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| Chef de Partie Apprenticeship(9085-12) |

**Version 1.4 January 2020**

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| Version and date | Change detail | Section |
| V1.1 Aug 2018 | Amendment to Employer and Provider declaration paragraph | Gateway form |
| V1.2 January 2019 | Added requirements to gateway form | Gateway form |
| V1.3 July 2019 | Employer and provider declaration: page updated | Gateway form |
| V1.4 January 2020 | Gateway form amended to include digital credentials | Gateway form |

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1. Introduction

### What is in this document

Recording forms to be used by centres, end-point assessment customers, employers and training providers:

* End-Point Assessment Gateway Declaration Form
* Initial Meeting Recording Form
* Declaration of Authenticity Form

This document must be used alongside the **Assessment Pack for Centres/End-Point Assessment Customers/Employers/Training Providers.**

### How to use forms

Centres, end-point assessment customers, employers and training providers must use the forms provided by City & Guilds in the format laid out in this document.

**End-Point Assessment Gateway Declaration Form**

This must be completed with the apprentice and submitted to City& Guilds as part of the end-point assessment booking process

**Initial Meeting Recording Form**

This form is completed during the initial meeting to confirm decisions that have been agreed. The form sets out the key decisions that are made and allows for comments to be added. The form is completed by the City & Guilds Independent End-Point Assessor (IEPA) but the content is based on information provided by the employer representative and apprentice.

**Declaration of Authenticity Form**

This purpose of this form is to confirm the authenticity of evidence submitted. It should be used for the following evidence:

* Log of Complex Dishes
* Research for Culinary Challenge

Before signing the form, the employer should confirm authenticity by:

* Questioning the apprentice to gauge familiarity with the content
* Reviewing the content for any changes to the apprentices usual writing style, unusual examples of particularly words or spelling (for example US spellings) that might suggest cutting and pasting
* Asking for evidence of the process followed.

End-Point Assessment Gateway Declaration Form

Please complete this form to confirm that all parties are satisfied that the apprentice has met the gateway requirements and can be put forward for end-point assessment (EPA) with City & Guilds.

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| Apprenticeship Standard |  | Start date |  |
| **Apprentice**  **name** |  | **Enrolment**  **number** |  |

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| **Entry Requirement** | **Achieved (Yes/No)** |
| Achieved a Level 2 English assessment |  |
| Achieved a Level 2 Maths assessment |  |

Providers must submit evidence of achievement to us for each gateway requirement. It is the provider’s responsibility to keep auditable evidence of these requirements. Without appropriate evidence, we will not be able to complete your booking or carry out the EPA. Customers may still be charged.

Additional information required at Gateway

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| **Requirements** | **Submitted (Yes/No)** |
| Log of complex dishes |  |
| Schedule of work |  |
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| **Any Previous End-Point Assessments** | | |
| Has the apprentice taken any assessments as part of the EPA for this apprenticeship standard with any other EPA organisation? | |  |
| **If yes** | | |
| Which EPA organisation was this? |  | |
| What was the date(s) of the EPA? |  | |
| What grade(s) was issued, eg fail/pass/merit/distinction? |  | |

**Please note: For the below declarations e-signatures are permitted**

**Employer and provider declaration:**

I confirm that the gateway meeting has been carried out to confirm that the apprentice:

1. Has achieved all EPA gateway requirements as listed above and has the knowledge, skills and behaviours required by the apprenticeship standard and is eligible for EPA.
2. Has been employed throughout their apprenticeship.
3. Will have completed a minimum of 12 months and 1 day on-programme before the first EPA assessment with City & Guilds.

If applicable, where evidence must be submitted to support an element of the EPA;

has submitted evidence that has been collated under conditions designed to ensure the authenticity of the Apprentice’s work, and I am satisfied that, to the best of my knowledge, the work submitted is solely that of the named apprentice.

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| **Employer** | Signature | **Date** | DD/MM/YYYY |
| **Training Provider (if appropriate)** | Signature | **Date** | DD/MM/YYYY |

**Apprentice declaration:**

* I confirm that I have gone through a gateway process to check that I am eligible for EPA.
* I give City & Guilds permission to;
  + apply to the ESFA and the Institute for Apprenticeships for the apprenticeship certificate on my behalf when I complete EPA.
  + contact me via the email address given below in communication regarding my end-point assessment.

If applicable, where evidence must be submitted to support an element of the EPA:

* I confirm that all work submitted is my own, and that I have acknowledged any sources used.

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| **Apprentice Signature** | Signature | **Date** | DD/MM/YYYY |

Providers should submit the completed form to us through the EPA portal. Please refer to the [Manual for the End-Point Assessment Service](https://www.cityandguilds.com/~/media/cityandguilds-site/documents/apprenticeships/manual-for-the-end-point-assessment-service%20pdf.ashx) for details, including timeframes.

**Digital Credentials:**

Digital Credentials (Open Badges) are available for this standard. If you, the Apprentice, would like to receive a Digital Credential, please provide your email address below.

By providing your email address to us, you agree that City & Guilds may share your email address with its digital credentialing partner, and authorise City & Guilds to issue a Digital Credential (Open Badge) to you upon successful completion of your end-point assessment.

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| **Apprentice email** |  |

Find out more about digital credentials here <https://www.cityandguilds.com/digital-credentials>

Please note that when you receive an email from City & Guilds to claim your digital credential, you will need to create a free online account with our digital credential provider, which you can unsubscribe from at any time.

Initial Meeting Recording Form

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| Apprenticeship Standard | Chef de Partie | Date of meeting | DD/MM/YY |
| **Apprentice**  **name** | Apprentice name | **Enrolment**  **number** | 1234567 |

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| **Contact details** | |
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| **Attendees** | |
| **Name** | **Designation** |
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| **Documentation received** | |
| **Log of Complex Dishes** | **🗸/🗴** |
| **Declaration of Authenticity Form** | **🗸/🗴** |
| **Schedule of work** | **🗸/🗴** |

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| **Agreed assessment schedule** | | |
| **Assessment** | **Date** | **Time** |
| Culinary Challenge |  |  |
| Practical Observation |  |  |
| Professional Discussion |  |  |

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| **Additional Information** |  |
| **Date food order to be provided to employer/training provider** |  |
| **Points of clarification requested from apprentice/employer** |  |
| **Other comments to be noted** |  |

Declaration of Authenticity Form

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| --- | --- | --- | --- |
| Apprenticeship Standard | Chef de Partie | Component Number | 7xx |
| **Apprentice**  **name** | Apprentice name | **Enrolment**  **number** | 1234567 |

**Apprentice declaration:**

**I confirm that all work submitted is my own, and that I have acknowledged any sources I have used.**

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| **Apprentice** | Signature | **Date** | DD/MM/YY |

**Line manager declaration:**

**I confirm that all work was conducted under conditions designed to assure the authenticity of the Apprentice’s work, and am satisfied that, to the best of my knowledge, the work produced is solely that of the apprentice**

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| **Line manager** | Signature | **Date** | DD/MM/YY |

**Training Provider declaration (if appropriate):**

**I confirm that the evidenced presented by the Apprentice is ready for End-Point Assessment. It is valid, authentic, reliable and current and sufficient to meet the requirements of the relevant standard.**

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| **Training Provider** | Name & Signature | **Date** | DD/MM/YY |