

Hospitality & Catering EPA network meeting

Amelia Bodle
Technical Advisor

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Agenda

Welcome and Introductions

- EPA process- 8 steps
- The role of the IQA
- Discussion on formative process
- Initial Meeting
- Recipe log – requirements, exemplars
- Business project – requirements, exemplars
- Professional Discussion
- Online test
- Functional Skills
- Q&A



EPA Process

Everything you need to know about the EPA journey with City & Guilds and ILM



A City & Guilds Group Collaboration

This document is designed to help you understand our end-point assessment (EPA) journey, from choosing an end-point assessment organisation (EPAO), to results and certification. It aims to give you clear guidance of what you need to do and where you can get support and more information at each stage of the journey.



The role of the IQA?



Interim sample of recipe logs for Commis chef and Chef de Partie



Agreeing recipe logs are complete and meet minimum requirements for Commis chef and Chef de Partie prior to uploading to the EPA portal (IQA sample of gateway documents)



Mock Culinary Challenges, Practical Observations and Professional Discussions including presentations



Reviewing/standardising business project proposal and business operations brief prior to uploading to EPA portal (IQA sample of gateway documents)



Confirming assessment decision of Business Project prior to uploading to the EPA Portal



Confirm teaching for test is sufficient (handbook being used, revision by apprentice)




**What are you
doing to get
to EPA?**


Initial Meeting



Conference call at set
time



Comfortable
environment/ employer
present



Ask questions
And
Be prepared

Recipe Logs

Chef de Partie and Commis Chef

Appendix 3 Recipe Log Requirements

The Recipe Log must cover the following minimum range:

Food group	Group range	Preparation methods	Cooking methods
Fish	2	5 including filleting	4
Shellfish	2	3	3
Meat	2	6 including boning	7
Poultry	2	6 including cutting down a whole bird to portions	6
Game	1	2	2
Offal	2	3	4
Vegetables	6	6	6
Sauces	5	5 including 'make roux'	2
Stock	2	4	
Soup	3	5	
Rice	2	1	2
Pasta	2		3
Egg dishes	1	1	3
Vegetable protein	1	2	2
Bread and dough	2	3	2
Pastry	2	4	2
Cakes, sponges, biscuits, scones	2	14	3
Cold and hot desserts	4	7	6

Commis Chef Recipe Logs *must* include

- Full recipes and time plans with safety controls implemented
- Photographs of the apprentices own dishes
- All the minimum requirements in Appendix 3 for Commis Chef
- The referencing sheet found in recording forms document

They must also be:

- Independently produced, authenticated dishes
- Completed after 6 months on the apprenticeship
- Uploaded to the City & Guilds EPA portal at the point of gateway

Appendix 2 Requirements for Log of Complex Dishes

The log must cover the following minimum range from the list in Annex B. At least seven food groups must be covered in the log of dishes from the eight listed below, which must include both of the first two food groups:

Food group	Group range	Preparation methods	Cooking and finishing methods
Meat, poultry and game dishes	Meat – 2 Poultry – 2 Game – 1	15	10
Fish and shellfish dishes	Fish – 2 Shellfish – 5	9	10
Vegetable and vegetarian dishes	Vegetables – 6 Vegetable protein – 3	Preparation methods – 5 Other ingredients 3	10
Soups and sauces	Soup – 4 Sauces – 4	10	
Dough and batter products	3	6	5
Hot, cold and frozen desserts	Cold – 4 Hot – 2	7	12
Biscuit, cakes and sponges	Biscuits – 3 Cakes/sponges/scones – 6	10	3
Paste and patisserie products	5	9	6

Chef de Partie Recipe Logs *must* include

- Full recipes and time plans with safety controls implemented
- Photographs of the apprentices own dishes
- At least 7 of the 8 listed food groups, these must include the food groups Meat, poultry and game dishes and Fish and Shellfish dishes
- The referencing sheet found in EPA handbook
- Must be complex dishes

They must also be:

- Independently produced, authenticated dishes
- Completed after 6 months on the apprenticeship
- Uploaded to the City & Guilds EPA portal at the point of gateway



Recipe log templates and reference sheet examples

Business Projects

Team Member, Hospitality Supervisor,
Senior Chef Production

Level 2 Hospitality team member

Assessment 701/751: Business project proposal and brief recording form recording form

Task 1

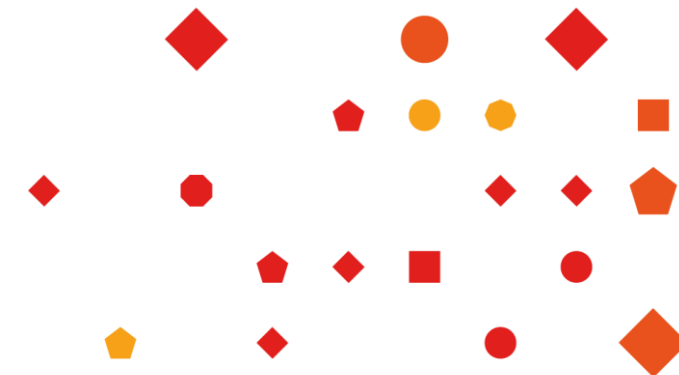
Apprentice Name		Assessment date	
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Business project proposal and brief

IEPA Approval/Feedback

Business Project Proposal

- Submitted at point of gateway once access to EPA portal given
- IEPA will review and accept/decline proposal at the initial meeting
- All standards 200-300 words
- Must be apprentices own work
- Must focus on making improvements to the business the apprentice works in and be agreed with the employer
- Must be within the context of where and how the apprentice works



Business Operation Brief

- Submitted at point of gateway once access to EPA portal given
- Use the same form as for business project proposal
- one A4 page brief document that outlines your employers business operations and how it fits into the wider hospitality industry.
- The brief should cover the following:
 - The relationship between your job role, the organisation and the industry*
 - The business culture and how the business operates, including the organisation or brand standards*
- Must be apprentices own work



Level 3 Hospitality Supervisor

Assessment 701/751: Business project recording form

Task 2

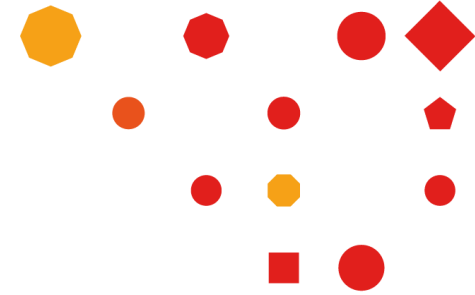
Apprentice Name		Assessment date	
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Business Project
Introduction and background



Business Projects

- Content for Team Member needs to cover:
Summary, introduction, content, conclusion and recommendations along with references
- Content for Hospitality supervisor needs to cover:
Introduction and background, focus, aims and objectives
research, findings, conclusions and recommendations
- Feedback only provided if a fail then only given areas which need improving not how to improve
- Cannot be completed before the business proposal has been accepted by the IEPA
- Must be apprentices own work, declaration of authenticity required
- Must be uploaded to EPA portal 2 weeks before the Practical Observation
- Team Member 800-1200 words
- Hospitality Supervisor and Senior Chef Production 2000-5000 words



Business project hints and tips



Issue pass and distinction criteria to apprentices as well as exemplars



Business projects cannot be completed prior to the business project proposals being agreed by the IEPA at the initial meeting



They must be uploaded to the EPA portal before the Practical observation



Tutor to assess the business project prior to uploading to the EPA portal using the criteria.



Use the City & Guilds recording forms in the recording forms document. Following template may help areas not to be missed.



Can be theoretical or apply to general practice.

Business project examples



Professional Discussion



Professional Discussion including presentations



Encourage employer to participate.

Listen to PD on EPA prep tool.

Get apprentice to make notes around the topic areas ready for the PD.

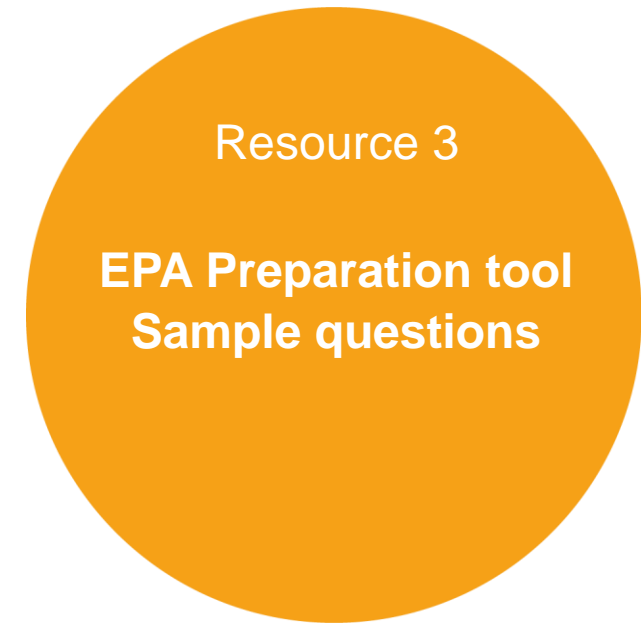
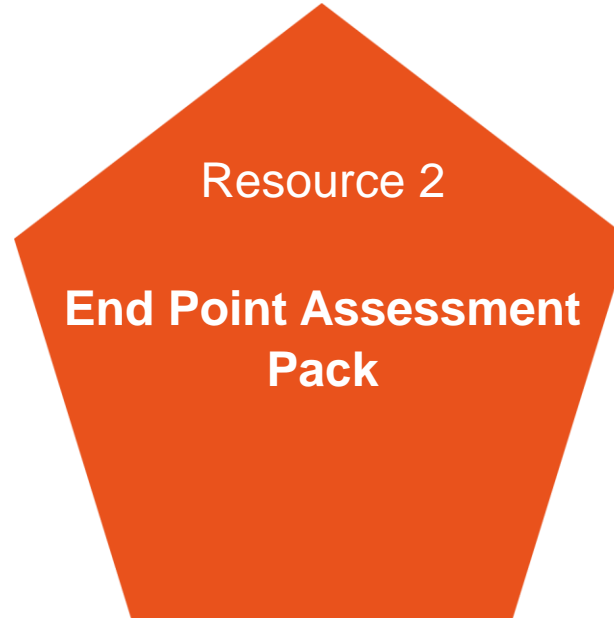
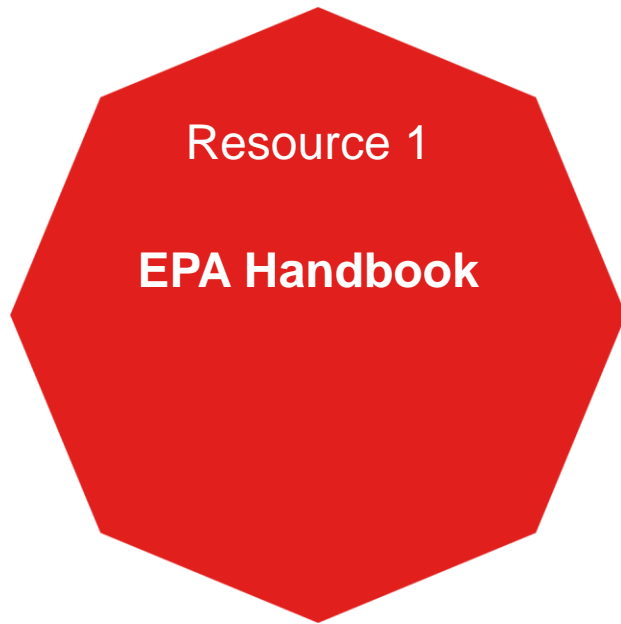
Ask them some questions around topic areas topic areas top prepare.

Take notes and presentation into live PD including ATM and any employer documentation.

During PD for Supervisor and Senior Chef consider apprentice presenting to their employer.

Online test

Online test



Found on the main City & Guilds website. Hospitality and catering apprenticeship page under end point assessment tab.

Found on the main City & Guilds website. Hospitality and catering apprenticeship page under end point assessment tab. Password found on walled garden. Also available on the EPA preparation tool.

Found on smart screen access given after registration of apprentices with City & Guilds

Functional Skills Update

Functional Skills reforms #FunSkills2019

Functional Skills is being reformed

- Revised/new qualifications in Mathematics and English available for first teaching from **1 September 2019**.
- Current (legacy) Functional Skills qualifications **close** to new registrations **31 August 2019**.
 - legacy assessments withdrawn **30 April 2020**
 - legacy last certification date **31 August 2020**.

How much of a change is this?

- New subject content and regulatory conditions
- **Subtle** changes to purpose and scope
 - more focus on underpinning skills, as well as problem solving
 - distinct purposes for Entry level, versus levels 1 and 2.
- **Some** new content, and adjustments to technical expectations at each level.

What does it mean in practice?

- No spelling/grammar checkers or dictionaries permitted within English **Writing**.
- Spelling/word lists now part of assessment at Entry level.
- Maths assessed with and without a calculator.
- Slight increase in recommended guided learning hours
 - was 45 GLH, will be **55 GLH**.

Getting the reforms into perspective

- Assessment model largely unchanged
 - exams still on-demand (on-screen and paper)
 - clearer exam conduct expectations
 - exam results turnaround – still 20 working days
- Assessments likely to be more accessible
 - fewer 'wordy' problems
 - more relevance to world of work.

And we're here to support you through the transition!



Helping you prepare #FunSkills2019

Readiness guide

- Self-assessment tool, to help individuals and organisations prepare.

Subject mapping grids

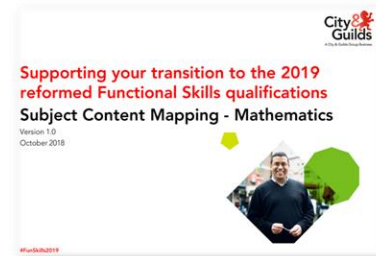
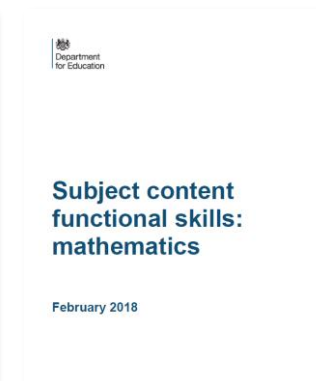
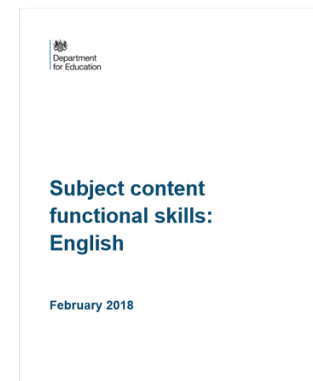
- Old vs new at a glance.

Monthly webinars

- Each session focused on a specific aspect of the reforms.
- Recordings/slides available afterwards.
- Sign up via our [Functional Skills updates page](#).

Standards, specifications and sample assessments

- DfE Subject Content documents.
- Draft specifications and sample assessments
- To access **all** of these, follow links from our [Functional Skills updates page](#).



To book onto any of our
#FunSkills2019 launch
events:

bit.ly/CGMathsEnglishEvents

Questions answers

Keep in touch:



[@amelia_bodle](https://twitter.com/amelia_bodle)



Amelia Bodle
request to connect



amelia.bodle