

|  |
| --- |
| Commis Chef Apprenticeship (9081-12) |

**Version 3 April 2020**

|  |  |  |
| --- | --- | --- |
| Version and date | Change detail | Section |
| v1.1 July 2018 | Update of text and formatting of Gateway form and new logos. Note actual entry requirements have not changed | Gateway form |
| v.1.2 August 2018 | Amendment to Employer and Provider Declaration Paragraph | Gateway form |
| V2 March 2019 | Added requirements to gateway form | Gateway form |
| V2 March 2019 | moved Initial meeting form to IEPA pack Added Recipe Log Evidence Reference Form | New  What is in this document |
| V3 April 2020 | Gateway declaration form removed |  |

Contents

1 Introduction 4

What is in this document 4

How to use forms 4

Declaration of Authenticity Form 6

Recipe Log Evidence Reference Form 7

1. Introduction

### What is in this document

Recording forms to be used by End-point Assessment customers/Employers/Training providers

* Declaration of Authenticity Form
* Recipe Log Evidence Reference Form

This document must be used alongside the Assessment Pack for Independent End-Point Assessors.

### How to use forms

Centres / End-point assessment customers / Employers / Training providers must use the forms provided by City & Guilds in the format laid out in this document.

**Declaration of Authenticity Form**

This purpose of this form is to confirm the authenticity of evidence submitted. It should be used for the following evidence:

* Recipe logs

Before signing the form, the employer should confirm authenticity by:

* Questioning the apprentice to gauge familiarity with the content
* Reviewing the content for any changes to the apprentices usual writing style, unusual examples of particularly words or spelling (for example US spellings) that might suggest cutting and pasting
* Asking for evidence of the process followed.

**Recipe Log Evidence Reference Form**

This must be completed by the apprentice and submitted with the Recipe Log as part of the Gateway Process.

Declaration of Authenticity Form

|  |  |  |  |
| --- | --- | --- | --- |
| Apprenticeship Standard | Commis Chef | Component Number |  |
| **Apprentice**  **name** |  | **Enrolment**  **number** |  |

**Apprentice declaration:**

**I confirm that all work submitted is my own, and that I have acknowledged any sources I have used.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprentice** |  | **Date** |  |

**Line manager declaration:**

**I confirm that all work was conducted under conditions designed to assure the authenticity of the Apprentice’s work, and am satisfied that, to the best of my knowledge, the work produced is solely that of the apprentice**

|  |  |  |  |
| --- | --- | --- | --- |
| **Line manager** |  | **Date** |  |

**Training Provider declaration (if appropriate):**

**I confirm that the evidenced presented by the Apprentice is ready for End-Point Assessment. It is valid, authentic, reliable and current and sufficient to meet the requirements of the relevant standard.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Training Provider** |  | **Date** |  |

Recipe Log Evidence Reference Form

**Photographs of the candidate’s product must be included in the recipe log**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Fish** | **Group range (2)** | **Preparation methods (5 including filleting)** | **Cooking methods (4)** | **IEPA comments** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Shellfish** | **Group range (2)** | **Preparation methods (3)** | **Cooking methods (3)** | **IEPA comments** |
|  | **Fish** | **Group range (2)** | **Preparation methods (5 including filleting)** |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Meat** | **Group range (2)** | **Preparation methods (6 including boning)** | **Cooking methods (7)** | **IEPA comments** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Poultry** | **Group range (2)** | **Preparation methods (6 including cutting down a whole bird into portions)** | **Cooking methods (6)** | **IEPA comments** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Game** | **Group range (1)** | **Preparation methods (2)** | **Cooking methods (2)** | **IEPA comments** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Offal** | **Group range (2)** | **Preparation methods (3)** | **Cooking methods (4)** | **IEPA comments** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Vegetables** | **Group range (6)** | **Preparation methods (6)** | **Cooking methods (6)** | **IEPA comments** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Sauces** | **Group range (5)** | **Preparation methods (5 including making a ‘roux’)** | **Cooking methods (2)** | **IEPA comments** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Stock** | **Group range (2)** | **Preparation methods (4)** | **Cooking methods (n/a)** | **IEPA comments** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Soup** | **Group range (3)** | **Preparation methods (5)** | **Cooking methods (n/a)** | **IEPA comments** |
| **Meat** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Rice** | **Group range (2)** | **Preparation methods (1)** | **Cooking methods (2)** | **IEPA comments** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Pasta** | **Group range (2)** | **Preparation methods (n/a)** | **Cooking methods (3)** | **IEPA comments** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Egg dishes** | **Group range (1)** | **Preparation methods (1)** | **Cooking methods (3)** | **IEPA comments** |
| **Meat** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Vegetable protein** | **Group range (1)** | **Preparation methods (2)** | **Cooking methods (2)** |  |
| **Meat** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Bread and dough** | **Group range (2)** | **Preparation methods (3)** | **Cooking methods (2)** | **IEPA comments** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Pastry** | **Group range (2)** | **Preparation methods (4)** | **Cooking methods (2)** | **IEPA comments** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Cakes, sponges, biscuits, scones** | **Group range (2)** | **Preparation methods (14)** | **Cooking methods (3)** | **IEPA comments** |
| **Meat** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Cold and hot desserts** | **Group range (4)** | **Preparation methods (7)** | **Cooking methods (6)** | **IEPA comments** |
| **Meat** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |