

LEVEL 5 ASSESSMENT SPECIFICATION

Student name:		Student ID number:	
Programme:	BA Dip CertHE International Gastronomy Management		
Module:	Placement: Developing Culinary Skills		
Module code:	BMGM5002	Contribution to Overall Module Assessment (%):	100%
Lecturer:	Chris Rogers	Internal Verifier:	Ffion Cumberpatch
Assignment Title:	Reflective portfolio of practical tasks	Word count (or equivalent):	2000
Submission deadline:	17 th November 2023 23:59pm	Return date of provisional marks & written feedback:	15 th December 2023
Submission method:	All written assessments, where practical and possible, must be submitted via Turnitin unless otherwise instructed by the Lecturer. (Please DO NOT put this assessment specification into Turnitin or it will match many similarities with other students' submissions.) Alternative submission method (if applicable): Late submission of the assessment will result in a late penalty mark. Penalties for late submission: Up to one week late, maximum mark of 40%. Over one week late, 0%. Only the Extenuating Circumstances Panel may approve a change to submission dates.		
Academic honesty / referencing:	Academic honesty is required. In the main body of your submission you must give credit to authors on whose research and ideas your work is based. Append to your submission a reference list that indicates the books, articles, etc. that you have used, cited or quoted in order to complete this assessment.		

Module Learning Outcomes (from module syllabus)

Upon the successful completion of this module, the student should be able to:

- Undertake efficiently a variety of different tasks within the sections of the kitchen, allowing for development of those skills learnt at Level 4, in line with future career aspirations.
- Demonstrate the importance of timely ordering of supplies and stock management, storage, and appropriate handling, displaying this knowledge when working within the kitchen.
- Develop meat cooking skills, for grill, flat top and stove work, and the use of a variety of cooking and storage systems including e.g., rationale, salamander, cook-chill- freeze.
- Enhance skills in the preparation and plating of items from the starter/entree menu of the restaurant, (in service time and to order), including the preparation of desserts and pastry section, (hot and cold items- in service time and to order); accompanying sauces, custards, ice creams/sorbets – plating finishing as required.

TASK DESCRIPTION

You are required to create a reflective portfolio consisting of 6 elements that document your learning experiences and progress in developing the skills and knowledge required to meet the above learning outcomes. You should use evidence to support your reflections and demonstrate your understanding and ability to apply what you have learned.

Provide a brief introduction to your reflective portfolio. Outline your aims and objectives, what you hope to achieve, and why this is important for your future career aspirations.

Element 1: Supply and Stock Management

Reflect on the importance of timely ordering of supplies and stock management, storage, and appropriate handling. Discuss the challenges you have faced in managing supplies and stock, and how you have overcome these challenges.

Element 2: Meat Cooking Skills

Reflect on your development of meat cooking skills, including grill, flat top and stove work, and the use of different cooking and storage systems such as rationale, salamander, cook-chill-freeze. Discuss your experiences in cooking meat, the techniques you have used, and how you have developed your skills.

Element 3: Preparation and Plating Skills

Reflect on your development of skills in the preparation and plating of items from the starter/entree menu of the restaurant, including desserts and pastry section. Discuss your experiences in preparing and plating dishes, the techniques you have used, and how you have developed your skills in creating sauces, custards, ice creams/sorbets, and plating finishing as required.

Element 4: Reflections on Experience

How has your experience changed you and your perceptions of the Industry. What have you learned and what has had the greatest impact upon you? How has this experience changed you and what do you do now that perhaps you had not done before? Has the experience been positive or negative and why?

Element 5: Leading to the Future

Reflect on your future career aspirations and how the skills and knowledge you have gained during your placement will help you achieve these goals. How have the experiences and lessons you have learned and learned from framed your thoughts regarding a future career direction? What aspirations do you now have and are there any areas you feel you need to improve on to get you to where you want to be?

Provide a conclusion to your reflective portfolio. Summarise your key learning experiences, how you have met the learning outcomes, and how you will apply what you have learned in your future career.

Element 6: Your final element is a Viva with your placement tutor to discuss your three element written portfolio in detail and the practical experience you have gained on placement.

You must include Academic referencing to back up your arguments. Therefore this is not simply a piece of writing listing what you have done, it needs to be set against Academic principles and needs to reference your experiences within and using the Academic frameworks.

In your portfolio, you must reference your work by providing both in-text citations and a reference list containing a minimum of 12 references, with at least four relevant to each element. You should follow IHM's UWTSD Harvard Referencing Guide, which is available on Moodle under the Module Information tile.

The purpose of the portfolio is to provide a self-reflection of your progress and review the work you have undertaken, applying evidence of developing key skills criteria. These include self-management and development, task management, applying initiative in workplace problems, communication, and application of knowledge.

Your assessment will be based on your ability to critically evaluate your personal performance and development, your reflective analysis of the overall learning experience, outcome achievements, key skills development, application of theory in practice, identification of lost opportunities, and future career development/skills application. It is important to note that the record should be reflective, analytical, and critical, not descriptive in nature.

Your placement module lecturer will meet with you bi-weekly to review your progress, and you will also meet with your kitchen supervisor to ensure you are progressing through your tasks and acquiring the support you need to be successful in the department rotation.

Upon completion of your placement, you will be required to upload your completed portfolio to the Turnitin link provided in Moodle. You are expected to submit your portfolio in a timely manner, according to the university guidelines, and the required dates will be posted in the Turnitin Link.

GUIDANCE FOR STUDENTS IN THE COMPLETION OF TASKS

NOTE: The guidance offered below is linked to the five generic assessment criteria overleaf.

1. Engagement with Literature Skills

Your work must be informed and supported by scholarly material that is *relevant* to and *focused* on the task(s) set. You should provide evidence that you have accessed an appropriate *range* of sources, which may be academic, governmental and industrial; these sources may include academic journal articles, textbooks, current news articles, organisational documents, and websites. You should consider the *credibility* of your sources; academic journals are normally highly credible sources while websites require careful consideration/selection and should be used sparingly. Any sources you use should be current and up-to-date, mostly published within the last five years or so, though seminal/important works in the field may be older. You must provide *evidence* of your research/own reading throughout your work, using a suitable referencing system, including in-text citations in the main body of your work and a reference list at the end of your work.

Guidance specific to this assessment: *Provide evidence of reading and researching relevant literature in the field of culinary arts. You should demonstrate of understanding and analysis of the literature, with references to support your arguments. Use relevant and appropriate sources of information to support reflections. Minimum of 20 references required.*

2. Knowledge and Understanding Skills

At level 5, you should be able to demonstrate: sound knowledge and critical understanding of the well-established concepts and principles of the subject area and the way in which those principles have developed; knowledge of the main methods of enquiry in the discipline. *Knowledge* relates to the facts, information and skills you have acquired through your learning. You demonstrate your *understanding* by interpreting the meaning of the facts and information (knowledge). This means that you need to select and include in your work the concepts, techniques, models, theories, etc. appropriate to the task(s) set. You should be able to explain the theories, concepts, etc. meaningfully to show your understanding. Your mark/grade will also depend upon the *extent* to which you demonstrate your knowledge and understanding.

Guidance specific to this assessment: *Provide evidence of understanding of the learning outcomes and their relevance to the culinary arts industry. You should demonstrate a clear understanding of the different skills and techniques required in the kitchen, as well as the importance of supply and stock management.*

3. Cognitive and Intellectual Skills

You should be able to critically analyse information, and propose solutions to problems arising from that analysis, including the critical evaluation of the appropriateness of different approaches to solving problems. Your work must contain evidence of logical, analytical thinking, evaluation and synthesis. For example, to examine and break information down into parts, make inferences, compile, compare and contrast information. This means not just describing what! But also justifying: Why? How? When? Who? Where? At what cost? At all times, you must provide justification/evidence for your arguments and judgements. Evidence that you have reflected upon the ideas of others within the subject area is crucial to you

providing a reasoned and informed debate within your work. Furthermore, you should provide evidence that you are able to make sound judgements and convincing arguments using data and concepts, with an understanding of the limits of knowledge, and how this influences analyses and interpretations. Sound, valid conclusions are necessary and must be derived from the content of your work. Where relevant, alternative solutions and recommendations may be proposed.

Guidance specific to this assessment: *Provide evidence of reflective thinking and critical analysis of your learning experiences. Demonstrate the ability to evaluate your own skills and knowledge, and to identify areas for improvement. Use appropriate language to express ideas and arguments effectively.*

4. Practical Skills

At level 5, you should be able to use/deploy a range of established techniques within the discipline, and apply underlying concepts and principles outside the context in which they were first studied, including, where appropriate, the application of those principles in an employment context. You should be able to demonstrate how the subject-related concepts and ideas relate to real world situations and/or a particular context. How do they work in practice? You will deploy models, methods, techniques, and/or theories, in that context, to assess current situations, perhaps to formulate plans or solutions to solve problems, or to create artefacts, some of which may be creative. This is likely to involve, for instance, the use of real world artefacts, examples and cases, the application of a model within an organisation and/or benchmarking one theory or organisation against others based on stated criteria. You should show awareness of the limitations of concepts and theories when applied in particular contexts.

Guidance specific to this assessment: *You should provide evidence of practical application of the skills and techniques learned in the kitchen. You should demonstrate the ability to apply your knowledge and skills in a practical setting. Use appropriate examples and evidence to support reflections.*

5. Transferable Skills for Life and Professional Practice

Your work must provide evidence of the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and decision-making. This includes demonstrating: professional development to advance existing skills and acquire new competences that will enable you to assume significant responsibility within organisations; that you can initiate and complete tasks and procedures, whether individually and/or collaboratively; that you can use appropriate media to effectively communicate information, arguments and analysis in a variety of forms to specialist and non-specialist audiences; fluency of expression; clarity and effectiveness in presentation and organisation. Work should be coherent and well-structured in presentation and organisation.

Guidance specific to this assessment: *You should write this assignment as a reflective essay, provide your student name, number, module name and module code and assignment title. You should use a font of Arial 12 point. Justify your text, in order for your journal to look professional. Use 1.5 line spacing throughout the document. Spelling and grammar should be accurate.*