



Project EPANIL

Common European principles for identification, evaluation and accreditation of results of non-formal education and informal learning in lifelong learning

REPORT
ON A PILOT ACCREDITATION OF VOCATIONAL SKILLS AND
QUALIFICATIONS IN THE PROFESSION OF COOK (A COOK IN
SMALL CATERING ESTABLISHMENTS)
ON THE BASIS OF PAN-FL/IL IN LLL PROCEDURE

POLAND

conducted within the frame of Leonardo da Vinci project CZ/04/B/F/PP-168010
European Common Principles for the Accreditation of Non-formal and Informal
Learning in Lifelong Learning – EPANIL”

Elaborated by:

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Gliwice 2006

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INTRODUCTION

In the second half of March 2006 a pilot accreditation of vocational skills and qualifications in the profession of cook (a cook in small catering establishments) was conducted within the frame of Leonardo da Vinci Project „European Common Principles for the Accreditation of Non-formal and Informal Learning In Lifelong Learning – EPANIL”) and national network of schools and educational centres (KSAPL) implementing the pilot procedure APL.

To enable this process, first a **procedure of accrediting vocational skills and qualifications** PA N-FL/IL IN LLL as well as accreditation tools and methods were worked out and a three-day training course for advisors and evaluators in the process of identification and acknowledging the results of previous education were conducted. It was assumed that the basic task of an advisor is to accompany a client throughout the accreditation procedure, motivating him/her to continue and complete it successfully. On the other hand, an evaluator’s (examiner’s) role is to check whether the client actually possesses the skills and qualifications specified in the standards for vocational qualifications and to evaluate in a professional and objective way the client’s current competence presented in the process of evaluation.

PILOT COURSE FOR ADVISORS AND EXAMINERS IN THE PROCESS OF ACCREDITATION OF PREVIOUS EDUCATION RESULTS

A training course for accreditation teams was organized as part of preparations for conducting a pilot examination. The course took place in RODN Training Centre “WOM” Częstochowa, in Złoty Potok from 14th to 16th February 2006. It was run by a team of employees of the Maria Skłodowska-Curie Upper-Silesian Educational Centre in Gliwice in the following panel:

- **Krystyna Wojarska** (GCE Director, co-ordinator of Leonardo da Vinci project-EPANIL),
- **Grazyna Krol** (deputy co-ordinator of Leonardo da Vinci project-EPANIL),
- **Sławomir Jędrzejowski** (manager of the Laboratory of Quality, Standards and Professional Counselling in GCE, educator)

The following people participated in the course for three-person Accreditation Teams conducting a pilot accreditation of vocational skills and qualifications in the profession of cook (a cook in small catering establishments) according to PA N-FL/IL IN LLL * procedure:

- **Bara Katarzyna,**
- **Basta Bogusława,**
- **Bojda Elżbieta,**
- **Cichy Elżbieta,**
- **Gasidło Aurelia,**
- **Hrynczyszyn Halina,**
- **Iwaniuk Beata,**
- **Jaworska Barbara,**

* the surnames have been listed in alphabetical order

- **Kezwoń Luiza,**
- **Kret Maria,**
- **Langner Anna,**
- **Macura Elżbieta,**
- **Markowicz Krystyna,**
- **Nowak Halina,**
- **Pieszka Bożena,**
- **Poniecka Barbara,**
- **Rataj Elżbieta,**
- **Szafarczyk Bożena,**
- **Wiśniewska Halina,**
- **Wojtasik Beata,**
- **Zyman Zyta.**

The above-mentioned persons are didactic employees in the following schools:

- **Complex of Economic and Catering Schools.**
43-400 Cieszyn, Plac Londzina 3,
- **Complex of Economic Service Schools.** 44-100 Gliwice, ul. Kozielska 1,
- **Complex of Economic Service Schools.** 44-217 Rybnik, ul. św. Józefa 30,
- **The Gustaw Morcinek Complex of Catering Schools.** 40-382 Katowice, ul. Roździeńska 25,
- **The Wł. Reymont Complex of Catering and Hotel Training Schools.** 43-460 Wisła, ul. Reymonta 2,
- **The W.Korfanty Complex of Schools No. 2** 44-335 Jastrzębie Zdrój, ul. Poznańska 1a,
- **The Dr B. Hager Complex of Food Technology Schools** 41-819 Zabrze, ul. Franciszkańska 13,

Associated in the National Network of Schools and Educational Institutions (KSAPL).

DESCRIPTION OF THE PROCESS – PREPARATORY STAGE FOR CONDUCTING EXAMINATIONS TO ACCREDIT VOCATIONAL SKILLS AND QUALIFICATIONS

Within the scope of preparations for conducting a pilot examination the following materials and documents, being the attachments to this report, were worked out:

1. Examination task APL-Z1 for a candidate applying for accreditation of vocational skills and qualifications in the profession of cook (a cook in small catering establishments)
2. List of equipment enabling a candidate to perform examination task APL-Z1 as a cook, in a workshop (examination room)
3. Work Observation Sheet concerning the work of practical examination participant accrediting his/her vocational skills and qualifications in the profession of cook (a cook in small catering establishments).
4. List of all vocational skills and qualifications which may be confirmed for a participant of accreditation procedure in the profession of cook (a cook in small catering establishments), after his/her correct performance of the examination task.

Apart from matter-related materials, also the documents connected with organisational issues were prepared:

- schedule of works within the pilot programme
- terms of examinations in particular institutions

The table below contains detailed data concerning the institution, examination board and the date of examination. A representative of Upper-Silesian Educational Centre (GCE) in Gliwice participated in the capacity of observer in each examination.

Name of institution	Address	Director	Examination Board	Examination observer from GCE	Date of examination
Complex of Economic Service Schools	44-217 Rybnik św. Józefa 30	MA Ryszard Marion	Beata Wojtasik Halina Nowak Zyta Zyman	Sławomir Jędrzejowski	22/03/2006
The Władysław Reymont Complex of Catering and Hotel Training Schools	43-460 Wisła Reymonta 2	MA Andrzej Molin	Elżbieta Bojda Beata Iwaniuk Luiza Kezwoń	Sławomir Jędrzejowski	16/03/2006
The Wojciech Korfanty Complex of Schools No. 2	44-335 Jastrzębie Zdrój Poznańska 1a	MA Elżbieta Kanak	Halina Hrynczyszyn Elżbieta Cichy Bożena Szafarczyk	Sławomir Jędrzejowski	21/03/2006
The Dr Bronisław Hagar Complex of Food Technology Schools	41-819 Zabrze Franciszkańska 13	MSc Eng. Urszula Surel Hildebrand	Maria Kret Krystyna Markowicz Barbara Poniecka	Sławomir Jędrzejowski	17/03/2006
Complex of Economic Service Schools	44-100 Gliwice Kozielska 1	MSc. Eng. Krystian Szatka	Aurelia Gasidło, Halina Wiśniewska Barbara Jaworska	Krystyna Wojarska	21/03/2006
The Gustaw Morcinek Complex of Catering Schools	40-382 Katowice Roździeńska 25	MSc Eng. Urszula Stacha	Katarzyna Bara Bogusława Basta Elżbieta Rataj	Sławomir Jędrzejowski	31/03/2006
The Motherland of Cieszyn Complex of Economic and Catering Schools	43-400 Cieszyn Plac Londzina 3	MA Marta Kawulok	Elżbieta Macura, Anna Langner Bożena Pieszka	Sławomir Jędrzejowski	28/03/2006

In each institution organising an examination, an **informative and advisory campaign** on the accreditation of skills and qualifications (EPANIL) was launched.

- information on the possibility of accrediting the results of previous education
- information on the process of identification and accreditation
- issue of application forms to interested candidates
- specification of requirements with regard to equipment and candidate's clothing during the examination
- information on the course of examination (e.g. what will happen if a candidate does not pass any a part of it)
- information on the maximum duration of examination
- information on the possibilities of candidate's leaving the room during the examination

Each institution organising an examination prepared workstations and an examination room. It also purchased necessary products.

THE COURSE OF EXAMINATIONS ACCREDITING VOCATIONAL SKILLS AND QUALIFICATIONS

Pilot examinations were conducted in seven institutions. The total of 43 people participated in the examination. The table below presents the number of people taking exams in particular examination centres.

	Name of institution conducting an examination	Number of people participating in the examination
1	Complex of Economic Service Schools, Rybnik	5
2	Complex of Catering and Hotel Training Schools, Wisła	6
3	Complex of Schools No. 2, Jastrzębie Zdrój	6
4	Complex of Food Technology Schools, Zabrze	6
5	Complex of Economic Service Schools, Gliwice	8
6	Complex of Catering Schools, Katowice	6
7	Complex of Economic and Catering Schools, Cieszyn	6
		43

In each institution the examination was conducted in compliance with the adopted procedure of accrediting vocational skills and qualifications PA N-FL/IL IN LLL

The examination board acknowledged and confirmed in the form of descriptive certificate only these skills and qualifications which the candidate presented or properly applied during the practical examination, completed with a positive result.

EVALUATION QUESTIONNAIRE FORM

On completing the examination each candidate filled in an **anonymous questionnaire form** for evaluating the level of satisfaction of people participating in the accreditation of vocational skills and qualifications. The questionnaire contained the following questions:

1. Do you think that the accredited vocational skills and qualifications are necessary (useful) for candidates who apply for attractive jobs?
2. Were the principles of accrediting the vocational skills and qualifications clear to you?
3. Were you informed of the schedule of accrediting the vocational skills and qualifications to take place in the institution with minimum 14-day notice?
4. Was the accreditation of vocational skills and qualifications in the institution well organised?
5. Was the examination time enough to complete all the tasks?

6. In your opinion does the scope of accreditation reflect your actual skills and qualifications?
7. Are you satisfied with co-operation with the institution which accredited your vocational skills and qualifications?

The questionnaire also contained open questions, for example:

What in your opinion should be changed or improved in the process of accrediting vocational skills and qualifications? If you are not satisfied with co-operation with the institution, write about it, specifying the reasons for your dissatisfaction.

The results of the questionnaire show that the way of organization and conducting a pilot accreditation exam gained recognition among the participants, who were fully satisfied with their co-operation with examination institutions.

CONCLUSIONS AND RECOMMENDATIONS

The importance of accrediting vocational skills and qualifications acquired in any way (at schools, in non-formal and informal system) is generally recognised and accepted not only among the members of the national network of schools and educational centres which implemented a pilot procedure APL, but also among the participants of the examination.

The way of organising and conducting a pilot examination within Leonardo da Vinci Project „European Common Principles for the Accreditation of Non-formal and Informal Learning in Lifelong Learning – EPANIL”) gained recognition among the participants, who were fully satisfied with their co-operation with examination institutions.

Both the accreditation advisors and participants of the examination pointed to the need of organizing such examinations in the future. The possibility of organizing examinations for a wider group of people, especially for the unemployed, who for different reasons had to stop school education and do not have certificates documenting their knowledge and skills, should also be taken into consideration.

The prestige of certificates among employers and their expected usability in the process of finding attractive jobs may result in a growing interest in the descriptive certification of vocational skills, confirmed on the basis of external evaluation principles, on the part of school participants, as well as non-formal educational systems.

Attachment 1

Examination task APL-Z1

for a candidate applying for accreditation of his/her vocational skills and qualifications in the profession of cook (a cook in small catering establishments)

Prepare two portions of a set lunch consisting of:

- a. battered chicken fillet, stuffed with champignons and cheese,
- b. potato starch additive, selected from the following possibilities:
 - boiled hollowed potatoes,
 - mashed potatoes,
 - baked potatoes,
 - fried potatoes,

- c. assorted vegetable salads, prepared from Chinese cabbage and raw carrots

To perform the task you should use products in compliance with raw materials standard specified in table 1.

Table 1

Raw materials standard (for two portions of a set lunch)	
Raw material	Quantity
a. battered chicken fillet, stuffed with champignons and cheese	
chicken fillet	2 pcs (~240 g)
Champignons	100 g
hard cheese	50 g
wheat flour	40 g
Egg	1 piece
Breadcrumbs	100 g
Oil	250 cm ³
salt, pepper and seasoning	seasoned to taste
b. starch additive	
Potatoes	500 g
Milk	50 cm ³
Butter	20 g
Oil	50 cm ³
Seasoning	seasoned to taste
c. assorted salads	
- Chinese cabbage salad	
Chinese cabbage	150 g
red peppers	50 g
pickled cucumber	50 g
Oil	
Seasoning	
- raw carrots salad	
Carrots	150 g.
Apple	1 piece
18% cream	
Sugar	
Salt	
lemon juice	

When performing the task make use of a conventionally equipped workstation as well as additional equipment and tableware in the workshop.
Work in compliance with sanitary-epidemiological and OSH regulations.
Maximum time limit for task performance: 5 h (300 minutes)

Criteria of acceptance

The practical examination ends with a positive result and accreditation of vocational skills and qualifications if:

- set lunch has been prepared in compliance with the conditions of examination task.
- the products have been prepared (e.g. processed and seasoned) in a way allowing their consumption
- set lunch has been aesthetically prepared and decorated to be served,
- particular procedures have been performed in compliance with sanitary-epidemiological and OSH regulations,
- workstation was kept clean during work, cleared after completion of the task and the waste has been managed

Attachment 2

List of equipment necessary to perform examination task APL-Z1 at a cook's workstation in the workshop (examination room)

1. Workstation equipment:

- production table,
- cooker with oven,
- cupboard for equipment with a drawer,
- chopping board (2 pcs)
- bowls of different sizes,
- frying pan (2 pcs.: ø18 and ø21 cm),
- pot with a lid (vol.: 2 or 4 l),
- plastic tray,
- sieve (2 pcs),
- knives: knife for cutting and peeling vegetables, small kitchen knife, big kitchen knife, general use knife,
- meat fork,
- liquid measuring cup (2 pcs)
- big flat working plate (2-3 pcs),
- heatproof vessel (vol. 2 l),
- meat hammer,
- potato press (or hammer),
- wooden (or Teflon) spatula,
- spoon for potato hollowing,
- wooden spoon (2 pcs),
- metal grater,
- set of working cutlery,
- spice jars,
- pot holders,
- cloth,
- disposable towel,
- aluminium foil,
- food wrap.

2. Workshop equipment (examination room):

a. basic:

- sink,
- washbasin,
- scales,
- egg disinfect ion station,
- refrigerator,
- microwave oven,
- lemon juicer,
- cleaning equipment and cleansing agents (dishwashing liquid, sponge, sweeper, dustpan)
- first-aid kit,
- waste container with a lid (equipped with a foil bag),
- tableware - 2 sets for each workstation (2 big plates and 4 snack plates in each set),

- cutlery (2 sets for each workstation),
 - presentation table, tablecloths, napkins, napkin holders,
- b. additional:
- school bard, chalk or markers,
 - clock,
 - table and chair for an examined person,
 - table and 4 chairs for the members of Accreditation Board,
 - disposable towels, disposable gloves, soap,
 - ID badges for examined people and members of the Accreditation Board,
 - aprons,
 - spare set of clothing.

Attachment 3 - Work Observation Sheet concerning the work of candidate taking the practical examination

to accredit his/her vocational skills and qualifications in the profession of cook (a cook in small catering establishments)

A. Information data

1.	Name of KSAPL school (or institution) conducting the accreditation of vocational skills and qualifications	
2.	Address of KSAPL accreditation school (institution)	
3.	Place of conducting the practical examination	
4.	Surname of examination participant	
5.	Name (names) of examination participant	
6.	Date and place of birth of examination participant	
7.	Examination participant's number	
8.	Workstation number	
9.	Surname of Accreditation Board evaluator	
10.	Name (names) of Accreditation Board evaluator	
11.	Date of practical examination	
12.	Starting time of practical examination	
13.	Time of completion of work by examination participant	
14.	Supplementary remarks or information	

B. List of skills, procedures and manual activities performed during the practical examination

Vocational skills (Identified and recognised by examiner K)	Procedures (included in vocational skills)	Manual procedures and activities (performed within the procedure)	Examiner's remarks (on the performance of procedures and activities)	Participant of the practical examination can: (acknowledged and accredited practical skills)
a	b	c	d	e
Skills connected with equipping and preparing a workstation and organising work at the workstation				– select the equipment and tools necessary to prepare a set lunch – arrange the equipment, raw materials and half-products at a workstation in an optimal way
Skills in preparing a battered chicken fillet, stuffed with champignons and cheese.	preliminary processing of poultry meat	Washing		– carry out preliminary processing of poultry meat – prepare stuffing for poultry meat – shape half-products from poultry meat with stuffing and prepare them for frying – fry
		cells removing		
		Seasoning		
		saving the meat		
	preparation of stuffing – preliminary processing of champignons	Washing		
		Cleansing		
		cutting into pieces		
	preparation of stuffing – thermal processing of champignons	Frying		
		Seasoning		
	half-product shaping			
preparation of coating				
coating				
frying				
portioning				

	decorating			
a	b	c	d	e
Skills in preparing additives from potatoes	preliminary processing of potatoes	potato washing		– carry out preliminary processing of vegetables – shape half-products from potatoes – carry out thermal processing (i) of potatoes (e) – select suitable seasoning for potato dishes
		potato rinsing		
	preparation of boiled hollowed potatoes	hollowing balls out of potatoes with hollowing spoon		
		boiling (<i>in hot, salty water under cover</i>)		
		washing and draining of dill (dill washing and draining)		
		dill chopping		
		sprinkling the hollowed potatoes with dill		
		potato portioning		
		preparation of mashed potatoes	potato cooking (<i>in hot, salty water under cover</i>)	
	potato straining (straining of potatoes)			
	mashing potatoes with butter and milk			
	potato portioning			
	preparation of baked potatoes	potato baking (<i>in foil or without foil, whole or in pieces</i>)		
		Seasoning		
		potato portioning		
	preparation of browned potatoes	potato cooking (<i>in hot, salty water under cover</i>)		
		potato cooling		
		cutting potatoes into slices or pieces		
		browning in hot fat		
		seasoning with herbs		

a	b	c	d	e
Skills connected with salad preparation.	preliminary processing of vegetables and fruit	potato portioning		– prepare and season the basic kinds of salads
		dirty processing		
	preparation of Chinese cabbage salad	clean processing		
		mixing salad ingredients		
		seasoning		
		salad portioning		
	preparation of carrot salad	salad decorating		
		protecting the apples from growing dark		
		combining the salad ingredients		
		seasoning		
Skills connected with preparation of a set lunch to be served.	preparation of set lunch to be served	salad portioning		
		salad decorating		
		selecting appropriate tableware		
		arrangement of products from poultry meat and potatoes		
Skills in safe and hygienic performance of vocational tasks included in the practical examination task.	performance of culinary procedures in compliance with sanitary-epidemiological regulations	performing the procedures in compliance with sanitary-epidemiological regulations		– perform the procedures of preliminary, thermal and finishing processing in compliance with sanitary-epidemiological regulations and the principles of safe and hygienic work
	safe and hygienic performance of culinary procedures	performance of procedures in line with OSH regulations		

.....
(signature of Accreditation Board examiner)

Attachment 4

List of all vocational skills and qualifications, which may be confirmed to a participant of accreditation procedure in the profession of cook (a cook in small catering establishments), after his/her proper completion of the examination task APL-Z1

Accredited vocational qualifications

The Accreditation Board (Team, Council) has accredited the vocational qualifications of the participant of examination procedure within the following scope:

1. completing the equipment and organising a cook's workstation,
2. preparing fried dishes from poultry meat,
3. preparing basic additives from potatoes,
4. preparation of salads,
5. preparation of set lunches for shipment.

Accredited vocational skills

Within the scope of vocational skills a participant of examination procedure can:

- select equipment and tools necessary to prepare a set lunch,
- optimally arrange the equipment, raw materials and half-products at a workstation,
- carry out preliminary processing of poultry meat,
- prepare the stuffing for poultry meat,
- shape half-products from poultry meat with stuffing and prepare them for frying,
- carry out the process of frying,
- carry out preliminary processing of vegetables,
- shape half-products from potatoes,
- carry out thermal processing (i) of potatoes (e),
- select suitable seasoning for potato dishes,
- prepare and season the basic kinds of salads,
- arrange and decorate the products from poultry meat, potatoes and salads to be served,
- carry out the above-mentioned procedures of preliminary, thermal and finishing processing in compliance with sanitary-epidemiological regulations and the principles of safe and hygienic work.

Chairperson
of Accreditation Board (Accreditation Team, Council)

scientific (or vocational) title, name, surname

Attachment 5

NAME OF ACCREDITATION INSTITUTION
ANONYMOUS QUESTIONNAIRE INVESTIGATING THE OPINION AND LEVEL OF SATISFACTION OF THE PARTICIPANTS OF ACCREDITATION PROCEDURE WITHIN THE SCOPE OF VOCATIONAL SKILLS AND QUALIFICATIONS
Date of accreditation:
Basis for certification: examination, evidence proceedings, verification procedure*
<i>Thanking for your participation in the process of accrediting vocational skills and qualifications, we would like to ask you to express your opinion on the conditions and the course of procedure as well as to state the level of satisfaction with the accreditation institution. Please, circle the correct answer or write your own comment in dotted areas. All the replies will be used to improve the procedure and the quality of services.</i>

1. Do you think that accreditation of vocational skills and qualifications is necessary (useful) for candidates who apply for attractive jobs?

No	Not really	Difficult to say	Nearly yes	Yes
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2. Were the principles of accrediting vocational skills and qualifications clear to you?

No	Not really	Difficult to say	Nearly yes	Yes
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3. Were you informed of the schedule of accreditation in the institution with at least 14-day notice?

No	Not really	Difficult to say	Nearly yes	Yes
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4. Was the descriptive accreditation of vocational skills and qualifications efficiently organised in the institution?

No	Not really	Difficult to say	Nearly yes	Yes
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5. Was the examination time enough to complete all the tasks*?

No	Not really	Difficult to say	Nearly yes	Yes
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6. In your opinion does the scope of accredited vocational skills and qualifications reflect your actual skills and qualifications?

No	Not really	Difficult to say	Nearly yes	Yes
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7. Are you satisfied with co-operation with the institution with regard to accrediting your vocational skills and qualifications?

No	Not really	Difficult to say	Nearly yes	Yes
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If you have chosen **no** or **rather**, specify the reasons for your dissatisfaction:

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.....

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.....

.....

*cross out wrong statement

8. In your opinion what should be changed or improved in the process of accrediting vocational skills and qualifications?

.....
.....
.....
.....
.....

9. *Other remarks or proposals:*

.....
.....
.....