Otumoetai College

YEAR 13 HOSPITALITY

Course Booklet 2011

YEAR 13 HOSPITALITY
COURSE PROGRAMME OUTLINE

TERM I	US 17285 – Demonstrate knowledge of espresso coffee equipment and recipes and prepare coffee under supervision **Start running Café once a week**
TERM II	US 24526 – Apply safe working practices in a commercial kitchen US 6648 – Prepare, plan and serve food for a special occasion US 9677 – Participate in a group/team which has an objective **Polytechnic Restaurant Night Visit**
TERM III	**Restaurant Service** US13274 – Cook food items by poaching US 64 – Perform calculations in the workplace
TERM IV	US 13273 – Cook food items by boiling US 13275 – Cook food items by steaming

Unit standards in Year 13 Hosp

Description:

- **Continues** National Certificate in Hospitality (Introductory Cookery) Level 2, which is a two year course.
- This qualification is designed to provide a pathway to the National Certificate in Hospitality – Basic Cookery Level 3 at Polytechnic.
- A practical course for students interested in working in the food industry.
- **35 Compulsory Credits** are required plus a minimum of **8 Elective credits** are required to qualify for the National Certificate in Hospitality (Level 2).

Unit No	Title	Level	Credits
17285	Demonstrate knowledge of espresso coffee equipment and recipes and prepare coffee under supervision	2	**4** *Elective*
24526	Apply safe working practices in a commercial kitchen	2	**4** *Compulsory*
6648	Prepare, plan and serve food for a special occasion	3	**4** *Elective*
9677	Participate in a group/team which has an objective	2	**3** *Compulsory*
13274	Cook food items by poaching	2	**2** *Compulsory*
64	Perform calculations in the workplace	2	**2** *Compulsory*
13273	Cook food items by boiling	2	**2** *Compulsory*
13275	Cook food items by steaming	2	**2** *Compulsory*

PROGRAMME REGULATIONS

1. Entry Requirements for Hospitality – Year 13

Preference is given to those students who have completed Yr 12 Hospitality and/or a Food and Nutrition or Food Tech course the previous year or to students showing a strong interest and ability to meet the requirements of the course.

2. Selection Criteria for Entry into the Course

Students will be selected based on their demonstrated participation and interest in the Hospitality Industry. Additional to this, students will need to demonstrate their ability to study at this level.

3. Student Numbers

Maximum: 24

4. Work Experience Requirements

It would be beneficial for students to gain work experience in a variety of Hospitality and Food outlets.

5. The Level of Each of the Units Offered

Individual specifications for each unit are outlined in the curriculum section of this document.

6. Re-sit Procedure

- 100% pass must be achieved in each unit.
- Re-sit: Achieve 85% or over in first attempt: After discussion with teacher, fix or orally correct.

  Achieve less than 85% in first attempt: Reassessment.
- Student may have one opportunity to re-sit.
- Request to re-sit must be in writing and within 10 school days of the first attempt.

7. Gaining Permission before Assessment

It is necessary to gain permission from Hospitality teacher before an assessment can take place.

8. Resources and Fees

Fees for this course are outlined in the school handbook.

Resources:

- Permanent physical resources are all available in the room.
- Disposable resources (e.g. food) required purchase prior to assessment.
- Students will be notified prior to a practical session of the food items they require.
- It is the students' responsibility to know what is required.

9. Special Conditions

During assessments students will work totally independently at workstations and/or as indicated in the assessment sheet, i.e. High Risk Foods. During practice sessions students may share work state space.

10. Industry Visits

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

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 (Mr Farthing) If and 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.

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.

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.
TEACHER

TASK/UNIT STANDARD/ACHIEVEMENT STANDARD TITLE:

.....

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

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

SPECIAL CONDITIONS

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

REPORTS

Two in-depth reports will be sent home at the end of term 2 and mid Term 4. They may indicate progress, subject specific skills, internal Unit Standards achieved and the level of achievement.

FEES
Students entering for NCEA qualifications are charged fees by NZQA. Students have been advised of fees payable earlier this year. 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. See special notice from NZQA regarding financial assistance. 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').

NCEA RESULTS
In January 2009, the New Zealand Qualifications Authority will issue students with an NCEA Report for each subject. On it will be recorded – the Achievement Standards and/or Unit Standards the student entered, the level of achievement grade, the number of credits gained in each standard, and the student's grade average for the Achievement standards entered in a subject, which is expressed as a mark out of 100 (note: this is not a percentage mark).

RECORD OF LEARNING
In addition to receiving an NCEA Report for each subject, NZQA will also provide students with a Record of Learning. When students have enough credits for a completed Certificate they must obtain a form from the Transition Office and pay $15 to NZQA. It will list all standards achieved, along with levels, credits and dates, as well as certificates gained.

FURTHER ASSESSMENT OPPORTUNITIES
If you do not reach the required standard to gain an internally assessed Achievement Standard or a Unit Standard you may be offered the opportunity to have another assessment opportunity for that Achievement/Unit Standard. The Head of Faculty/Department has the responsibility of deciding if further assessment opportunities are practicable. 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
If you are unavoidably absent on the day of an internal assessment for an Achievement/ Unit Standard you will have to negotiate an assessment opportunity with the Head of Faculty/Department. Unavoidable absence includes illness, bereavement, prior leave, but evidence of proof is required e.g. a medical certificate.

COMPASSIONATE CONSIDERATION
If you are absent on the day of an external Achievement Standard assessment task for a medical or equivalent reason, you will need to see the Head of the Learning Centre, (Mrs Irvine), 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 evidence to support your application. If you apply for compassionate consideration for an internally assessed Achievement Standard 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 resubmit, or a decision made on evidence already held or the College could decline your application for compassionate consideration.

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 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 of other exceptional circumstances.

STORAGE OF STUDENT WORK
Student assessment material will be retained by the department until such time as it is no longer required for moderation purposes (as informed by NZQA Policy).

MARKING & MODERATION
Student's work will be marked by their subject teacher following NCEA assessment schedules. Moderation will take place at the beginning and end of marking to ensure consistency across classes. Upon the work being returned, students will be asked to check their marking to allow for any queries to be addressed.

STUDENT RESPONSIBILITY
The student is to ensure that he or she:

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

RESOURCES, TEXTS & FEES
Generally, all text resources, and practical equipment will be supplied by the Technology/ Health/Hospitality Department.
But if students wish to use additional texts, resources, equipment, this is permissible.

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.

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.**

CROSS CONTAMINATION

- Safe rubbish disposal systems.
  1. Use specified rubbish container at work stations ***at all times***.
  2. At the end of the lesson place in the appropriate rubbish bin.
  3. Wash hands after touching rubbing bin.

- Safe storage of tea towels/hand towels.
  1. Collect clean tea towel from shelves.
  2. Place dirty tea towel in washing machine.
  3. Dried tea towels/hand towels are stored on linen shelves.

- Soil from vegetables is kept away from other preparation areas.
  1. Vegetables are taken immediately to sink bench to wash and peel.
  2. Vegetables must be washed before coming to preparation table.
  3. Vegetable peelings are placed in the lined rubbish bin.

- Cleaning procedures where the kitchen is always left clean.
  1. After washing dishes, preparation table and sink area are sanitised.
  2. Sanitiser is kept in the teacher station under the bench.
  3. All equipment is placed in correct position in unit.
  4. Ask teacher to check your unit before leaving the room.

PERSONAL HYGIENE

OTUMOETAI COLLEGE CODES OF PRACTICE FOR STUDENTS WORKING IN THE KITCHENS.

Hands / Clean

- Wash hands before commencing work.
- Between different tasks especially raw and cooked food.
- After going to the toilet – wash hands in laundry area.
- After having a break.
- After completing any other task which could contaminate food.
- Use clean paper tissues to blow your nose.
- Cuts covered with a Band-Aid and a disposable glove.

Hair

- Clean.
- Off the face.
- Contained in a hat/hairnet/tied back.

Uniform

- Clean.
- No school jackets, heavy jerseys to be worn while preparing food.
- Any sleeves rolled up to elbow length.
- Remove apron on leaving the kitchen to go to the toilet or when having a break.
- Wear a clean apron while preparing food.

Jewellery

- No rings to be worn.
- Watch only.
- Earrings – one stud or sleeper in each ear.
- No other jewellery acceptable.

Nails

- Short (when you hold up the palm of the hand towards you, you should not be able to see the nail).
- Clean.
- No nail polish.
- No tasting of food except with a clean spoon/as teacher directed.

Footwear

- Clean, tidy, school regulation shoes.