



**Qualification Guidance Document**

# **BIIAB Level 3 Certificate in Hospitality and Catering Principles (Professional Cookery)**

**England – 601/6214/4**

## About Us

At BIIAB Qualifications Limited we continually invest in high-quality qualifications, assessments and services for our chosen sectors. As a UK leading sector specialist, we continue to support employers and skills providers to enable individuals to achieve the skills and knowledge needed to raise professional standards across our sectors.

BIIAB Qualifications Limited have 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.

The system is accessed via a web browser by connecting to our secure website using a username and password: [Skills and Education Group Awards Secure Login](#)

## Sources of Additional Information

The [BIIAB Qualifications Limited](#) website provides access to a wide variety of information.

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## Specification Code

The specification code is C3362-03.

| Issue | Date       | Details of change                 |
|-------|------------|-----------------------------------|
| 2.1   | April 2023 | Reformatted into new branding     |
| 2.2   | June 2025  | Updated Review Date to 31/07/2028 |

|     |             |                                 |
|-----|-------------|---------------------------------|
| 2.3 | August 2026 | Updated to new company branding |
|-----|-------------|---------------------------------|

This guide should be read in conjunction with the Indicative Content document which is available on our secure website using the link above.

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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

| <b>BIIAB Level 3 Certificate in Hospitality and Catering Principles (Professional Cookery)</b> |                                                                                                                                                 |  |       |   |     |  |     |   |
|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|--|-------|---|-----|--|-----|---|
| <b>Qualification Purpose</b>                                                                   | To obtain the knowledge to work at an operational level within a Professional Cookery environment.                                              |  |       |   |     |  |     |   |
| <b>Age Range</b>                                                                               | Pre 16                                                                                                                                          |  | 16-18 | ✓ | 18+ |  | 19+ | ✓ |
| <b>Regulation</b>                                                                              | The above qualification is regulated by: <ul style="list-style-type: none"> <li>&gt; Ofqual</li> <li>&gt; CCEA</li> </ul>                       |  |       |   |     |  |     |   |
| <b>Assessment</b>                                                                              | <ul style="list-style-type: none"> <li>&gt; Multiple Choice Examination</li> <li>&gt; Practical Demonstration/ Assignment</li> </ul>            |  |       |   |     |  |     |   |
| <b>Type of Funding Available</b>                                                               | See FaLA (Find a Learning Aim)                                                                                                                  |  |       |   |     |  |     |   |
| <b>Grading</b>                                                                                 | Pass/Fail<br>To achieve a Pass grade, learners <b>must</b> achieve all the Learning Outcomes and Assessment Criteria in all the units completed |  |       |   |     |  |     |   |
| <b>Operational Start Date</b>                                                                  | 01/09/2015                                                                                                                                      |  |       |   |     |  |     |   |
| <b>Review Date</b>                                                                             | 31/07/2028                                                                                                                                      |  |       |   |     |  |     |   |
| <b>Operational End Date</b>                                                                    |                                                                                                                                                 |  |       |   |     |  |     |   |
| <b>Certification End Date</b>                                                                  |                                                                                                                                                 |  |       |   |     |  |     |   |
| <b>Guided Learning (GL)</b>                                                                    | 186 hours                                                                                                                                       |  |       |   |     |  |     |   |
| <b>Total Qualification Time (TQT)</b>                                                          | 260 hours                                                                                                                                       |  |       |   |     |  |     |   |
| <b>Credit Value</b>                                                                            |                                                                                                                                                 |  |       |   |     |  |     |   |
| <b>BIIAB Qualifications Limited Sector</b>                                                     | Hospitality and Catering                                                                                                                        |  |       |   |     |  |     |   |
| <b>Regulator Sector</b>                                                                        | 07.4 Hospitality and Catering                                                                                                                   |  |       |   |     |  |     |   |
| <b>Support from Trade Associations</b>                                                         |                                                                                                                                                 |  |       |   |     |  |     |   |

## Introduction

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 3 Certificate in Hospitality and Catering Principles (Professional Cookery) | 601/6214/4                |

## Pre-requisites

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.

BIIAB Qualifications Limited expects approved centres to recruit with integrity on the basis of a trainee's ability to contribute to and successfully complete all the requirements of a unit(s) or the full qualification.

## Qualification Structure and Rules of Combination

### Rules of Combination: BIIAB Level 3 Certificate in Hospitality and Catering Principles (Professional Cookery)

To achieve the BIIAB Level 2 Certificate in Hospitality and Catering Principles (Professional Cookery), learners **must** gain a total of **26** credits. This **must** consist of:

- > Mandatory Group A **minimum** credit: **9**
- > Optional Group B **minimum** credit: **17**

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.

| Unit Title                                                         | Unit Number         | Level | Credit Value | GL |
|--------------------------------------------------------------------|---------------------|-------|--------------|----|
| <b>Mandatory Group Minimum Credit Target – 9</b>                   |                     |       |              |    |
| Health, Safety and Security in the Hospitality Working Environment | A/600/1810<br>3HCP1 | 3     | 4            | 35 |
| Development of Working Relationships in Hospitality                | F/600/1808<br>3HCP2 | 3     | 4            | 30 |
| Food Safety in Catering                                            | H/502/0132<br>FSC   | 2     | 1            | 9  |

| Unit Title                                                            | Unit Number          | Level | Credit Value | GL |
|-----------------------------------------------------------------------|----------------------|-------|--------------|----|
| <b>Optional Group B Minimum Credit Target – 17</b>                    |                      |       |              |    |
| Preparation, Cooking and Finishing of Meat Dishes                     | D/600/1816<br>3FPC43 | 3     | 3            | 26 |
| Preparation, Cooking and Finishing of Hot Sauces                      | F/600/1811<br>3FPC21 | 3     | 3            | 26 |
| Preparation, Cooking and Finishing of Poultry Dishes                  | H/600/1817<br>3FPC44 | 3     | 3            | 26 |
| Preparation, Cooking and Finishing of Dressings and Cold Sauces       | J/600/1812<br>3FPC31 | 3     | 3            | 26 |
| Preparation, Cooking and Finishing of Vegetable Dishes                | K/600/1818<br>3FPC46 | 3     | 3            | 26 |
| Preparation, Cooking and Finishing of Fish Dishes                     | L/600/1813<br>3FPC41 | 3     | 3            | 26 |
| The Principles of Food Safety Supervision for Catering                | K/502/3775<br>PFSSC  | 3     | 3            | 25 |
| Principles of preparing, cooking and finishing complex soups          | D/502/8276<br>3FPC22 | 3     | 2            | 9  |
| Principles of preparing, cooking and finishing complex cold desserts  | F/502/8254<br>3FPC33 | 3     | 2            | 9  |
| Principles of preparing, cooking and presenting complex cold products | F/502/8318<br>3FPC29 | 3     | 2            | 10 |
| Principles of preparing, cooking and finishing complex hot desserts   | K/502/8328<br>3FPC32 | 3     | 2            | 9  |

|                                                                                            |                      |   |   |    |
|--------------------------------------------------------------------------------------------|----------------------|---|---|----|
| Principles of preparing, cooking and finishing fresh pasta dishes                          | T/502/8266<br>3FPC23 | 3 | 2 | 8  |
| Principles of preparing, cooking and finishing complex cakes, sponges, biscuits and scones | Y/502/8275<br>3FPC25 | 3 | 2 | 12 |

## Aim

The BIIAB Level 3 Certificate in Hospitality and Catering Principles (Professional Cookery) has been designed to allow learners to obtain the knowledge to work at an operational level within a Professional Cookery environment.

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 by meeting nationally recognised standards 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 qualification's status, please contact BIIAB Qualifications Limited.

## Target Group

This qualification is appropriate for use in the following age ranges:

- > 16-18
- > 19+

## Assessment

This qualification is assessed by external examination and requires internal and external moderation. Specific requirements and restrictions may apply to individual units within qualifications. Please check unit and qualification details for specific information.

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

## Overview of assessment strategy

The Assessment Strategy has been designed in conjunction with an expert panel, and a steering group. All Centres must adhere to the designed assessment strategy for this qualification.

This qualification contains one knowledge unit, and this unit is externally set and marked by BIIAB Qualifications Limited. In order to assess formally the learners' knowledge, a **multiple-choice knowledge test** has been developed. For this qualification, the examination comprises of **20 Multiple Choice questions**. This can be taken online or on paper. The pass threshold for this award is 70% therefore to achieve a pass grade learners must answer 14 questions correctly. You will be allocated **25 minutes** for the test.

If taken online, the tests are scheduled in our BIIAB Customer Management System and each learner in a cohort will sit a unique test. The online tests are marked automatically.

## Assessment materials allowed

### Multiple Choice Questions Exam (Online)

Only the use of dictionaries is permitted. Learners must not refer to any books or materials whilst taking this examination. Learners may use the online calculator if required.

### Multiple Choice Questions Exam (Paper)

Only the use of dictionaries is permitted. Learners must not refer to any books or materials whilst taking this examination. Learners may use a calculator if required.

Assessments will be accessible and will produce results that are valid, reliable, transparent and fair. BIIAB Qualifications Limited 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.

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

- > be up to date and current
- > reflect the context from which the learner has been taught
- > be flexible to learner needs

Please refer to the [Instructions for the Conduct of Examinations and Other External Assessment](#) for further information.

## Assessment Strategy

The Assessment Strategy has been designed by People 1<sup>st</sup>. While BIIAB Qualifications Limited has not itself designed the strategy it agrees with the principles and their suitability as an Assessment Strategy for this qualification, it has agreed that this strategy will be applied for this qualification and it has agreed that it will monitor the compliance of BIIAB Qualifications Limited centres offering this qualification against the criteria. As such all centres and their assessment must adhere to the current People 1<sup>st</sup> designed 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 certifying the qualification.

## People 1<sup>st</sup> 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 1<sup>st</sup> 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.

| 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)                |   |               |  |

### Continuous Professional Development

To maintain high standards of quality and standardisation within assessment and achieve best practice People 1<sup>st</sup> 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.

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Updating occupational expertise</b> | <ul style="list-style-type: none"> <li>&gt; Internal and external work placements</li> <li>&gt; Work experience and shadowing (e.g. within associated departments)</li> <li>&gt; External visits to other organisations</li> <li>&gt; Updated and new training and qualifications</li> <li>&gt; Training sessions to update skills</li> <li>&gt; Visits to educational establishments</li> <li>&gt; Trade fairs</li> </ul> |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                        |                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Keeping up to date with sector developments and new legislation</b> | <ul style="list-style-type: none"> <li>&gt; Relevant sector websites</li> <li>&gt; Membership of professional bodies</li> <li>&gt; Papers and documents on legislative change</li> <li>&gt; Networking events</li> <li>&gt; Seminars, conferences, workshops, membership of committees / working parties (e.g. People 1<sup>st</sup> events)</li> <li>&gt; Staff development days</li> </ul> |
| <b>Standardising and best practice in assessment</b>                   | <ul style="list-style-type: none"> <li>&gt; Regular standardisation meetings with colleagues</li> <li>&gt; Sharing best practice through internal meetings, newsletters, email circulars</li> <li>&gt; Comparison of assessment and verification in other sectors</li> <li>&gt; Attending awarding organisation meetings / seminars</li> </ul>                                               |

## Assessment

People 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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.

## **Assessment of the Knowledge Units**

When assessing the knowledge and understanding based unit, it is important that the chosen assessment methodology is appropriate to this and is accurately recorded.

Assessment methodologies that are appropriate for the knowledge and understanding units include:

- > Professional discussion
- > Learner reflective accounts
- > Question and Answer
- > Assignments and Projects

These must be planned, assessed and verified by centres, using approved and robust systems and procedures.

Assessors and IQAs must ensure that they are able to demonstrate their own CPD and competence across the units being delivered and assessed, because of the nature of the theoretical content that has to be covered.

Particular attention must be paid to units which permit learners to use their places of study or research of organisations in order to achieve the unit, and those which can only be achieved if the learner is in current employment, or there is recognition of prior learning from extensive experience in that particular occupational sector.

## **Resources**

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

- > Purpose Statement

- > Learner Unit Achievement Checklist
- > Assessment Knowledge Modules (AKMs)
- > Assessment Guidance for each of the AKMs

### **Assessment Knowledge Modules (AKMs)**

These provide a series of BIIAB Qualifications Limited set questions within the context of knowledge modules that can be used to assess the learner's competence. These modules should be released to the learner for the assessment when they are determined to be ready to be able to successfully achieve it. The assessment does not have to be undertaken within secure conditions but must be collected and held securely afterwards. Learners must be taught to the Learning Outcomes and Assessment Criteria within the unit not the assessment. A password will be provided to allow access to this document upon approval for the qualification.

These are internally marked and verified but must be available to the EQA for external verification purposes.

### **Assessment Guidance for each of the AKMs**

These provide a series of BIIAB Qualifications Limited suggested possible answers for the questions within the knowledge modules. Assessors can accept other appropriate answers.

These modules must be kept secure, only released to the learner for the assessment and collected and held securely afterwards. Learners must be taught to the Learning Outcomes and Assessment Criteria within the unit not to the possible answers of the assessment. A password will be provided to allow access to this document upon approval for the qualification.

### **Practice Assessment Material**

BIIAB Qualifications Limited confirm that there is no practice assessment material for this qualification.

### **Teaching Strategies and Learning Activities**

Centres should adopt a delivery approach which supports the development of all individuals. The aims and aspirations of all the learners, including those with identified special needs or learning difficulties/disabilities, should be considered and appropriate support mechanisms put in place.

## **Progression Opportunities**

The qualification is designed to equip learners with the knowledge to work effectively in Professional Cookery. It also will allow for a number of progression routes into Level 4 qualifications, to employment or into other areas of learning. Achievement of the qualification offers opportunities for progression, including:

- > BIIAB Level 3 NVQ Diploma in Professional Cookery 601/6226/0
- > BIIAB Level 4 NVQ Diploma in Management 601/4601/1
- > Career progression

Centres should be aware that Reasonable Adjustments, which may be permitted for assessment, may in some instances limit a learner's progression into the sector. Centres must, therefore, inform learners of any limits their learning difficulty may impose on future progression.

## **Tutor / Assessor Requirements**

BIIAB Qualifications Limited require those involved in the teaching and assessment process to be suitably experienced and / or qualified. Assessors should also be trained and qualified to assess or be working towards appropriate qualifications.

Those responsible for Internal Quality Assurance (IQA) must be knowledgeable of the subject/occupational area to a suitable level to carry out accurate quality assurance practices and processes.

## **Language**

This specification and associated assessment materials are in English only.

## Mandatory Group A Unit Details

| Health, Safety and Security in the Hospitality Working Environment                                       |                                                                                                                                                     |                                                                                                                           |
|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>Unit Reference</b>                                                                                    | A/600/1810                                                                                                                                          |                                                                                                                           |
| <b>Level</b>                                                                                             | 3                                                                                                                                                   |                                                                                                                           |
| <b>Credit Value</b>                                                                                      | 4                                                                                                                                                   |                                                                                                                           |
| <b>Guided Learning (GL)</b>                                                                              | 35                                                                                                                                                  |                                                                                                                           |
| <b>Unit Summary</b>                                                                                      | This unit will provide the learner with knowledge and understanding surrounding health, safety and security in the hospitality working environment. |                                                                                                                           |
| <b>Learning Outcomes (1 to 3)</b>                                                                        | <b>Assessment Criteria (1.1 to 3.6)</b>                                                                                                             |                                                                                                                           |
| <b>The learner will</b>                                                                                  | <b>The learner can</b>                                                                                                                              |                                                                                                                           |
| 1. Know how to maintain health, hygiene, safety and security at work                                     | 1.1                                                                                                                                                 | Identify the enforcement agencies for health, hygiene and safety laws and regulations                                     |
|                                                                                                          | 1.2                                                                                                                                                 | State the importance for an organisation of having procedures which maintain health, hygiene, safety and security at work |
|                                                                                                          | 1.3                                                                                                                                                 | State the implications of breaking the law on health, hygiene and safety                                                  |
|                                                                                                          | 1.4                                                                                                                                                 | State the importance of having a named individual responsible for health, hygiene, safety and security                    |
| 2. Understand the need for the maintenance of information regarding health, hygiene, safety and security | 2.1                                                                                                                                                 | Identify people and organisations who may need access to information                                                      |
|                                                                                                          | 2.2                                                                                                                                                 | Explain procedures used to record and store information                                                                   |
|                                                                                                          | 2.3                                                                                                                                                 | State the information that external authorities may require                                                               |

|                                                |     |                                                                                                                                             |
|------------------------------------------------|-----|---------------------------------------------------------------------------------------------------------------------------------------------|
|                                                | 2.4 | Identify the types of information that should be recorded and stored                                                                        |
|                                                | 2.5 | State the importance of having procedures for making recommendations about health, hygiene, safety and security                             |
|                                                | 2.6 | Describe how to communicate with colleagues on issues to do with health, hygiene, safety and security                                       |
| 3. Understand risk management in the workplace | 3.1 | State the need to identify, report and deal with faulty equipment                                                                           |
|                                                | 3.2 | State the importance of contingency plans to reduce the impact of any health, hygiene, safety and security problems                         |
|                                                | 3.3 | Explain how to monitor an area to maintain the health, hygiene, safety and security of employees, customers and other members of the public |
|                                                | 3.4 | Identify the frequency with which health, hygiene, safety and security inspections should be carried out                                    |
|                                                | 3.5 | Explain how to minimise the risks associated with different types of health, hygiene, safety and security hazards                           |
|                                                | 3.6 | State the importance of emergency procedures                                                                                                |

## Development of Working Relationships in Hospitality

|                                                                                        |                                                                                                                                          |                                                                                                              |
|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <b>Unit Reference</b>                                                                  | F/600/1808                                                                                                                               |                                                                                                              |
| <b>Level</b>                                                                           | 3                                                                                                                                        |                                                                                                              |
| <b>Credit Value</b>                                                                    | 4                                                                                                                                        |                                                                                                              |
| <b>Guided Learning (GL)</b>                                                            | 30                                                                                                                                       |                                                                                                              |
| <b>Unit Summary</b>                                                                    | This unit will provide the learner with the knowledge and understanding surrounding development of working relationships in hospitality. |                                                                                                              |
| <b>Learning Outcomes (1 to 4)</b>                                                      | <b>Assessment Criteria (1.1 to 4.8)</b>                                                                                                  |                                                                                                              |
| <b>The learner will</b>                                                                | <b>The learner can</b>                                                                                                                   |                                                                                                              |
| 1. Understand the key elements that encourage good working relationships               | 1.1                                                                                                                                      | Explain the importance of clear communication in the workplace                                               |
|                                                                                        | 1.2                                                                                                                                      | Identify methods for communicating clearly with colleagues, managers and customers                           |
|                                                                                        | 1.3                                                                                                                                      | Identify the basic legal requirements that cover working with colleagues                                     |
|                                                                                        | 1.4                                                                                                                                      | State the importance of recognising and valuing diversity                                                    |
|                                                                                        | 1.5                                                                                                                                      | Explain the importance of meeting the special needs that colleagues and customers may have                   |
| 2. Understand the principles of maintaining good working relationships with colleagues | 2.1                                                                                                                                      | State the importance of working as a team                                                                    |
|                                                                                        | 2.2                                                                                                                                      | State the importance of providing honest, helpful and motivating feedback to colleagues on their performance |
|                                                                                        | 2.3                                                                                                                                      | State the importance of discussing issues with colleagues                                                    |

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|                                                 | 2.4 | Explain how to build colleagues' strengths and weaknesses in the context of a team                         |
|                                                 | 2.5 | State the importance of showing that colleagues are respected as individuals                               |
|                                                 | 2.6 | Explain how to deal with disagreements between colleagues                                                  |
|                                                 | 2.7 | Identify the types of information about colleagues and customers that should be kept confidential          |
| 3. Know how to work well with a manager         | 3.1 | State the importance of keeping managers up to date with work related issues                               |
|                                                 | 3.2 | Describe situations where a manager's help and advice should be sought                                     |
|                                                 | 3.3 | State the importance of responding positively to feedback from a manager                                   |
|                                                 | 3.4 | State the importance of having procedures to follow for when someone has a disagreement with their manager |
| 4. Know how to maintain good customer relations | 4.1 | Describe how to present a positive and professional image to customers                                     |
|                                                 | 4.2 | Identify the need to adapt behaviour for different customers                                               |
|                                                 | 4.3 | Identify types of issues that customers need to be kept informed about                                     |
|                                                 | 4.4 | Describe how to explain to customers when their needs and expectations cannot be met                       |
|                                                 | 4.5 | State the value of exceeding customers' expectations                                                       |
|                                                 | 4.6 | Identify the importance of knowing limits of personal authority when solving customers problems            |

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|  | 4.7 | State the importance for having procedures for dealing with customer complaints                      |
|  | 4.8 | State the importance for having procedures for dealing with customers who are aggressive and abusive |

| Food Safety in Catering                                                        |                                                                                                              |                                                                                                                                                                                          |
|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Unit Reference</b>                                                          | H/502/0132                                                                                                   |                                                                                                                                                                                          |
| <b>Level</b>                                                                   | 2                                                                                                            |                                                                                                                                                                                          |
| <b>Credit Value</b>                                                            | 1                                                                                                            |                                                                                                                                                                                          |
| <b>Guided Learning (GL)</b>                                                    | 9                                                                                                            |                                                                                                                                                                                          |
| <b>Unit Summary</b>                                                            | This unit will provide the learner with the knowledge and understanding surrounding food safety in catering. |                                                                                                                                                                                          |
| <b>Learning Outcomes (1 to 4)</b>                                              | <b>Assessment Criteria (1.1 to 4.5)</b>                                                                      |                                                                                                                                                                                          |
| <b>The learner will</b>                                                        | <b>The learner can</b>                                                                                       |                                                                                                                                                                                          |
| 1. Understand how individuals can take personal responsibility for food safety | 1.1                                                                                                          | Outline the importance of food safety procedures, risk assessment, safe food handling and behaviour                                                                                      |
|                                                                                | 1.2                                                                                                          | Describe how to report food safety hazards                                                                                                                                               |
|                                                                                | 1.3                                                                                                          | Outline the legal responsibilities of food handlers and food business operators                                                                                                          |
| 2. Understand the importance of keeping him/herself clean and hygienic         | 2.1                                                                                                          | Explain the importance of personal hygiene in food safety including its role in reducing the risk of contamination                                                                       |
|                                                                                | 2.2                                                                                                          | Describe effective personal hygiene practices, for example, protective clothing, hand washing, personal illnesses, cuts and wounds                                                       |
| 3. Understand the importance of keeping the work areas clean and hygienic      | 3.1                                                                                                          | Explain how to keep the work area and equipment clean and tidy to include cleaning and disinfection methods, safe use and storage of cleaning chemicals and materials and waste disposal |
|                                                                                | 3.2                                                                                                          | State how workflow, work surfaces and equipment can reduce contamination risks and aid cleaning                                                                                          |

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|                                                   | 3.3 | Outline the importance of pest control                                                                                                                |
| 4. Understand the importance of keeping food safe | 4.1 | State the sources and risks to food safety from contamination and cross contamination to include microbial, chemical, physical and allergenic hazards |
|                                                   | 4.2 | Explain how to deal with food spoilage including recognition, reporting and disposal                                                                  |
|                                                   | 4.3 | Describe safe food handling practices and procedures for storing, preparing, cooking, chilling, reheating, holding, serving and transporting food     |
|                                                   | 4.4 | Explain the importance of temperature controls when storing, preparing, cooking, chilling, reheating, holding, serving and transporting food          |
|                                                   | 4.5 | Describe stock control procedures including deliveries, storage, date marking and stock rotation                                                      |

## Optional Group B Unit Details

| Preparation, Cooking and Finishing of Meat Dishes    |                                                                                                             |                                                                                        |
|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <b>Unit Reference</b>                                | D/600/1816                                                                                                  |                                                                                        |
| <b>Level</b>                                         | 3                                                                                                           |                                                                                        |
| <b>Credit Value</b>                                  | 3                                                                                                           |                                                                                        |
| <b>Guided Learning (GL)</b>                          | 26                                                                                                          |                                                                                        |
| <b>Unit Summary</b>                                  | This unit will provide the learner with the knowledge and skillset to prepare, cook and finish meat dishes. |                                                                                        |
| <b>Learning Outcomes (1 to 3)</b>                    | <b>Assessment Criteria (1.1 to 3.7)</b>                                                                     |                                                                                        |
| <b>The learner will</b>                              | <b>The learner can</b>                                                                                      |                                                                                        |
| 1. Understand how to prepare meat for complex dishes | 1.1                                                                                                         | Explain the selection process used in order to ensure meat meets the dish requirements |
|                                                      | 1.2                                                                                                         | Identify how to control portions to minimise waste                                     |
|                                                      | 1.3                                                                                                         | Describe preparation methods for different complex meat dishes                         |
|                                                      | 1.4                                                                                                         | Explain the reasons for using different methods of meat preparation                    |
|                                                      | 1.5                                                                                                         | Describe the characteristics of different types of meat dishes                         |
|                                                      | 1.6                                                                                                         | State healthy eating considerations when preparing meat for complex dishes             |
|                                                      | 1.7                                                                                                         | Describe the corrective action if there are quality problems                           |
|                                                      | 1.8                                                                                                         | Identify how to store prepared meat which is ready for cooking                         |

|                                                   |                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| 2. Understand how to cook meat for complex dishes | 2.1<br>2.2<br>2.3<br>2.4<br>2.5<br>2.6<br>2.7 | Describe the tools and equipment used for different meat cooking methods<br>Describe correct cooking methods for different complex meat dish requirements<br>State the importance of using the correct temperatures for cooking different types of meat<br>Describe the process for checking meat is cooked correctly<br>Identify the nutritional value of different types of meat<br>State healthy eating considerations when cooking meat<br>Explain how to combine meat with other ingredients to create a complex and balanced dish                                              |
| 3. Understand how to finish complex meat dishes   | 3.1<br>3.2<br>3.3<br>3.4<br>3.5<br>3.6<br>3.7 | Describe the correct finishing methods for a range of complex meat dishes<br>State the importance of correctly finishing dishes for service<br>Describe how to minimise and correct common faults in complex meat dishes<br>Describe the corrective action to adjust the colour, consistency and flavour of different meat dishes<br>Identify the correct temperature for holding and serving complex meat dishes<br>State the correct storage methods for complex meat dishes<br>Describe current trends and methodologies in relation to cooking and finishing complex meat dishes |

| Preparation, Cooking and Finishing of Hot Sauces |                                                                                                                               |                                                                                   |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <b>Unit Reference</b>                            | F/600/1811                                                                                                                    |                                                                                   |
| <b>Level</b>                                     | 3                                                                                                                             |                                                                                   |
| <b>Credit Value</b>                              | 3                                                                                                                             |                                                                                   |
| <b>Guided Learning (GL)</b>                      | 26                                                                                                                            |                                                                                   |
| <b>Unit Summary</b>                              | This unit will provide the learner with the knowledge and skillset surrounding preparation, cooking and finishing hot sauces. |                                                                                   |
| <b>Learning Outcomes (1 to 3)</b>                | <b>Assessment Criteria (1.1 to 3.7)</b>                                                                                       |                                                                                   |
| <b>The learner will</b>                          | <b>The learner can</b>                                                                                                        |                                                                                   |
| 1. Know how to prepare hot sauces                | 1.1                                                                                                                           | Describe preparation methods for hot sauces                                       |
|                                                  | 1.2                                                                                                                           | State the reasons for using different methods of hot sauces preparation           |
|                                                  | 1.3                                                                                                                           | Describe the characteristics of different types of hot sauces                     |
|                                                  | 1.4                                                                                                                           | State corrective action to take if problems are identified with sauces            |
|                                                  | 1.5                                                                                                                           | Identify how to store prepared hot sauces                                         |
| 2. Know how to cook hot sauces                   | 2.1                                                                                                                           | Identify the correct tools and equipment for different hot sauces cooking methods |
|                                                  | 2.2                                                                                                                           | Describe correct cooking methods for different types of hot sauces                |
|                                                  | 2.3                                                                                                                           | State the correct temperatures for cooking hot sauces                             |
|                                                  | 2.4                                                                                                                           | State healthy eating considerations when cooking hot sauces                       |
| 3. Understand how to finish hot sauces           | 3.1                                                                                                                           | Describe the correct finishing methods for hot sauces dishes                      |

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|  | 3.2 | State the importance of correctly finishing dishes for service                                                             |
|  | 3.3 | State how to check hot sauce dishes have met finishing requirements                                                        |
|  | 3.4 | Explain how to adjust the taste and flavour of complex hot sauces                                                          |
|  | 3.5 | State the correct temperature for holding and serving hot sauces dishes                                                    |
|  | 3.6 | State methods to minimise and correct common faults in complex sauces, stocks, gravies and glazes                          |
|  | 3.7 | Explain the methods used to balance the flavour, texture, colour, consistency and quality of the final dish with the sauce |

## Preparation, Cooking and Finishing of Poultry Dishes

|                                                         |                                                                                                                                   |                                                                                           |
|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <b>Unit Reference</b>                                   | H/600/1817                                                                                                                        |                                                                                           |
| <b>Level</b>                                            | 3                                                                                                                                 |                                                                                           |
| <b>Credit Value</b>                                     | 3                                                                                                                                 |                                                                                           |
| <b>Guided Learning (GL)</b>                             | 26                                                                                                                                |                                                                                           |
| <b>Unit Summary</b>                                     | This unit will provide the learner with the knowledge and skillset surrounding preparation, cooking and finishing poultry dishes. |                                                                                           |
| <b>Learning Outcomes (1 to 3)</b>                       | <b>Assessment Criteria (1.1 to 3.7)</b>                                                                                           |                                                                                           |
| <b>The learner will</b>                                 | <b>The learner can</b>                                                                                                            |                                                                                           |
| 1. Understand how to prepare poultry for complex dishes | 1.1                                                                                                                               | Explain the selection process used in order to ensure poultry meets the dish requirements |
|                                                         | 1.2                                                                                                                               | Identify how to control portions to minimise waste                                        |
|                                                         | 1.3                                                                                                                               | Describe preparation methods for different complex of poultry dishes                      |
|                                                         | 1.4                                                                                                                               | Explain the reasons for using different methods of poultry preparation                    |
|                                                         | 1.5                                                                                                                               | Describe the characteristics of different types of complex poultry dishes                 |
|                                                         | 1.6                                                                                                                               | State healthy eating considerations when preparing poultry for complex dishes             |
|                                                         | 1.7                                                                                                                               | Describe corrective action for if there are quality problems                              |
|                                                         | 1.8                                                                                                                               | Identify how to store prepared poultry which is ready for cooking                         |
| 2. Understand how to cook poultry for complex dishes    | 2.1                                                                                                                               | Describe the tools and equipment used for different poultry cooking methods               |

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|                                                           | <p>2.2 Describe correct cooking methods for different complex types of poultry</p> <p>2.3 State the importance of using the correct temperatures for cooking different types of poultry</p> <p>2.4 Describe the process for checking poultry is cooked to the correct extent</p> <p>2.5 Identify the nutritional value of different types of poultry</p> <p>2.6 State healthy eating considerations when cooking poultry</p> <p>2.7 Explain how to combine poultry with other ingredients to create a complex and balanced dish</p>                                                                                                                             |
| <p>3. Understand how to finish complex poultry dishes</p> | <p>3.1 Describe the correct finishing methods for a range of complex poultry dishes</p> <p>3.2 State the importance of correctly finishing dishes for service</p> <p>3.3 Describe how to minimise and correct common faults in complex poultry dishes</p> <p>3.4 Describe the action required to adjust the colour, consistency and flavour of different poultry dishes</p> <p>3.5 Identify the correct temperature for holding and serving complex poultry dishes</p> <p>3.6 State the correct storage methods for complex poultry dishes</p> <p>3.7 Describe current trends and methodologies in relation to cooking and finishing complex poultry dishes</p> |

## Preparation, Cooking and Finishing of Dressings and Cold Sauces

|                                                                   |                                                                                                                                                 |                                                                                                  |
|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| <b>Unit Reference</b>                                             | J/600/1812                                                                                                                                      |                                                                                                  |
| <b>Level</b>                                                      | 3                                                                                                                                               |                                                                                                  |
| <b>Credit Value</b>                                               | 3                                                                                                                                               |                                                                                                  |
| <b>Guided Learning (GL)</b>                                       | 26                                                                                                                                              |                                                                                                  |
| <b>Unit Summary</b>                                               | This unit will provide the learner with the knowledge and skillset surrounding preparation, cooking and finishing of dressings and cold sauces. |                                                                                                  |
| <b>Learning Outcomes (1 to 3)</b>                                 | <b>Assessment Criteria (1.1 to 3.5)</b>                                                                                                         |                                                                                                  |
| <b>The learner will</b>                                           | <b>The learner can</b>                                                                                                                          |                                                                                                  |
| 1. Know how to prepare dressings and cold sauces for basic dishes | 1.1                                                                                                                                             | Describe preparation methods for dressings and cold sauces                                       |
|                                                                   | 1.2                                                                                                                                             | State the reasons for using different methods of dressings and cold sauces                       |
|                                                                   | 1.3                                                                                                                                             | Describe the characteristics of different types of dressings and cold sauces                     |
|                                                                   | 1.4                                                                                                                                             | State the corrective action to be taken if there are quality problems                            |
|                                                                   | 1.5                                                                                                                                             | Identify how to store prepared dressings and cold sauces which are ready for cooking             |
| 2. Know how to cook dressings and cold sauces                     | 2.1                                                                                                                                             | Identify the correct tools and equipment for different dressings and cold sauces cooking methods |
|                                                                   | 2.2                                                                                                                                             | Describe correct cooking methods for different types of dressings and cold sauces                |
|                                                                   | 2.3                                                                                                                                             | State the correct temperatures for cooking dressings and cold sauces                             |

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|                                                 | 2.4 | State healthy eating considerations when cooking dressings and cold sauces             |
| 3. Know how to finish dressings and cold sauces | 3.1 | Describe the correct finishing methods for dressings and cold sauces dishes            |
|                                                 | 3.2 | State the importance of correctly finishing dishes for service                         |
|                                                 | 3.3 | State how to check dressings and cold sauces dishes have met finishing requirements    |
|                                                 | 3.4 | State the correct temperature for holding and serving dressings and cold sauces dishes |
|                                                 | 3.5 | Describe methods for adjusting the flavour of dressings and cold sauces                |

## Preparation, Cooking and Finishing of Vegetable Dishes

|                                                    |                                                                                                                |                                                                                                                      |
|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>Unit Reference</b>                              | K/600/1818                                                                                                     |                                                                                                                      |
| <b>Level</b>                                       | 3                                                                                                              |                                                                                                                      |
| <b>Credit Value</b>                                | 3                                                                                                              |                                                                                                                      |
| <b>Guided Learning (GL)</b>                        | 26                                                                                                             |                                                                                                                      |
| <b>Unit Summary</b>                                | This unit provides learners with knowledge surrounding preparation, cooking and finishing of vegetable dishes. |                                                                                                                      |
| <b>Learning Outcomes (1 to 2)</b>                  | <b>Assessment Criteria (1.1 to 2.6)</b>                                                                        |                                                                                                                      |
| <b>The learner will</b>                            | <b>The learner can</b>                                                                                         |                                                                                                                      |
| 1. Understand how to cook complex vegetable dishes | 1.1                                                                                                            | Explain the selection process used in order to ensure vegetables meet the dish requirements                          |
|                                                    | 1.2                                                                                                            | Describe the characteristics of different types of complex vegetable dishes                                          |
|                                                    | 1.3                                                                                                            | Describe the corrective action to be taken if there are problems with the quality of vegetables or other ingredients |
|                                                    | 1.4                                                                                                            | Describe the tools and equipment used for different vegetable cooking methods                                        |
|                                                    | 1.5                                                                                                            | Identify correct cooking methods for different complex vegetable dishes                                              |
|                                                    | 1.6                                                                                                            | State the importance of using the correct temperatures for cooking different types of vegetable                      |
|                                                    | 1.7                                                                                                            | State the methods used to maximise and retain nutritional content of complex vegetable dishes during cooking         |
|                                                    | 1.8                                                                                                            | State healthy eating considerations when cooking vegetables                                                          |

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|                                                | 1.9 | Explain how to combine vegetables with other ingredients to create a complex and balanced dish           |
| 2. Know how to finish complex vegetable dishes | 2.1 | Describe the correct finishing methods for a range of complex vegetable dishes                           |
|                                                | 2.2 | State the importance of correctly finishing dishes for service                                           |
|                                                | 2.3 | Describe how to minimise and correct common faults in complex vegetable dishes                           |
|                                                | 2.4 | Describe what should be done to adjust the colour, consistency and flavour of different vegetable dishes |
|                                                | 2.5 | Identify the correct temperature for holding and serving complex vegetable dishes                        |
|                                                | 2.6 | State the correct storage methods for complex vegetable dishes                                           |

## Preparation, Cooking and Finishing of Fish Dishes

|                                                      |                                                                                                                                 |                                                                                        |
|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <b>Unit Reference</b>                                | L/600/1813                                                                                                                      |                                                                                        |
| <b>Level</b>                                         | 3                                                                                                                               |                                                                                        |
| <b>Credit Value</b>                                  | 3                                                                                                                               |                                                                                        |
| <b>Guided Learning (GL)</b>                          | 26                                                                                                                              |                                                                                        |
| <b>Unit Summary</b>                                  | This unit will provide the learner with the knowledge and skills surrounding preparation, cooking and finishing of fish dishes. |                                                                                        |
| <b>Learning Outcomes (1 to 3)</b>                    | <b>Assessment Criteria (1.1 to 3.7)</b>                                                                                         |                                                                                        |
| <b>The learner will</b>                              | <b>The learner can</b>                                                                                                          |                                                                                        |
| 1. Understand how to prepare fish for complex dishes | 1.1                                                                                                                             | Explain the selection process used in order to ensure fish meets the dish requirements |
|                                                      | 1.2                                                                                                                             | Identify how to control portions to minimise waste                                     |
|                                                      | 1.3                                                                                                                             | Describe preparation methods for different complex fish dishes                         |
|                                                      | 1.4                                                                                                                             | Explain the reasons for using different methods of fish preparation                    |
|                                                      | 1.5                                                                                                                             | Describe the characteristics of different types of commonly used fish                  |
|                                                      | 1.6                                                                                                                             | State healthy eating considerations when preparing fish                                |
|                                                      | 1.7                                                                                                                             | Describe the corrective action to be taken if there are quality problems               |
|                                                      | 1.8                                                                                                                             | Identify how to store prepared fish which is ready for cooking                         |
| 2. Understand how to cook fish for complex dishes    | 2.1                                                                                                                             | Describe the tools and equipment used for different fish cooking methods               |

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|                                                 | 2.2 | Describe correct cooking methods for different complex fish dish requirements                      |
|                                                 | 2.3 | State the importance of using the correct temperatures for cooking different types of fish         |
|                                                 | 2.4 | Identify the nutritional value of different types of fish                                          |
|                                                 | 2.5 | State healthy eating considerations when cooking fish                                              |
|                                                 | 2.6 | Explain how to combine fish with other ingredients to create a complex and balanced dish           |
| 3. Understand how to finish complex fish dishes | 3.1 | Describe the correct finishing methods for a range of complex fish dishes                          |
|                                                 | 3.2 | State the importance of correctly finishing dishes for service                                     |
|                                                 | 3.3 | Describe how to minimise and correct common faults in complex fish dishes                          |
|                                                 | 3.4 | Describe how to adjust the colour, consistency and flavour of different fish dishes                |
|                                                 | 3.5 | Identify the correct temperature for holding and serving complex fish dishes                       |
|                                                 | 3.6 | State the correct storage methods for complex fish dishes                                          |
|                                                 | 3.7 | Describe current trends and methodologies in relation to cooking and finishing complex fish dishes |

## The Principles of Food Safety Supervision for Catering

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| <b>Unit Reference</b>                                                                        | K/502/3775                                                                                                                              |                                                                                                                             |
| <b>Level</b>                                                                                 | 3                                                                                                                                       |                                                                                                                             |
| <b>Credit Value</b>                                                                          | 3                                                                                                                                       |                                                                                                                             |
| <b>Guided Learning (GL)</b>                                                                  | 25                                                                                                                                      |                                                                                                                             |
| <b>Unit Summary</b>                                                                          | This unit will provide the learner with knowledge and understanding surrounding the principles of food safety supervision for catering. |                                                                                                                             |
| <b>Learning Outcomes (1 to 4)</b>                                                            | <b>Assessment Criteria (1.1 to 4.2)</b>                                                                                                 |                                                                                                                             |
| <b>The learner will</b>                                                                      | <b>The learner can</b>                                                                                                                  |                                                                                                                             |
| 1. Understand the role of the supervisor in ensuring compliance with food safety legislation | 1.1                                                                                                                                     | Summarise the importance of food safety management procedures                                                               |
|                                                                                              | 1.2                                                                                                                                     | Explain the responsibilities of employers and employees in respect of food safety legislation and procedures for compliance |
|                                                                                              | 1.3                                                                                                                                     | Outline how the legislation is enforced                                                                                     |
| 2. Understand the application and monitoring of good hygiene practice                        | 2.1                                                                                                                                     | Explain the importance of, and methods for, temperature control                                                             |
|                                                                                              | 2.2                                                                                                                                     | Explain procedures to control contamination and cross-contamination                                                         |
|                                                                                              | 2.3                                                                                                                                     | Justify the importance of high standards of personal hygiene                                                                |
|                                                                                              | 2.4                                                                                                                                     | Explain procedures for cleaning, disinfection and waste disposal                                                            |
|                                                                                              | 2.5                                                                                                                                     | Outline requirements relating to the design of food premises and equipment                                                  |
|                                                                                              | 2.6                                                                                                                                     | Describe the importance of, and methods for, pest control                                                                   |

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| 3. Understand how to implement food safety management procedures | 3.1 | Describe the importance to food safety of microbial, chemical, physical and allergenic hazards                                         |
|                                                                  | 3.2 | Describe methods and procedures for controlling food safety to include critical control points, critical limits and corrective actions |
|                                                                  | 3.3 | Explain the requirements for monitoring and recording food safety procedures                                                           |
|                                                                  | 3.4 | Describe methods for, and the importance of, evaluating food safety controls and procedures                                            |
| 4. Understand the role of the supervisor in staff training       | 4.1 | Explain the requirements for induction and on-going training of staff                                                                  |
|                                                                  | 4.2 | Explain the importance of effective communication of food safety procedures                                                            |

## Principles of Preparing, Cooking and Finishing Complex Soups

|                                      |                                                                                                                                     |                                                                            |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| <b>Unit Reference</b>                | D/502/8276                                                                                                                          |                                                                            |
| <b>Level</b>                         | 3                                                                                                                                   |                                                                            |
| <b>Credit Value</b>                  | 2                                                                                                                                   |                                                                            |
| <b>Guided Learning (GL)</b>          | 9                                                                                                                                   |                                                                            |
| <b>Unit Summary</b>                  | This unit will provide the learner with the knowledge surrounding the principles of preparing, cooking and finishing complex soups. |                                                                            |
| <b>Learning Outcomes (1 to 3)</b>    | <b>Assessment Criteria (1.1 to 3.5)</b>                                                                                             |                                                                            |
| <b>The learner will</b>              | <b>The learner can</b>                                                                                                              |                                                                            |
| 1. Know how to prepare complex soups | 1.1                                                                                                                                 | Describe preparation methods for complex soups                             |
|                                      | 1.2                                                                                                                                 | Explain the reasons for using different preparation methods                |
|                                      | 1.3                                                                                                                                 | Describe the characteristics of different complex soups                    |
|                                      | 1.4                                                                                                                                 | Describe corrective actions if there are quality problems with ingredients |
|                                      | 1.5                                                                                                                                 | Describe how to store prepared soups                                       |
| 2. Know how to cook complex soups    | 2.1                                                                                                                                 | Identify the tools and equipment for different cooking methods             |
|                                      | 2.2                                                                                                                                 | Describe cooking methods for different types of complex soups              |
|                                      | 2.3                                                                                                                                 | State the temperature for cooking complex soups                            |
|                                      | 2.4                                                                                                                                 | State healthy eating considerations when cooking complex soups             |
| 3. Know how to finish complex soups  | 3.1                                                                                                                                 | Describe the finishing methods for complex soups                           |

|  |     |                                                                     |
|--|-----|---------------------------------------------------------------------|
|  | 3.2 | Describe the characteristics of finished complex soups              |
|  | 3.3 | Explain how to adjust the taste and flavour of complex soups        |
|  | 3.4 | State the correct temperature for holding and serving complex soups |
|  | 3.5 | Describe methods to minimise common faults in complex soups         |

## Principles of Preparing, Cooking and Finishing Complex Cold Desserts

|                                                 |                                                                                                                                     |                                                                                                                    |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>Unit Reference</b>                           | F/502/8254                                                                                                                          |                                                                                                                    |
| <b>Level</b>                                    | 3                                                                                                                                   |                                                                                                                    |
| <b>Credit Value</b>                             | 2                                                                                                                                   |                                                                                                                    |
| <b>Guided Learning (GL)</b>                     | 9                                                                                                                                   |                                                                                                                    |
| <b>Unit Summary</b>                             | This unit provides the learner with knowledge surrounding the principles of preparing, cooking and finishing complex cold desserts. |                                                                                                                    |
| <b>Learning Outcomes (1 to 3)</b>               | <b>Assessment Criteria (1.1 to 3.2)</b>                                                                                             |                                                                                                                    |
| <b>The learner will</b>                         | <b>The learner can</b>                                                                                                              |                                                                                                                    |
| 1. Know how to prepare complex cold desserts    | 1.1                                                                                                                                 | Describe preparation methods when preparing complex cold desserts                                                  |
|                                                 | 1.2                                                                                                                                 | Describe corrective actions if there are quality problems with ingredients                                         |
|                                                 | 1.3                                                                                                                                 | Identify the tools and equipment used when carrying out different preparation methods                              |
|                                                 | 1.4                                                                                                                                 | State the importance of using the correct equipment and techniques when carrying out different preparation methods |
| 2. Understand how to cook complex cold desserts | 2.1                                                                                                                                 | Describe different cooking methods for complex cold desserts                                                       |
|                                                 | 2.2                                                                                                                                 | Describe the characteristics of finished complex cold desserts                                                     |
|                                                 | 2.3                                                                                                                                 | Describe methods to minimise common faults in complex cold desserts                                                |
|                                                 | 2.4                                                                                                                                 | State healthy eating considerations when making complex cold desserts                                              |

|                                             |     |                                                                                                                   |
|---------------------------------------------|-----|-------------------------------------------------------------------------------------------------------------------|
| 3. Know how to finish complex cold desserts | 3.1 | Explain how to identify when complex cold desserts meet dish requirements for colour, flavour, texture and finish |
|                                             | 3.2 | Describe finishing methods for complex cold desserts                                                              |

## Principles of Preparing, Cooking and Presenting Complex Cold Products

|                                              |                                                                                                                                              |                                                                                                                    |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>Unit Reference</b>                        | F/502/8318                                                                                                                                   |                                                                                                                    |
| <b>Level</b>                                 | 3                                                                                                                                            |                                                                                                                    |
| <b>Credit Value</b>                          | 2                                                                                                                                            |                                                                                                                    |
| <b>Guided Learning (GL)</b>                  | 10                                                                                                                                           |                                                                                                                    |
| <b>Unit Summary</b>                          | This unit will provide the learner with the knowledge surrounding the principles of preparing, cooking and presenting complex cold products. |                                                                                                                    |
| <b>Learning Outcomes (1 to 3)</b>            | <b>Assessment Criteria (1.1 to 3.5)</b>                                                                                                      |                                                                                                                    |
| <b>The learner will</b>                      | <b>The learner can</b>                                                                                                                       |                                                                                                                    |
| 1. Know how to prepare complex cold products | 1.1                                                                                                                                          | Explain different preparation methods when preparing complex cold products                                         |
|                                              | 1.2                                                                                                                                          | Describe corrective actions if there are quality problems with ingredients                                         |
|                                              | 1.3                                                                                                                                          | Identify the tools and equipment used when carrying out different preparation methods                              |
|                                              | 1.4                                                                                                                                          | State the importance of using the correct equipment and techniques when carrying out different preparation methods |
| 2. Know how to cook complex cold products    | 2.1                                                                                                                                          | Describe different cooking methods for complex cold products                                                       |
|                                              | 2.2                                                                                                                                          | Describe the characteristics of finished complex cold products                                                     |
|                                              | 2.3                                                                                                                                          | Describe methods to minimise common faults in complex cold products                                                |
|                                              | 2.4                                                                                                                                          | State healthy eating considerations when making complex cold products                                              |

|                                              |     |                                                                              |
|----------------------------------------------|-----|------------------------------------------------------------------------------|
| 3. Know how to present complex cold products | 3.1 | Describe the finishing methods for complex cold products                     |
|                                              | 3.2 | State garnishes used to present complex cold products                        |
|                                              | 3.3 | Describe how garnishes are used in the presentation of complex cold products |
|                                              | 3.4 | State how to deal with unwanted products from the buffet table               |
|                                              | 3.5 | State how to store complex cold products                                     |

## Principles of Preparing, Cooking and Finishing Complex Hot Desserts

|                                            |                                                                                                                                            |                                                                          |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <b>Unit Reference</b>                      | K/502/8328                                                                                                                                 |                                                                          |
| <b>Level</b>                               | 3                                                                                                                                          |                                                                          |
| <b>Credit Value</b>                        | 2                                                                                                                                          |                                                                          |
| <b>Guided Learning (GL)</b>                | 9                                                                                                                                          |                                                                          |
| <b>Unit Summary</b>                        | This unit will provide the learner with the knowledge surrounding the principles of preparing, cooking and finishing complex hot desserts. |                                                                          |
| <b>Learning Outcomes (1 to 3)</b>          | <b>Assessment Criteria (1.1 to 3.3)</b>                                                                                                    |                                                                          |
| <b>The learner will</b>                    | <b>The learner can</b>                                                                                                                     |                                                                          |
| 1. Know how to prepare hot desserts        | 1.1                                                                                                                                        | Describe the quality points in the ingredients                           |
|                                            | 1.2                                                                                                                                        | Explain how to control portions                                          |
|                                            | 1.3                                                                                                                                        | Describe cooking methods for hot desserts                                |
|                                            | 1.4                                                                                                                                        | Explain the effects of temperatures on ingredients                       |
|                                            | 1.5                                                                                                                                        | State the correct tools and equipment for preparing complex hot desserts |
|                                            | 1.6                                                                                                                                        | Explain the types of problem which may occur when preparing hot desserts |
| 2. Know how to cook complex hot desserts   | 2.1                                                                                                                                        | Describe cooking methods for different types of complex hot desserts     |
|                                            | 2.2                                                                                                                                        | Describe the types of problem which may occur when cooking hot desserts  |
|                                            | 2.3                                                                                                                                        | State healthy eating considerations when cooking complex hot desserts    |
| 3. Know how to finish complex hot desserts | 3.1                                                                                                                                        | Describe finishing methods for complex hot desserts                      |

|  |     |                                                                       |
|--|-----|-----------------------------------------------------------------------|
|  | 3.2 | State the quality points relating to the finished product             |
|  | 3.3 | Explain how to deal with problems when finishing complex hot desserts |

## Principles of Preparing, Cooking and Finishing Fresh Pasta Dishes

|                                           |                                                                                                                                      |                                                                                                                       |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Unit Reference</b>                     | T/502/8266                                                                                                                           |                                                                                                                       |
| <b>Level</b>                              | 3                                                                                                                                    |                                                                                                                       |
| <b>Credit Value</b>                       | 2                                                                                                                                    |                                                                                                                       |
| <b>Guided Learning (GL)</b>               | 8                                                                                                                                    |                                                                                                                       |
| <b>Unit Summary</b>                       | This unit will provide the learner with knowledge surrounding the principles of preparing, cooking and finishing fresh pasta dishes. |                                                                                                                       |
| <b>Learning Outcomes (1 to 3)</b>         | <b>Assessment Criteria (1.1 to 3.5)</b>                                                                                              |                                                                                                                       |
| <b>The learner will</b>                   | <b>The learner can</b>                                                                                                               |                                                                                                                       |
| 1. Know how to prepare fresh pasta dishes | 1.1                                                                                                                                  | Describe quality points in fresh pasta                                                                                |
|                                           | 1.2                                                                                                                                  | Explain the reasons for using different preparation methods                                                           |
|                                           | 1.3                                                                                                                                  | Describe corrective actions if there are quality problems with ingredients                                            |
|                                           | 1.4                                                                                                                                  | Identify the tools and equipment used when carrying out different preparation methods                                 |
|                                           | 1.5                                                                                                                                  | Describe the importance of using the correct equipment and techniques when carrying out different preparation methods |
| 2. Know how to cook fresh pasta dishes    | 2.1                                                                                                                                  | Describe cooking methods for fresh pasta dishes                                                                       |
|                                           | 2.2                                                                                                                                  | Explain how to identify when pasta is cooked correctly                                                                |
|                                           | 2.3                                                                                                                                  | State the temperature for cooking complex pasta dishes                                                                |
| 3. Know how to finish fresh pasta dishes  | 3.1                                                                                                                                  | Describe the finishing methods for fresh dishes                                                                       |

|  |     |                                                                            |
|--|-----|----------------------------------------------------------------------------|
|  | 3.2 | Describe the characteristics of finished complex pasta dishes              |
|  | 3.3 | State methods to minimise common faults in fresh pasta dishes              |
|  | 3.4 | State the correct temperature for holding and serving complex pasta dishes |
|  | 3.5 | State how to store complex pasta dishes                                    |

## Principles of Preparing, Cooking and Finishing Complex Cakes, Sponges, Biscuits and Scones

|                                                                    |                                                                                                                                                               |                                                                                                                |
|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>Unit Reference</b>                                              | Y/502/8275                                                                                                                                                    |                                                                                                                |
| <b>Level</b>                                                       | 3                                                                                                                                                             |                                                                                                                |
| <b>Credit Value</b>                                                | 2                                                                                                                                                             |                                                                                                                |
| <b>Guided Learning (GL)</b>                                        | 12                                                                                                                                                            |                                                                                                                |
| <b>Unit Summary</b>                                                | This unit will provide the learner with knowledge surrounding the principles of preparing, cooking and finishing complex cakes, sponges, biscuits and scones. |                                                                                                                |
| <b>Learning Outcomes (1 to 3)</b>                                  | <b>Assessment Criteria (1.1 to 3.5)</b>                                                                                                                       |                                                                                                                |
| <b>The learner will</b>                                            | <b>The learner can</b>                                                                                                                                        |                                                                                                                |
| 1. Know how to prepare complex cakes, sponges, biscuits and scones | 1.1                                                                                                                                                           | Describe the quality points in ingredients used for preparing complex cakes, sponges, biscuits and scones      |
|                                                                    | 1.2                                                                                                                                                           | Describe corrective actions if there are quality problems with ingredients                                     |
|                                                                    | 1.3                                                                                                                                                           | State the correct tools and equipment to use when preparing complex cakes, sponges, biscuits and scones        |
|                                                                    | 1.4                                                                                                                                                           | Explain the effects of various preparation and aeration methods on complex cakes, sponges, biscuits and scones |
|                                                                    | 1.5                                                                                                                                                           | Explain how the choice of fat and flour relates to the end product                                             |
|                                                                    | 1.6                                                                                                                                                           | Describe preparation methods for complex cakes, sponges, biscuits and scones                                   |
| 2. Know how to cook complex cakes, sponges, biscuits and scones    | 2.1                                                                                                                                                           | Describe cooking methods for different types of complex cakes, sponges, biscuits and scones                    |

|                                                                   |     |                                                                                                                  |
|-------------------------------------------------------------------|-----|------------------------------------------------------------------------------------------------------------------|
|                                                                   | 2.2 | State the temperatures for cooking complex cakes, sponges, biscuits and scones                                   |
|                                                                   | 2.3 | State healthy eating considerations when cooking complex cakes, sponges, biscuits and scones                     |
| 3. Know how to finish complex cakes, sponges, biscuits and scones | 3.1 | Identify when complex cakes, sponges, biscuits and scones have the correct colour, flavour, texture and quantity |
|                                                                   | 3.2 | Explain how to minimise common faults                                                                            |
|                                                                   | 3.3 | Explain how to control portions and minimise waste                                                               |
|                                                                   | 3.4 | Describe finishing methods for complex cakes, sponges, biscuits and scones                                       |
|                                                                   | 3.5 | Explain how to store complex cakes, sponges, biscuits and scones                                                 |

## Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies

BIIAB Qualifications Limited policy enables learners to avoid duplication of learning and assessment in a number of ways:

- > **Recognition of Prior Learning (RPL)** – a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to develop through a course of learning.
- > **Exemption** – Exemption applies to any certificated achievement which is deemed to be of equivalent value to a unit within BIIAB Qualifications Limited qualification, but which does not necessarily share the exact learning outcomes and assessment criteria. It is the assessor's responsibility, in conjunction with the Internal Moderator, to map this previous achievement against the assessment requirements of the BIIAB Qualifications Limited qualification to be achieved in order to determine its equivalence.
  - > Any queries about the relevance of any certificated evidence should be referred in the first instance to your centre's internal moderator and then to BIIAB Qualifications Limited.
  - > It is important to note that there may be restrictions upon a learner's ability to claim exemption or credit transfer which will be dependent upon the currency of the unit/qualification and a learner's existing levels of skill or knowledge.
  - > Where past certification only provides evidence that could be considered for exemption of part of a unit, learners must be able to offer additional evidence of previous or recent learning to supplement their evidence of achievement.
- > **Credit Transfer** – BIIAB Qualifications Limited may attach credit to a qualification, a unit or a component. Credit transfer is the process of using certificated credits achieved in one qualification and transferring that achievement as a valid contribution to the award of another qualification. Units/Components transferred must share the same learning outcomes and assessment criteria along with the same unit number. Assessors must ensure that they review and verify the evidence through sight of:
  - > Original certificates OR
  - > Copies of certificates that have been signed and dated by the internal moderator confirming the photocopy is a real copy and make these available for scrutiny by the External Moderator.
- > **Equivalencies** – opportunities to count credits from the unit(s) from other qualifications or from unit(s) submitted by other recognised organisations towards the place of mandatory or optional unit(s) specified in the rule of combination. The unit must have the same credit value or greater than the unit(s) in question and be at the same level or higher.

BIIAB Qualifications Limited encourages its centres to recognise the previous achievements of learners through Recognition of Prior Learning (RPL), Exemption, Credit Transfer and Equivalencies. Prior achievements may have resulted from past or present employment, previous study or voluntary activities. Centres should provide advice and guidance to the learner on what is appropriate evidence and present that evidence to the external moderator in the usual way.

Further guidance can be found in 'Delivering and Assessing Qualifications' which can be downloaded from [biiab.co.uk/for-centres/](http://biiab.co.uk/for-centres/)

## **Certification**

Learners will be certificated for all units and qualifications that are achieved and claimed.

BIIAB Qualifications Limited policies and procedures are available on the website.

## **Exemptions**

This qualification contains no exemptions. For further details see Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies.

## **Glossary of Terms**

### **GL (Guided Learning)**

GL is where the learner participates in education or training under the immediate guidance or supervision of a tutor (or other appropriate provider of education or training). It may be helpful to think – ‘Would I need to plan for a member of staff to be present to give guidance or supervision?’

GL is calculated at qualification level and not unit/component level.

Examples of Guided Learning include:

- > Face-to-face meeting with a tutor
- > Telephone conversation with a tutor
- > Instant messaging with a tutor
- > Taking part in a live webinar
- > Classroom-based instruction
- > Supervised work
- > Taking part in a supervised or invigilated formative assessment
- > The learner is being observed as part of a formative assessment.

### **TQT (Total Qualification Time)**

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.’ The size of a qualification is determined by the TQT.

TQT is made up of the Guided Learning (GL) plus all other time taken in preparation, study or any other form of participation in education or training but not under the direct supervision of a lecturer, supervisor or tutor.

TQT is calculated at qualification level and not unit/component level.

Examples of unsupervised activities that could contribute to TQT include:

- > Researching a topic and writing a report
- > Watching an instructional online video at home/e-learning
- > Watching a recorded webinar
- > Compiling a portfolio in preparation for assessment
- > Completing an unsupervised practical activity or work
- > Rehearsing a presentation away from the classroom
- > Practising skills unsupervised
- > Requesting guidance via email – will not guarantee an immediate response.