

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.