Qualification Handbook

BIIAB Level 1 Award in Essentials of Catering

501/0434/2

Version 2

Version and date	Change, alteration or addition	Section
November 2017, Version 2	Updated handbook throughout to remove reference to "QCF"	Front page, header, Section 1, 5, 8, 13
	Updated RoC with TQT figures	Section 6

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1. About the BIIAB Level 1 Award in Essentials of Catering

BIIAB is regulated to deliver this qualification by Ofqual in England and Northern Ireland. The qualification has a unique Qualification Number (QN) which is shown below. Each unit within the qualification will also have a regulatory Unit Reference Number (URN).

The QN code will be displayed on the final certificate for the qualification.

Qualification Title	Qualification Number (QN)
BIIAB Level 1 Award in Essentials of Catering	501/0434/2

2. Objective and Purpose of this Qualification

This qualification has been designed to allow learners to obtain and then demonstrate the knowledge related to catering principles at Level 1.

The primary purpose of the qualification is to progress to the next level of vocational learning by preparing for further learning or training by developing knowledge and/or skills in a subject area. However, employers can also rely on the knowledge provided as meeting nationally recognised standards for catering at this level as such the sub-purpose is to develop knowledge and/or skills in a subject area

Due to constant Regulatory, policy and funding changes users are advised to check this qualification has been placed in the relevant Apprenticeship Framework and / or is funded for use with individual learners before making registrations. If you are unsure about the qualifications status please contact BIIAB head office.

3. About this Handbook

This support pack has been developed to provide guidance for learners, assessors and quality assurers undertaking, delivering, or quality assuring this qualification.

The purpose of the support pack is to provide the majority of the key information that may be needed to prepare for, and help support, the successful delivery of the qualification, in one place.

If this pack is updated, centres will be notified via the BIIAB monthly newsletter which goes to approved centres.

4. BIIAB Customer Service

BIIAB is committed to giving the highest possible levels of customer service. The BIIAB's Service Level Agreement is available via www.biiab.org.

Our Customer Service team can be contacted between the hours of 0900 and 1700 Monday to Friday by using the contact details below, or outside those hours, by leaving a message on our voicemail service.

Customer Service Contact Details: 01276 684449

Email: customersupport@bii.org

Our Customer Service team will be happy to assist with any administration related enquiries you may have. For example:

- registration and certification enquiries
- re-certification issues
- centres available in the local area
- appeals
- whistleblowing.

5. What are Rules of Combination (ROC)?

Under the Regulatory Framework qualifications can be made up of a combination of mandatory and/or optional units. The units and credits required to complete a qualification are set out by the rules of combination (RoC). The RoC allows for flexibility and transferability.

The ROC will specify:

- The total credit value of the qualification
- The amount of credit that must be achieved within specific groupings of units (e.g. Mandatory, Optional Unit, and Optional groups)
- The minimum credit which must be achieved at the level or above the level of the qualification
- The Total Qualification Time (TQT)
- The title, Unit Regulation Number and BIIAB Unit number for each unit, alongside its level, credit, and Guided Learning Hours (GLH)
- Any barred units (units that cannot be taken together as part of the qualification).

When choosing the appropriate route for a learner or group of learners, it is the responsibility of the centre to ensure the rules of combination are adhered to.

6. BIIAB Level 1 Award in Essentials of Catering Rules of Combination (ROC) and Structure

To achieve the BIIAB Level 1 Award in Essentials of Catering learners **must** gain a **total of 3** credits. This **must** consist of:

- **Minimum total** credit: **3**

- A **minimum of 3** credits **must** be achieved through the completion of units at **Level 1** and above.

- GLH: **30**

- TQT: **30**

The qualification has been developed based upon industry feedback as to the fundamental knowledge required to work in the sector at the level.

Listed below are the qualification units.

Mandatory Unit Group A

Unit No.	URN	Unit Title	Credit	Level	GLH	Assessment Method
EC	A/602/0650	The Essentials of Catering	3	1	30	Multiple-choice exam

7. Age Restriction

The qualification in this handbook is appropriate for use in the following age ranges:

- Pre-16
- 16-18
- 19+.

8. Entry Requirements and Progression

There are no entry requirements for this qualification. However, learners **must** be assessed to ensure they have a reasonable chance of achievement and will be able to generate the required evidence.

The qualification is designed to equip learners with the knowledge related to safe practises surrounding catering at Level 1. The recommended progression route is to the BIIAB Level 2 Award for Personal Licence Holders. It also will allow for a number of progression routes to into other areas of learning and employment.

Achievement of the qualification offers opportunities for progression, including:
- 500/7536/6 BIIAB Level 2 Award in Cooking Theory and Practice
- 500/9875/5 BIIAB Level 3 Award in Kitchen Management

9. Assessment

Overview of assessment strategy

The Assessment Strategy has been designed by BIIAB, in conjunction with an expert panel and a steering group. All BIIAB approved training centres and their assessments must adhere to the designed assessment strategy for this qualification. The qualification contains one knowledge unit, and this unit is externally set and marked by BIIAB. The examination comprises of 25 Multiple-Choice Questions. Assessments provided by BIIAB will ensure that effective learning has taken place and that learners have the opportunity to:

- meet the assessment criteria
- achieve the learning outcomes.

Assessment process

Assessments will be accessible and will produce results that are valid, reliable, transparent and fair. BIIAB will ensure that the result of each assessment taken by a learner in relation to a qualification reflects the level of attainment demonstrated by that learner in the assessment, and will be based upon the achievement of all of the specified learning outcomes.

Details of the ordering process, assessment documentation, invigilation requirements to centres and the documentation to be completed can be found in the Examination and Invigilation Regulations for the Administration of BIIAB Qualifications document, available in the password protected area of CentreZone.

BIIAB will make every effort to ensure that it allows for assessments to:

- Be up to date and current
- Reflect the context from which the learner has been taught
- Be flexible to learner needs

Appeals

If learners are dissatisfied with an assessment outcome, they have the right to appeal. The **main** reasons for an appeal are likely to be:
- Learners do **not** understand why they are **not** yet regarded as having sufficient knowledge
- Learners believe they are competent and that they have been misjudged

BIIAB expects most appeals from learners to be resolved within the centre. BIIAB will only consider a learner's appeal after the centre's internal appeals procedure has been fully exhausted.

For full details of the BIIABs appeals procedure please refer to www.biiab.org

10. Initial Assessment and Induction

Prior to the start of any programme it is recommended that centres should make an initial assessment of each learner. This is to ensure that the learners are entered for an appropriate type and level of qualification.

The initial assessment should identify the specific training needs that the learner has, and the support and guidance that they may require when working towards their qualification.

The centre must also identify any units the learner has already completed, or credits they have accumulated, relevant to the qualification.

BIIAB suggests that centres provide an induction programme to ensure the learner fully understands the requirements of the qualification they will work towards, their responsibilities as a learner, and the responsibilities of the centre.

11. Resources

BIIAB provides the following additional resources for this qualification:

- Learner materials
- Externally set assessments
- Learning outcomes and assessment criteria

Access to the Units

Units form the qualification and the standard that **must** be achieved in order to be awarded each unit. This is covered within the learning outcomes, assessment criteria and the indicative content that form part of the delivery. BIIAB includes the mandatory units within this pack, and makes all units available via centrezone.bii.org

12. Design and Delivery

Centres **must** refer to the units that form the qualification and the standard that **must** be achieved in order to be awarded each unit. This is covered within the learning outcomes and assessment criteria that form part of the delivery.

Each unit within this qualification has been allocated a number of Guided Learning Hours (GLH). This can include activities such as training/class room based sessions, tutorials, supervised study or supervised 'on-the-job' learning and face-to-face or other pre-arranged 1:1 teaching sessions (e.g. simultaneous electronic communication such as webcam contact or internet messaging). It could also include time undertaking assessments.

When planning how to deliver the qualification it is important to refer to these definitions.

BIIAB will not prescribe how the qualification is delivered, but centres **must** ensure the delivery chosen meets their learners' needs.

13. Format of Units

All units within this qualification will be presented in a standard format that is consistent with the format for all units of assessment. The format will give tutors and learners guidance as to the requirements of the unit for successful completion. Each unit within this specification will be in the format below:

Unit Title

This will be shown as it appears on the Register of Regulated Qualifications (http://register.ofqual.gov.uk).

Unit Number / Unit Reference Number (URN)

The Unit Reference Number is the unique code that the unit is given by the Regulator. This unit will be referenced on the final qualification certificate. The same unique code for the unit applies in whichever qualification the unit is included within. BIIAB also assign unique unit numbers which normally is consistent when the unit is used in multiple BIIAB qualifications.

Level

This identifies the level of demand for the unit, but may be a different level to that of the overall qualification. The level of the units will be set according to National Occupational Standards and the level descriptors.

Credit

When a whole unit is completed the learner will achieve credits specified by the number of hours' learning time it will take an average learner to complete the unit including the assessment.

Guided Learning Hours (GLH)

The required number of hours that learning should take place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training.

Learning Outcomes and Assessment Criteria

Learning Outcomes are what the learner is expected to know, understand or be able to do upon successful completion of the unit.

Assessment Criteria are descriptions of the requirements that a learner is expected to meet in order to demonstrate that a learning outcome has been achieved. There are usually multiple assessment criteria for each Learning Outcome.

14. Initial Registration

Registration and Certification

Learners should be registered and certificated via BIIAB's On-line Registration and Certification Service (ORCS) www.orcs.biiab.org. Please refer to BIIAB's Centre Guidance for using ORCS.

Equal Opportunities and Diversity Policy

BIIAB has in place an equal opportunities policy, a copy can be found at centrezone.bii.org .

BIIAB is committed to ensure that:

- Approved centres operate an equal opportunities policy
- Approved centres communicate the policy to staff and learners
- Approved centres have an effective complaints and appeals procedure of which both staff and learners are made aware
- Approved centres are aware of their responsibilities in providing equality of opportunity, particularly with regard to provision for learners with particular assessment requirements.

Reasonable Adjustment Policy

Learners who require reasonable adjustments for their assessments **must** inform their assessor at the beginning of their course of their requirements. BIIAB has a reasonable adjustment policy in place, a copy of which is provided to all BIIAB approved centres and can be found at centrezone.bii.org .

15. Qualification Review and Feedback

BIIAB is committed to the ongoing review of this qualification to ensure it remains fit for purpose.

This review approach involves the collation of evidence in the form of any information, comments and complaints received from users of this qualification in relation to its development, delivery and award.

BIIAB will give due regard to any credible evidence received which suggests that a change in approach to the development, delivery and award of this qualification is required in order to ensure that no adverse effects will result. This qualification will be periodically reviewed and revised to ensure the content remains relevant, assessment approach remains appropriate and that it remains valid and fit for purpose.

16. Mandatory Units

The following units are mandatory for this qualification. For access to all optional units please visit centrezone.bii.org.

Unit Title	The Essentials of Catering
BIIAB Reference	EC
Level	1
Credit Value	3
GLH	30
Unit Reference No.	A/602/0650

Learning Outcome - The learner will:	Assessment Criterion - The learner can:	
1 Understand personal hygiene and work clothing requirements	1.1	Identify safe and hygienic practices required in the kitchen
	1.2	Identify illness and accident reporting procedures and state how they should be used
	1.3	Identify hygienic behaviours and habits and state how to follow a 'clean as you go' policy
2 Understand basic knife skills	2.1	Identify which knife to use for a variety of tasks
	2.2	Identify the care and maintenance requirements for handling and sharpening knives
	2.3	Identify the uses of different colour coded boards and knives used in kitchens
3 Understand storage methods and temperature recording of foods	3.1	Identify correct storage procedures and requirements for a variety of different foods according to operational needs and hygiene and safety standards
	3.2	Identify the procedure for logging temperatures of a variety of foods and equipment and why monitoring is important
	3.3	Identify the appropriate measures to take in the event of food storage or temperature changes
4 Understand food preparation processes	4.1	Identify a range of vegetables and processes for preparing them in a safe and hygienic manner
	4.2	Identify a range of salad items and processes for preparing them in a safe and hygienic manner
	4.3	Identify processes for preparing cooked cold meats and fish in a safe and hygienic manner
	4.4	Identify a range of dairy products and processes for preparing them in a safe and hygienic manner
	4.5	State how to apply control procedures and minimise food wastage
5 Understand sandwich making and storage procedures	5.1	State how to produce a variety of sandwiches according to operational standards
	5.2	Identify how to store a variety of sandwiches according to operational standards
	5.3	Identify what constitutes a 'high risk food' in relation to sandwiches

Unit Title	The Essentials of Catering
BIIAB Reference	EC
Level	1
Credit Value	3
GLH	30
Unit Reference No.	A/602/0650

Learning Outcome - The learner will:	Assessment Criterion - The learner can:	
6 Understand food presentation	6.1	Identify the correct position for food on the plate/serving dish to meet operational standards
	6.2	State what a garnish is and how it should be presented
	6.3	Identify appropriate garnishes used for sweet and savoury foods
	6.4	Identify the requirements for garnishing a variety of sandwiches according to operational standards
7 Understand wastage disposal and recycling methods	7.1	Identify the appropriate method for the disposal of food and non-food items and the controls to be applied
	7.2	Identify the appropriate method of recycling food and non-food items and the controls to be applied
8 Understand how to use and clean machinery and equipment	8.1	State how to effectively operate and clean kitchen equipment
	8.2	Identify the appropriate chemicals and equipment to be used when cleaning kitchen equipment
9 Understand how to safely and effectively clean work stations, walls and floors	9.1	Identify appropriate equipment and chemicals to be used to safely and effectively clean a range of surfaces
	9.2	Identify appropriate cleaning methods that should be used when cleaning floors, walls and work stations

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