

# Professional Cookery VRQ 2

## VRQ 2

# Professional Cookery

# Summer Project 2024

Please complete the summer project and email your work to me Andy McGowan

[andy.mcgowan@easterneducationgroup.ac.uk](mailto:andy.mcgowan@easterneducationgroup.ac.uk)

no later than **Friday 23<sup>rd</sup> August 2024.**

Please include a title page in your work (example as attached) with your name/course/unit number & title of assignment & task number.

Please check your SPaG before submitting your work and set your work out clearly and logically.

This assignment is a report style assignment so short paragraphs with headings are more suitable than an 'essay' style of writing.

Please refer to the 'Help Sheet' when completing the assignment.

Example of title page

Andy McGowan

VRQ2 Professional Cookery

Unit 702

Developing skills for employment in the hospitality industry

Task D

## Unit 702 Task D Help Sheet

You are required to produce the following:

- Find a suitable job advert for a job that you could apply for now or at the end of your qualification
- A covering letter to go with your CV for the job including the reasons you are applying for the job
- An up to date CV
- State the purpose of a CV and the information that should be included in it
- Identify a variety of interview skills
- Explain how the preparation and interviews skills can be to your advantage
- State the importance of evaluating an interview and how you would do this in detail and include the CV may affect the employers' perception of the candidate

### Pass

- A simple CV with a short covering letter demonstrating few spelling mistakes and appropriate but possibly limited/standard content
- A list of the main preparations and interview skills
- A brief explanation of the importance of evaluating an interview
- Included explanations that show basic understanding (eg spelling mistakes would look

### Merit

- CV is well laid out, using suitable vocabulary and including all the appropriate information. The covering letter relates to the job and outlines reasons for applying
- The list of skills is supported with an explanation of how to use preparation and interview skills to their advantage
- A detailed explanation of how to evaluate the interview is given
- Explanations may include the employer's perception of them (eg poor spelling might make the employer think I'm sloppy).

### Distinction

- Layout of the CV and letter is professional with accurate grammar
- The explanations demonstrate a clear understanding of the importance of preparation, presentation and evaluation and may show an ability to



see how the employer makes decisions on business reasons not just personal (eg poor spelling may mean my work will be sloppy and the employer will think they may have to pay for extra training).

## LETTER EXAMPLE

Your Name  
Your Address  
Including postcode  
Date

Company Address  
Including postcode

Dear John,

Opening Paragraph

Main Body of letter

Concluding Paragraph

Yours sincerely,  
Your name

Or

Dear Sir

Yours faithfully  
Your name

A CV is.....?? (definition & explanation)

Why is a CV important?

What is important about the presentation of a CV?

What details/information should a CV contain that is relevant to a future employer?

## INTERVIEW SKILLS

Identify and explain the skills you need for a successful job interview.

What preparation should you undertake before attending a job interview to have the best chance of the interview being successful?

State the importance of evaluating an interview and how you would do this and also how you would obtain the interviewers (potential employer) evaluation of the interview.

What should you do after a job interview? (Discuss both options i.e. a successful interview and an unsuccessful one)