Unit 303: Contribute to business success

# Activity 28: Producing a training plan

Design and complete a training plan that could be implemented for a new commis chef joining the kitchen team.

The commis chef has just completed a two-year college course and achieved a level 2 qualification in professional cookery. They have been working part-time in a local restaurant as a kitchen assistant whilst at college.

The company policy is for all employees to complete training in the following areas:

* Company standards  
  - policies and procedures  
  - personal hygiene  
  - sickness reporting.
* Health and safety, to include:  
  - safe working practices  
  - chemical handling  
  - manual handling  
  - risk assessments  
  - incident and accident reporting  
  - personal protective equipment.
* HACCP
* Food safety
* Allergen identification
* Data protection
* Equality and diversity
* Use, cleaning and maintenance of equipment
* Producing standardised recipes

Plus any technical skills identified as needing developing.