



NATIONAL CERTIFICATE (VOCATIONAL)

SUBJECT GUIDELINES

FOOD PREPARATION NQF Level 3

September 2007

FOOD PREPARATION

CONTENTS

INTRODUCTION

1 DURATION AND TUITION TIME

2 SUBJECT LEVEL FOCUS

3 ASSESSMENT REQUIREMENTS

3.1 Internal assessment

3.2 External assessment

4 WEIGHTED VALUES OF TOPICS

5 CALCULATION OF FINAL MARK

6 PASS REQUIREMENTS

7 SUBJECT AND LEARNING OUTCOMES

7.1 Prepare and present basic fish dishes

7.2 Prepare and present hot and cold soups, including stocks and sauces related to the preparation of soups

7.3 prepare and present basic cakes and biscuits

7.4 Prepare and present basic dough products

7.5 Prepare and present basic pastry products

7.6 Prepare food for cold presentation

8 RESOURCE NEEDS FOR THE TEACHING OF FOOD PREPARATION LEVEL 3

8.1 Physical resources

8.2 Human resources

8.3 Financial resources

INTRODUCTION

A. What is Food Preparation?

In Food Preparation, theoretical knowledge and principles are applied to the practical preparation and execution of menus. A wide variety of food commodities, preparation methods and presentation methods are used to equip students with knowledge, skills and values to enter the hospitality industry as cooks or commis chefs. The subject is underpinned by health, hygiene and safety applications.

B. Why is Food Preparation important in the Hospitality programme?

Food Preparation provides students with practical, marketable skills to enter the hospitality industry as an employee or entrepreneur. The subject enhances students' creativity and flair and instils principles such as planning, organisation, productivity, discipline, neatness and hygiene. It produces students with practical food preparation skills that can be applied in a wide range of hospitality contexts.

C. The link between Food Preparation Learning Outcomes and the Critical and Developmental Outcomes

Food Preparation enables students to be competent and creative in the production and presentation of food and beverages. Students will develop basic entrepreneurial and problem-solving skills in relation to food and beverage operations. Students will be aware of and understand the importance of cultural uniqueness and service excellence in the hospitality industry. Students will understand the aesthetic value of food and beverages and demonstrate an understanding of ethics and values which relate to the hospitality industry. Students will be able to apply the important principles of teamwork through developing interdependence and self-discipline. Lastly, students will be able to use technology effectively and critically, showing responsibility to the environment and the health, safety and security of others in the hospitality industry.

The following Critical Outcomes are addressed in Food Preparation:

- Identify and solve problems in which responses display that responsible decisions, using critical and creative thinking, have been made.
- Work effectively with others as a member of a team, group, organisation or community.
- Organise and manage oneself and one's activities responsibly and effectively.
- Collect, analyse, organise and critically evaluate information.
- Communicate effectively using visual, mathematical and/or language skills in the modes of oral and/or written presentation.

D. Factors that contribute to achieving Food Preparation Learning Outcomes

Students with a keen interest in the practical side of food preparation and presentation will find the subject exciting and challenging. The subject will suit students with creative flair and the wish to acquire high quality, practical kitchen skills. It requires students to work individually and in teams in an organised, disciplined manner. Students must be able to follow instructions and take responsibility for their actions.

1 DURATION AND TUITION TIME

This is a one year instructional programme comprising 200 teaching and learning hours. The subject may be offered on a part-time basis provided the candidate meets all the assessment requirements.

Course preparation should consider students with special education needs.

2 SUBJECT LEVEL FOCUS

- Prepare and cook a variety of dishes for balanced menus
- Operate as an assistant cook/chef in the preparation and finishing of simple menu items and accompaniments

3 ASSESSMENT REQUIREMENTS

3.1 Internal assessment (50 percent)

3.1.1 Theoretical Component

The theoretical component will form 40 percent of internal assessment.

Internal assessment of the theoretical component of Food Preparation Level 3 will take the form of observation, class questions, group work, individual discussions with students, topic and semester tests and internal examinations.

Assignments, case studies and tests can be done at the end of a topic. Tests and internal examinations must form part of internal assessment.

3.1.2 Practical Component

Practical components include applications, exercises and performance. The practical components must be indicated in a Portfolio of Evidence (PoE).

The practical component will form 60 percent part of the internal assessment mark.

Internal assessment of the practical component of Food Preparation Level 3 will take the form of assignments, practical exercises, case studies, practical examination in a simulated hospitality environment.

Students may complete practical exercises on a daily basis. Assignments and case studies can be done at the end of a topic. Practical examination can form part of internal practical assessment.

- **Some examples of activities for practical assessments include, but are not limited to:**
 - Presentations (lectures, demonstrations, group discussions and activities, practical work, observation, role play, self activity, judging and evaluation)
 - Exhibitions by students
 - Visits undertaken by students based on a structured assignment task
 - Research and developing information brochures
 - Task performance in a simulated/structured environment

- **Definition of the term “Structured Environment”**

“Structured environment” for the purposes of assessment refers to an actual or simulated workplace, or workshop environment. It is advised that practical assessment for Food Preparation be integrated with Hospitality Generics and customer service assessments.

- **Evidence in practical assessments**

All evidence pertaining to evaluation of practical work must be reflected in the student’s Portfolio of Evidence (PoE). The tools and instruments constructed and used for the purpose of conducting such assessments must be clear from evidence contained in the PoE.

3.1.3 Processing of internal assessment mark for the year

A year mark out of 100 is calculated by adding the marks of the theoretical component and the practical component of the internal continuous assessment.

3.1.4 Moderation of internal assessment mark

Internal assessment is subjected to both internal and external moderation procedures as contained in the *National Examinations Policy for FET College Programmes*.

3.2 External assessment (50 percent)

A national examination is conducted annually in October or /November by means of a paper set, marked and moderated externally.

Details in respect of external assessment are contained in the *Assessment Guidelines: Food Preparation* (Level 3).

4 WEIGHTED VALUES OF TOPICS

TOPICS	WEIGHTED VALUE
1. Prepare and present basic fish dishes	15
2. Prepare and present hot and cold soups, including stocks and sauces related to the preparation of soups	20
3. Prepare and present basic cakes and biscuits	20
4. Prepare and present basic dough products	15
5. Prepare and present basic pastry dishes	15
6. Prepare food for cold presentation	15
TOTAL	100

5 CALCULATION OF FINAL MARK

Internal assessment: Student's mark/100 x 50 = a mark out of 50 (a)

Examination mark: Student's mark/100 x 50 = a mark out of 50 (b)

Final mark: (a) + (b) = a mark out of 100

All marks are to be systematically processed and accurately recorded to be available as hard copy evidence for, amongst others, purposes of moderation and verification, as well as purposes of reporting.

6 PASS REQUIREMENTS

The student must obtain at least fifty (50) percent in ICASS and fifty (50) percent in the examination.

7 SUBJECT AND LEARNING OUTCOMES

On completion of Food Preparation Level 3 the student should have covered the following topics:

- Topic 1: Prepare and present basic fish dishes
- Topic 2: Prepare and present hot and cold soups, including stocks and sauces related to the preparation of soups
- Topic 3: Prepare and present basic cakes and biscuits
- Topic 4: Prepare and present basic dough products
- Topic 5: Prepare and present basic pastry dishes
- Topic 6: Prepare food for cold presentation

7.1 Topic 1: Prepare and present basic fish dishes

7.1.1 Subject Outcome 1: Produce a variety of fish dishes as per menu specifications. In completing this, the student should be able to work with efficiency and in accordance with good hygiene practices

Learning Outcomes:

The student will be able to

- Clean preparation areas before and after use.
- Understand the main contamination threats when cooking basic fish dishes.
- Identify the various fish types.
- Know and recognise the indicators of quality and freshness.
- Prepare the fish correctly in accordance with recipes and organisational requirements.
- Prepare and cook a range of fish dishes for a variety of occasions in accordance with menu and organisational requirements.
- Work in an organised and efficient manner.
- Respond appropriately to unexpected operational situations

7.2 Topic 2: Prepare and present hot and cold soups, including stocks and sauces related to the preparation of soups

7.2.1 Subject Outcome: Produce a variety of hot and cold soups, including stocks and sauces related to the preparation of soups, according to organisational requirements. In completing this, the student should be able to work efficiently and in accordance with good hygiene practices

Learning Outcomes:

The student will be able to

- Identify the main contamination threats in preparing sauces, stocks, white sauces and hot and cold soups.
- Demonstrate an understanding of all the relevant food hygiene regulations.
- Identify and describe the different types of stock.
- Follow procedures for the preparation, cooking and storage of a range of stocks.
- Identify and describe different types of cooked hot and cold sauces.
- Identify and describe different types of cooked hot and cold soups.
- Follow procedures for the preparation, cooking and storage of a range of basic sauces (including white sauces) and hot and cold soups.
- Finish, garnish and present a range of sauces and soups with accompaniments for different styles of service
- Respond appropriately to a range of operational problems.
- Complete all activities in an efficient and organised manner and within the time constraints involved.

7.3 Topic 3: Prepare and present basic cakes and biscuits

7.3.1 Subject Outcome 1: Produce a variety of basic decorated cakes and biscuits to satisfy customers as well as organisational requirements. In completing this, the student should be able to work with efficiently and in accordance with good hygiene practices

Learning Outcomes:

The student will be able to

- Clean preparation areas before and after use.
- Understand the main contamination threats when preparing and cooking basic cakes and biscuits.
- Identify the different types of cake and biscuit products and select the correct ingredients in terms of quantity, quality and type.
- Demonstrate the various preparation methods and select in accordance with the recipes provided.
- Prepare, bake and finish a range of cake and biscuit products in accordance with recipes and for a variety of occasions.
- Understand the relationship between time and temperature when cooking cake and biscuit products and the implications for food quality, costs and customer satisfaction.
- Store prepared mixtures and finished products hygienically when not required for immediate use.
- Respond appropriately to unexpected operational situations.
- Complete all work efficiently

7.4 Topic 4: Prepare and present basic dough products

7.4.1 Subject Outcome 1: Produce a variety of basic dough products according to organisational requirements. In completing this, the student should be able to work with efficiently and in accordance with good hygiene practices

Learning Outcomes:

The student will be able to:

- Clean preparation areas before and after use.
- Understand the main contamination threats when preparing and cooking dough products.
- Describe and identify basic dough ingredients. Select the correct type, quantity and quality for specified recipes.
- Demonstrate the various preparation methods and select in accordance with the recipes provided.
- Prepare and present a range of dough products for a variety of occasions in accordance with recipes and using a variety of cooking methods.
- Understand the relationship between time and temperature when cooking dough products and the implications for food quality, costs and customer satisfaction.
- Store dough and finished dough products appropriately and safely if not for immediate use.

7.5 Topic 5: Prepare and present basic pastry products

7.5.1 Subject Outcome 1: Produce a variety of basic sweet and savoury pastry dishes according to organisational and customer requirements. In completing this, the student should be able to work with efficiency with minimal impact on others and in accordance with good hygiene practices.

Learning Outcomes:

The student will be able to

- Clean preparation areas before and after use.
- Understand the main contamination threats when preparing and cooking basic pastry dishes.
- For the different types of pastry, select the correct ingredients in terms of quantity, quality and type.
- Demonstrate the various preparation methods and select in accordance with the recipes provided.
- Prepare and cook a range of pastry dishes in accordance with recipes and for a variety of occasions.
- Understand the relationship between time and temperature when cooking pastry products and the implications for food quality, costs and customer satisfaction.
- Store prepared pastry and cooked pastry dishes hygienically when not required for immediate use.

7.6 Topic 6: Prepare food for cold presentation

7.6.1 Subject Outcome 1: Prepare, garnish and present a variety of dishes for cold presentation to satisfy customers as well as organisational requirements. In completing this, the student should be able to work with efficiency and in accordance with good hygiene practices

Learning Outcomes:

The student will be able to

- Describe the main contamination threats when preparing and storing canapés, open sandwiches and food for cold preparation.
- Clean preparation areas correctly before and after use.
- Identify the various types of bases and a range of appropriate toppings in terms of quantity and quality.
- Prepare and garnish a range of canapés, sandwiches and other cold foods in accordance with organisational requirements.
- Store finished products in accordance with hygiene regulations and procedures.
- Complete preparation and work activities in an organised and efficient manner.
- Respond appropriately to unexpected operational situations

8 RESOURCE NEEDS FOR THE TEACHING OF FOOD PREPARATION LEVEL 3

8.1 Physical resources

- A fully fitted training kitchen for hot and cold preparation
- Kitchen(s) must comply with OHS Act requirements
- One student per work station

8.2 Human resources

- At least NQF Level 5 Food Preparation training
- Industry experience

8.3 Financial resources

- Fully fitted training kitchen equipment - preparation areas, refrigerated storage, containers, dishwashing equipment, etc.
- Budget for consumables