

National Certificate in Professional Cookery Level 4

APL Assessment Process



**General Information for
Chefs & Cooks Who Wish to Have
their Skills & Experience Assessed for
New Zealand Qualifications**



INNOVATIVE HOSPITALITY

Tel: (0800) 929-8646 or (021) 300-782

Last Updated 30 March 2009



INNOVATIVE HOSPITALITY

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Category Winner : Electra Business Awards - Education Business of the Year 2003

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Registered Workplace Assessor

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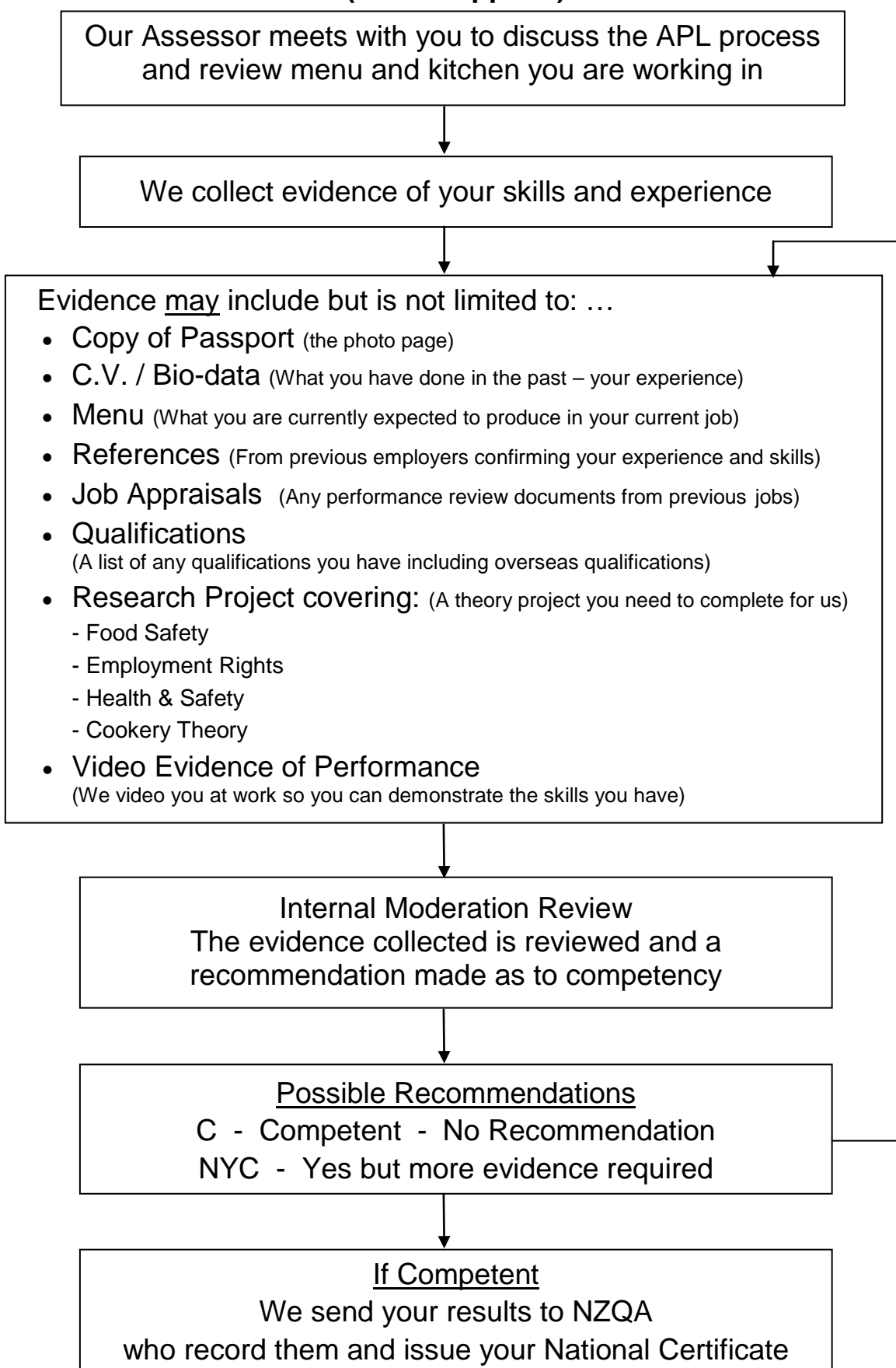
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<< Important >>

Applicants intending to be assessed for the National Certificate in Professional Cookery Level 4 for immigration purposes are responsible for seeking specialist immigration advice. We recommend you speak to the New Zealand Immigration Service or a Licensed Immigration Advisor about the appropriateness of this qualification, for your individual immigration or permanent residency requirements.

Assessment of Prior Learning General Process Guideline (What Happens)



Cookery APL Assessment Process

Assessment of Prior Learning (APL) is a combination of assessing practices which determine the skill level of what you are presently doing (known as *assessment of current competency*), what you have done in the past, and the knowledge level you have, and compares this evidence to the performance criteria of NZQA unit standards. Unit standards are bite sized descriptions of skills and knowledge and they are building blocks that make a qualification.

APL is used to determine whether or not you are currently competent in specified unit standards by looking at past and present work samples that you have produced, or which describes your performance.

The assessment process is designed to ensure that all assessments are carried out fairly and that consistency in the standard of assessment is maintained.

What is APL?

Practices developed within education and training to identify and recognise the previous learning and current skills of adults. The basic premise is that learning acquired informally, non-formally, experientially or formally can and should be recognised and accorded currency within formal education and training frameworks.

Assessment of Prior Learning (APL) recognizes what you have already learned from:

- work experience
- life experience (e.g.. community work, hobbies)
- other courses (e.g. formal or informal training)

Why Should Someone Apply?

- You complete your qualification earlier than if enrolled in a fulltime course for Level 4 National certificate in Professional Cookery as you already have the skills and knowledge and do not have to learn these again on a course.
- The cost may be lower than the fees for enrolling in a full-time course.
- There is very little disruption to your work as you are able to be assessed in the workplace rather than having to give up work to enroll in a full-time course.

The Assessment Process Guidelines

All assessments are completed by a Hospitality Standard's Institute (H.S.I.) registered work place assessor capable of assessing to Level Four Cookery. It is our intention to make the process valid, fair and creditable for you.

The minimum standard you must provide evidence of to be awarded achievement of Level 4 Professional Cookery should be the skill level a successful level four cookery student would have on leaving a NZQA recognized training establishment.

Your A.P.L evidence package is reviewed to ensure it contains sufficient evidence to based a decision on regarding your skill level.

Your evidence package may contain but not be limited to

- Video evidence of you at work and performing the skills required
 - Video evidence of the general standard of kitchen and equipment
 - Your marked written assessment/research projects
 - Copies of your qualifications, references, menu etc
 - Copies of your past performance appraisals
 - Copies of support letters from past or present employers
-

Fundamentals to be Assessed

Equipment

Assessor to decide - *Does the candidate have access to the necessary range of equipment to complete the assessments.*

Assessor Guide:

- A list of minimum equipment is attached.

Kitchen Environment

Assessor to decide - *Is the kitchen suitable for the assessment to take place ?*

Assessor Guide:

- General personal presentation of candidate and others in the kitchen
- Clean and tidy
- Safe working environment

Skill Level of Candidate

Assessor to decide - *Does the candidate possess the required skills to meet the standard ?*

Assessor Guide:

- Use the skills checklist included

Knowledge Level of Candidate

Assessor to decide - *Does the candidate possess the required background knowledge of cookery to meet the standard ?*

Assessor Guide:

At a minimum the following assessments are to be completed if the candidate does not already hold credit for these units on their NZQA Record of Learning.

- Food Safety (NZQA Units 167 & 168)
- Health & Safety In The Workplace (Unit 497)
- Employment relations (Unit 1979)
- Background knowledge questions.

The Process - Overview

- An Innovative Hospitality's H.S.I. Workplace Assessor will meet with you to identify what you want to achieve.
- Our Assessor will explain the expectations that you will have to meet and how the Assessment process works.
- Our Assessor will explain what evidence you can provide in support of your skills and knowledge how we and/or you can go about gathering that evidence.
- Once the evidence has been gathered our Assessor will compare it to the unit standards that are necessary for the qualification level that has been agreed on.
- A plan will be formulated to address any areas where the skill or knowledge level is below that required for the qualification, if any.
- The candidate and our Assessor will agree on a way forward.
- The Candidate's Evidence Package is then reviewed by our Internal Moderator. A candidate will be either:

Competent (C)

Recommendation to issue qualification with no further evidence required.

OR

Not yet competent (NYC)

Evidence accepted but with recommendation to seek more evidence in defined areas.

The Process – In More Detail

◆ Before the Assessment Starts

Ideally the chef will have made available the following documents before the first assessment session but these can be collected at this first visit.

- A copy of their passport
- A copy of their work history (C.V. / Bio-data)
- Copies of any qualifications
- A support letter from their employer
- A deposit of \$1,000 (GST Inclusive) to be paid

◆ Practical Assessment : The First Assessment Session With The Chef In Their Workplace –

The chef will first complete the forms necessary to enrol

- Innovative Hospitality enrolment form
- The pre-assessment forms

The purpose of the first stage of assessment is to observe the chef in their own environment preparing and presenting food in the course of their normal day. This requires no extra preparation, however it is recommended that the chef prepare themselves in the following way.

1. They wear a clean and tidy Chef's uniform, with hat and covered shoes.
2. They ensure the kitchen is in a tidy and clean order
3. They ensure the storage areas such as cool room and dry store are presented in a tidy and clean manner.
4. They ensure that their employer and other kitchen staff are made aware of the assessment activities that will take place, and that their employer has given their permission for our Assessor to be in the kitchen and video the activity that takes place.

The Assessor will video the chef during this time and take notes. The Assessor will also need to take video footage of the inside of the restaurant as well as the kitchen, the equipment and the storage areas. This is purely to provide supporting evidence that the chef is working in a commercial environment with a range of commercial equipment, and that the chef has good work methods and food safety practices when it comes to the storage of food.

◆ Practical Assessment: The Second Session With The Chef In Their Workplace

This should ideally take place during actual production time when the chef is busy producing food for the restaurant.

The Assessor will video the chef during this time and take notes.

◆ **Practical Assessment: The Third Session With The Chef In Their Workplace**

The Assessor will ask the chef to produce certain types of food. However before any food is produced the chef will get a chance to discuss with the Assessor what type or particular product is required.

The Assessor will review of evidence to date, and if necessary request a demonstration of particular skills not yet observed.

NOTE: The above 3 Practical Assessment sessions may be combined into 2 consecutive days or be spread over several weeks depending on the availability of the assessor, the requirements of the chef or restaurant owner and any urgency due to immigration concerns.

◆ **Written Assessment:**

The Chef will also be required to complete a number of written assignments:

- A cookery research project
- Health & Safety In The Workplace (NZQA Unit 497)
- Employment Rights & Responsibilities (NZQA Units 1979)
- Food Safety (NZQA Units 167 & 168)

◆ **Moderation:**

All the evidence collected (Video of practical and the Chef's written work) is forwarded to a Moderator for reviewing.

◆ **Certification:**

On receipt of our fee in full we will send the results of the assessment to the NZ Qualifications Authority and request the "official" National Certificate be issued. Once we send the results to NZQA it takes approximately 10 working days for us to receive the National Certificate which we forward on the Chef.

NZQA NATIONAL CERTIFICATE IN HOSPITALITY (v4) (Professional Cookery) - Level 4

COMPULSORY UNIT STANDARDS:

UNIT ID	UNIT TITLE	LEVEL	CREDIT VALUE
167	Practice food safety methods in a food business	2	4
168	Demonstrate knowledge of hazards, and methods used to control hazards, that cause food borne illness and food spoilage	3	4
13285	Handle and maintain knives in a commercial kitchen	2	2
13289	Prepare and cook complex meat dishes in a commercial kitchen	4	8
13290	Demonstrate knowledge of the commercial catering applications of meat and poultry	3	8
13294	Prepare and cook complex vegetable dishes in a commercial kitchen	4	4
13295	Demonstrate knowledge of the commercial catering applications of fruit and vegetables	3	4
13299	Prepare and cook complex soups in a commercial kitchen	4	6
13301	Prepare and cook complex sauces in a commercial kitchen	4	6
13303	Demonstrate knowledge of the commercial catering applications of complex sauces and soups	4	6
13305	Prepare and cook complex fish dishes in a commercial kitchen	4	8
13311	Prepare and cook complex hot and cold dessert in a commercial kitchen	4	8
13314	Prepare and cook complex egg dishes in a commercial kitchen	3	4
13339	Demonstrate knowledge of the commercial catering applications of kitchen commodities	3	4
13340	Demonstrate knowledge of the commercial catering applications of eggs, and egg and dairy products	3	2
13342	Demonstrate knowledge of commercial food costs and portion control	3	6
13343	Demonstrate knowledge of basic nutrition in commercial catering	3	4
14462	Prepare for and provide customer care in the hospitality industry	2	2
14464	Deal with customer complaints in the hospitality industry	3	2
14465	Maintain a safe and secure environment for people in the hospitality industry	3	2
14466	Demonstrate knowledge of procedures to protect people and property in the hospitality industry	2	3
14469	Provide customers with information about an establishment in the hospitality industry	2	2
377	Work in a diverse workplace	2	2
497	Demonstrate knowledge of workplace health and safety requirements	1	3
1979	Describe the employment relationship, and the application of employment law to that relationship	2	3
2977	Read texts for practical purposes	1	4
9677	Participate in a group/team which has an objective(s)	2	3
Total	27 Units		114

Updated 27/01/09

Below are the suggested optional units and strands to make up the required units/credits for the qualification. However, our Assessor may select other units besides these depending on your past experience and skills.

STRAND : Pasta & Rice

UNIT ID	UNIT TITLE	LEVEL	CREDIT VALUE
13315	Cook rice based dishes in a commercial kitchen	3	6
13317	Prepare and cook complex pasta based dishes in a commercial kitchen	4	6
13318	Demonstrate knowledge of commercial catering applications of rice and farinaceous products	4	4
Total	3 Units		16

STRAND : Fish & Shellfish

UNIT ID	UNIT TITLE	LEVEL	CREDIT VALUE
13306	Demonstrate knowledge of commercial catering applications of fish	3	4
13307	Prepare and cook shellfish dishes in a commercial kitchen	4	8
13308	Demonstrate knowledge of commercial catering applications of shellfish	4	4
Total	3 Units		16

BALANCE OF UNITS REQUIRED TO MEET THE QUALIFICATION REQUIREMENT FOR A MINIMUM OF 75 CREDITS AT LEVEL 4 OR ABOVE

UNIT ID	UNIT TITLE	LEVEL	CREDIT VALUE
25232	Prepare and cook complex poultry dishes in a commercial kitchen	4	8
Total	1 Unit		8

SUMMARY

Total Units = 34, Total Credits = 154

Level 1 Credits = 7

Level 2 Credits = 21

Level 3 Credits = 50

Level 4 Credits = 76 (required 75 at level 4 or above)

Updated 30/03/09