

Apprenticeship standard (England only)




Commis Chef

Industry: Hospitality

City & Guilds code: 9081

LARS number: 93



-  **Minimum duration: 12 months**
-  **Funding band: 9 (£9,000)***
-  **Level 2**

*Funding bands from May 2017

On-programme learning: Available

End-point assessment (EPA): Open for registrations

A commis chef is the most common starting position in many kitchens and is, in principle, the most junior culinary role. A commis chef prepares food and carries out basic cooking tasks under the supervision of a more senior chef. The primary objective of the commis chef is to learn and understand how to carry out the basic functions in every section of the kitchen. Therefore having the opportunity to experience, consider and value each section with a view to choosing an area where they feel most inspired.

The new standard is approved by the ESFA and is a direct replacement of the Level 2 Specification of Apprenticeship Standards for England (SASE) framework.

City & Guilds – helping you with an expert solution

There are four stages where we can work together to help your apprentices from the start through to successful completion of their training.



Plan

Helping you plan and prepare for the new standards with a bespoke solution to make the most of your investment in apprentices.



Attract

Simple online vacancy and candidate set up, TalentPortal can connect you to the talent you need to fill your apprenticeship vacancies.



Deliver

High-quality, online and offline content to help draw out the skills, knowledge and behaviours to prepare apprentices for end-point assessment as well as tracking options to monitor performance.



Assess

Support for you and your apprentices to prepare for end-point assessment by our first-rate, fully trained assessors. Our simple, flexible service meets the demands of your team and your partners.

The City & Guilds Commis Chef apprenticeship

The apprentice journey



1 On-programme (deliver)

Training and development takes place during this part of the apprenticeship. It may include a qualification if set in the standard.

Formative assessment of skills, knowledge and behaviours is required in the delivery of the standard and this will be outlined in the assessment plan.

Apprentices have to reach a minimum level of maths and English set by the standard. If they've not previously achieved this, they'll need further study and support.

1 On-programme: what apprentices need to learn

On-programme is the learning phase for apprentices to pick up the skills, knowledge and behaviours set in each standard. Apprentices must complete 20% off-the-job training during on-programme. Specific rules govern this and it must take place in the apprentice's contracted hours. You can track and authorise the 20% through our e-portfolio, Learning Assistant.

Emphasis is on culinary skills and preparing and cooking a range of commodities including: fish, shellfish, meat, poultry, game, offal, vegetables, stock, sauces, soup, bread and dough, pastry, cakes, and hot and cold desserts.

Other knowledge covered includes:

- how seasonality impacts availability, quality and price of ingredients
- basic costing and yield of dishes and the meaning of gross profit
- storing, preparing and cooking ingredients to maintain quality, in line with food safety legislation
- professional behaviours and organisational culture
- understanding the basic costing and yield of dishes and the meaning of gross profit
- how to support team members.

Core behaviours include: a strong work ethic and willingness to learn; being respectful and punctual; health and safety awareness; being prepared to work irregular hours; and effective communication.

Our resources and tools that support on-programme delivery

Our core content for this standard covers Prevent, British values, equality and diversity, and health and safety which give you the basics to deliver the standard and satisfy regulators. It's a blend of e-learning and downloadable content. We also have:



Apprenticeship training manual

In print and as part of our e-portfolio, it takes apprentices and tutors step by step through tasks that develop the skills, knowledge and behaviours required.



Learning Assistant (e-portfolio)

Learning Assistant is an innovative and cost effective e-portfolio solution that allows colleges and training providers to improve dramatically the delivery of apprenticeship standards by tracking progress online in real-time.



Guidance documents

- Handbooks containing the knowledge required for this occupation
- Advice on gathering evidence for the practical standards and behaviours.

Maths and English requirements

If your apprentices need to complete maths and English, our popular Functional Skills qualifications fit within apprenticeship programmes and cover the core maths and English requirement for the workplace and further study. We have an extensive support package available, including e-Functional Skills, and an online teaching and learning platform, which guides learners from an initial and a diagnostic assessment, through to being exam ready.

Find out more: [cityandguilds.com/functionalskills](https://www.cityandguilds.com/functionalskills)

The City & Guilds Commis Chef apprenticeship



2 Gateway

The employer and provider must sign off the apprentice as ready to move on to end-point assessment.



3 Assess

The end-point assessment must demonstrate that the apprentice can perform in the occupation in a fully competent, holistic and productive way.

The assessment will be graded if required by the standard.

The assessment organisation and assessor must be independent of, and separate from, the training provided by the provider and employer.



4 Apprenticeship certificate

On successful completion, the end-point assessment organisation will apply to the Education and Skills Funding Agency (ESFA) for the apprenticeship certificate. The certificate is sent to the apprentice's employer.

2 Gateway

To move on to EPA, the apprentice must evidence relevant knowledge, skills and behaviours as set out in the standard. They must also have maths and English (Level 1) and take the test for Level 2.

3 End-point assessment (EPA): how apprentices demonstrate their learning

EPA is the final stage that an apprentice goes through to complete their apprenticeship. The apprentice must demonstrate their learning to an independent end-point assessor. There are four assessment events for this standard and the professional discussion must be the last one completed.



On-demand test

A 90-minute, on demand, multiple choice test, comprised of scenario-based questions.



Practical observation

A three-hour observation of the apprentice in an operational kitchen environment, producing food to standard. The test will be split to cover preparation and service.



Culinary challenge observation

A two-hour observation in a controlled environment. The apprentice must produce a main course from the organisation's menu and a dessert that reflects customer demand and/or seasonality.



Professional discussion

A 40-minute discussion focusing on the log of recipes produced to demonstrate competence across the culinary range.

Find out more at: cityandguilds.com/apprenticeships

Our resources and tools that support end-point assessment

We are on the register of end-point assessment organisations and our EPA service includes support resource as well as flexibility around assessment delivery and a dedicated EPA team to support you.



EPA preparation tool

Online content to help the apprentice feel ready for their EPA experience. Personalised to their confidence levels and the standard, they're sent free access details once they're registered with us for EPA.



EPA team

Our dedicated EPA team is on hand to help with bookings and questions on anything from the assessment process to evidence portfolios.



EPA pack and guidance

Let our support, including short videos and how to guides help you get to grips and stay on track with the EPA process.



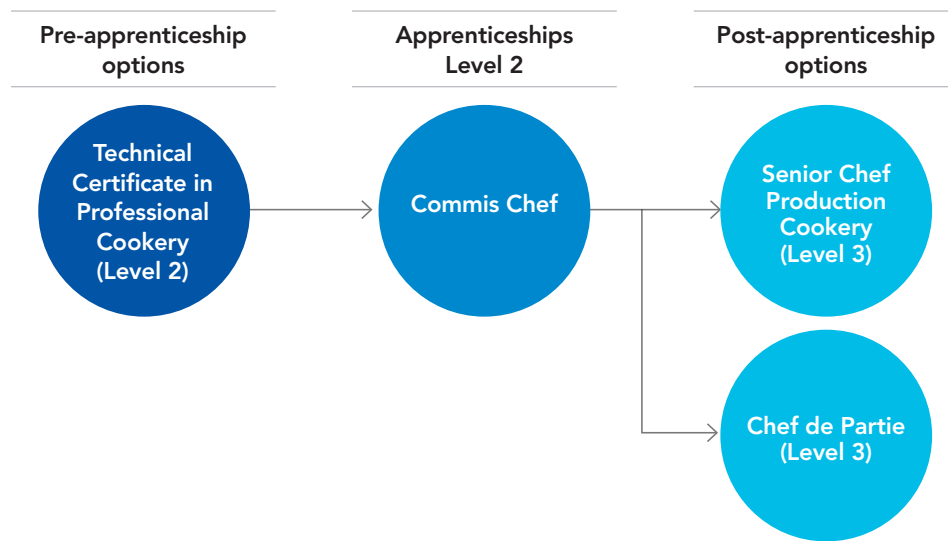
4 Apprenticeship certification

The apprentice will receive their Institute for Apprenticeships (IfA) apprenticeship certificate. Apprentices that complete a City & Guilds EPA will receive a City & Guilds statement of achievement for end-point assessment.

The City & Guilds Commis Chef apprenticeship

Progression with City & Guilds Group

This apprenticeship is part of our wider offering in the sector and you can develop new and existing talent with ILM management apprenticeships including: Team Leader/Supervisor Level 3; Operations/Departmental Manager Level 5; Chartered Manager Degree Level 6 and the Senior Leader Master's Degree Level 7.



It has been designed with input from a trailblazer group including: Hilton Worldwide, Mitchells & Butlers, The Spirit Pub Company, Compass Group UK&I, PGL, McDonald's UK, Hospitality SME consortium led by the Lancaster London, Red Carnation Hotels, Frederic Robinson, Barchester Healthcare, Whitbread, SSP, KFC UK, Greene King, Institute of Hospitality, Royal Academy of Culinary Arts, British Institute of Innkeeping, British Beer & Pub Association, People 1st and Brend Hotels.

How our offer supports you:

Supportive payment structure

When you choose us for EPA you pay a small registration fee and the balance once the EPA has taken place and results submitted.

Personal support

Our Technical Advisors, Business Managers and Customer Service teams are on hand to help you with all aspects of apprenticeships.

Specialist online tools

Our e-Functional Skills can boost maths and English; Skills Zone develops workplace behaviours and skills; and our e-portfolio, Learning Assistant, lets you manage assignments and track the 20% off-the-job training requirement.

Events and webinars

We deliver a range of events and webinars run by industry specialists to advise and guide you, including regional networking and CPD events.



More information

If you're a City & Guilds centre, visit Walled Garden or contact your Business Manager to find out prices and if any elements are extra to the package. If you're a new customer, contact apprenticeships@cityandguilds.com to find out more.

Or visit cityandguilds.com/apprenticeships for full information on our apprenticeship products and services. Visit i-l-m.com/apprentice for information on management apprenticeships.