## Level 3 Chef de Partie – End-point Assessment (9085-12)

 **Assessment 702/752 – Practical Observation**

**Competency Framework Record**

**Guidance for employers and providers**

The document is to be used to record evidence that you have witnessed of the apprentice working within their normal role and their skills, knowledge, and behaviours demonstrated. These should be documented in the appropriate sections below and provide detail of how the criteria were demonstrated, using specific examples from the apprentice’s performance, and confirm if competency was fully met in your opinion, by confirming Yes or No in the relevant box

If the End Point Assessor deems the evidence provided as sufficient, the apprentice will be taken forward to the question and answer assessment, where the appropriate grade will be awarded based on the assessment and the evidence provided.

Please ensure all of the information is fully completed to show, name, relationship to apprentice and dates, and the document signed at the foot of the document.

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| **Name of Apprentice** |  | **Date for confirming competence** |  |
| **Name of Employer / Trainer**  |  | **Relationship to apprentice** |  |
| **Site Name** |  | **Length of time you have known apprentice** |  |

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| **Module** | **Pass grading criteria** | **Comments / justification** | **Competence demonstrated Y/N** |
| **1 Culinary** | PC1 Ensure stock / resources are ready for service and address shortages or issues with stock accordingly  |  |  |
| PC2 Record consumption and keep all records (manual or electronic) up to date and supplied to the correct person |  |  |
| PC3 Ensure the food and food production areas are prepared for service, ensuring business / brand standards are maintained and changes or additions to menus are informed to the correct person |  |  |
| PC4 Work in organised and systematic approach, ensuring deadlines are met before and during service |  |  |
| PC5 Produce dishes on time and present in line with organisational standard |  |  |
| **3 People** | PC8 Communicate effectively with team, customers (internal and / or external) and other departments / stakeholders |  |  |
| PC9 Lead the work of the during activities to ensure correct performance levels are achieved |  |  |
| PC11 Provide support to the team as required, leading by example to maximise performance |  |  |
| PC12 Ensure teams are briefed on preparation and service requirements |  |  |
| PC13 Respond to requests for additional information accurately and promptly  |  |  |
| **4 Business** | PC6 Ensure all actions are in line with business / brand standard / dish specification |  |  |
| PC7 Ensure activities comply with legal requirements, industry regulations professional codes and organisational policies / standards |  |  |

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| **Module** | **Assessment criteria** | **Comments / justification** | **Competence demonstrated Y/N** |
| **1 Culinary** | K4 Explain for each of the food groups below the preparation, cooking and finishing methods used to produce advanced dishes:* meat, poultry and game, including associated products such as terrines, pates and sausages
* fish and shellfish dishes and products such as quenelles, mousselines and empanadas
* vegetables and vegetarian dishes, including vegetarian protein sources and specific dietary considerations and needs
* dough and batter products, including fermented dough and batter products
* paste and patisserie products
* hot, cold and frozen dessert
* biscuits, cakes and sponges
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| S1 Review and refresh menus and dishes by making suggestions in line with business requirements and factors that influence customers’ choices |  |  |
| S2 Use technology in line with organisational procedures and guidelines to achieve the best result |  |  |
| S3 Use a range of advanced craft preparation, cooking skills and techniques to develop and produce quality dishes and menu items in line with business requirements  |  |  |
| S4 Use advanced skills and techniques to produce the following to dish and / or recipe specifications: * meat, poultry and game dishes
* fish and shellfish dishes
* vegetable and vegetarian dishes
* dough and batter products
* hot, cold and frozen desserts
* biscuits, cakes and sponges
* paste and patisserie products
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| B4 Produce dishes and associated products that show skills, imagination and flair |  |  |
| B5 Promote efficient teamwork |  |  |
| B6 Remain calm under pressure to deliver the required outcome |  |  |
| **2 Food Safety** | K1 Explain the role, requirements and benefits of food safety management procedures in safe handing, preparing and cooking of food |  |  |
| K2 Explain the responsibilities of employers and employees with respect to food safety legislation and procedures for compliance |  |  |
| K3 Explain procedures to control contamination |  |  |
| K4 Explain the requirements for monitoring and recording food safety procedures |  |  |
| K5 Describe the importance of preventing microbial chemical, physical and allergenic hazards |  |  |
| K6 Describe methods and procedures for controlling food safety to include critical control points, critical limits and corrective actions |  |  |
| K7 Explain the requirements for monitoring and recording food safety procedures |  |  |
| K8 Describe methods for and the importance of evaluating food safety controls and procedures |  |  |
| K9 Explain the requirements of induction and ongoing training of staff |  |  |
| K10 Explain the importance of effective communication of food safety procedures |  |  |
| K11 Explain the requirements of HSE inspection, how to manage health and safety checks and the impact of non-compliance |  |  |
| S1 Prepare, cook and present food to agreed food safety procedures |  |  |
| S2 Ensure a clean and hygienic kitchen environment is maintained at all times and food safety management procedures are followed and recorded |  |  |
| S3 Lead by example in all areas of food safety when preparing and presenting food |  |  |
| S4 Display high standard of personal hygiene at all times |  |  |
| S5 Challenge team members when unsafe practices have been identified that may cause risk of cross-contamination |  |  |
| S6 Demonstrate support of team members in achieving high standards of food safety practices and procedures |  |  |
| S7 Keep up to date with food safety legislation |  |  |
| S8 Correct team members who display unsafe practices  |  |  |
| S9 Ensure ingredients are stored, prepared, cooked and presented to deliver a quality product safe for the consumer |  |  |
| S10 Ensure that all deliveries are stored correctly and safely and that all documentation is completed and stored correctly  |  |  |
| S11 Monitor team members when they are preparing, cooking and presenting food to ensure safe practices are being followed |  |  |
| B1 Take responsible decisions that support high standards of food safety practices |  |  |
| **3 People** | K1 Explain techniques to brief, coach and motivate others to deliver high quality dishes and menu items |  |  |
| S1 Brief, coach and motivate others to produce high quality dishes that are delivered on time and to standard |  |  |
| S2 Maintain harmony across the team and with colleagues in other parts of the organisation, identifying and dealing with problems constructively to drive a positive outcome |  |  |
| S3 Communicate and operate in a fair and empathic manner that achieves the desired result and demonstrates a flexible customer-centric culture |  |  |
| S4 Develop their own skills and knowledge and those of the team through training and experience |  |  |
| B1 Challenge personal methods of working and seek methods for improvement, recognising the impact that personal performance has on achieving efficient and effective results |  |  |
| B4 Take ownership and responsibility for own learning and development, as well as that of the team, provide, welcome and act on feedback to improve own performance |  |  |
| **4 Business** | K5 Explain the principles of risk assessment and how to identify, plan for and minimise risks to the service and operation |  |  |
| S5 Comply with legal requirements and inspire confidence by maintaining safety and security at all times |  |  |
| B4 Advocate the importance of working safely and legally in the best interest of all people |  |  |
| B5 Think and act promptly to address problems as they arise and keep customers satisfied and operations flowing smoothly |  |  |

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| **Module** | **Distinction grading criteria** | **Comments** | **Competence demonstrated Y/N** |
| **1 Culinary** | DC1 Consistently maintain standards, speed and precision under pressure |  |  |
| DC2 Minimise potential disruption by proactively assessing the activities and identifying and addressing issues in advance |  |  |
| **3 People** | DC4 Ensure communications are efficient, adapted to audience, understood and resultant actions undertaken at the appropriate time |  |  |
| DC4 Actively promote business / brand standard when briefing team members and monitoring service  |  |  |

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| **Additional comments** |
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Confirmed as an accurate statement:

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| **Signature of employer/provider** | **Print name** |
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| **Signature of apprentice** | **Print name** |
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