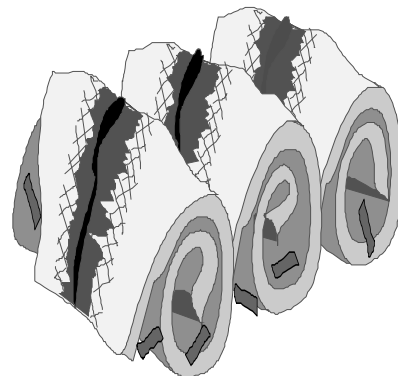
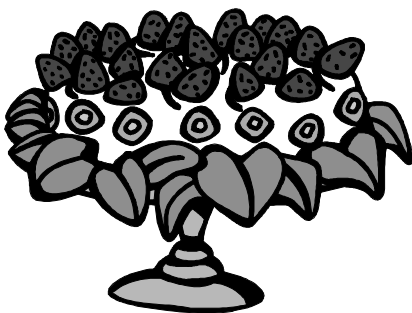
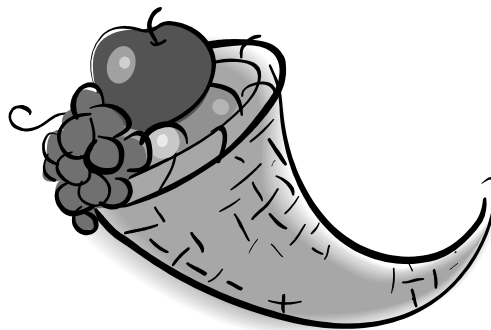


# Otumoetai College



## HOSPITALITY Course Outline 2011

### Level One Unit Standards



Name: .....

## **APPENDIX**

### **INFORMATION FOR STUDENTS 2011**

#### **FURTHER ASSESSMENT OPPORTUNITY**

A further assessment opportunity is sometimes possible for internally assessed standards and when such occurs it will be made available to all students. The Head of Faculty/Department has the responsibility of deciding if a further assessment opportunity can take place. However, sometimes evidence of student achievement may be obtained through conferencing and teachers will keep a careful record. If you do not achieve an external Achievement Standard then you will have to wait until the Standard is offered again, the following year.

#### **ABSENCES FROM ASSESSMENTS**

If you unavoidably missed an opportunity for an assessment of an internally assessed Standard you will have to negotiate an assessment opportunity with the Head of Faculty/Department and your subject teacher. Unavoidable absence includes illness, bereavement, prior leave, but evidence of proof is required e.g. a medical certificate. The college reserves the right to evaluate the presented evidence and take an appropriate course of action in the interests of fairness and equity. The course of action may include – another assessment opportunity, or an opportunity to re-submit work, or a decision made on accumulated standard specific evidence already held or the College could not award credits for the standard concerned.

#### **COMPASSIONATE CONSIDERATION FOR EXTERNAL STANDARD ASSESSMENT**

If you are absent on the day of an external Achievement Standard assessment for a medical or equivalent reason, you will need to see the Head of the Learning Centre, to apply for compassionate consideration. If approved, we will recommend an estimated grade which will be based on your performance during the year in an equivalent AS. You will be expected to provide appropriate evidence to support your application.

#### **LATE WORK/EXTENSIONS**

Teachers will set a date by which all internally assessed qualification tasks must be completed and handed to the teacher. Late work will not be accepted. Any extension must be negotiated 48 hours before the due date for the completion of the work. You will require evidence to support your request for extra time. The classroom teacher will only grant an extension in the case of genuine illness or other exceptional circumstances.

#### **APPEALS**

When marked work is returned to you, you are encouraged to discuss your level of achievement with your teacher. If you have reason to disagree with your teacher's assessment of your work and wish to appeal against your assigned level of achievement, you discuss this first with your class teacher. If you are still not satisfied, you approach the head of that subject and still if not satisfied, then the Deputy Principal Curriculum/Assessment. If an agreement cannot be reached the Deputy Principal will arrange for an external review. You will be given 48 hours from the return of your assessment task in which to lodge your appeal. You can collect an Appeals Form from the Deputy Principal's office.

#### **AUTHENTICITY**

We expect all students to submit their own work for assessment purposes. Subject teachers will expect you to verify that any assessment work done outside the classroom and not supervised by a teacher is your own work. Different subjects will use a variety of different strategies to ensure authenticity of work. They will discuss this with you at the beginning of the year, outlining it in their assessment policies and at the appropriate time. If a breach of the rules occurs such as cheating, including plagiarism, the teacher concerned will inform the Head of Department who will inform the Deputy Principal Curriculum/Assessment to interview appropriate personnel to resolve the issue. If student behaviour is deemed to be inappropriate then credits may be forfeited. The final arbiter in the decision will be the Deputy Principal Curriculum/Assessment.



**AUTHENTICITY STATEMENT**  
**TECHNOLOGY/HEALTH/HOSPITALITY DEPARTMENT**



Authenticity means that the work that is submitted is **YOUR OWN**. **ALL RESOURCES** that you have used have been acknowledged. Resources could include: verbal, conversations, internet sites and library resources, etc.

**TASK/UNIT STANDARD/ACHIEVEMENT STANDARD TITLE:**

.....

I ..... declare that the work submitted is entirely my own work.

SIGNATURE: ..... DATE: .....

**SPECIAL ASSESSMENT CONDITIONS**

If a physical or learning disability has been determined in advance of your entering Year 11, 12 or 13 which may mean the assistance of a reader, writer and/or extra time for you to be able to complete your assessments. You need to apply to the Learning Centre for these special assessment conditions. NZQA and the College have strict rules for the application of Special Assessment conditions.

**REPORTS**

An in-depth report and a progress examination report will be sent home. It will indicate progress, subject specific skills, internal Standards gained and the level of achievement, and will show estimated achievements in external Achievement Standards. There will also be the opportunities for parent/teacher interviews to discuss the student's progress throughout the year.

**FEES: NZQA**

Students entering for NQF qualifications are charged fees by NZQA. Fees for 2010 are \$75. Fees will be collected in August. Financial Assistance is available for those families on a benefit or with an income level that enables them to receive a Community Services Card. It is the parents' responsibility to notify and confirm this with the College. All necessary information will be posted to you in the first week of Term 3 and will appear in 'Contact'.

**NQF RESULTS**

In January following the November examination, the New Zealand Qualifications Authority will issue students with a result notice for each subject. On it will be recorded – the results of Standards the student entered, the level of achievement grade and the number of credits gained in each standard.

**RECORD OF ACHIEVEMENT**

In addition to receiving an interim result notice for each subject, NZQA will also provide students with a Record of Achievement and an NCEA certificate in April/May following the year of attainment. Year 13 students will automatically receive a Record of Achievement; other year levels must apply to NZQA on line or else phone NZQA before 30 June. When students have enough credits for a completed National Certificate, other than an NCEA Certificate, they must obtain a form from the Transition Office and pay the college so that the application and required fees can be sent to NZQA.

**NUMERACY, LITERACY and UNIVERSITY ENTRANCE**

In order to enter a New Zealand University all students must gain 14 credits at Level 1 or higher in Mathematics and at least 8 literacy credits at NQF Level 2 or higher in English or Te Reo Maori. 4 credits must be in Reading and 4 credits must be in Writing. Refer to the policy document: Appendix 1 Assessment Policy.

## **STUDENT RESPONSIBILITY**

The student is to ensure that he or she:

- Understands the assessment programme and policy.
- Clearly understands the requirements of each assessment, the task and the criteria.
- Checks the accuracy of the assessment when work is returned by the teacher and sign the achieved standard.

## **RESOURCES & TEXTS**

Generally, all text resources, and practical equipment will be supplied by the Technology/Health/ Hospitality Department. If students wish to use additional texts, resources or equipment, this is permissible.

## **FEES**

Fees are charged for all practical classes and vary according to each subject. Prompt payment at the beginning of the year is appreciated to enable the department to continue to source supplies.

## **PRACTICAL WORK**

This is an integral part of this course and needs to be completed to gain credit.

## **SPECIAL NEEDS**

Literacy: Where students have been identified as having literacy problems, students may be orally tested during knowledge based activities. Where necessary school Guidance and Counselling services may be used.

Physical Disabilities: The Food Technology and Nutrition Room has no special facilities for the Physically Disabled.

## **WORK EXPERIENCE REQUIREMENTS**

It would be beneficial for students to gain work experience in a variety of businesses appropriate to their course of learning.

## **INDUSTRY VISITS**

As per Otumoetai College school policies for Education outside the classroom.

## **STAFF WILL NOT ASSESS STANDARDS OUTSIDE TIMETABLED CLASSROOM PROGRAMMES**

As parents you are further advised that as part of fulfilling the first of the College goals for 2005 of "Students who have achieved a good number of Merits and Excellences in internal and practice assessments to date at Level 1 will receive commendation certificates, before the end of the term. I would like all parents to consistently encourage students to aim for the highest possible grade. I welcome questions if anything is not clear.

## **CODES OF PRACTICE AND OSH REQUIREMENTS**

- Codes of Practice for students working in the Food Technology/Hospitality Room are posted in the room.

Codes of Practice include:

- Personal Hygiene
- Cross Contamination
- Time Temperature Controls
- Handling Knives
- Chemicals
- Wet Floors
- Running in the Room
- Students must understand and sign Codes of Practice before starting practical work. Level Two – Vocational