

Apprenticeship standard (England only)

Chef de Partie




Industry: Hospitality and Catering

City & Guilds code: 9085

LARS number: 169



A City & Guilds Group Business

-  **Minimum duration: 12 months**
-  **Funding band: 9 (£9,000)***
-  **Level 3**

*Funding bands from May 2017

On-programme learning: Available

End-point assessment (EPA): We have submitted an application to the ESFA

A chef de partie is responsible for running a specific section of the kitchen. Typically they'll manage and organise a small team of workers to ensure dishes go out on time and the work area remains clean and orderly.

In smaller kitchens, a chef de partie may work independently as the only person in their section. Also known as a station or section chef, the chef de partie reports to the senior chef and has a very important role in any kitchen.

The new standard was approved by BEIS in March 2015 and directly replaces the advanced level apprenticeship in catering and professional chefs.

City & Guilds – helping you with an expert solution

There are four stages where we can work together to help your apprentices from the start through to successful completion of their training.



Plan

Helping you plan and prepare for the new standards with a bespoke solution to make the most of your investment in apprentices.



Attract

Simple online vacancy and candidate set up, TalentPortal can connect you to the talent you need to fill your apprenticeship vacancies.



Deliver

High-quality, online and offline content to help draw out the skills, knowledge and behaviours to prepare apprentices for end-point assessment as well as tracking options to monitor performance.



Assess

Support for you and your apprentices to prepare for end-point assessment by our first-rate, fully trained assessors. Our simple, flexible service meets the demands of your team and your partners.

The apprentice journey



1 On-programme (deliver)

Training and development takes place during this part of the apprenticeship. It may include a qualification if set in the standard.

Formative assessment of skills, knowledge and behaviours is required in the delivery of the standard and this will be outlined in the assessment plan.

Apprentices have to reach a minimum level of maths and English set by the standard. If they've not previously achieved this, they'll need further study and support.

1 On-programme: what apprentices need to learn

On-programme is the learning phase for apprentices to pick up the skills, knowledge and behaviours set in each standard. Apprentices need to complete 20% off-the-job training during on-programme. Specific rules govern this and it must take place in the apprentice's contracted hours.

The phase is managed by the employer, usually with an education or training provider. The process is flexible though baseline expectations are:

- at least every two months, the apprentice meets with the on-programme assessor to review and record their progress, with against the standard using a template. Once the apprentice is deemed competent, the relevant section(s) is signed off by the employer with the support of those involved in the learning and development
- at least six meetings and completed over a 12-month period to show ongoing competence across the entire standard. The same assessment methodology is used each time.

Our resources and tools that support on-programme delivery

Our core content for this standard covers Prevent, British values, equality and diversity, and health and safety which gives you the basics to deliver the standard and satisfy regulators. It's a blend of e-learning and downloadable content. We also have:



Apprenticeship training manual

Available in print and as part of our e-portfolio, the training manual guides apprentices through step-by-step tasks that develop the skills, knowledge and behaviours required.



Learning Assistant (e-portfolio)

Innovative and cost effective e-portfolio solution that lets you dramatically improve the delivery of their apprenticeship standards by tracking apprentices' progress online in real time. And helps authorise and evidences 20% off the-job learning.



SmartScreen

Virtual learning – engaging and interactive e-learning modules allow apprentices to work at their own pace. The content covers majority of modules, preparing apprentices for their end-point assessment. Tutors can track activity and results.



Guidance documents

Paper-based mock test.

Maths and English requirements

If your apprentices need to complete maths and English, our popular Functional Skills qualifications fit within apprenticeship programmes and cover the core maths and English requirement for the workplace and further study. We have an extensive support package available, including e-Functional Skills, and an online teaching and learning platform, which guides learners from an initial and a diagnostic assessment, through to being exam ready.

Find out more: [cityandguilds.com/functionalskills](https://www.cityandguilds.com/functionalskills)



2 Gateway

The employer and provider must sign off the apprentice as ready to move on to end-point assessment.



3 Assess

The end-point assessment must demonstrate that the apprentice can perform in the occupation in a fully competent, holistic and productive way.

The assessment will be graded if required by the standard.

The assessment organisation and assessor must be independent of, and separate from, the training provided by the provider and employer.



4 Apprenticeship certificate

On successful completion, the end-point assessment organisation will apply to the Education and Skills Funding Agency (ESFA) for the apprenticeship certificate. The certificate is sent to the apprentice's employer.

2 Gateway

The apprentice must achieve maths and English (Level 2) and will have developed a log of complex dishes in preparation for the professional discussion at EPA.

3 End-point assessment (EPA): how apprentices demonstrate their learning

EPA is the final stage that an apprentice goes through to complete their apprenticeship. The apprentice must demonstrate their learning to an independent end-point assessor and the overall grade available is grade available is distinction, pass or fail. Assessment methods for this standard are:



Synoptic knowledge test

Two-hour (including 30-minute reading time) scenario based on-demand multiple choice test. Graded distinction, pass or fail.



Synoptic skill test

Four-hour practical workplace observation. Graded distinction, pass or fail.



Professional discussion

90 minutes, graded distinction, pass or fail.



Culinary challenge project and observation

The apprentice designs a three-dish, by three-course menu, followed by a three-hour practical observation cooking one dish from each course on the menu. Graded distinction, pass or fail.

Our resources and tools that support end-point assessment

We are on the register of end-point assessment organisations and our EPA service includes support resource as well as flexibility around assessment delivery and a dedicated EPA team to support you.



EPA preparation tool

Online content to help the apprentice feel ready for their EPA experience. Personalised to their confidence levels and the standard, they're sent free access details once they're registered with us for EPA.



EPA team

Our dedicated EPA team is on hand to help with bookings and questions on anything from the assessment process to evidence portfolios.



EPA pack and guidance

Let our support, including short videos and how to guides help you get to grips and stay on track with the EPA process.

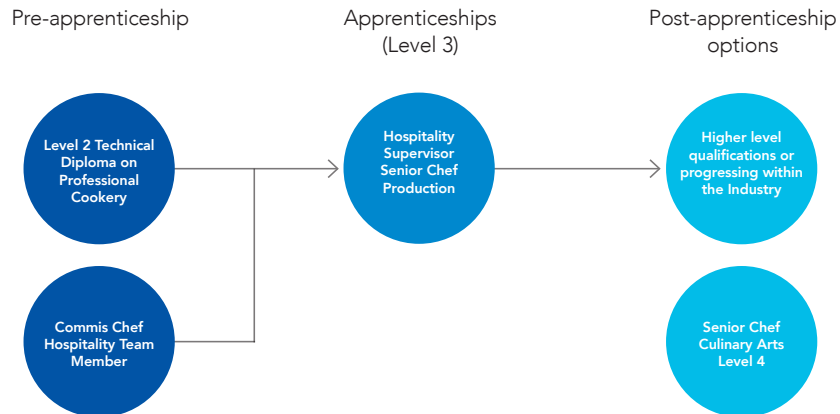


4 Apprenticeship certification

As well as receiving their Institute for Apprenticeships (IfA) apprenticeship certificate, we give the apprentice a City & Guilds statement of achievement for end-point assessment via their training provider.

Progression with City & Guilds Group

This apprenticeship is part of our wider offering in the sector and you can develop new and existing talent with ILM management apprenticeships including: Team Leader/ Supervisor Level 3; Operations/Departmental Manager Level 5; Chartered Manager Degree Level 6 and the Senior Leader Master's Degree Level 7.



This apprenticeship standard was developed with an employer group including: Hilton Worldwide, Mitchells and Butler, The Spirit Pub Company, Compass Group UK & Ireland, PGL, McDonald's UK, Hospitality SME consortium led by the Lancaster London, Red Carnation Hotels, Frederic Robinson, Barchester Healthcare, Whitbread, SSP, KFC UK, Greene King, Institute of Hospitality, Royal Academy of Culinary Arts, British Institute of Innkeeping, British Beer & Pub Association, People 1st, Brend Hotels.

How our offer supports you:

Supportive payment structure

When you choose us for EPA you pay a small registration fee and the balance once the EPA has taken place and results submitted.

Personal support

Our Technical Advisors, Business Managers and Customer Service teams are on hand to help you with all aspects of apprenticeships.

Specialist online tools

Our e-Functional Skills can boost maths and English; Skills Zone develops workplace behaviours and skills; and our e-portfolio, Learning Assistant, lets you manage assignments and track the 20% off-the-job training requirement.

Events and webinars

We deliver a range of events and webinars run by industry specialists to advise and guide you, including regional networking and CPD events.



More information

If you're a City & Guilds centre, visit Walled Garden or contact your Business Manager to find out prices and if any elements are extra to the package. If you're a new customer, contact apprenticeships@cityandguilds.com to find out more.

Or visit cityandguilds.com/apprenticeships for full information on our apprenticeship products and services. Visit i-l-m.com/apprentice for information on management apprenticeships.