course 6: Applied Food Service & Event Catering

- Demonstrate and apply knowledge of resource management, logistics planning and food production requirements for food and beverage events.
- Design, plan and organise food and beverage events.
- Co-ordinate and organise the resources required for food and beverage events, and food production operations.
- Supervise food production operations for food and beverage events.

Course 7: Industry Work Placement

- Relate and analyse the application of core culinary operations and food production concepts to a commercial foodservice environment.
- Observe and evaluate own and others' interactions and contributions to workflow and objectives in a commercial food production operation.
- Identify occurrences of best practice and potential improvements within a commercial food production operation.
- Record and present work experience reflections and observations.

Course 8: Advanced Applied Food Project

- Investigate market trends and demand, and determine development opportunities for local food products.
- Research, develop and produce food products using local and seasonal ingredients.
- Calculate product costs and perform cost analysis to determine product profit margins.
- Design, develop and implement advanced food products and menu items.
- Develop a plan of promotional activities for food products within the local market.
- Present and showcase a range of advanced cuisine and food products.

Teaching Methods

A variety of teaching and learning methods will be utilized on courses within the programme to meet the diverse learning styles and needs of learners. For this programme teaching and learning methods include:

Distance & Blended and Self-Directed Learning

Learners will be actively engaged in a range of individual and group activities to enhance and consolidate knowledge. Activities will include group discussion, lectures, practical activities, self-directed research, and practice of skills in the workplace. Technological equipment and software will also be used to reinforce the teaching and learning process. International Culinary Studio uses a Learner Management System called Canvas, this technology allows learners to develop, reinforce and supplement lecture material, whilst developing skills in self-direction. Resources such as online learning tools, and internet research exercises, are used to enhance the delivery of teaching and learning. This will also reinforce digital literacy competency. All learners have access to City & Guilds **SmartScreen** for additional resources.

Canvas

International Culinary Studio delivers all its programmes online using the world class learning platform and Learner management system combined (“LMS”) – “Canvas”, which has the following advantages compared to most currently used Learner Management Systems:

- Canvas has a high level of integration capabilities with a wide range of platforms, i.e. Conferencing, Awarding Learners, SCORM File imports, etc;
- Within the system itself, it provides an online ePortfolio, its own emailing system, personalised Learner calendars, the ability to complete certain components from any device using the application, recording within the system, uploading / sharing files, detailed reporting;
- “Canvas” also acts as a Learner’s “ePortfolio”. Prospective employers are able to evaluate learners and graduates on their previous work based on evidence, in addition to the qualifications International Culinary Studio graduates possess, to inform their hiring decisions. This increases the chance of employment and gives International Culinary Studio graduates an edge over graduates from traditional style of cookery teaching, where limited or no evidence is easily accessible and presentable;
- The assessors have the ability to grade and comment on each assignment submitted through ‘speedgrader’, which enables them to comment either by text or video recording;
- Learners can book live one-on-one time with chefs in allocated time slots, participate in online discussions and group assignments;
- Canvas tracks individual learners contact time with learning materials, which allows Chef Instructors to monitor the level of engagement as well as progress of learners;
- The reporting ability of Canvas allows data to be gathered, analysed and used for self-review to enhance programme performance and learners experience;
- “Canvas” offers the ultimate flexibility to learners in their learning. Materials are accessible online anytime and from anywhere with an internet connection, on any devices;

- e-Learning allows learners to stay at home either full-time or part-time. Learners do not need to commute or re-locate to a major city to attend classes. International Culinary Studio finds this particularly attractive to those living in provincial or rural areas in New Zealand, who express an eager interest to learn and gain new skills for employment but are unwilling or unable to travel for different reasons (e.g. family or work commitment, financial etc.);
- “Canvas” is the one-stop-shop for International Culinary Studio learners to manage their learning. All email communication, learning plans, time planner, assessment schedule, instructor videos, learning notes etc. are accessible on “Canvas”;
- Learners also use “Canvas” to connect with their peers via online discussion and upload their work (assignments and video recording of their practical). The learners’ access to the online discussion allows them to form supportive networks with other learners for encouragement and peer support to complete their assessments and course.;
- International Culinary Studio academic staff use “Canvas” reviews every Learner’s work, provide constructive, individual feedback to each learner, motivate learners with “Monday motivational talks”, and videoconference with each learner individually on a weekly basis.
- e-Learning is the way of the future. This generation of young learners, regardless of family background, are “digital natives”. One of International Culinary Studio target markets is pre-mature school leavers, who dropped-out from the mainstream education system for various reasons and emotionally resist the idea of “returning to a classroom”, physically, *albeit* they may have every intention to gain new skills and make progress in their lives;
- International Culinary Studio’ “Canvas” allows impact on this “at-risk” group with employable skills in a safe, comfortable environment.

Our Canvas Learner Management System can be viewed at : <https://vimeo.com/225027050/469e5d392f>

Chef Andy can arrange with you a day/time that suits for an induction to the Canvas on-line programme, which shows the course content as well as the formative assessments used at the check points and the summative assessments (practical assignment). Also, the instructors access that allows the student work to be marked using evidence and judgment statements.

To access the on-line programme, learners will require access to a desk-top or lap-top or smartphone device to view and use lesson materials and complete check points (formative assessments). The learners’ access may be through private access (own) or public access (secondary school, work, library and/or community providers), which allows all learners the opportunity to access the on-line programme regardless of social economic status.

The practical component of the formative assessment can be performed in the learners workplace or home kitchen with only the purchase of ingredients required. The learner videos and uploads their practical presentation for assessment and feedback from the instructor.

The summative assessments are performance in the workplace or assessment centres (commercial kitchens). International Culinary Studio has kitchen equipment and supplies to set-up assessment centres near to learners and alternatively can arrange access to commercial standard kitchens in areas near to learners. The tutor will observe and assess directly in the workplace or assessment centre.

Self-Directed Monitored Learning

Using group work and our LMS technology Canvas; learners will develop, reinforce and supplement lecture material, whilst developing skills in self-direction. Resources such as online quizzes, online learning tools, and internet research exercises, are used to enhance the delivery of teaching and learning. This will also reinforce digital literacy competency. City & Guilds provides all Centre's with **SmartScreen** Access.

In reference to SmartScreen, this is free on qualification approval and has student and tutor access with different materials in each. The SmartScreen resource is only a skeleton of information that allows you to build and grow internally for your learners. It should not be used as a full resource.

We are able to give NZQA access through our admin log in if required.

City & Guilds Learning Assistant is a locked down paid system similar to that of the Futura system. International Culinary Studio does not currently use this so we are unable to give NZQA access.

Case Studies

Learners will utilize case studies to consolidate learning and apply theoretical concepts in an individual and/or group learning environment.

In order to meet the diverse learning needs of the learners, to ensure they develop the skills required in practical and theoretical situations a variety of methods will be implemented throughout the programme as stated in the course descriptors.

- Emphasis will be placed on the links between the various components of the programme in order that learners enjoy a holistic learning experience. This will include some integrated activities and assessments.
- Learners will continue improving methods of evaluating their own and others' work in an inclusive and supportive environment that fosters cultural sensitivity and an awareness of the needs of other learners.
- The literacy and numeracy capabilities of learners will be further developed throughout the programme within the context of hospitality, to ensure graduates are ready for the workforce.
- Ongoing formative feedback will be used as a teaching tool to enable individualised learning and monitor individual learner progress against the programme goals.

Resources

The programme is aimed at candidates who will be entering the industry upon graduation and it is therefore important that they gain their experience in an industrial kitchen. International Culinary Studio through partnerships and relationships with schools and industry will arrange learners access to industrial kitchens that have the appropriate equipment in terms of the size and scale which must

be of industry quality. Learners when being assessed, will need to have sufficient space to work efficiently, hygienically and in a safe manner.

The following is the minimum resources required in a well-equipped industrial kitchen:

- cooking facilities to enable full access to the programme for example ovens, ranges, grills, griddles, woks, griddles, deep fat fryers, bain-maries, hot plates, display cabinets and food mixers
- worktop space – stainless steel workstations or tables used as food preparation areas
- washing facilities- hand washing, food preparation and wash up
- refrigerators and freezers
- suitable storage facilities
- small and large equipment- it is recommended that Centre's review the range of equipment requirements against each unit within the programme as it may be necessary to purchase additional equipment in order to offer the qualification

Health and Safety equipment to include PPE, food temperature equipment and fire safety.

The facility should be able to maintain food and beverage, both perishable and non-perishable ingredients, to allow all candidates to prepare the given variety of dishes using the full range of food preparation methods.

Production Kitchen

International Culinary Studio online programme uses either home kitchens and/or learners' workplace kitchens for teaching and learning purposes as well as formative assessments. International Culinary Studio arranges the use commercial kitchens for summative assessments. Please find attached a photo of the commercial kitchen used by Amy Hill our City & Guilds student.

Requirements

Candidate logbook – Each candidate receives a log book on registration. The log book contains learner information, and practical recording areas to ensure the range of each learning outcome is being met.

Assessment pack – Available on the City & Guilds website and has all the practical summative assessments and recording sheets for approved centres to use.

SmartScreen – www.smartscreen.co.uk can be accessed by both learners and instructors with all the lesson plans, power points, videos, quiz, worksheets and handouts etc.

ICT Resources

- Smart Suite Classroom Resource
- Wi-Fi Internet
- Internet/blackboard/Moodle access for staff and learners
- Individual access to iPad/tablet or laptop for the programme duration

Mentoring

International Culinary Studio Learner Support Network offers a mentoring programme designed to help new learners. Learners are continuously mentored during their programme with 3 formal mentoring sessions included in their programme, which are compulsory, and the course cannot be continued until the sessions are completed. The results are then checked by the teaching staff and individual feedback given to each Learner.

Disability Support

A Disabilities Liaison and Support Officer offer services to enrolled and prospective learners.

Learner Induction:

All learners are required to attend Induction prior to commencing their studies. The online induction is recorded and saved on their LMS (Canvas).

The following strategies have been developed for this programme following the consultation process to deal with key issues identified of learner retention and success rates, through the development of induction and support systems.

- Interview process for all learners on application to the programme to determine their likelihood for success and to ensure they are well informed about the programme.
- International Culinary Studio staff will enhance learner learning by providing tutorial support.
- Teaching methods will cater for diverse learning styles and continued engagement with literacy and numeracy levels of learners will assist greatly in the retention and success of learners. Learners are encouraged to express themselves freely within their cultural background where ever appropriate within the teaching material. It is believed that the close relationship between assessment and learning and teaching in this programme will encourage engagement by learners' and increase their retention and success;

Regulations:

Admission

- Learners must have achieved the NZ Certificate in Cookery (Level 4), or National Certificate in Cookery (Level 4), or equivalent, or have demonstrated equivalent industry practical competence, knowledge and experience to the Academic Manager.
- Applicants must be 18 years and over
- An assessment of prior learning (APL) may be considered for candidates with good industry background to credit compulsory standards for entry to the programme. All APL candidates are required to submit relevant proof of industry experience.
- **Pre-requisite:** Learners must have completed the Food Safety units in the Level 4 programme to start Level 5 programme.

Pre-requisite:

Unit 167, Practise food safety methods in a food business under supervision; or Unit 27955, Apply food safety practices in a food related business; or demonstrate equivalent knowledge and skills (i.e.: City & Guilds 203- Food Safety in Catering).

International Culinary Studio have placed this prerequisite on this programme of study to ensure all learners have achieved the complex cookery skills required as a platform to start the level 5 learning journey. Skills learned in the Level 4 cookery qualification will form the base of the advanced cooking and development techniques required to achieve the New Zealand Diploma in cookery (Advanced) (Level).

Credit Transfer and Assessment of Prior Learning

Recognition of prior learning (RPL) is recognising and gaining credit for what the learner has already learned, and the skills you have acquired from informal learning such as:

- life experiences
- work experiences
- training courses or workshops.

If the learner has a lot of work or life experience in a particular industry or field, and is thinking of enrolling in a course, then RPL could be an option for the candidate.

Portfolio

A portfolio involves compiling a file of evidence that relates to the learning outcome or unit standard you want credit for. Some examples of evidence could be a report, a product the candidate has made, a drawing or an essay.

Attestation

Attestation is when someone who is knowledgeable and respected in your area of knowledge gives their word (either written or verbal) that he/she has the required learning in this area. This person could be someone chosen by the candidate, such as an employer.

Structured Interview

This method involves the candidate verbally explaining what he/she has done before an interview panel.

Challenge Assessment

This could be a practical demonstration, a written or oral test, or an assignment. A challenge assessment is only used when evidence from the other sources needs confirmation. All assessment of prior learning must comply with the International Culinary Studio Quality Management System.

Cross-crediting

The learner may apply to have previous formal achievements considered for cross-credit to the papers on the intended programme by lodging in the Credit Transfer Application and Record Form.

All applications must be made no later than 7 days prior to the commencement of the programme. A fee will be charged and is payable when the application is lodged. All applications must be accompanied with a certified copy of the learner's academic transcript and a copy of the course prescription outlining the learning outcomes that were covered in the paper.

The learner must ensure that previous formal achievements meet the following requirements for each paper before it can be considered for cross credit transfer:

- successfully passed with a B grade or equivalent;
- the course/topic/paper is at an equivalent or higher level to the paper the learner is seeking cross-credit for;
- a minimum of 80% of the learning outcomes must match the paper the learner is seeking cross-credit for.
- Note: Any previous formal achievements from overseas institutions must be within a maximum of 5 years old from time of achievement.
- A maximum of three papers will be cross credited for all programmes.
- International Culinary Studio Learner Handbook
- Credit Recognition and Transfer.

- International Culinary Studio is committed to NZQA's Credit Recognition and Transfer Policy, and in particular we are committed to supporting learners along appropriate learning pathways. .
- When applying for a programme the learner needs to ensure to supply a copy of the NZQA Record of Learning (ROL) for record purpose of the unit standards that have been achieved.

Provision for Recognition of Prior Learning and Cross Credits

Assessment of Prior learning is available and RPL and credit transfer will be consistent with International Culinary Studio policies. Any candidate for this qualification who seeks RPL for the entire qualification will be required to provide a summary of their experience in the industry and complete the end-point assessment to prove current competency. This will be coordinated by CAPL (or equivalent) and a fee will be charged for this service.

The CRT and RPL credit limit is 50% or less.

The Academic Development Manager is responsible in ensuring that the policy and process for CRT and RPL is followed and that verification is completed. The final decision to award CRT and RPL is made by the Director of Studies.

Provision for Impaired Performance and Criteria for Aegrotat Pass

An Aegrotat pass is available in all courses as per the International Culinary Studio – ‘Access to Assessment. A Learner who is unable to complete an assessment(s) and or practical(s) work due to circumstances beyond their control may apply to International Culinary Studio for a review. On extreme circumstances learners may be awarded an Aegrotat result. The Access to Assessment Document allows learners to show what they know and can do without changing the demands of the assessment. For example, through the use of readers, scribes and braille question papers. Access arrangements are agreed before an assessment. They allow learners with special educational needs, disabilities or temporary injuries to access assessment.

Reassessments

Learners will be entitled to one re-sit of the practical component of the assessment. Theory re-sits are available through the e-volve online testing system and may incur additional fees. Additional practical's re-sits can be requested by the candidate at their own cost (subject to each provider's regulations and approval availability).

Late Submission

Learner will be able to apply for an extension. See below.

1. Where a learner is unable to attend (or submit) an assessment on (or by) the assessment date, they may request an extension.
2. Requests for extensions must be made to the Class Coordinator, prior to the assessment date, using the "Extension Request form". (Or equivalent)
3. Extensions will be granted only in situations where extenuating circumstances can be documented.
4. The period of the extension is at the discretion of the Class Coordinator.
5. For assessments other than assignments, the learner is responsible for applying to sit the assessment at a later date. The new assessment date replaces the first re-sit opportunity; however, there will be no limit on the result obtained in this assessment.
6. Learners will receive a maximum of one extension per assessment.
7. Extensions after the Final Assessment Date are not permitted under any circumstances.

Appeals

As per International Culinary Studio Learner Handbook.

Conceded and Restricted Passes

As per International Culinary Studio learner regulations. This programme will comply with the requirements of International Culinary Studio Quality Management System.

Assessment:

Methods of Assessment

Assessment in this programme is achievement based.

Assessment will be a key learning tool for learners. Formative assessment will be a core teaching method within this programme.

Formative assessment will be used as an ongoing feedback/feed forward tool to inform both the learners and their tutors of the learners' progress and skill development.

It is acknowledged that in completing assessments learners demonstrate core practical skills and subject knowledge as well as fundamental study and professional skills.

Part of the formative assessment strategy of this programme is the learners' on-going Daily Professional practice. This will include assessment of the learners' timekeeping, professional appearance, communication skills (both verbal and nonverbal), conduct and team work, customer service. In addition, to this all practical requirements will be observed at least twice in order to fully demonstrate the learner's competency in the assessed area.

Summative Assessment:

The programme can be assessed in a number of ways to provide a clear indication of a learner's knowledge and skills. The qualification handbooks indicate the assessment methods(s) for each unit.

Learners must complete all required assessments.

- Learner Portfolio
- Practical Tasks
- Integrated assessment tasks

The programme will be assessed following requirements and using documentation published by City & Guilds in the qualification handbooks and assessment packs.

The programme requires each learner to have a 'Portfolio of Evidence' where formative evidence will be recorded that the learner has achieved each range under each of the graduate profiles in the qualification. Each learner is provided with a 'Logbook' and Chef Mentor Pack.

The programme is assessed in a number of ways to provide a clear indication of a learner's knowledge and skills. The qualification handbooks indicate the assessment method(s) for each unit.

The types of assessments used are

- externally set and marked question papers.
- individual practical tasks (Provider based and Marked).

As this programme has a wide practical base, theoretical assessments will be minimal. Assessment of skills will encourage intrinsic engagement by applying learners' knowledge and techniques within the cookery environment.

Learners must complete all required assessments.

Learner Portfolio

Each learner will be required to complete and be formatively assessed using a Learner Portfolio. City & Guilds provides each learner with a qualification log book (for each level). Providers may use their own pre-approved portfolio. City & Guilds Group also has available 'Learning Assistant' which is a web-based e-portfolio. Providers can purchase licenses to use this from the local City & Guilds office.

Practical Tasks

The practical tasks are set by City & Guilds and administered by International Culinary Studio when the learner is ready to be assessed. An overview of the practical tasks is included in the assessment packs.

The tasks are marked internally, using the information and documents provided by City & Guilds. Learners may achieve a 'pass' or a 'fail' grade on each task. The overall programme is not graded; Learners will either pass or fail.

Providers can implement an internal grading system (i.e. achieved and not achieved), however overall graduate result will be "Pass" or "Fail".

- assessment of performance. Naturally occurring evidence will contribute significantly to the evidence pool – particularly subjects of a practical nature.

End Point Practical Assessment

- The end-point practical assessment will occur in week 35.
- Candidates are required to implement their Advanced Applied Food Project, which includes showcasing their designed and planned advanced food products.
- This is a research-based project on local cuisine using local seasonal products. The learners have to research, develop a menu, and present their menu design as a power point project to the assessor and class. They are producing a marketing plan to promote their event to the local community. They then supervise their other class members in preparing, cooking and presentation of their feature dishes to invited guests and judges (End-point summative practical demonstration).
- They then produce a reflective summary of the whole process and submit all the main components as a portfolio of evidence.
- The candidates are required to produce a limited menu of 4 advanced cold larder items, four advanced fish/seafood items and four advanced meat items, and four desserts of a planned limited a la carte, or Table d'hote menu (including menu design and costing based on a given budget, and recipes). This means that each team member chooses one dish of each course of their own menu design.
- One representative from industry and one of another training provider will join the City & Guilds external verifier to judge the graduate's food project and practical presentation.
- Candidates are also required to present their menu design and costing.
- The advanced applied food project items need to have a local cuisine focus. The time frame for serving the food items products is four hours, and preparation (mise en place) one day prior service.

Unit 310 Theory Synopsis Assessment

The question papers are set and marked by City & Guilds. **Reference unit 310 'Food Preparation and Cookery Supervision Principles'**. International Culinary Studio will assess all units (including Unit 310) for the NZQA Diploma in Cookery Level 5. However, learners who want the City & Guilds qualification as well will need to sit the C & G exam for this unit.

An overview of the question papers and test specifications are included in the assessment packs. All material within Smart Screen is tailored to help candidates with the style of assessment questions to be asked in unit 310. Learners may achieve a 'distinction', 'merit', 'pass' or 'fail' grade on the question paper. **The synoptic test is the theory summary of all the learning from the programme.**

Unit 310 - Food Preparation and Cookery Supervision Principles – 1 Hour 30 minutes allocated. The learner will sit this exam at the end of the second term (Week 36).

City & Guilds Unit	Number of Questions	%
303 Supervise Staff Training	15	15.0%
305 Food Safety Supervision for Catering	30	30.0%
306 Resource Management in Food Preparation	12	12.5%
307 Menu Planning and Costing	13	12.5%
308 Global Influences in Eating and Drinking	18	17.5%
309 Supervise Food Production	12	12.5%
	100	100%

Please note that 303 Supervise Staff Training requires the learner to be working in the industry in a role (i.e. job description and employment agreement show permission given by the owner) that includes tasks: running team meetings, making staff roster, hiring and training new staff, induction and performance management of staff, etc. This programme is aimed at people requiring professional development within their current role.

The candidate would be expected to be employed either part or full time and able to complete assignments within the timeframe of the course.

Only the City & Guilds synoptic theory test is graded, however the overall qualification is not graded; Learners will either pass or fail.

The Synopsis test must be conducted at the end of the learning within the following timetable:

Food Preparation and Cookery Supervision Principles: Synopsis test either using 'on demand' within two weeks of completing units 303, 305, 306, 307, 308, and 309 or Paper Based during the end of semester theory assessment (June or November of each year). Synopsis test 310 will assess all theory learning outcomes for units 303, 305, 306, 307, 308, and 309 as outlined in the qualification handbook.

NOTE: All examination must be conducted within City & Guilds examination policy. Unit 310 is an assessment only and has no delivery outcomes outside units 303, 305, 306, 307, 308, and 309.

The methods we will use to measure the learner's achievement of outcomes may be chosen from a variety of different assessment tools. In some cases, a combination of the following methods will be used:

- Actual Workplace Documents
- Checklists
- Direct observation by instructor
- Group Project
- Individual Project
- Peer Review
- Performance Assessment
- Learner ePortfolio
- Short Answer
- Short written answers to questions
- Using an expert witness to observe the learner in the workplace.
- Using simulated situations within the classroom environment.
- Verbal Presentation,
- Viewing/listening to an audio/visual recording of the learner performing.
- Workplace Observation of Skills,
- Written Assignment.

Assessment will be integrated and combine the various components of the programme.

At the beginning of each course, the tasks, marking criteria and methods of each assessment will be explained and given to the learners. Details regarding the assessments will include assessment pack; task requirements and resit opportunities. Assessments will be by practical observation ensuring authenticity of the assessment. Learners will be 'seen to do'.

A ratio of 1 x Approved Assessor to no more than 15 x Candidates during each practical assessment.

Individual learner's evidence will be retained until they have been certificated and until any final external verification sampling for the cohort which the learner forms part of has taken place. Learner assessment records must be retained for three years after certification

Information to Learners

Learners will be advised of assessment requirements and assessment dates for each course within two weeks of the start of each course.

