

Commis Chef Apprenticeship (9081-12)

Version 5 April 2020

End-Point Assessment Pack

For Centres / End-Point Assessment Customers /
Employers / Training Providers

Version and date	Change detail	Section
V2 July 2018	General formatting and typographical errors	Throughout
V2 July 2018	Changes to when tasks can be taken. Changes to scheduling resits.	3 End-point assessment guidance for Centres/Employers
V2 July 2018	Additional requirements for Practical Observation	4 End-Point Assessment Resources List
V2 July 2018	Changes to requirements for the Professional Discussion	5 End-point assessment timeline
V2 July 2018	Changes to the assessment specification including revised grade boundaries, number of questions and time available for the test.	Commis Chef Knowledge Test/Resit
V2 July 2018	Reference to where details of the two courses to be produced can be located	Commis Chef Culinary Challenge/Resit – Task Instructions for Centres: The initial meeting
V2 July 2018	Guidance added about space required for IEPA.	Commis Chef Culinary Challenge/Resit – Task Instructions for Centres: Assessment environment
V2 July 2018	Reference to preparation the apprentice is allowed to undertake has been added.	Commis Chef Culinary Challenge/Resit – Task Instructions for Centres: Preparation for assessment
V2 July 2018	Reference to preparation the apprentice is allowed to undertake has been added.	Commis Chef Culinary Challenge/Resit – Task Instructions for Apprentices: Preparation for assessment

Version and date	Change detail	Section
V2 July 2018	Reference to preparation the apprentice is allowed to undertake has been added.	Commis Chef Practical Observation/Resit – Task Instructions for Centres: Preparation for assessment
V2 July 2018	Details of preparation that can be undertaken in advance has been added.	Commis Chef Practical Observation/Resit – Task Instructions for Apprentices: Conditions of assessment
V2 July 2018	Additional information added regarding timings	Commis Chef Practical Observation/Resit – Task instructions for centres: Task overview
V2 July 2018	Reference to new Appendix (6) which is the contents page for Recipe Logs that should be completed Details of information the apprentice will receive in advance of the Professional Discussion	Commis Chef Practical Observation/Resit – Task instructions for centres: Preparation for assessment
V2 July 2018	Reference to new Appendix (6) which is the contents page for Recipe Logs that should be completed	Commis Chef Practical Observation/Resit – Task instructions for apprentices: Task 1
V2 July 2018	Additional information regarding the task, including details of the information to be received in advance.	Commis Chef Practical Observation/Resit – Task instructions for apprentices: Task 2
V2 July 2018	Two new questions added and questions with images amended.	Appendix 1 – Sample Paper
V2 July 2018	New appendix added.	Appendix 6 – Recipe Log Contents

Version and date	Change detail	Section
V3 January 2019	Sample questions and Mark scheme moved to separate document.	Appendices
V3 January 2019	Schedule of work and recipe Logs to be submitted with Gateway form	Section 3 Section 5
V4 February 2019	Fuller test specification included	Assessment 201/2 Commis Chef Knowledge Test/Resit
V5 April 2020	Gateway information updated	1. Introduction 5. EPA Timeline

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1 Introduction

About this Apprenticeship Occupation

A commis chef is the most common starting position in many kitchens and in principal 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.

What is in this document

- The occupation standard for commis chef apprenticeship
- Resource requirements for End-Point Assessment (EPA)
- Timeline for EPA
- EPA tasks including guidance for centres, employers, training providers and apprentices
- Details of food groups and preparation and cooking methods that must be addressed
- Requirements for Recipe Logs.

This document must be used alongside the **End-Point Assessment Handbook** and **End-Point Assessment Recording Forms for Centres / End-Point Assessment Customers / Employers / Training Providers**

End-Point Assessments (EPA)

The focus of the end assessment is for the apprentice to fully demonstrate the values, knowledge, skills and behaviours set out in the apprenticeship standard and to be able to demonstrate this level of professional competence in authentic workplace contexts.

Apprentices are expected to achieve a number of end-point assessments to conclude their apprenticeship. All end assessments are formal summative assessments that conclude the apprenticeship programme. The commis chef apprenticeship is assessed in a number of ways to provide a clear indication of the apprentice's knowledge and skills. For this apprenticeship the following assessment methods need to be achieved:

- Knowledge Test
- Culinary Challenge
- Practical Observation
- Professional Discussion.

Grading

This apprenticeship is graded Pass/ Distinction. End-point assessments will be assessed and graded by City & Guilds Independent End-Point Assessors (IEPAs); more information about how each assessment is graded and how the overall apprenticeship grade is determined can be found in later sections of this document.

Entry requirements for end-point assessment

To be eligible for end-point assessment the apprentice must have successfully achieved the following:

- a level 1 qualification in both English and maths
- registered on and taken the assessment for a level 2 qualification (or equivalent) in both English and maths; however they do not have to achieve the English and maths at this level prior to completing their apprenticeship.

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.

On completion of the Gateway process, the apprentice will be required to sign an **Apprentice Gateway Declaration Form**. This form should be submitted as part of the Gateway process in EPA Pro. A copy of this form can be found in the Support Resources section on EPA Pro. The provider will be required to make a declaration and electronic signature on behalf of the employer and provider/tutor in EPA Pro.

Remote Assessment

Remote assessment is live assessment that is supported by technology where the City & Guilds IEPA and the apprentice are not in the same physical location when the assessment takes place.

For this Apprenticeship the following can be conducted remotely:

- Initial meeting
- Professional discussion

For more detailed information around the conditions and requirements that must be met for remote assessment please refer to the **Manual for the End-Point Assessment Service**.

Security, confidentiality & copyright of end-point assessment materials

City & Guilds End-Point Assessment Materials are protected by copyright and are supplied only to Approved Centres for use solely for the purpose of summative assessment.

The following conditions, which apply to City & Guilds End-Point Assessment Materials, are additional to

- **the Standard Copying Conditions** which can be found at <http://www.cityandguilds.com/142.html>; and
- (where the City & Guilds End-Point Assessment Materials are dated examinations), the JCQ Instructions for Conducting Examinations.

The tutor/employer must:

- only use the City & Guilds End-Point Assessment Materials in formal, summative end-point assessment leading to the award of an apprenticeship and not for any other purpose (including, but not restricted to, teaching, revision, as practice assessments or for commercial purposes)
- handle and store securely the City & Guilds End-Point Assessment Materials in accordance with the following conditions:
 - City & Guilds End-Point Assessment Materials must be accessible to apprentices only during formal end-point assessment as governed by the assessment conditions specified for the individual apprenticeship;
 - The portfolio of the apprentice may contain assessment results referenced to the assessment taken but should not contain the City & Guilds End-Point Assessment Materials (such as assessment tasks or questions or marked scripts if the tests may be reused (unless otherwise stated));
 - The content of any City & Guilds End-Point Assessment Materials must not be made public in any format, either in part or in full;
 - City & Guilds End-Point Assessment Materials must be securely handled and under no circumstances shared with third party organisations or individuals;

- Seek written permission from City & Guilds if they want to convert City & Guilds End-Point Assessment Material for storage, retrieval and delivery in electronic form (ie using some form of e-assessment or e-learning system);
- Provide access, on request, to City & Guilds to the system(s) on which the End-Point Assessment Materials appear.

2 Apprenticeship Occupation standard

	Knowledge and Understanding (Know it)	Skills (Show it)	Behaviours (Live it)
Culinary	CK1 Identify the factors which influence the types of dishes and menus offered by the business	CS1 Contribute to reviewing and refreshing menus in line with business and customer requirements	CB1 Show enthusiasm for keeping up to date with business and industry trends
	CK2 Recognise how technology supports the development and production of dishes and menu items in own kitchen	CS2 Use available technology in line with business procedures and guidelines to achieve the best result	CB2 Use technology and equipment in line with training
	CK3 Recognise the importance of checking food stocks and keeping the storage areas in good order, know the procedures to carry out and how to deal with identified shortages and food close to expiry date	CS3 Check food stocks, report on shortages, prioritise food that is close to expiry and keep the storage areas in good order	CB3 Has the confidence to promptly deal with sub-standard ingredients, or those nearing their sell by date
	CK4 Know how to undertake set up, preparation and cleaning tasks to standard whilst working in a challenging, time- bound environment	CS4 Work methodically to prioritise tasks, ensuring they are completed at the right moment and to the required standard	CB4 Demonstrate the ability to identify when tasks are not going to plan and has the confidence to request support when needed
	CK5 Identify correct ingredients and portion sizes for each dish in line with recipe specifications	CS5 Measure dish ingredients and portion sizes accurately	CS5 Pay attention to detail and work consistently to achieve standards
	CK6 Identify the principles of basic food preparation and cooking; taste; allergens; diet and nutrition	CS6 Demonstrate a range of craft preparation and basic cooking skills and techniques to prepare, produce and present dishes and menu items in line with business requirements	CB6 Show commitment to developing skills and knowledge; trying out new ingredients and dishes; practicing and reflecting on different preparation and cooking techniques
	CK7 Identify commonly used knives and kitchen equipment and their specific function	CS7 Use correct knives and knife skills when preparing food and use the correct equipment when preparing, cooking and presenting food	CB7 Demonstrate care and attention when using knives and equipment

	CK8 Recognise and understand sources and quality points of common food groups and commodities	CS8 Correctly store and use food commodities when preparing dishes	CB8 Consistently use the correct volume and quality of commodities in each dish, maintaining attention to detail
	CK9 Identify traditional cuts of; and basic preparation methods for, meat, poultry, fish and vegetables	CS9 Apply correct preparation and selection methods when using meat, poultry, fish and vegetables in dishes	CB9 Utilise the correct cuts and preparation methods to produce high quality, technically sound dishes
	CK10 Recognise the impact of seasonality on the availability, quality and price of ingredients	CS10 Complete preparation and cooking tasks to a high standard, delivered on time and presented as described within the recipe specification	CB10 Has an appreciation of ingredients
Food Safety	FK1 Identify the personal hygiene standards, food safety practices and procedures required, understand the importance of following them and consequences of failing to meet them	FS1 Maintain a clean and hygienic kitchen environment at all times, complete kitchen documentation as required	FB1 Demonstrate high personal hygiene standards
	FK2 Know how to store, prepare and cook ingredients to maintain quality, in line with food safety legislation	FS2 Store, prepare and cook ingredients correctly to deliver a quality product that is safe for the consumer	FB2 Follow safe working practices when storing, preparing and cooking ingredients to maintain their quality and safety
People	PK1 Understand how personal and team performance impact on the successful production of dishes and menu items	PS1 Work effectively with others to ensure dishes produced are of high quality, delivered on time and to the standard required	PB1 Take pride in own role through an enthusiastic and professional approach to tasks
	PK2 Know how to communicate with colleagues and team members from a diverse range of backgrounds and cultures	PS2 Use suitable methods of communication and operate in a fair and equal manner that demonstrates effective team working	PB2 Listen to and respect other peoples' point of view and respond politely
	PK3 Understand the importance of training and development to maximise own performance	PS3 Develop own skills and knowledge through training and experiences	PB3 Welcome and act on feedback to improve personal methods of working, recognising the impact that personal performance has on the team. Recognise own personal growth and achievement
	PK4 Know how to support team members when the need arises	PS4 Support team members to produce dishes and menu items on time to quality standards	PB4 Respond positively to instruction and be aware of team members who may need support to get menu items out on time without compromising quality

	PK5 Have an understanding of professional behaviours and organisational culture	PS5 Perform role to the best of own ability in line with the business values and culture	PB5 Behave in a manner in line with the values and culture of the business
	PK6 Recognise how all teams are dependent on each other and understand the importance of teamwork both back and front of house	PS5 Develop good working relationships across the team and with colleagues in other parts of the organisation, and deal with challenges and problems constructively to drive a positive outcome	PB6 Communicate and behave effectively to help team members achieve the best result for the customers and the business
Business	BK1 Understand the basic costing and yield of dishes and the meaning of gross profit	BS1 Follow instruction to meet targets and effectively control resources	BB1 Be financially aware in approach to all aspects of work
	BK2 Understand the principles of supply chain and waste management	BS2 Follow procedures regarding usage and waste of resources	BB2 Set an example to others by working in ways which minimise waste
	BK3 Recognise potential risks in the working environment, how to address them and the potential consequences of those risks	BS3 Undertake all tasks with due care and attention, reporting risks in the appropriate manner	BB3 Is vigilant and aware of potential risks within the kitchen environment and takes action to prevent them

3 End-point assessment guidance for Centres/Employers

Introducing the End-Point Assessment (EPA) to the apprentice

Employers/training providers should make the apprentice aware of the different assessment methods that make up the end-point assessment of the apprenticeship prior to the gateway process.

After the gateway, the employer/training provider will book the EPA. At the time of submitting the gateway forms, they will need to submit:

- Recipe logs
- A schedule of work.

After the booking, the employer/training provider will need to arrange a remote meeting with the apprentice City & Guilds IEPA. This is referred to throughout this document as the initial meeting.

The initial meeting should be attended by the apprentice and a representative of their employer. The employer representative could be the training provider or someone who works for the same organisation as the employer. It should be someone who has worked closely with the apprentice such as their direct line manager or senior chef. This person should have the authority to:

- confirm when the apprentice can be taken away from their normal duties to complete the assessments
- make decisions about access to resources such as the production kitchen when normal business has ended or to close off a part of the kitchen during normal business so that the Culinary Challenge assessment can take place
- allocate the apprentice to specific sections of the kitchen in order to meet assessment requirements for the Practical Observation task.

They should also be able to describe the organisation's 'house style' and agree any adaptation of this needed for the Culinary Challenge assessment.

The schedule for each of the following assessments should be agreed:

- Culinary Challenge
- Practical Observation
- Professional Discussion.

The following should be taken into account:

- The Professional Discussion should only take place when all other assessments, including the Knowledge Test, have been passed
- The Culinary Challenge cannot be taken on the same day as the Practical Observation. It is recommended that the Culinary Challenge is taken first.
- The Practical Observation should be at a time which reflects typical working conditions. It should be at a time that allows the apprentice to work on the agreed food groups and use the agreed preparation and cooking methods and allow the apprentice to demonstrate the Pass and Distinction requirements. As such, the timing should avoid seasonal periods, particularly busy or low levels of trading. A two week work schedule that covers the period preferred by the apprentice and employer representative will be provided to assist with this. If, taking this into account, no date within the two weeks can be agreed (for example, if the apprentice is not scheduled on shift at the ideal time), alternative dates can be considered.
- The Practical Observation must be at a time when the apprentice can interact with other staff either in the food production or food service team.

- Information around the Professional Discussion will be shared with the apprentice at least **five** days in advance of the discussion; to support this it is recommended that the professional discussion is scheduled at least **seven** days after all other assessments are completed.
- All assessments must be completed within two months.

If tasks are not completed within the agreed timeframe without the apprentice having a good reason, City & Guilds will be notified.

Please note the information in the 'Opportunities to retake/resit' section of this document.

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.

This meeting is also used to ensure the apprentice understands the requirements of each assessment task. The **Task Instructions for Apprentices** can be shared by the City & Guilds IEPA at this meeting. Alternatively it can be shared by employer/training provider prior to the meeting, allowing the apprentice time to review and prepare any points that require clarification.

Health and safety / Codes of practice

The importance of safe working practices, the demands of the Health and Safety at Work Act and the Codes of Practice associated with the industry **must** always be adhered to.

The requirement to follow safe working practices is an integral part of all City & Guilds assessments, and it is the responsibility of the training provider and/or employer to ensure that all relevant health and safety requirements are in place before apprentices begin any practical assessment.

Culinary Challenge and Practical Observation

Should an apprentice fail to follow correct health and safety practices and procedures during a practical assessment, the City & Guilds IEPA will **stop** the assessment and advise the apprentice of the reasons why. It is at the discretion of the City & Guilds IEPA whether the end-point assessment can restart.

Professional Discussion

Should the City & Guilds IEPA identify something, when assessing evidence submitted for the apprenticeship or pick up on something during an oral assessment that indicates that health and safety practices and procedures may not have been met the City & Guilds IEPA will feed this back to City & Guilds end-point assessment team.

Authenticating the apprentices work

When making judgements on evidence of unobserved tasks, the City & Guilds IEPA must ensure all decision satisfy all requirements for validity, authenticity, currency and sufficiency (VACS). For evidence produced outside controlled conditions the apprentice will be required to

- sign a declaration that the work is their own
- reference all sources.

This will apply to:

- the recipe logs
- the research for the Culinary Challenge.

The centre/employer can also aid authentication by:

- supplementary (oral) questioning to gauge familiarity with the topic

- looking out for any changes to the apprentices usual writing style, unusual sources/examples or the use of e.g. US spellings or phrases that might indicate cutting and pasting from the internet
- requiring access to evidence of steps in the process e.g. drafts, notes, planning etc
- completing the **Declaration of Authenticity Form**.

For further information on authenticating work, see: www.ofqual.gov.uk/plagiarism-teachers

Recording forms

City & Guilds have designed specific recording forms for apprentices and centres / end-point assessment customers / employers / training providers to use for this apprenticeship.

These can be found in **End-Point Assessment Recording Forms for End-Point Assessment Customers/Employers/Training Providers** document

Only these forms provided by City & Guilds can be used and in the format laid out in this document.

Capturing evidence

City & Guilds IEPAs will collect photographic evidence of commodities prepared and menu items/dishes produced and ready for service when apprentices are completing the Practical Observation and Culinary Challenge tasks.

Determining the overall apprenticeship grade

Each assessment is individually assessed and graded in accordance with the criteria provided with each task. The City & Guilds IEPA is responsible for grading all tasks, apart from the knowledge test. The City & Guilds IEPA is also responsible for determining the overall grade of the apprenticeship.

The overall grade for the apprenticeship will be calculated based on a sum of the apprentices' achievement across the assessment components.

The City & Guilds IEPA is responsible for communicating the outcome of your assessments to City & Guilds.

Each assessment will be graded individually and each result converted into points. The points available for each assessment grade are listed in the table below.

Task	Pass	Distinction
Practical observation	1	3
Culinary challenge	1	3
Knowledge test	1	2
Professional discussion	1	2

All assessments must be achieved at a minimum of pass for the apprenticeship to be achieved.

The points for each assessment are added together, and the overall grade determined using the following apprenticeship grade boundaries.

Points	Apprenticeship Grade
0 – 3	Fail
4 – 8	Pass
9 – 10	Distinction

Feedback

The City & Guilds IEPA will not provide any feedback to the apprentice during or immediately following the end assessment process. Feedback (if given) will only be provided to fail apprentices, following submission of evidence to City & Guilds and after any grade determination has been carried out.

Results submission and Certification

The City & Guilds IEPA will submit the apprentice results to City & Guilds. City & Guilds will issue the End Assessment record of achievement confirming the grade achieved and will notify the appropriate body who will issue the Apprenticeship certificate.

Opportunities to retake/resit or improve results for end-point assessments

An apprentice who passes the EPA cannot re-sit to achieve a higher grade.

If an apprentice fails any part of the EPA they should not retake any task until they have completed a period of further learning or training and the employer and/or training provider is confident that the apprentice is competent. A separate EPA booking will need to be made with City & Guilds for the relevant assessment.

If two assessments are failed, the apprentice must wait at least one month before they can resit the second assessment that was failed.

If an apprentice fails any part of the EPA for reasons beyond their control, a resit can be booked at the earliest opportunity.

When retaking an assessment task **the maximum grade that can be achieved for that task is a pass.**

4 End-Point Assessment Resources List

Resources required	
Knowledge Test	<ul style="list-style-type: none"> • IT systems need to be set up to receive evolve tests. • An invigilator. • A quiet room with adequate lighting, space and privacy. It must be away from the pressures of work activities, in a controlled environment. This may be on or off the employer's premises.
Culinary Challenge	<ul style="list-style-type: none"> • A 'controlled' environment. This could be the employer's establishment if the kitchen is closed for the duration of the assessment or in an area of the kitchen not impacted by business operations ie where food preparation and cooking is still taking place in the kitchen but the apprentice is in a separate section with no interaction with colleagues. • Tools, equipment and commodities required to produce a two course meal: main course and dessert <ul style="list-style-type: none"> ○ The main course will be an item on the employer's menu and agreed at the initial meeting ○ The basis of the dessert will be agreed at the initial meeting and finalised by the apprentice ○ The apprentice will provide a food order specifying commodities required.
Practical Observation	<ul style="list-style-type: none"> • Normal commercial kitchen working environment reflecting typical working conditions. • Operating as part of a team including either kitchen operations and/or food service members.
Practical Observation and Culinary Challenge	<ul style="list-style-type: none"> • The environment should include sufficient space for the City & Guilds IEPA to observe, take notes photographs. • There must be the opportunity for the apprentice to cover all food groups shown in Appendix 3. • There must be the opportunity for the apprentice to cover the minimum number of preparation and cooking methods shown in Appendix 4.
Professional Discussion	<ul style="list-style-type: none"> • A suitable room for the professional discussion/interview to take place, large enough to accommodate all those involved including panel member where applicable. • Seating area or room for any other apprentices to wait. • Access to water and cups. • Where applicable, Internet access and suitable equipment for remote assessment as outlined in the Manual for the End-Point Assessment Service.

5 End assessment timeline

The process of setting up the End-point Assessment is as shown in this table

	Activity
On-going prior to completion (12 month period on-programme)	<p>Employer</p> <ul style="list-style-type: none"> reviews progress and ensures Apprentices' performance is on track as part of the regular performance management system identifies gaps and creates a plan for the end assessment with the Apprentice. <p>Apprentice</p> <ul style="list-style-type: none"> completes the English and Maths components of the Apprenticeship produces a recipe log, validated by the employer using the Declaration of Authenticity Form.
Gateway process	<p>The Apprentice and line manager/tutor review progress and confirm that the apprentice is ready for end-point assessment.</p> <ul style="list-style-type: none"> All supporting evidence is uploaded into the EPA Pro platform through the Gateway process. The Apprentice signs the completed Apprentice Gateway Declaration Form and this is uploaded by the provider in the EPA Pro Gateway process. The provider completes a declaration and e-signature on behalf of the provider and employer in the EPA Pro platform.
Book End-point Assessment in line with City& Guilds booking timelines	<p>Employer/training provider:</p> <ul style="list-style-type: none"> makes End-point Assessment booking with City & Guilds
Initial meeting	<p>The purpose of the meeting (which is 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 City & Guilds IEPA will</p> <ul style="list-style-type: none"> confirm acceptance of the recipe logs clarify assessment tasks agree dates for the Culinary Challenge, Practical Observation and Professional Discussion agree how the food groups, preparation methods and cooking methods will be covered by the Culinary Challenge and Practical Observation 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.

Activity

Completion of assessment tasks

The following assessment tasks can be taken in any order but they must all be completed before the Professional Discussion

- Knowledge Test
- Culinary Challenge
- Practical Observation.

Professional discussion

City & Guilds IEPA provides details of the focus of the professional discussion at least **five** days before it is scheduled to take place.

City & Guilds IEPA carries out the Professional Discussion. This will include a ten-minute discussion of recipe logs.

Assessment 201/2 Commis Chef Knowledge Test/Resit

Assessment specification

Assessment type: Examiner marked, written exam, usually delivered online*

Assessment conditions: Invigilated, closed book examination conditions*

Grading First Opportunity: Distinction 44 marks (85%) Pass 36 marks (70%)

Grading Resit: Pass 36 marks (70%)

Duration: 1 hour and 35 minutes

The assessment specification below displays how the content from the EPA handbook is assessed within the multiple choice test. The EPA handbook content was developed using the content from both the occupational standard and knowledge test pass descriptors included in the assessment plan.

Outcome	Topic	Content	No. of Questions	%
01 Culinary	1.1 Traditional cuts of and basic preparation methods for meat, poultry, fish and vegetables	Recognise prime meat cuts: Fillet Loin Rib Leg of lamb Rump Chops T-bone.	1	56%
		Recognise second meat cuts: <ul style="list-style-type: none"> • Shoulder • Leg • Cheek 	1	

-
- Silverside
 - Topside
 - Chuck
 - Belly
 - Offal.

Preparation methods associated with prime and second meat cuts:

2

- Trimming
- Dicing
- Portioning
- Mincing
- Tying
- Boning
- Marinating
- Larding
- Barding
- Stuffing.

Preparation methods for main poultry cuts and portions:

1

- Spatchcock
- Jointing
- Trimming
- Trussing
- Ballotine
- Classical (for sauté).

Know types of fish cut associated with different fish:

1

- Darne
 - Tronçon
 - Fillet
-

- Goujon
- Paupiette
- Suprême
- Délice.

Preparation methods for fish:

1

- Descaling
- Skinning
- Boning
- Pin boning
- Marinating
- Trimming
- Filleting
- Gutting
- Butterflying.

Know how to prepare different vegetable cuts:

2

- Julienne
- Mirepoix
- Macédoine
- Paysanne
- Brunoise
- Baton/Jardinaire
- Chiffonade.

1.2 Principles of basic food preparation and cooking

Know the commodities that can change flavour in terms of:

1

- Sweetness
 - Saltiness
 - Sourness
 - Bitterness.
-

Recognise the following herbs:

1

- Basil
- Bay leaf
- Chive
- Coriander
- Parsley
- Rosemary
- Sage
- Tarragon
- Thyme.

Recognise the following spices:

- Cinnamon
- Clove
- Cumin
- Nutmeg
- Peppercorn
- Turmeric.

How different food groups in a dish contribute to a balanced diet:

1

- Carbohydrates
- Proteins
- Vitamins
- Minerals
- Sugars
- Salts
- Fats
- Fibre.

How cooking methods affect nutritional value of foods: 1

- Frying (shallow, deep, stir)
- Steam
- Bake
- Boil
- Roast
- Grill
- Poach.

The variations to dishes required to meet dietary needs: 1

- Vegetarian
- Vegan
- Religious (halal, kosher)
- Lactose intolerance
- Gluten intolerance
- Diabetic.

1.3 Commonly used knives and kitchen equipment and their specific function

Recognise different types of knives and cutting equipment: 1

- Boning
- Carving
- Cooks'
- Corer
- Filleting
- Palette
- Paring
- Peeler
- Serrated
- Scissors
- Turning.

Know the intended purpose of different types of knives and cutting equipment.	1
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Know the implications for improper use of different types of knives and cutting equipment.	1
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Know the intended use and how to operate the following types of equipment:	1
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- Grill
- Fryer
- Mixer
- Blender
- Food processor
- Mandolin
- Stick blender
- Steamer
- Slicer
- Blast chiller.

Know the implications for improper use of different types of equipment.	1
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1.4 Sources and quality points of common food groups and commodities

Recognise quality points of common raw and prepared commodities:	1
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- Meat
- Poultry
- Fish
- Game.

-
- Fruit
 - Vegetables
 - Dairy
 - Dry goods

1

- Breads
- Herbs, spices and seasoning
- Pastry (sweet, puff, choux, short).

<p>1.5 Impact of seasonality on the availability, quality and price of ingredients (also CC)</p>	<p>Know the seasonality of English bred and home grown commodities:</p> <ul style="list-style-type: none"> • Game • Lamb • Fruit (plums, rhubarb, strawberries, Bramley apples) • Shellfish (mussels) • Vegetables (asparagus, Brussel sprouts, greens). <p>Know the effect of seasonality on:</p> <ul style="list-style-type: none"> • Cost • Menu balance • Flavour. 	<p>1</p>
<p>1.6 How to undertake set up, preparation and cleaning tasks (also CC)</p>	<p>Know the importance of:</p> <ul style="list-style-type: none"> • Mise en place • Methodical working • Clean as you go • Setting out work area • Time. 	<p>1</p>
<p>1.7 Importance of checking food stocks and keeping the storage areas in good order</p>	<p>Food stock systems in relation to:</p> <ul style="list-style-type: none"> • Food stocks (temperature, quality, quantity, type) • Food storage areas • Food shortages • Food expiry dates. 	<p>1</p>

Legal requirements in relation to food stock systems and consequences of non-compliance to: 1

- Employee
- Customer
- Business.

Role of the Environmental Health Officer (EHO)* and available sanctions.

*It is noted that some local authorities refer to Environmental Health Practitioner (EHP). However, all exams will refer to EHO or Environmental Health Officer only.

Food storage conditions: 1

- Temperatures (frozen, ambient, chilled)
- Types of commodities stored at different temperatures.

-
- Packaging
 - Organisation of storage area. 1

Consequences of incorrect storage conditions.

1.8 How technology supports the development and production of dishes and menu items in own kitchen

Types of technology: 1

- Equipment
- Social media
- Software.

Benefits of technology to:

- Food ordering
 - Food storage
 - Menu design
 - Food preparation
-

		<ul style="list-style-type: none"> • Food production. 	
	1.9 Factors which influence the types of dishes and menus offered by the business (also PD and CC)	<p>Relationship between the following factors, the type of business and the types of menus offered by the business:</p> <ul style="list-style-type: none"> • Costs in relation to quality of produce • Customer choice • Customer spend • Food trends • Seasonality. 	1
02 Food safety	2.1 Personal hygiene standards, food safety practices and procedures required	<p>Personal hygiene requirements in terms of:</p> <ul style="list-style-type: none"> • Clothing and jewellery • Personal behaviour • Hand washing • Fitness to work • Illnesses, cuts and wounds. <p>Requirements for personal hygiene under the Food Safety Act.</p> <hr/> <p>Risks to food safety resulting from poor personal hygiene:</p> <ul style="list-style-type: none"> • Cross contamination • Food poisoning • Food spoilage <p>Importance of personal hygiene to:</p> <ul style="list-style-type: none"> • Colleagues • Customers • Visitors • The business. 	1

2.2 Food safety practices and procedures	Codex principles of HACCP, and allergen control management: <ul style="list-style-type: none"> • Hazard analysis • Critical Control Points (CCPs) • Critical limits. 	1	15%
	<ul style="list-style-type: none"> • Systems to monitor control of the CCP • Actions to be taken when CCP is not under control • Procedures for verification to confirm that the HACCP system is working effectively • Documentation concerning all procedures and records appropriate to these principles and their application. 	1	
	Impacts of poor food safety: <ul style="list-style-type: none"> • Financial • Health • Reputational • Legal. 		
	Classify different types of contamination: <ul style="list-style-type: none"> • Bacterial • Physical • Allergenic • Chemical • Cross-contamination. 	1	
	Know their causes and how they can be prevented.		

Causes of pests and infestation, how to recognise and prevent them: 1

- Rodents
- Birds
- Cockroaches
- Ants
- Flies.

Sources of different types of food poisoning and factors that can enable the growth of organisms: 1

- Campylobacter
- Listeria
- Escherichia coli (E. coli)
- Salmonella
- Staphylococcus aureus.

Process for cleaning equipment and surfaces and the purpose of each stage: 1

- Clearing debris
- Washing
- Sanitising
- Disinfecting
- Rinsing
- Drying
- Deep cleaning
- Equipment assembly.

Importance of organised work areas to food safety:

- Cleanliness
- Tidiness
- Tools and food preparation, cooking and service equipment in good order and stored correctly.

		How food waste should be safely handled in the organisation.	1	
03 People	3.1 How personal and team performance impact on the successful production of dishes and menu items (also in PD)	<p>Characteristics of individuals and teams performance and how they are used to perform effectively in the kitchen:</p> <ul style="list-style-type: none"> • Punctuality • Attendance • Presentation • Hygiene • Food safety • Communication • Enthusiasm • Motivation • Preparedness for work • Attitude • Efficiency • Initiative • Support for others • Conflict resolution • Time management. 	1	13%
		Characteristics needed to achieve food production and service goals.	1	
		How to deal with conflict with colleagues.	1	
		<p>The suitability of different forms of communication for different purposes:</p> <ul style="list-style-type: none"> • Email • Text • Social media • Telephone • Face to face. 	1	

		Impacts of positive and negative individual and team performance on:	1	
		<ul style="list-style-type: none"> • The team • The business • Customer experience. 		
	3.2 Know how to support team members when the need arises	Support for team members:	2	
		<ul style="list-style-type: none"> • How to recognise when colleagues need assistance • How to respond to requests of assistance from colleagues • Importance of supporting team members whilst ensuring own priorities are met • Implications of not supporting team members. 		
04 Business	4.1 Understand the basic costing and yield of dishes and the meaning of gross profit (also in PD)	The relationship between food production operations and business concepts:	1	15%
		<ul style="list-style-type: none"> • Yield • Gross profit • Net profit • Mark up • Selling price. 		
		How resources required to produce menu items are costed by organisations:	1	
		<ul style="list-style-type: none"> • Commodities • Labour • Premises • Utilities • Disposables. 		
		Implications to a business of poor costing decisions.	1	
		Importance of targets to employees and the business:		
		<ul style="list-style-type: none"> • Portion control 		

- Waste control.

4.2 Understand the principles of supply chain and waste management	<p>What is required to meet customer food requirements and the implications to the supply chain:</p> <ul style="list-style-type: none"> • Organic • Free range • Halal • Locally produced • Food miles • Artisan • Provenance. <p>Stages in the supply chain:</p> <ul style="list-style-type: none"> • Grower • Breeder • Manufacturer • Processor • Warehousing • Wholesaler • Retailer. 	1
	<p>Causes of waste in a business, how it can be reduced and the impact on:</p> <ul style="list-style-type: none"> • The environment • The business. 	1
4.3 Recognise potential risks in the working environment, how to address them and the	<p>Health and safety risks in the workplace:</p> <ul style="list-style-type: none"> • Occupational (chemicals, tools, equipment) • Environmental (noise, lighting, temperature, layout) • Human (carelessness, inexperience, lack of training). 	1

potential consequences
of those risks

*These exams are sat under invigilated examination conditions, as defined by the JCQ: <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>.

Entry for exams can be made through the City & Guilds Walled Garden.

Assessment 201/2 Commis Chef Knowledge Test/Resit

Task instructions for centres / end-point assessment customers / employers / training providers

- The test can be taken at any time during the EPA phase, but must be passed before taking the Professional Discussion assessment.
- This Knowledge Test is available on demand through evolve.
- This is a 1 hour and 35 minute, on-demand, 4-option, multiple choice test.
- There are 52 questions in the test.
- The test is externally set and marked.
- Some questions will require the apprentice to consider a course of action or solution to a situation/problem based on a 'real life' workplace activity in line with the identified requirements of the standard.
- Some questions are 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 as commis chefs. They may also require the apprentice to demonstrate reasoning and joined up thinking, demonstrating synoptic performance against the key elements of the standard.
- An invigilator will need to be provided for the test. This can be a representative of the training provider. This will need to comply with JCQ requirements although it can be a trainer or assessor.

Employers and/or training providers should prepare their apprentice(s) for the externally set and marked knowledge tests by carrying out formative assessment throughout the on-programme training. This could include:

- sharing the assessment specification (above) the Apprenticeship Standards (section 2) of this document and the additional content in the **End-Point Assessment Handbook**
- ensuring apprentices understand how words such as **main, best, first** are used to highlight the focus of questions
- sharing the range of sample questions which are available in a separate document.

The relevant documents are available on the 9081 webpage.

Assessment specification

Component	Coverage	Grading
701/751 Culinary Challenge	<p>Culinary</p> <p>CK1 Identify the factors which influence the types of dishes and menus offered by the business</p> <p>CK4 Know how to undertake set up, preparation and cleaning tasks to standard whilst working in a challenging, time-bound environment</p> <p>CK5 Identify correct ingredients and portion sizes for each dish in line with recipe specifications</p> <p>CK8 Recognise the impact of seasonality on the availability, quality and price of ingredients</p> <p>CS4 Work methodically to prioritise tasks, ensuring they are completed at the right moment to the right standard</p> <p>CS5 Measure dish ingredients and portion sizes accurately</p> <p>CS6 Demonstrate a range of craft preparation and basic cooking skills and techniques to prepare, produce and present dishes and menu items in line with business requirements</p> <p>CS7 Use correct knives and knife skills when preparing food and use the correct equipment when preparing, cooking and presenting food</p> <p>CS9 Apply correct preparation and selection methods when using meat, poultry, fish and vegetables in dishes</p> <p>CS10 Complete preparation and cooking tasks to a high standard, delivered on time and presented as described within the recipe specification</p> <p>CB1 Show enthusiasm for keeping up to date with business and industry trends</p> <p>CB7 Demonstrate care and attention when using knives and equipment</p> <p>CB9 Utilise the correct cuts and preparation methods to produce high quality, technically sound dishes.</p> <p>Food Safety</p> <p>FS1 Maintain a clean and hygienic kitchen environment at all times, complete kitchen documentation as required</p> <p>FS2 Store, prepare and cook ingredients correctly to deliver a quality product that is safe for the consumer</p> <p>FB1 Demonstrate high personal hygiene standards</p> <p>FB2 Follow safe working practices when storing, preparing and cooking ingredients to maintain their quality and safety.</p> <p>People</p> <p>PB1 Take pride in own role through an enthusiastic and professional approach to tasks.</p> <p>Business</p> <p>BB1 Be financially aware in approach to all aspects of work.</p>	X/P/D or X/P for resit

Assessment 701/751 Commis Chef Culinary Challenge/Resit

Task instructions for centres / end-point assessment customers / employers / training providers

Task Overview

The task requires the apprentice to produce a two course meal for two people. This is a two-hour observation of the apprentice.

The initial meeting

The City & Guilds IEPA will discuss and agree with the apprentice and their employer the two dishes to be produced for this Culinary Challenge. Details of the dish requirements are given in the **Task Instructions for Apprentices** section.

This discussion about the dishes will need to take account of the dishes the apprentice is likely to produce in the Practical Observation. This is because over the two assessments, the apprentice must cover all food groups, as indicated in Appendix 1 and all of the preparation and cooking range indicated in Appendix 2.

The City & Guilds IEPA will give the apprentice a base 'category' of cold and hot dessert range (as indicated in Appendix 1). The apprentice must customise a dessert to meet the 'house style'. The City & Guilds IEPA will agree the interpretation of 'house style' for the purpose of the assessment task with the employer/training provider and apprentice. The apprentice does not have to agree the customisation at the initial meeting as they are expected to undertake research. If necessary, the 'house style' can be flexed to ensure the apprentice has opportunity to demonstrate creativity and precision.

The City & Guilds IEPA will agree with the apprentice, employer and/or training provider when the food order needs to be made available. Any restrictions on specific foods that cannot be used should be specified at this meeting.

The assessment environment

The task must be completed in a controlled environment. It can be off-site in an appropriate facility or on-site. However, if on-site, the kitchen (or suitable section) must be closed off for the duration of the assessment ie food service and preparation can still be taking place in the kitchen as long as the apprentice is not part of the service or preparation and is working in a partially closed kitchen.

The apprentice **cannot** have support from other team members when completing the task.

There should be specific space within the environment for the City & Guilds IEPA to be able to observe the apprentice without being obtrusive. You should discuss with the City & Guilds IEPA the best place for them to be located.

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.

The apprentice is allowed time prior to the commencement of the Culinary Challenge for equipment set up and section organisation, but food preparation must **not** take place.

Capturing evidence

The City & Guilds IEPA will need to take digital photographs of the dishes produced.

Assessment 701/751 Commis Chef Culinary Challenge/Resit

Task instructions for apprentices

Task 1 Planning the culinary challenge

You are required to plan the production of a two-course meal for two people. You will have two hours available for preparation and production of the dishes. Your choice of dishes should be used to display your creativity and precision. The requirements for the dishes are as follows:

Main course

- Must be prepared from meat, fish or poultry and must be prepared from 'whole'. For poultry this would be a whole bird (although it could already be plucked, head off, giblets out etc). For fish, it could be gutted, but whole. Meat should be a joint eg shoulder of lamb.
- Must have at least one vegetables accompaniment appropriate to the dish
- Must have at least one starch appropriate to the dish
- Must have a sauce appropriate to the dish
- Must be based on a dish from your organisation.

Dessert

You will be provided with details of a base dessert. You are required to carry out research to customise the dessert to make it suitable for your organisation and its clients. You should seek to include seasonality and latest food trends.

Your dessert must include an appropriate garnish from one of the following food groups:

- Cakes, sponges, biscuits and scones
- Pastry
- Secondary cold or hot dessert range.

You will have an initial meeting with your City & Guilds Independent End Point Assessor to discuss this task.

You are required to produce a food order for your employer. You will agree a date when this will be completed at the initial meeting.

You are required to produce a full recipe with time plan. This must be submitted to the City & Guilds Independent End Point Assessor at the beginning of the assessment task and before you start your preparation.

Conditions of assessment:

- You must complete all tasks independently
- You should be given time and the resources needed to undertake research and produce your recipes, time plan and food order.

What you must produce for marking:

- Your research findings, sources you used and completed Declaration of Authenticity Form
- Food order
- Recipes
- Time plan.

Task 2 Prepare and produce the meals

You have two hours to produce the two-course meal for two people.

You are allowed time prior to the commencement of the Culinary Challenge for equipment set up and section organisation, but food preparation must **not** take place.

Conditions of assessment:

- You must work independently in supervised conditions
- You must complete the task in a controlled environment. This might be your normal place of work, but only in an area that is closed.

What you must produce for marking:

- A two course meal for two people.

In addition, your City & Guilds Independent End Point Assessor will take photographs of you working, the commodities you prepare and the dishes you produce.

Assessment 701/751 Commis Chef Culinary Challenge/Resit

Recording forms

All recording forms can be found in **End Point Assessment Recording Forms for Centres/End-Point Assessment Customers/Employers/Training Providers** document that is available in a word format. Please see below summary of the recording forms that are available for this assessment.

Recording form	Purpose	Who should complete
Declaration of Authenticity Form	To confirm the authenticity of the research undertaken for the dessert dish.	Apprentice and employer.
Initial Meeting Recording Form	To record details agreed at the initial meeting including the food groups, preparation methods and cooking methods to be addressed in this task.	City & Guilds IEPA.

Assessment 701/751 Commis Chef Culinary Challenge/Resit

Grading criteria

	Pass* The apprentice can:	Distinction The apprentice has achieved everything at a pass grade and can:
Culinary	<ul style="list-style-type: none"> • Produce a customer profile of the organisation and how this affects menu design and costing • Confirm availability of food • Undertake mise en place in a timely fashion and ensure all food preparation allows for requirements of service • Follow and adhere to cleaning schedules • Find a dish specification/recipe for prescribed dish • Read and understand the specification/recipe for the dishes and ingredients • Weigh and measure ingredients using accurately functioning tools or equipment • Ensure correct volume/number of components • Ensure consistent portions prepared and served • Pay attention to detail and work consistently to achieve standards • Follow specification/brand standards to prepare and produce dishes and menu items, ensuring the consistency of the finished product • Identify correct knives and equipment for preparation, cooking and finishing of dishes and menu items • Know the correct setting and use of equipment when preparing cooking and finishing dishes and menu items • Demonstrate care and attention when using knives and equipment 	<ul style="list-style-type: none"> • Work efficiently and effectively with ease, tasks prioritised and sequenced, accurate use of materials, well organised, continuously keep work area clean and tidy • Complete details of research into the 'base dessert' • Execute food preparation and finishing tasks speedily to an excellent standard including making changes throughout the process, where necessary • Present dishes to the exact required standard – colour, consistency, texture and temperature • Produce a flavour balance/taste profile to the exact required standard • Work accurately to their previously prepared time plan.

	<ul style="list-style-type: none"> • Correctly store and use food commodities when preparing dishes • Use ambient, chilled and frozen storage correctly: <ul style="list-style-type: none"> • Correct labelling of food – dates, ingredients, allergens • Colour coding, following food safety systems • Stock rotation • Consistently use the correct volume and quality of commodities in each dish, maintaining attention to detail • Apply correct preparation and selection methods when using meat, poultry, fish and vegetables in dishes • Utilise the correct cuts and preparation methods to produce high quality, technically sound dishes • Complete preparation and cooking tasks to a high standard, delivered on time and presented as described in the recipe specification. 	
Food Safety	<ul style="list-style-type: none"> • Reduce contamination risks associated with workflow procedures • Use storage procedures to prevent cross-contamination • Make sure surfaces and equipment are clean and in good condition and use clean and suitable cloths for wiping and cleaning between tasks • Dispose of waste promptly, hygienically and appropriately • Avoid unsafe behaviour that could contaminate food whilst working • Keep necessary records up-to-date • Prepare, cook and hot hold food safely • Check food before and during operations for any hazards and follow the correct procedure for dealing with these • Prevent cross-contamination, such as between raw foods, foods already cooking/re-heating and ready-to-eat foods • Use methods, times, temperatures and checks to make sure food is safe. 	<ul style="list-style-type: none"> • Apply best practice consistently followed in adhering to all food safety processes

People	<ul style="list-style-type: none"> • Take pride in own role through an enthusiastic and professional approach to tasks 	
Business	<ul style="list-style-type: none"> • Be financially aware in approach to all aspects of work • Provide evidence of appropriate documentation being completed • Demonstrate following of specifications and correct food production techniques to meet requirements. 	

Assessment specification

Component	Coverage	Grading
702/752 Practical Observation	<p>Culinary</p> <p>CK5 Identify correct ingredients and portion sizes for each dish in line with recipe specifications</p> <p>CS1 Contribute to reviewing and refreshing menus in line with business and customer requirements</p> <p>CS2 Use available technology in line with business procedures and guidelines to achieve the best result</p> <p>CS4 Work methodically to prioritise tasks, ensuring they are completed at the right moment and to the required standard</p> <p>CS5 Measure dish ingredients and portion sizes accurately</p> <p>CS6 Demonstrate a range of craft preparation and basic cooking skills and techniques to prepare, produce and present dishes and menu items in line with business requirements</p> <p>CS7 Use correct knives and knife skills when preparing food and use the correct equipment when preparing, cooking and presenting food</p> <p>CS8 Correctly store and use food commodities when preparing dishes</p> <p>CS9 Apply correct preparation and selection methods when using meat, poultry, fish and vegetables in dishes</p> <p>CS10 Complete preparation and cooking tasks to a high standard, delivered on time and presented as described within the recipe specification</p> <p>CB2 Use technology and equipment in line with training</p> <p>CB4 Demonstrate the ability to identify when tasks are not going to plan and has the confidence to request support when needed</p> <p>CB5 Pay attention to detail and work consistently to achieve standards</p> <p>CS7 Demonstrate care and attention when using knives and equipment</p> <p>CS8 Consistently use the correct volume and quality of commodities in each dish, maintaining attention to detail</p> <p>CS9 Utilise the correct cuts and preparation methods to produce high quality, technically sound dishes.</p> <p>Food Safety</p> <p>FS1 Maintain a clean and hygienic kitchen environment at all times, complete kitchen documentation as required</p> <p>FS2 Store, prepare and cook ingredients correctly to deliver a quality product that is safe for the consumer</p> <p>FB1 Demonstrate high personal hygiene standards</p> <p>FB2 Follow safe working practices when storing, preparing and cooking ingredients to maintain their quality and safety.</p> <p>People</p> <p>PS1 Work effectively with others to ensure dishes produced are of high quality, delivered on time and to the standard required</p> <p>PS2 Use suitable methods of communication and operate in a fair and equal manner that demonstrates effective team working</p>	X/P/D or X/P for resit

Component**Coverage****Grading**

PS5 Perform role to the best of own ability in line with the business values and culture

PB1 Take pride in own role through an enthusiastic and professional approach to tasks

PB2 Listen to and respect other peoples' point of view and respond politely

PB5 Behave in a manner in line with the values and culture of the business.

Business

BS1 Follow instructions to meet targets and effectively control resources

BS2 Follow procedures regarding usage and waste of resources

BS3 Undertake all tasks with due care and attention, reporting risks in the appropriate manner

BB1 Be financially aware in approach to all aspects of work

BB2 Set an example to others by working in ways that minimise waste

BB3 Is vigilant and aware of potential risks within the kitchen environment and takes action to prevent them.

Assessment 702/752 Commis Chef Practical Observation/Resit

Task instructions for centres / end-point assessment customers / employers / training providers

Task overview

This is a three hour observation of the apprentice in the workplace. It must include both the preparation and service in a working kitchen.

The initial meeting

At the initial meeting, the City & Guilds IEPA will discuss and agree with the apprentice and their employer the dishes the apprentice is to produce for the Culinary Challenge task. The two course meal proposed for that task will need to be taken into account when planning this Practical Observation. This is because over the two assessments, the apprentice must cover all food groups, as indicated in Appendix 1 and all of the preparation and cooking range in Appendix 3.

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.

The assessment environment

The task must be completed in their normal workplace environment. This must be at a time that reflects typical working conditions.

There must be sufficient space to accommodate the assessor, without them impacting on the kitchen operations or the customer experience.

Preparation for assessment

The apprentice is allowed to carry out some preparation in advance of the assessment. See **Task Instructions for Apprentices** for details.

The City & Guilds IEPA will seek verbal confirmation from you that the apprentice undertook these tasks independently.

Capturing evidence

The City & Guilds IEPA will need to take digital photographs of the dishes produced.

Assessment 702/752 Commis Chef Practical Observation/Resit

Task instructions for apprentices

Task 1 Preparation, cooking and finishing for service

You are required to carry out the preparation, cooking and finishing for service of dishes during your normal working hours and in your normal working environment. You will be observed carrying out those tasks for a three hour period.

You will have attended an initial meeting with the City & Guilds Independent End Point Assessor where you will have discussed and agreed the food groups and preparation and cooking methods that you need to demonstrate.

Conditions of assessment:

- You must complete all tasks independently unless you are providing support to a colleague or have been asked to work with one or more colleagues. If you are working with colleagues, you will only be assessed on your individual contribution.
- You are allowed to carry out some preparation in advance of the assessment.

24 hours before, you can:

- Prepare a stock (if required)
- Check ingredients/equipment have, or are scheduled to, arrive

30 minutes before, you can:

- Collect and weigh ingredients
- Collect equipment and utensils and check they are working
- Switch on equipment eg oven.

The City & Guilds IEPA will obtain verbal confirmation from your employer that you undertook these tasks independently.

What you must produce for marking:

- Prepared commodities
- Cooked commodities
- Finished dishes.

In addition, your City & Guilds Independent End Point Assessor will take photographs of the commodities you prepare and the dishes you produce.

Assessment 702/752 Commis chef Practical Observation/Resit

Recording forms

All recording forms can be found in **End Point Assessment Recording Forms for Centres/End-Point Assessment Customers/Employers/Training Providers** document that is available in a word format. Please see below summary of the recording forms that are available for this assessment.

Recording form	Purpose	Who should complete
Initial Meeting Recording Form	To record details agreed at the initial meeting including the food groups, preparation methods and cooking methods to be addressed in this task.	City & Guilds IEPA.

Assessment 702/752 Commis Chef Practical Observation/Resit

Grading criteria

	Pass The apprentice can	Distinction The apprentice has achieved everything at a pass grade and can
Culinary	<ul style="list-style-type: none"> • Demonstrate working to menus in line with: <ul style="list-style-type: none"> ○ Business requirements ○ Advising on the availability of menu items ○ Popularity of menu items ○ Cooking to establishment standards, adhering to any nutritional requirements • Turn up on time • Wear uniform correctly • Use technology in own kitchen as per manufacturers' instructions and in accordance with health and safety regulations • Use technology appropriately and as required by the establishment in respect of cooking stated menu items • Find a dish specification/recipe for prescribed dish • Work safely, efficiently and confidently when using technology • Undertake mise en place undertaken in a timely fashion and ensure all food preparation allows for requirements of service • Follow and adhere to cleaning schedules • Read and understand the specification/recipe for dishes and ingredients • Weigh and measure ingredients using accurately functioning tools or equipment • Ensure correct volume/number of components • Ensure consistent portions prepared and served 	<ul style="list-style-type: none"> • Work efficiently and effectively with ease, sequence and prioritise tasks, make accurate use of materials, is well organised, continuously keep work area clean and tidy. • Execute food preparation and finishing tasks speedily to an excellent standard including making changes throughout the process, where necessary • Present dishes to the exact required standard – colour, consistency, texture and temperature • Adhere to organisational requirements at all times • Produce a flavour balance/taste profile to the exact required standard.

	<ul style="list-style-type: none"> • Pay attention to detail and work consistently to achieve standards. • Follow specification/brand standards to prepare and produce dishes and menu items, ensuring the consistency of the finished product • Identify correct knives and equipment for preparation, cooking and finishing of dishes and menu items • Select correct settings and use equipment correctly when preparing, cooking and finishing dishes and menu items • Demonstrate care and attention when using knives and equipment • Correctly store and use food commodities when preparing dishes • Use ambient, chilled and frozen storage correctly. <ul style="list-style-type: none"> ○ Correct labelling of food – dates, ingredients, allergens ○ Colour coding, following food safety systems ○ Stock rotation • Consistently use the correct volume and quality of commodities in each dish, maintaining attention to detail • Apply correct preparation and selection methods when using meat, poultry, fish and vegetables in dishes • Utilise the correct cuts and preparation methods to produce high quality, technically sound dishes • Complete preparation and cooking tasks to a high standard, delivered on time and presented as described in the recipe specification. 	
Food safety	<ul style="list-style-type: none"> • Reduce contamination risks associated with workflow procedures • Use storage procedures to prevent cross-contamination • Make sure surfaces and equipment are clean and in good condition • Use clean and suitable cloths and equipment for wiping and cleaning between tasks • Dispose of waste promptly, hygienically and appropriately 	<ul style="list-style-type: none"> • Apply best practice consistently followed in adhering to all food safety processes.

	<ul style="list-style-type: none"> • Avoid unsafe behaviour that could contaminate food whilst working • Keep necessary records up-to-date • Prepare, cook and hot hold food safely • Check food before and during operations for any hazards and follow the correct procedure for dealing with these • Prevent cross-contamination, such as between raw foods, foods already cooking/re-heating and ready-to-eat foods • Use methods, times, temperatures and checks to make sure food is safe 	
People	<ul style="list-style-type: none"> • Work effectively with others to ensure dishes produced are of a high quality, delivered on time and to the standard required • Demonstrate team work <ul style="list-style-type: none"> ○ Good time-keeping ○ Professional conduct ○ Working well with colleagues ○ Willingness to ‘cover’ for others, asking where help is required when own tasks are completed ○ Respond flexibly to rota requirements • Demonstrate team working and professional conduct – checking attendance at work; behaviours in team activities such as team meetings. • Listen to and respect other peoples’ point of view and respond politely • Demonstrate appropriate responses to instructions and show how to request information when required and ask questions to seek clarification and further guidance. • Behave in a manner in line with the values and culture of the business • Take pride in own role through an enthusiastic and professional approach to tasks • Can accelerate work pace when required and go the extra mile. 	

Business	<ul style="list-style-type: none">• Work to specified standards – following establishment standards in terms of preparing menu items in accordance with business/customer needs• Demonstrate effective waste management• Maintain any appropriate documentation such as wastage records• Be financially aware in approach to all aspects of work.	
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Assessment 703/753 Commis Chef Professional Discussion/Resit

Assessment specification

Component	Coverage	Grading
703/753	Culinary	P/D/X or P/X for resit
Professional Discussion	<p>CK1 Identify the factors which influence the types of dishes and menus offered by the business</p> <p>CK5 Identify correct ingredients and portion sizes for each dish in line with recipe specification</p> <p>CS1 Contribute to reviewing and refreshing menus in line with business and customer requirements</p> <p>CS2 Use available technology in line with business procedures and guidelines to achieve the best result</p> <p>CB1 Show enthusiasm for keeping up to date with business and industry trends</p> <p>CB2 Use technology and equipment in line with training</p> <p>CB3 Has the confidence to promptly deal with sub-standard ingredients, or those nearing their sell by date</p> <p>CB4 Demonstrate the ability to identify when tasks are not going to plan and has the confidence to request support when needed</p> <p>CB5 Pay attention to detail and work consistently to achieve the standards</p> <p>CB6 Show commitment to developing skills and knowledge; trying out new ingredients and dishes; practicing and reflecting on different preparation and cooking techniques</p> <p>CB8 Consistently use the correct volume and quality of commodities in each dish, maintaining attention to detail</p> <p>CB9 Utilise the correct cuts and preparation methods to produce high quality, technically sound dishes</p> <p>CB10 Has an appreciation of ingredients</p> <p>People</p> <p>PK1 Understand how personal and team performance impact on the successful production of dishes and menu items</p> <p>PK2 Know how to communicate with colleagues and team members from a range of diverse backgrounds and cultures</p> <p>PK3 Understand the importance of training and development to maximise own performance</p> <p>PK6 Recognise how all teams are dependent on each other and understand the importance of teamwork both back and front of house</p> <p>PS2 Use suitable methods of communication and operate in a fair and equal manner that demonstrates effective team working</p> <p>PS3 Develop own skills and knowledge through training and experiences</p> <p>PS4 Support team members to produce dishes and menu items on time to quality standards</p> <p>PS6 Develop good working relationships across the team and with colleagues in others parts of the organisation and deal with challenges and problems constructively to drive a positive outcome</p>	

Component**Coverage****Grading**

PB2 Listen to and respect other peoples' point of view and respond appropriately

PB3 Welcome and act on feedback to improve personal methods of working, recognising the impact that personal performance has on the team. Recognise own personal growth and achievement

PB4 Respond positively to instruction and be aware of team members who may need support to get menu items out on time without compromising quality

PB6 Communicate and behave effectively to help team members achieve the best result for the customers and the business

Business

BK1 Understand the basic costing and yield of dishes and the meaning of gross profit

BS3 Undertake all tasks with due care and attention, reporting risks in the appropriate manner

BB1 Be financially aware in approach to all aspects of work

BB2 Set an example to others by working in ways that minimise waste

BB3 Is vigilant and aware of potential risks within the kitchen environment and takes action to prevent them

Assessment 703/753 Commis Chef Professional Discussion/Resit

Task instructions for centres / end-point assessment customers / employers / training providers

Task overview

The Professional Discussion is a 40 minute, structured discussion between the City & Guilds IEPA and the apprentice. 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.

Please note, the City & Guilds IEPA is likely to spend about 5 minutes with an introduction to the assessment at the beginning and a further 5 minutes at the end to go through next steps and to allow the apprentice to ask any questions. In total, please allow up to 50 minutes for the completion of this task.

The assessment environment

The Professional Discussion will be conducted in a controlled environment such as a quiet room, away from the normal place of work. However, the assessment may take place remotely if necessary. Please refer to the **Manual for the End Point Assessment Service** and the Remote Assessment section for details of requirement.

The employer is allowed to be present. They can support the apprentice and confirm information but they cannot ask questions or contribute to grading.

Preparation for assessment

The apprentice must submit a Recipe Log to the City & Guilds IEPA at the time of booking the EPA. The log is to reflect dishes produced, not to record individual stages of preparation and cooking; for example, a steak pie would be a valid inclusion whereas diced beef would not. It may only contain dishes prepared independently by the apprentice during their apprenticeship, preferably after the first six months. Dishes in the log must be endorsed and validated by the employer using the **Declaration of Authenticity Form**.

Appendix 3 provides details of what should be included in the Recipe Logs. This document should be shared with the apprentice.

Appendix 4 should be completed by the apprentice and added to the front of the Recipe Log as an index/contents page. Alternatively, they can use the Recipe Log in the **Apprenticeship Training Manual**.

At least **five days** before the Professional Discussion, the apprentice will be provided with examples of topics that will be used as the basis for the discussion. They will also receive details of any supporting documentation they may want to bring with them.

Assessment 703/753 Commis Chef Professional Discussion/Resit

Task instructions for apprentices

Task 1 Prepare recipe logs

You are required to produce a recipe log. The recipe log must be submitted when your employer books the EPA.

This should include recipes of dishes you have prepared independently in the workplace during your apprenticeship. You should focus on those dishes prepared after the first six months of your apprenticeship to showcase your abilities. The log must contain full recipes, time plans and safety controls implemented. Photographs of dishes should be included.

The Recipe Log must cover the range of food groups in Appendix 3. It should include all content shown in Appendix 3. You must complete **either** the template in Appendix 4 **or** the Recipe Log in the **Apprenticeship Training Manual** for this purpose. No other format is acceptable.

The front of the Recipe Log should include a contents page showing the names of the dishes against the required food groups.

Conditions of assessment:

- You must work independently
- You should be given time and the resources needed to produce your Recipe Log.

What you must produce for marking:

- Recipe Log and completed Declaration of Authenticity Form.

Task 2 Participate in a professional discussion

You are required to participate in a professional discussion. It will last for 40 minutes and focus on your Recipe Log. In addition to the 40 minutes, there will be an introduction from the City & Guilds IEPA which will last approximately 5 minutes. There will also be 5 minutes at the end where they give you details of what happens next and you will have the opportunity to ask any questions. In total you should allow up to 50 minutes.

At least **five days** before the Professional Discussion, the City & Guilds IEPA will provide you with examples of topics that will be used as the basis for the discussion. Examples of topics could be:

- Allergens
- Team relationships
- Business success
- Menu design
- Record keeping/documentation.

You will also receive details of any supporting documentation you may want to bring with you.

Conditions of assessment:

- You must work independently in supervised conditions
- You may take supporting documentation into the Professional Discussion
- You must complete the task in a controlled environment.

Assessment 703/753 Commis Chef Professional Discussion/Resit

Grading criteria

Task No	Pass The apprentice can	Distinction The apprentice has achieved everything at a pass grade and can
Culinary	<ul style="list-style-type: none"> • Know brand standards and basic food costs in relation to quality of produce. • Respond to feedback from line manager and any customer feedback • Work to menus in line with business requirements and advising on the availability of menu items and cooking to establishment standards • Use technology appropriately and as required by the establishment in respect of cooking stated menu items • Undertake professional development as requested • Use technology in own kitchen as per manufacturers' instructions and in accordance with health and safety regulations • Work safely, efficiently and confidently when using technology • Knows the importance of following manufacturers' instructions and working in accordance with health and safety regulations • Check, report and carry out stock checks and demonstrate stock rotation and recording of activities on appropriate documentation • Communicate to appropriate personnel about stock levels and shortages • Identify when tasks are not going to plan and have the confidence to request support when needed. • Contribute to the development of menu items and follow a structured development plan • Work with a mentor to make recommendations for a dish/try out new ideas/skills 	<ul style="list-style-type: none"> • Look for opportunities to influence improvements in culinary performance in line with new trends and developments • Take appropriate opportunities to experiment with new techniques/food items/methods and dishes • Evaluate dishes to seek improvement / modernisation. • Demonstrate a passion for preparing, cooking and serving creative, technically sound dishes. • Evaluate own performance and take development opportunities to improve in food preparation, cooking and service to the 'pass' • Proactively keep up to date with industry developments, food trends and business objectives.

	<ul style="list-style-type: none"> • Reflect on ingredients, dishes, seasons, look at menu and performance and make recommendations • Identify correct knives and equipment for preparation, cooking and finishing of dishes and menu items • Know correct settings and use of equipment when preparing, cooking and finishing dishes and menu items • Adhere to company specifications/brands when preparing/cooking dishes • Consistently use the correct volume and quality of commodities in each dish, maintaining attention to detail • Utilise the correct cuts and preparation methods to produce high quality, technically sound dishes • Complete preparation and cooking tasks to a high standard, delivered on time and presented as described in the recipe specification. 	
Food safety	<ul style="list-style-type: none"> • Understand and interpret labels, recording the presence of allergens and intolerants • Identify and analyse potential hazards of cross-contamination • Provide accurate information to customers. • Control deliveries, storage, stock rotation and supplier specifications to protect against allergen and intolerant contamination • Take a responsible approach to allergen control • Maintain up to date records and instructions • Use safe food handling practices and procedures for preparing and serving both 'specific allergen' free and 'intolerant' free food • Adhere to organisation's procedures for items that may cause allergic reactions. • Check that food is undamaged, is at the appropriate temperature and within its 'use-by-date' on delivery. • Prepare food for storage and storage within correct timescales and conditions 	

	<ul style="list-style-type: none"> • Clean and maintain storage areas, including assurance of the correct temperature for the type of food • Store food so that cross contamination is prevented eg keep raw and cooked foods separate • Separate ready-to-eat foods and common allergenic foods such as nuts (eg sealed containers) • Follow stock rotation procedures • Safely dispose of food that is beyond its 'use-by-date'. 	
<p style="text-align: center;">People</p>	<ul style="list-style-type: none"> • Know how own working practices and that of team impact on food production and service and the customer experience. • Use effective communication methods and show how to communicate with colleagues and team members • Work well with colleagues • Listen to and respect other peoples' point of view and respond politely. • Know what training is and the importance of personal development in terms of improving knowledge and skills • Identify areas of development and what they require to address skills and knowledge gaps • Demonstrate effective team work and support by evidencing from peer feedback and questioning that preparation and service timelines are met on a consistent basis • Know basic team roles and state own job role requirements and the job role requirements of others and how adhering to role responsibilities and targets impacts on the team and work productivity in a positive way • Know the relationship with other departments and the requirements to communicate across departments • Know levels of communication with other departments and what they need to know about the work of the other departments in order to deliver a good service to the customer/service user • Provide specific examples where they have developed/augmented good working relationships – What did 	<ul style="list-style-type: none"> • Act as a role model to other team members, providing support and guidance when required • Encourage and facilitate good team and working relationships. • Demonstrate a high level of consideration for other peoples' opinions • Take responsibility for identifying possible development opportunities for self and team members • Evaluate own skills and performance, seek feedback from others and proactively engages with performance reviews and development planning. • Set an example to team members on efficient ways of working to organisational standards • Consider factors that may affect performance and responds effectively in line with job role.

	<p>they do? Why did they do that? What was the outcome? How would they approach that situation in the future if there wasn't a positive outcome?</p> <ul style="list-style-type: none"> • Know potential challenges and pinch points in the working environment and how they can overcome such challenges 	
Business	<ul style="list-style-type: none"> • Know targets expected to meet in terms of portion control and wastage • Work to achieve gross profit % targets and know the impact of not meet the gross profit targets. • Manage waste • Undertake any recycling and correct disposal of waste. • Note what contingency planning is in place where certain ingredients are not available and suitable alternatives and substitutes. • Report as per standard requirements where risks are identified, meeting legal requirements. 	<ul style="list-style-type: none"> • Approach tasks/solve problems with a methodical, considered approach taking into account potential consequences of own actions • Have a working knowledge of costs in the kitchen environment and why their control is important to meet team and organisational needs.

6 Appendices

Appendix 1 Food Groups

The food groups may be assessed in either the Culinary Challenge or Practical Observation, but the total number (detailed in the chart below) must be achieved between the two assessments.

It should be noted that the Culinary Challenge is more prescriptive regarding the food groups to be included thus it is important to read the details for both the Culinary Challenge and Practical Observation together, before planning the assessments. This explains why it is recommended that the Culinary Challenge is undertaken before the Practical Observation.

Mandatory food groups: The apprentice must cover one of the range from each of the following food groups:	Optional food groups: The apprentice must also cover four of the following food groups:	Optional food groups: The apprentice must also cover two of the following food groups:
Poultry	<ul style="list-style-type: none"> • Game 	<ul style="list-style-type: none"> • Egg dishes
<ul style="list-style-type: none"> • Chicken 	<ul style="list-style-type: none"> • Offal 	<ul style="list-style-type: none"> • Bread and dough
<ul style="list-style-type: none"> • Duck 	<ul style="list-style-type: none"> • Vegetables 	<ul style="list-style-type: none"> • Pastry
<ul style="list-style-type: none"> • Turkey 	<ul style="list-style-type: none"> • Vegetable protein 	<ul style="list-style-type: none"> • Cold and hot desserts
Fish	<ul style="list-style-type: none"> • Shellfish 	<ul style="list-style-type: none"> • Cakes, sponges, biscuits and scones
<ul style="list-style-type: none"> • White fish – round 	<ul style="list-style-type: none"> • Sauces 	
<ul style="list-style-type: none"> • White fish – flat 	<ul style="list-style-type: none"> • Stock 	
<ul style="list-style-type: none"> • Oily 	<ul style="list-style-type: none"> • Soup 	
Meat	<ul style="list-style-type: none"> • Rice 	
<ul style="list-style-type: none"> • Beef 	<ul style="list-style-type: none"> • Pasta 	
<ul style="list-style-type: none"> • Lamb 		
<ul style="list-style-type: none"> • Pork 		

Appendix 2 Preparation and Cooking Range

The preparation and cooking range may be assessed in either the Culinary Challenge or Practical Observation.

Apprentices must demonstrate:

- At least **six** preparation methods appropriate to the food groups
- At least **six** cooking methods appropriate to the food groups.

The total number must be achieved between the two assessments.

It should be noted that the Culinary Challenge is more prescriptive regarding the food groups to be included thus it is important to read the details for both the Culinary Challenge and Practical Observation together, before planning the assessments. This explains why it is recommended that the Culinary Challenge is undertaken before the Practical Observation.

Food group	Group range	Preparation methods	Cooking methods
Fish	White fish – round White fish – flat Oily	Filleting Cutting Skinning Trimming Coating Marinating/adding dry rubs Descaling.	Frying (deep and shallow) Grilling Poaching Baking Steaming Stewing.
Poultry	Duck Chicken Turkey	Checking and preparing the cavity Seasoning/marinating Trimming Cutting (dice, portion, cut) Stuffing/filling Coating.	Grilling (over fire and under heat) Griddling Roasting Poaching Frying (deep, shallow, sauté and stir) Steaming Braising Confit Combination cooking methods.
Meat	Beef Lamb Pork	Cutting (slicing and dicing) Seasoning/marinating/adding dry rubs Trimming Boning Tying Tenderising Portioning Stuffing/filling Tying and trussing Batting out Brining.	Sealing Grilling (over fire/under fire) Griddling Frying (shallow and stir) Braising Stewing Roasting Steaming Boiling Resting.
Shellfish	Prawns Shrimp Mussels Clams	Cleaning Shelling Washing Coating Cutting.	Boiling Frying (deep and shallow) Grilling Steaming Poaching.

Game	Furred Feathered	Checking and preparing the cavity Seasoning Cutting (dice, portion) Stuffing/filling Trussing.	Sealing Grilling Griddling Sautéing Roasting Frying (shallow and deep) Braising Stewing Combination cooking methods.
Offal	Liver Kidney Sweetbread Cheek.	Cutting and slicing Marinating/seasoning Coating with flour Skinning Trimming Blending and mincing.	Grilling Griddling Shallow frying Boiling Braising Poaching Baking Steaming Bain marie Sautéing Combining cooking methods.
Vegetables	Roots Bulbs Flower heads Fungi Seeds and pods Tubers Leaves Stems Vegetable fruits	Washing Peeling Re-washing Chopping Traditional French cuts including Julienne, Brunoise, Macédoine, Jardinière, Paysanne Slicing Trimming Grating Turning.	Blanching Boiling Roasting Baking Grilling Braising Frying (deep, shallow and stir) Steaming Stewing Combined cooking methods.
Sauces	Thickened gravy Roast gravy Curry gravy White sauce Brown sauce Velouté Puree Butter sauce Emulsified sauce	Weighing/measuring Chopping Simmering Boiling Make roux Passing/straining/blending Skimming Whisking.	Adding cream Reducing Adding thickening agents Adding other ingredients.
Stock	Vegetable Brown White Fish	Weighing/measuring Chopping Simmering Boiling Passing/straining Skimming.	n/a
Soup	Puree Broth/potage Finished with cream Velouté.	Weighing/measuring Chopping Simmering Boiling Make roux Passing/straining Blending/liquidising Sweating vegetable ingredients Skimming.	Adding cream Garnishing.

Rice	Long Short Round Brown.	Washing/soaking.	Boiling Frying Braising Steaming Stewing Baking.
Pasta/noodles	Shaped pasta Flat pasta Dried pasta Fresh pasta Stuffed pasta	n/a	Blanching Straining Mixing Boiling Baking Combined cooking methods.
Egg dishes	Chicken eggs Duck eggs Quail eggs	Beating.	Blanching Straining Mixing Boiling.
Vegetable protein	Soya Quorn Seitan Tofu – firm and soft	Soaking Washing Stewing Straining.	Boiling Braising Steaming Deep frying Roasting Baking Frying Sautéing.
Bread and dough	Enriched dough Soda bread dough Bread dough Naan dough/pitta dough Pizza dough	Weighing/measuring Sieving Mixing/kneading Proving Knocking back Shaping.	Baking Frying Glazing Icing Filling Decorating.
Pastry	Short Sweet Suet Choux Convenience	Weighing/measuring Sifting Rubbing in Creaming Resting Piping Rolling Cutting/shaping/trimming Lining.	Baking Steaming Deep frying Combined cooking methods.
Cakes, sponges, biscuits, scones	Cakes Sponges Biscuits Scones.	Weighing/measuring Creaming/beating Whisking Folding Rubbing in Greasing Glazing Portioning Piping Shaping Filling Rolling Lining Kneading.	Baking Trimming/icing Spreading/smoothing Dusting/dredging/sprinkling Mixing.
Cold and hot desserts	Ice cream Mousse Egg based Batter based Sponge based Fruit based Pastry based	Slicing Creaming Folding Moulding Mixing Aeration Addition of flavours/colours	Boiling/poaching Stewing Baking Combination cooking Steaming Frying Filling

		Pureeing Combining Portioning Chilling.	Glazing Piping Garnishing.
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Appendix 3 Recipe Log Requirements

The Recipe Log must cover the following minimum range:

Food group	Group range	Preparation methods	Cooking methods
Fish	2	5 including filleting	4
Shellfish	2	3	3
Meat	2	6 including boning	7
Poultry	2	6 including cutting down a whole bird to portions	6
Game	1	2	2
Offal	2	3	4
Vegetables	6	6	6
Sauces	5	5 including 'make roux'	2
Stock	2	4	
Soup	3	5	
Rice	2	1	2
Pasta	2		3
Egg dishes	1	1	3
Vegetable protein	1	2	2
Bread and dough	2	3	2
Pastry	2	4	2
Cakes, sponges, biscuits, scones	2	14	3
Cold and hot desserts	4	7	6

Appendix 4 Recipe Log Contents

Fish	Group range (2)	Preparation methods (5 including filleting)	Cooking methods (4)
Shellfish	Group range (2)	Preparation methods (3)	Cooking methods (3)
Meat	Group range (2)	Preparation methods (6 including boning)	Cooking methods (7)

Poultry	Group range (2)	Preparation methods (6 including cutting down a whole bird into portions)	Cooking methods (6)
Game	Group range (1)	Preparation methods (2)	Cooking methods (2)
Offal	Group range (2)	Preparation methods (3)	Cooking methods (4)

Vegetables	Group range (6)	Preparation methods (6)	Cooking methods (6)
Sauces	Group range (5)	Preparation methods (5 including making a 'roux')	Cooking methods (2)
Stock	Group range (2)	Preparation methods (4)	Cooking methods (n/a)

Soup	Group range (3)	Preparation methods (5)	Cooking methods (n/a)
Rice	Group range (2)	Preparation methods (1)	Cooking methods (2)
Pasta	Group range (2)	Preparation methods (n/a)	Cooking methods (3)
Egg dishes	Group range (1)	Preparation methods (1)	Cooking methods (3)
Vegetable protein	Group range (1)	Preparation methods (2)	Cooking methods (2)

Bread and dough	Group range (2)	Preparation methods (3)	Cooking methods (2)
Pastry	Group range (2)	Preparation methods (4)	Cooking methods (2)
Cakes, sponges, biscuits, scones	Group range (2)	Preparation methods (14)	Cooking methods (3)

Cold and hot desserts	Group range (4)	Preparation methods (7)	Cooking methods (6)

Useful contacts

Centres

Exam entries, Certificates,
Registrations/enrolment, Invoices, Missing
or late exam materials, Nominal roll reports,
Results

E: centresupport@cityandguilds.com

Learners

General qualification information

E: learnersupport@cityandguilds.com

Other contacts

For other contacts visit the Contact Us page
of our website

W: www.cityandguilds.com/help/contact-us

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