



SOUTH EAST TECHNOLOGICAL UNIVERSITY

COURSE EVALUATION 3

ASSESSORS' REPORT TO ACADEMIC COUNCIL

COURSE EVALUATED:	Certificate in Culinary Skills <i>(Certificate: Level 6, 60 Credits)</i>
SCHOOL:	School of Humanities
DEPARTMENT:	Department of Arts

CE3: Special Purpose Award – Certificate in Culinary Skills

INTRODUCTION

The following is a review report to Academic Council from the panel of assessors on the proposal from the School of Humanities at South East Technological University to change certain aspects of the Special Purpose Award – Certificate in Culinary Skills through the University's Course Evaluation Stage 3 (CE3) process. In accordance with the regulations governing the evaluation of new programme proposals, as set out in the South East Technological University *Programme Quality Assurance Enhancement Policy and Procedures*, the programme proposal was reviewed by a panel of assessors.

The panel of assessors who contributed to this report were:

- Mr Ciaran Lynch, Former Development Manager, LIT (Chair)
- Dr Róisín Burke, Senior Lecturer, School of Culinary Arts and Food Technology, Technological University Dublin
- Mr Andrew Langford, Lecturer in Food and Beverage Studies, Shannon College of Hotel Management, NUI Galway
- Mr David McKane, Executive Chef, Butler House and Garden, Kilkenny
- Mr William Kirby, General Manager and Director Portmarnock Hotel & Golf Links, Dublin

In accordance with the regulations set out in the aforementioned *Programme Quality Assurance Enhancement Policy and Procedures*, a review meeting took place on June 13th, 2022. The review meeting was conducted virtually via Teams. The following members of the South East Technological University team were present:

- Dr Paul O'Leary, Head of Quality Promotion, SETU Waterford
- Mr Aubrey Storey, Academic Council Representative, SETU Waterford

The assessors wish to thank the members of the development team for engaging generously and openly with the review process.

SUMMARY RECOMMENDATIONS AND CONDITIONS

2.1 *General Remarks*

The panel commends the School on the modifications to this programme and particularly welcomed the assignment of credits to the placement preparation work which is often carried out but without credits being assigned. The panel **recommends approval of the changes proposed for the Certificate in Culinary Skills** until the next School Review in the School of Humanities. **Approval is conditional on the submission of a revised programme document that takes account of the conditions and recommendations outlined below, and the submission of a summary document describing the responses and actions of the School to address the conditions and recommendations made by the review panel.**

Areas for attention have been emboldened in the text for convenience of reference. Action is required on items marked ‘Conditions’ and such action is mandatory if the programme is to be approved; action is highly recommended on items marked ‘Recommendations’.

2.2 *Conditions*

- The team should review the Placement Module to ensure that the learning hours assigned are appropriate to the number of module credits. It is also suggested that it would be appropriate that the number of hours would be the same as those of the same module in the Certificate in Food and Beverage Operations. Finally the assessment description should specifically address the function of the supervisor’s report.
- The team should revise the assessment methods used in the Placement module so that there is clarity on the nature of the assessments used and of who will be involved in carrying out the assessment. Consideration should be given to a role for the workplace supervisor.
- The team should include the relevant placement handbook which sets out the principal details of the management of the placement
- To underline the excellence in delivery, the team should include the CVs of the programme team members.

2.3 *Recommendations*

- It is recommended that the programme document be reviewed to ensure that the correct titles are given to all existing and proposed modules, that all contact hours are properly recorded in the module descriptors and that the appropriate number of programme credits is referred to throughout the document.

CE3: Special Purpose Award – Certificate in Culinary Skills

Signed:

Aubrey Storey
Mr. Aubrey Storey

Date:

22/6/22

**Approved by
Academic Council:** _____