



**LEVEL 4 DIPLOMA IN  
PROFESSIONAL CULINARY  
ARTS  
(OFQUAL - 601/3471/9)**

**QUALIFICATION  
SPECIFICATION**

---

**MARCH 2017**

---

**CONTENTS**

Introduction.....

Aims of the qualifications .....

Entry requirements.....

Qualification structure (rules of combination) .....

Assessment .....

Grading criteria .....

Units of assessment.....

Essentials of Human Resources and Business Computing in Tourism and Hospitality .

Essentials of Marketing and Customer Relationships in Tourism and Hospitality .....

Tourism and Hospitality Industry .....

Essentials of Tourism and Hospitality Operations .....

Appendix A - Specimen assessment methods .....

Appendix B - Recommended reading .....

## 1. Introduction

The purpose of this document is to explain the aims, structure and content of the CTH Level 4 Diploma in Professional Culinary Arts. This document includes the learning outcomes, assessment criteria and indicative content for each unit. There is guidance relating to learning, teaching and assessment strategies for this qualification and an explanation of the assessment quality assurance processes.

### Level 4 Diploma in Professional Culinary Arts – Aims

The aims of this qualification are to:

- Provide candidates with the skills required to work in a professional kitchen
- Develop candidate's advanced cooking skills in all of the major food groups
- Develop the candidate's ability to integrate cooking skills in order to produce a variety of menus
- Develop the candidate's ability to evaluate their cooking and take preventative and corrective action
- Provide candidate's with the skills required to prepare menus for a variety of occasions and budgets and present those menus in a professional manner
- Develop the candidate's menu planning, time management, hygiene, safety and personal appearance skills required of a professional chef

### Qualification structure (rules of combination)

This vocational qualification is approved by Ofqual and is included on the Register of Regulated Qualifications.

The qualification is at Level 4 and designed to be 96 credits. The qualification conforms to the relevant level descriptors as developed by Ofqual. One credit represents ten hours of study at any specified level, therefore, this Diploma normally requires programmes of study that have been designed to include a minimum of 900 learning hours. This figure includes but is not limited to formal classes, self-study, revision and assessment. However, students completing this qualification should also be able to demonstrate their ability as independent students.

The credit values and unit structures for the qualification are set out in the following table.

# Level 4 Diploma in Professional Culinary Art Qualification Specification

The qualification structure is below, please note all units are mandatory. Structure for the CTH Diploma in Professional Culinary Arts is set out in the following table.

Level 4 Diploma in Professional Culinary Arts (QCF) – 601/3471/9						
Qualification ID: 114				Membership ID: 165		
Candidates must achieve:						
<ul style="list-style-type: none"> <li>all 12 mandatory units, providing credits i.e. a total of credits</li> </ul>						
Min credit (Mandatory units):				Max credit (Mandatory units):		
Min GLH for qualification: 900				Max GLH for qualification: 900		
Unit Code	Unit title	L	CV	GLH	Ofqual no.	Assessment Method
Farinaceous Dishes	Prepare, Cook and Finish Farinaceous Dishes	4	8	72	R/506/4319	Practical Examination
Hors d'oeuvres	Prepare, Cook and Finish Hors d'oeuvres, cocktails and canapés	4	8	72	R/506/4353	Practical Examination
Fish and Shell Fish	Prepare, Cook and Finish Fish and Shell Fish	4	8	72	L/506/4321	Practical Examination
Meat, Poultry, Game	Prepare, Cook and Finish Meat, Poultry and Game	4	8	72	D/506/4100	Practical Examination
Pastries Deserts Con	Prepare, Cook and Finish Pastries, Desserts and Confectionary	4	8	72	J/506/4110	Practical Examination
Soups	Prepare, Cook and Finish Soups	4	8	72	L/506/4111	Practical Examination
Stocks Sauces Dress	Prepare, Cook and Finish Stocks, Sauces and Dressings	4	8	72	Y/506/4371	Practical Examination
Terrine Dishes	Prepare, Cook and Finish Terrine Dishes	4	8	72	H/506/4373	Practical Examination
Vegetables and Salad	Prepare, Cook and Finish Vegetables and Salads	4	8	72	K/506/4374	Practical Examination
Yeast Products	Prepare, Cook and Finish Yeast Products	4	8	72	R/506/4370	Practical Examination
Menu Planning	Menu Planning	4	8	72	T/506/4376	Coursework
Professional Kitchen	Professional Kitchen Skills	4	8	72	T/506/4488	Practical Examination
<b>Total</b>			<b>96</b>	<b>900</b>		

## Assessment

The Diploma in Professional Culinary Arts has an assessment methodology of practical examination and assignment. The Menu Planning unit is assessed via a project and the remaining eleven units are assessed via a practical examination. Each unit will be assessed individually and each unit carries an equal weighting towards the qualification. All units must be passed to achieve the qualification.

### Practical Examination

Each unit, with the exception of menu planning, is assessed via a practical examination where students will be required to produce dishes in a real kitchen environment to demonstrate they have met the requirements of the assessment criteria. The Practical Examination is externally written, internally assessed and externally moderated by a member of the CTH examining team. Moderation will take the form of attending examination sessions and analysis of the internal assessors mark schemes for consistency of application of marks in applying CTH standards. CTH will also carry out a standardisation session with each delivery provider prior to practical exams taking place.

### Project

The Menu Planning project is assessed via an assignment, which has been externally written by CTH, internally assessed and internally verified by the delivery centre and will be externally moderated by CTH.

CTH external moderation will be carried out by asking for copies of all projects to be sent for moderation. CTH will initially moderate a sample of learners work at each assessment session to ensure the internal marking is consistent and adheres to CTH standards, if any abnormalities or inconsistencies are found then CTH will make a moderation decision or may decide to remark the entire sample.

CTH will carry out a standardisation session with all delivery centres prior to them embarking on any assessment.

### Grading Criteria

All assessments carry equal weighting and will be marked out of 100 marks and graded as follows:

Fail	Pass	Merit	Distinction
0 – 54 Marks	55 – 69 Marks	70 - 75 Marks	76– 100 Marks

**Prepare, cook and finish Farinaceous dishes**

<b>Learning Outcomes</b> <b>At the end of this unit the learner will:</b>	<b>Assessment Criteria</b> <b>The learner can:</b>
<p><b>LO1:</b> Prepare a range of farinaceous dishes including fresh pasta and rice dishes, using a variety of methods and skills.</p> <p><b>LO2:</b> Cook a range of farinaceous dishes including fresh pasta and rice dishes, using a variety of methods and handling techniques.</p> <p><b>LO3:</b> Finish a range of farinaceous dishes including fresh pasta and rice dishes, using a variety of methods and handling techniques.</p>	<p>1.1 Select appropriate tools and equipment for cooking and preparation methods ensuring they are hygienic and ready for use.</p> <p>1.2 Use preparation methods that meet the requirements of the dish</p> <p>1.3 Work in an organised, safe and efficient manner</p> <p>1.4 Resolve problems which may arise during preparation.</p> <p>2.1 Manage resources using logical working methods and realistic timings to meet the requirements of the dish</p> <p>2.2 Use cooking and handling techniques that meet the requirements of the dish.</p> <p>2.3 Resolve problems which may arise during cooking.</p> <p>2.4 Store finished product in accordance with food safety standards</p> <p>3.1 Present the finished products to a suitable professional standard and in-line with establishment standards.</p> <p>3.2 Finish, assemble and present products ensuring flavour, texture and consistency is in accordance with establishment procedures and standards.</p> <p>3.3 Clean preparation, cooking areas and utensils after use.</p>

**Prepare, cook and finish Fish and Shell Fish**

<b>Learning Outcomes</b> <b>At the end of this unit the learner will:</b>	<b>Assessment Criteria</b> <b>The learner can:</b>
<p><b>LO1:</b> Prepare fish and shellfish dishes using a variety of types of fish and shellfish, and using a variety of methods and skills.</p> <p><b>LO2:</b> Cook fish and shellfish dishes using a variety of cooking methods.</p> <p><b>LO3:</b> Finish fish and shellfish dishes using a range of finishing methods.</p>	<p>1.1 Select appropriate tools and equipment for cooking and preparation methods ensuring they are hygienic and ready for use.</p> <p>1.2 Use preparation methods that meet the requirements of the dish</p> <p>1.3 Work in an organised, safe and efficient manner</p> <p>1.4 Resolve problems which may arise during preparation.</p> <p>2.1 Manage resources using logical working methods and realistic timings to meet the requirements of the dish</p> <p>2.2 Use cooking and handling techniques that meet the requirements of the dish.</p> <p>2.3 Resolve problems which may arise during cooking.</p> <p>2.4 Store finished product in accordance with food safety standards</p> <p>3.1 Present the finished products to a suitable professional standard and in-line with establishment standards.</p> <p>3.2 Finish, assemble and present products ensuring flavour, texture and consistency is in accordance with establishment procedures and standards.</p> <p>3.3 Clean preparation, cooking areas and utensils after use.</p>



**Prepare, cook and finish Meat, Poultry and Game**

<b>Learning Outcomes</b> <b>At the end of this unit the learner will:</b>	<b>Assessment Criteria</b> <b>The learner can:</b>
<p><b>LO1:</b> Prepare meat (red meat and white meat), poultry and game for cooking and finishing using a variety of methods and skills.</p> <p><b>LO2:</b> Cook meat (red meat and white meat), poultry and game dishes using a variety of cooking methods.</p> <p><b>LO3:</b> Finish meat (red meat and white meat), poultry and game dishes using a variety of finishing methods.</p>	<p>1.1 Select appropriate tools and equipment for cooking and preparation methods ensuring they are hygienic and ready for use.</p> <p>1.2 Use preparation methods that meet the requirements of the dish</p> <p>1.3 Work in an organised, safe and efficient manner</p> <p>1.4 Resolve problems which may arise during preparation.</p> <p>2.1 Manage resources using logical working methods and realistic timings to meet the requirements of the dish</p> <p>2.2 Use cooking and handling techniques that meet the requirements of the dish.</p> <p>2.3 Resolve problems which may arise during cooking.</p> <p>2.4 Store finished product in accordance with food safety standards</p> <p>3.1 Present the finished products to a suitable professional standard and in-line with establishment standards.</p> <p>3.2 Finish, assemble and present products ensuring flavour, texture and consistency is in accordance with establishment procedures and standards.</p> <p>3.3 Clean preparation, cooking areas and utensils after use.</p>

**Prepare, cook and finish Pastries, Desserts and Confectionery**

<b>Learning Outcomes</b> <b>At the end of this unit the learner will:</b>	<b>Assessment Criteria</b> <b>The learner can:</b>
<p><b>LO1:</b> Prepare pastries, desserts and confectionery for cooking and finishing using a variety of methods and techniques.</p> <p><b>LO2:</b> Cook pastries, desserts and confectionery using a variety of cooking methods.</p> <p><b>LO3:</b> Finish pastries, desserts and confectionery using a range of different finishing methods and techniques.</p>	<p>1.1 Select appropriate tools and equipment for cooking and preparation methods ensuring they are hygienic and ready for use.</p> <p>1.2 Use preparation methods that meet the requirements of the dish</p> <p>1.3 Work in an organised, safe and efficient manner</p> <p>1.4 Resolve problems which may arise during preparation.</p> <p>2.1 Manage resources using logical working methods and realistic timings to meet the requirements of the dish</p> <p>2.2 Use cooking and handling techniques that meet the requirements of the dish.</p> <p>2.3 Resolve problems which may arise during cooking.</p> <p>2.4 Store finished product in accordance with food safety standards</p> <p>3.1 Present the finished products to a suitable professional standard and in-line with establishment standards.</p> <p>3.2 Finish, assemble and present products ensuring flavour, texture and consistency is in accordance with establishment procedures and standards.</p> <p>3.3 Clean preparation, cooking areas and utensils after use.</p>



**Prepare, cook and finish Stocks, Sauces and Dressings**

<b>Learning Outcomes</b> <b>At the end of this unit the learner will:</b>	<b>Assessment Criteria</b> <b>The learner can:</b>
<p><b>LO1:</b> Prepare stocks, sauces and dressings for cooking and finishing using a variety of methods and skills.</p> <p><b>LO2:</b> Cook stocks, sauces and dressings using a variety of cooking methods.</p> <p><b>LO3:</b> Finish stocks, sauces and dressings using a variety of finishing methods.</p>	<p>1.1 Select appropriate tools and equipment for cooking and preparation methods ensuring they are hygienic and ready for use.</p> <p>1.2 Use preparation methods that meet the requirements of the dish</p> <p>1.3 Work in an organised, safe and efficient manner</p> <p>1.4 Resolve problems which may arise during preparation.</p> <p>2.1 Manage resources using logical working methods and realistic timings to meet the requirements of the dish</p> <p>2.2 Use cooking and handling techniques that meet the requirements of the dish.</p> <p>2.3 Resolve problems which may arise during cooking.</p> <p>2.4 Store finished product in accordance with food safety standards</p> <p>3.1 Present the finished products to a suitable professional standard and in-line with establishment standards.</p> <p>3.2 Finish, assemble and present products ensuring flavour, texture and consistency is in accordance with establishment procedures and standards.</p> <p>3.3 Clean preparation, cooking areas and utensils after use.</p>



**Prepare, cook and finish Vegetables and Salads**

<b>Learning Outcomes</b> <b>At the end of this unit the learner will:</b>	<b>Assessment Criteria</b> <b>The learner can:</b>
<p><b>LO1:</b> Prepare dishes that include a range of vegetables and salads using a variety of preparation methods and skills.</p> <p><b>LO2:</b> Cook dishes that include a range of vegetables and salads using a variety of cooking methods.</p> <p><b>LO3:</b> Finish dishes that include a range of vegetables and salads using a variety of finishing methods</p>	<p>1.1 Select appropriate tools and equipment for cooking and preparation methods ensuring they are hygienic and ready for use.</p> <p>1.2 Use preparation methods that meet the requirements of the dish</p> <p>1.3 Work in an organised, safe and efficient manner</p> <p>1.4 Resolve problems which may arise during preparation.</p> <p>2.1 Manage resources using logical working methods and realistic timings to meet the requirements of the dish</p> <p>2.2 Use cooking and handling techniques that meet the requirements of the dish.</p> <p>2.3 Resolve problems which may arise during cooking.</p> <p>2.4 Store finished product in accordance with food safety standards</p> <p>3.1 Present the finished products to a suitable professional standard and in-line with establishment standards.</p> <p>3.2 Finish, assemble and present products ensuring flavour, texture and consistency is in accordance with establishment procedures and standards.</p> <p>3.3 Clean preparation, cooking areas and utensils after use.</p>



**Professional Kitchen Skills Unit**

<b>Learning Outcomes</b> <b>At the end of this unit the learner will:</b>	<b>Assessment Criteria</b> <b>The learner can:</b>
<p><b>LO1:</b> Make preparations for cooking a three course meal.</p> <p><b>LO2:</b> Meet hygiene and safety requirements during the preparation, cooking and finishing of a three course meal.</p> <p><b>LO3:</b> Cook and prepare a three course meal within a given time period.</p> <p><b>LO4:</b> Finish and serve a three course meal.</p>	<p>1.1 , 1.2 Order stock and purchase supplies</p> <p>1.3 Prepare the kitchen/cooking area to meet the recipe requirements including the selection of ingredients and relevant equipment.</p> <p>2.1 Implement and maintain current food safety and Health and Safety requirements when preparing and cooking food.</p> <p>2.2 Display a high level of professional conduct including personal hygiene standards appropriate for a professional kitchen.</p> <p>3.1 Apply good time management skills.</p> <p>3.2 Prepare and cook a three course meal which meets the requirements of the recipe and the establishment</p> <p>4.1 Present the finished products on time and ensuring flavour, texture and consistency is in accordance with establishment procedures and standards.</p> <p>4.2 Serve or store food in a safe and hygienic manner.</p> <p>4.3 Ensure that all preparation and cooking areas and equipment and utensils are cleaned after use</p>



**Appendix A - Specimen assessment methods**

---

1. Mark Sheets for Practical examination
2. Mark Sheet for Menu Planning Assignment

## 1. Mark Sheets for Practical Examination

### LEVEL 4 DIPLOMA IN PROFESSIONAL CULINARY ARTS PRACTICAL EXAMINATION MARK SHEET FOR FOOD UNITS

<b>Candidate Name:</b>	<b>Candidate Number:</b>		
<b>Centre Name:</b>	<b>Centre Number:</b>		
<b>Assessor Name:</b>	<b>Date of Examination:</b>		
<b>DOCUMENTS TO ATTACH TO MARK SHEET. Please indicate below if the following documents are attached.</b> Note: All documents should contain the candidate ID number, the unit code, unit title and date of the examination, clearly on all pages.		<b>YES</b>	<b>NO</b>
Candidate Work Plan			
Candidate Menu and Recipes			
Candidate Stock Requisition Forms			
Extenuating Circumstances and Special Consideration Report Form			
Examination Allegation of Misconduct Report			
Please use this box to list any other documents that are being attached to this mark sheet:			

**I hereby confirm that this candidate produced a valid CTH membership card and appropriate photographic identification (e.g. passport, national ID, driving licence or college ID card) during this examination**

**Invigilator Signature:**

<b>Task</b>	<b>Marks Available</b>	<b>Internal Assessors Mark</b>	<b>Internal Assessor Comments</b>	<b>CTH Moderated and FINAL MARK</b>
Select appropriate tools and equipment for cooking and preparation methods ensuring they are hygienic and ready for use.	10 marks			
Use preparation methods that meet the requirements of the dish	5 marks			
Work in an organised, safe and efficient manner	10 marks			
Resolve problems which may arise during preparation	5 marks			
Manage resources using logical working methods and realistic timings to meet the requirements of the dish	10 marks			
Use cooking and handling techniques that meet the requirements of the dish.	10 marks			
Resolve problems which may arise during cooking.	5 marks			
Store finished product in accordance with food safety standards, including being held at the correct temperature.	5 marks			
Present the finished products to a suitable professional standard and in-line with establishment standards.	10 marks			
Finish, assemble and present products ensuring flavour, texture and consistency is in accordance with establishment procedures and standards.	25 marks			
Clean and store preparation, cooking areas and utensils after use.	5 marks			

Total Number of Marks Awarded for the Unit. Note the mark given by the internal assessor/the centre is only provisional. The final mark will be the mark entered in the CTH Moderator and Final Mark column.	Maximum Total 100 marks			
---	-------------------------------	--	--	--

**Internal Assessor Comments:**

Note: Internal Assessors can use this page to make any comments they have in relation to the awarding of marks

Signed:..... Name: ..... Date: .....

**2. Mark Sheet for Menu Planning Assignment**

<b>Candidate Name:</b>	<b>Candidate Number:</b>
<b>Centre Name:</b>	<b>Centre Number:</b>
<b>Assessor Name:</b>	<b>Date of Examination:</b>

<b>DOCUMENTS TO ATTACH TO MARK SHEET. Please indicate below if the following documents are attached.</b> Note: All documents should contain the candidate ID number, the unit code, unit title and date of the examination, clearly on all pages.	<b>YES</b>	<b>NO</b>
Front Cover Page of Assignment with candidate and tutor declaration		
Five Menus		
Please use this box to list any other documents that are being attached to this mark sheet:		

**I hereby confirm that this candidate produced a valid CTH membership card and appropriate photographic identification (e.g. passport, national ID, driving licence or college ID card) during the registration process.**

Tutor Signature:

**Mark Allocation**

There are a total of 100 marks available for this assignment and the marks will be allocated as follows:

<b>Assessment Criteria</b>	<b>Number of Marks Available</b>	<b>Internal Assessors Mark</b>	<b>Internal Assessor Comments</b>	<b>CTH Moderated and FINAL MARK</b>
Interpretation of customer requirements in menu design	15 Marks			
Consideration of controlling factors such as dietary requirements, seasonality and event themes	15 marks			
Menu uses a balance of ingredients and provides nutritional value	10 marks			
Adaptation of dishes where appropriate to improve the quality of the menu and the cost effectiveness of a menu	20 marks			
The type, quantity and quality of ingredients selected meet budgetary and dish requirements	15 marks			
Descriptions for menu dishes are creative and assist customer understanding of the dish content	10 marks			
Menus are presented in a format that is appropriate for event/occasions	15 marks			
<b>Total Number of Marks:</b> Note the mark given by the internal assessor/the centre is only provisional. The final mark will be the mark entered in the CTH Moderator and Final Mark column.	100 marks			

**Internal Assessor Comments:**

Note: Internal Assessors can use this page to make any comments they have in relation to the awarding of marks

Signed:..... Name: ..... Date: .....

