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**Evidence and grading tracker for internally assessed units**

NCFE Level 2 Certificate in Food and Cookery (601/4533/X)

Issue 1 September 2015

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| --- | --- |
| Learner Name:  |  |
| Learner Number:  |  |
| Centre Name:  |  |

|  |  |  |
| --- | --- | --- |
| **Unit number and title** | **Internal Moderator (signature and date)** | **External Moderator (signature and date)** |
| Unit 01 Preparing to cook (D/506/5036) |  |  |
| Unit 02 Understanding food (H/506/5037) |  |  |
| Unit 03 Exploring balanced diets (K/506/5038) | Externally assessed | Externally assessed |
| Unit 04 Plan and produce dishes in response to a brief (M/506/5039) |  |  |

For completion if part, or all of the evidence has been sampled by the Internal and/or External Moderator.

**Overview**

During your course your Teacher/Assessor will ask you to carry out work either in the classroom or at home, which you’ll keep as evidence of your learning.

The work you produce (evidence) will be assessed by your Teacher/Assessor to make sure you’ve covered everything in sufficient detail. Your evidence could be made up of a combination of:

* written work or class notes
* products or samples of practical work
* case studies
* simulated activities or role play
* learning logs
* video or audio recordings
* other appropriate formats suggested by your Teacher/Assessor.

When all your evidence is gathered together in a file or folder this becomes your portfolio.

Your centre and Teacher/Assessor may have systems that they use to plan and monitor your assessment. These may be computer-based (eg using ‘e-portfolio’ software) or paper-based (using forms or checklists). These systems are designed to show how each piece of evidence meets the learning outcomes and assessment criteria.

**About this qualification**

|  |  |  |
| --- | --- | --- |
| **Unit number and title** | **Mandatory/optional** | Assessment  |
| Unit 01 Preparing to cook (D/506/5036) | Mandatory | Internally assessed portfolio of evidence |
| Unit 02 Understanding food (H/506/5037) | Mandatory | Internally assessed portfolio of evidence |
| Unit 03 Exploring balanced diets(K/506/5038) | Mandatory | Externally assessed assignment |
| Unit 04 Plan and produce dishes in response to a brief (M/506/5039) | Mandatory | Internally assessed portfolio of evidence |

To be awarded the **NCFE Level 2 Certificate in Food and Cookery (601/4533/X)** you are required to successfully achieve **4 mandatory units**.

**Planning and tracking your assessment**

The tracker will help you to record the work you’ve done and the work you still need to do to finish your portfolio. You need to complete this tracker for each mandatory unit. In the evidence section, you should include the type of work you have produced (ie illustration, table, written work) and the portfolio page number.

It will also help your Teacher/Assessor, Internal and External Moderators find their way around your portfolio so they can check it. Your Teacher/Assessor will make sure you’re completing your tracker correctly.

You and your Teacher/Assessor and/or an independent witness must sign and date the individual pieces of work in your portfolio. Once you’ve completed each unit, you must sign to say that the work is your own, or that you have referenced it if it is someone else’s work. Your Teacher/Assessor will then grade and sign the declaration, to show that they’re satisfied you’ve completed it correctly.

**Unit 01 Preparing to cook (D/506/5036)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment Criteria** | **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Evidence****(including portfolio page number and type)** |
| **1.1 Describe safe and hygienic working practices to prepare self for cooking**  |  |  |  |  |  |
| **1.2 Describe safe and hygienic working practices to prepare the cooking environment** |  |  |  |  |  |
| **1.3 Assess potential risks and hazards in the cooking environment** |  |  |  |  |  |
| **2.1 Describe the uses of cooking equipment and utensils**  |  |  |  |  |  |
| **2.2 Describe how to prepare equipment and utensils for cooking** |  |  |  |  |  |

**Unit 01 Preparing to cook (D/506/5036) (cont’d)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment Criteria** | **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Evidence****(including portfolio page number and type)** |
| **2.3 Describe safe cleaning and storage of equipment and utensils**  |  |  |  |  |  |
| **3.1 Describe the purpose of a recipe**  |  |  |  |  N/A |  |
| **3.2 Identify the stages of a recipe** |  |  |  N/A |   N/A |  |
| **3.3 Describe the purpose of different ingredients in a recipe**  |  |  |  |  |  |

**Unit 01 Preparing to cook (D/506/5036) (cont’d)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment Criteria** | **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Evidence****(including portfolio page number and type)** |
| **3.4 Describe cooking skills**  |  |  |   |   |  |
| **4.1 Demonstrate safe and hygienic working practices to prepare self and environment for cooking**  |  |  |   N/A |   N/A |  |
| **4.2 Demonstrate how to follow recipes**  |  |  |  |  |  |
| **4.3 Demonstrate cooking skills** |  |  |  |  |  |

**Unit 01 Preparing to cook (D/506/5036) (cont’d)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment Criteria** | **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Evidence****(including portfolio page number and type)** |
| **4.4 Demonstrate safe use of equipment and utensils**  |  |  |   N/A |   N/A |  |
| **4.5 Demonstrate safe and hygienic cleaning and storage of equipment and utensils**  |  |  |   N/A |   N/A |  |

**Unit 01 Preparing to cook (D/506/5036) (cont’d)**

**I confirm this is all my own work.**

Learner signature:

|  |
| --- |
| Teacher/Assessor comments: (please continue overleaf if necessary) |

**I confirm I have graded this work against the grading descriptors for the qualification.**

Overall unit grade: Date submitted on the Portal:

Teacher/Assessor Name: Signature: Date:

**Unit 02 Understanding food (H/506/5037)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment Criteria** | **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Evidence****(including portfolio page number and type)** |
| * 1. **Describe the main food groups**
 |  |  |  |  |  |
| **1.2 Describe sources of foods from each main food group** |  |  |  |  |  |
| **1.3 Explain how seasons affect food availability**  |  |  |  |   N/A |  |
| **2.1 Describe how social factors affect food choices** |  |  |  |  |  |

**Unit 02 Understanding food (H/506/5037) (cont’d)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment Criteria** | **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Evidence****(including portfolio page number and type)** |
| **2.2 Describe how environmental factors affect food** |  |  |  |  |  |
| **2.3 Describe how cost factors affect food choices** |  |  |  |  |  |
| **2.4 Describe how sensory factors affect food choices** |  |  |  |   |  |
| **3.1 Compare ingredients to inform choice of recipes for given dishes** |  |  |  |  |  |

**Unit 02 Understanding food (H/506/5037) (cont’d)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment Criteria** | **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Evidence****(including portfolio page number and type)** |
| **3.2 Apply choices of ingredients to make given dishes** |  |  |  |  |  |
| **3.3 Evaluate completed dishes** |  |  |  |  |  |

**Unit 02 Understanding food (H/506/5037) (cont’d)**

**I confirm this is all my own work.**

Learner signature:

|  |
| --- |
| Teacher/Assessor comments: (please continue overleaf if necessary) |

**I confirm I have graded this work against the grading descriptors for the qualification.**

Overall unit grade: Date submitted on the Portal:

Teacher/Assessor Name: Signature: Date:

**Unit 04 Plan and produce dishes in response to a brief (M/506/5039)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment Criteria** | **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Evidence****(including portfolio page number and type)** |
| **1.1 Assess the requirements of a set brief**  |  |  |  |  |  |
| **1.2 Select a menu of dishes for the brief**  |  |  |  |  |  |
| **1.3 Develop a plan of action for making the dishes** |  |  |  |  |  |
| **1.4 Review and revise plan from feedback** |  |  |  |  |  |
| **2.1 Demonstrate how to prepare yourself and environment for cooking** |  |  |  |  |  |

**Unit 04 Plan and produce dishes in response to a brief (M/506/5039) (cont’d)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment Criteria** | **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Evidence****(including portfolio page number and type)** |
| **2.2 Apply the plan to make the dishes on the menu** |  |  |  |  |  |
| **2.3 Demonstrate cooking skills to make the dishes on the menu** |  |  |   |   |  |
| **2.4 Demonstrate safe and hygienic working practices throughout**  |  |  |  N/A |  N/A |  |

**Unit 04 Plan and produce dishes in response to a brief (M/506/5039) (cont’d)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment Criteria** | **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Evidence****(including portfolio page number and type)** |
| **3.1 Assess the strengths and weaknesses on the menu** |  |  |  |  |  |
| **3.2 Assess the strengths and weaknesses of the planning and preparation process** |  |  |  |  |  |
| **3.3 Assess the strengths and weaknesses of the completed dishes** |  |  |  |  |  |
| **3.4 Evaluate how the brief has been met** |  |  |  |  |  |

**Unit 04 Plan and produce dishes in response to a brief (M/506/5039) (cont’d)**

**I confirm this is all my own work.**

Learner signature:

|  |
| --- |
| Teacher/Assessor comments: (please continue overleaf if necessary) |

**I confirm I have graded this work against the grading descriptors for the qualification.**

Overall unit grade: Date submitted on the Portal:

Teacher/Assessor Name: Signature: Date:

**General Information**

NCFE is a leading provider of nationally recognised qualifications and is committed to delivering exceptional customer service. We’re based in Newcastle upon Tyne. If you’d like to know more about us please visit our website at www.ncfe.org.uk.

Additional support requirements

NCFE recognises that you might require additional support in order to achieve your qualification. This might be if you’ve a permanent or temporary disability, medical condition or specific learning need.

Your Teacher/Assessor will discuss the most appropriate method of support to meet your needs and may need to notify NCFE of the support they’re going to give you. This could be facilities to support reading or writing needs, hearing, visual or physical impairment; facilities to support a medical condition or temporary injury; or facilities to support you if your first language isn’t English.

For more information your Teacher/Assessor will be able to provide you with a full copy of NCFE’s Reasonable Adjustments and Special Considerations Policy, or you can download it from www.ncfe.org.uk.

Appeals or complaints

If you’ve any queries or problems with your qualification you should first talk to your Teacher/Assessor, the Internal Moderator or another member of staff at your centre. If you’ve got a complaint about the way your work has been assessed, or the support you’ve been given, use your centre’s own appeals or grievance policy (ask your Teacher/Assessor for a copy).

For more information your Teacher/Assessor will be able to provide you with a full copy of NCFE’s Appeals and Enquiries about Results Policy, or you can download it from www.ncfe.org.uk.

**Malpractice**

‘Malpractice’ is used to describe something a person does when they intentionally mislead somebody. An example may be copying somebody else’s work and passing it off as your own. Whenever we’re notified about a suspected or actual case of malpractice, we‘ll work with the centre to find out if and why malpractice happened and what we can do to sort it out.

If your centre suspects you’ve been involved in malpractice, we won’t be able to issue your certificate during the investigation. If we prove that malpractice has happened, you may have part of your assessment disallowed or, in serious cases, your final results may be void. This means you won’t receive a certificate or, if we’ve already issued you one, we’ll ask that you return it straight away.

For more information your Teacher/Assessor will be able to provide you with a full copy of NCFE’s Malpractice Policy, or you can download it from www.ncfe.org.uk.

**Equal Opportunities**

NCFE fully supports the principle of equal opportunities and opposes all unlawful or unfair discrimination on the grounds of ability, age, colour, culture, disability, domestic circumstances, employment status, gender, marital status, nationality, political orientation, racial origin, religious beliefs, sexual orientation and social background. NCFE aims to ensure that equality of opportunity is promoted and that unlawful or unfair discrimination, whether direct or indirect, is eliminated both in its own employment practices and in access to its qualifications. A copy of NCFE’s Equal Opportunities Policy is available on request.

**Data protection**

NCFE is registered under the Data Protection Act and is committed to maintaining the highest possible standards when handling personal information.

**Contact us**

NCFE

Q6

Quorum Business Park

Benton Lane

Newcastle upon Tyne

NE12 8BT

Tel: 0191 239 8000\*

Fax: 0191 239 8001

Email: info@ncfe.org.uk

Website: www.ncfe.org.uk

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**\* To continue to improve our levels of customer service, telephone calls may be recorded for training and quality purposes**