

Auckland Hotel & Chefs Training School

Candidate Workplace Observation Report

Level 2 Cookery



National Certificate in Hospitality- Cookery Level 2

The Hospitality Standards Institute has registered new cookery qualifications with the New Zealand Qualifications Authorities. They are as follows:

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The new qualifications incorporate unit standards from the National Qualifications Framework that make up the National Certificates in Hospitality-Cookery, Levels 2, 3 or 4.

The new national qualifications will replace the trade certificates 75/1(General Catering), 75/2(Basic Cookery), and 75/3 (Professional Cookery).

A level 2 Cookery Certificate is awarded to people who are entering the hospitality industry. They should have formed an understanding of the principles of methods of cookery, basic vegetable and fruit preparation, basic salad preparation and basic knife skills under general supervision.

The Level 4 Cookery Certificate will be the highest national cookery qualification.

The Hospitality Standards Institute has also registered new national qualifications in Food & Beverage, Front Office, Guest Service and Accommodation Services.

Date:

Dear Sir/ Madam,

I would like to take this opportunity to thank you for taking part in the development and education of students entering the Hospitality Industry.

_____ needs to demonstrate in your establishment the following practical cookery components to qualify for a National Cookery Certificate at level 2.

Methods of cookery

Frying, deep frying, braising, stewing, baking, steaming, poaching, grilling, roasting and boiling

Preparation of fruit and vegetables

Preparation of salads and dressings

Basic knife skills and knife sharpening skills

Cleaning of food production area, kitchen equipment, and utensils

Once this workplace report is completed and signed off by the supervisor, the student needs to present this to the course tutor. This report will be used as supporting evidence that the above components have been performed in a commercial environment.

The following information will provide you with guidance of what to observe before signing off the trainee.

NB: Ensure that the candidate has performed all of the tasks you have signed off satisfactorily more than once!

Practical Component 1: Methods of cookery



Prepare and cook food by Frying, deep frying, baking, boiling, poaching, steaming, grilling, and roasting

Task A – Mise en place: Repetitively demonstrated to satisfactory standard	Achieved Date/Initial
<i>The student has prepared suitable food items for any of the following methods of cookery (signed off by the supervisor in the box below).</i>	
<i>All mise en place was prepared to the required quality and quantity for any of the following methods of cookery. Food wastage was kept to a minimum.</i>	

Task B –Cooking and presentation: Repetitively demonstrated to satisfactory standard	
<i>The student has demonstrated understanding in any of the following methods of cookery. Basic cooking skills and basic knowledge in presentation/ garnishing skills have been demonstrated. (signed off by the supervisor in the box below)</i>	
<i>The student has demonstrated hygienic and safe working methods. Correct utensils and equipment were used and maintained clean during food preparation.</i>	
<i>The student has demonstrated appropriately the importance of labelling food items and storing them hygienically in the correct areas (food items covered, placed in fridge, freezer).</i>	

Method of cookery (Which ever applicable)	List food items prepared Repetitively demonstrated to satisfactory standard	Signed by Supervisor/ Date
Frying/ deep frying (13271)		
Baking (13272)		
Boiling (13273)		
Poaching (13274)		
Steaming (13275)		
Grilling (13276)		
Roasting (13278)		
Other (please indicate)		

Component 2 – Fruit and vegetable preparation (13280):



Task A - Fruit preparation: Repetitively demonstrated to satisfactory standard	Achieved Date/ Initial
<i>Any type (i.e.: hard, soft citrus, or tropical fruit)</i>	
<i>Fruit is prepared to correct size, shape and portion, using appropriate preparation methods (such as cleaning, peeling, slicing, dicing, chopping, portioning or grating).</i>	
<i>All work is carried out hygienically and safely. Food wastage is kept to a minimum.</i>	
<i>Correct utensils and equipment have been used during food preparation.</i>	
Task B – Vegetable preparation: Repetitively demonstrated to satisfactory standard	
<i>Use at least the following vegetable types: Root, tubers, bulb, leaves, vegetable fruits, and flowers, mushroom</i>	
<i>Vegetables are prepared to correct size, shape and portion, using appropriate preparation methods (such as cleaning, peeling, slicing, dicing, chopping, portioning or grating).</i>	
<i>All work is carried out hygienically and safely. Food wastage is kept to a minimum.</i>	
<i>Correct utensils and equipment have been used during food preparation.</i>	

Comments on fruit and vegetable production:

Component 3 – Prepare and present basic salads (13283)



<p>Task A – Basic salad mise en place: Repetitively demonstrated to satisfactory standard</p>	<p>Achieved Date/ Initial</p>
<p>Produce a variety of basic salads (I.e.: Simple tossed salads cold or warm; can include meat, seafood, fruit, vegetable, rice or pasta)</p>	
<p>Salads are prepared correctly; basic preparation skills are demonstrated (cleaning, peeling, dicing, chopping, portioning, and grating). Mise en place is completed on time. Salads are stored correctly (Right size containers, covered, labelled, dated).</p>	
<p>Task B – Presentation for service Repetitively demonstrated to satisfactory standard</p>	
<p>Salads served are safe to eat, fresh and meet the quality requirements (correct appearance, texture, aroma, temperature and flavour). Salads are presented to meet dish requirements (correct dressings; mixed, tossed and arranged correctly). All work is carried out safely and hygienically.</p>	

Comments on Salad production:

Component 4: Basic knife skills and knife sharpening (13285)
 Component 5: Cleaning food production areas, kitchen equipment
 and utensils (13284)
 Repetitively demonstrated to satisfactory standard

<i>Task</i>	<i>Achieved</i>
<i>Date/ Initial</i>	
<i>The correct knife and correct technique is used for food item. Cutting surfaces are secure</i>	
<i>Knives are sharp and clean. Knives are stored correctly after use. An appropriate sharpening technique with steel is demonstrated.</i>	
<i>Food production areas, utensils and equipment is cleaned correctly and safely in accordance with establishment requirements</i>	
<u>Comments on knife skills, knife maintenance and kitchen cleaning:</u>	

Component 6: Personal Attributes in Hospitality Repetitively demonstrated to satisfactory standard	
Performance tasks to be observed (if applicable) Repetitively demonstrated to satisfactory standard	<i>Completed Date/ Initial</i>
<i>High standard of personal presentation maintained at all times in accordance with establishment standards. Hygienic and safe working methods displayed. (14462, 14465)</i>	
<i>Positive attitude displayed at all times. Displays friendly and polite manners towards colleagues and supervisor during work. (14462, 14464)</i>	
<i>Responds well to the daily job requirements (i.e.: able to handle workload; able to correct any mistakes) set by the supervisors. Co- operates well with the kitchen team. (14464)</i>	
<i>Is able to identify potential safety hazards and takes appropriate precautions to avoid injuries. (14465)</i>	
<i>Has obtained knowledge of the establishment's products & services. Able to explain details such as: Hours of operation, available facilities, menu type, etc. (14469)</i>	
<u>Comments on trainees performance:</u>	

AUCKLAND HOTEL & CHEFS TRAINING SCHOOL

Assessment Marking Schedules for Practical Unit Standards

National Certificate in Hospitality (Cookery - Level 2)

Course Tutor/ Assessor's Name:

Signature:



Course Start:

Course Finish:

Instructions for the assessor of the assessment process on practical cookery units

Assessment Marking Schedules:

The assessor needs to fill in the names of the candidates into the grey columns, and mark “C” into the boxes of the white columns only if competence has been demonstrated. Otherwise any boxes of the white column need to be left blank, if the candidate has not performed any tasks to a satisfactory standard. The assessor then need to re- assess any of the not achieved components at a later convenient time. Record “NYC” (not yet competent) if the candidate has not achieved any of the components by the end of the programme. Indicate also “Not present” if the candidate has not participated on the assessment for whatever reason.

Assessor’s comments:

The back pages of each marking schedule provide space for overall comments on the candidate’s performance. The assessor must comment on any areas the candidate has been reported “NYC” including the reason for that decision. The candidates are required to sign their comment boxes after the assessment. The assessor can attach additional pages of comments (if necessary) to each marking schedule.

Important note:

These marking schedules do not provide the final confirmation that a candidate is competent or not yet competent for any practical unit standards! In order to award credit for any practical unit standards the assessor need to collect the following additional evidence:

- *all underpinning knowledge questions need to be completed*
- *the workplace observation booklet has been completed and submitted to the assessor*

Underpinning knowledge questions:

The candidate needs to complete all underpinning knowledge questions, which will be collected by the assessor and kept in the individual student file.

Workplace observation:

The candidate needs to display the practical key attributes in a suitable commercial establishment, as outlined in the observation report.

The candidate will be placed into work experience at the end of the programme for 2- 3 weeks workplace observation. During this time he/she needs to display all the requirements to a satisfactory standard, so the assessor and the supervisor are able to verify the assessment decision made on the marking schedule during the training programme. The assessor needs to inform the candidate with all assessment requirements at the beginning of the course.

Reporting the final result:

Report all unit results on the overall computer student profile and pass on a copy to the administrator. If all necessary evidence for any unit standards is present report it as complete, if not all evidence is present; report unit standard as incomplete. If any unit standards are incomplete, the assessor then needs to indicate what areas have not been met (I.e.: workplace observation not completed or practical assessment “NYC”).

Individual training plan for any unit standards which have not been achieved by the candidate

An individual training plan can be established with the candidate to negotiate any re- assessment for incomplete units after the finishing date of a programme.

Marking Schedule- Cookery Unit 167: Practice food safety in a food business <u>Observation sheet</u> > Fill in names of candidates into the grey columns. > Sign off the white columns, when candidate has demonstrated ongoing competence in each area of the unit standard ("C"). Record observation dates and comments on the comment sheet on the next page. Competence must be demonstrated in all areas at least twice.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
<u>Unit 167, Element 1- Personal Hygiene:</u> <i>Clean clothing, footwear and body at all times when working with food</i> (Hands and nails kept clean, hair contained, cuts and open wounds effectively covered)																		
<i>Hygienic work habits demonstrated, that prevent food contamination</i> (i.e.: use of disposable gloves, use of paper towels, use of tongs and tasting spoons)																		
<i>No unhygienic work habits are practiced</i> (i.e.: scratching, touching hair, touching nose, touching mouth)																		
<u>Element 2- Prevent cross contamination:</u> <i>Correct cleaning procedures are demonstrated; cleaning agents are used correctly</i>																		

<p><i>Raw & cooked food is kept separated. High risk foods do not remain in the danger zone for more than 2 hours</i></p>																		
<p><i>Food items are checked for quality when handled. Rubbish is removed, stored in covered containers away from food</i></p>																		
<p><u>Element 3- Measure, record and act on temperatures...</u> <i>Use a food thermometer to measure and record temperatures of high- risk food products when refrigerated, cooked, or kept warm</i></p>																		
<p><i>Ensure temperatures are within allowable limits Report any exceptions to supervisor Withdraw any food which is not fit to be sold</i></p>																		
<p>All underpinning/ supporting questions answered correctly</p>																		

Assessor Comments on Unit 167 v. 2

Observation Dates:

<u>Student 1:</u>	<u>Student 2:</u>	<u>Student 3:</u>	<u>Student 4:</u>	<u>Student 5:</u>	<u>Student 6:</u>
<u>Student 7:</u>	<u>Student 8:</u>	<u>Student 9:</u>	<u>Student 10:</u>	<u>Student 11:</u>	<u>Student 12:</u>

<u>Student 13:</u>	<u>Student 14:</u>	<u>Student 15:</u>	<u>Student 16:</u>	<u>Student 17:</u>	<u>Student 18:</u>
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Internal Moderation		
<u>Moderated by:</u>	<u>Signature:</u>	<u>Date:</u>

Schedule for unit completion

Date:

Name Of Trainee:

As you are aware, to be competent for a national certificate in cookery level 2, 66 credits must be obtained. As of the above date you still require additional assessment of competence to complete this level 2 Certificate. NZQA has no time requirements for completion of units towards certification, out standing units may be completed at your own pace.

To complete the level 2 Certificate in Cookery assessment of the following will be required:

Unit Number	Unit Description	Unit Status
13275	Prepare and cook food by steaming in a commercial kitchen	NYC

NYC= not yet competent ENF= evidence not on file PR= Practical Assessment Required

To achieve the above a learning contract will need to be negotiated and developed. This can be achieved with the assistance of your tutor.

This learning contract needs to be negotiated no later than.....

The following are suggested methods for completing outstanding units:

1. On a Friday within the hours of 12am-2: 30pm. (on-site)
2. In the presence of your tutor. (on-site)
3. With a class also sitting a unit standard. (on-site)
4. Complete in the industry with an external assessor.(Off-site)

While units are self paced learning, a sense of urgency is needed to complete work outstanding, while the course content is still fresh in the mind.

I look forward to your prompt response & wish you all the best for the future. If you have any questions please ring me or make an appointment for any further help.

I look forward to seeing you soon.

Course tutor

Management Member

Student

DATE / /