

## ALL ABOUT HOSPITALITY & CATERING



# All about Hospitality & Catering

## Issue 18

### January 2020

A newsletter from City & Guilds on education updates in Hospitality & Catering for all nations.

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**These newsletters will now be available bi-monthly, we feel we are keeping you up to date regularly and are now in a position to provide bi-monthly updates**

## **ILM Newsletter**

We thought we would share with you're the newsletter created by our ILM team for any of you whom may also offer ILM qualifications. Please do feel free to share this link with any of your colleagues whom may find this useful.



**Download ILM Newsletter here**

## **Adult Education Budget (AEB)**

In the world of Further Education (FE) we are now reaching the peak period for curriculum planning for the next academic year. We have received a few questions around the AEB, therefore, I thought that I would remind everyone of timelines and how it works.

The Education and Skills Funding Agency (ESFA) extends qualifications for funding eligibility every April/May. There will be some changes next year (in 2020/21) as every Awarding Organisation (AO) begins to lose qualifications to qualification reforms. Our City & Guilds (C&G) Stakeholder Partnerships and Policy Manager (our C&G funding guru!) will then produce the new C&G qualification catalogue in late May/early June when we have the ESFA roll over information. This is then uploaded to our C&G website for your use.

This is an annual process for AEB, therefore, there is a waiting period until detail is announced in order to fully plan curriculum for your next academic year.

We, here at C&G, will keep you all up to date as soon as we hear anything further

## Global Certification Badges now available for City & Guilds Culinary Apprenticeships

### What is new?

We are very excited to announce the launch of the Global Certification Badges for City & Guilds Culinary Apprenticeships.

City & Guilds has worked with employers and WORLDCHEFS, the global professional body for chefs, to create the **first** Global Certification for the hospitality industry. The [Global Hospitality Certification](#) showcases career opportunities in the sector and recognises the skills and experience of hospitality professionals.

**From 3 February 2020**, Apprentices who have successfully completed or complete one of the following Apprenticeships will be eligible to receive a Global Certification Badge:

- Apprentices who complete the City & Guilds Commis Chef Apprenticeship (9081-12) >> they will be eligible to be issued with the Worldchefs Certified Commis Chef global badge
- Apprentices who complete the City & Guilds Chef de Partie Apprenticeship (9085-12) >> they will be eligible to be issued with the Worldchefs Certified Chef de Partie global badge.

The City & Guilds Culinary Apprenticeships are **the only** Apprenticeships in England which have the Global Certification Badges embedded into the offer.

### What does this mean for City & Guilds centres?

Starting on 3 February 2020, eligible Apprentices who have a valid email address recorded in Walled Garden will be automatically issued with the relevant City & Guilds/Worldchefs Global Culinary badge.

Badges will be issued once a month, on the first working day of each month.

### **What do you need to do?**

You need to make sure that Apprentices on the Commis Chef or Chef de Partie Apprenticeship, who wish to receive a Global Certification Badge, have their **personal** email address recorded in Walled Garden.

> For Apprentices who have already **completed one** of the above Apprenticeships:  
Add the Apprentice's personal email address into Walled Garden **by 28th February 2020**.

> For Apprentices who are **in the process of completing** one of the above Apprenticeships:  
Add the Apprentices' personal email address into Walled Garden before they complete their End Point Assessment.

> For **future Apprentices** on one of the above Apprenticeships:  
Add the Apprentices' personal email address into Walled Garden before they complete their End Point Assessment.

You may add the email address at any point during the completion of the Apprenticeship, but our recommendation is to add it at the point of registration.

### **More information**

How to add Apprentice email address in Walled Garden:

#### **End Point Assessment – Customer Booking Guide for Walled Garden**

(Please refer to section 2, step 33 on page 8)

More information on Global Hospitality Certification: visit our **website**

Any questions on this Centre Update: contact Jason Benn, Industry Manager, at **[jason.benn@cityandguilds.com](mailto:jason.benn@cityandguilds.com)**.

## [Apprenticeship and EPA Update](#)

### **9087-12 Production Chef level 2 available for EPA registration**

You can now register your apprentices with us for End Point Assessment. This costs £25.00 per apprentice and gives you access to the EPA preparation tool which includes a mock paper and exemplars. The webpages contain the EPA handbook, Recording forms and the EPA Assessment pack.



**[View webpages here](#)**

## EPA Support details

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We've listened to your feedback about there being too many touch points for support on end-point assessment (EPA), sometimes we've left you a bit confused about who to contact, where, when and how and there's been too much back and forth to resolve issues.

So from the end of January 2020 we're responding with a simplified EPA support model aligned to our usual centre support channel. All EPA support queries will now go to our fully EPA trained centre support team and you'll have three different ways to contact them.

If a query is specifically in follow-up to an individual booking/delivery of a specific event where you've been liaising with a named EPA Event Coordinator, then please continue that direct contact using the contact details they provided.



Phone [0844 543 0000](tel:08445430000) (option 5)



Email us at [centresupport@cityandguilds.com](mailto:centresupport@cityandguilds.com)



Webchat on the 'Contact Us' page on [cityandguilds.com/help/contact-us](https://cityandguilds.com/help/contact-us)

Our EPA on-boarding coordinators within the EPA Customer Success team remain in place to focus on supporting you with on-boarding and proactive follow-up calls and emails. Please [let us know](#) if you'd like a call from our EPA Customer Success team to support your delivery.



Each month we intend to give some additional information and advice on apprenticeship delivery to support both our centres and our employers.

1. It is imperative that you upload the declaration of authenticity, found in the recording forms document, with each Business project once uploaded. This needs to reflect the date that the business project was completed.
2. Examples of how a recipe log could look, for each individual recipe, can be found in either the apprenticeship training manual or the EPA preparation tool. There is a blank template, which is word based, you could use as well as a completed example.
3. Don't forget to use the City & Guilds referencing form for the recipe logs, found in the Commis Chef recording forms document and the Chef de Partie End Point Assessment pack, this will need uploading to the EPA portal once you have access with all of your recipe logs.
4. Please ensure that when you submit your recipe logs, they meet the minimum requirements as listed in the appendix of the end Point Assessment pack for Commis Chef and Chef de Partie. We advise an IQA check occurs before uploading to the EPA portal. If the recipe logs do not meet the minimum requirements you will be asked to provide the required additional evidence which may hold up your apprentices EPA.
5. As a reminder all recipe logs must contain a method, time plan, food safety considerations and a photograph of the actual dish the apprentice produced.



## Technical Qualification updates



### Link to teaching and learning resources

We continue to develop further resources to support you with delivering the Technical qualifications. We just wanted to highlight the best practice guide for Practical Observations and the Marking and Moderation Guide.

**Teaching and learning resources** ^

These documents provide essential guidance and information for the delivery, assessment and administration of the Technical Qualifications.

- Technical Qualifications: Welcome pack 2019/20
- Technical Qualifications: Checklist for delivery 2019/20
- Technical Qualifications: Exams timetable for 2020
- Technical Qualifications: Contact update form
- Technical Qualifications: Guide to teaching, learning and assessment
- Technical Qualifications: Guide to booking assessments
- Technical Qualifications: Webinar for booking assessments
- Technical Qualifications: Employer Involvement centre guidance
- **Technical Qualifications: Marking and moderation guide**
- Technical Qualifications: Generic forms
- Technical Qualifications: Requirements for uploading evidence
- Technical Qualifications: Employment Involvement planner and tracker
- Technical Qualifications: Employer Involvement planner and tracker exemplar
- Technical Qualifications: List of qualifications which require a visit by a moderator
- **Technical Qualifications: Practical Observation forms - best practice**
- Technical Qualifications: An Introduction to Technicals recorded presentation 2019/20 – Watch the video | Download the slides



## Technicals Top Tips

**Each month we will be bringing you all the updated information as it is available for delivery as well as some top tips.**

1. Make sure you have downloaded the most up to date synoptic, these were updated in December 2019.
2. Continue to work on embedding learners understanding of the common verbs explain, describe, list and identify. As well as working on how to answer questions with differing marks.
3. Undertake a simple mock synoptic including creation of some learner led documentation e.g. a time plan and an evaluation and use both the Practical Observation and the Candidate Record Form to mark the synoptic.

## The Technicals Quality Team contact details



**We're here to support you**

As always, our Technicals Quality team is here to help if you have any questions, so get in touch with us if you need further assistance.



**E:** [technicals.quality@cityandguilds.com](mailto:technicals.quality@cityandguilds.com)




**T:** 0300 303 5352



**W:** [cityandguilds.com/technical-resources](https://cityandguilds.com/technical-resources)

## Competitions and Hospitality special events



# YOUNG PASTRY CHEF OF THE YEAR 2020



The Master Chefs of Great Britain



TOWN & COUNTRY  
FINE FOODS  
SERVING THE PROFESSIONAL SINCE 1944

*A competition for young pastry chefs aged 23 years of age and under.*

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**SEMI-FINALS:** Tuesday, 3<sup>rd</sup> March 2020  
Glasgow, Sheffield, Slough

**FINAL:** Tuesday, 7<sup>th</sup> April 2020  
The Claire Clark Academy,  
Milton Keynes College

**A CHANCE TO SHOWCASE YOUR SKILLS TO OUR GROUP OF RENOWNED JUDGES:**

Ross Sneddon, Benoit Blin, Mick Burke, Mark Poynton,  
Jerome Dreux, Liam Grimes

For an entry form, please email:  
**shaune.hall001@gmail.com**  
or call Murray Chapman on 0114 245 8696

Closing date: Tuesday, 4<sup>th</sup> February 2020

*Your  
chance  
to shine*

**1ST PRIZE:** THE DAVID LYELL SCHOLARSHIP, WHICH INCLUDES A FELCHLIN TRAINING COURSE  
AT THE NEWLY BUILT CONDIRAMA IN SWITZERLAND!



## Venues and events, we are attending

**Please come and say hello!**

VE week Liverpool 3-6<sup>th</sup> February 2020

Princess Trust Workshop 10<sup>th</sup> February 2020

Pace Conference, Middlesbrough College 20<sup>th</sup> February 2020

Casual Dining Show 26<sup>th</sup> March 2020



## Keep in touch and up to date

For regular updates and further information please follow us on:



**Jason Benn - Twitter Link**

**Jason Benn-Instagram Link**

**Jason Benn - LinkedIn Link**

**Amelia Bodle - Twitter Link**

**Amelia Bodle - Instagram Link**

**Amelia Bodle - LinkedIn Link**



**City & Guilds Hospitality & Catering  
Facebook Link**

### **Tell us what you think**

*All about Hospitality & Catering* is a newsletter that brings together all of the key developments from City & Guilds relevant to skills learning across England, Scotland Northern Ireland and Wales. It contains updates on the range of teaching and learning resources we offer, plus relevant public policy or other information we think you might be interested in.

Each edition is numbered, so we can refer back to previous issues or tell you when information has been superseded.

If there's anything else you'd particularly like us to cover or explain more fully in future issues of *All About*, please feel free to drop us a line to **[jason.benn@cityandguilds.com](mailto:jason.benn@cityandguilds.com)** or **[amelia.bodle@cityandguilds.com](mailto:amelia.bodle@cityandguilds.com)**

For specific queries and enquiries please contact our dedicated customer support team  
**[centresupport@cityandguilds.com](mailto:centresupport@cityandguilds.com) or 0844 543 0000**

Thank you for your continued support.
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