

Programme Document

Qualification

New Zealand Diploma in Cookery Culinary Arts (Level 4)

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Programme Aim

The New Zealand Certificate in Cookery Level 4 is intended for people with limited experience to prior experience in hospitality, who wish to acquire knowledge and understanding of kitchen production in this sector.

The aim of the programme is to develop the knowledge and skills in basic principles of kitchen work, Health and Safety, and communication. It will enable candidates to develop the practical skills, knowledge and attitude required to work and progress within the culinary industry.

This programme is intended for people who wish to progress into employment where they can produce complex dishes in a commercial kitchen on the pathway to becoming a qualified cook. To provide competent employees for the hospitality sector who are able to work as chefs in intermediate positions producing complex dishes in a commercial kitchen. To establish standards of professional practice for complex cookery that can provide customers with confidence in a range of hospitality environments. The programme is tailored to meet the demands of the cookery hospitality staff working within hospitality businesses within New Zealand.

The programme covers a comprehensive food range which enable the learner to progress from basic to complex food preparation, cooking and presentation for cold larder, hot kitchen dessert and pastry dishes. It covers theory knowledge and has a significant practical content. There are eight courses in the programme.

The programme covers health and safety at work and in the preparation of food, basic nutrition, cold presentation, cooking and finishing of a wide range of commodities and dishes, communication with colleagues, managers and customers and the application of standard operating policies and procedures in a commercial kitchen.

International Culinary Studio uses a rolling intake on to its online programmes. This creates flexibility for individual learners to start their course at any time.

Graduate Profile

Graduates will be prepared for employment as employees for the hospitality sector who are able to work as chefs in intermediate positions producing complex dishes in a commercial kitchen.

Graduates will be able to:

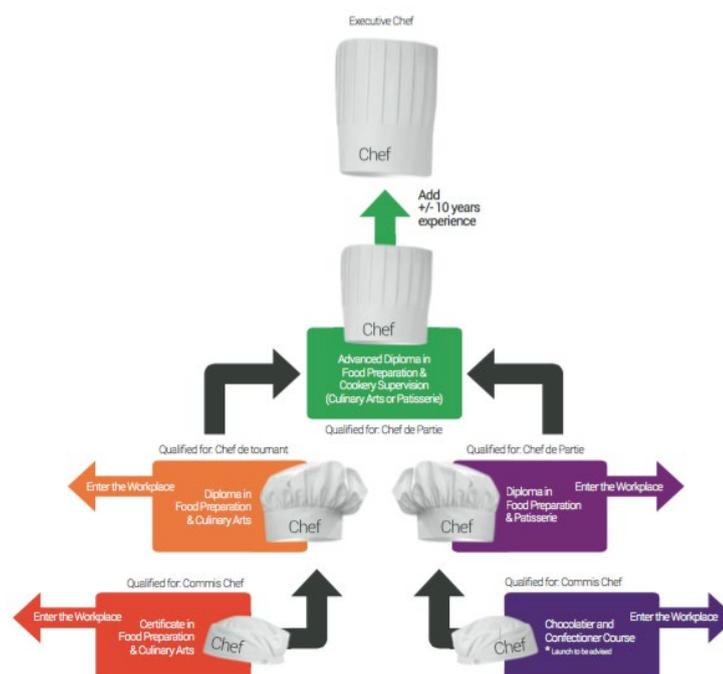
- Monitor and maintain health and safety, food safety and security practices to ensure own safety and minimise potential hazards for customers.
- Monitor and maintain interactions between colleagues, managers and customers.
- Monitor and maintain the application of standard operating policies and procedures to work roles in a commercial kitchen.
- Apply cookery skills to prepare, cook and present a range of cold larder dishes employing complex preparation and presentation techniques.
- Apply cookery skills to prepare, cook and present a range of hot kitchen dishes employing complex preparation and presentation techniques.
- Apply cookery skills to prepare, cook and present a range of patisserie and desserts employing complex preparation and presentation techniques.

Educational Pathway

This qualification leads on to the New Zealand Diploma in Cookery (Advanced) (Level 5) with strands in Cookery and Patisserie [Ref: 2102].

Employment Pathway

Graduates would be able to work in intermediate positions producing complex dishes in a professional kitchen. Many opportunities exist in commercial hospitality establishments such as Hotels, Cafes, & Healthcare/Rest-homes as cooks and chefs.



Learning outcomes:

The New Zealand Certificate in Cookery (Level 4) is a full time, 34-week, 120 NZQF Credit programme. The programme includes 8 courses, all of which are compulsory. All courses contain a significant practical content and all eight courses will be delivered concurrently. Courses 1-3 are based on basic cookery skills in order to allow a learner to develop key trade foundation skills and build to the certificate in Cookery Level 4 application in course 4 to 8.

Appropriate numeracy and literacy skills are embedded within the programme with an emphasis on industry relevant skills. The programme is aimed to be largely focused on practical in nature. Therefore, the practical sessions are task-orientated.

Table 1: Programme of Study

1 x Full Year – Programme of Study – 34 Weeks				
Semester One				
Foundation	Course 2	Course 3	Course 4	1 x Week holiday (Week 17)
203 Food Safety (Credits 5)	105 Prepare food for cold presentation (Credits 14)	207 Prepare, cook and finish stocks, soups and sauces (Credits 6)	211 Prepare, cook and finish rice, grain farinaceous products and egg dishes (Credits 8)	
201 Introduction to hospitality and catering industry (Credits 2)	104 Introduction to nutrition (Credits 2)	210 Prepare, cook and finish vegetables, fruits and pulses (Credits 6)	213 Prepare, cook and finish hot & cold desserts & puddings (Credits 10)	
102 & 202 Safety at work (Credits 3)		206 Healthier foods and special diets (Credits 4)		
110 Introduction to basic kitchen procedures (Credits 1)		110 Introduction to basic kitchen procedures (Credits 1)		
Includes C&G embedded units 8065-01-106 Prepare, cook and finish foods by frying, 8065-01-107 Prepare, cook and finish foods by braising and stewing, 8065-01-108 Prepare, cook and finish foods by boiling, poaching and steaming, 8065-01-109 Prepare, cook and finish foods by baking, roasting and grilling. Sit the City & Guilds embedded synopsis test 8065-01-112				
11 Credits	16 Credits	16 Credits	18 Credits	
Week 1-4	Week 5-8	Week 9-12	Week 13-16	

1 x Full Year – Programme of Study (PoS) – 34 Weeks				
Semester Two				
Course 5	Course 6	Course 7	Course 8	1 x Week holiday (Week 34)
208 Prepare, cook and finish fish and shellfish (Credits 12)	212 Prepare, cook and finish bakery products (Credits 16)	209 Prepare, cook and finish meat, poultry and offal (Credits 12)	410 – Work Experience (Credits 10)	
219 Catering operations, costs and menu planning (Credits 4)			420 Monitor and maintain interactions between colleagues, managers, and customers (Credits 5)	
Sit the City & Guilds embedded synopsis test 8065-02-221				
16 Credits	16 Credits	12 Credits	15 Credits	
Week 18-21	Week 22-25	Week 26-29	Week 30-33	

Teaching Delivery:

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, workshops, role playing, 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: <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 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 tutor.

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 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.

Case Studies

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

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

Applicants must meet the following entry requirements:

- Have English language competence to undertake this programme, which is taught and assessed in English.
- This is an open entry programme with applications accepted from a wide range of learners.
- Learners must be 17 years of age and over.
- Applicants for whom English is a second language must meet IELTS (or equivalent) level 5.5 or above.
- International Culinary Studio will ensure that learners enrolled onto each programme has the potential and a realistic chance to complete the programme and gain the New Zealand qualifications successfully.

Selection Requirement

Applicants will be selected in order of receipt of completed application.

Process

An telephone interview process for all learners on enquiry to determine their likelihood for success and to ensure they are well informed about the programme.

The interview will provide an opportunity to discuss the following:

- a. any learning support that may be required by the applicant
- b. any health matters or otherwise that may relate to the programme
- c. learners will be informed of the requirements of the practical cooking as well as industry practical's.
- d. technology and kitchen requirements
- e. admission requirements, and how well the applicant meets these
- f. any other relevant matters

Pre and Co Requisites

N/A

Compulsory/Elective Components

Learners must successfully complete all assessments within each of the 8 courses and all the City & Guilds units listed in this programme.

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 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 limited to a maximum of 50%. The final decision to award CRT and RPL is made by the Director of Studies.

Practical and Work-Based Requirements

International Culinary Studio will assist access to a production kitchen, to run realistic working environments for café/restaurant service. This work experience will provide the environment to practice fundamental cookery skills, communication, professional behaviors and realistic time pressures. Please note that the

responsibility to access a production kitchen is with the student.

Provision for Impaired Performance and Criteria for Aegrotat Pass

An Aegrotat pass is available in all courses. 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. In extreme circumstances learners may be awarded an Aegrotat result. The learner will need to show what they know and can do. 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 assessments.

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.

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 Chef Instructor, prior to the assessment date.
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 Chef Instructor.
5. 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.

Assessment:

Methods of Assessment

Formative assessment will be used as an ongoing feedback/feed forward tool to inform both the learners and their chef instructor of the learners' progress and skill development. This includes assessment of learners' timekeeping, professional appearance, communication skills, conduct, teamwork and customer service. In addition, all practical requirements will be observed in order to fully demonstrate the learner's competency in the area.

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

Summative Assessment:

The programme can be assessed in a number of ways to provide a clear indication of a learner's knowledge and skills.

Learners must complete all required assessments.

- Learner Portfolio
- Practical Tasks
- Integrated assessment tasks

The programme requires each learner to have a 'Portfolio of Evidence' where 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, Diary 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 types of assessments used are

- externally set and marked question papers.
- individual practical tasks.

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.

Learners may achieve a 'achieved' or a 'not achieved' result on each task. The programme is not graded; Learners will either pass or fail.

Integrated assessment tasks will be used as often as possible to draw together the elements of one or more standards to provide holistic, efficient and realistic assessment of performance. Naturally occurring evidence will contribute significantly to the evidence pool – particularly subjects of a practical nature.

Externally set question papers - Unit 221 Theory Synopsis Assessment:

The question papers are set and marked by City & Guilds. **Reference unit 221 'Culinary Arts Principles'**

- Food Safety in Catering (Available on line & Paper Based)

- Culinary Arts Principles (Available on line & Paper Based)

At the beginning of each course, the tasks, marking criteria and methods of each assessment will be explained and given to the learners.

Please ask your Chef Instructor for further information on assessments preparation. The Chef Instructor will advise learners of assessment requirements and assessment dates for each course within two weeks of the start of each course.

We wish you all the best with your studies.

