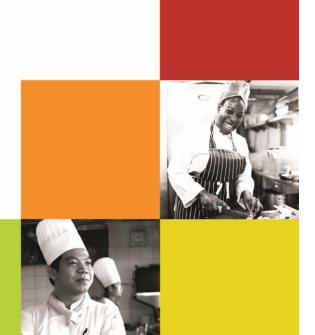# WACS GLOBAL CULINARY CERTIFICATION SCHEME

HANDBOOK

INTRODUCTION

WACS culinary certification scheme

Introduction

About this document
This document provides an introduction to the World Association of Chefs' Societies (WACS) culinary certification scheme. It must be used together with the handbooks which are available for each level of the certification scheme.

We have done our best to ensure that all the information in this handbook is correct. However, we make continuous improvements to the scheme, so we need to change a few things from time to time.

We communicate these changes as soon as they are relevant, but WACS or City & Guilds cannot accept liability for loss or damage arising from the use of information in this handbook. We strongly suggest that you check that the version you are using is the version which is on the WACS certification scheme website when you are ready to upload your first submission. The version date can be found at the bottom of the page of this document and the level specific handbooks.

About the World Association of Chefs Societies (WACS)
WACS is the leading authority in global cuisine, dedicated to defining and promoting standards within professional cooking and hospitality around the world.

Through educational programmes, international culinary competitions, congresses and assemblies, WACS has been leading the way in shaping the role of the professional chef since it was established in 1928.

WACS membership includes cooks, chefs and culinary educators from over 93 countries, representing over 10 million professionals.

About the WACS culinary certification scheme
The WACS culinary certification scheme has been developed to validate the achievements of professional cooks, chefs and culinary educators around the world who wish to gain recognition for their skills, knowledge and experience.

The scheme is structured to promote progression within the culinary industry and is suitable for professionals at different stages of their career development.

The certification scheme has been developed in partnership with City & Guilds.

Benefits of the certification scheme

For individuals
The WACS culinary certification scheme fills an important gap that currently exists within the culinary industry. It allows individual chefs and culinary educators to seek recognition for the skills, knowledge and experience they have gained throughout their working career, even if they did not have the opportunity to achieve formal qualifications or undertake training courses.

For employers

The WACS culinary certification scheme brings great benefits to employers as it can be easily incorporated into their recruitment and training programmes in order to help them attract and retain the right talent.

It also provides a competency-based framework for staff promotion and continued professional development of staff.

For WACS recognised schools

Schools which are recognised by WACS, through the Quality Culinary Education initiative, are eligible to submit their training programme for mapping by WACS against the WACS Certified Professional Cook certification level.

The mapping may allow graduates from the training programme to come forward for WACS certification at the Professional Cook (Commis Chef) level.

Certification titles

Certification numbers

There are nine professional titles which can be achieved through the scheme. Each title has its own certification number shown in the table below:

WACS professional title	Certification number
WACS Certified Professional Cook (Commis Chef)	8499-01
WACS Certified Professional Chef (Chef de Partie)	8499-02
WACS Certified Sous Chef	8499-03
WACS Certified Chef de Cuisine	8499-04
WACS Certified Executive Chef	8499-05
WACS Certified Pastry Chef	8499-06
WACS Certified Master Chef	8499-07
WACS Certified Master Pastry Chef	8499-08
WACS Certified Culinary Educator	8499-09

Successful candidates are entitled to use the professional title they have achieved.

Handbooks

Each professional title has its own handbook which can be downloaded from the WACS website.

The handbooks outline the requirements that need to be met to achieve the WACS professional titles.

Definition of certification titles
The certification titles reflect the professional titles most commonly used within the industry around the world:

WACS Certified Professional Cook (Commis Chef)
A professional cook who performs a variety of basic cooking or baking tasks in a food service operation under the supervision of a professional chef.

WACS Certified Professional Chef (Chef de Partie)
A professional chef (de Partie) responsible for one or more designated sections in the kitchen such as grill, sauce corner, larder and/or pastry corner.

WACS Certified Sous Chef
A professional chef who reports directly to the Chef de Cuisine or Executive Chef, supervises an entire area of the kitchen, or assists the chef in managing the entire food service operation.

WACS Certified Chef de Cuisine
A professional chef who is responsible for planning and supervising the food production, management and development of staff and kitchen management. A Chef de Cuisine may also be referred to as a Head Chef of a professional kitchen.

WACS Certified Executive Chef
A professional chef who is the head of multiple food service outlets within an operation.

WACS Certified Pastry Chef
A professional pastry chef or baker who is responsible for producing pastry, baking and dessert products and managing pastry staff.

WACS Certified Master Chef
A professional chef who creates innovative dishes of exceptional quality and holds a reputation for culinary excellence.

WACS Certified Master Pastry Chef
A professional pastry chef who creates innovative pasty, bakery and dessert products of exceptional quality and holds a reputation for pastry excellence.

WACS Certified Culinary Educator
A professional educator who has industry experience and holds a teaching or lecturing position in an accredited school, college or other educational institution.

Application process

There are ten steps in the application process which leads to WACS certification. The applicant is referred to as 'candidate'.

1. Candidate reads the requirements thoroughly to determine whether they are eligible for certification and at which level.

2. Candidate decides which level they wish to apply for.

3. Candidate registers onto the scheme on the WACS website.

4. Candidate pays the application fee.

5. Candidate is issued with a personal electronic learning account, called Learning Assistant.

6. Candidate submits the evidence required for the chosen level using the Candidate guide to Learning Assistant: it is called the first (original) submission. Candidate has three months to submit their first (original) submission.

7. WACS checks the application within 30 calendar days to see if any information or evidence is missing.

    If there is missing information or evidence, the candidate will be contacted via Learning Assistant where they can submit the missing information: it is called second (final) submission. Candidates have 30 calendar days to make their second (final) submission.

8. WACS processes the application and makes a decision whether the candidate has achieved the requirements for the professional level they have applied for.

9. WACS notifies the candidate of the decision.

10. An electronic certificate is issued to successful candidates.

    Note: candidates who have achieved/ achieve certification before 30 June 2013 will receive their electronic certificate in July 2013, seven days after their results were submitted for certification.

10+1. (optional) Candidate can choose to purchase a professional quality hard copy of the certificate, for a fee. Fee will be charged per copy.

Important note: the application and the assessment process are entirely electronic. Information on individual applications is only going to be provided in Learning Assistant.   Messages sent to WACS website or email address enquiring about individual applications will not be monitored or responded to.

Achieving WACS certification

Assessment

To achieve the WACS culinary certification, a candidate needs to provide evidence of their competency for the relevant WACS professional title.

For each professional title, there are four standards:

- **Standard 0 – Entry requirements:** to demonstrate the candidate is eligible for entry for the chosen level

- **Standard 1 – Technical expertise:** to demonstrate the culinary skills the candidate has developed

- **Standard 2 – Professional development**: to demonstrate how the candidate develops their skills and knowledge of the culinary industry and keeps them current

- **Standard 3 – Professionalism in the work role**: to demonstrate how the candidate conducts themselves in their role.

For each standard, there is a list of requirements that the candidate needs to meet and provide evidence to show they meet these requirements. These requirements are outlined in the handbooks.

The candidate is required to use a variety of evidence to demonstrate that they meet each requirement. The required evidence is listed under 'Evidence requirements' section of the handbooks.

All requirements must be met in order to achieve certification.

Application

Candidates must make a separate application to achieve each title. Candidates are strongly advised the read the requirements for each certification title to ensure that they apply for the correct level. Applications made against one level cannot be transferred to the level below or above.

Exemption from entry requirement

Exemption from entry requirement may apply at the WACS Certifed Master Chef and WACS Certified Master Pastry Chef levels.

For further details, please refer to the appropriate handbook. .

Additional guidance

For each requirement that the candidate is asked to provide evidence against, additional guidance is given in the handbooks. The additional guidance section explains the words which appear **in bold** in the entry requirements or the performance criteria.

The guidance enables a candidate to understand what is meant by the term or phrase highlighted **in bold**. It also helps them identify suitable examples they may use as part of their evidence.

Collecting evidence

Evidence must be provided to meet each entry requirement or performance criteria. Guidance is given on the type of evidence that must be submitted in the handbooks.

A piece of evidence may be used more than once if it meets more than one entry requirement or performance criteria.

Guidance on the type of evidence and the templates to use can be found in Learning Assistant.

Types of evidence

The following is a list of evidence which may be submitted to meet the requirements of the WACS culinary certification:

- **Application form**
  The application form is used to confirm if the candidate qualifies for entry onto the scheme at the chosen level.

  The candidate is asked to confirm that they meet the entry requirements including their current employment status, industry experience and food safety qualification relevant to the level.

  Template to use: **application form** (available to download in Learning Assistant).

- **Witness testimony**
  Witness testimony is used, where appropriate, to confirm the level of the candidate's technical and personal skills.

  Witness testimonies need to be sought from the candidate's employers and/or someone in a position of responsibility who is technically able to comment on the candidate's work or culinary skills.

  The witness is required to provide personal information such as their name, title and contact details (telephone number, email and business address).

  Candidates who own the culinary establishment they work at and do not have a manager are required to use the 'ownership declaration form' (please see relevant section).

  Template to use: **witness testimony form** (available to download in Learning Assistant).

- **Ownership declaration**
  Ownership declaration is used to confirm that the candidate owns the culinary operation where they work and may not have a manager to report to.

  Additional evidence of business ownership, such as company registration documents which clearly state ownership, must be made available to WACS on request for inspection.

  Template to use: **ownership declaration form** (available to download in Learning Assistant).

- **Photographs**
  Photographs are among the type of evidence used to meet the requirements for technical expertise and professionalism in the work role.

  Candidates are required to take their photographs and upload them in Learning Assistant as instructed in the 'Candidate guidance document' (available to download in Learning Assistant).

- **Documentary evidence**
  Documentary evidence is a record or a document which has a specific link to the candidate's achievements in the culinary industry.

  Documentary evidence required for the WACS certification may include the following:

  - Recipes, menus, reviews, articles, editorials, news stories and competition awards

  - HACCP or Food Safety or Sanitation certificate at the level required for certification

  - For the Master Chef level, confirmation of achievement of the WACS Certified Executive Chef title

  - For the Master Pastry Chef level, confirmation of achievement of the WACS Certified Pastry Chef title

  - For the Certified Culinary Educator, lesson plans, schemes of work or observation documentation.

  Candidates are required, where appropriate, to upload their documentary evidence in Learning Assistant as instructed in the 'Candidate guidance document'.

- **Written evidence**
  Written evidence is information provided by the candidate to demonstrate their culinary knowledge.

  It may be in the form of statements, responses to questions or practical examples of activities undertaken.

  Template to use: **evidence form** (available to download in Learning Assistant).

Authenticity of evidence
The candidate is required to make a declaration that the evidence is their own work. **Original evidence must be provided to WACS on request as part of the quality assurance protocol.**

Submitting evidence
The candidate is required to submit their evidence using their personal e-account called Learning Assistant. Evidence can only be submitted by using Learning Assistant.

Assessing evidence
Evidence submitted is assessed by a WACS assessor. Once the WACS assessor has reviewed the evidence, they may require further information or clarification from the candidate.

The WACS assessor contacts the candidate and requests further information **only once**. Should the candidate fail to provide further information or provides incomplete information, the candidate will be required to submit a new application.

Grading of the assessment
The candidate's work is graded after the first (original) or second (final) submission.

First (original) submission refers to the first time the candidate uploads their evidence in Learning Assistant.

Second (final) submission refers to the submission made by the candidate after they have been contacted by a WACS assessor who asked for additional information or clarification on the evidence submitted.   The second submission is the final submission. The candidates Learning Assistant account will be inactivated after the second (final) submission has been assessed.

The following outlines the grades which may be given after first and second submission.

After first (original) submission
A candidate receives one of the following two grades after their first (original) submission:

Grade	Definition
Pass	The evidence submitted by the candidate has met all the requirements for certification at a given level. No further action is required by the candidate. E-certificate will be issued.
Refer	The evidence submitted by the candidate has not met the assessment requirements. The evidence is referred back to the candidate for completion and second (final) submission. The candidate is given the opportunity to make a second (final) submission.

Second (final) submission
A candidate who is asked to submit missing evidence or provide clarification after their first (original) submission will receive one of the following two grades:

Grade	Definition
Pass	The candidate has successfully met the requirements for certification at a given level. No further action by the candidate is required. E-certificate will be issued.
Final referral	The candidate's second (final) submission of evidence has not met the requirements required for certification at a given level. The candidate will be required to make a new application if they wish to try again.

Language of the application
The application form must be completed in English.

Language of the evidence submitted
All evidence must be provided in English.

Certification
Candidate will receive an electronic certificate (e-certificate) upon successful completion of the chosen professional title. Hard copy certificates can be ordered for an additional fee.

The certificate is valid for seven years.