nectar

DESIGNERS' KIT

NECTAR FLEXIBILITY TABLE

1 Introduction

Once you have identified the proper EQF level, you should work on the adaptation and/or instantiation of the general EU CGE Curriculum in your own context.

The main reference document to consider for this purpose is the **FLEXIBILITY TABLE**, which was created with the purpose of providing designers with detailed information on each LO. This information is crucial to make informed decisions about the adaptation and/or instantiation.

2 Familiarize with the Flexibility Table

The table is organized as follows:

- **Each ROW** corresponds to one LO
- **Each COLUMN** contains specific information about the given LO.

The information provided in columns is presented hereafter:

1. **LO Code**
2. **LO Name**
3. **MANDATORY/OPTIONAL (M/O)**: Here it is specified whether the LO is mandatory (M) or optional (O) for the CGE Curriculum implementation.
   In this column you can retrieve the information on whether a LO is to be included in the curriculum optionally or mandatorily. Experts in the field have established that a certain number of the identified LO are essential in the CGE curriculum and must be necessarily included in it, while other LOs, marked as optional, can enrich the profile and be added but are not a necessary part of the curriculum.
4. **EDUCATIONAL STRATEGY**: These columns report a list of possible strategies: lecture, individual study, group work, lab, Work-based learning – WBL. Here it is specified whether the specific educational strategy is <u>suggested</u> or not (YES/NO) for that particular LO. If the strategy is suggested, it is specified if face to face (f2f) and/or Online Learning (online) are <u>suitable</u> for it. The Experts suggested one or more for each specific LO.
   Please note that in this table Online Learning has conventionally different meanings with respect to the strategy:
   - *Online Learning in Lectures*: the LO is suitable to be addressed through online synchronous lessons such as webinars or video-conferences;
   - *Online Learning in Individual study:* the LO is suitable for the creation of educational materials such as PDFs, SCORM-compliant interactive materials, video pills, video lessons… which can be analysed and/or studied autonomously by the students
   - *Online Learning in Group Work:* the LO is suitable to be addressed through collaborative learning activities based on discussions, file sharing, co-writing, etc.
   - *Online Learning in Online labs:* the LO is suitable to be addressed through virtual labs or simulations, accessible through a web platform or website.
   Please also note that in this table WBL is intended as a possible educational strategy that provides students with real-life work experiences where they can apply academic and technical skills and develop their employability.
5. **RELEVANCE OF THE LO**: Here it is specified whether the LO is **essential, important or basic** for the CGE profile.

3 How to use the Flexibility Table to design a localized curriculum

In addition to the paper-based table to be used as a reference, the NECTAR project released a **FLEXIBILITY TOOL**, i.e. a practical tool (Excel File) available for free download supporting a step-by-step design of a localized curriculum, based on the indications included in the FLEXIBILITY TABLE. The Flexibility Tool is included in the Designers' Kit as DK7.

Moreover, a **FLEXIBILITY TOOL – USER MANUAL** was also delivered as part of the Designers' Kit as DK8. The manual is a practical guide about how to use the provided Excel file.

Below are some SUGGESTED STEPS to be followed to instantiate your curriculum using the FLEXIBILITY TABLE and the FLEXIBILITY TOOL.

STEP 1 - Identify Mandatory/Optional LOs and include the Mandatory ones in the selected LOs

The CGE EU Curriculum is composed of 67 LOs. In the process of selecting LOs for the localised curriculum, the first thing to do is to consider the third column of the table: Mandatory/Optional. First of all, it is necessary to include all mandatory LOs, because they represent the core of the curriculum and cannot be neglected.

NB - In the flexibility tool, a specific column indicates the mandatory and optional LOs; take care to fill in all the rows corresponding to the mandatory ones.

STEP 2 - Identify and select the proper educational strategies

In the Flexibility table, different educational strategies have been proposed. The Experts have already provided suggestions about the most suitable ones for each LO. You should decide which strategies you would like to adopt for your local curriculum, taking into account the workload.

The suggested alternatives are the following and they can all be carried out either online or in face-to-face environments.

- **LECTURE:** It is often based on a transmission of contents and supports passive learning.
- **INDIVIDUAL STUDY**: It needs to be included in the calculation for the ECTS attribution. It also involves the study sessions in preparation of exams.
- **GROUP WORK**: This category envisages collaborative or cooperative activities, e.g. problem based learning. It can be carried out face-to-face or online, in class or both in class and at home. It usually requires more time and workload than a traditional lecture.
- **LAB**: This strategy often implies to put into practice what has been learnt and it can support active learning. E.g. role play simulations.
- **WORK-BASED LEARNING (WBL)**: WBL is 'the acquisition of knowledge, skills and competences through action-based or reflective learning in a vocational or occupational context'[1].

It is worth emphasizing that lectures and individual study can only provide the theoretical part of an LO, while skills and personal, transversal and social competences need to be targeted through a different strategy (WBL, Lab, etc.). You should keep in mind this aspect while designing the local curriculum.

NB - In the Flexibility Tool, strategies can be selected by putting a X in the related column.

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[1] WORK-BASED LEARNING TOOLKIT – What is Work-based learning? https://www.wbl-toolkit.eu/index.php?id=13

4 Flexibility table

UoL 1 - MANAGE SUPPLIERS AND BUY IN SUSTAINABLE FOOD INGREDIENTS								
LO Code	**LO Name**	**MANDATORY/ OPTIONAL (M/O)***	**EDUCATIONAL STRATEGY**					**RELEVANCE OF THE LO*** (essential / important / basic)
			Lecture (f2f or online)	**Individual Study** (f2f or online)	**Group work** (f2f or online)	**Lab** (f2f or online)	**Work based learning** (only f2f)	
LO1-A-1	Identify the costs of required raw and semi-finished food products, kitchen equipment and consumable items, at the light of quality and sustainability and make and progressively update an inventory of all potential, local, food products, estimating their periodical cost	M	YES f2f and online	YES f2f and online	NO	NO	YES f2f	Important
LO1-A-2	Identify international and national quality brands, also exploiting ICTs and dedicated e-data resources and taking into account high quality and parameters of sustainability, and take these brands into account managing suppliers	M	YES f2f or online	YES f2f or online	YES f2f or online	NO	YES f2f	Important
LO1-B-C-1	Know how to identify and choose quality suppliers, which offer local and seasonal products in an appropriate way by creating with them a network of exchanges in order to ensure a constant food supply using appropriate ICT tools	M	YES f2f or online	YES f2f or online	YES f2f or online	NO	YES	Essential
LO1-B-1	Plan and manage the supply process related to the specific health or social context	M	YES f2f or online	NO	YES f2f or online	NO	YES	Important
LO1-D-1	Promote full use of ingredients, raw materials and leftovers according to Hazard Analysis Critical Control Point-Concept (HACCP) and local law	M	YES f2f or online	YES f2f or online	YES f2f or online	YES f2f	NO	Important

LO1-D-2	Introduce measures for the prevention, separation and proper disposal of waste in the kitchen and ensure compliance with these measures by all members of the kitchen team	M	YES f2f or online	YES f2f or online	YES f2f or online	YES f2f	YES	Basic
LO1-D-3	Create a food waste assessment plan, use it regularly, and share the results with all the staff	M	NO	YES f2f or online	YES f2f or online	YES f2f	YES	Basic

LO Code	LO Name	MANDATORY/ OPTIONAL (M/O)*	EDUCATIONAL STRATEGY					RELEVANCE OF THE LO*** (essential / important / basic)
			Lecture (f2f or online)	**Individual Study** (f2f or online)	**Group work** (f2f or online)	**Lab** (f2f or online)	**Work based learning** (only f2f)	
LO2-A-B-1	Understand the impact of nutrition on development of diseases and human metabolism in a life-course approach and vice versa	M	YES f2f or online	YES f2f or online	NO	NO	NO	Important
LO2-A-B-2	Know basics in physiology of taste/smell, be aware of how different conditions affect taste/smell and of possible clients' food intake needs with respect to taste/smell deterioration, and detect these needs in collaboration with health professionals	M	YES f2f or online	YES f2f or online	NO	YES f2f	NO	Essential
LO2-A-B-3	Be aware of the main swallowing problems which raise the need for adapted food and be able to tackle these problems and conditions in daily work in collaboration with health professionals	M	YES f2f or online	YES f2f or online	NO	YES f2f	YES	Essential
LO2-C-D-0	Know and understand the concepts of 'Primary Food Care', 'Gastrology' and 'Gastro-engineering' to prevent malnutrition in healthcare and to promote active and healthy ageing, is aware of the main characteristics of the CGE professional profile, of what a "gastrological intervention" implies and of the main "gastrological tools" a CGE can rely on	M	YES f2f or online	YES online	NO	YES f2f	NO	Important
LO2-C-D-1	Identify and select test protocols on taste disturbances and use them to detect and classify taste deterioration and to monitor it	M	YES f2f or online	YES f2f or online	NO	YES f2f or online	YES	Essential

UoL 2 - SCREEN, ASSESS AND MONITOR ON CLIENT-LEVEL

LO2-C-D-2	Create solutions for the results of assessment from a CGE perspective and within the context of a comprehensive and holistic food care approach	M	YES f2f or online	YES online	YES f2f or online	YES f2f or online	YES	Important
LO2-C-D-3	Know the main ICT tools for screening and assessing clients' individual food preferences and individual food intake needs and wishes, be able to select the proper ones and be able to use them, complying with data privacy and confidentiality guidelines and in collaboration with health professionals	M	YES f2f or online	YES online	NO	YES f2f or online	YES	Essential
LO2-C-D-4	Know the main ICT tools for recording and monitoring assessment results, as well as interventions, be able to select the proper ones and be able to use them, complying with legal ICT structure, addressing all data privacy and applicable confidentiality guidelines	O	YES f2f or online	YES online	NO	YES f2f or online	YES	Important
LO2-E-1	Know the main techniques and tools to detect clients' meal satisfaction and be able to apply this feedback in daily practice, in collaboration with health professionals	M	YES f2f	YES f2f or online	YES f2f or online	NO	YES	Basic

LO Code	LO Name	MANDATORY/ OPTIONAL (M/O)*	EDUCATIONAL STRATEGY					RELEVANCE OF THE LO*** (essential / important / basic)
			Lecture (f2f or online)	Individual Study (f2f or online)	Group work (f2f or online)	Lab (f2f or online)	Work based learning (only f2f)	
LO3-B-0	Know the basics of food chemistry to optimize the nutritional functions of food	O	YES f2f or online	YES f2f or online	NO	YES f2f or online	NO	Important
LO3-A-B-1	Adjust baseline menus to satisfy individual preference and needs, as well as cultural, religious or other food choices, recognizing their impact on meals and cooking	M	YES f2f or online	YES f2f or online	YES f2f or online	NO	YES	Essential
LO3-A-2	Follow food trends, try out new meals/recipes and evaluate the trial phase in terms of its feasibility in the business/service, also in collaboration with actors external to the kitchen/institution	M	YES f2f	YES f2f or online	YES f2f or online	YES f2f	NO	Important
LO3-B-1	Collaborate to create standardized menu plans, grounded on disease adapted meals, starting from clients' needs assessment and in collaboration with health professionals	M	YES f2f	NO	YES f2f or online	NO		Essential
LO3-B-2	Know the effects of cooking on ingredients/raw materials and select the proper methods, maximizing the freshness and quality of the ingredients/raw materials	M	YES f2f	NO	NO	YES f2f	YES	Essential
LO3-D-1	Know the nutritional properties of food to combine food items in order to both respect food quality and obtain appetizing menus adapted to care settings	M	YES f2f or online	YES f2f or online	NO	NO	NO	Important

UoL 3 - CREATE RECIPES FOR A GENERAL POPULATION AND FOR PEOPLE WITH SPECIFIC NEEDS, COMPLYING WITH RECOMMENDATIONS OF HEALTH PROFESSIONALS

LO3-D-2	Schedule meals supply according to clients' needs and living environment, also taking into account the main accessibility issues for older adults and disabled people which could occur in the different care settings	O	YES f2f	YES online	YES f2f or online	NO	NO	Basic
LO3-D-3	Create menus including beverage recommendations for the planned menu sequences	M	YES f2f	YES online	NO	NO	YES	Basic

	UoL 4 - MANAGE THE KITCHEN AND COORDINATE PERSONNEL							
LO Code	**LO Name**	**MANDATORY/ OPTIONAL** **(M/O)***	**EDUCATIONAL STRATEGY**					**RELEVANCE OF THE LO***** **(essential / important / basic)**
			Lecture **(f2f or online)**	**Individual Study** **(f2f or online)**	**Group work** **(f2f or online)**	**Lab** **(f2f or online)**	**Work based learning** **(only f2f)**	
LO4-A-1	Create budgets for each meal, according to food seasonal price, non-food supplies, and expected equipment durability and lifetime	M	YES f2f or online	YES f2f or online	NO	NO	NO	Essential
LO4-A-2	Calculate and manage the kitchen budget of food, utilities and personnel	M	YES f2f or online	YES f2f or online	NO	NO	NO	Important
LO4-A-3	Make budget plans, negotiate them with superiors and assure they are followed by the kitchen personnel	M	YES f2f	YES online	YES f2f or online	NO	NO	Basic
LO4-B-1	Identify control parameters, evaluate the quality of the kitchen team's performance, conduct employee appraisals and provide feedback to superiors	M	YES f2f	YES online	NO	NO	YES	Important
LO4-B-2	Describe jobs according to planned activities and participate in the recruitment of personnel collaborating with HR	O	YES f2f	NO	YES f2f or online	NO	NO	Basic
LO4-B-3	Support new employees by informing, training and instructing them in their integration into the existing team, also identifying tutors and setting up training plans and employees personal career talks	O	YES f2f	NO	YES f2f or online	NO	NO	Basic
LO4-C-1	Plan daily work optimizing workflow, draw up the work schedule and shifts for the kitchen team (balancing team capability) and ensure through constant monitoring that it is followed by the staff	M	YES f2f	YES f2f or online	YES f2f or online	NO	YES f2f	Important

LO4-C-2	Analyse and optimize the processes in the kitchen organization, ensuring the smooth flow of food from preparation to service through communication between the kitchen and the service department	O	YES f2f	NO	YES f2f or online	NO	YES	Important
LO4-C-3	Know and apply the proper leadership strategies, being able to plan work, organize tasks, and delegate to others and to develop decision-making strategies	O	YES f2f	NO	YES f2f or online	NO	YES	Basic
LO4-D-1	Define equipment maintenance schedules and monitor, assess, and record the adherence to it	M	YES f2f	YES f2f or online	YES f2f or online	NO	NO	Important
LO4-D-2	Ensure the adequate and efficient use and the proper cleaning of kitchen machines, equipment and utensils performing quality controls in compliance with quality national standards	O	YES f2f or online	YES f2f or online	NO	NO	NO	Basic
LO4-D-3	Align workstations in the kitchen with the requirements of the individual kitchen stations	O	YES f2f or online	YES online	NO	NO	YES	Basic

UoL 5 - ENSURE QUALITY OF FOOD AND FOLLOW SAFETY REGULATIONS								
LO Code	LO Name	MANDATORY/ OPTIONAL (M/O)*	EDUCATIONAL STRATEGY					RELEVANCE OF THE LO*** (essential / important / basic)
			Lecture (f2f or online)	Individual Study (f2f or online)	Group work (f2f or online)	Lab (f2f or online)	Work based learning (only f2f)	
LO5-A-B-1	Comply and monitor compliance with HACCP and with national and local hygiene quality standards in the preparation, storing, delivering and discarding food and beverages	M	YES f2f or online	YES f2f or online	NO	NO	NO	Essential
LO5-A-B-2	Understand the risk of common foodborne diseases and the main causes of food deterioration; apply this knowledge to food safety	M	YES f2f or online	YES f2f or online	NO	NO	NO	Essential
LO5-A-B-3	Create instructions for staff about the measures to implement in order to comply with safety, hygiene and quality standards and laws and properly document implemented measures	O	YES f2f or online	NO	YES f2f or online	NO	NO	Basic
LO5-A-B-4	Promote health and safety within the working environment performing workplace evaluations for all stations in the kitchen and recording their results	O	YES f2f or online	YES f2f or online	YES f2f or online	NO	YES	Important
LO5-C-1	Plan and execute food tasting for healthcare professionals to test and review menus and new dishes	O	YES f2f	NO	YES f2f or online	NO	YES	Basic

	UoL 6 - USE AND ADAPT COOKING TECHNIQUES TO THE SPECIFIC CARE SETTING AND CLIENT							
LO Code	**LO Name**	**MANDATORY/ OPTIONAL** **(M/O)***	**EDUCATIONAL STRATEGY**					**RELEVANCE OF THE LO***** **(essential / important / basic)**
			Lecture **(f2f or online)**	**Individual Study** **(f2f or online)**	**Group work** **(f2f or online)**	**Lab** **(f2f or online)**	**Work based learning** **(only f2f)**	
LO6-A-B-1	Know the main cooking techniques and select the appropriate ones for the different users' needs in order to maintain the nutritional properties and maximize the nutritional value of the ingredients	M	YES f2f	YES online	NO	YES f2f	YES	Essential
LO6-A-B-2	Use or supervise the use of established, innovative and complex preparation methods, also combining and applying various cooking methods simultaneously and developing creative solutions	M	YES f2f	YES online	NO	YES f2f	YES	Essential
LO6-A-B-3	Prepare cold and hot dishes (or supervise their preparation) according to clients' requirements and the meal plan approved by healthcare professionals, taking into account food intolerances and allergies	M	YES f2f	YES online	NO	YES f2f	YES	Important
LO6-A-B-4	Prepare beverage recommendations for all dishes and communicate them to the service team	O	YES f2f	YES online	NO	YES f2f	NO	Basic
LO6-A-B-5	Prepare the decoration and serving plan in collaboration with the service team	O	YES f2f	YES online	YES f2f	YES f2f	YES	Basic

LO6-C-1	Designing and creating à la carte menus and dishes, recognizing the model reference diets (vegan, Mediterranean, vegetarian), taking into account the cultural and religious choices of individuals and their specific needs, developing innovative solutions and combinations of ingredients	M	YES f2f	YES f2f or online	NO	YES f2f	YES	Essential
LO6-C-2	Recognize the food prescriptions and restraints of the main religions and be able to prepare dishes according to them, also developing innovative solutions and creating new combinations of ingredients	M	YES f2f	YES online	NO	YES f2f	YES	Essential
LO6-D-1	Define consistency and texture of food in a creative, balanced and flavourful way	M	YES f2f	YES online	NO	YES f2f	YES	Essential
LO6-D-2	Know the main characteristics of fortified food and convenience products and correctly perform fortification in meals, in collaboration with dietician or medical doctor	M	YES f2f or online	YES f2f or online	NO	YES f2f or online	YES	Important
LO6-D-3	Apply creative and innovative kitchen techniques to adapt recipes for people with taste changes or in need of consistency adjustments (including hot, cold, crisp, soft, moist, dry)	M	YES f2f	YES online	NO	YES f2f	YES	Important

LO Code	LO Name	MANDATORY/ OPTIONAL (M/O)*	EDUCATIONAL STRATEGY					RELEVANCE OF THE LO*** (essential / important / basic)
			Lecture (f2f or online)	**Individual Study** (f2f or online)	**Group work** (f2f or online)	**Lab** (f2f or online)	**Work based learning** (only f2f)	
LO7-A-1	Define a customer satisfaction protocol and place customer service at the hearth of decision-making and activities	O	YES f2f	YES f2f or online	YES f2f or online	NO	NO	Important
LO7-A-2	Using appropriate communication methods, styles according to the customers' and colleagues' attitude, culture and the purpose of communication	O	YES f2f	NO	YES f2f or online	YES f2f	NO	Important
LO7-B-1	Understand the impact of food and nutrition on social determinants of health and vice versa and leverage attractive taste to promote healthy recipes and healthier nutritional habits, also providing advice and guidance to other professionals on culinary matters to educate clients	O	YES f2f or online	YES f2f or online	NO	NO	NO	Important
LO7-B-2	Prepare and apply client counselling, in collaboration with healthcare professionals, to promote healthy choices and behaviours	O	YES f2f	YES f2f or online	YES f2f or online	YES f2f	NO	Basic

The table header spans: **UoL 7 - COMMUNICATE, INTERACT AND COLLABORATE WITH CLIENTS AND INTERPROFESSIONAL TEAM**

LO7-C-1	Be aware of the main roles and responsibilities of health/social care professionals in food care and work coherently, acting as a member of an interprofessional team, maximizing the added value of each professional, and identifying possibilities for interdisciplinary development and cooperation	M	YES f2f or online	YES f2f or online	YES f2f or online	NO	YES f2f	Important
LO7-C-2	Know the characteristics of successful teams and the main strategies for overcoming barriers to effective teamwork and contextualize them in daily work	O	YES f2f	YES online	YES f2f or online	NO	YES	Basic
LO7-C-3	Know, select and apply the proper communication and mutual support techniques for inter-professional teams and change and observe behaviours	O	YES f2f	YES online	YES f2f or online	NO	YES	Important
LO7-C-4	Apply creative thinking techniques developing creative solutions to abstract problems, propose solutions and discuss with goal-orientated attitude, reaching shared decisions, applying the main problem-solving techniques	M	YES f2f	NO	YES f2f or online	YES f2f	YES	Basic
LO7-C-5	Exercise management and supervision in contexts of work, reviewing and developing performance of self and others	M	YES f2f	NO	YES f2f or online	NO	NO	Basic
LO7-D-1	Identify opportunities to create value, develop creative and purposeful ideas, develop a vision to turn ideas into action, identify suitable ways for valuing ideas and assess consequences of them	O	YES f2f	NO	YES f2f	YES f2f	NO	Basic

LO7-D-2	Identify individual and group strengths and weaknesses, mobilizes resources needed to turn ideas into action, be aware of the idea cost and financial implications and engage relevant stakeholders for the action	O	YES f2f	NO	YES f2f	YES f2f	NO	Important
LO7-D-3	Prioritize organize and follow up goals implementation, team up with others to pursue ideas and learn from experience	O	YES f2f	NO	YES f2f	YES f2f	NO	Important
LO7-E-1	Browse, search, filter and manage data, information and digital content, evaluating them according to the specific context of application	O	YES f2f or online	YES f2f or online	NO	NO	NO	Important
LO7-E-2	Interact, share and collaborate through variety of digital technologies and select appropriate digital communication means for a given context	O	YES f2f or online	YES f2f or online	NO	NO	NO	Basic
LO7-E-3	Know the main privacy issues and protect his/her own end users' personal data and privacy in digital environments	M	YES f2f	YES f2f or online	NO	NO	NO	Basic
LO7-E-4	Know the main current digital tools dedicated to food (composition, ingredients, combination, properties, treatments, regional resources…)	M	YES f2f or online	YES online	NO	NO	NO	Important

5 References

This document has been adapted from "How to contextualize the EU Curriculum in my own scenario?" included in ENhANCE Project Designers' Kit <https://oot.enhance-fcn.eu/course/view.php?id=26>

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