

City & Guilds Level 3 End-point Assessment for ST0227/AP05 Chef de Partie   
(9085-22)

Recording Forms for Providers & Employers

Version 1

Last modified January-2023

For external use

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| Version | Summary of changes | Section |
| 1, January 2023 | Document created | N/A |
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# Introduction

**What is in this document**

Recording forms to be used by Providers and Employers:

* Professional discussion – Witness statement form
* Professional discussion – Portfolio declaration of authenticity and mapping

This document must be used alongside the EPA Pack for Providers and Employers.

**Guidance on how to use the recording forms**

You must use the forms provided by City & Guilds in the format laid out in this document.

**Professional discussion – Witness statement form**

This form should be used for any witness statements the apprentice wishes to include in their portfolio of evidence. The witness can be the apprentice’s employer representative, such as their line manager, or the apprentice’s tutor. A separate form must be used for each witness statement.

**Professional discussion – Portfolio declaration of authenticity and mapping**

This form is to be completed by the apprentice and verified by the Employer and Provider as appropriate.

The first part (Declaration of authenticity) is to confirm that the work evidenced in the portfolio of evidence submitted is the apprentice’s own.

The second part (Evidence list) is a blank template for the apprentice to list their discrete pieces of evidence in the portfolio, provide detail and map these to the knowledge, skills and behaviours (KSBs) that correspond to the Professional discussion.

The third part (KSB coverage) is a checklist to confirm that all the relevant KSBs are included in the portfolio of evidence.

The fourth part (Food groups and techniques for the portfolio – Reference form) is a template to list the food groups and preparation, cooking and finishing techniques that must be included in the portfolio of evidence.

**Note**: These forms must be uploaded to the EPA Portal as Word documents.

A picture containing text, clipart

Description automatically generated**Level 3 End-point Assessment for ST0227/AP05 Chef de Partie**

9085-705 Professional discussion – Witness statement form

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprentice name** |  | **Enrolment number** |  |
| **Witness name** |  | **Date** |  |
| **Organisation name** |  | | |
| **Witness job title / position** |  | | |
| **Relationship to apprentice** | *Provide details of your relationship to the apprentice (e.g. how long you have worked with the apprentice and in what capacity).* | | |

This form should be used for any witness statements the apprentice wishes to include in their portfolio of evidence. The witness can be the apprentice’s employer representative, such as their line manager, or the apprentice’s tutor. A separate form must be used for each witness statement.

* By completing this document you are confirming that the apprentice is competent against the specified areas of the Standard.
* You must provide **specific** and **detailed** examples of how the apprentice has demonstrated the Knowledge, Skill or Behaviour (KSB) of the standard.
* You might find that one example could be used as evidence to cover other Knowledge, Skills and Behaviours. Where this is the case, please clearly indicate so, e.g. ‘See S9’.

|  |  |
| --- | --- |
| Knowledge, Skills and Behaviours (KSB) | Example of how it was demonstrated |
| K1: How industry and food trends, customer preferences, seasonality, provenance and global environmental factors influence the development of dishes and menus |  |
| K4: Advanced preparation methods or a variety of basic methods combined in a complex manner for meat, poultry, game and offal dishes and menu items for example, hanging, skinning, plucking, checking for and removing shot, boning, stuffing, filling, tying, trussing, trimming, rolling, tenderising, chining, larding, barding, portioning, seasoning, marinating, ballantine, galantine, smoking (hot and cold) |  |
| K5: Advanced preparation methods or a variety of basic methods combined in a complex manner for fish dishes and menu items (including white fish round and flat, oily fish, exotic fish categories) and shellfish dishes and menu items including gutting, cleaning, descaling, skinning, trimming, filleting, removing bones, shelling, cutting, marinating, coating |  |
| K6: Advanced preparation methods, or a variety of basic methods combined in a complex manner, for vegetable dishes and menu items (including roots, bulbs, flower heads, fungi, seeds and pods, tubers, leaves, stems, vegetable fruit categories) dishes and menu items including washing, peeling, chopping, slicing, trimming, grating, turning, combining further ingredients |  |
| K7: Advanced preparation methods, or a variety of basic methods combined in a complex manner, for vegetable protein (for example, soya, Quorn, seitan, tofu) dishes and menu items including rehydrating, chopping, slicing, trimming, grating, combining further ingredients |  |
| K8: Advanced preparation methods for sauces, or a variety of basic methods combined in a complex manner, (for example, compound butter, beurre manié, cold roux, emulsified, cream thickened, white/brown sauce derivatives, reduced) including weighing, measuring, chopping, roux, skimming, passing, straining, blending, whisking, clarifying, reducing, chilling, addition of a liaison, puréeing |  |
| K9: Advanced preparation methods for soups or a variety of basic methods combined in a complex manner (for example, consommé, bisque, chowder, velouté, cold) including weighing, measuring, chopping, roux, skimming, passing, straining, blending, whisking, clarifying, reducing, chilling, addition of a liaison, puréeing |  |
| K10: Advanced preparation methods for dough and batter products (including laminated and fermented), or a variety of basic methods combined in a complex manner, including weighing, measuring, sieving, mixing, kneading, proving, knocking back, shaping, laminating, folding |  |
| K11: Advanced preparation methods for paste products, or a variety of basic methods combined in a complex manner, (including short, sweet, suet, choux, puff, flaky, sable, hot water, convenience) including weighing, measuring, sifting, rubbing in, kneading, creaming, resting, aerating, conditioning/chilling, piping, laminating, rolling, folding, lining, moulding, trimming |  |
| K12: Advanced preparation methods for hot, cold and frozen desserts, or a variety of basic methods combined in a complex manner, (for example, ice-cream / sorbet-based, mousse, soufflés, egg-based set, bavarois, hot sponge-based, fruit-based, paste-based) including, sieving, mixing, creaming, aeration, adding flavours/colours, puréeing, combining, use of moulds, combining |  |
| K13: Advanced preparation methods for biscuits, or a variety of basic methods combined in a complex manner, (for example, tuiles, sable, Viennese, Japonaise, Dutch), advanced preparation methods for cakes and sponges (for example, sugar batter, flour batter, melted method, fatless sponge, separated egg method, whole egg foams, aerated egg white method, scones) or a variety of basic methods combined in a complex manner including weighing, measuring, creaming, beating, whisking, folding, rubbing in, greasing, glazing, portioning, piping, shaping, filling, rolling, lining, spreading, smoothing, mixing, stacking, coating, slicing |  |
| K14: Advanced cooking methods for meat, poultry, game and offal dishes and menu items, or a variety of basic methods combined in a complex manner, including searing, grilling, griddling, frying (deep, shallow, sauté and stir), braising, stewing, baking, roasting, pot roasting, steaming, boiling, poaching, bain-marie, sous-vide, en papillote, spatchcock, smoking, confit, combination |  |
| K15: Advanced cooking methods for fish and shellfish dishes and menu items, or a variety of basic methods combined in a complex manner including frying (deep, sauté and shallow), grilling, poaching, baking, steaming, stewing, boiling, en papillote, sous-vide, confit, smoking, ceviche, combination |  |
| K16: Advanced cooking methods for vegetables dishes and menu items, or a variety of basic methods combined in a complex manner and vegetable protein dishes and menu items including blanching, boiling, roasting, baking, grilling, braising, frying (deep, shallow and stir), steaming, stewing, confit, sous-vide, smoking, pickling, ceviche, combination |  |
| K17: Cooking methods for advanced sauces and soups, or a variety of basic methods combined in a complex manner, including boiling, simmering, reducing, thickening, flavouring, addition of a liaison |  |
| K18: Cooking methods for advanced dough and batter products, or a variety of basic methods combined in a complex manner including baking and frying |  |
| K19: Cooking methods for advanced paste products, or a variety of basic methods combined in a complex manner, including baking, combination cooking |  |
| K20: Cooking method for advanced biscuits, cakes and sponges or a variety of basic methods combined in a complex manner, (for example, sugar batter, flour batter, melted method, fatless sponge, separated egg method, whole egg foams, aerated egg white method, scones) – baking |  |
| K21: Cooking methods for advanced hot, cold and frozen desserts, or a variety of basic methods combined in a complex manner, including, poaching, baking, boiling, steaming, deep frying, bain-marie, microwaving |  |
| K22: Advanced finishing methods for all food groups including resting, garnishing, adding sauce, dressing, glazing, gratinating, piping, icing, filling, decorating, dusting, dredging, decorating, moulding, de-moulding, cooling, stacking, portioning, cutting, sprinkling, lattice, quadrillage, scoring and why each method is applied |  |
| K23: How traditional, classical and modern skills and techniques, culinary science and contemporary styles affect the advanced preparation, cooking and finishing methods of the complex dishes and menu items |  |
| K25: Problem-solving techniques when maintaining standards whilst working in a challenging, time bound environment |  |
| K29: Their role in building teams and inter-team relationships, and how to influence behaviours of team members both back and front of house |  |
| K32: How the business strategy, customer profile, culture and constraints influence the development of creative, profitable, and competitive menus |  |
| S1: Review and refresh menus and dishes in line with business requirements and influencing factors |  |
| S9: Work collaboratively across the team and with colleagues in other parts of the organisation, identifying and dealing with problems constructively to drive a positive outcome |  |
| S11: Develop own skills and knowledge, and those of the team, through training and experiences |  |
| S12: Apply techniques that help improve competitiveness, business performance, revenue, profit margins and customers’ experience |  |
| B1: Be solution focused to achieve the required outcome |  |
| B3: Promote efficient ways of working to the team |  |
| B5: Be commercially aware in approach to all aspects of work |  |
| B6: Advocate the importance of working safely and legally in the best interest of all people |  |
| B7: Commit to and reflect on own and team professional development and learning |  |
| B8: Promote a customer centric culture |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Witness declaration | | | |
| I confirm that the examples provided in this witness testimony are a true and accurate account of real work-based examples. The apprentice has been observed carrying out work-based activities where they have shown practical competency against the standard. | | | |
| **Witness signature** |  | **Date** |  |

A picture containing text, clipart

Description automatically generated**Level 3 End-point Assessment for ST0227/AP05 Chef de Partie**

9085-705 Professional discussion – Portfolio declaration of authenticity and mapping

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprentice name** |  | **Enrolment number** |  |

**Apprentice declaration:**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprentice name** |  | **Date** |  |
| **Place of work name and address** |  | | |

**Employer representative 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.

I confirm that the evidence 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer representative** |  | **Date** |  |

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

I confirm that the evidence 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Training Provider** |  | **Date** |  |

**Evidence list**

For each of the 20 discrete pieces of evidence included in the portfolio, include a reference number, the type of evidence and a short description. The first line is completed as an example.

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Evidence type | Evidence description | KSBs covered |
| *00* | *Recipe* | *Recipe [fully written out] for Beef Wellington with roast vegetables, including authenticated photo.*  *Prep: Prepare laminated puff pastry, weigh ingredients, chop vegetables*  *Cook: Roast vegetables, bake beef wellington*  *Finish: Add glazing to vegetables, garnish plate with fresh herbs* | *K4, K6, K11, K14, K16, K19* |
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**KSB coverage**

Confirm that each of the Knowledge, Skills and Behaviours (KSBs) for the Professional Discussion is included in the evidence log.

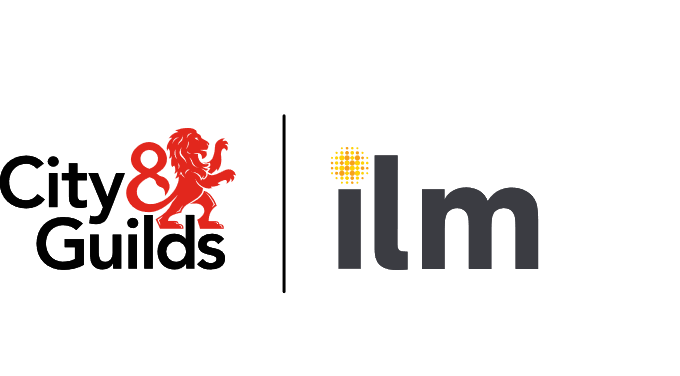
|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| KSB | Covered in evidence log |  | KSB | Covered in evidence log |
| **K1** |  |  | **K20** |  |
| **K4** |  |  | **K21** |  |
| **K5** |  |  | **K22** |  |
| **K6** |  |  | **K23** |  |
| **K7** |  |  | **K25** |  |
| **K8** |  |  | **K29** |  |
| **K9** |  |  | **K32** |  |
| **K10** |  |  | **S1** |  |
| **K11** |  |  | **S9** |  |
| **K12** |  |  | **S11** |  |
| **K13** |  |  | **S12** |  |
| **K14** |  |  | **B1** |  |
| **K15** |  |  | **B3** |  |
| **K16** |  |  | **B5** |  |
| **K17** |  |  | **B6** |  |
| **K18** |  |  | **B7** |  |
| **K19** |  |  | **B8** |  |

**Food groups and techniques for the portfolio – Reference form**

|  |  |  |
| --- | --- | --- |
| **Meat, poultry and game dishes** | | |
| **Group range**  Meat: 2  Poultry: 2  Game: 1 | **Preparation methods (15)** | **Cooking / finishing methods (10)** |
| 1. | 1. | 1. |
| 2. | 2. | 2. |
|  | 3. | 3. |
| 1. | 4. | 4. |
| 2. | 5. | 5. |
|  | 6. | 6. |
| 1. | 7. | 7. |
|  | 8. | 8. |
|  | 9. | 9. |
|  | 10. | 10. |
|  | 11. |  |
|  | 12. |  |
|  | 13. |  |
|  | 14. |  |
|  | 15. |  |
| **Fish and shellfish dishes** | | |
| **Group range**  Fish: 2  Shellfish: 5 | **Preparation methods (9)** | **Cooking / finishing methods (10)** |
| 1. | 1. | 1. |
| 2. | 2. | 2. |
|  | 3. | 3. |
| 1. | 4. | 4. |
| 2. | 5. | 5. |
| 3. | 6. | 6. |
| 4. | 7. | 7. |
| 5. | 8. | 8. |
|  | 9. | 9. |
|  | 10. | 10. |
|  | 11. | 11. |
| **Vegetable and vegetable protein dishes** | | |
| **Group range**  Vegetables: 6  Vegetable protein: 3 | **Preparation methods (5)**  **Other ingredients (3)** | **Cooking / finishing methods (10)** |
| 1. | 1. | 1. |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| 6. |  | 6. |
|  | 1. | 7. |
| 1. | 2. | 8. |
| 2. | 3. | 9. |
| 3. |  | 10. |
| **Soups and sauces** | | |
| **Group range**  Soups: 4  Sauces: 4 | **Preparation and cooking / finishing methods (10)** | |
| 1. | 1. | |
| 2. | 2. | |
| 3. | 3. | |
| 4. | 4. | |
|  | 5. | |
| 1. | 6. | |
| 2. | 7. | |
| 3. | 8. | |
| 4. | 9. | |
|  | 10. | |
| **Dough and batter products** | | |
| **Group range (3)** | **Preparation methods (6)** | **Cooking / finishing methods (5)** |
| 1. | 1. | 1. |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
|  | 4. | 4. |
|  | 5. | 5. |
|  | 6. |  |
| **Hot cold and frozen desserts** | | |
| **Group range**  Cold: 4  Hot: 2 | **Preparation methods (7)** | **Cooking / finishing methods (12)** |
| 1. | 1. | 1. |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
|  | 5. | 5. |
| 1. | 6. | 6. |
| 2. | 7. | 7. |
|  |  | 8. |
|  |  | 9. |
|  |  | 10. |
|  |  | 11. |
|  |  | 12. |
| **Biscuits, cakes sponge and scones** | | |
| **Group range**  Biscuits: 3  Cakes / sponges / scones: 6 | **Preparation methods (10)** | **Cooking / finishing methods (3)** |
| 1. | 1. | 1. |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
|  | 4. |  |
| 1. | 5. |  |
| 2. | 6. |  |
| 3. | 7. |  |
| 4. | 8. |  |
| 5. | 9. |  |
| 6. | 10. |  |
| **Paste and patisserie products** | | |
| **Group range (5)** | **Preparation methods (9)** | **Cooking / finishing methods (6)** |
| 1. | 1. | 1. |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
|  | 6. | 6. |
|  | 7. |  |
|  | 8. |  |
|  | 9. |  |

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| Who we are  As part of the City & Guilds Group, we believe in a world where people and organisations have the confidence and capabilities to prosper, today and in the future.  As workplaces evolve, so do we. That’s why we set the standard for skills that transform lives, industries, and economies. |
| About City & Guilds  Founded in 1878 to develop the knowledge, skills, and behaviours needed to help businesses thrive, we offer a broad and imaginative range of products and services that help people achieve their potential through workbased learning.  We believe in a world where people and organisations have the confidence and capabilities to prosper, today and in the future. So we work with like-minded partners to develop the skills that industries demand across the world.  City and Guilds Group  **Giltspur House**  **5–6 Giltspur Street**  **London EC1A 9DE**  [www.cityandguilds.com](http://www.cityandguilds.com) |
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