



BIIAB Level 1 NVQ Certificate in Food Preparation and Cooking

England – 601/6398/7

Version 3.1

About Us

BIIAB Qualification Limited is part of Skills and Education Group, a charitable organisation that champions education and skills-oriented organisations, providers and learners, making real change locally, nationally and internationally.

BIIAB Qualifications Limited has an on-line registration system to help customers register learners on its qualifications, units and exams. In addition it provides features to view exam results, invoices, mark sheets and other information about learners already registered.

Sources of Additional Information

The BIIAB Qualifications Limited website www.biiab.co.uk provides access to a wide variety of information.

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Version	Date	Details of Change
2.0	November 2016	Unit MFSSPCF correction to Evidence Requirements for LO1 and LO7
		Unit CF8 inclusion of LO3 in Evidence Requirements
3.0	January 2018	Updated handbook throughout to remove reference to "QCF"
		Updated RoC with TQT figures
3.1	March 2023	Reformatted into new branding

Contents

1. About the BIIAB Level 1 NVQ Certificate in Food Preparation and Cooking.....	5
2. Objective and Purpose of this Qualification.....	5
3. About this Guidance	5
4. BIIAB Qualifications Limited Customer Service	6
5. What are Rules of Combination (ROC)?	6
6. BIIAB Level 1 NVQ Certificate in Food Preparation and Cooking Rules of Combination (ROC) and Structure.....	7
7. Age Restriction.....	9
8. Entry Requirements and Progression.....	9
9. Assessment	9
10. Initial Assessment and Induction	15
11. Resources.....	15
12. Design and Delivery	16
13. Format of Units.....	17
14. Initial Registration.....	18
15. Qualification Review and Feedback.....	19
16. Mandatory Units	20

This is a live document and as such will be updated when required. It is the responsibility of the approved centre to ensure the most up-to-date version of the Qualification Specification is in use. Any amendments will be published on our website and centres are encouraged to check this site regularly.



Qualification Summary

BIIAB Level 1 NVQ Certificate in Food Preparation and Cooking	
Qualification Purpose	Develop the skills for working in the Hospitality and Catering industry, for example as a Kitchen Assistant
Age Range	Pre 16 ✓ 16-18 ✓ 18+ 19+ ✓
Regulation	The above qualification is regulated by Ofqual
Assessment	<ul style="list-style-type: none"> Portfolio of Evidence
Type of Funding Available	See FaLa (Find a Learning Aim)
Qualification/Unit Fee	See BIIAB Qualifications Limited web site for current fees and charges
Grading	Pass/Fail To achieve a Pass grade, learners must achieve all the Learning Outcomes and Assessment Criteria in all the units completed
Operational Start Date	01/09/2015
Review Date	31/07/2025
Operational End Date	
Certification End Date	
Guided Learning (GL)	147 hours
Total Qualification Time (TQT)	180 hours
BIIAB Qualifications Limited Sector	Hospitality and Catering
Ofqual SSA Sector	07.4 Hospitality and Catering
Support from Trade Associations	
Administering Office	See BIIAB Qualifications Limited web site

1. About the BIIAB Level 1 NVQ Certificate in Food Preparation and Cooking

BIIAB Qualifications Limited is regulated to deliver this qualification by Ofqual in England. 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 NVQ Certificate in Food Preparation and Cooking	601/6398/1

2. Objective and Purpose of this Qualification

This qualification has been designed to allow learners to obtain and then demonstrate the knowledge surrounding working in the hospitality sector, at Level 1.

The BIIAB Level 1 NVQ Certificate in Food Preparation and Cooking has been designed to allow learners to develop the skills for working in the Hospitality and Catering industry, for example as a Kitchen Assistant.

This qualification confirms the learner's competence.

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 Qualifications Limited.

3. About this Guidance

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

The purpose of the guidance 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 guidance is updated, centres will be notified by BIIAB Qualifications Limited.

4. BIIAB Qualifications Limited Customer Service

BIIAB Qualifications Limited is committed to giving the highest possible levels of customer service. Our Service Level Agreement is available via www.biiab.co.uk

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 Support Contact Details: 0115 854 1620

Email: CustomerSupport@biiab.co.uk

Our Customer Support 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 Qualifications Framework (RQF), 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 groups 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 Qualifications Limited 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 NVQ Certificate in Food Preparation and Cooking Rules of Combination (ROC) and Structure

To achieve the BIIAB Level 1 NVQ Certificate in Food Preparation and Cooking, learners **must** gain a **total of 18** credits. This **must** consist of:

- **Minimum total** credits: **18**
- Mandatory Group A **minimum** credits: **10**
- Optional Group B **minimum** credits: **8**
- A **minimum of 18** credits **must** be achieved through the completion of units at **Level 1** and above.
- Minimum Guided Learning Hours: **147 hours**
- Total Qualification Time: **180 hours**

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

Listed below are the qualification units.

Mandatory Unit Group A

Unit No.	URN	Unit Title	Level	Credit	GLH	Assessment Method
MSH2	F/601/4218	Maintenance of a safe, hygienic and secure working environment	1	3	25	Portfolio
WEPHT	T/601/4216	Working effectively as part of a hospitality team	1	3	22	Portfolio
MFSSPCF	D/601/6980	Maintain food safety when storing, preparing and cooking food	2	4	32	Portfolio

Optional Unit Group B

Unit No.	URN	Unit Title	Level	Credit	GLH	Assessment Method
1FP1	A/601/5433	Prepare vegetables	1	3	25	Portfolio
CV	A/601/5559	Cook vegetables	1	3	22	Portfolio
PC4	T/601/5561	Prepare and cook fish	1	3	23	Portfolio
PC5	T/601/5575	Prepare and cook meat and poultry	1	4	33	Portfolio
1PC1	H/601/5667	Package food for delivery	1	3	24	Portfolio
HCS2	H/601/5040	Maintain Customer Care	1	3	25	Portfolio
PF1	R/601/5437	Prepare and finish simple salad and fruit dishes	1	2	16	Portfolio
PC1	F/601/4994	Prepare and clear areas for counter and takeaway service	1	3	25	Portfolio
PREP11	K/601/4844	Prepare hot and cold sandwiches	1	2	20	Portfolio
1FPC3	A/601/5593	Prepare and cook pasta	1	2	17	Portfolio
PCTS	L/601/5016	Provide a counter and takeaway service	1	3	30	Portfolio
1FPC4	R/601/5633	Prepare and cook rice	1	2	17	Portfolio
1FPC5	A/601/5643	Prepare and cook eggs	1	2	18	Portfolio
1FPC6	K/601/5654	Prepare and cook pulses	1	2	19	Portfolio
1FPC7	J/601/5659	Prepare and cook vegetable protein	1	2	19	Portfolio
CF8	J/601/5662	Cook and finish simple bread and dough products	1	3	25	Portfolio
1FPC9	Y/601/5665	Prepare and cook grain	1	3	22	Portfolio

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.

This qualification shows the learner has gained Level 1 skills in food preparation and cooking. It may help the learner to get a job, to improve performance at work or get promoted into higher job roles such as Commis chef.

- BIIAB Level 2 Certificate in Hospitality and Catering Principles (Professional Cookery – Food Preparation and Cooking) 601/5684/3 (This qualification focusses on the knowledge required)
- BIIAB Level 2 NVQ Diploma in Professional Cookery (Preparation and Cooking) 601/5692/2 (This qualification focusses on the skills required)

9. Assessment

Overview of assessment strategy

The Assessment Strategy has been designed by People 1st, in conjunction with an expert panel, educational experts and a steering group. All BIIAB approved training centres and their assessment must adhere to the designed assessment strategy for this qualification. The qualification contains two knowledge units, and this unit is externally set and marked by BIIAB. These examinations comprise of 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.

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

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

Assessment is the process used to judge the competence, of a learner, against set standards. The assessor is the person who is responsible for determining learners' competence. The assessor may be a work place supervisor or an external person who is trained and qualified, or working towards a qualification relevant to the assessor role.

Assessors base their judgement on performance and decide how it compares to the national standard. The assessor will also ask questions based on the knowledge required to do the work, to ascertain the knowledge and understanding of the learner.

When the required units have been completed and the assessor is satisfied that the learner has met the national standard, a recommendation for a certificate will be made.

An Internal Quality Assurer (IQA) is responsible for the quality assurance of the qualifications within the training organisation and will provide advice, guidance and support to the assessors. IQAs also ensure that the assessors apply the standards consistently and fairly. The IQA will review the portfolio of evidence during the assessment process.

An External Quality Assurer (EQA), who is appointed by BIIAB, will quality assure the assessment and internal quality assurance decisions involved in the development of the portfolio. The EQA will quality assure the qualification process, which ensures that certification of the qualification is reliable, consistent and to the national standard, by checking the consistency of assessments made by the training provider, and across training providers.

Assessment Strategy

All assessment must adhere to the current People 1st assessment strategy for this qualification.

The assessment strategy for this qualification can be seen in the section which follows and it provides details of the key requirements for the qualification and the assessor, verifiers delivering, quality assuring and certificating the qualification.

People 1st Assessment Strategy

Occupational expertise of assessors and verifiers

The requirements relating to the occupational expertise of assessors and verifiers is set out in Table 1. Guidance on additional qualifications and / or training relevant to assessors and verifiers can be found in Table 2.

Table 1 - Occupational Expertise of Assessors and Verifiers

The requirements set out below relate to all assessors and verifiers. The only exception may relate to in-house employees and managers that are not required to achieve the regulatory approved assessor and verified units based on the arrangement referred to in section 4.1 of this assessment strategy.

✓ = mandatory

Assessors, Internal Quality Assurers and External Quality Assurers must:	A	IQA	EQA
Have a good knowledge and understanding of the national occupational standard and competence based units and qualifications that is being assessed or verified.	✓	✓	✓
Hold or be working towards relevant assessment and/or verification qualification(s) as specified by the appropriate authority, confirming their competence to assess or externally verify competence based units and qualifications assessment. These should be achieved within eighteen months of commencing their role. These are as follows:		✓	
Have relevant occupational expertise and knowledge, at the appropriate level of the occupational area(s) they are assessing and verifying, which has been gained through 'hands on' experience in the industry	✓	✓	✓
Adhere to the awarding organisation's assessment requirements and practice standardised assessment principles	✓	✓	✓
Have sufficient resources to carry out the role of assessor or verifier, i.e. time and budget	✓	✓	

Have supervisory/management, interpersonal and investigative skills, including the ability to analyse information, hold meetings, guide, advise, plan and make recommendations at all levels, taking into account the nature and size of the organisation in which assessment is taking place. High standards of administration and record keeping are also essential.		✓	✓
Hold qualifications, or have undertaken training, that has legislative relevance to the competence based units and qualifications being assessed (See Table 2).	✓	Good Practice	Good Practice
Update their occupational expertise and industry knowledge in the areas being assessed and verified through planned Continuous Professional Development (see Table 3).	✓	✓	✓

Table 2 - Qualifications and Training relevant to Assessors and Verifiers

The following sets out areas in which assessors, verifiers and external verifiers should either receive training or achieve qualifications. People 1st is not stipulating that assessors, verifiers or external verifiers must achieve specific qualifications, there is the option to either undertake appropriate training or an accredited qualification.

✓= mandatory

Qualification / Training	Competence based unit / qualification	A	IQA	EQA
Health and Safety	All sector units and qualifications	✓	Good Practice	Good Practice
Food Safety	Food Processing and Cooking	✓	Good Practice	Good Practice
	Multi-Skilled Hospitality Services	✓		
	Professional Cookery	✓		
	Food and Drink Service	✓		
	Hospitality Supervision and Leadership (with food and drink units)	✓		
Licensing	Food and Drink Service	✓	Good Practice	

	Hospitality Supervision (with food and drink units)			
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Continuous Professional Development

To maintain high standards of quality and standardisation within assessment, and achieve best practice People 1st require all external verifiers, internal verifiers and assessors to maintain a record of their continuous professional development – see guidance at Table 3.

Table 3 - Continuous Professional Development for Assessors and Verifiers

It is necessary for assessors and verifiers to maintain a record of evidence of their continuous professional development (CPD). This is necessary to maintain currency of skills and understanding of the occupational area(s) being assessed, and can be achieved in a variety of ways. It should be a planned process, reviewed on an annual basis, for example as part of an individual's performance review.

Assessors and verifiers should select CPD methods that are appropriate to meeting their development needs. The following provides an example of a variety of methods that can be utilised for CPD purposes.

Updating occupational expertise	<ul style="list-style-type: none"> • Internal and external work placements • Work experience and shadowing (e.g. within associated departments) • External visits to other organisations • Updated and new training and qualifications • Training sessions to update skills • Visits to educational establishments • Trade fairs
Keeping up to date with sector developments and new legislation	<ul style="list-style-type: none"> • Relevant sector websites • Membership of professional bodies • Papers and documents on legislative change • Networking events • Seminars, conferences, workshops, membership of committees / working parties (e.g. People 1st events) • Staff development days
Standardising and best practice in assessment	<ul style="list-style-type: none"> • Regular standardisation meetings with colleagues • Sharing best practice through internal meetings, newsletters, email circulars

	<ul style="list-style-type: none"> • Comparison of assessment and verification in other sectors • Attending awarding organisation meetings / seminars
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Assessment

People 1st advocate the integration of national occupational standards within employers' organisations in order to achieve a national level of competence across the sector's labour market.

As such assessment of the sector's competence based units and qualifications will, ideally, take place within the workplace and assessment should, where possible, be conducted by the candidate's supervisors and/or line managers. People 1st recognise, however, that it is not always feasible for candidates to be assessed in the workplace and as such it permits the use of assessment within Realistic Working Environments (RWE). Additionally, where sector employers do not have the infrastructure to manage assessment independently, it values the role of peripatetic assessors to support the assessment process.

Within these parameters, People 1st expects that:

- the majority of assessment of the sector's competence based units and qualifications will be based on performance evidence, i.e. direct observation, outputs of work and witness testimony within the workplace or an RWE approved by an awarding organisation, (see section 3.4 of People 1st Assessment Strategy).
- opportunities to ascertain candidate's accreditation of prior learning is maximised by early contact between the assessor and candidate and during initial assessment / induction period.

Simulation

Simulation can only be used to assess candidates for the sector's competence based units and qualifications where the opportunity to assess naturally occurring evidence is unlikely or not possible, for example assessment relating to health and safety, fire and emergency procedures. It should not include routine activities that must be covered by performance evidence.

There are no People 1st units that can be solely achieved by simulation. In the case of imported units, where simulation is acceptable in the evidence requirements, it should only be used when performance evidence is unlikely to be generated through normal working practices.

See Annex A of the Assessment Strategy for competence based units which permit the use of simulation.

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

For full details of the BIIAB Qualifications Limited's appeals procedure please refer to <https://biiab.co.uk/policies-and-procedures/>

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 Qualifications Limited 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 Qualifications Limited provides the following additional resources for this qualification:

- Evidence matrices for the competence / NVQ units
- A learner Summative Reflection
- Access to the units

Please contact BIIAB Qualifications Limited for further information.

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 Qualifications Limited includes the mandatory units within this guidance document.

Learner Summative Reflection

In order to claim the unit(s) for the qualification, the learner will need to complete a learner summative reflection, to reflect on their qualification, what they have learnt and how they have been able to apply this within their work role.

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 forms part of the delivery.

Each unit within this qualification has been allocated a number of Guided Learning hours (GL).

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 spent undertaking assessments.

The qualification will be assigned Total Qualification Time (TQT), which, as well as GL, will include the estimated number of hours spent in preparation, study or any other supervised learning, study or assessment for an average learner.

When planning how to deliver the qualification it is important to refer to this definition.

BIIAB Qualifications Limited 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 guidance document 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 Qualifications Limited also assign unique unit numbers which 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.

Total Qualification Time (TQT)

Total Qualification Time (TQT) is defined by Ofqual as the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required in order for a Learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification. TQT is comprised of the following two elements:

- The number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and

- An estimate of the number of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but, unlike Guided Learning, not under the Immediate Guidance or Supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

TQT is always assigned to the qualification however a similar calculation may on occasions also be assigned to a unit.

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 Qualifications Limited's Customer Management System.

Equal Opportunities and Diversity Policy

BIIAB Qualifications Limited has in place an equal opportunities policy, a copy can be found at <https://www.biiab.co.uk/policies-and-procedures/>

BIIAB Qualifications Limited 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 Qualifications

Limited has a reasonable adjustment policy in place, a copy of which is provided to all approved centres and can be found at <https://www.biiab.co.uk/policies-and-procedures/>

15. Qualification Review and Feedback

BIIAB Qualifications Limited 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 Qualifications Limited 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 Group A

The following units are mandatory for this qualification.



Maintenance of a safe, hygienic, and secure working environment

Unit Reference	F/601/4218
Level	1
Credit Value	3
Guided Learning (GL)	25
Unit Summary	This unit gives learners the knowledge and understanding of selling wine.
Learning Outcomes (1 to 4) The learner will:	Assessment Criteria (1.1 to 4.19) The learner can:
1. Be able to maintain personal health and hygiene	<p>1.1 Wear clean, smart and appropriate clothing, footwear and headgear</p> <p>1.2 Keep hair neat and tidy and wear it in line with organisational standards</p> <p>1.3 Make sure any jewellery, perfume and cosmetics worn are in line with organisational standards</p> <p>1.4 Get any cuts, grazes and wounds treated by the appropriate person</p> <p>1.5 Report illness and infections promptly to the appropriate person</p>
2. Know how to maintain personal health and hygiene	<p>2.1 State own responsibilities under the Health and Safety at Work Act</p> <p>2.2 State general rules on hygiene that must be followed</p> <p>2.3 State correct clothing, footwear and headgear that should be worn at all times</p> <p>2.4 State the importance of maintain good personal hygiene</p> <p>2.5 Describe how to deal with cuts, grazes and wounds and why it is important to do so</p>

<p>3. Be able to help maintain a hygienic, safe and secure workplace</p>	<p>3.1 Identify any hazards or potential hazards and deal with these correctly</p> <p>3.2 Report any accidents or near accidents quickly and accurately to the proper person</p> <p>3.3 Follow health, hygiene and safety procedures during work</p> <p>3.4 Practise emergency procedures correctly</p> <p>3.5 Follow organisational security procedures</p>
<p>4. Know how to maintain a hygienic, safe and secure workplace</p>	<p>4.1 State the importance of working in a healthy, safe and hygienic way</p> <p>4.2 State where information about Health and Safety in your workplace can be obtained</p> <p>4.3 Describe the types of hazard in the workplace that may occur and how to deal with these</p> <p>4.4 State the hazards that can be dealt with personally and hazards that must be reported to someone else</p> <p>4.5 State how to warn other people about hazards and why this is important</p> <p>4.6 State why accidents and near accidents should be reported and who these should be reported to</p> <p>4.7 Describe the type of emergencies that may happen in workplace and how to deal with these</p> <p>4.8 State where to find first aid equipment and who the registered first-aider is in the workplace</p> <p>4.9 State safe lifting and handling techniques that should be followed</p>

	<p>4.10 State other ways of working safely that are relevant to own position and why these are important</p> <p>4.11 Describe organisational emergency procedures, in particular fire, and how these should be followed</p> <p>4.12 State the possible causes for fire in the workplace</p> <p>4.13 Describe how to minimise the risk of fire</p> <p>4.14 State where to find fire alarms and how to set them off</p> <p>4.15 State why a fire should never be approached unless it is safe to do so</p> <p>4.16 State the importance of following fire safety laws</p> <p>4.17 Describe organisational security procedures and why these are important</p> <p>4.18 Describe the correct procedures for dealing with customer property</p> <p>4.19 State the importance of reporting all usual/ non-routine incidents to the appropriate person</p>
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Maintenance of a safe, hygienic, and secure working environment

Unit Reference	F/601/4218
Level	1
Credit Value	3
Guided Learning (GL)	25
Learning Outcome – The learner will:	Assessment Requirements and Evidence Requirements
1. Be able to maintain personal health and hygiene	<p>The assessor must assess assessment criteria 1.1 and 1.2 by directly observing the learner’s work.</p> <p>The assessor may assess assessment criteria 1.3, 1.4 and 1.5 through questioning or witness testimony if no naturally occurring evidence is available.</p>
2. Be able to help maintain a hygienic, safe and secure workplace	<p>The assessor must assess assessment criteria 3.1, 3.3, 3.4 and 3.5 by directly observing the learner’s work.</p> <p>The assessor may assess assessment criterion 3.2 through questioning, witness testimony or simulation if no naturally occurring evidence is available.</p> <p>There must be performance evidence, gathered through observing the learner’s work for:</p> <ul style="list-style-type: none"> • at least one from hazards <ol style="list-style-type: none"> a) relating to equipment b) relating to areas where you work c) relating to personal clothing • none from ways of dealing with hazards <ol style="list-style-type: none"> a) putting them right yourself b) reporting them to appropriate colleagues c) warning other people

	<ul style="list-style-type: none">• at least one from emergency procedures <ul style="list-style-type: none">a) fireb) threatc) security <p>Evidence for the remaining assessment criteria may be assessed through questioning, witness testimony or simulation.</p>
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Working effectively as part of a hospitality team

Unit Reference	T/601/4216
Level	1
Credit Value	3
Guided Learning (GL)	22
Unit Summary	This unit gives learners the knowledge and understanding of selling wine.
Learning Outcomes (1 to 6) The learner will:	Assessment Criteria (1.1 to 6.4) The learner can:
1. Be able to plan and organise own work	1.1 Make sure the requirements of the work are understood 1.2 Ask questions if the requirements of the work are not clear 1.3 Accurately follow instructions 1.4 Plan work and prioritise tasks in order of importance 1.5 Keep everything needed for the work organised and available 1.6 Keep work areas clean and tidy 1.7 Keep waste to a minimum 1.8 Ask for help from the relevant person if it is needed 1.9 Provide work on time and as agreed
2. Be able to work effectively with team members	2.1 Give team members help when they ask for it 2.2 Ensure the help given to team members is within the limits of own job role 2.3 Ensure the help given to team members does not prevent own work being completed on time

	<p>2.4 Pass on important information to team members as soon as possible</p> <p>2.5 Maintain good working relationships with team members</p> <p>2.6 Report any problems with working relationships to the relevant person</p> <p>2.7 Communicate clearly and effectively with team members</p>
<p>3. Be able to develop own skills</p>	<p>3.1 Seek feedback on own work and deal with this feedback positively</p> <p>3.2 Identify with the relevant person aspects of own work which are up to standard and areas that could be improved</p> <p>3.3 Agree what has to be done to improve their work</p> <p>3.4 Agree a learning plan with the relevant person</p> <p>3.5 Seek opportunities to review and develop learning plan</p>
<p>4. Know how to plan and organise own work</p>	<p>4.1 State why it is essential to understand the requirements of the work</p> <p>4.2 List the benefits of planning and organising work</p> <p>4.3 Describe how to make the most efficient use of time and avoid things that may caused unnecessary disruptions</p> <p>4.4 List the benefits of keeping everything needed for own work organised and available</p> <p>4.5 State why it is important to keep work areas clean</p>

	<p>4.6 State why it is important to keep waste to a minimum</p> <p>4.7 State when to ask for help and who can be asked</p>
5. Know how to work effectively with team members	<p>5.1 State the importance of effective team work</p> <p>5.2 State the people in own team and explain how they fit into the organisation</p> <p>5.3 List the responsibilities of the team and why it is important to the organisation as a whole</p> <p>5.4 Describe how to maintain good working relationships with team members</p> <p>5.5 State how to determine if helping a team member will prevent own work from being completed on time</p> <p>5.6 State the limits of own job role and what can and cannot be done when helping team members</p> <p>5.7 State why essential information needs to be passed on to a team member as soon as possible</p> <p>5.8 List the types of behaviour that help team to work effectively and behaviours that do not</p> <p>5.9 State why problems with working relationships should be reported to the relevant person</p> <p>5.10 Describe how to communicate clearly and why it is important to do so</p>
6. Know how to develop own skills	6.1 State the importance of improving own knowledge and skills

	<p>6.2 Describe how to get feedback from team members and how this is helpful</p> <p>6.3 Describe how a learning plan can improve own work</p> <p>6.4 State why it is important to regularly review own learning plan</p>
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Working effectively as part of a hospitality team

Unit Reference	T/601/4216	
Level	1	
Credit Value	3	
Guided Learning (GL)	22	
Learning Outcome – The Learner will:	Assessment Requirements and Evidence Requirements	
1. Be able to maintain personal health and hygiene	Example Assessment Methods	Examples of Evidence
	<p>Observation Witness testimony</p> <p>Questioning</p> <p>Should evidence for assessment criteria 1.8 not occur during the period of assessment, alternative assessment methods may be used.</p>	<p>Observation sheets Notes of meetings With line manager Witness assessment Criteria</p>
2. Be able to work effectively with team members	Example Assessment Methods	Examples of Evidence
	<p>Simulation Oral questions</p> <p>Written questions Professional discussion</p>	<p>Observation sheet Question /answer sheets Records of professional discussion</p>
3. Be able to develop own skills	Example Assessment Methods	Examples of Evidence
	<p>Observation</p> <p>Witness testimony</p> <p>Questioning</p>	<p>Records of oral questioning Question/ answer Sheets Records of professional discussion Cross reference to Learning Outcome 1</p>

	Observation Witness testimony Questioning	Observation sheets Notes of meetings With line manager Witness assessment Criteria
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Maintain food safety when storing, preparing and cooking food

Unit Reference	D/601/6980
Level	2
Credit Value	4
Guided Learning (GL)	32
Unit Summary	This unit will give learners the knowledge and skills to demonstrate maintaining food safety when storing, preparing and cooking food.
Learning Outcomes (1 to 9) The learner will:	Assessment Criteria (1.1 to 9.16) The learner can:
1. Be able to keep yourself clean and hygienic	1.1 Wear clean and hygienic clothes appropriate to the jobs being undertaken 1.2 Tie hair back and/ or wear appropriate hair covering 1.3 Only wear jewellery and other accessories that do not cause food safety hazards 1.4 Change clothes when necessary 1.5 Wash hands thoroughly at appropriate times 1.6 Avoid unsafe behaviour that could contaminate the food working with 1.7 Report any cuts, boils, grazes, illness and infections promptly to the appropriate person 1.8 Make sure any cuts, boils, skin infections and grazes are treated and covered with an appropriate dressing
2. Know how to keep yourself clean and hygienic	2.1 State why clean and hygienic clothes must be worn 2.2 State why hair must be tied back or an appropriate hair cover be worn

	<p>2.3 State the different types of protective clothes are appropriate for different jobs in storage, preparation and cooking food</p> <p>2.4 Describe the food safety hazards that jewellery and accessories can cause</p> <p>2.5 State when clothing should be changed</p> <p>2.6 State the importance of changing clothes</p> <p>2.7 State why hands must be washed after going to the toilet, before going into food preparation and cooking areas, after touching raw food and waste, before handling ready-to-eat food</p> <p>2.8 Describe how to wash hands safely</p> <p>2.9 State the importance of not handling food when cuts are present</p> <p>2.10 Describe what to do if anyone has an open cut</p> <p>2.11 State the importance of reporting illness and infections promptly</p> <p>2.12 State why stomach illnesses are particularly important to report</p> <p>2.13 State the importance of avoiding touching face, nose or mouth, blowing nose, chewing gum, eating, smoking when working with food</p>
<p>3. Be able to keep working area clean and hygienic</p>	<p>3.1 Make sure surfaces and equipment are clean and in good condition</p> <p>3.2 Use clean and suitable cloths and equipment for wiping and cleaning between tasks</p> <p>3.3 Remove from use any surfaces and equipment that are damaged or have loose parts</p>

	<p>3.4 Report damaged surfaces and equipment to the person responsible for food safety</p> <p>3.5 Dispose of waste promptly, hygienically and appropriately</p> <p>3.6 Identify, take appropriate action on any damage to walls, floors, ceilings, furniture and fittings</p> <p>3.7 Report any damage to walls, floors, ceilings, furniture and fittings to the appropriate person</p> <p>3.8 Identify, take appropriate action on any signs of pests</p> <p>3.9 Report any signs of pest to the appropriate person</p>
<p>4. Know how to keep working area clean and hygienic</p>	<p>4.1 State why surfaces and equipment must be clean, hygienic and suitable for the intended use before beginning a new task</p> <p>4.2 Describe how to ensure that surfaces and equipment are clean, hygienic and suitable for the intended use before beginning a new task</p> <p>4.3 State the importance of only using clean and suitable cloths when cleaning before tasks</p> <p>4.4 State how to ensure that clean and suitable cloths are used before tasks</p> <p>4.5 Explain why surfaces and equipment that are damaged or have loose parts can be hazardous to food safety</p> <p>4.6 List the types of damaged surfaces or equipment that can cause food safety hazards</p> <p>4.7 Describe how to deal with damaged surfaces and equipment</p>

	<p>4.8 State the importance of clearing and disposing of waste promptly and safely</p> <p>4.9 Describe how to safely dispose of waste</p> <p>4.10 Describe how damage to walls, floors, ceilings, furniture, food equipment and fittings can cause food safety hazards</p> <p>4.11 State the types of damage that should be looked out for</p> <p>4.12 State the types of pests that could be found in catering operations</p> <p>4.13 State how to recognise the signs that pests may be present</p>
<p>5. Be able to store food safely</p>	<p>5.1 Check that food is undamaged, at appropriate temperature and within 'use-by-date' on delivery</p> <p>5.2 Look at and retain any important labelling information</p> <p>5.3 Prepare food for storage</p> <p>5.4 Place food in storage as quickly as necessary to maintain its safety</p> <p>5.5 Make sure storage areas are clean, suitable and maintained at the correct temperature for the type of food</p> <p>5.6 Store food so that cross contamination is prevented</p> <p>5.7 Follow stock rotation procedures</p> <p>5.8 Safely dispose of food that is beyond 'use-by-date'</p> <p>5.9 Keep necessary records up-to-date</p>

<p>6. Know how to store food safely</p>	<p>6.1 State the importance of making sure food deliveries are undamaged, at the correct temperature and within use-by-date</p> <p>6.2 State the importance of preparing food for storage</p> <p>6.3 State why food must be put in the correct storage area</p> <p>6.4 State the temperature food should be stored at</p> <p>6.5 State the importance of keeping storage areas clean and tidy</p> <p>6.6 Describe what to do if storage areas are not clean and tidy</p> <p>6.7 State the importance of storing food at the correct temperature</p> <p>6.8 Describe how to store food at the correct temperature</p> <p>6.9 State what types of food are raw</p> <p>6.10 State why types of food are ready-to-eat</p> <p>6.11 State why stock rotation procedures are important</p> <p>6.12 State why food beyond its 'use-by-date' must be disposed of</p>
<p>7. Be able to prepare, cook and hold food safely</p>	<p>7.1 Check food before and during operations for any hazards</p> <p>7.2 Follow correct procedures for dealing with food hazards</p> <p>7.3 Follow organisational procedures for items that may cause allergic reactions</p>

	<p>7.4 Prevent cross-contamination between different types of food</p> <p>7.5 Use methods, times, temperatures and checks to make sure food is safe following operations</p> <p>7.6 Keep necessary records up-to-date</p>
<p>8. Know how maintain food safety</p>	<p>8.1 Describe how to operate a food safety management system</p> <p>8.2 Explain the concept of hazards to food safety in a catering operation</p> <p>8.3 State the necessity of controlling hazards to food safety in order to remove or keep risks to a safe level</p> <p>8.4 Describe what may happen if hazards are not controlled</p> <p>8.5 State the types of hazards that may occur in a catering operation</p> <p>8.6 Describe how to control hazards by cooking, chilling, cleaning and the avoidance of cross-contamination</p> <p>8.7 State why monitoring is important</p> <p>8.8 State the key stages in the monitoring process</p> <p>8.9 State the importance of knowing what to do when things go wrong</p> <p>8.10 State why some hazards are more important than others in terms of food safety</p> <p>8.11 State who to report to if there are food safety hazards</p>

<p>9. Know how to prepare, cook and hold food safely</p>	<p>9.1 State why it is necessary to defrost foods before cooking</p> <p>9.2 State when it is necessary to defrost foods before cooking</p> <p>9.3 Describe how to safely and thoroughly defrost food before cooking</p> <p>9.4 Describe how to recognise conditions leading to safety hazards</p> <p>9.5 State what to do if any food safety hazards are discovered</p> <p>9.6 State the importance of knowing that certain foods cause allergic reactions</p> <p>9.7 Describe organisational procedures to deal with foods possible of causing allergic reactions</p> <p>9.8 State what to do if a customer asks if a particular dish is free from certain food allergen</p> <p>9.9 Describe how cross-contamination can happen between different food types</p> <p>9.10 Describe how to avoid cross-contamination between different food types</p> <p>9.11 Explain why thorough cooking and reheating methods should be used</p> <p>9.12 State cooking, reheating, temperatures and times to use for food being worked with</p> <p>9.13 Describe how to check that food is thoroughly cooked or safely reheated</p> <p>9.14 State the importance of making sure that food is at the correct temperature before</p>
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	<p>and during holding, prior to serving it to the customer</p> <p>9.15 State the types of foods that may need to be chilled or frozen because they are not for immediate consumption</p> <p>9.16 Describe how to safely store food not for immediate consumption</p>
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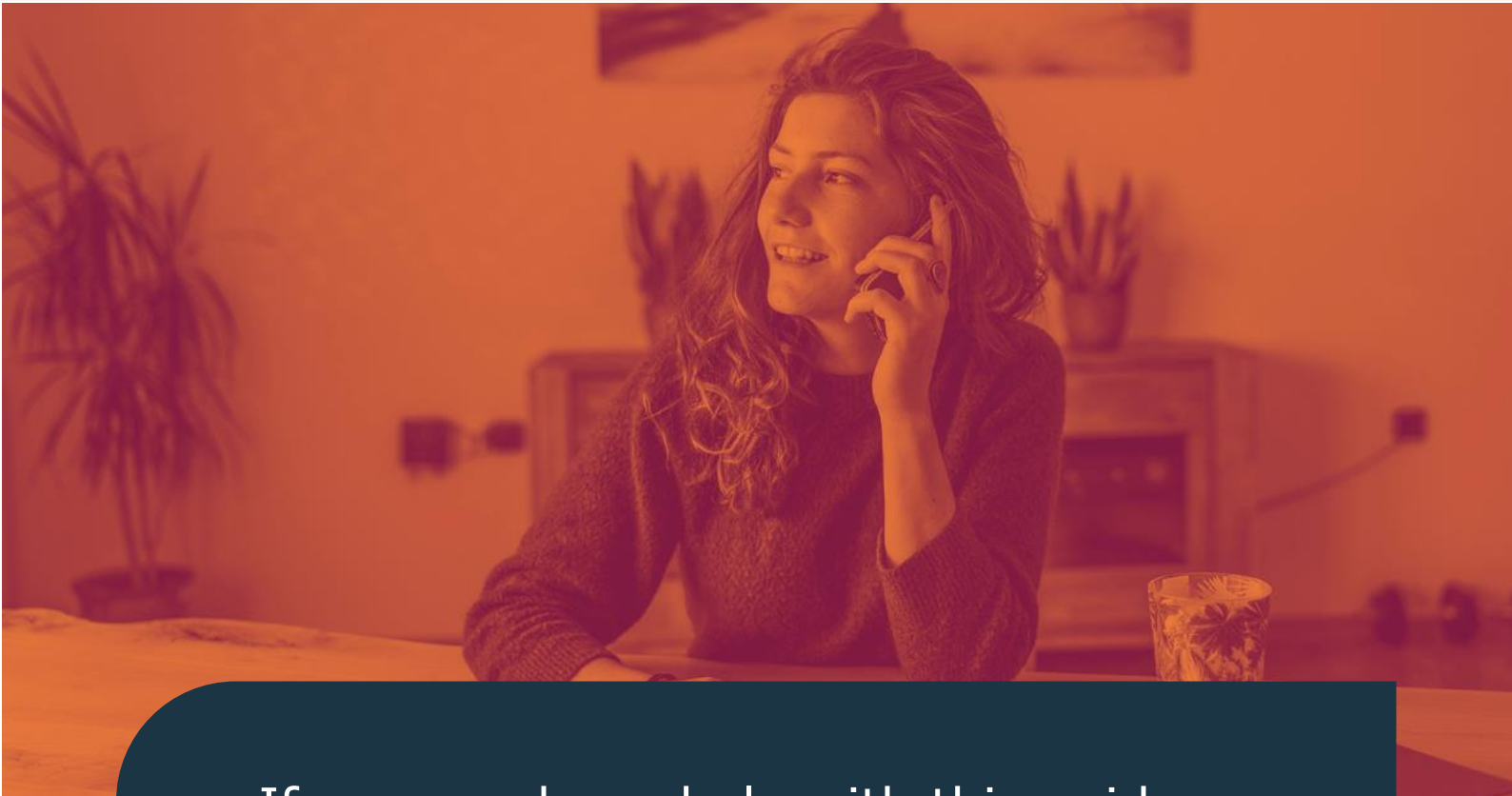
Maintain food safety when storing, preparing and cooking food

Unit Reference	D/601/6980
Level	2
Credit Value	4
Guided Learning (GL)	32
Learning Outcome – The Learner will:	Assessment Requirements and Evidence Requirements
1. Be able to keep yourself clean and hygienic	<p>The assessor must assess criteria 1.1, 1.2, 1.3 and 1.5 by directly observing the learner’s work.</p> <p>The assessor may assess assessment criteria 1.4, 1.6, 1.7 and 1.8 through questioning or witness testimony if no naturally occurring evidence is available.</p> <p>There must be performance evidence, gathered through observing the learner’s work for:</p> <ul style="list-style-type: none"> • at least four from clothes <ul style="list-style-type: none"> a) trousers b) tops/jackets c) coats d) disposable gloves e) shoes f) headgear g) aprons • at least five from appropriate times to wash your hands <ul style="list-style-type: none"> a) after going to the toilet or in contact with faeces b) when going into food preparation and cooking areas including after any work breaks c) after touching raw food and waste d) before handling raw food e) after disposing of waste f) after cleaning g) changing dressings or touching open wounds

	<ul style="list-style-type: none"> • none from unsafe behaviour <ul style="list-style-type: none"> a) failure to wash hands thoroughly when necessary b) touching your face, nose or mouth, blowing your nose c) chewing gum d) eating e) smoking f) scratching <p>Evidence for the remaining assessment criteria may be assessed through questioning or witness testimony.</p>
<p>3. Be able to keep working area clean and hygienic</p>	<p>The assessor must assess assessment criteria 3.1, 3.2, 3.5 and 3.6 by directly observing the learner's work.</p> <p>The assessor may assess assessment criteria 3.3, 3.4, 3.5, 3.8 and 3.9 through questioning or witness testimony if no naturally occurring evidence is available.</p> <p>There must be performance evidence, gathered through observing the learner's work for:</p> <p>at least two from surfaces and equipment</p> <ul style="list-style-type: none"> a) surfaces and utensils for preparing, cooking and holding food b) surfaces and utensils used for displaying and serving food c) appropriate cleaning equipment <p>Evidence for the remaining assessment criteria may be assessed through questioning or witness testimony.</p>
<p>5. Be able to store food safely</p>	<p>The assessor must assess assessment criteria 5.1, 5.2, 5.3, 5.4, 5.5, 5.6 and 5.7 by directly observing the learner's work.</p> <p>The assessor may assess assessment criteria 5.8 and 5.9 through questioning or witness testimony if no naturally occurring evidence is available.</p>

	<p>There must be performance evidence, gathered through observing the learner’s work for:</p> <ul style="list-style-type: none"> • at least two from storage areas <ul style="list-style-type: none"> a) ambient temperature b)refrigerator c)freezer <p>Evidence for the remaining assessment criteria may be assessed through questioning or witness testimony.</p>
<p>7. Be able to prepare, cook and hold food safely</p>	<p>The assessor must assess assessment criteria 7.4, 7.5 and 7.5 by directly observing the learner’s work.</p> <p>The assessor may assess assessment criteria 7.1, 7.2, 7.3 and 7.6 through questioning or witness testimony if no naturally occurring evidence is available.</p> <p>There must be performance evidence, gathered through observing the learner’s work for:</p> <ul style="list-style-type: none"> • at least four from operations <ul style="list-style-type: none"> a) defrosting food b)prepareng food, including washing and peeling c)cooking food d)reheating food e)holding food before serving f)cooling cooked food not for immediate consumption g) freezing cooked food not for immediate consumption • none from hazards <ul style="list-style-type: none"> a) bacteria and other organisms b)chemical c)physical d)allergenic

	Evidence for the remaining assessment criteria may be assessed through questioning or witness testimony.
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If you need any help with this guide
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