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**LEVEL 3 CERTIFICATE IN  
PROFESSIONAL COOKERY  
(QAN: 601/8362/7)**

**QUALIFICATION SPECIFICATION**

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**DECEMBER 2017**

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## **Introduction to CTH Level 3 Certificate in Professional Cookery Qualification**

### **Introduction**

The purpose of this document is to explain the aims, structure, size and content of the CTH Level 3 Certificate in Professional Cookery. This document includes the learning outcomes and assessment criteria 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.

### **Aims of the Qualification:**

The aims of this qualification are to:

- provide students with the skills required to work in a professional kitchen
- develop students' cooking skills
- develop the students' ability to integrate cooking skills in order to produce a variety of dishes
- develop the students' ability to evaluate their cooking
- develop the students' time management, hygiene, safety and personal appearance skills required of a professional chef

### **Entry Requirements**

The selection of students for admission to the CTH Level 3 Certificate in Professional Cookery is at the discretion of individual approved centres, who should ensure that students are able to complete the qualification successfully.

It is strongly recommended that applicants have completed formal secondary education and have a reasonable command of the English Language, as assignments must be completed in English. Students who did not complete formal secondary education but have industry experience should also be considered. Students enrol as CTH student members within 6 weeks of starting their programme then submit their examination and assignment registrations to CTH through their centre.

### **Qualification Accreditation Requirements**

For centres wishing to offer this qualification, there is a minimum level of professional kitchen facilities and equipment required, in addition to teaching staff with a strong vocational background. Centres should not run a new qualification before being approved by CTH. A centre inspection may take place as part of the accreditation process.

## Qualification Level, Size and Structure

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### Qualification Level

The CTH Certificate in Professional Cookery is a Level 3 vocational qualification on the Regulated Qualification Framework (RQF), and adheres to the Ofqual requirements for assigning a level to a regulated qualification. These requirements and standard Level Descriptors are contained in an Ofqual publication Ofqual/15/5774, 'Qualification and Component Levels' available via gov.uk. The document URL is:

<https://www.gov.uk/government/publications/qualification-and-component-levels>

### Qualification Size

The qualification is designed to be delivered in 250 hours of TQT (Total Qualification Time), of which 210 are Guided Learning Hours (GLH). Therefore, this Certificate normally requires programmes of study that have been designed to include a minimum of the Guided learning hours shown above:

Total Qualification Time (TQT) is the total amount of time, in hours, expected to be spent by a learner to achieve a qualification. TQT includes Guided Learning hours, Directed Learning and time spent on assessment.

The following activities are indicative of those included in TQT:

- Guided learning (GLH) when the tutor is present, e.g. cookery demonstrations, practical's, formal classes, lectures, seminars, tutorials, supervised assessment (e.g. exams or observed practical assessments)
- Independent and unsupervised learning or research
- Unsupervised coursework, or directed activity
- Watching pre-recorded webinars or podcasts
- Compiling a portfolio of evidence,
- self-study, visits, revision and time spent on written assignments

Candidates completing this qualification should be able to demonstrate their ability as independent learners.

## Qualification Structure (Rules of Combination)

The qualification, units and TQT for the CTH Level 3 Certificate in Culinary Skills are set out in the following table, often referred to as the Rules of Combination. Further details of each unit are included later in the specification:

CTH Level 3 Certificate in Professional Cookery						
QAN: 601/8362/7						
Students must achieve:						
<ul style="list-style-type: none"> <li>All 5 mandatory units, providing a combined 25 credits, <b>all at level 3</b></li> </ul>						
<b>Credit value (CV):</b> 25						
<b>Guided Learning Hours (GLH) for Qualification:</b> 210 hours				<b>Total Qualification Time (TQT) for Qualification:</b> 250 hours		
Mandatory Units						
Unit Code	Unit Title	L	CV	GLH	URN.	Assessment Method
PCVSS	Techniques and skills in preparation, cooking and finishing vegetables, sauces and soups	3	5	42	M/508/0673	Practical
PCPMG	Techniques and skills in preparation, cooking and finishing poultry, meat and game	3	5	42	T/508/0674	Practical
PCFFS	Techniques and skills in preparation, cooking and finishing fish and shellfish	3	5	42	A/508/0675	Practical
PCCHD	Techniques and skills in producing frozen, cold and hot desserts	3	5	42	F/508/0676	Practical
PCBBP	Techniques and skills in baking and baked products	3	5	42	J/508/0677	Practical
<b>Certificate Total (5 units)</b>			<b>25</b>	<b>210</b>		

## Qualification Grading Criteria

The generic Ofqual grading criteria for the unit levels 3 in this qualification are shown in the table below. These criteria should be used by centres in conjunction with the unit mark sheets to assess all students' work.

Individual units can be graded either as fail, pass, merit or distinction. However, the qualification is not subject to grading. The qualification is either achieved or not achieved.

In terms of certification, this means that students will receive a transcript of their results showing the grades for each unit successfully completed, plus the Diploma that recognises their level of achievement. Note that the Diploma does not allocate a grade.

Level 3	Students who fail:	To achieve a pass, students must:	To achieve a merit grade (70% to 84%) students must:	To achieve a distinction grade (85%+) students must:
	do not meet the requirements of the assessment criteria and learning outcomes of the unit	meet the requirements of the assessment criteria and learning outcomes	<ul style="list-style-type: none"> <li>• meet the requirements of the assessment criteria and learning outcomes</li> <li>• demonstrate a level of understanding of key issues in the kitchen including food hygiene, health and safety and food handling</li> <li>• demonstrate safe and correct use of all kitchen equipment</li> <li>• demonstrate a willingness to complete all tasks including preparation and clean up tasks</li> <li>• pay attention to the details of demonstrations and recipes</li> <li>• interpret and evaluate correctly key concepts</li> <li>• produce food that is well presented, well structured and tastes good.</li> </ul>	<ul style="list-style-type: none"> <li>• meet the requirements of the assessment criteria and learning outcomes</li> <li>• demonstrate in depth understanding and knowledge of relevant issues in the kitchen including food hygiene, health and safety and food handling</li> <li>• provide a good level of interpretation and evaluation of concepts and models</li> <li>• demonstrate proactive willingness to complete all tasks including preparation and clean up tasks</li> <li>• pay positive attention to the details of demonstrations and recipes</li> <li>• interpret and evaluate correctly key concepts</li> <li>• produce finished food that is exactly as demonstrated by the lecturer</li> <li>• produce finished food that matches the recipe and tastes very good.</li> </ul>

## Delivering the Qualification

### Resources

A professional kitchen environment, including associated food storage areas is essential for the delivery of this qualification. The kitchen may take the form of a full production kitchen and/or a skills-based kitchen. These would need to be completely furnished with the professional equipment and tools to teach professional cookery at this level. A cookery demonstration area would also be an advantage. Access to a range of cookery and food related books is essential. Centres will need to meet these specialist resource requirements when they seek approval from CTH.

CTH aims to support centres by providing examples of recipes and combinations of dishes on the CTH members website that meet the grading criteria at each level, as it is important that centres delivering CTH qualifications understand the requirements fully for each level. In general Level 3 expectations are for an increased range of cooking techniques and more complex dishes than a Level 2 qualification. For example, a purée soup is at Level 2 whereas a Lobster bisque would be a Level 3 soup due to the complexity of preparation and cooking methods.

### Teaching staff

Staff delivering and assessing the Level 3 Certificate in Professional Cookery should be completely familiar with current practice standards in the sector and have experience of cooking at the level above the level to be delivered as a minimum. Ideally the teaching staff should have had experience as a Sous Chef at high standard establishments such as 5 star hotels.

A teaching qualification, experience of teaching and a professional qualification in the subject taught, at one level higher than the level taught, is also desirable. CTH will require the CV's of all teaching staff when the centre seeks approval to deliver the qualification.

### Equipment

Students will be required to wear suitable protective clothing (PPE) during all practical sessions throughout the course to meet the requirements of the Food Safety Act 1990 (or similar legislation). Chef's whites, headwear and safety shoes would be the preferred option. Knives will be an essential requirement of the course and provision of a personal set will be necessary. These could be made available through the centre to ensure suitability.

### Delivery strategies – Practical units

This qualification is primarily practical in structure and it is important that the teaching reflects this. Students must have the opportunity to explore cuisine through the preparation and cooking of a range of dishes which cover the full spectrum of the menu structure, enabling students to develop the skills to take their assessments.

Students need to experience through demonstration and practical work all the key elements of cooking for which they are being assessed.

The Qualification Handbook has an indicative content column for each practical/food unit, showing the minimum requirement, which has to be covered by the time the unit is completed. Teachers should ensure that practical work carried out by the students fully reflects the purpose of the unit to be assessed and covers the indicative content requirements.

Centres need to show, on each recipe making up the portfolio and on each exam marking sheet, what indicative content was covered.

Students will be required to follow professional, safe and hygienic practices at all times.

Students will need to build an electronic portfolio of evidence to demonstrate their skills level. This should be made up of recipes which have been produced during the length of the course. Recipes should include ingredients, methods, a picture of the completed dish held by the student, students' notes, assessor's feedback and indicative content covered when making the dish.



## Assessment Information

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### Methodology

The Level 3 Certificate in Professional Cookery has an assessment methodology of practical examination and/or assignment.

Centres/teaching staff are responsible for assessing students' practical work, and centres must also allocate an internal verifier who will assure the quality of the assessment processes. CTH can provide training and guidance on the assessment requirements and process.

Each unit will be assessed individually, and each unit at Certificate level carries an equal weighting within the qualification. All units must be passed to achieve the qualification.

CTH will review electronic evidence of all student work submitted by centres and moderate the centre-assessed and verified assessments. For new centres this will be based on a 100% sample of work, reducing over time.

### Grading Criteria

Individual units can be graded either as fail, pass, merit or distinction. However, the qualification is not subject to grading. All assessments carry equal weighting and will be marked against the generic grading criteria on a previous page, in conjunction with the unit mark sheets to assess all students' work.

### Grade Boundaries

Grades awarded for each unit are based on the following marks out of a total of 100 marks:

Fail	Pass	Merit	Distinction
0 - 54 marks	55 - 69 Marks	70 - 84Marks	85+ Marks

**Qualification Units and Assessment Criteria**

<b>Unit Title:</b>	<b>Techniques and Skills in Preparation, Cooking and Finishing Vegetables, Sauces and Soups</b>
<b>URN:</b>	M/508/0673
<b>Unit Code:</b>	PCVSS
<b>Unit aim and purpose:</b>	This unit aims to develop the skills required to prepare, cook and finish vegetables, sauces and soups using a range of techniques and equipment. Students will be expected to demonstrate precision and work to timescales when completing tasks.
<b>Level:</b>	3
<b>Size:</b>	42 Guided Learning Hours (GLH); 5 credits (CV)

<b>Learning Outcomes At the end of this unit the learner will be able to:</b>	<b>Assessment Criteria The learner can:</b>
LO1 Prepare vegetables, sauces and soups for cooking and finishing using a range of techniques and skills	1.1 Select the type and quantity of ingredients required for the dish 1.2 Check the ingredients to ensure they meet quality standards 1.3 Select preparation methods suitable for the requirements of the dish 1.4 Prepare the ingredients to maintain the quality and meet the requirements of the dish
LO2 Cook vegetables, sauces and soups for finishing using a range of techniques and skills	2.1 Select methods of cookery which meet the requirements of the dish 2.2 Use methods of cookery which meet the requirements of the dish
LO3 Finish vegetables, sauces and soups using a range of techniques and skills	3.1 Finish the dish to agreed quality standard 3.2 Serve the finished dish in an appropriate manner 3.3 Demonstrate professional, safe and hygienic kitchen practices

<b>Unit Title:</b>	<b>Techniques and Skills in Preparation, Cooking and Finishing Poultry, Meat and Game</b>	
<b>URN:</b>	T/508/0674	
<b>Unit Code:</b>	PCPMG	
<b>Unit aim and purpose:</b>	This unit aims to develop the skills required to prepare, cook and finish poultry, meat and game using a range of techniques using precision speed and control in existing skills and develop more advanced skills and techniques. Students will be expected to demonstrate that they can select, correct use, maintain and store all equipment including any specialised tools.	
<b>Level:</b>	3	
<b>Size:</b>	42 Guided Learning Hours (GLH); 5 credits (CV)	
<b>Learning Outcomes At the end of this unit the learner will be able to:</b>	<b>Assessment Criteria The learner can:</b>	
LO1 Prepare poultry, meat and game for cooking and finishing using a range of techniques and skills	1.1 Select the type and quantity of poultry, meat or game required for the dish 1.2 Check the poultry, meat or game to ensure they meet requirements and quality standards 1.3 Select preparation methods suitable for the requirements of the dish 1.4 Prepare the poultry, meat or game to maintain the quality and meet the requirements of the dish	
LO2 Cook poultry, meat and game for finishing using a range of techniques and skills	2.1 Select methods of cookery which meet the requirements of the dish 2.2 Use methods of cookery which meet the requirements of the dish	
LO3 Finish poultry, meat and game using a range of techniques and skills	3.1 Finish the poultry, meat or game dish to agreed quality standard 3.2 Serve the finished poultry, meat or game dish in an appropriate manner 3.3 Demonstrate professional, safe and hygienic kitchen practices	

<b>Unit Title:</b>	<b>Techniques and Skills in Preparation, Cooking and Finishing Fish and Shellfish</b>
<b>URN:</b>	A/508/0675
<b>Unit Code:</b>	PCFFS
<b>Unit aim and purpose:</b>	This unit aims to develop the skills required to prepare, cook and finish fish and shellfish using a range of techniques using precision speed and control in existing skills and develop more advanced skills and techniques. Students will be expected to demonstrate that they can select, correct use, maintain and store all equipment including any specialised tools.
<b>Level:</b>	3
<b>Size:</b>	42 Guided Learning Hours (GLH); 5 credits (CV)

<b>Learning Outcomes At the end of this unit the learner will be able to:</b>	<b>Assessment Criteria The learner can:</b>
LO1 Prepare fish and shellfish for cooking and finishing using a range of techniques and skills	1.1 Select the type and quantity of fish and shellfish required for the dish 1.2 Check the fish and shellfish to ensure they meet requirements and quality standards 1.3 Select preparation methods suitable for the requirements of the dish 1.4 Prepare the fish and shellfish to maintain the quality and meet the requirements of the dish
LO2 Cook fish and shellfish for finishing using a range of techniques and skills	2.1 Select methods of cookery which meet the requirements of the dish 2.2 Use methods of cookery which meet the requirements of the dish
LO3 Finish fish and shellfish dishes using a range of techniques and skills	3.1 Finish the fish and shellfish dish to agreed quality standard 3.2 Serve the finished fish and shellfish dish in an appropriate manner 3.3 Demonstrate professional, safe and hygienic kitchen practices

<b>Unit Title</b>	<b>Techniques and Skills in Producing Frozen, Cold and Hot Desserts</b>
<b>URN:</b>	F/508/0676
<b>Unit Code:</b>	PCCHD
<b>Unit aim and purpose:</b>	This unit aims to develop the skills required to producing frozen cold and hot desserts using a range of techniques using precision speed and control in existing skills and develop more advanced skills and techniques. Students will be expected to demonstrate that they can select, correct use, maintain and store all equipment including any specialised tools.
<b>Level:</b>	3
<b>Size:</b>	42 Guided Learning Hours (GLH); 5 credits (CV)

<b>Learning Outcomes At the end of this unit the learner will be able to:</b>	<b>Assessment Criteria The learner can:</b>
LO1 Prepare frozen, cold and hot desserts for cooking and finishing using a range of techniques and skills	1.1 Select the type and quantity of ingredients required for the dish 1.2 Check the ingredients to ensure they meet requirements and quality standards 1.3 Select preparation methods suitable for the requirements of the dish 1.4 Prepare the ingredients to maintain the quality and meet the requirements of the dish
LO2 Cook frozen, cold and hot desserts for finishing using a range of techniques and skills	2.1 Select methods of cookery which meet the requirements of the dish 2.2 Use methods of cookery which meet the requirements of the dish
LO3 Finish frozen, cold and hot desserts using a range of techniques and skills	3.1 Finish the dish to agreed quality standard 3.2 Serve the finished dish to agreed quality standard and at an appropriate temperature 3.3 Demonstrate professional, safe and hygienic kitchen practices

<b>Unit Title:</b>	<b>Techniques and Skills in Baking and Baked Products</b>
<b>URN:</b>	J/508/0677
<b>Unit Code:</b>	PCBBP
<b>Unit aim and purpose:</b>	This unit aims to develop the skills and techniques and skill required in producing baking and baked products using a range of techniques using precision speed and control in existing skills and develop more advanced skills and techniques. Students will be expected to demonstrate that they can select, correct use, maintain and store all equipment including any specialised tools.
<b>Level:</b>	3
<b>Size:</b>	42 Guided Learning Hours (GLH); 5 credits (CV)

<b>Learning Outcomes At the end of this unit the learner will be able to:</b>	<b>Assessment Criteria The learner can:</b>
LO1 Prepare baked products for cooking and finishing using a range of techniques and skills	1.1 Select the type and quantity of ingredients required for the baked product 1.2 Check the ingredients to ensure they meet requirements and quality standards 1.3 Select preparation methods suitable for the requirements of the baked product 1.4 Prepare the ingredients to maintain the quality and meet the requirements of the baked product
LO2 Cook baked products for finishing using a range of techniques and skills	2.1 Select methods of cookery which meet the requirements of the baked product 2.2 Use methods of cookery which meet the requirements of the baked product
LO3 Finish baked products using a range of techniques and skills	3.1 Finish the baked product to agreed quality standard 3.2 Serve the finished dish in an appropriate manner 3.3 Demonstrate professional, safe and hygienic kitchen practices

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# **CTH LEVEL 3 CERTIFICATE IN PROFESSIONAL COOKERY**

## **SAMPLE ASSESSMENTS**

### **1. Practical Examinations - Guidance for Centres**

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### **Practical Examination**

All units are assessed via practical examinations where students will be required to produce dishes in a real kitchen environment to demonstrate they have met the requirements of the assessment criteria.

Practical examinations are written by the Centre and must be submitted to CTH for approval at least 4 weeks prior to the exam date.

Centres can combine several units in a single examination.

Practical exams are 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 assessor's 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.



### CONTACT CTH

#### About CTH:

CTH, the Confederation of Tourism and Hospitality, is an Ofqual recognised Awarding Organisation established in 1982 specialising in gold standard qualifications for the hospitality, culinary, travel and tourism sectors.

CTH employs specialist staff with experience in these industries and links to current industry partners, as well as education or training experience. They are available to discuss your curriculum requirements or queries concerning this qualification.

In addition to our existing portfolio of qualifications currently available (included in Ofqual's Register of Regulated Qualifications), we can also offer individual unit qualifications, or discuss requirements for new qualifications suitable for local needs.

#### Location:

CTH offices are located in London's West End, opposite to Selfridges entrance in Duke Street. The address is 37 Duke Street, London W1U 1LN

#### Website:

[www.cthawards.com](http://www.cthawards.com)

#### Contact us via:

**Email:** Please use contact email: [info@cthawards.com](mailto:info@cthawards.com)

**Telephone:** CTH switchboard +44 (0)207 258 9850.

**Skype:** CTH Awards

**Twitter:** @cthawards

**Facebook:** cthawards

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