



**Scottish Women's Institutes**

**HOMESKILLS**

**PROFICIENCY CERTIFICATE SCHEDULE**

**GUIDELINES FOR CANDIDATES**

# **SCOTTISH WOMEN'S INSTITUTES**

## **INTRODUCTION**

Welcome to our National Proficiency Certificate Programme. We are delighted that you are considering sitting a certificate. We hope this booklet will give you all the answers to any queries you may have.

The guidelines are in no way intended to be specific, they are written in order to give some help to selecting the items presented for certificates. Candidates must carefully read the schedule, as this is an important part of any certificate or competition. Rules must also be read, understood and adhered to.

Always allow plenty of time to plan, prepare and carefully make the articles to be submitted for judging.

Pre-certificate schools are helpful and can be arranged within Federations, where members holding relevant bars can give advice and pass on information on various subjects.

This is a great opportunity to showcase your skills,

## CONTENTS

	<b>Page</b>
Introduction	2
Guidelines	4
Afternoon Tea	6
Baking	7
Cake Decoration	10
Celebration	11
Cold Meal	12
European Meal	13
Hostess / Buffet Meal	14
Microwave Cookery	15
Pastry Making	16
Preserving	17
Special Dietary Requirement Meal	19
Starters & Sweets	20
Sugar Craft	21
Sweetmaking	22
Vegan Meal	23
Vegetarian Meal	24
Yeast Cookery	25
Practical Baking	26
Practical Cooking	27
Floral Art	28
Garden Produce	31
<b>Judge's Certificate</b>	
Cookery	33
Floral Art	34
<b>Demonstrator's Certificate</b>	
Cookery	35
Floral Art	36

## GUIDELINES

### Relevant to all certificates - Please read this schedule very carefully

1. To gain a real knowledge of materials and processes in any subject takes time and patience. Members are therefore encouraged to send in work for a certificate in order to learn from judge's critique.
2. A candidate must be a member of her Federation. Members are not obliged to attend a class before entering for a certificate. **Candidates are required to submit their membership number on all applications. If no membership number is supplied the candidate cannot take part.**
3. The Homeskills Committee will arrange certificates in Federations within the Tour Scheme rota. Certificates may be held out with the Tour Scheme rota by arrangement.
4. The maximum mark in each certificate is 100. An Honours Certificate is awarded if 95 marks or above are obtained, a First Class if 85 marks or above are obtained, a Second Class if 75 marks or above are obtained and a Third Class if 60 marks or above are obtained.

A candidate gaining an Honours or First-Class Certificate is entitled to purchase the SWI Proficiency Badges and appropriate Bar.

5. A certificate must be the candidate's own work. No bought pastry or cake mixes may be used.

The whole certificate of all sections must be submitted in the first instance and cannot be built up in stages.

A candidate who gains a Second Class or a Third-Class mark with First Class marks for one or more sections does not need to enter these sections again when trying a certificate, a second time. The mark sheet only needs to be sent and not the actual section submitted.

Except in practical certificates all work should normally be done at home and brought to the centre to be judged. *Recipes (including method for each item) should be submitted with certificates, including Practical certificates*). If a pressure cooker or microwave is used in the recipe, the method applicable to pressure cookery and microwave should be submitted. In some cases, recipes may not be returned.

6. A non-returnable fee is charged to each candidate per certificate entered. If for any reason, the certificates have to be cancelled by Headquarters, a refund will be given.  
Intending candidates should complete the form (printing forename and surname in block letters) and return it to the Federation/ Handcrafts & Homeskills Secretary.  
*The form should not be sent directly to Headquarters.*

Closing dates for the receipt of entry forms at Headquarters are 1st October for spring certificates and 1st March for autumn certificates.

Floral Art and Garden Produce Certificates are normally held in the months of August and September.

7. Numbered labels will be sent to each candidate through the Federation/Handcraft & Homeskills Secretary, and should be fixed to each item in such a way as not to interfere with judging.

8. *Where possible and, with the agreement of candidates, a post-certificates discussion will take place. They can be joined by other members wishing to take a certificate in the future, again with prior agreement of the participating candidates.*

Candidates will see their own mark sheet briefly prior to post-certificate discussion. Mark sheets will be collected by the national judge and returned to Headquarters.

9. Candidates will receive their mark sheets with critique from headquarters as soon as possible after the certificates and card certificates awarded will follow.

10. *Judge's Certificate, Floral Art Judge's Certificate and Demonstrator's.* Full details on these certificates can be found on pages 33 to 36.

a) If a Federation has members wishing to sit their judge's certificates only, they can host these.

b) A Federation, if in agreement, can be asked to host judge's certificates for neighbouring candidates. Even if they do not have candidates themselves.

***THE JUDGE'S DECISION IS FINAL. NO CORRESPONDENCE CAN BE ENTERED INTO WITH THE JUDGE.***

*Any queries regarding certificates, please contact SWI headquarters*

# AFTERNOON TEA

**A candidate should submit the following: -**

- 6 Sandwiches - 3 varieties
- 6 Scones – 3 varieties
- 6 Individual cakes or biscuits - 3 varieties

**Entries will be judged on the following points: -**

Appearance  
Flavour

Recipes  
Preparation

## HINTS

### **Appearance**

Display items on a three-tiered cake stand or two-tiered cake stand, with a plate, as this keeps each entry separate and looks very attractive. No doilies under items which are to be cut, especially if they have damp filling. No accessories required e.g., cutlery.

### **Recipes**

Choose recipes that show a variety of skills. All recipes must be submitted.

### **Preparation**

Before starting any baking. Fruit should be clean and dry. Have all the ingredients at room temperature, especially eggs as this helps to prevent them curdling.

### **Flavour**

Always use ingredients in the peak of condition. Watch 'use by dates' for all ingredients. Watch 'low fat' butter and margarine.

**All sections should have different items showing different skills.**

Bread for the sandwiches can be bought

## NOTES

For the 6 individual cakes in variety: the judge would like to see e.g., pastry, meringue, sponge. i.e.: and one choice could be a traybake.

# BAKING

A candidate should submit four items, one from each of the following sections: -

## Section 1 Scones

Choice of  
Two pancakes (dropped scones)  
Two plain oven scones  
Two girdle scones

## Section 2 Cakes and Loaves

Choice of  
Melted gingerbread  
Fruit cake (including Rich Cherry or Sultana Cake)  
Madeira cake.  
Fatless Sponge using 3 eggs and baked in one tin  
Fruit loaf

## Section 3 Pastry (Puff, Flaky or Shortcrust)

Choice of  
Plate tart  
Two sausage rolls  
Two tartlets  
Two mincemeat pies

## Section 4 Biscuits

Choice of  
Two of any kind of biscuits  
Two oatcakes (thick or thin)  
Cake of shortbread

Entries will be judged on the following points: -

Appearance  
Flavour

Recipes  
Preparation

## HINTS

### Appearance

Display baking on a tray or board as this keeps each entry separate and looks very attractive. No doylies under items which are to be cut, especially if they have damp filling.

### Recipes

Try to produce plain baking for this certificate and use recipes you are good at. All recipes must be submitted, those for pastry as well as the filling.

### Preparation

Before starting any baking. Fruit should be clean and dry. Have all the ingredients at room temperature, especially eggs as this helps to prevent them curdling.

### Flavour

Always use ingredients in the peak of condition. Watch 'use by dates' for all ingredients. Watch 'low fat' butter and margarine.

## SECTION 1            Scones

Plain flour and raising agents give a softer result.

**Pancakes (dropped scones):** Do not make the mixture too thin and always put the cooked pancakes on a cooling tray and wrap them in a cloth until it is time to serve them. This keeps them soft and avoids a hard outside.

**Oven Scones:** Mixture should not be too dry - in fact it should be slightly sticky. Bake in a hot oven and dust with flour or egg wash. Again, wrap in a tea towel to cool.

**Girdle Scones:** Try to add all the liquid at once.

## SECTION 2            Cakes and Loaves

Take time to line the tin properly, paying particular attention to the corners. Commercial cake liners may be used but presentation may be affected.

**Melted Gingerbread:** Make sure the mixture does not overheat. Cool it slightly before adding the dry ingredients - do not over beat.

**Madeira Cake:** The sugar and butter in this cake must be beaten well before the eggs are added. It should need little or no raising agent.

**Fruit Cake (including Rich Cherry and Sultana Cake):** Clean the fruit very carefully. When adding flour last, do not over beat as this spoils the texture.

**Fatless Sponge:** If you beat the eggs and sugar well, no other raising agent is needed. Fold in the flour very carefully to give light texture.

## SECTION 3            Pastry (Puff, Flaky or Shortcrust)

Strong plain flour gives a better result for flaky and puff pastry.

**Plate Tart:** If possible, use a tin or enamel plate on top of a very hot baking tray, as this will assist in baking the base of the tart. Plate tart should not be removed from cooking plate.

**Tartlets:** Make sure you do not overfill tartlets.

**Sausage Rolls:** If made with flaky pastry they should not be rolled up so that the pastry has difficulty rising, rather butt edges together. Ensure that the pastry, which is the main part of the certificate, is not fried on the base.

**Mincemeat Pies:** If putting lids on make sure they are properly sealed.

## SECTION 4            Biscuits

Biscuits should be crisp and neat. Some show more skill than others, e.g., Empire biscuits show more skill than those which are made by dropping a teaspoonful of mixture onto a tray. Be sure to show your skill when choosing what to make and be careful with the shape and size of the biscuits you produce.

*This certificate can be taken as a GLUTEN FREE certificate but Headquarters must be informed beforehand.*

## NOTES

# CAKE DECORATION

**A candidate should submit the following: -**

1. Cake or dummy, decorated with Royal Icing.
2. Four cakes, different varieties. Suitable for afternoon tea stand.

**Entries will be judged on the following points: -**

- |        |  |
|--------|--|
| Item 1 | Appearance and quality of icing.                             |
| Item 2 | Appearance, variety, flavour and texture of cakes and icing. |

## HINTS

Variety is important to show your skills.

### **Cake or dummy, decorated with Royal Icing:**

A high standard is required in this certificate and the candidate would be expected to use a number of different pipes and techniques.

**Four cakes** - Recipes to be submitted.

e.g.: - pastry, sponge, meringue, chocolate etc.

## NOTES

# CELEBRATION

**A candidate should submit portions for 4 people: -**

Three courses plus homemade wine or fruit-based drink.

Open sandwiches in variety

Quiche

Individual cakes – one variety

**Entries will be judged on the following points: -**

Appearance

Flavour

Recipes

Preparation

The celebration should be obvious from the choices made.

**Choice of Dishes:** The certificate should show a variety of skills and be well balanced, incorporating protein, carbohydrates, dairy, vegetables etc.

**Appearance:** Make sure that quantities are suitable for four people. The food should be well presented with due regard to the content of each course. This certificate should be set out with tablecloth, cutlery etc. and there should be a varied choice of dishes showing a variety of skills.

**Flavour:** Do not repeat flavours.

**Recipes:** Recipes must be submitted.

**Preparation:** Be very particular about the presentation of this certificate.

**PLEASE NOTE: Only portions suitable for 4 need be submitted for the certificate but recipes or choice of dishes should be suitable for larger numbers**

**NOTES**

# COLD MEAL

**A candidate should submit a balanced cold meal for one person consisting of: -**

Starter with suitable accompaniment  
Main course with suitable accompaniments  
Cold Dessert

**Note:** If cooked meat, fish etc, is used in the main dish, this must have been cooked by the candidate.

**Entries will be judged on the following points: -**

Choice of dishes	Recipes
Appearance	Preparation
Flavour	

## HINTS

**Choice of Dishes:** The dishes should show a variety of skills and be well balanced, incorporating protein, carbohydrates, dairy, vegetables etc.

**Appearance:** Make sure that quantities are suitable for one person. The food should be well presented with due regard to the content of each course. This certificate should be set out with tablecloth, cutlery etc. and there should be a varied choice of dishes showing a variety of skills.

**Flavour:** Do not repeat flavours.

**Recipes:** Recipes must be submitted.

**Preparation:** Be very particular about the presentation of this certificate.

**Starter:** It should be home made and show some skill.

**Pâté:** Can be very similar to meat roll if it is a liver pâté. Fish pâté - watch seasoning here as it can be salty. Serve with suitable accompaniment.

**Fruit:** Do not use same fruit in more than one course.

**Soup:** Cold soup is best made with home-made stock. Soups can be garnished and served with a suitable accompaniment.

Avoid gelatine if you already have aspic or set jelly stock. Use gelatine rather than packet jelly as it shows more skill and gives a truer flavour.

## NOTES

# EUROPEAN MEAL

A candidate should choose a country then submit a balanced meal (hot or cold) for one person consisting of: -

Starter with suitable accompaniment  
Main course with suitable accompaniments  
Dessert

**Note:** If cold meat, fish etc, is used in the main dish, this must have been cooked by the candidate.

**Entries will be judged on the following points: -**

Choice of dishes	Recipes
Appearance	Preparation
Flavour	

## HINTS

**Choice of Dishes:** The dishes should show a variety of skills and be well balanced, incorporating protein, carbohydrates, dairy, vegetables etc.

**Appearance:** Make sure that quantities are suitable for one person. The food should be well presented with due regard to the content of each course. This certificate should be set out with tablecloth, cutlery etc. There should be a varied choice of dishes showing a variety of skills.

**Flavour:** Do not repeat flavours.

**Recipes:** Recipes must be submitted.

**Preparation:** Be very particular about the presentation of this certificate. If hot dishes are included, some way of keeping them at the correct temperature must be found.

**Starter:** It should be home made and show some skill.

**Pâté:** Can be very similar to meat roll if it is a liver pâté. Fish pâté - watch seasoning here as it can be salty. Serve with suitable accompaniment.

**Fruit:** Do not use same fruit in more than one course.

**Soup:** Soup is best made with home-made stock. Soups can be garnished and served with a suitable accompaniment.

Avoid gelatine if you already have aspic or set jelly stock. Use gelatine rather than packet jelly as it shows more skill and gives a truer flavour.

## NOTES

# HOSTESS / BUFFET MEAL

**A candidate should submit portions for 4 people: -**

Three dishes only (no separate accompaniments)  
plus, home-made wine  
or fruit-based drink.

Savoury and sweet dishes must be included.

**Entries will be judged on the following points: -**

Choice of dishes  
Appearance  
Flavour

Recipes  
Preparation

## HINTS

**Choice of Dishes:** The dishes should show a variety of skills and be well balanced, incorporating protein, carbohydrates, dairy, vegetables etc.

**Recipes:** The choice of dishes must include both sweet and savoury items and, as with all certificates, recipes must be written out clearly and submitted with the certificate entry. The certificate asks for three dishes only but of course it is assumed that there would be more for a buffet.

**Appearance:** Consider how the buffet will look after a few people have helped themselves – will it still be an inviting meal for those who come later? Try to indicate portions so that people have an idea about how much to take.

**Flavour:** A good selection of flavours should be found in all buffet meals.

**Preparation:** There is a lot to consider before starting this certificate. How will the buffet be served; will guests manage to serve themselves from the dishes you are proposing to make? If a hot dish is included, some way of keeping it at the correct temperature must be found.

**Accompaniments:** Each dish should be presented complete. For example, profiteroles should be filled and coated.

## NOTES

# MICROWAVE COOKERY

A candidate should submit three items, chosen from the following five sections –

1. Preserve
2. Main Course Meal
3. Vegetarian Meal
4. Baking
5. Own choice

Entries will be judged on the following points: -

Recipes  
Appearance

Flavour  
Preparation

## HINTS

**Choice of Dishes:** The dishes should show a variety of skills and be well balanced, incorporating protein, carbohydrates, dairy, vegetables etc.

**Recipes:** Should be submitted

**Flavours:** A good selection of flavours should be found.

**Preparation:** If hot dishes are included, some way of keeping them at the correct temperature must be found.

## NOTES

# PASTRY MAKING

A candidate should submit three items, each using a different kind of pastry chosen from the following list. Where appropriate submit one large or 2 small items in sections 1 to 3: -

1. Puff pastry
2. Rich short crust pastry
3. Choux pastry
4. Raised pie using hot water crust pastry

Entries will be judged on the following points: -

Appearance  
Filling and suitability of filling for type of pastry

Preparation  
Recipes

## HINTS

Plain or fluted tins acceptable for all items.

**Recipes:** Recipes for both the pastry and the fillings should be submitted.

## NOTES

# PRESERVING

A candidate should submit four items, chosen from the following five sections, in glass jars.

Section 1	Jar of jam
Section 2	Jar of jelly
Section 3	Jar of marmalade (Any citrus variety - tinned pulp not accepted).
Section 4	Jar of chutney or mixed pickles
Section 5	Jar of curd or fruit cheese

Entries will be judged on the following points: -

Recipes	Preparation and cooking
Appearance and condition of contents (including flavour)	
Sealing, covering and labelling	

## HINTS

**Recipes should be submitted**

### Sealing

Cellophane covers must be used for all sections.

Chutney should be sealed with a waxed paper disc followed with a plug of melted wax.

The jars should be as full as possible so that there is only a small air space. Points looked for are - tender peel or fruit, good gel, attractive colour. Achieve this by simmering fruit until soft. Sugar is added and dissolved, then boil briskly until setting point is reached. The wax disc should be flat on top of the jam with no air trapped beneath it. It should be applied when the preserve is still hot.

The wax disc when removed should be clean and leave a shiny set preserve beneath it.

### Labelling

This should include name of preserve, month and year of production and in proportion to the size of the jar.

### Jam

The following should be avoided: -

Using over-ripe or under-ripe fruit as it contains little pectin; adding sugar too early when the fruit is undercooked; boiling the jam too quickly to soften the fruit or boiling too slowly once the sugar has been added.

When the jam comes to the boil, boil as rapidly as possible and stir occasionally. The quicker the jam sets the better the colour of the end product.

### Jelly

Fruit should be tender before straining. Never push the pulp through the bag or muslin, as this will make the jelly cloudy.

### Marmalade

Make sure the peel is soft before adding the sugar and that the fruit is well mixed before filling the jars. A marmalade with shredded peel is more skilful than minced peel.

**Chutney**

The chutney should be cooked until no liquid remains. Chutney must be well matured. Never enter a freshly made chutney.

**Pickles**

It is important that vegetables are salted before pickling as this gives a good flavour and texture and also removes the water. Use the best vinegar you can find for spiced vinegar to fill the jars and make sure there is ½" of liquid above the vegetables.

**Curd or Fruit Cheese**

Any fruit can be used.

**NOTES**

# SPECIAL DIETARY REQUIREMENT MEAL

The candidate should clearly state which allergy is being catered for.

The candidate should submit a balanced meal for one person consisting of:

- Starter with suitable accompaniment
- Main course with suitable accompaniment
- Sweet

Entries will be judged on the following points,

Choice of dishes  
Recipes  
Appearance

Flavour  
Preparation

## Hints

**Choice of dishes**, these should show a variety of skills and use of different foods to replace the allergen. They should be well balanced incorporating all the necessary nutrients.

# STARTERS & SWEETS

A candidate should submit 4 items in portions/quantities for one person: two starters and two sweets using the following methods and skills

1. Pastry
2. Setting agent e.g., gelatine
3. Creaming or whisking e.g., sponge, meringue, roulade etc.
4. Own choice different from above using a different skill

Entries will be judged on the following points: -

Choice of dishes  
Appearance  
Flavour

Recipes  
Preparation

## HINTS

**Choice of Dishes:** Should show a variety of skills. Please guard against an overly simple skill in Item 4.

**Appearance:** Make sure that quantities are suitable for one person. The food should be well presented. This certificate should be set out with tablecloth, cutlery etc.

**Flavour:** Do not repeat flavours.

**Recipes:** Recipes must be submitted.

**Presentation:** Be very particular about the presentation of this certificate. Garnishing and decoration are an important part of this certificate.

## NOTES

# SUGAR CRAFT

**A candidate should submit the following: -**

1. A decorated celebration cake or dummy in sugar paste.
2. A piece of work in pastillage.  
(Homemade or bought paste may be used. Indicate which on the recipes).

**Entries will be judged on the following points: -**

- |         |   |
|---------|---|
| Item 1. | Application and quality of the coating.<br><br>Neatness in execution of decoration.               |
| Item 2. | Surface finish of pastillage.<br>Neatness of joins (if applicable).<br>Application of decoration. |

## HINTS

### Item 1

The application of the icing should be smooth, free from cracks and wrinkles (especially around the top edge) free from bumps, hollows, fingerprints and coloured specks.

**Decoration** - Should be carried out neatly and accurately using only fondant icing (sugar paste)

### Item 2

Surface finish should be smooth, free from cracks, crazing and wrinkles.

Paste should be as thin as practical.

Joins must be neat, smooth and free from excess icing.

**Decoration** - Should be neatly carried out and in proportion with the size/shape of pastillage item. No other form of icing to be used.

## NOTES

# SWEETMAKING

**A candidate should submit the following: -**

- (a) 225g (½lb) cooked sweets - two varieties
- (b) 225g (½lb) uncooked sweets - two varieties.
- (c) 225g (½lb) filled chocolates

**Entries will be judged on the following points: -**

Flavour	Texture
Appearance	Variety
Recipes	

## HINTS

When melting chocolate, do not overheat.

Try to make sweets of a similar size or weight and check for evenness of colour in peppermint creams etc.

**Flavour, texture and variety:** Choose varieties to cover a range of textures and flavours.

**Appearance:** Take time to present your sweets attractively.

**Recipes:** Recipes must be submitted.

**Cooked sweets:** Show a variety of temperatures and methods.

**Uncooked sweets:** Avoid making them all of chocolate.

**Weight:** Weight is approximate and should exclude the container.

**Presentation:** Present in suitably decorative containers in sections (a) and (b). The use of a recyclable chocolate box would be acceptable.

## NOTES

# VEGAN MEAL

The candidate should submit a nutritionally balanced meal for one person consisting of:

Starter with suitable accompaniment  
Main course with suitable accompaniment  
Sweet

Entries will be judged on the following points,

Choice of dishes and the nutritional balance of the meal  
Recipes  
Preparation  
Flavour  
Appearance

## Hints

**Choice of dishes**, these should show a variety of skills and the use of different foods to incorporate all the necessary nutrients for a balanced diet.

**Recipes**, these should include sweet and savoury in one or all of the courses, highlighting where another ingredient may have been substituted in an adapted recipe. Identify commercial ingredients sold as vegan friendly.

**Preparation**, keeping in mind you are presenting a meal and must be served in sequence so your preparation must show this.

**Flavour and texture**, a good combination of these is required.

**Appearance**, makes sure the quantities are suitable for one person and that presentation is important in all three dishes.

'Additional information is available – please contact SWI headquarters or refer to the website'

# VEGETARIAN MEAL

The candidate should clearly state which form of vegetarianism is being catered for and should submit a nutritionally balanced meal for one person consisting of:

Starter with suitable accompaniment  
Main course with suitable accompaniment  
Sweet

Entries will be judged on the following points: -

Choice of dishes and nutritional balance of the meal  
Recipes  
Preparation  
Flavour  
Appearance

## HINTS

**Choice of Dishes:** These should show a variety of skills and the use of different foods to replace the animal product and incorporating all the necessary nutrients.

**Recipes:** These should include sweet and savoury in one or all of the courses, highlighting where another ingredient may have been substituted in an adapted recipe. Identifying commercial ingredients sold for vegetarians.

**Preparation:** keeping in mind you are presenting a meal and must be served in sequence so your preparation must show this.

**Flavour and texture:** a good combination of these is required.

**Appearance:** make sure the quantities are suitable for one person and that presentation is important in all three dishes.

'Additional information is available – please contact SWI headquarters or refer to the website'

## NOTES

# YEAST COOKERY

A candidate should submit three items chosen from the following. Where appropriate candidates should submit one large or two small items.

1. Plain loaf or rolls
2. Buns or doughnuts.
3. Yeast pastry
4. Rich yeast cake

Entries will be judged on the following points: -

Flavour  
Texture

Appearance  
Recipes

## HINTS

Always give the mixture adequate time to rise to twice its original size.

**Texture:** A smooth and palatable texture is the aim. It is important to knead all dough well.

**Recipes:** Should be submitted with all items in this certificate.

## NOTES

# PRACTICAL BAKING

The time allowed for the practical certificate is 1½ hours and the candidate will be asked to bake: -

1. Batch of scones – any variety
2. Batch of biscuits – any variety
3. Fatless sponge using 3 eggs and baked in one tin

## HINTS

The candidate may bring the weighed ingredients to the certificate centre. Personal utensils including electrical equipment may be brought if desired. Portable Appliance Testing (PAT) may be required on personal electrical equipment.

On the entry form a candidate should state what type of cooker she normally uses, e.g., gas, electric or solid fuel, and endeavours will be made to suit each candidate but, should this not be possible, allowance will be made.

Federations need to make sure candidates' equipment is acceptable at the venue.

**The judge will take the following points into consideration: -**

- Recipes (2 copies are required) 1 for Judge and 1 for candidate
- Appearance and flavour of items
- Method of work

## NOTES

# PRACTICAL COOKING

**A candidate will be asked to cook a balanced meal for two people, in two hours. This meal to consist of**

Starter or Soup with suitable accompaniment (home-made stock may be brought)

Main dish with suitable accompaniments

Dessert to compliment above

A candidate should supply all ingredients and where necessary these may be brought already weighed. Vegetables should be prepared during the certificate. Personal utensils including electrical equipment may be brought if desired. Portable Appliance Testing (PAT) may be required on personal electrical equipment.

On the entry form a candidate should state what type of cooker she normally uses, e.g., gas, electric or solid fuel, and endeavours will be made to suit each candidate but, should this not be possible, allowance will be made.

Federations need to make sure candidates' equipment used is acceptable at the venue.

**The judge will take the following points into consideration: -**

Choice of dishes and recipes.

Method of work.

Appearance and flavour of food.

## HINTS

2 copies of recipes are required. 1 for Judge and 1 for candidate.

This certificate should be set out with tablecloth, cutlery etc. and there should be a varied choice of dishes showing a variety of skills

## NOTES

# FLORAL ART

**This can be traditional/contemporary or modern and with or without floral foam**

**A candidate should submit four exhibits from this list**

1. An exhibit to be viewed from the front. **Up to five** flowers may be used.
2. An exhibit to be viewed from all sides.
3. Small exhibit - maximum overall size including container 6" x 6" x 6" (15cm x 15cm x 15cm). No accessories
4. Fresh foliage exhibit
5. A lady's corsage and gent's buttonhole

**Entries will be judged on the following points: -**

Choice and suitability of all plant material which is well conditioned.

Selection of suitable components - container, base, mechanics

Creative use of design principles - scale, balance, contrast, proportion, rhythm, dominance.

Overall harmony of colour and good texture – outline, space, form

Presentation – overall effect.

## HINTS

An exhibit consists of natural plant material, with or without accessories and can have more than one placement unless otherwise stated in the schedule.

An accessory is anything other than natural plant material (e.g., figurines, stones, shells, feathers). Drapes, bases, title cards are not accessories and can be used.

Backgrounds, bases, containers, drapes, exhibit titles and mechanics may be used in an exhibit unless otherwise stated.

Fresh fruit is not classified as an accessory.

Fruit is berries, cones, edible and inedible fruit, nuts, seed heads, vegetables and fungi.

Buds showing 'colour' are classified as flowers.

A flower is a single stem supporting one or more flowers e.g., gladiolus, bracts.

Artificial plant materials are not acceptable in the Floral Art Certificate

All plant material must be in water or water retaining material, with the exception of 5.

All flowers and foliage must be 'well-conditioned' and should be unblemished and suitable for the container and the occasion.



## NOTES

### Notes on the five certificate exhibits

1. The exhibit to be viewed from the front but make sure you have plant material flowing from the back into the central placement to achieve a third dimension.

Also note **all five flowers need not be used** - one, two, three or four according to the exhibit, so this could be a modern design.

The **definition of a flower** is a single stem supporting **one or more flowers** e.g., gladiolus or lily.

Bracts, catkins, heads of grass, reedmace, rushes and sedges, at any stage of their development may be used as flowers.

**Bracts** are flower-like leaves, e.g., hydrangea, molucella, poinsettia, clary, etc.

2. An exhibit to be viewed from all sides. This may be judged at a sitting position. Please ensure the mechanics are well concealed, unless they are being used as an integral element of the design.
3. **Small exhibit.** Note the overall size, which includes the container and base, if used. Remember the container should not exceed one third of the total size of the design so avoid using one which is too large or too small. The base is also counted within the (6" x 6" x 6") (15cm x 15cm x 15cm). There are no accessories here.
4. **An exhibit featuring fresh foliage.** Try to get good variation in colour, texture and form. Make sure it is well conditioned and has a point of interest, e.g., head of rhododendron, senecio or skimmia.
5. **A lady's corsage and gent's buttonhole.**

## Guidelines

### Choice of all plant material

All flowers and foliage must be 'well-conditioned' - given a long drink of water, after cutting stem ends, and before arranging.

They should be unblemished and suitable for the container and the occasion.

### Selection of suitable components

Choose your container and base with care and make sure that the 'mechanics' - wire, floral foam, pinholders, test tubes are sound and will not fall over. If using floral foam, depending on the style of design, this could be above the rim of the container to allow plant material to flow over the edge of the container.

### Principles and elements of design

**Scale:** Make sure you choose plant materials which are in **scale** with **one another**, in scale with the **setting** and accessories and in scale with the **container** chosen.

**Proportion:** This relates to the ratio of one area to another and to the whole, e.g., the container one third would need plant material two thirds above it.

**Balance:** This can be **actual** (if it falls or leans) or **visible** balance e.g., with top heavy exhibit made to look so, with a large flower at the top - make sure that the larger the flower, the lower it is in the exhibit, unless balanced by other large plant materials lower down.

**Dominance:** An over dominant flower, leaf or colour can spoil the unity of the exhibit, but the lack can make the exhibit monotonous, so use with care.

**Contrast:** Adds vitality to the exhibit and is achieved by contrast of colour, texture, form and line.

**Rhythm:** Without it the exhibit would look static and monotonous, so, for example, run a colour through in contrast to the main one or texture.

**Harmony:** Harmony is concord between the parts of a design giving unity of effect.

### **Elements of Design**

**Colour:** Appropriate and effective use of colour blending in plant material, container and base should be chosen with care for rhythm and contrast.

**Texture:** Texture is the visible and tangible appearance of the surface qualities of plant material, e.g., rough, smooth, glossy, coarse, fine, etc. and contrasts can help to avoid monotony, e.g., fine, fussy flowers would need plain simple foliage.

**Form:** Form is the total effect produced by an object's outline or contour and is three-dimensional. Forms in flower arrangement can be classified as points of interest, lines and transitional shapes. The three-dimensional effect in the whole arrangement is achieved by cutting the stems of the plant material at different lengths, including very short for recession, and inserting the stems from the back and front as well as the sides.

**Space:** Is the area where the exhibit is created, or it can create a pattern within the exhibit, e.g., modern exhibits. Consideration should always be given to space within and around an exhibit.

### **Presentation**

All exhibits should be completed before bringing to the venue

Candidates should supply a table covering to enhance all exhibits.

This is the presentation of finished exhibit created by overall harmony of the components above.

It should be clean and meticulously presented, - bases neatly covered, mechanics well concealed etc.

# GARDEN PRODUCE

A candidate should submit at least **nine** items, **one** from the **Fruit** Section, **five** from the **Vegetable** Section, **one** from the **Flower Section** and **two** own choices.

## Section 1 Fruit To be displayed in one dish.

½ lb (225g) soft fruit, frozen will be allowed

or

Five specimens of any other kind of fruit, including tomatoes

## Section 2 Vegetables To be displayed in shallow box/tray/trug

Four small bunches of culinary herbs (each bunch a different kind)

and

Four of the following items: -

2	Lettuce	2	Beetroot
1	Cauliflower	2	Carrots
2	Peppers	2	Turnips (yellow)
2	Courgettes	4	Bean Pods (Broad, French or Runner)
½ lb (225g)	Spinach	6	Pea Pods
1	Bunch (6 heads) Purple Sprouting Broccoli	2	Onions (quality)
2	Heads Celery	4	Shallots (yellow or red)
2	Leeks	3	Potatoes (any variety)
2	Parsnips	1	Vegetable Marrow

## Section 3 Flowers

One vase of flowers

or One vase of rose blooms with foliage.

One vase annual, three distinct kinds

or One vase of sweet peas, (no foliage).

## Section 4 Staging of Exhibits as a whole.

Entries will be judged on the following points: -

### Sections 1 and 2

Quality

Colour

Freshness

Freedom from blemishes

### Note: -

Section 2 marks will be awarded on culinary qualities and suitability for household use rather than on the larger Show Exhibit.

### Section 3

Quality

Freshness

## Section 4

### Neatness and interest

In every case entries must be unaided work of the candidate, with the exception of the heavy digging with which assistance is permitted.

This is a certificate, which can be done from your own home, where it can be judged. On the other hand, if there are a number from the same village or area they can be staged in the local hall. Judging normally takes place during August on a date and time to suit you and your garden. Your entry is judged on a points system.

In all entries the judge looks for:

**Quality:** Of a size that is usable for the kitchen, not too large but not too small and of good shape for vegetables, and for flowers no cut blooms that are nearly over, or not quite out.

**Freshness:** Lifted straight from the garden that day or the evening before, if your entry is being judged early in the morning. Soft fruit may be frozen.

**Colour:** Fruit especially, should not be over-ripe or under-ripe.

**Freedom from Blemish:** Clean skin and free from marks or any disfigurements.

### Staging of Exhibitions as a whole

The complete certificate must be staged in a space not exceeding 122cm x 61cm (4ft. x 2ft.) and secretaries in charge of organising the certificates are asked to see that adequate space is provided for this.

This is an area where points avoidably are either lost or gained. Your entry tastefully displayed, on top of a nice cloth on a table or other firm surface is ideal. Attractive vases always display flowers well.

When preparing your vegetables, all you need to do is carefully wash them. Do not skin them by trying to scrape off marks. In the case of onions, only remove any outer skin that comes away when you wash them.

Marks are awarded under the headings of: -

- Section 1**    **Fruit.**
- Section 2**    **Vegetables.**
- Section 3**    **Flowers.**
- Section 4**    **Staging of Exhibits.**

## NOTES

# JUDGE'S CERTIFICATE

This certificate is open to members who have the following proficiency certificate qualifications –

**either**  
**Four First Class passes**  
**(Two of which must be Preserving and Baking)**  
**or**  
**One Honours and Two First Class passes**  
**(Two of which must be Preserving and Baking)**

To sit a Judge's Certificate a candidate requires a sound knowledge of the subject she is to judge. She should aim at impartiality in her judging and remember that tact and consistency in marking will be looked for by competitors in any competition.

It is of great assistance when judging if the candidates have themselves been competitors and perhaps received in the past helpful criticisms of their own entries.

When the judging of Proficiency Certificates is completed a very thorough criticism is given by SWI's National Judge and members should take notes at this point with a view to sitting this more difficult certificate in due course.

One hour is allocated to each of the following -

**BAKING**

**PRESERVING**

**COLD MEAL**

Candidates are invited to arrive in time for the National Judge to give a short talk (approximately ½ an hour) when she will remind them of what they should be looking for when judging.

Time is then allowed to judge each section on appearance only. Candidates have a lunch break and return later to commence the 3-hour certificate on all aspects of the section.

Before candidates leave the judge gives a full critique of each item in the certificate and is willing to answer any question, which may arise during this session. Candidates will have their own mark sheets returned by Headquarters after the assessments have been recorded.

# FLORAL ART JUDGE'S CERTIFICATE

The Floral Art Judge's Certificate is open to members who have an HONOURS or FIRST-CLASS pass in the proficiency certificate for Floral Art.

Assessment will be held at the time of the Floral Art Certificate

The certificate will consist of three sections –

- a) Written Paper – time allowed – 30 minutes
- b) Practical Judging – time allowed – 40 minutes
- c) Oral Examination – time allowed – 15 minutes

Candidates will be asked to judge five (5) exhibits, plus three interpretative exhibits and judging will be on a marking system, using a mark sheet. There will be space on the mark sheet for a written critique.

First Class pass required to obtain Bar.

To sit a Judge's Certificate a candidate requires a sound knowledge of floral art. She should aim at impartiality in her judging and remember that tact and consistency in marking will be looked for by competitors in any competition.

It would be helpful if the candidate could bring a calculator to assist with the scoring system

As part of the Oral examination there will be a plant identification. Common name of the plant material is acceptable.

It is of great assistance when judging if the candidates have themselves been competitors and perhaps received in the past helpful critiques of their own entries.

Before candidates leave the National Judge gives a full critique and is willing to answer any questions, which may arise during this session. Candidates receive their own mark sheets from Headquarters after the assessments have been recorded.

# HOMESKILLS DEMONSTRATOR CERTIFICATE

The Demonstration would last 45 minutes and this would include setting up and clearing away time. A minimum of two items would be demonstrated in each Demonstration. (30 minutes). This would be assessed by at least two assessors. A title for the Demonstration should be chosen and the subject expanded on during the half hour certificate.

Candidates would be asked to send a programme of their proposed demonstration to Headquarters, together with recipes and their cost approximately three weeks before the certificate takes place.

## Notes and Tips

### Diction

Audibility is most important. A monotonous tone of voice and the repetition of the same word or phrase should be avoided.

### Stage Presence

Be confident, with an outgoing approach. Include the audience in all aspects of your demonstration. Explain what you are doing and why.

### Check List

Does the Demonstration give pleasure?  
Have you got an interesting or new approach?

### Common Faults:

Dropping voice at the end of a sentence, so losing information  
Getting too involved in work, so shutting out the audience visually and audibly  
Addressing the 'front row' only and forgetting to smile  
Turning away while talking, so breaking 'eye contact'

# FLORAL ART DEMONSTRATOR'S CERTIFICATE

The certificate normally lasts 30 minutes.

## **Choice of Title:**

Choose a title, which will be of interest to the audience. Make sure it is a subject on which you can speak. State the title clearly and develop your theme as you go through the demonstration.

Having developed the theme of your title, there should be a recapitulation of the main points at the end of the demonstration with a short pleasant conclusion and thanks to the audience.

## **Diction**

Audibility is most important with a well-modulated voice, which must carry to the back of the hall.

Avoid hesitations and a monotonous tone of voice. Try not to use the same word or phrase too often.

## **Stage Presence**

Be confident with an outgoing approach and therefore hold your audience's attention. A little humour is helpful, but avoid too much personal detail, try to be courteous.

## **Preparation and Presentation**

Have the containers, bases and 'mechanics' well prepared and tell the audience what is being used and why.

Have plant material easily accessible but not over prepared, and keep the layout of the table clean and tidy.

Use a turntable and turn it frequently to keep the audience interested.

Avoid turning your back to the audience while speaking and bending down under the table looking for pieces - have everything ready when you start.

## **Artistic Merit**

The arrangement should be well executed with harmony and distinction in its workmanship.

## **Knowledge of your Craft**

The Elements and Principles of Design should be mentioned where necessary and the names of all plant material used should be known.

Plant material should be well conditioned and help given to the audience on how this was carried out and why, plus hints on growing and preserving the flowers and foliage.

Enjoy your demonstrating - do not be too serious - smile! - it relaxes everyone.

## **Check List**

Does the Demonstration give pleasure?

Have you got an interesting or new approach?

Are the dimensions suitable?

Are the arrangements well executed?

Are they harmonious and distinctive?

## **Common Faults**

Dropping voice at the end of a sentence, so losing information.

Getting too involved in work, so shutting out the audience visually and audibly.

Addressing the 'front row' only and forgetting to smile.

Turning away while talking, so breaking 'eye contact'.

Dropping scissors - noise.

Cutting into box on the floor.

Over-preparing plant materials.

## NOTES





*Updated 2021*  
**Scottish Women's Institutes**  
42 Heriot Row, Edinburgh, EH3 6ES  
Tel No. 0131 225 1724 Direct Dial: 0131 285 7117  
[www.theswi.org.uk](http://www.theswi.org.uk) email: [hand.house@theswi.org.uk](mailto:hand.house@theswi.org.uk)  
Scottish Women's Institutes is a registered  
Scottish charity. Charity No. SCO11901