### SELF-ASSESSMENT GUIDE

**Qualification**: COOKERY NC II

**COC 1**: PREPARE AND COOK HOT MEALS

| Units of Competency Covered: | • Clean and maintain kitchen premises  
  • Prepare stocks, sauces and soups  
  • Prepare meat dishes  
  • Prepare vegetable dishes  
  • Prepare egg dishes  
  • Prepare poultry and game dishes  
  • Prepare seafood dishes  
  • Prepare starch products  
  • Package prepared food |

**Instruction:**
- Read each of the questions in the left-hand column of the chart.
- Place a check in the appropriate box opposite each question to indicate your answer.

<table>
<thead>
<tr>
<th>Can I?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

**PREPARE AND COOK HOT MEALS**

- Gather, check tools and equipment needed
- Clean and/or sanitize kitchen equipment and utensils*
- Store and stack cleaned equipment and utensils
- Follow cleaning schedules
- Use appropriate chemicals and equipment in cleaning and maintaining kitchen premises, tools and equipment*
- Check, record and label supplies
- Gather, Identify and select ingredients as per required menu items *
- Prepare ingredients and flavoring agents as per required menu items*
- Select and assemble ingredients to produce varieties of soups, stocks and sauces*
- Select primary, secondary and portioned cuts of Protein; pork, lamb, beef, veal and seafood*
- Identify and use appropriate cooking methods*
- Organize and prepare food items according to menu requirements*
- Cook menu items as required*
- Arrange sauces and garnishes*
- Plate and present food*
- Select packaging materials for foodstuffs
- Adapt appropriate packaging procedures*
- Store food in appropriate condition*
- Follow workplace safety and hygiene procedures*
- Perform first aid procedure in the event of accident

I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.

<table>
<thead>
<tr>
<th>Candidate’s Name &amp; Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# SELF-ASSESSMENT GUIDE

<table>
<thead>
<tr>
<th>Qualification</th>
<th>COOKERY NC II</th>
</tr>
</thead>
<tbody>
<tr>
<td>COC 2:</td>
<td>PREPARE COLD MEALS</td>
</tr>
</tbody>
</table>

## Units of Competency Covered:
- Clean and maintain kitchen premises
- Prepare appetizers
- Prepare salads and dressings
- Prepare sandwiches
- Package prepared food

## Instruction:
- Read each of the questions in the left-hand column of the chart.
- Place a check in the appropriate box opposite each question to indicate your answer.

## Can I? YES | NO

### PREPARE COLD MEALS

- Clean and/or sanitize kitchen equipment and utensils*
- Store and stack cleaned equipment and utensils
- Follow cleaning schedules
- Use appropriate chemicals and equipment in cleaning and maintaining kitchen premises, tools and equipment*
- Select and assemble tools and equipment*
- Inspect tools and equipment*
- Rotate and move supplies
- Check, record and label supplies
- Identify and select ingredients as per required menu items *
- Prepare variety of sandwich types*
- Select suitable bases from a range of bread type*
- Prepare appetizers and salads with suitable sauces and dressings*
- Utilize quality trimmings or other left over
- Select and prepare variety of vegetables, fruits and starch food according to recipes*
- Select and prepare variety of cold dishes according to recipe requirements*
- Identify and use appropriate cooking methods*
- Organize and prepare food items according to menu requirements*
- Plate and present food*
- Select packaging materials for foodstuffs
- Adapt appropriate packaging procedures*
- Store food in appropriate condition*
- Minimize wastage through purchases*
- Follow workplace safety and hygiene procedures*
- Perform first aid procedures in the event of accident
- Prepare reports
- Coordinate end of service procedures

I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.

<table>
<thead>
<tr>
<th>Candidate’s Name &amp; Signature:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>
### SELF-ASSESSMENT GUIDE

<table>
<thead>
<tr>
<th>Qualification</th>
<th>COOKERY NC II</th>
</tr>
</thead>
<tbody>
<tr>
<td>COC 3:</td>
<td>PREPARE SWEETS</td>
</tr>
</tbody>
</table>

#### Units of Competency Covered:
- Clean and maintain kitchen premises
- Prepare desserts
- Package prepared food

#### Instruction:
- Read each of the questions in the left-hand column of the chart.
- Place a check in the appropriate box opposite each question to indicate your answer.

#### Can I? | YES | NO
--- | --- |

#### PREPARE SWEETS
- Select and use chemicals and clean potable water for cleaning and/or sanitizing kitchen equipment, utensils, and working surfaces according to manufacturer’s instructions
- Store or stack clean equipment, supplies and utensils safely in the designated place in accordance with manufacturer’s instructions
- Assemble and disassemble cleaning equipment safely
- Follow cleaning schedules based on enterprise procedures
- Clean and/or sanitize walls, floors, shelves and working surfaces without causing damage to health or property
- Follow first aid procedures if an accident happens
- Sort and dispose waste according to sanitary regulations, enterprise practices and standard procedures *
- Dispose cleaning chemicals safely according to standard procedures*
- Demonstrate sanitizing procedures and techniques*
- Use ingredients and flavoring agents according to standard recipes defined by the enterprise
- Identify ingredients according to standard recipes, recipe card or enterprise requirements
- Assemble ingredients according to quantity, type, and quality required
<table>
<thead>
<tr>
<th>1. Prepare ingredients based on the required form and time frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Select, measure and weigh ingredients according to recipe requirements</td>
</tr>
<tr>
<td>3. Thaw frozen ingredients following enterprise procedures</td>
</tr>
<tr>
<td>4. Observe factors in plating dishes in presenting cold dessert</td>
</tr>
<tr>
<td>5. Produce a variety of hot, cold and frozen desserts, appropriate for a variety of menus *</td>
</tr>
<tr>
<td>6. Produce sweet sauces to a desired consistency and flavor*</td>
</tr>
<tr>
<td>7. Taste prepare desserts and sweets in accordance with the required taste</td>
</tr>
<tr>
<td>8. Present dessert hygienically, logically and sequentially within the required timeframe, and decorated creatively</td>
</tr>
<tr>
<td>9. Plate and portion desserts according to enterprise standards</td>
</tr>
<tr>
<td>10. Store dessert at the appropriate temperature and correct conditions to maintain quality, freshness and customer appeal</td>
</tr>
<tr>
<td>11. Select and use suitable packaging to preserve taste, appearance and tasting characteristics</td>
</tr>
<tr>
<td>12. Select quality of packaging materials in accordance with enterprise standards</td>
</tr>
<tr>
<td>13. Observe environmental requirements for food packaging</td>
</tr>
<tr>
<td>14. Package food in compliance with sanitary occupational health and safety and local health regulations requirements</td>
</tr>
<tr>
<td>15. Label food according to industry standards</td>
</tr>
</tbody>
</table>

I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.

**Candidate’s Name & Signature:**

**Date:**