



Key Stage 4 Programme Induction Pack

NCFE LEVEL 1 CERTIFICATE IN FOOD & COOKERY SKILLS

Year 1 & 2 workbook

ncfe.

Reaseheath
College





Please ensure that you read and understand the information in this booklet – you will be asked to sign to say that you agree to comply with the policies and procedures within.

When starting your course please remember:



Be punctual – arrive 5 minutes before start of session



Be polite, remember your manners, also respect workers in two ways; give them to get it



Always ask for help if you need it



Have a positive attitude



SMILE!

Qualification information

Title: NCFE Level 1 Certificate in Food and Cookery Skills

This qualification is designed for learners with an interest in food and cookery. It will provide learners with experience of using different cooking skills and methods to enable them to use these within further education or apprenticeships. It will give them a basic understanding of the skills required for a career in food.

This qualification will:

- Focus on an applied study of the food and cookery sector
- Offer breadth and depth of study, incorporating a significant core of knowledge and theoretical content with broad-ranging applicability
- Provide opportunities to acquire a number of practical and technical skills.

The objectives of this qualification are to:

- Prepare and cook using basic skills
- Understand food and its functions in the body and in recipes
- Understand balanced diets and modification of recipes for health
- Plan and produce dishes for a purpose.



Course units

To be awarded the Level 1 Certificate in Food and Cookery Skills, learners are required to successfully complete 4 graded mandatory units.

Unit number	Unit title
Unit 1	Preparing to cook
Unit 2	Understanding food
Unit 3	Exploring balanced diets
Unit 4	Plan and produce dishes in response to a brief

All learners will create a portfolio with a variety of evidence to include;

- Learner notes, annotated photographs, reports, observation checklist, PowerPoint presentations, recipes, reviews and action plans.

Values and behaviours

Below is the list of the Business departments values and behaviours. It is expected that all students will adhere to these whilst at College. These values are in place whether you are in the Business department or on the main campus. The values and behaviours are chosen by our students and staff as an agreed Code of Conduct.

Any students who do not abide by the values and behaviours will be issued with a reporting slip (see below) and will be actioned to improve. Failure to improve or poor behaviour could result in you being withdrawn from your course and returned to school.

Values and behaviours	
Be helpful to guests and customers	Be a good team member / help each other
Ask for help if needed	No littering
Respect your environment	No bullying
Respect other people's point of view	Be respectful, polite and show good manners
No phones used in any lesson	Accept constructive criticism
Be punctual	Respect all staff
Adhere to food safety regulations	Wear ID badge and correct PPE
Be prepared for your sessions	No swearing / use of offensive language
Be able to work responsibly	Complete all tasks as required

Food Centre rules

- All staff and students are expected to wear full PPE at all times within the Processing Halls.
- Infectious Diseases (including stomach disorders, diarrhoea, some skin conditions as well as discharge from eyes, nose and ears) must be reported immediately to your Course Manager.
- Painted nails, jewellery, gels, shellac, false nails and false eyelashes are forbidden at all times.
- You are permitted to wear make-up, but you may be asked to remove it if it is considered excessive whilst in the processing areas.
- Effective hand washing must be carried out when entering the processing halls, at regular intervals and after any potential activity which has caused contamination
- It is not permitted to take any electronic equipment into the processing halls including mobile phones, tablets, laptops, watches.
- No photos relating to staff or the college are to be shared on social media.
- No items of food or drink are to be taken into the processing halls.
- The use of bad language or disruptive behaviour will not be tolerated at any time and could lead to disciplinary proceedings.
- Full attendance and punctuality to all sessions is required.
- The use or possession of alcohol or narcotic substances are forbidden at the college and WILL result in disciplinary action.
- ID cards must be visible at all times

Fire procedures

On discovery of a fire and the fire alarm is ringing you must follow these procedures:

1. Stay calm, alert a member of staff and inform them of the location of the fire.
2. When fire alarm sounds, everyone go immediately to the Assembly Point.

Assembly Point - Centre Point

You are **NOT** to get involved with firefighting activities

If you are on in the processing halls:

1. Turn off all electrical equipment and ovens if safe to do so.
2. Leave area and go to the Assembly Point.
3. Wait for your lesson tutor before leaving the assembly point or returning to processing halls.

Accident procedures

If an accident occurs when the first aid is needed, you need to report the accident to your instructor who will assess the situation. If first aid is required then a member of staff with first aid training will be called. First aid boxes can be found in the technicians office and front office.

All accidents and near misses must be reported to a member of staff.

In the event of an accident:

- Keep calm, use your common sense
- Call for member of staff
- Ensure the area is safe and prevent any further accidents from happening



Stay connected



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