



Level 1 Certificate in Catering Skills

Qualification Number: 603/2824/1



Mission Statement

We recognise achievement and support learning transforming the lives of individuals and communities.

Our Vision

To be the best we can be.

Our Values

- **Integrity** – committed to ethical and sustainable business practices;
- **Clarity** – a clear qualification offer supported by transparent processes;
- **Collaboration** – working with customers and other stakeholders;
- **Aspiration** – supporting individuals to fulfil their potential and progress;
- **Excellence** – committed to high quality;
- **Innovation** – creating opportunities for learners, employers and communities;
- **Inclusion** – celebrating diversity and respecting individuality.

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Qualification summary

Title:	Level 1 Certificate in Catering Skills
Qualification Accreditation Number:	603/2824/1
Credit value:	15 credits
Guided Learning Hours:	111 hours
Total Qualification Time:	150 hours
Minimum age:	There is no minimum age, however centres must ensure that learners have a level of maturity appropriate for units included in the courses that they offer.
Qualification Aim:	This qualification offers learners the opportunity to gain knowledge and practical skills to carry out basic cooking skills in a kitchen. Learners will practice safely and hygienically in a catering environment.
Progression Routes:	This qualification can be used as a stepping stone to employment or further study by enabling the development of practical cooking skills and generic transferable skills.
Rules of Combination:	Learners must complete a total of 15 credits to achieve this qualification.
Assessment requirements:	Portfolio of Evidence.

About the RQF

The Regulated Qualifications Framework (RQF) provides a single, simple system for cataloguing all qualifications regulated by Ofqual. Qualifications are indexed by their level and size.

Levels indicate the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels supported by three “entry levels”.

Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. Size is expressed in term of Total Qualification Time (TQT). The part of the TQT spent being taught or supervised is known as Guided Learning Hours (GLH).

Guided Learning Hours (GLH)

Guided Learning Hours are defined as the number of hours of supervised or directed study time required for a unit or a qualification.

Total Qualification Time (TQT)

Total qualification time is defined as the number of guided learning hours (GLH) plus the time taken by the learner for private study or work experience.

Entry requirements

There are no entry requirements for this qualification.

Reasonable Adjustment and Special Considerations

Assessment for this qualification is designed to be accessible and inclusive. The assessment methodology is appropriate and rigorous for individuals or groups of learners.

If you have learners with particular needs you should refer to the [Reasonable Adjustment and Special Considerations Policy](#). This policy gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without compromising the achievement of the assessment criteria.

The units

Mandatory Group M

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Baking Bread	1	2	14	20	NE1/1/NQ/002	L/616/7801
Basic Cooking	1	1	7	10	NE2/1/NQ/001	R/616/7802
Basic Food Preparation	1	1	9	10	NE1/1/NQ/003	Y/616/7803
Cake Decorating	1	3	25	30	NE2/1/NQ/002	H/616/7805
Customer Service in a Catering Environment	1	1	9	10	NB1/1/NQ/004	D/616/7804
Deboning and Stripping Poultry	1	1	7	10	NE2/1/NQ/003	K/616/7806
Health and Safety in a Practical Environment	1	1	9	10	HC1/1/NQ/022	Y/505/4441
Introduction to Foodstuffs	1	1	9	10	NE1/1/NQ/004	M/616/7807
Making Biscuits	1	2	12	20	NE2/1/NQ/004	T/616/7808
Making Pastry	1	2	15	20	NE2/1/NQ/005	A/616/7809
Making Sauces	1	1	8	10	NE1/1/NQ/005	M/616/7810
Making Soups	1	1	7	10	NE1/1/NQ/006	T/616/7811
Planning a Menu	1	2	17	20	NE1/1/NQ/007	A/616/7812
Setting a Table	1	1	8	10	NB1/1/NQ/005	F/616/7813
Slicing and Carving Meats and Joints	1	1	7	10	NE1/1/NQ/008	J/616/7814
Using Kitchen Equipment	1	1	10	10	NF1/1/NQ/007	R/505/3272

Level descriptors

The level of the units within this qualification is linked to the latest QCF level descriptors published by Ofqual.

Level	Knowledge Descriptor (the holder...)	Skills Descriptor (the holder can...)
Level 1	Has basic factual knowledge of a subject and/or knowledge of facts, procedures and ideas to complete well-defined routine tasks and address simple problems; and Is aware of aspects of information relevant to the area of study or work.	Use basic cognitive and practical skills to complete well-defined routine tasks. Select and use relevant information. Identify whether actions have been effective.

Extracted from 'After the QCF A New Qualification Framework' October 2015

Assessment

Assessment for this qualification is by portfolio. The assessment process is as follows:

- All assessments are internally set at the centre by assessors ensuring all the requirements detailed in the assessment criteria of each unit will be met. They are then approved by the Internal Quality Assurer (IQA).
- The learners are assessed internally at the centre, using the assessments set.
- The resulting portfolios of assessed evidence are internally quality assured by an Internal Quality Assurer (IQA) at the centre.
- The portfolios of assessed evidence are externally quality assured by an Open College Network West Midlands Quality Adviser (QA) or EQA. For Centres with Direct Claims Status, an Internal Quality Assurer (IQA) approved by Open College Network West Midlands may quality assure instead of the EQA.

When devising assessments, centres may choose from a range of assessment methods but where assessment guidance is provided within a unit this must be adhered to unless otherwise agreed with the External Quality Assurer (EQA).

Assessment methods must be valid, fair, reliable and safe leading to authentic, sufficient and current evidence produced by the candidate.

Holistic assessment is encouraged as there is no requirement for individual criteria or units to be assessed separately (where more than one unit makes up a qualification).

Further guidance on assessment can be found in the [Centre Handbook](#) and the [Assessment Methods](#) publication. These provide guidance on the range of assessment methods available and the types of evidence appropriate for each.

Other guidance and sample documentation is available to recognised centres covering: planning assessment; recording achievement; planning, carrying out and documenting IQA.

Approval to offer the qualification

If you are an Open College Network West Midlands Recognised Centre and you wish to add this qualification to your curriculum offer please complete and submit a [New Course Notification Form](#) to your Business Development Manager for approval.

If you are not an Open College Network West Midlands Recognised Centre and you wish to offer the qualification, you will need to apply for Centre Recognition with us. To start the application process please email enquiries@opencollnet.org.uk or telephone 01902 624 239.

For more information visit [Becoming a Centre](#) on our website.

Standardisation

Standardisation is a process that promotes consistency in the understanding and application of assessment practice. Full details on Open College Network West Midlands standardisation practices can be found in our [Centre Handbook](#).

Outcomes from standardisation events will be disseminated to Centres by Open College Network West Midlands.

Support for centres

Open College Network West Midlands provide all of our centres with on-going support and advice on the use of Open College Network West Midlands units and qualifications, including the requirements for assessment.

Information about the following can be found in our [Centre Handbook](#):

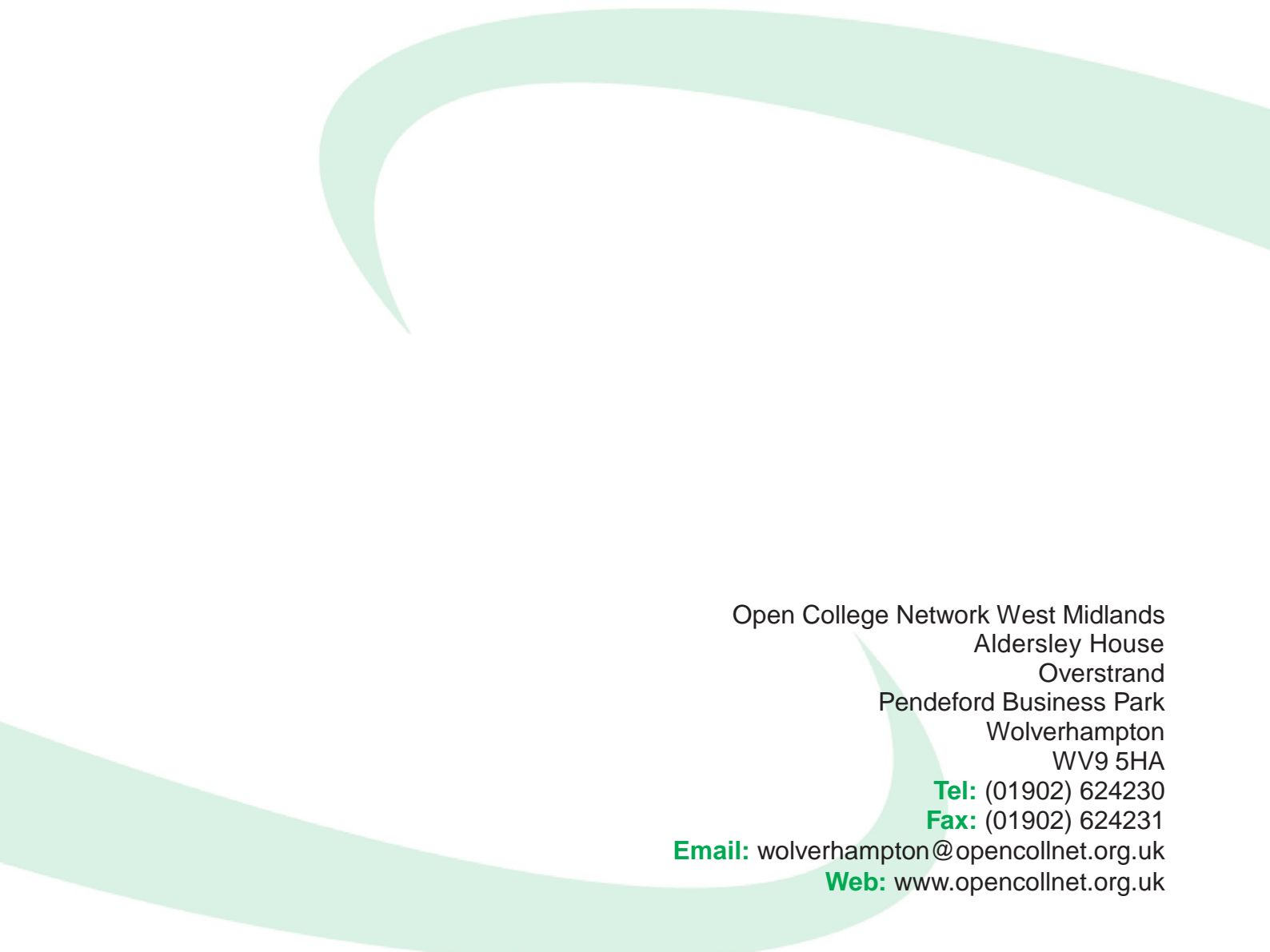
- obtaining a Unique Learner Number (ULN) on behalf of the learners
- UKPRN (UK Provider Reference Number)

Centre responsibilities

Each centre should identify a centre contact who will be responsible for:

- ensuring that the centre meets all the Open College Network West Midlands requirements for centre recognition and adheres to all [policies and procedures](#).
- Open College Network West Midlands provision within the centre
- ensuring all procedures relating to the delivery of the qualification operate effectively in the centre
- ensuring all relevant Open College Network West Midlands documentation is distributed as required within the centre and that the security requirements for external assessment are adhered to, where applicable.

The information provided in this qualification guide is accurate at the time of publication but is subject to change. Open College Network West Midlands will occasionally update qualification information, so please refer to the 'Open College Network West Midlands Qualifications' page of our website to view any updates, including qualification end dates and the latest versions of our qualification guides.



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