

# Hospitality & Catering Traineeships Programme Examples

## Trainee Chef:

### Work Placement

Exploring the possibility of using the following for gathering work placement evidence:	Profile of Achievement (3791)
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### Work Preparation Training – Employability Skills

Level 2 Award in Employability Skills - (5546-02) (601/3632/7)	60 TQT
<b>Or</b>	
Level 2 Extended Award in Employability Skills - (5546-03) (601/3630/3)	100 TQT

### Maths and English

Functional Skills in Mathematics (603/4649/8) & English (603/4647/4) (4748)	66 TQT per subject
<b>Or</b>	
Maths and English Skills (3847) single unit or 'themed' Awards	20 TQT for single units 60 TQT per Award
<b>Or</b>	
ESOL Skills for Life (4692) Award in Reading (601/4198/0), Writing (601/4199/2) or Speaking and Listening (601/4200/5)	110-120 TQT per Award

### Digital Skills

Level 1 & Level 2 IT User units: Information management, Email, IT security, Using the internet, Databases, Spreadsheets, Desktop publishing, Collaborative technologies	10-15 TQT per unit
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### Vocational Taster

Level 2 Award in Food Safety & Catering (7150-92) (QAN: 500/5186/6)	10 TQT
<b>And</b>	
Level 1 Award In Introduction to Culinary Skills (7138-10) (QAN: 601/0989/0)	90 TQT
<b>Or</b>	
Level 2 Certificate in Hospitality and Catering Principles (Professional Cookery - Food Preparation and Cooking) (7091-32) (QAN: 600/0854/4)	260 TQT

## Food & Beverage:

### Work Placement

Exploring the possibility of using the following for gathering work placement evidence:	Profile of Achievement (3791)
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### Work Preparation Training – Employability Skills

Level 1 Award in Employability Skills (5546-02) (601/3629/7)	60 TQT
<b>Or</b>	
Level 2 Award in Employability Skills (5546-02) (601/3632/7)	60 TQT

### Maths and English

Functional Skills in Mathematics (603/4649/8) and English (603/4647/4) (4748)	66 TQT per subject
<b>Or</b>	
Maths and English Skills (3847) single unit or 'themed' Awards	20 TQT for single units 60 TQT per Award
<b>Or</b>	
ESOL Skills for Life (4692) Award in Reading (601/4198/0), Writing (601/4199/2) or Speaking and Listening (601/4200/5)	110-120 TQT per Award

### Digital Skills

Level 1 and Level 2 IT User units (7574): Information management, Email, IT security, Using the internet, Databases, Spreadsheets, Desktop publishing, Collaborative technologies	10-15 TQT per unit
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### Vocational Taster

Level 2 Award in Barista Skills (7102-53) (QAN:500/7960/8)	20 TQT
<b>And</b>	
Level 1 Certificate In Introduction to Professional Food and Beverage Service Skill (7103-17) (QAN: 601/0622/0)	140 TQT
<b>Or</b>	
Level 2 Certificate in Hospitality and Catering Principles (Food and Beverage Service) (7091-32) (QAN: 600/0841/6)	160 TQT

# Hospitality & Catering Traineeships Programme Examples

## Bar Service:

### Work Placement

Exploring the possibility of using the following for gathering work placement evidence:	Profile of Achievement (3791)
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### Work Preparation Training – Employability Skills

Level 2 Award in Employability Skills - (5546-02) (601/3632/7)	60 TQT
<b>Or</b>	
Level 2 Extended Award in Employability Skills - (5546-03) (601/3630/3)	100 TQT

### Maths and English

Functional Skills in Mathematics (603/4649/8) & English (603/4647/4) (4748)	66 TQT per subject
<b>Or</b>	
Maths and English Skills (3847) single unit or 'themed' Awards	20 TQT for single units 60 TQT per Award
<b>Or</b>	
ESOL Skills for Life (4692) Award in Reading (601/4198/0), Writing (601/4199/2) or Speaking and Listening (601/4200/5)	110-120 TQT per Award

### Digital Skills

Level 1 & Level 2 IT User units: Information management, Email, IT security, Using the internet, Databases, Spreadsheets, Desktop publishing, Collaborative technologies	10-15 TQT per unit
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### Vocational Taster

Level 2 Award in Professional Bartending (Cocktails) (7106-11) (50080714)	70 TQT
<b>Or</b>	
Level 1 Award in Introduction to Professional Food and Beverage Service Skills (7103-16) (QAN:601/0621/9)	90 TQT
<b>And</b>	
Level 2 Certificate in Hospitality and Catering Principles (Beverage Service) (7091-32) (QAN:600/0848/9)	130 TQT

## Hospitality:

### Work Placement

Exploring the possibility of using the following for gathering work placement evidence:	Profile of Achievement (3791)
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### Work Preparation Training – Employability Skills

Level 1 Award in Employability Skills (5546-02) (601/3629/7)	60 TQT
<b>Or</b>	
Level 2 Award in Employability Skills (5546-02) (601/3632/7)	60 TQT

### Maths and English

Functional Skills in Mathematics (603/4649/8) and English (603/4647/4) (4748)	66 TQT per subject
<b>Or</b>	
Maths and English Skills (3847) single unit or 'themed' Awards	20 TQT for single units 60 TQT per Award
<b>Or</b>	
ESOL Skills for Life (4692) Award in Reading (601/4198/0), Writing (601/4199/2) or Speaking and Listening (601/4200/5)	110-120 TQT per Award

### Digital Skills

Level 1 and Level 2 IT User units (7574): Information management, Email, IT security, Using the internet, Databases, Spreadsheets, Desktop publishing, Collaborative technologies	10-15 TQT per unit
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### Vocational Taster

Level 2 Award in Food Safety & Catering (7150-92) (QAN: 500/5186/6)	10 TQT
<b>And</b>	
Level 1 Award In Introduction to the Hospitality Industry (7107-21) ( QAN: 601/0358/9)	90 TQT
<b>Or</b>	
Level 2 Certificate in Hospitality and Catering Principles (Hospitality Services) (7091-32) (QAN: 600/0851/9)	150 TQT

# Hospitality & Catering Traineeships Programme Examples

## Programme example 1:

### Work Placement

Exploring the possibility of using the following for gathering work placement evidence:	Profile of Achievement (3791)
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### Work Preparation Training – Employability Skills

Level 2 Award in Employability Skills - (5546-02) (601/3632/7)	60 TQT
<b>Or</b>	
Level 2 Extended Award in Employability Skills - (5546-03) (601/3630/3)	100 TQT

### Maths and English

Functional Skills in Mathematics (603/4649/8) & English (603/4647/4) (4748)	66 TQT per subject
<b>Or</b>	
Maths and English Skills (3847) single unit or 'themed' Awards	20 TQT for single units 60 TQT per Award
<b>Or</b>	
ESOL Skills for Life (4692) Award in Reading (601/4198/0), Writing (601/4199/2) or Speaking and Listening (601/4200/5)	110-120 TQT per Award

### Digital Skills

Level 1 & Level 2 IT User units: Information management, Email, IT security, Using the internet, Databases, Spreadsheets, Desktop publishing, Collaborative technologies	10-15 TQT per unit
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### Vocational Taster

Level 2 Certificate in Leadership and Team Skills (8000-21) QAN: 600/5962/X	130 TQT
<b>Or</b>	
Level 2 Certificate in Effective Team Member Skills (8003) QAN: 600/5930/8	130 TQT

## Programme example 2:

### Work Placement

Exploring the possibility of using the following for gathering work placement evidence:	Profile of Achievement (3791)
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### Work Preparation Training – Employability Skills

Level 1 Award in Employability Skills (5546-02) (601/3629/7)	60 TQT
<b>Or</b>	
Level 2 Award in Employability Skills (5546-02) (601/3632/7)	60 TQT

### Maths and English

Functional Skills in Mathematics (603/4649/8) and English (603/4647/4) (4748)	66 TQT per subject
<b>Or</b>	
Maths and English Skills (3847) single unit or 'themed' Awards	20 TQT for single units 60 TQT per Award
<b>Or</b>	
ESOL Skills for Life (4692) Award in Reading (601/4198/0), Writing (601/4199/2) or Speaking and Listening (601/4200/5)	110-120 TQT per Award

### Digital Skills

Level 1 and Level 2 IT User units (7574): Information management, Email, IT security, Using the internet, Databases, Spreadsheets, Desktop publishing, Collaborative technologies	10-15 TQT per unit
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### Vocational Taster

ILM Level 2 Award for Young Leaders (8004-01) QAN: 601/7709/3	30 TQT
<b>Or</b>	
ILM Level 2 Extended Award for Young Leaders (8004-02) QAN: 601/7710/X	50 TQT

# Traineeship Funding Examples

## Food Service Example (19+ Funding)

Programme Area	Funding Elements
Traineeship Core Element (work preparation and work placement)	£1500
English Functional Skills	£724
Maths Functional Skills	£724
Optional Vocational Element	
Example: City & Guilds Level 2 Award in Barista Skills (7102-53) (QAN: 500/7960/8) AND	£100
Level 1 Certificate In Introduction to Professional Food and Beverage Service Skill (7103-17) (QAN: 601/0622/0)	£724
<b>Total Potential Funding</b>	<b>£3,772</b>

N.B. for Adult Education Budget (AEB) funded Traineeships, Education and Skills Funding Agency (ESFA) may apply a job outcome payment, depending on the type of programme being delivered. More information on this can be found in the ESFA Funding Rates and Formula Guidance [HERE](#)

\*During 2020-21, there is a £1000 employer incentive for each trainee taken on, up to a maximum of 10 trainees per employer.

Learn more at [cityandguilds.com/traineeships](https://cityandguilds.com/traineeships)

## Example 2 (16-19 Funding)

16 to 19-year-old Traineeships are funded via the 16 -19 funding formula method. Funding amounts will depend on the number of hours the programme contains, when agreed between the provider, employer and learner.

Band	Planned hours		National funding rate per student
5	540+ hours	16 and 17 year olds, student aged 18 and over with high needs	£4,188
4a	450+ hours	Students aged 18 and over who are not high needs	£3,455
4b	450 to 539 hours	16 and 17 year olds, Students aged 18 and over with high needs	£3,455
3	360 to 449 hours		£2,827
2	280 to 359 hours		£2,234
1	Up to 279 hours		£4,188 per full time equivalent (FTE)

# Qualifications Grid for Traineeships Example Programme Resource

Learning Aim Reference (QAN)	Learning Aim Title	Qualification Type	Level	Guided Learning Hours	Weighted Funding Rate	16-19 Funding	Adult Education Budget (AEB)	City & Guilds Qual number
50051866	Award in Food Safety in Catering	Award	Level 2	9	£65.00	No	Local Flexibility	7150-52
50079608	Award in Barista Skills	Award	Level 2	20	£130.00	Yes	Local Flexibility	7102-53
50080714	Award in Professional Bartending (Cocktails)	Award	Level 2	45	£390.00	No	Local Flexibility	7106-11
50080817	Award in Professional Bartending (Cocktails with free pouring)	Award	Level 2	60	£390.00	No	Local Flexibility	7106-01
50086984	Certificate in General Food and Beverage Service Skills	Certificate	Level 2	186	£1,645.00	Yes	Local Flexibility	7103-12
50091414	Certificate in General Food and Beverage Service Skills	Certificate	Level 1	101	£941.00	Yes	Local Flexibility	7103-11
50097970	NVQ Certificate in Food preparation and Cooking	Certificate	Level 1	147	£941.00	No	Local Flexibility	7131-03
50098676	NVQ Certificate in Food and Beverage Service	Certificate	Level 1	159	£941.00	No	Local Flexibility	7131-02
50100038	NVQ Certificate in Hospitality Services	Certificate	Level 1	142	£941.00	No	Local Flexibility	7131-04
50100713	Certificate in General Patisserie and Confectionary	Certificate	Level 2	100	£941.00	Yes	Local Flexibility	7120-22
60004484	Award in Introduction to Employment in the Hospitality Industry	Award	Level 1	69	£390.00	No	Local Flexibility	7040-01
60008325	Certificate in Hospitality and Catering Principles (Professional Cookery)	Certificate	Level 2	148	£1,645.00	Yes	Local Flexibility	7091-32
60008416	Certificate in Hospitality and Catering Principles (Food and Beverage Service)	Certificate	Level 2	110	£941.00	Yes	Local Flexibility	7091-32
60008489	Certificate in Hospitality and Catering Principles (Beverage Service)	Certificate	Level 2	91	£941.00	Yes	Local Flexibility	7091-32

# Qualifications Grid for Traineeships Example Programme Resource

Learning Aim Reference (QAN)	Learning Aim Title	Qualification Type	Level	Guided Learning Hours	Weighted Funding Rate	16-19 Funding	Adult Education Budget (AEB)	City & Guilds Qual number
60008519	Certificate in Hospitality and Catering Principles (Hospitality Services)	Certificate	Level 2	105	£941.00	Yes	Local Flexibility	7091-32
60008544	Certificate in Hospitality and Catering Principles (Professional Cookery - Food Preparation and Cooking)	Certificate	Level 2	168	£1,645.00	Yes	Local Flexibility	7091-32
60102998	Certificate in Introduction to the Hospitality Industry	Certificate	Level 1	169	£1,645.00	No	Local Flexibility	7107-22
60103589	Award in Introduction to the Hospitality Industry	Award	Level 1	49	£585.00	No	Local Flexibility	7107-21
60106037	Certificate in Professional Food and Beverage Service Skills	Certificate	Level 2	117	£941.00	No	Local Flexibility	7103-21
60106049	Certificate in Culinary Skills	Certificate	Level 2	62	£390.00		Local Flexibility	7138-21

## We're here to help

To find out more about the Traineeship options, feel free to email us at [directsales@cityandguilds.com](mailto:directsales@cityandguilds.com) or phone **01924206709** and our customer team will be able to support you.