

Apprenticeship Network Summer 2018

**Amelia Bodle – Technical Advisor Hospitality
and Catering**

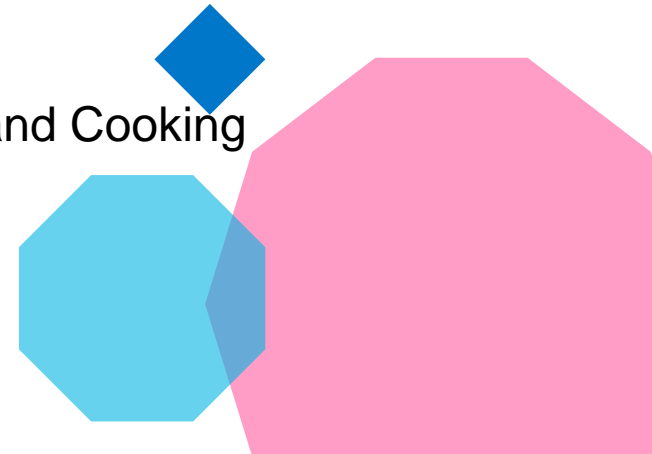


AGENDA

- Keeping you up to date
- New funding guidance
- Formative assessment offer
- Standard registration details
- Prices for formative and EPA offer
- EPA Registration process
- EPA Booking process
- Gateway Requirements
- Requirements of Commis chef EPA
- Requirements of Team Member EPA
- Preparing for EPA
- What's coming next

Latest Developments in pathways from People 1st.

- **These pathways will now remain open until further notice. This decision has been made in consultation with the Education and Skills Funding Agency.**
- Level 2: Apprenticeship in Catering and Professional Chefs 2, Professional Cookery
Replacement Commis Chef
- Level 3: Apprenticeship in Catering and Professional Chefs 3, Patisserie and Confectionary
Replacement Chef de Partie
- Level 2: Apprenticeship in Catering and Professional Chefs 2, Food Production and Cooking
Replacement Production Chef (in development)



Keeping you up to date

All ABOUT HOSPITALITY&CATERING Monthly Newsletter

Social Media

Twitter



Linkedin



Network Meetings

Planned now for April/May
Then will plan again Oct/Nov

- [Jason Benn - Twitter Link](#)
- [Jason Benn - LinkedIn Link](#)
- [Amelia Bodle - Twitter Link](#)
- [Amelia Bodle - LinkedIn Link](#)

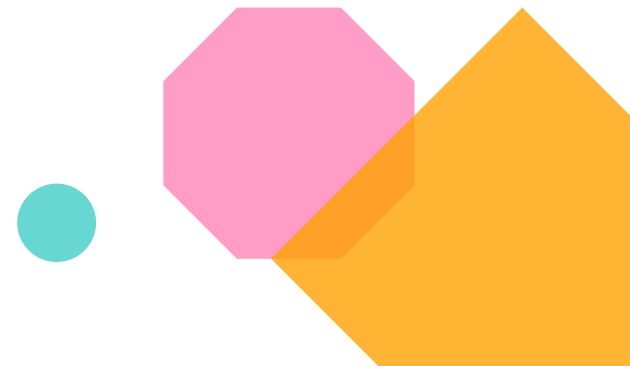


Funding Rules V6 now available

- As an overview the new V6 document contains;

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/697992/Provider_v6.pdf.

- Information and rules on the new option for employers to transfer 10% of their levy funds to another employer. <https://www.gov.uk/guidance/transferring-apprenticeship-service-funds>
- Further clarification of the 20% off the job requirements and a slight change to the calculation of the 20% hours requirement.
- Clarification on employer delivery of apprenticeship provision (i.e. actual costs and must be evidenced)
- An update to what is and is not eligible for funding use.
- News re English and maths offer



Off-the-job training – the vital 20%

Off-the-job training must be directly relevant to the apprenticeship standard, e.g. support the apprentices journey towards EPA. It can include:



Teaching of theory
- lectures



Simulated exercises
and role play



Attendance at
competitions



Manufacturer training
e.g. new equipment or
technologies



Learning support
provided by employer
or the provider



Some online learning
e.g. webinars or
blended learning



Shadowing or
being mentored



Practical training



Visiting the employer's other
departments



Time spent by the apprentice writing
assessments/assignments



Industry visits or visiting other
companies or suppliers

Induction can count!



Inductions that include an educational element that provides some basics of the skills, knowledge and behaviours that are core to the apprenticeship, can count towards off the job training.

<https://www.gov.uk/government/publications/apprenticeships-off-the-job-training>

Off the Job Training - Clarifications

- Content must teach new knowledge, skills and behaviours required to reach competence in the apprenticeship standard or framework.
- Any training in off the job must map to the standard, i.e. skills that the employer wants the employees to know for their job that are not directly relevant to the apprenticeship, don't count.
- Clarification that 20% off the job is the minimum expectation – depending on the apprenticeship, more than 20% may be necessary.
- Ofsted will look at the apprenticeship and assess whether the off the job is good quality and achieves what it is meant to. They don't look at percentage delivered, but they do look at amount delivered meeting the needs of the learner and programme.



Off the Job Changes

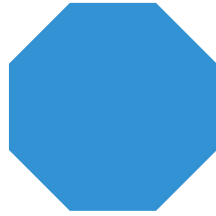
- Off the job training must take place during **PAID** hours (previously, this was contracted hours)
- Paid working hours changed to paid hours, and a useful calculation included showing holiday entitlement included.
- By paid hours ESFA mean the apprentice's normal contracted hours - that doesn't include periods of irregular overtime.
- So, regular overtime that is an expected aspect of the job role may need to be taken into account when calculating off the job.

Off the Job Calculation - example

8hrs x 5 days per week = 40hrs

1 year apprenticeship duration = 52 weeks

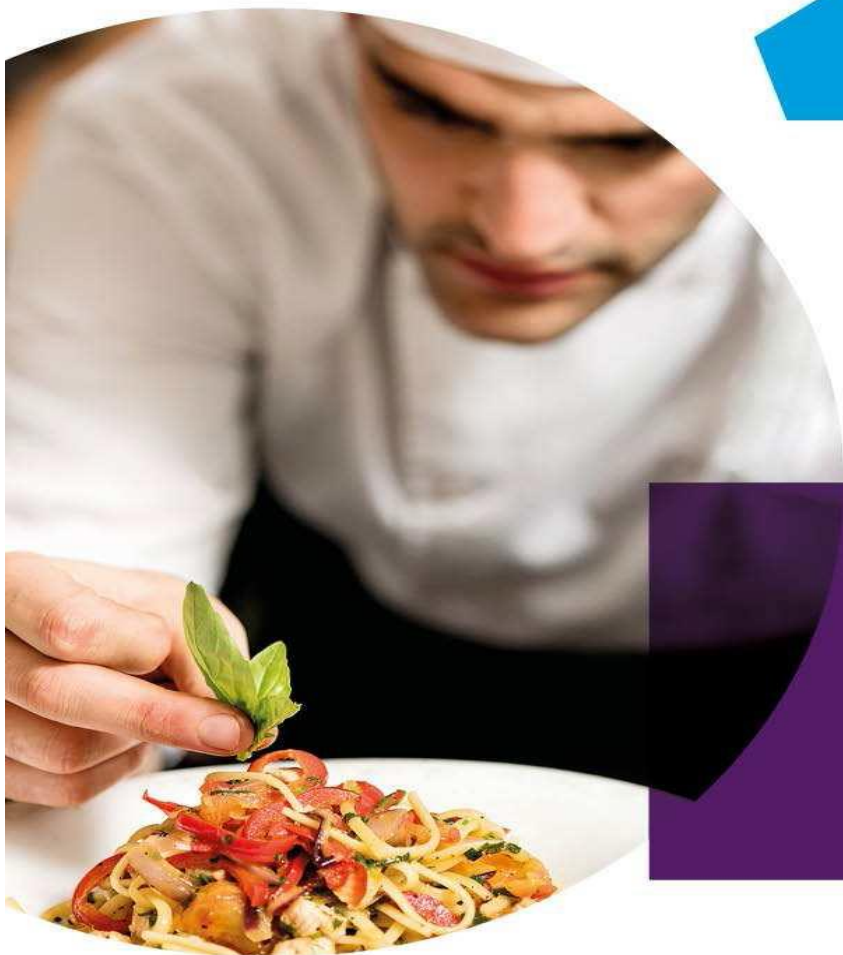
x 20% = **416 hrs off the job**



Formative Assessment Offer

Apprenticeship Training Manual
Level 2

Commis Chef



Information

Code:	TL688111
ISBN:	9780851933924
Price	£30
Size:	A4
Published	January 2018

Formative offer

Learner paper based manual £30

Smartscreen writeable pdfs £350

EPA

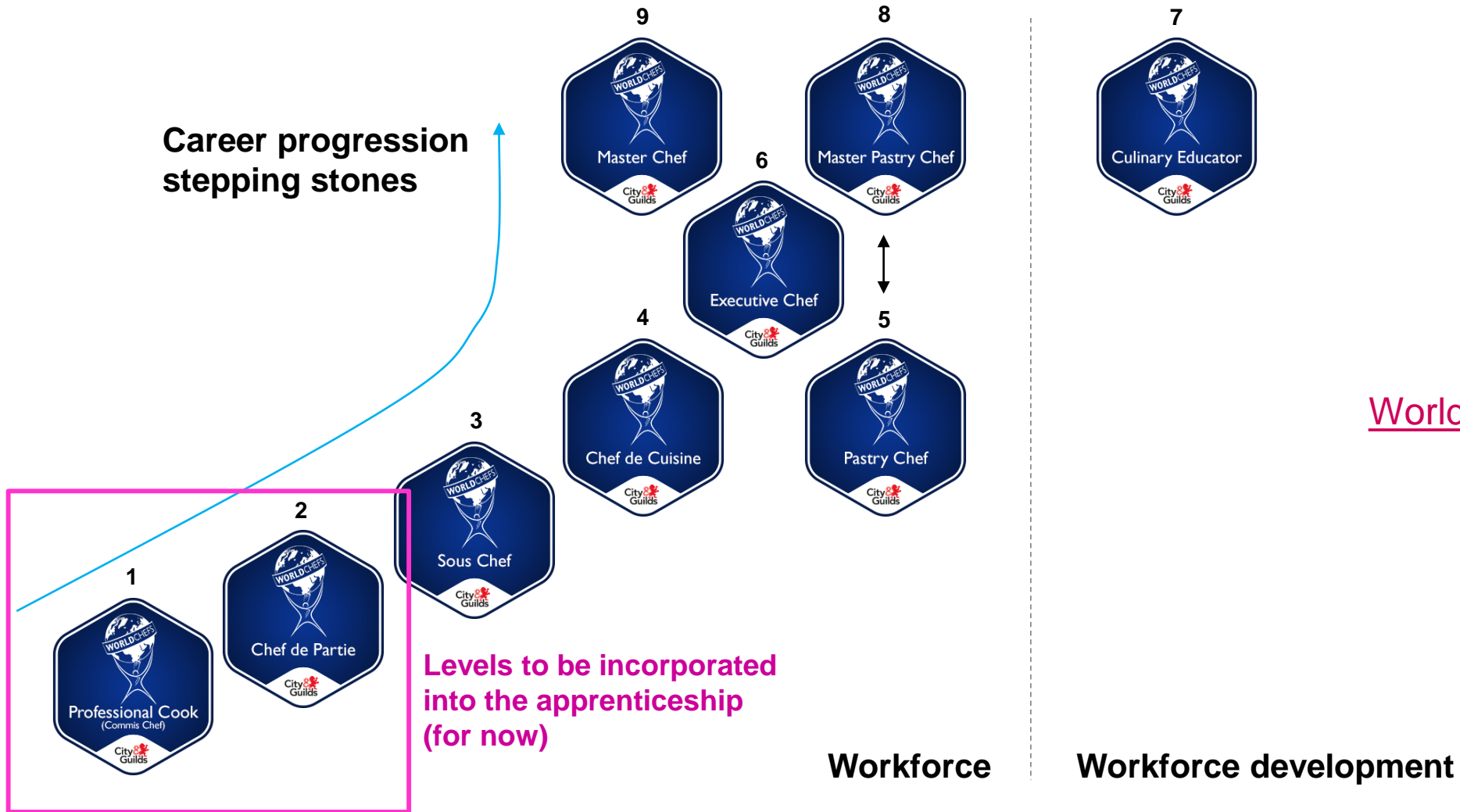
Registration available 9081-12

Practice exams and EPA packs available now

World chefs accreditation

Go live EPA July

The Worldchefs standards framework



City & Guilds Learning Assistant

- **Access on demand** using nothing more complex than a web browser
- Learners use their **choice of device**, whenever and wherever they want to access learning
- Assessors **engage online**, setting deadlines, assessment plans and feedback
- **Management reports** present accurate, up-to-the-second data on progress and funding

The screenshot displays the City & Guilds Learning Assistant interface. At the top, it shows the user profile for Gillian Smith, Training Company, with a profile picture and a red envelope icon. Below the profile, it indicates the course: ATM CC - Apprenticeship Training Manual Level 2 - Commis Chef (L2 ATM CC). The interface includes progress bars for 'Started 38%', 'Completed 8%', and 'Expected 0%'. It also shows the 'Official Start Date: 14 Mar 2018', 'Anticipated End Date: 31 Mar 2019', and 'Last Login: 14 Mar 2018 14:28'.

The main content area is divided into sections for 'Course', 'Evidence', 'Registration', 'Contact', 'Reviews', 'Metrics', and 'Journey'. The 'Evidence' section is currently selected, showing a list of tasks for the course 'L2 ATM CC - Apprenticeship Training Manual Level 2 - Commis Chef (Incomplete)'. The tasks are categorized under 'FS - Food Safety' and 'CUL - Culinary'.

FS - Food Safety (STARTED):

- > FS.1 - Task 1: Knowing the food safety practices and hygiene standards (Total Docs: 1) - Started (Deadline: 22 Mar 2018)
- > FS.2 - Task 2: Knowing how to prepare, cook and store ingredients (Total Docs: 0) - Not Started (Deadline: 22 Mar 2018)

CUL - Culinary (STARTED):

- > CUL.3 - Task 3: Understanding diet, nutrition, allergens and menu planning (Total Docs: 1) - Started
- > CUL.4 - Task 4: Knowing the principles of basic food preparation and cooking (Total Docs: 0) - Not Started
- > CUL.5 - Task 5: Fish (Total Docs: 1) - Started

At the bottom, there are two mobile device screens. The tablet screen shows a 'Menu' with 'EVIDENCES' (2 items), 'RECORD', 'MY LEARNERS', and 'MESSAGES' (2 items). The smartphone screen shows a video of hands cracking an egg into a green bowl, with a timestamp of 27:15.

Apprenticeship Training Manual

Contents

The structure and layout of the **Apprenticeship Training Manual** will be replicated in the Learning Assistant **course build**

Welcome to this City & Guilds apprenticeship training manual	4
How the Commis Chef programme works	12
Commis Chef standards	18
Preparation and cooking range	20
Task progress checklist	24

Food safety

Task 1: Knowing the food safety practices and hygiene standards	25
Task 2: Knowing how to prepare, cook and store ingredients	39



Culinary

Task 3: Understanding diet, nutrition, allergens and menu planning	51
Task 4: Knowing the principles of basic food preparation and cooking	61
Task 5: Fish	75
Task 6: Shellfish	91
Task 7: Meat	107
Task 8: Poultry	123
Task 9: Game	139
Task 10: Offal	149
Task 11: Vegetables	165
Task 12: Sauces	205
Task 13: Stocks	239
Task 14: Soups	255
Task 15: Rice	277
Task 16: Pasta and noodles	293
Task 17: Eggs	309
Task 18: Vegetable protein	319
Task 19: Bread and dough	329
Task 20: Pastry	345
Task 21: Cakes, sponges, biscuits and scones	361
Task 22: Cold and hot desserts	377

People

Task 23: Understanding professional behaviours and performance levels	405
Task 24: Knowing teamworking skills and communication methods	417

Business

FS - Food Safety		STARTED
	<p>➤ FS.1 - Task 1: Knowing the food safety practices and hygiene standards</p> <p>Total Docs: 1</p>	<p>Started</p> <p>Deadline: 22 Mar 2018</p>
	<p>➤ FS.2 - Task 2: Knowing how to prepare, cook and store ingredients</p> <p>Total Docs: 0</p>	<p>Not Started</p> <p>Deadline: 22 Mar 2018</p>
<p>Started 50% </p> <p>Completed 0% </p>		<p>📅 22 Mar 2018 - Update Deadline</p>

CUL

CUL - Culinary

> **CUL3 - Task 3: Understanding diet, nutrition, allergens and menu planning**
Total Docs: 1

> **CUL4 - Task 4: Knowing the principles of basic food preparation and cooking**
Total Docs: 0

> **CUL5 - Task 5: Fish**
Total Docs: 1

> **CUL6 - Task 6: Shellfish**
Total Docs: 0

> **CUL7 - Task 7: Meat**
Total Docs: 0

> **CUL8 - Task 8: Poultry**
Total Docs: 0

> **CUL9 - Task 9: Game**
Total Docs: 1

> **CUL10 - Task 10: Offal**
Total Docs: 1

> **CUL11 - Task 11: Vegetables**
Total Docs: 0

> **CUL12 - Task 12: Sauces**
Total Docs: 0

> **CUL13 - Task 13: Stocks**
Total Docs: 0

> **CUL14 - Task 14: Soups**
Total Docs: 1

> **CUL15 - Task 15: Rice**
Total Docs: 1

> **CUL16 - Task 16: Pasta and noodles**
Total Docs: 0

> **CUL17 - Task 17: Eggs**
Total Docs: 0

> **CUL18 - Task 18: Vegetable protein**
Total Docs: 1

With the **Writeable PDFs** pre-populated into the **Task pages**

Task 2:
Knowing how to prepare, cook and store ingredients

Know it

Preparatory activities

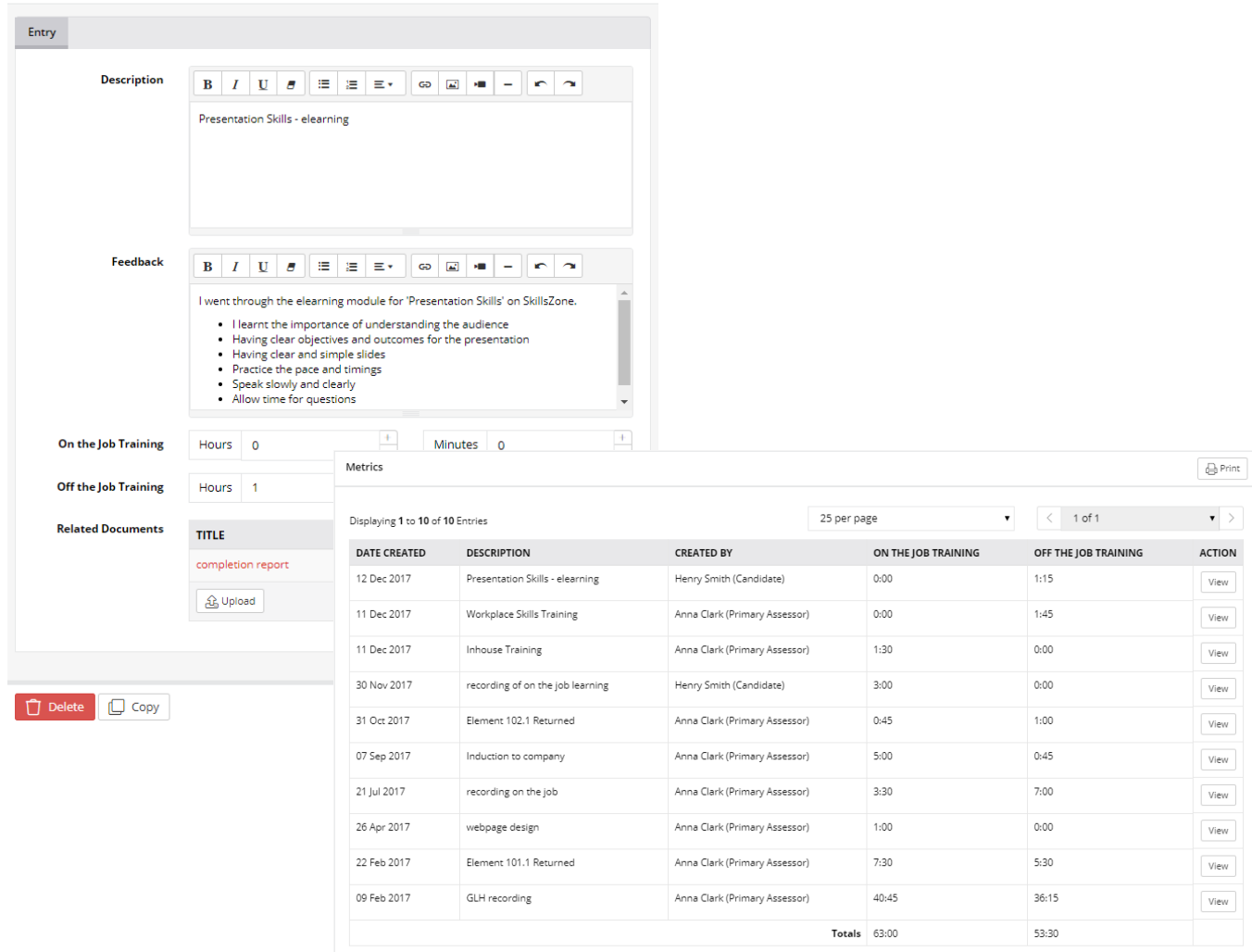
1. Complete the table with the safe storage procedures for the ingredients listed

Ingredients	Storage procedures, including temperatures
Meat	
Fish	
Shellfish	
Poultry	
Cream	
Butter	
Milk	
Fruit	
Vegetables	
Flour	
Ice cream	
Frozen vegetables	

With the **Writeable PDFs** pre-populated into the **Task pages**



Contact Diary
Update Diary Entry



Reports can be accessed by employer, assessor and administrators on either individual learners or groups of learners

Learner Manager

Learners

Create Learner

Learner Feedback

Group Enrolment

Cohort Manager

Search Learners

Learners

Displaying 1 to 11 of 11 Learners

250 per page

1 of 1

LEARNER / COURSE	UNITS	RAG	STARTED	COMPLETED	ACTIONS
500/6355/8 - Diploma - NEW PREMIUM - Level 2 NVQ Diploma in Hairdressing (3008-02)					
Adams, Maggie India	G20 G17 G7 GH8 GH9 GH10 GH11 GH12	<div></div>	Started 0%	Completed 0%	Action
Copper, Hannah City & Guilds	G20 G17 G7 GH8 GH9 GH10 GH11 GH12	<div></div>	Started 0%	Completed 0%	Action
Ford, Shelly T4	Intro Hair G20 G17 G7 GH8 GH9 GH10 GH11 GH12 G8 G18 GH15	<div></div>	Started 8%	Completed 0%	Action
James, Tracy T4	Intro Hair G20 G17 G7 GH8 GH9 GH10 GH11 GH12 G4 G8	<div></div>	Started 81%	Completed 11%	Action
Lane, Penny T4	G20 G17 G7 GH8 GH9 GH10 GH11 GH12 G4 GH15	<div></div>	Started 70%	Completed 63%	Action
Rennie, Michelle T4	G20 G17 G7 GH8 GH9 GH10 GH11 GH12 G4 G8 GH15	<div></div>	Started 81%	Completed 27%	Action
Rosin, Amber T4	G20 G17 G7 GH8 GH9 GH10 GH11 GH12 G4 GH13 GH14	<div></div>	Started 0%	Completed 0%	Action

Terms & Conditions

Customer Support

Feedback

Logout

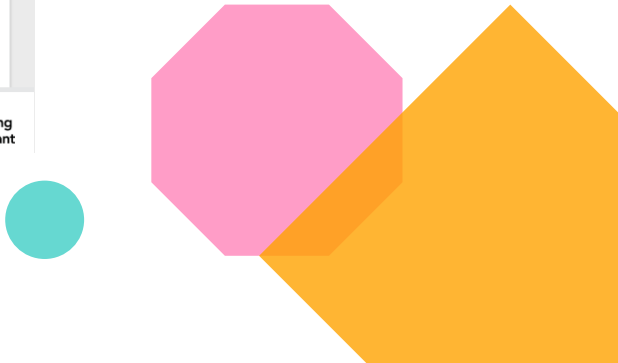
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City & Guilds

Learning Assistant

Assessors can easily manage their caseloads with a quick overview of their learners portfolios

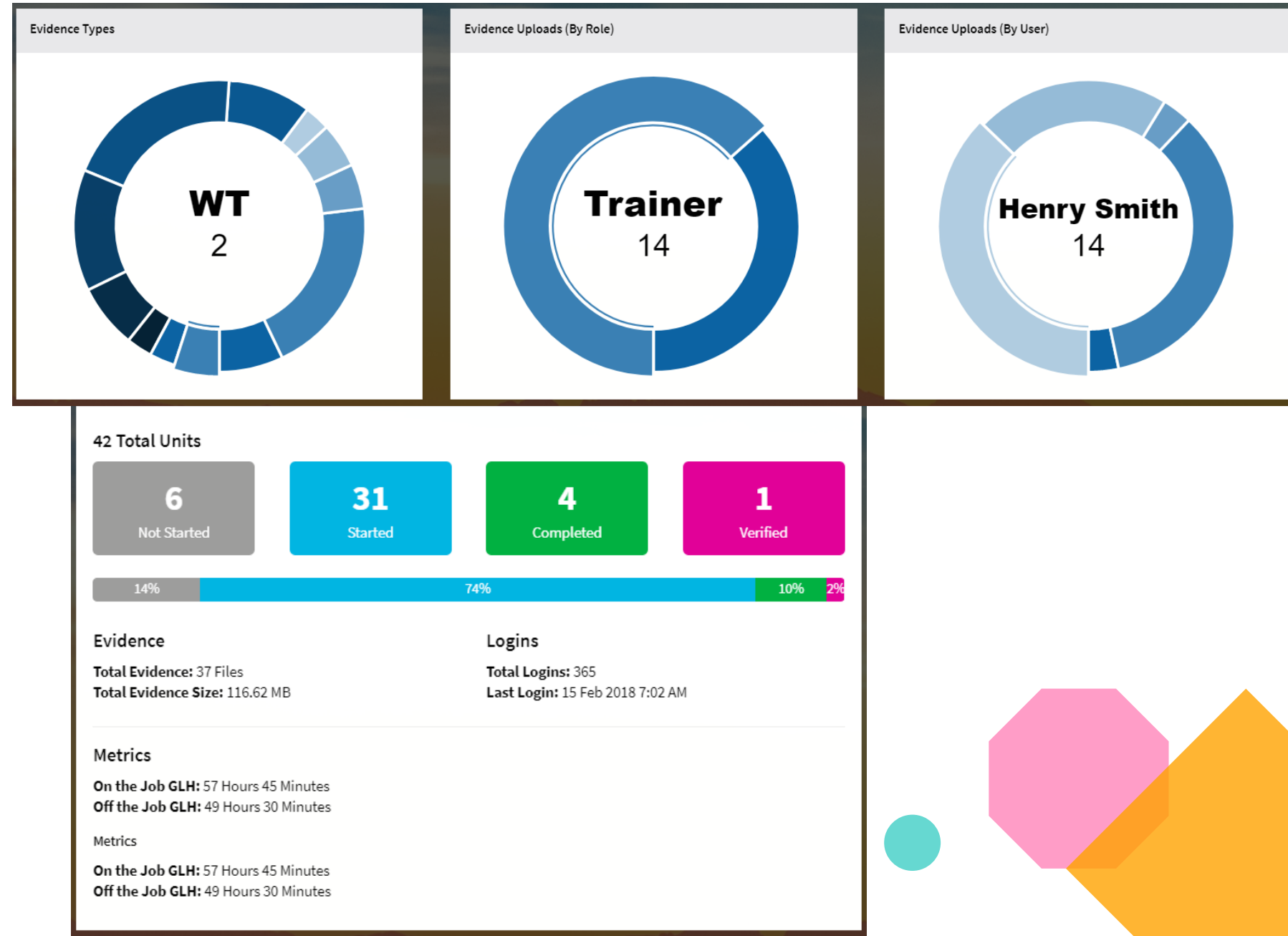
Unit status is easily reviewed and both the Started and Completed progress bars will be visible



Reporting

Standard progress reporting will be available for Assessors and Administrators

Progress and activity reports can be scheduled and extracted out in various formats



Apprenticeship Training Manual
Level 2 Hospitality Team Member



Food Production

Information

Code:	TL941230
ISBN:	9780851933948
Price	£30
Size:	A4
Published	January 2018

Formative offer

Learner paper based manual £30

Smartscreen writeable pdfs £350

EPA

Registration available 9083-14

Practice exams and EPA packs available now

Go live EPA July



Food and Beverage Service



Information

Code:	TL779988
ISBN:	9780851933955
Price	£30
Size:	A4
Published	January 2018

Formative offer

Learner paper based manual £30

Smart screen writeable pdfs £350

EPA

Registration available 9083-11

Practice exams and EPA packs available now

Go live EPA July

Alcoholic Beverage Service



Information

Code:	TL314567
ISBN:	9780851933931
Price	£30
Size:	A4
Published	January 2018

Formative offer

Learner paper based manual £30

Smartscreen writeable pdfs £350

EPA

Registration available 9083-12

Practice exams and EPA packs available now

Go live EPA July

Senior Chef Production level 3

Formative assessment

Interim smartscreen offer available now £350

This will be replaced by writable pdfs at no extra cost

Learner manual paper based planned May

EPA

Registration available 9082-12

EPA packs and practice exams available now

Go live EPA October

Apprenticeship Training Manual
Level 3

Senior Production Chef



Hospitality Supervisor level 3

Routes C&G offer applicable to:

food and beverage supervisor (9084-31)

bar supervisor (9084-32)

events supervisor (9084-36)

Formative assessment

Interim smartscreen offer available now £350

This will be replaced by writable pdfs at no extra cost
Learner manual paper based planned June

EPA

Registration available for all routes above
EPA packs and practice exams available now
EPA go live July

Apprenticeship Training Manual
Level 3

Hospitality Supervisor



Chef de Partie level 3

Formative assessment

Smartscreen writeable pdfs available now £350

No paper based manual

EPA

Currently unavailable to register (9085-12)

EPA packs and practice exams planned May/June

EPA go live October

World chefs accreditation

Apprenticeship Training Manual
Level 3

Chef de Partie





Prices

New Standards Pricing

Standard	Registration	Learner Manual Smartscreen	EPA
Commis Chef 9081-12	£25	£30/£350	£1075
Team Member 9083-11/12/14	£25	£30/£350	£905
Senior Chef Production 9082-12	£25	£30/£350	£975
Hospitality Supervisor 9084-31/32/36	£25	£30/£350	£975
Chef de Partie 9085-12	£25	£350	£1200

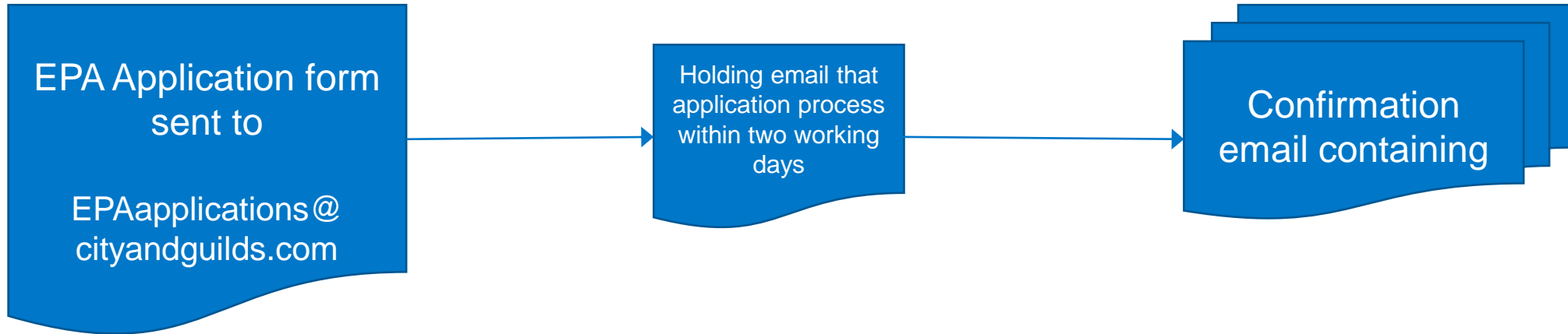
Resits Pricing

Standard	Knowledge Test	Culinary Challenge	Observation	Professional Discussion	Business Project
Commis Chef	£50	£500	£400	£250	N/A
Team Member	£50	N/A	£450	£250	£250
Hospitality Supervisor	£50	N/A	£450	£250	£250
Senior Chef Production	£50	N/A	£450	£250	£250
Chef de Partie	£50	£400	£500	£250	N/A

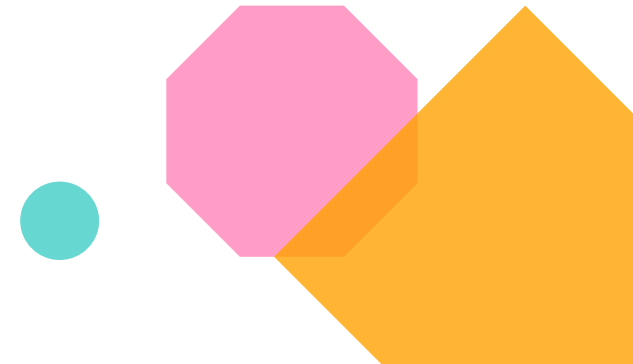


End-point Assessment Service

Existing customer requiring EPA



1. Confirmation of Programme of Study name and POS
2. Access to how to book EPA user guide
3. Application link for Evolve
4. Access to EPA Preparation tool on SmartScreen
digitalsales@cityandguilds.com
5. Confirmation no EQA will be attached to EPA



EPA Manual

- Is available from the [.com site](#), for all new and existing customers to access it.
- Includes application process, EPA process, admin, resits
- **Always refer to the version on the website**

EPA manual

Our T&Cs and guide to our expert-led EPA service are now in one handy Manual for the End-Point Assessment Service.



> [Manual for end-point assessment service](#) (PDF)

Process



What is the organisation ID number for City & Guilds?

On the register of apprenticeship awarding organisations, our ID number is EPA0008. You will need this when you register your apprentice on the ILR to start their apprenticeship.

Where can I find your terms and conditions?

We've put all our terms and conditions, along with an overview of the EPA process, into our [Manual for the End-Point Assessment Service](#).

End-point assessment reservation



EPA preparation tool

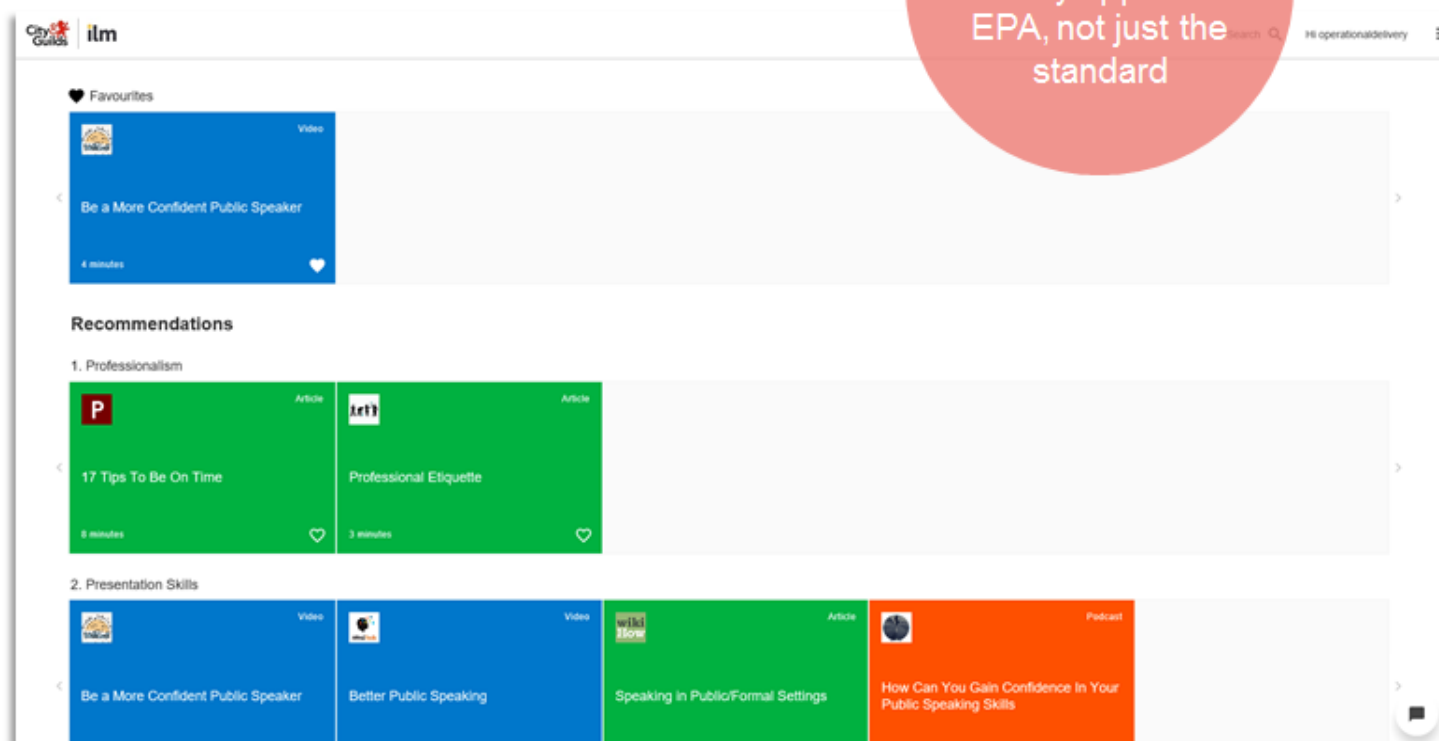
Personalised to each apprentice with up to six hours of generic content per standard

Useful and relevant learning resources relevant to the standard and assessment method

Organised by assessment skills most relevant to the apprentice and to the standard

Apprentices can gain confidence in areas like interviews, presentation skills, writing and exam revision

Tools to support your apprentice calmly approach EPA, not just the standard



END-POINT ASSESSMENT PREPARATION

Learning resources to help prepare apprentices for end-point assessment.

GO

ENGLISH

These teaching and learning resources cover a wide range of English topics from Entry 1 to Level 2.

GO

COMMUNITY

We have carried out a review of the way that we respond to queries from our centres. In order to improve the service we ...[MORE](#)

City & Guilds has worked hard delivering digital content to prisons to allow staff and learners access essential resourc ...[MORE](#)

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ANNOUNCEMENTS

We have carried out a review of the way that we respond to queries from our centres. In order to improve the service we ...[MORE](#)

City & Guilds has worked hard delivering digital content to prisons to allow staff and learners access essential resourc ...[MORE](#)

[View all announcements](#)



SmartScreen

MY SUBJECTS

CENTRE ADMIN

CONTENT ADMIN

REPORTS

LOGOUT

Search all courses



My Subjects > End-point assessment preparation

SUBJECTS

End-point assessment preparation

APPRENTICESHIPS

END-POINT ASSESSMENT PREPARATION



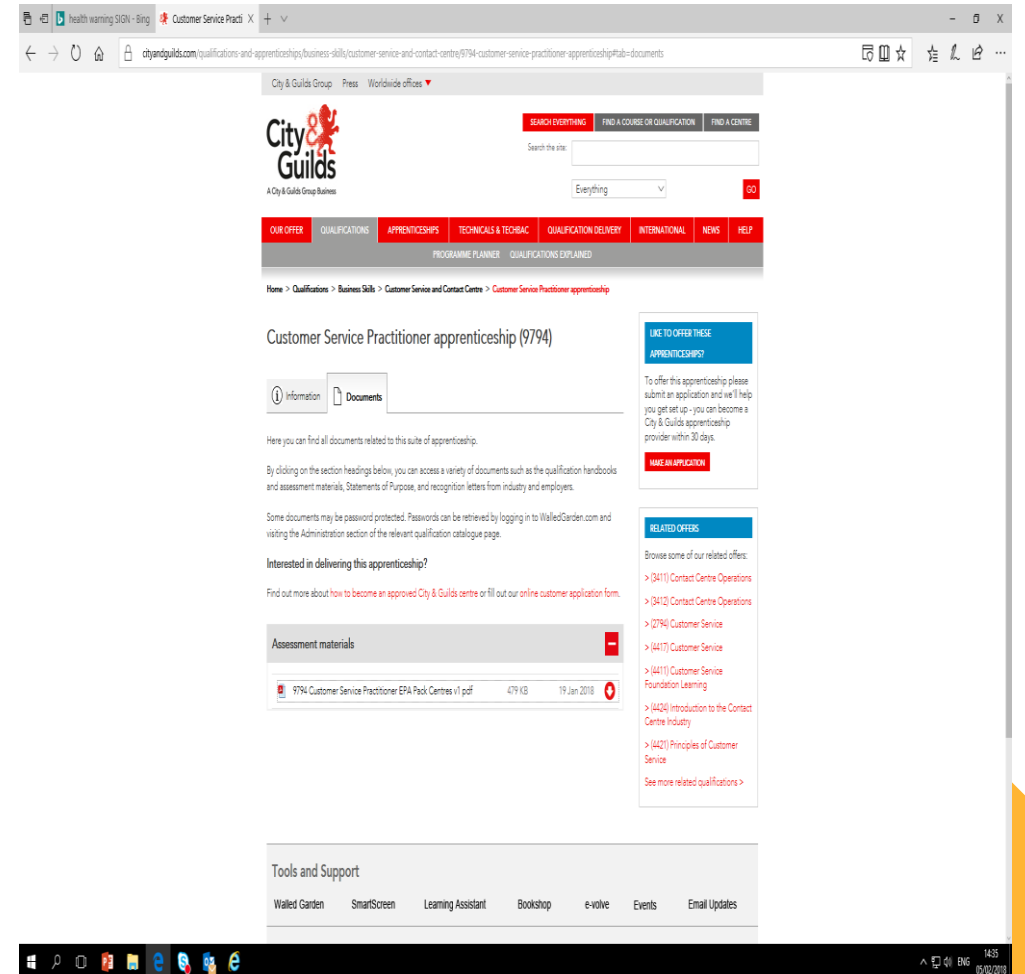
Learning resources to help prepare apprentices for end-point assessment.

QUALIFICATIONS

- CG0429** Actuarial Technician
- CG0497** Adult Care Worker
- CG0055** Commis Chef
- CG0483** Customer Service Practitioner
- CG0395** Dental Nurse
- CG0231** Digital Marketeer
- CG0014** Golf Greenkeeper
- CG0385-02** Hairdressing Professional: Barbering Route
- CG0385-01** Hairdressing Professional: Hairdressing Route
- CG0444** Insurance Practitioner
- CG0445** Insurance Professional

What's information is available after registration?

- Key documents are available on website
- EPA customer pack is the key document – password protected
- Passwords available on Walled Garden
- Only customers with access to Walled Garden will be able to access passwords
- On registration – will give access to the EPA preparation tool
- Customers may also be making OP registration



Gateway prior to end-point assessment

The Gateway process is designed to provide an opportunity for the employer/tutor to review progress of the apprentice and confirm that they are eligible for carrying out end-point assessment. The employer/tutor will review the apprentice’s achievements to date, ensuring that all entry requirements have been met and that the apprentice is proficient in all areas of the standard.

- Apprentice on programme minimum of 12 Months
- Confirmation of all On-programme achievements
- 3 way declaration (Employer, Apprentice, Provider)
- Sent to EPA Portal

Additional Gateway Requirements

Commis Chef

Recipe logs
A schedule of work.

Team Member

Business Project Proposal
A schedule of work

City & Guilds

End-Point Assessment Gateway Declaration Form

Completion of this Gateway Declaration Form confirms that the employer/training provider is satisfied the apprentice has fulfilled all requirements to request their consideration for end point assessment by City & Guilds.

Apprenticeship Standard	Title	Start date	DD/MM/YY
Apprentice name	Apprentice name	Enrolment number	1234567

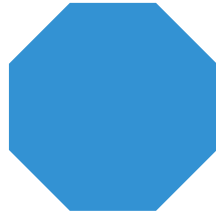
Entry Requirement	Achieved (Yes/No)
Achievement of the Level 3 Diploma in Health and Social Care (England) (Adult Care pathway only)	
Complete the Care Certificate	
Achievement of level 2 English and maths (equivalent to GCSEs at grades A* to C)	
Complete self-evaluation	

You must submit evidence of achievement of the above to City & Guilds as part of the gateway process. It is the provider's responsibility to retain auditable evidence. Any non-disclosure of information requested could subsequently result in the end-point assessment booking being cancelled.

Any previous End-Point Assessments	
Has the Apprentice previously taken any assessments that form part of the EPA for this Apprenticeship Standard with any other Assessment Organisation?	Yes/No
If yes	
What Assessment Organisation was the End-Point Assessment carried out by?	

During end-point assessment

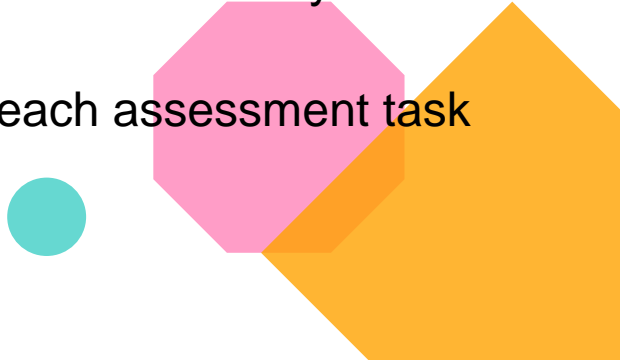




ACTUAL EPA – What's required?

Introductory Meeting

The purpose of the meeting (this may be held remotely) is to confirm details of the End-point Assessments and ensure that the Apprentice understands the requirements of the assessment tasks. At this meeting the IEPA will :

- Confirm acceptance of the business project proposal (team member) recipe log (commis chef)
 - Confirm the submission date for the business project (team member)
 - Clarify assessment activities/tasks and order (commis Chef)
 - Confirm dates for the practical observation and professional discussion
 - The initial meeting should also be used to agree which food groups, preparation methods and cooking methods will be assessed in the Culinary Challenge and Practical Observation (Commis chef)
 - Specify the base dessert from which the apprentice must design the dish for the Culinary Challenge
 - Agree the interpretation of the 'house style' to be applied in the design of the dessert for the Culinary Challenge (commis chef)
 - This meeting is also used to ensure the apprentice understands the requirements of each assessment task
- 

Externally Marked Test

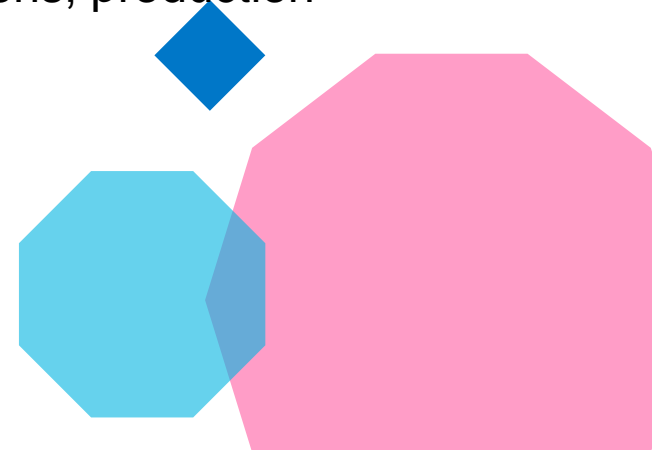
- The test can be taken at any time during the EPA phase, but must be passed before taking the Professional Discussion assessment
- The conduct of the external tests must comply with the Joint Council for Qualifications invigilation requirements. However, tutors/assessors may act as invigilators.
- Some questions will be scenario based, designed to present the Apprentice with a range of real-life scenarios which are representative of situations in which they are likely to find themselves when working in the hospitality industry or as a commis chef. These questions will require the Apprentice to consider a course of action or solution to a situation/problem based on a 'real-life' workplace activity.
- They may also require the apprentice to demonstrate reasoning and joined up thinking, demonstrating synoptic performance against the key elements of the standard.
- The test requires Apprentices to relate the knowledge, skills and behaviors of the Apprenticeship Standards across different contexts relevant to hospitality team members. Each scenario has been written to ensure there is sufficient context for different employment types and are meaningful to a wide range of roles within the scope of the Apprenticeship standard.



Project – Team Member only

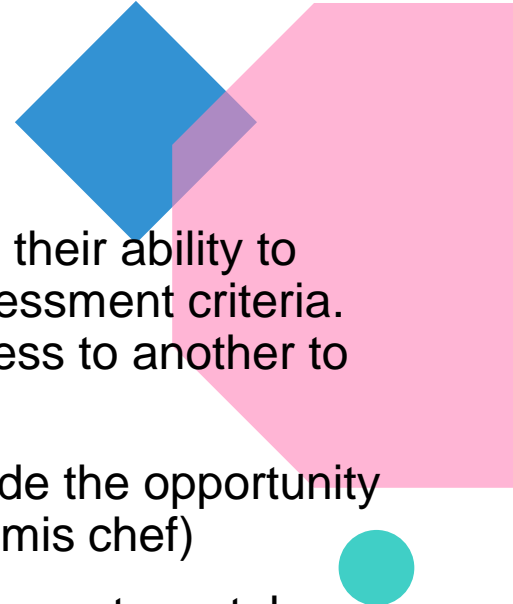
When agreeing project plans employer/centre/provider should ensure that the:

- project theme is relevant to the apprentices job role and the workplace
- content and scheduling of primary research is agreed with the employer
- timeframes are realistic for the employer and for submission deadlines to IEPA
- project is drawing upon the skills, knowledge and behaviours of the Apprentice Standards
- The type of projects identified will depend on the employers business but could include a wide range of projects. E.g. customer feedback, cost efficiency, business reputation, increasing market share, increased productivity, waste management, increasing sales through promotions, health and safety issues, food safety / hygiene issues, service efficiency, stock control, menus and commodity considerations, production methods to improve efficiency and updating beverage offers.



Observation

- The practical observation must be scheduled at a time, which allows them to demonstrate their ability to work in a variety of situations and optimise evidence as much as possible against the assessment criteria. The apprentice should have the opportunity to move from one area / function of the business to another to demonstrate how they have applied their knowledge, skills and behaviors (team member)
- The apprentice must be allocated dishes to prepare, cook and finish for service that provide the opportunity to meet all Pass and Distinction criteria. This can be discussed at the initial meeting (commis chef)
- The IEPA will be reviewing the two week work schedule to ensure that the practical assessment can take place at a time when;
 - ☐ the apprentice is in their usual place of work
 - ☐ there is a good level of business
 - ☐ there is the opportunity to observe both preparation and service
 - ☐ the apprentice will be able to demonstrate customer interaction



Culinary Challenge

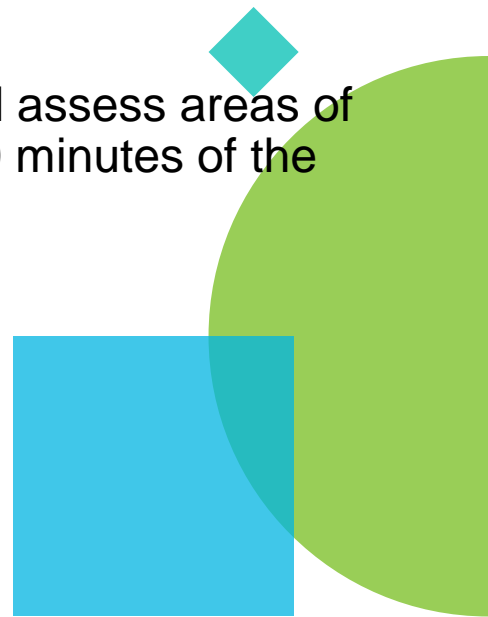
Preparation for the assessment

- The apprentice is required to produce a full recipe and time plan prior to the assessment. It must include a food order so that the employer/training provider can ensure the appropriate commodities are available. The date when the food order needs to be made available will be agreed at the initial meeting. It does **not** need to be given to the City & Guilds IEPA in advance. It is sufficient for it to be provided at the assessment.
- The apprentice will need time to undertake the research needed to develop the recipes for the two dishes. They will also need access to ICT resources to produce the recipes, time plan and food orders. The employer/training provider will need to confirm the authenticity of the research using the **Declaration of Authenticity Form**.
- The apprentice must complete all preparatory tasks independently.
- IEPA will take photographs.

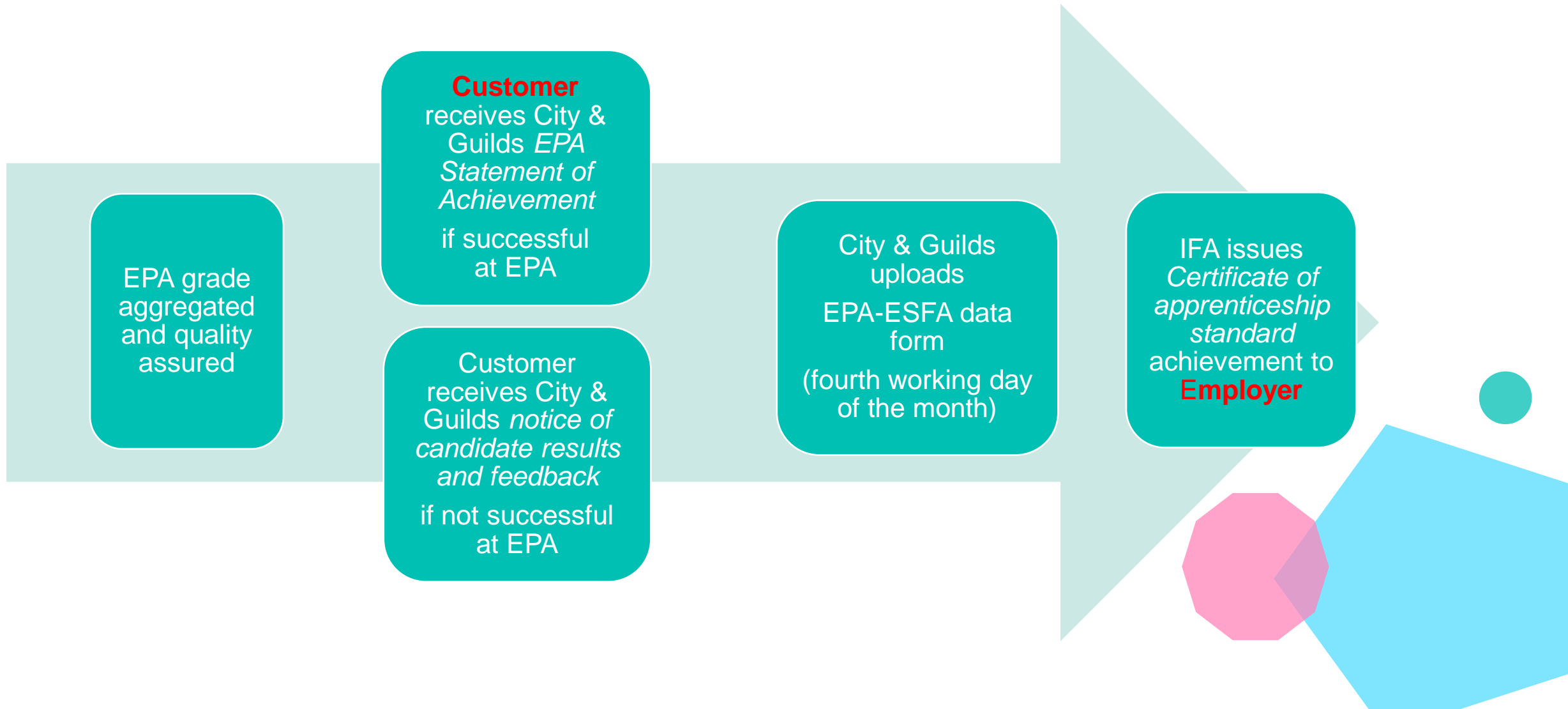


Professional Discussion

- The apprentice should prepare for the professional discussion and be ready to give examples from their role in the workplace to illustrate their capabilities to perform to the standards required.
- Team Member - During the professional discussion there will be 10 minutes allocated for a question session relating to the apprentice's business project. Whilst not compulsory apprentices are permitted to incorporate the use of additional materials to support their discussion e.g. photos, video clips, figures or brochures to communicate their research and recommendations. (team member)
- Commis Chef - The purpose of the Professional Discussion is to review the recipe logs and assess areas of the standard not seen in the Practical Observation or Culinary Challenge assessments. 10 minutes of the Professional Discussion will be spent discussing the recipe logs.(commis chef)



After end-point assessment





This is to certify that

has completed an apprenticeship as a

PUBLIC SERVICE OPERATIONAL DELIVERY OFFICER

LEVEL 3

achieving a

PASS

Awarded on:
06 March 2017

Antony Jenkins

Antony Jenkins
Chair, The Institute



Operational Delivery Officer
Apprenticeship Level 3

End-point assessment
Statement of achievement

At grade xxxxx

is awarded to
Full name of learner

Who was successful in the following

Showcase Portfolio	<<Grade>>
Workbased Project	<<Grade>>
Presentation	<<Grade>>
Interview	<<Grade>>

Awarded date xxxxxx

121216/3817
01/XXXXXXXX/ENRXXX/G/DD/MM/YY
XXXXXXXXXXXXXXXX

Kirstie Donnelly MBE
Group Director
City & Guilds

Chris Jones
Director-General
The City and Guilds of London



The City and Guilds of London Institute is the awarding body / awarding organisation for City & Guilds qualifications.
The Institute was founded in 1878 and granted Royal Charter in 1990.
City & Guilds is a City & Guilds Group business.



The City and Guilds
of London Institute

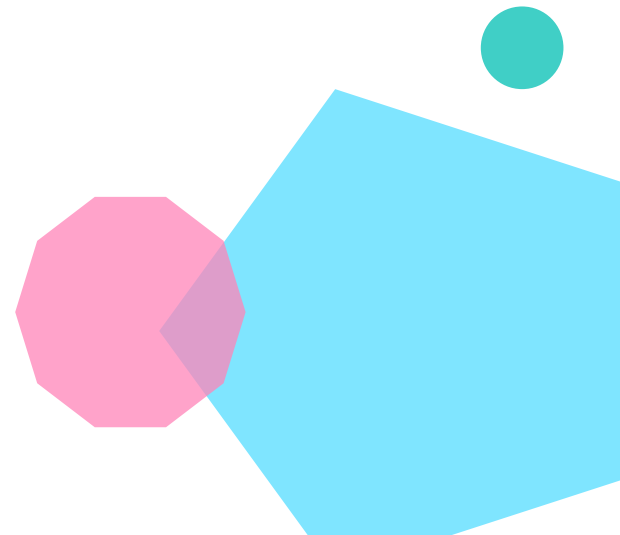
Preparing for EPA
What and how are you
doing this?



EPA Preparation

Exams

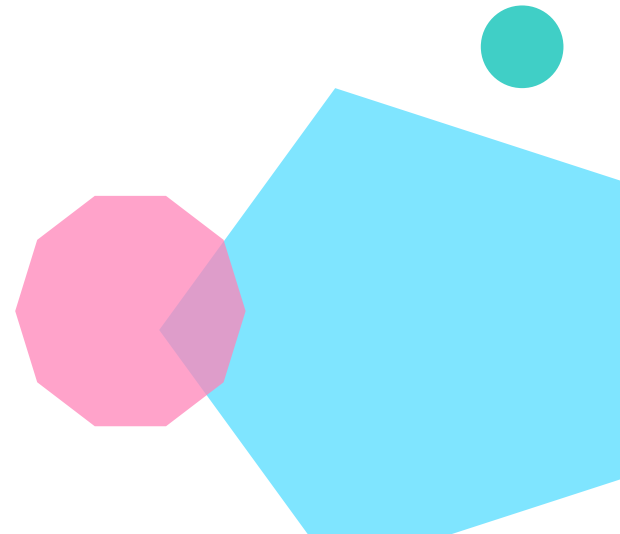
- Employers/training providers should prepare their Apprentices for the externally marked knowledge tests by carrying out formative tests throughout the on-programme training to test their knowledge and understanding of the standard.
- Share the assessment specification as well as the Apprenticeship standard
- Encourage Apprentices to sit the City & Guilds multiple choice sample papers under invigilated exam conditions.
- Ensuring apprentices understand how words such as **main**, **best**, **first** are used to highlight the focus of questions
- Encourage revision
- Use EPA preparation tool



EPA Preparation

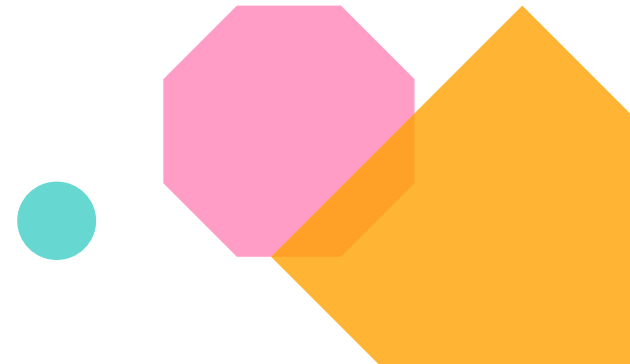
Professional Discussion

- Explain the role of the independent assessor
- Issue the task instructions
- Encouraging apprentices to provide examples from their role in the workplace to illustrate their capabilities to perform to the standards
- Encourage apprentices to prepare notes for the professional discussion including
 - Explain that the purpose of the professional discussion is to assess areas of the standard not seen in the practical observation or business project
 - Explain the grading criteria and how it relates to the apprenticeship standard
 - Carry out practices with a “stranger”
- Record and play back professional discussions, give feedback.



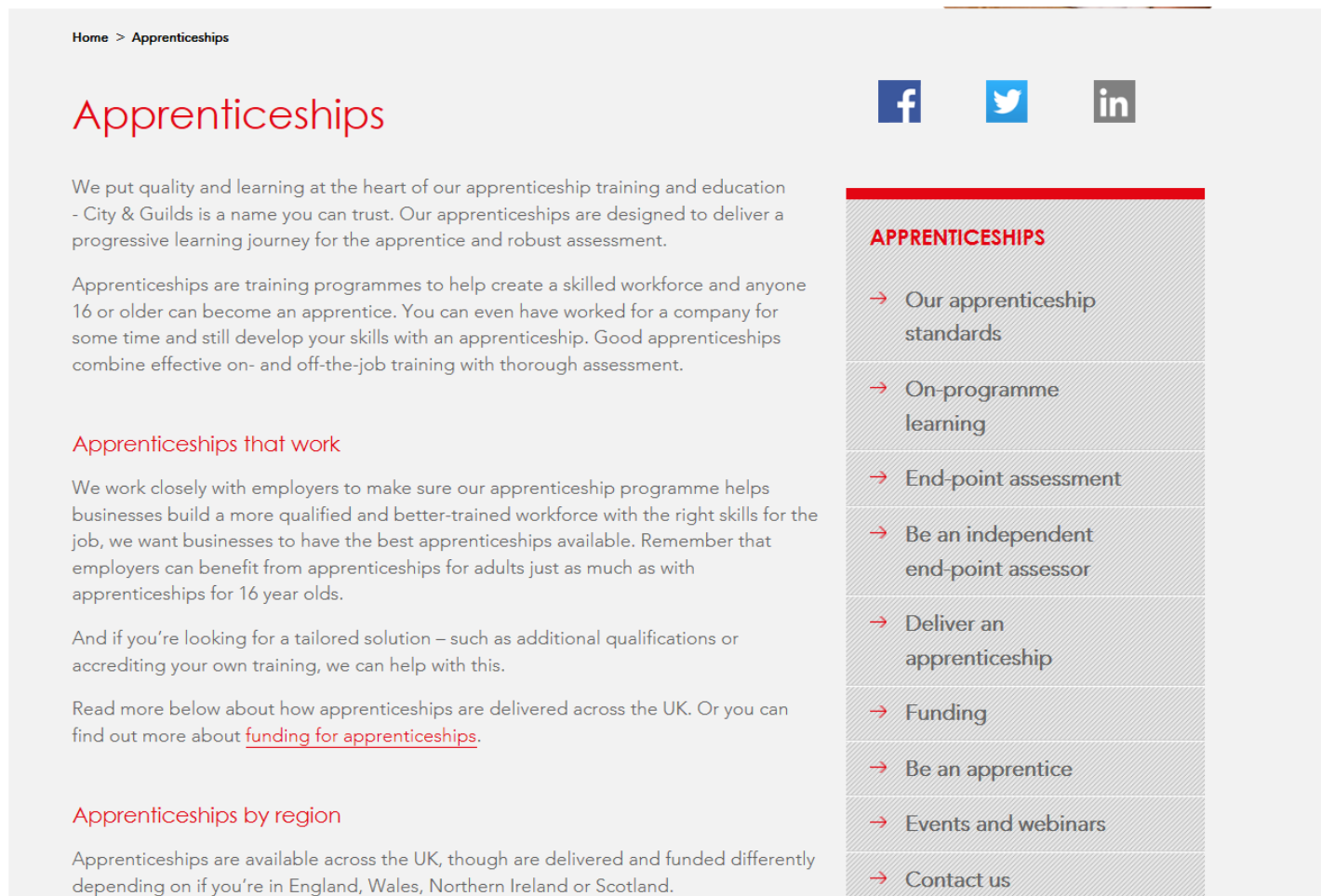
What's coming next?

- Level 2 Chef production
- New Level 3 Senior Chef
- Level 2 Team member and Level 3 Hospitality Supervisor Review
- Level 4 Hospitality Manager



Help and support

Website – www.cityandguilds.com/apprenticeships



The screenshot shows the 'Apprenticeships' page on the City & Guilds website. The page has a light grey background. At the top left, there is a breadcrumb trail 'Home > Apprenticeships'. Below this, the title 'Apprenticeships' is displayed in a large, bold, red font. To the right of the title are three social media icons: Facebook, Twitter, and LinkedIn. The main content area is divided into two columns. The left column contains three paragraphs of text. The first paragraph states that City & Guilds is committed to quality and learning in apprenticeship training. The second paragraph explains that apprenticeships are training programmes for anyone 16 or older. The third paragraph describes how apprenticeships combine on- and off-the-job training. The right column features a red header 'APPRENTICESHIPS' followed by a list of links, each preceded by a red arrow icon. The links are: 'Our apprenticeship standards', 'On-programme learning', 'End-point assessment', 'Be an independent end-point assessor', 'Deliver an apprenticeship', 'Funding', 'Be an apprentice', 'Events and webinars', and 'Contact us'.

Home > Apprenticeships

Apprenticeships

We put quality and learning at the heart of our apprenticeship training and education - City & Guilds is a name you can trust. Our apprenticeships are designed to deliver a progressive learning journey for the apprentice and robust assessment.

Apprenticeships are training programmes to help create a skilled workforce and anyone 16 or older can become an apprentice. You can even have worked for a company for some time and still develop your skills with an apprenticeship. Good apprenticeships combine effective on- and off-the-job training with thorough assessment.

Apprenticeships that work

We work closely with employers to make sure our apprenticeship programme helps businesses build a more qualified and better-trained workforce with the right skills for the job, we want businesses to have the best apprenticeships available. Remember that employers can benefit from apprenticeships for adults just as much as with apprenticeships for 16 year olds.

And if you're looking for a tailored solution – such as additional qualifications or accrediting your own training, we can help with this.

Read more below about how apprenticeships are delivered across the UK. Or you can find out more about [funding for apprenticeships](#).

Apprenticeships by region

Apprenticeships are available across the UK, though are delivered and funded differently depending on if you're in England, Wales, Northern Ireland or Scotland.


APPRENTICESHIPS


- Our apprenticeship standards
- On-programme learning
- End-point assessment
- Be an independent end-point assessor
- Deliver an apprenticeship
- Funding
- Be an apprentice
- Events and webinars
- Contact us

- Master list of live and pipeline standards [Here](#)
- Factsheets [Here](#)
- Events and past webinars [Here](#)
- EPA application form [Here](#) (in the process section)
- EPA Service manual
- EPA booking Guide [Here](#)

Help and support


<https://www.instituteforapprenticeships.org/apprenticeship-standards/>



[About the Institute](#) | [Ensuring quality](#) | [Developing apprenticeships](#) | [Search the standards](#) 

Welcome to our new website. It's currently in beta, so please let us know [what you think](#).

[Home](#) > [Search the standards](#)

Subscribe to our Standards RSS Feed 

SEARCH THE APPRENTICESHIP STANDARDS

Filter the results

Keywords

Status

☐ Standards approved for delivery

☐ Standards in development

Route(s)

☐ Agriculture, environmental and animal care


☐ Business and administration

☐ Catering and hospitality



☐ Childcare and education

☐ ...

If you wish to see all apprenticeships available for delivery (including frameworks) use the [apprenticeship finder](#).





Showing 527 Apprenticeship Standards [Download](#) 

Abattoir Worker

 In development  Level 2

ST0418

Able seafarer (deck)


 Approved for delivery  Level 2  18 months  Max funding: £9000

ST0274

Working as part of the navigation department on ships and other vessels, keeping watch and maintaining safety and security, and carrying out a range of practical tasks.

Academic Professional (Degree)

ST0477

Status: Approved for delivery 

Level: 2

Reference: ST0005

Approved for delivery: 21 July 2016

Route: Social care

Typical duration: 12 months

Maximum funding: £3000 (Funding Band 4)

Employers involved in creating the standard:

Woodford Homecare, Barchester Healthcare, CareTech, Creative Support, GDMA Group, Hand in Hands, Hendra Healthcare (Ludlow) Limited, Hertfordshire County Council, Housing and Care 21, Oxfordshire County Council, Surrey County Council, West of England Centre for Inclusive Living (WECIL)

Adult care worker Assessment Plan

File size: 469.2 KB

Find apprenticeship training providers that deliver this standard

Any questions?



Thank you

- Keep up to date – register for email updates:
<http://www.cityandguilds.com/what-we-offer/centres/email-updates>
- For additional information on Apprenticeships and how we can support your business, contact:
Apprenticeships@cityandguilds.com
- For additional information on End-Point Assessment contact: endpointassessment@cityandguilds.com

