

**City & Guilds Level 2 End-
point Assessment for
Commis Chef
(9081-22)**

EPA Pack for Providers & Employers

Standard: ST0228

EPA Plan: Version 1.2

QN: 610/2068/0

Version 1.1

Last modified March-2025

For external use

Version	Summary of changes	Section
1, January 2023	Document created	N/A
1.1 March 2025	EPA and component 705 title amended Maths and English gateway requirements amended in line with apprenticeship funding rules	Throughout

Contents

1. Apprenticeships	5
Preparing for EPA	6
Authenticating the Apprentice’s Work	7
Health & Safety and Codes of Practice	7
Overall Grade	8
Results Submission & Feedback	9
Statement of Achievement	9
Digital Credentials	10
Security, Confidentiality & Copyright of End-point Assessment Materials	11
2. The Apprenticeship Standard	13
The Occupational Role	13
The Occupational Standard	13
Knowledge, Skills & Behaviours	15
Grades & Grading Descriptors	21
3. Gateway	25
4. Timetable for End-point Assessment	26
Summary Timescales	30
5. End-Point Assessment Resources	31
6. Assessment Instructions: 203 Knowledge test	32
Assessment Specification	32
Key information	34
Apprentice Instructions – 203 Knowledge test	36
7. Assessment Instructions: 704 Practical assessment with questions	37
Assessment Specification	37
Overview	38
Provider & Employer Instructions	39
Apprentice Instructions - 704 Practical assessment with questions	41
Recording forms	43
8. Assessment Instructions: 705 Professional discussion underpinned by portfolio of evidence	44
Assessment Specification	44

Overview	45
Provider & Employer Instructions.....	46
Apprentice Instructions - 705 Professional discussion underpinned by portfolio of evidence.....	49
Recording forms	51
9. Re-sits & Re-takes	52
203 Knowledge test (253 resit code)	52
704 Practical assessment with questions	53
705 Professional discussion underpinned by portfolio of evidence	54
Contact Us.....	55

1. Apprenticeships



This pack will help providers and employers prepare apprentices for the End-point Assessment (EPA) of their City & Guilds Level 2 End-point Assessment for Commis Chef (9081-22) Apprenticeship Standard v1.2. It explains how apprentices will demonstrate the knowledge, skills, and behaviours (KSBs) which they developed during their apprenticeship.

This pack must be used alongside the:

- [City & Guilds Manual for the End-point Assessment Service](#)
- Recording Forms for Providers & Employers
- EPA Knowledge Test Guidance
- Resource Pack for Providers & Employers
- EPA Handbook
- [EPA Documents Library](#) including information about the EPA Service, policies about malpractice and appeals, FAQs, and a video about EPA which can be shared with apprentices

The City & Guilds Manual for the End-point Assessment Service includes information on:

- Using the EPA Pro portal
- The process for booking EPA
- Acceptable qualifications and certificates at Gateway
- Uploading files to the EPA Pro portal
- Use of electronic signatures
- Knowledge tests on e-volve (where applicable)
- Responsibilities of providers and employers
- The Quality Assurance process

Full time apprentices will typically spend 12 months on-programme working towards meeting the Standard, with a minimum of 20% off-the-job training. The employer should ensure that the apprentice has access to development opportunities to improve their knowledge, skills and behaviours, as outlined in the Standard, and hold regular reviews with the provider and apprentice to check how they are getting on.

Once the apprentice has completed their training, they should be ready to go through 'Gateway' to EPA. See the [Gateway](#) and Assessment Instructions sections within this pack to understand what happens.

The EPA for this apprenticeship includes the following assessments which can be taken in any order, as requested by the apprentice:

- Assessment Instructions: [203 Knowledge test](#)
- Assessment Instructions: [704 Practical assessment with questions](#)
- Assessment Instructions: [705 Professional discussion underpinned by portfolio of evidence](#)

Preparing for EPA

In preparation for EPA, providers and employers should:

- Read the Assessment Instructions sections before reaching Gateway – the EPA Partnership Managers can help with any queries
- Review which completed **Recording Forms and evidence** must be submitted, and when
- Use the Recording Forms provided in the format laid out, unless indicated otherwise
- Plan the venue and [resources](#) required for EPA - make sure the assessment environment is secure and comfortable, without interruptions
- Use the EPA Pro portal to help manage the apprentice's progress through EPA
- For on-site assessment: Arrange for a designated contact to be available on the day to ensure the correct resources are available

Some actions to help the apprentice prepare for EPA:

- Explain the assessments and **Recording Forms** to the apprentice – refer to details in the Assessment Instructions sections of this pack
- Agree a realistic timeframe for submission of evidence that meets the EPA deadlines – any delays in submission of evidence will delay the assessments
- Make sure the apprentice has the resources and time to prepare for, and undertake EPA
- Take the apprentice through some mock assessments
- Share the [EPA Preparation Guide](#) with the apprentice. It includes information about system requirements for virtual meetings
- Let City & Guilds know if reasonable adjustments are required to support an apprentice through EPA. The City & Guilds policy is on the City & Guilds website, under [EPA Documents Library](#)

Authenticating the Apprentice's Work

The Independent End-point Assessor (IEPA) must ensure all decisions satisfy 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

The employer/provider should also aid authentication by:

- Supplementary (oral) questioning to gauge familiarity with the topic
- Looking out for any changes to the apprentice's usual writing style, unusual sources/examples or the use of 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.

City & Guilds have produced forms for use when reviewing evidence produced outside of controlled conditions, such as the portfolio of evidence. These forms include a Declaration of Authenticity Form which must be completed when submitting evidence. The forms can be found in the Recording Forms document.

Health & Safety and Codes of Practice

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

Following safe working practices is an integral part of all City & Guilds assessments, and it is the responsibility of the provider and employer to ensure that all the health and safety requirements are in place when apprentices are working on any projects or before apprentices begin any EPA.

Should an apprentice fail to follow correct health and safety practices and procedures during an EPA, the IEPA will consult with the EPA Team, and may advise the apprentice to stop and explain why.

Overall Grade

This End-point Assessment is graded Fail, Pass or Distinction. The EPA will be assessed and graded by the IEPA.

Information about how each assessment is graded can be found in the Assessment Instructions sections of this pack. The apprentice will fail an assessment method if they do not meet the pass criteria.

Apprentices who fail one or more assessment method will be awarded an overall EPA 'fail'.

All assessment methods are weighted equally in their contribution to the overall EPA grade. Performance in the EPA will determine the apprenticeship grade of fail, pass, or distinction.

In order to gain an overall EPA 'Pass', apprentices must achieve a pass in all the assessment methods.

In order to achieve an overall EPA 'Distinction', apprentices must achieve distinction in at least two assessment methods.

Grades from individual assessment methods should be combined in the following way to determine the grade of the EPA as a whole:

Assessment method			Overall Grading
Knowledge test	Practical assessment with questions	Professional discussion	
Fail	Any grade	Any grade	Fail
Any grade	Fail	Any grade	Fail
Any grade	Any grade	Fail	Fail
Pass	Pass	Pass	Pass
Distinction	Pass	Pass	Pass
Pass	Distinction	Pass	Pass
Pass	Pass	Distinction	Pass
Pass	Distinction	Distinction	Distinction
Distinction	Distinction	Pass	Distinction
Distinction	Pass	Distinction	Distinction
Distinction	Distinction	Distinction	Distinction

Results Submission & Feedback

The knowledge test component will be delivered using the e-volve on screen test platform. Test results will be available on the Walled Garden within 24 hours following the test.

The IEPA will communicate the grade allocated for each assessment to the Lead Independent End-point Assessor (LIEPA) for quality assurance and sampling. The LIEPA will submit the results to the City & Guilds EPA Team.

If the apprentice has passed EPA, the City & Guilds EPA Team will issue the EPA Statement of Achievement to the Provider confirming the grade achieved and will notify the Institute for Apprenticeships and Technical Education (IfATE) who will issue the Apprenticeship certificate.

The IEPA will not provide feedback to the apprentice during or immediately following the assessment process. The provider will be informed by the City & Guilds EPA Team of the assessment results. Summary feedback will be provided to all apprentices after any grade determination has been carried out. The feedback will cover the areas against which insufficient evidence has been provided, leading to a 'Fail'. Our 'Pass+ Feedback' will also cover the areas against which the apprentice's evidence has resulted in the award of a Pass or Distinction.

Statement of Achievement

A printed EPA Statement of Achievement will be issued to each successful apprentice.

Providers and employers with access can view and download PDF copies of the Statement 24 hours after the results are published. A PDF supports more efficient processing of funding claims by providing evidence of learner certification before the apprentice's paper certificate arrives.

The overall Apprenticeship certificate will be issued by the Institute for Apprenticeships and Technical Education (IfATE).

Digital Credentials

A digital credential is a verified, visual representation of knowledge and skills earned in various learning environments. Please see an example below:



Link: [9081-22 - Level 2 End-point Assessment for Commis Chef • City & Guilds • City & Guilds](#)

Digital credentials are issued and verified online, making it easy for individuals to demonstrate their competencies to employers, clients, and peers online. Each digital credential has a unique URL that can be shared electronically via social media, in an email signature, and on a CV. This is a complimentary service in addition to the paper certificate.

For further information, please visit the City & Guilds EPA Digital Credentials webpage and the general terms in respect of our privacy policy or contact digitalsupport@cityandguilds.com.

Security, Confidentiality & Copyright of End-point Assessment Materials

The following Terms of Use apply to the use of any City & Guilds EPA Assessment Materials (“EPA Assessment Materials”), included with the EPA Pack or otherwise provided by City & Guilds to the Customer from time to time under City & Guilds’ EPA Service, by Customers. They form part of the Agreement between City & Guilds and the Customer for provision of City & Guilds’ EPA Service in accordance with the Manual for the End-point Assessment Service (hereafter the Manual).

EPA Assessment Materials include, but are not restricted to, venue and resources list, the handbook, EPA Pack, EPA Recording Forms, sample papers, assessment tasks, questions or marked scripts.

Customers are obliged to comply with these Terms of Use when using any EPA Assessment Materials from time to time, in addition to:

- the terms of the licence for use of City & Guilds Materials set out under the Manual;
- (where any EPA Assessment Materials are dated examinations), the City & Guilds invigilation instructions; and
- any conditions contained in a document itself.

Defined terms in these Terms of Use shall have the meaning given to them in the Manual.

Terms of Use

The Customer shall, and procure that the Customer’s staff shall:

- **only** use any EPA Assessment Materials for the purpose of formal, summative EPA assessment in connection with the Agreement and not for any other purpose (including, but not restricted to, teaching, revision, as practice assessments or for commercial purposes);
- **not** make copies of any EPA Assessment Materials, whether in whole or in part, at any time;
- handle and store any EPA Assessment Materials securely at all times;
- ensure that:
 - any EPA Assessment Materials are made accessible to Apprentices only during formal EPA assessment as governed by the assessment conditions specified for the individual Apprenticeship Standard;

- whilst the portfolio of an Apprentice may contain EPA assessment results referenced to the EPA assessment taken from time to time, they do not at any time contain the EPA Assessment Materials, unless otherwise stated in the individual Apprenticeship Standard; and
- the content of any EPA Assessment Materials is not made public in any format, whether in part or in full, at any time;
- **under no circumstances** share any EPA Assessment Materials with any third-party organisation or individual;
- seek written permission from City & Guilds if they wish to convert any EPA Assessment Materials for storage, retrieval and delivery in electronic form (i.e., using some form of e-assessment or e-learning system) from time to time; and
- provide access, on request, to City & Guilds to any system(s) on which any EPA Assessment Materials appear, are stored or delivered from time to time.

2. The Apprenticeship Standard



The Occupational Role

This occupation is found in the Hospitality industry across a range of sectors including hospitality, aviation and care. Commis chefs may work in different types of organisations and employers such as restaurants, hotels, care homes/hospitals, military establishments and cruise ships. The broad purpose of the occupation is to support the kitchen in providing the culinary offer by preparing, cooking and finishing a range of food items whilst rotating around each section of the kitchen. Commis chefs will work as part of a kitchen brigade to ensure the quality of the food items produced meet brand, organisational and legislative requirements including the completion of food safety management documentation. They receive, check and correctly store deliveries as well as checking and reporting food items and stock levels. Commis chefs contribute to improving the culinary offer of their organisation. In their daily work, an employee in this occupation interacts with a team (brigade) of chefs, the wider team including front of house staff, suppliers and customers. Commis chefs may work unsociable hours, including early mornings, late evenings, weekends and holidays. An employee in this occupation will be responsible for maintaining high standards of personal, food and kitchen hygiene in their section. A commis chef is supervised in their work and reports to a senior chef. In a smaller establishment this may be the Head Chef or Chef Patron or may be a Chef de Partie in a larger organisation using the kitchen hierarchy system.

The Occupational Standard

This apprenticeship Standard has a number of duties which someone working in the role would typically be able to undertake. These duties are underpinned by a range of knowledge, skills, and behaviours (KSBs) which a successful apprentice will be able to demonstrate:

Duty	KSBs
<p>Duty 1 Prepare food items in line with legislation relevant to this occupation. Follow organisational brand standards and recipe specifications including portion control and waste management.</p>	<p>K1 K4 K5 K6 K7 K8 K9 K10 K11 K12 K13 K14 K15K16 K17 K18 K19 K20 K21 K22 K23 K31 K32 K33 K34 K35 K37 K38 K39 K40 K41 S2 S4 S5 S6 S7 S8 S9 S10 S11 S12 S16 S17 B2 B3 B4 B5 B6</p>

Duty	KSBs
<p>Duty 2 Cook food items in line with legislation relevant to this occupation. Follow organisational brand standards and recipe specifications including portion control and waste management</p>	<p>K1 K5 K6 K7 K8 K9 K11 K14 K20 K24 K25 K26 K27 K28 K29 K31 K32 K33 K34 K35 K37 K38 K39 K40 K41 S2 S4 S5 S6 S7 S8 S9 S10 S11 S12 S16 S17 B2 B3 B4 B5 B6</p>
<p>Duty 3 Finish food items in line with legislation relevant to this occupation. Follow organisational brand standards and recipe specifications including portion control and waste management</p>	<p>K1 K5 K6 K7 K8 K9 K11 K14 K20 K30 K31 K32 K33 K34 K35 K37 K38 K39 K40 K41 S2 S4 S5 S6 S7 S8 S10 S11 S12 S16 S17 B2 B3 B4 B5 B6</p>
<p>Duty 4 Clean and maintain a safe and hygienic kitchen environment including preparation, cooking and storage areas</p>	<p>K3 K4 K32 K33 K35 K37 K38 K40 K41 S2 S3 S8 S11 S12 S16 S17 B2 B3 B4 B6</p>
<p>Duty 5 Complete food safety management system documentation</p>	<p>K3 K4 K6 K8 K32 K33 K35 K37 K38 K40 K41 S3 S11 S12 S16 S17 B2 B3 B4 B6</p>
<p>Duty 6 Check and report food items and commodity (for example kitchen foil, film, plastic gloves, cloths etc) stock levels following stock rotation systems</p>	<p>K3 K4 K32 K33 K35 K37 K38 K40 K41 S3 S4 S9 S11 S12 S16 S17 B2 B3 B4 B6</p>
<p>Duty 7 Operate and clean specialist kitchen equipment following safe handling procedures</p>	<p>K2 K4 K7 K10 K13 K15 K16 K17 K18 K19 K21 K22 K23 K24 K25 K26 K27 K28 K29 K30 K32 K33 K35 K37 K38 K40 K41 S2 S4 S5 S6 S7 S8 S9 S10 S11 S12 S16 S17 B2 B3 B4 B6</p>
<p>Duty 8 Receive and check internal and external deliveries of food items, equipment and chemicals and store correctly</p>	<p>K3 K6 K8 K31 K32 K33 K35 K37 K38 K40 K41 S3 S4 S11 S12 S16 S17 B2 B3 B4 B6</p>

Duty	KSBs
Duty 9 Work with others to ensure dishes produced are of high quality, delivered on time and to the standard required	K6 K33 K34 K35 K36 K37 K38 K39 K40 K41 S1 S2 S3 S4 S5 S6 S7 S8 S9 S10 S11 S12 S13 S15 S16 B1 B2 B3 B4 B5 B6
Duty 10 Contribute to reviewing and refreshing menus and improving the culinary offer	K1 K2 K31 K35 K36 K37 K38 K39 K40 S1 S6 S14 B1 B2 B4 B6
Duty 11 Develop own skills and knowledge through training and experiences	K1 K34 K35 K36 K37 K38 K39 K40 S1 S13 S14 S15 B1 B4 B5 B6

Knowledge, Skills & Behaviours

Ref.	Knowledge and understanding <i>Core: All apprentices must complete</i>	Assessment Method
K1	The factors which influence the types of food items and menus offered by the business	Professional discussion
K2	How technology supports the development and production of dishes and menu items	Knowledge test
K3	The importance of checking food, equipment, chemical and commodity 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	Practical assessment with questions
K4	How to undertake set up, preparation and cleaning tasks to organisational standard whilst working in a challenging, time-bound environment	Knowledge test
K5	Correct ingredients and portion sizes for each dish in line with recipe specifications	Practical assessment with questions
K6	The principles of basic food preparation and cooking; taste, allergens (including intolerances), diet (including religious, cultural and medical) and nutrition	Knowledge test

Ref.	Knowledge and understanding <i>Core: All apprentices must complete</i>	Assessment Method
K7	Commonly used knives and kitchen equipment and their specific function	Knowledge test
K8	Sources and quality points of common food groups including meat, poultry, game, offal, fish, shellfish, vegetables, sauces, soups, stocks, rice, pasta/noodles, eggs, vegetable protein, dough, pastry, cakes, sponges, biscuits and scones, hot and cold desserts	Knowledge test
K9	Traditional cuts of meat and poultry	Knowledge test
K10	Preparation methods for meat, poultry, game and offal including cutting, slicing, dicing, mincing, trimming, boning, tying, checking and preparing cavities, skinning, tenderising, marinating, seasoning, applying dry rubs, stuffing, filling, trussing, coating and portioning	Professional discussion
K11	Categories of fish including white fish round and flat, oily fish	Knowledge test
K12	Traditional cuts of fish including darne, tronçon, goujon, suprême, délice, paupiette	Knowledge test
K13	Preparation methods for fish and shellfish including cleaning, descaling, skinning, trimming, filleting, removing bones, shelling, cutting, marinating, coating	Professional discussion
K14	Categories of vegetables including roots, bulbs, flower heads, fungi, seeds and pods, tubers, leaves, stems, vegetable fruits	Knowledge test
K15	Traditional cuts of vegetables including Julienne, Brunoise, Macédoine, Jardinière, Paysanne	Knowledge test
K16	Preparation methods for vegetables including washing, peeling, chopping, slicing, trimming, grating, turning	Professional discussion
K17	Preparation methods for sauces, stocks and soups including weighing, measuring, chopping, roux, skimming, passing, straining, blending, whisking	Professional discussion
K18	Preparation methods for rice, pasta/noodles and vegetable proteins including washing, soaking, straining	Professional discussion
K19	Preparation methods for eggs (duck, chicken, quail) including beating whisking	Professional discussion
K20	Categories of dough for example, bread, enriched, soda, naan, pitta, pizza	Knowledge test

Ref.	Knowledge and understanding <i>Core: All apprentices must complete</i>	Assessment Method
K21	Preparation methods for dough including weighing, measuring, sieving, mixing, kneading, proving, knocking back, shaping, resting, chilling, piping, rolling, cutting, trimming, glazing, portioning	Professional discussion
K22	Preparation methods for pastry (including short, sweet, suet, choux, convenience) including weighing, measuring, sieving, mixing, shaping, resting, chilling, piping, rolling, cutting, trimming, glazing, portioning	Professional discussion
K23	Preparation methods for cakes, sponges, biscuits, scones, hot and cold desserts (including ice cream, mousse, egg-based, batter-based, sponge-based, fruit-based, pastry-based) including weighing, measuring, sieving, mixing, shaping, rubbing in, creaming, resting, piping, rolling, cutting, trimming, lining, beating, folding, greasing, glazing, portioning, aeration, adding flavours/colours, puréeing, combining, chilling	Professional discussion
K24	Cooking methods for meat, poultry, game and offal including searing, grilling, griddling, frying (deep, shallow, sauté and stir), braising, stewing, baking, roasting, steaming, boiling, poaching, bain marie, combination	Professional discussion
K25	Cooking methods for fish and shellfish including frying (deep and shallow), grilling, poaching, baking, steaming, stewing, boiling	Professional discussion
K26	Cooking methods for vegetables including blanching, boiling, roasting, baking, grilling, braising, frying (deep, shallow and stir), steaming, stewing, combination	Professional discussion
K27	Cooking methods for sauces, stocks and soups including boiling, simmering, reducing, thickening, flavouring	Professional discussion
K28	Cooking methods for rice, pasta/noodles, eggs and vegetable proteins including blanching, boiling, frying (deep, sauté), scrambling, poaching, braising, steaming, stewing, baking, combination	Professional discussion
K29	Cooking methods for dough, pastry, cakes, sponges, biscuits, scones, hot and cold desserts including baking, boiling, poaching, stewing, steaming, frying, combination	Professional discussion
K30	Finishing methods for all food groups including resting, garnishing, adding sauce, glazing, gratinating, piping, filling, decorating, dusting, dredging, decorating	Practical assessment with questions
K31	The impact of seasonality on the availability, quality and price of ingredients	Knowledge test

Ref.	Knowledge and understanding <i>Core: All apprentices must complete</i>	Assessment Method
K32	The relevant legislation, regulations and responsibilities pertinent to this occupation	Knowledge test
K33	The importance of following legislation and regulations and consequences of failing to meet them	Knowledge test
K34	How personal and team performance impact on the successful production of dishes and menu items	Professional discussion
K35	How to communicate with colleagues and support team members	Professional discussion
K36	The importance of training and development to maximise own performance	Professional discussion
K37	Professional behaviours and organisational culture	Professional discussion
K38	How all teams are dependent on each other and the importance of teamwork both back and front of house	Knowledge test
K39	Basic costing and yield of dishes and the meaning of gross profit	Knowledge test
K40	The principles of supply chain and waste management	Knowledge test
K41	Potential risks in the working environment, how to address them and the potential consequences of those risks	Professional discussion

Ref.	Skills <i>Core: All apprentices must complete</i>	Assessment Method
S1	Contribute to reviewing and refreshing menus in line with business and customer requirements	Professional discussion
S2	Use technology for the development and production of dishes and menu items in line with business procedures and guidelines to achieve the best result	Professional discussion
S3	Check food stocks, report on shortages, prioritise food that is close to expiry and keep the storage areas in good order	Practical assessment with questions
S4	Prioritise tasks, ensuring food items meet the required quality standard and in the required time frame	Practical assessment with questions

Ref.	Skills <i>Core: All apprentices must complete</i>	Assessment Method
S5	Measure dish ingredients and portion sizes accurately	Practical assessment with questions
S6	Use a range of craft preparation and basic cooking skills and techniques to prepare, cook and finish dishes and menu items in line with business requirements	Practical assessment with questions
S7	Use correct knives and knife skills when preparing food and use the correct equipment when preparing, cooking and finishing food	Practical assessment with questions
S8	Correctly store and use food items and commodities when preparing, cooking and finishing dishes to deliver a quality product that is safe for the consumer	Practical assessment with questions
S9	Apply correct preparation and selection methods when using fresh produce in dishes	Practical assessment with questions
S10	Complete preparation and cooking tasks to a high standard, delivered on time and presented as described within the recipe specification	Practical assessment with questions
S11	Maintain a clean and hygienic kitchen environment at all times, complete kitchen documentation as required	Practical assessment with questions
S12	Work with others to ensure dishes produced are of high quality, delivered on time and to the standard required	Professional discussion
S13	Choose methods of communication that achieve effective team working	Professional discussion
S14	Develop own skills and knowledge through training and experiences	Professional discussion
S15	Deal with team challenges and problems constructively to drive a positive outcome	Professional discussion
S16	Effectively manage resources to meet specifications and control waste	Practical assessment with questions
S17	Follow safe systems of work reporting risks in the appropriate manner	Practical assessment with questions

Ref.	Behaviours <i>Core: All apprentices must complete</i>	Assessment Method
B1	Is enthusiastic and committed to improving and developing skills	Professional discussion
B2	Has a food safety approach at all times	Practical assessment with questions
B3	Shows accuracy and attention to detail	Practical assessment with questions
B4	Works according to the values and culture of the organisation	Practical assessment with questions
B5	Is fair, consistent, reliable and respectful	Professional discussion
B6	Leads by example to develop individual and team skills	Professional discussion

Grades & Grading Descriptors

Knowledge test

KSBs	Fail	Pass	Distinction
K2 K4 K6 K7 K8 K9 K11 K12 K14 K15 K20 K31 K32 K33 K38 K39 K40	Does not meet the pass criteria	Achieves a score of between 30 to 39 marks out of 50 marks available in total.	Achieves a score of 40 marks or above out of 50 marks available in total.

Practical assessment with questions

KSBs	Pass	Distinction In addition to the Pass criteria
Safety K3 S3 S7 S8 S11 S17 B2	Demonstrates stock/equipment checking for expiry dates and/or availability, and maintains work/storage areas according to organisational food safety policies and procedures. K3, S3	N/A
	Demonstrates knife skills and the use of specialist equipment to produce and store food products that are safe for the consumer. S7, S8	Justifies their choice of knife and/or specialist equipment for a preparation, cooking and/or finishing a task. S7, S8
	Applies prescribed safe systems of work, identifies/reports risks and maintains their kitchen environment and documentation according to the food safety policies and procedures set out by the organisation. S11, S17, B2	Describes the need to follow safe systems of work when preparing, cooking, and finishing food for consumption. S17, B2

KSBs	Pass	Distinction In addition to the Pass criteria
Specifications, standards and quality K5 K30 S4 S5 S6 S9 S10 S16 B3 B4	Identifies and measures the correct ingredients and portion sizes for each dish/recipe/specification and applies the appropriate finishing methods. K5, K30, S5	N/A
	Prioritises tasks to produce dishes which reflect the given specification / recipe, and which meet quality control standards and are finished within a specified time. S4, S10, B3	Describes how their dishes meet quality control standards. S4
		Reviews their presentation of dishes with that described in the recipe specification. S10
	Demonstrates craft and basic cooking techniques for dishes in line with specifications and applies appropriate selection and preparation methods when fresh produce is required. S6, S9	N/A
	Manages resources to meet the given specifications for preparation, cooking and finishing and minimises waste at each stage. S16	Suggests alternative methods to manage/reduce waste when producing dishes for consumption. S16
	Demonstrates the production of dishes which reflect the values and culture of the organisation. B4	N/A

Professional discussion underpinned by portfolio of evidence

KSBs	Pass	Distinction In addition to the Pass criteria
<p>Preparation and cooking methods by food group</p> <p>K10 K13 K16 K17 K18 K19 K21 K22 K23 K24 K25 K26 K27 K28 K29 S2</p>	<p>Describes the preparation methods for the type of food product. K10 K13 K16 K17 K18 K19 K21 K22 K23</p> <p>Describes the cooking methods for the type of food product. K24 K25 K26 K27 K28 K29</p> <p>Describes the safe use of technology when preparing dishes, according to organisational procedures/guidelines. S2</p>	<p>Justifies the preparation and use of specific equipment and cooking methods for specific food products. K10 K13 K16 K17 K18 K19 K21 K22 K23 K24 K25 K26 K27 K28 K29 S2</p>
<p>Safety</p> <p>K41</p>	<p>Outlines areas or sources of risk in the kitchen environment, how they have actioned those risks and the potential consequences they may cause. K41</p>	<p>Explains different actions to take to control or prevent risk in the kitchen environment. K41</p>
<p>Professional behaviour and organisational culture</p> <p>K1 K34 K35 K36 K37 S1 S12 S13 S14 S15 B1 B5 B6</p>	<p>Outlines factors influencing the foods offered by the business and demonstrates how they have contributed to reviewing and refreshing menus. K1, S1</p> <p>Describes how their own and team performance influences the timely production of quality dishes and menu items. K34, S12</p> <p>Explains how they choose communication methods to communicate with colleagues and support team members. K35, S13</p> <p>Explains how their level of enthusiasm and commitment to personal training and development activities have helped with their performance within their role. K36, S14, B1</p>	<p>Explains how their own individual/team performance influences the timely production of quality dishes and menu items. K34, S12, S15</p>

KSBs	Pass	Distinction In addition to the Pass criteria
	<p>Outlines the expectations of their role in terms of professional behaviours and how this fits into the organisational culture. K37</p>	
	<p>Establishes an approach to work tasks which follows the guidelines as set out by the behavioural/ethical code of conduct for the sector/organisation'. B5</p>	
	<p>Establishes an approach to problem solving and shares this with individuals and or teams within the organisation. S15, B6</p>	

3. Gateway

The EPA period will only start when the **employer** is satisfied that the apprentice is consistently working at, or above the level of, the Standard. The apprentice must be able to evidence that they fully demonstrate the Occupational Standard and required level of professional competence in an authentic workplace context. In making this decision, the employer could take advice from the provider, but the ultimate decision is made solely by the employer.



If there is a **provider** working alongside the employer, they should support the apprentice's preparation for Gateway.

The apprentice must provide the following at Gateway:

- Evidence they have English and mathematics qualifications in line with the apprenticeship funding rules.
- A completed portfolio of evidence, along with a signed Declaration of Authenticity.

The following should be completed on the EPA Pro platform:

- Gateway Declaration Form signed by the apprentice
- Gateway Declaration by the provider, on behalf of the employer and tutor – confirming that the apprentice has completed at least 12 months on-programme.

City & Guilds will confirm when all the Gateway requirements have been met:

The Assessment Instructions sections provide detail about the evidence which must be submitted at Gateway.

4. Timetable for End-point Assessment

The EPA period is typically completed within 4 months of the EPA Gateway, starting when City & Guilds has confirmed that all Gateway requirements have been met.

Further information about the booking process and timelines can be found in the [City & Guilds Manual for the End-point Assessment Service](#).

Planning meetings will take place for this End-point Assessment. The EPA Partnership Managers can provide additional guidance.

On-going during on-programme	Evidence & Forms
Provider & Employer <ul style="list-style-type: none">• Reviews progress as part of their regular performance management process and ensures apprentice's performance is on track• Identifies any gaps and creates a plan with the apprentice• Enrols apprentice on EPA Pro and provides 'Expected Date Ready for EPA'	N/A
Apprentice <ul style="list-style-type: none">• Completes the English and Maths components of the apprenticeship• Produces sufficient evidence in the form of a Portfolio of evidence to allow them to consistently demonstrate knowledge, skills and behaviours as described in the Standard	Starts to collate: <ul style="list-style-type: none">• Portfolio of evidence

Gateway Process	Evidence & Forms
<p>Employer</p> <ul style="list-style-type: none"> • Reviews progress and ensures the apprentice is ready for EPA • Reviews evidence to confirm that it is appropriate and sufficient to meet the Standard 	<p>Signs:</p> <ul style="list-style-type: none"> • Portfolio declaration of authenticity • Practical assessment with questions - Planning meeting form
<p>Apprentice</p> <ul style="list-style-type: none"> • Must have been on programme for a minimum of 12 months and one day • Completes and submits evidence and forms 	<p>Submits to provider:</p> <ul style="list-style-type: none"> • Apprentice Gateway Declaration • Practical assessment with questions - Planning meeting form • Portfolio of evidence • Portfolio declaration of authenticity
<p>Provider – on EPA Pro</p> <ul style="list-style-type: none"> • Books EPA on the EPA Pro portal, in line with City & Guilds booking timelines in the EPA Manual • Makes City & Guilds aware of any additional needs of the apprentice so that they can review reasonable adjustments – see the current policy on the City & Guilds website, under EPA Documents Library • Completes Provider Gateway Declaration on behalf of the employer and tutor • Uploads evidence and forms onto EPA Pro 	<p>Completes on EPA Pro:</p> <ul style="list-style-type: none"> • Provider Gateway Declaration <p>Signs:</p> <ul style="list-style-type: none"> • Portfolio declaration of authenticity <p>Uploads onto EPA Pro:</p> <ul style="list-style-type: none"> • Apprentice Gateway Declaration
<p>IEPA</p> <ul style="list-style-type: none"> • Selects preparation, cooking and finishing methods for the Practical assessment with questions 	<p>Completes:</p> <ul style="list-style-type: none"> • Practical assessment with questions - Planning meeting form

Gateway Process	Evidence & Forms
<p>City & Guilds EPA Gateway Team</p> <ul style="list-style-type: none"> Formally confirms when all the Gateway requirements have been met 	N/A
<p>City & Guilds EPA Team</p> <ul style="list-style-type: none"> Liaises with Apprentice and IEPA to get the Practical assessment with questions - Planning meeting form completed Arranges planning meeting, and agrees with the employer, provider, apprentice and IEPA a mutually convenient date for the EPA Events (minimum 10 working days for the IEPA to review the portfolio before the End-point Assessment) 	<ul style="list-style-type: none"> Practical assessment with questions - Planning meeting form

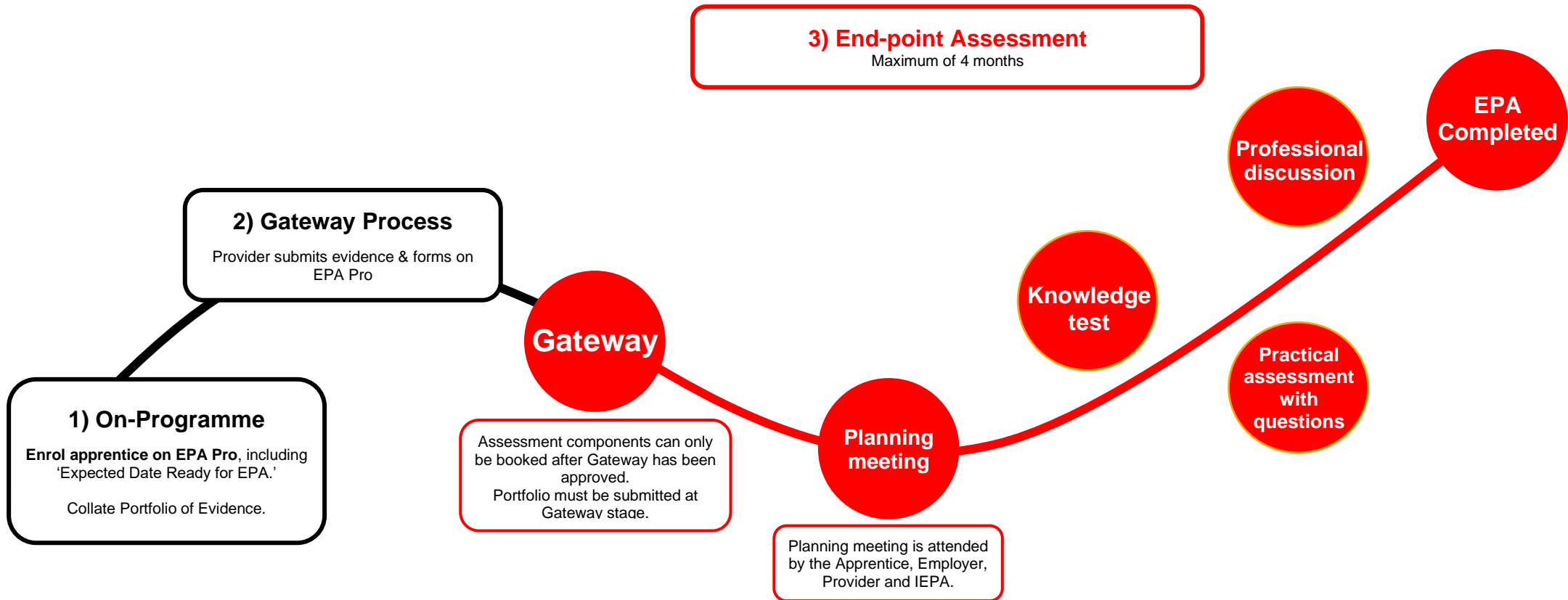
End-point Assessment	Evidence & Forms
<p>Apprentice</p> <ul style="list-style-type: none"> Attends planning meeting with Employer, Provider and IEPA, facilitated by the City & Guilds EPA Team Completes End-point Assessments in any order 	<ul style="list-style-type: none"> Practical assessment with questions - Planning meeting form
<p>Employer</p> <ul style="list-style-type: none"> Attends planning meeting with Employer, Provider and IEPA, facilitated by the City & Guilds EPA Team Ensures the apprentice has access to the resources required for the assessments (see the Resources section) 	<ul style="list-style-type: none"> Practical assessment with questions - Planning meeting form
<p>Provider</p> <ul style="list-style-type: none"> Attends planning meeting with Employer, Provider and IEPA, facilitated by the City & Guilds EPA Team May provide premises for component 704 Practical assessment with questions 	<ul style="list-style-type: none"> Practical assessment with questions - Planning meeting form

End-point Assessment	Evidence & Forms
<p>IEPA</p> <ul style="list-style-type: none"> • Attends planning meeting with Employer, Provider and IEPA, facilitated by the City & Guilds EPA Team • Reviews Portfolio of evidence prior to EPA events • Carries out End-point Assessments • Grades each assessment, communicates the results to the LIEPA • Provides feedback for assessments in EPA Pro 	<p>Completes:</p> <ul style="list-style-type: none"> • Practical assessment with questions Recording form • Professional discussion Recording form • Feedback Form
<p>LIEPA</p> <ul style="list-style-type: none"> • Samples and quality assures assessments • Confirms overall grade to EPA Team 	<p>Reviews:</p> <ul style="list-style-type: none"> • Practical assessment with questions Recording Form • Professional discussion Recording form • Feedback Form
<p>City & Guilds EPA Team</p> <ul style="list-style-type: none"> • Communicates the results to the Provider via EPA Pro • Processes the overall result if the apprentice has passed all the assessments and advises IfATE who issue the certificate directly to the employer. The data will be provided to IfATE once a month, on the fourth working day of the month 	<p>N/A</p>

Summary Timescales

Readers should check the above Timetable and the Assessment Instruction sections of this document for the detailed requirements for each stage.

Further information on EPA Service Timelines can be found on www.cityandguilds.com



5. End-Point Assessment Resources

Assessment Method	Resources Required
Multiple choice test	IT systems 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.
Practical assessment with questions	Normal commercial kitchen working environment reflecting typical working conditions. The ingredients and equipment required for the agreed dishes must be available to the apprentice.
	The environment should include sufficient space for the City & Guilds IEPA to observe, take notes and photographs.
Professional discussion	A suitable room for the professional discussion to take place, large enough to accommodate all of those involved and away from the normal place of work for the apprentice.
	Seating area or room for any other apprentices to wait (if appropriate).
	Access to water and cups.
	Internet access and suitable equipment as outlined in Remote Assessment section of the Manual for the End Point Assessment Service.



6. Assessment Instructions: 203 Knowledge test

Assessment Specification

Test area			%
01 Culinary			
K9 K11 K12 K14 K15 K20	1.1	Traditional cuts of meat and poultry, categories and traditional cuts of fish and vegetables, categories of dough	16%
K6	1.2	1.2 The principles of basic food preparation and cooking: taste, allergens (including intolerances), diet (including religious, cultural and medical) and nutrition	12%

Test area			%
K7	1.3	Commonly used knives and kitchen equipment and their specific function	10%
K8	1.4	Sources and quality points of common food groups including meat, poultry, game, offal, fish, shellfish, vegetables, sauces, soups, stocks, rice, pasta/noodles, eggs, vegetable protein, dough, pastry, cakes, sponges, biscuits and scones, hot and cold desserts	4%
K31	1.5	The impact of seasonality on the availability, quality and price of ingredients	2%
K4	1.6	How to undertake set up, preparation and cleaning tasks to organisational standard whilst working in a challenging, time-bound environment	2%
K2	1.7	How technology supports the development and production of dishes and menu items	4%
02 Legislation			
K32	2.1	The relevant legislation, regulations and responsibilities pertinent to this occupation	8%
K33	2.2	The importance of following legislation and regulations and consequences of failing to meet them	12%
03 People			
K38	3.1	How all teams are dependent on each other and the importance of teamwork both back and front of house	12%
04 Business			
K39	4.1	Basic costing and yield of dishes and the meaning of gross profit	10%
K40	4.2	The principles of supply chain and waste management	8%
Total			100%

Key information

Number of questions	50
Marks available	50
Grading	P/D/X (Re-sit P/X) To achieve a Pass the apprentice must achieve a minimum of 30 marks (60%). To achieve a Distinction the apprentice must achieve a minimum of 40 marks (80%).
Type of questions	Multiple choice
Time allowed	75 minutes
Marking	The test will be carried out online and marked electronically

The knowledge test will assess the apprentice's underpinning knowledge that may not be naturally occurring in other assessment methods. This method confirms knowledge of safety, ingredient, nutritional and supervisory methodologies essential to this occupation.

The multiple-choice test will usually be computer based and taken online; a paper-based version will be available if required.

Administration

The test will consist of **50 multiple choice questions**. The questions will relate to the underpinning knowledge and will be varied. The multiple-choice questions will have four options of which one will be correct. A correct response will be assigned one mark. Any incorrect or missing answers will be assigned zero marks.

The apprentice will have a maximum of **75 minutes** to complete the multiple-choice test (unless City & Guilds accepts special arrangements for that apprentice based, for example, on an official education or health plan).

The multiple-choice test is closed book, i.e. the apprentice cannot refer to reference books or materials.

The apprentice must take the multiple-choice test in a suitably controlled environment, that is quiet space, free of distractions and influence, and must be taken in the presence of an invigilator. Multiple-choice tests may be taken in person or remotely.

There must be no more than 15 apprentices to a single invigilator if in person: or one-to-five if remote. City & Guilds will ensure appropriate methods to prevent misrepresentation, for

example, screen share and 360-degree camera function with an administrator / invigilator where the test is taken remotely.

City & Guilds will verify the suitability of the venue for taking the test and the identity of the person taking the test.

It is expected that City & Guilds will use the apprentice's employer's or training provider's premises for the knowledge test to minimise costs however, other venues may be sourced if necessary.

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

- sharing the 9081-22 assessment specification as well as the **End Point Assessment Handbook**
- ensuring apprentices understand how words such as **main, best, first** are used to highlight the focus of questions
- supporting the apprentice to sit the City & Guilds sample questions under invigilated conditions.

Apprentice Instructions – 203 Knowledge test

The knowledge test will assess your underpinning knowledge that may not be naturally occurring in other assessment methods. This method confirms knowledge of safety, ingredient, nutritional and supervisory methodologies essential to this occupation.

The multiple-choice test will usually be computer based and taken online; a paper-based version will be available if required.

The test will consist of 50 multiple choice questions. The questions will relate to the underpinning knowledge and will be varied. The multiple-choice questions will have four options of which one will be correct. A correct response will be assigned one mark. Any incorrect or missing answers will be assigned zero marks.

You will have a maximum of 75 minutes to complete the multiple-choice test (unless City & Guilds accepts special arrangements based, for example, on an official education or health plan).

The multiple-choice test is closed book, i.e. you cannot refer to reference books or materials.

You will take the multiple-choice test in a suitably controlled environment, that is quiet space, free of distractions and influence, in the presence of an invigilator who is the responsibility of City & Guilds.

Grading

The multiple-choice test will be graded Fail, Pass or Distinction.

Grade	Marks	%
Fail	0-29	-
Pass	30-39	60%
Distinction	40-50	80%



7. Assessment Instructions: 704 Practical assessment with questions

Assessment Specification

Description	Coverage	KSBs	Grade
Practical assessment with questions	Safety	K3 S3 S7 S8 S11 S17 B2	X/P/D Re-sit X/P
	Specifications, standards and quality	K5 K30 S4 S5 S6 S9 S10 S16 B3 B4	

Overview

The practical assessment with questions involves an Independent End-point Assessor (IEPA) observing an apprentice undertaking a set task or a series of set tasks in a simulated environment and asking questions. The simulated environment must closely relate to the apprentice's natural working environment.

Practical assessments will take place under controlled conditions and must be conducted in one of the following locations:

- college/provider designated kitchen
- employer's premises

The IEPA will ask questions in relation to underpinning knowledge and/or skills and behaviours where an opportunity to observe them has not occurred, or to seek clarification and further test coverage of the mapped KSBs to make assessment decisions

The rationale for this assessment method is: this occupation involves practical activity best assessed through demonstration. The practical assessment enables the assessment of essential knowledge and skills in the preparation, cooking and finishing of food items and the application and use of equipment in a controlled environment.

The scope of the practical assessment allows the apprentice to demonstrate a range of food preparation, cooking and finishing techniques that may not typically be observed during an observation of a service period in their place of work.

Provider & Employer Instructions

Practical assessment

The practical assessment with questions will take a total of **3 hours**, which includes the practical assessment and the time for questioning.

The apprentice should ensure that they allow 15-20 minutes towards the end of the 3-hour assessment for questioning. If they overrun during the practical part and do not have sufficient time for questioning, they might not have the opportunity to demonstrate the Distinction criteria for this assessment.

The assessment may not be split, other than to allow comfort breaks as necessary or to allow the apprentice to move from one location to another as required. Where breaks occur, they will not count towards the total assessment time.

The IEPA may observe **up to four** apprentices during this assessment method to ensure quality and rigour. The apprentices must work on their own and not talk or collaborate with each other or other persons during the assessment.

Whether the assessment takes place at the employer's or provider's premises, the assessment must be uninterrupted by normal service

The apprentice must cook two portions of their selected dishes, following safe and hygienic systems and practices at all times.

Planning the assessment

- The IEPA will use the relevant Planning meeting form to specify three food preparation methods, three cooking methods and three finishing methods for the apprentice to demonstrate.
- The IEPA will also specify one dietary requirement to be accommodated by the apprentice, from the following:
 - Food intolerances, allergens (may include coeliac, 14 allergens)
 - Religious and cultural requirements (may include Kosher, Halal)
 - Dietary (may include vegetarian, vegan)
 - Nutritional (may include children, older people, pregnant women, person recuperating from an illness)

- Within 10 working days, the apprentice must use the Planning meeting form to declare two dishes they will be preparing and cooking. These can be either starter and main or main and dessert.
 - Two portions must be cooked for each dish.
 - The dishes must cover all specified food preparation, cooking and finishing methods requested.
 - The dishes must also accommodate the specified dietary requirement.
 - The apprentice must provide a recipe specification for each dish that meets the employer's recipe specification, with potential adjustments to accommodate the dietary requirement.
- A planning meeting will take place, where the Apprentice, Provider, Employer and IEPA will confirm the dishes, methods and dietary requirements, as well as specific details for the assessment.
- The provider/employer must ensure that the necessary ingredients and equipment are available for the apprentice to use at the time of the assessment.

Capturing evidence

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

Grading

The Practical assessment with questions will be graded Fail, Pass or Distinction. The IEPA is fully responsible for making the grading decision. The results should not be shared with the apprentice on the day of the assessment.

Apprentice Instructions - 704 Practical assessment with questions

Task

You must prepare, cook and finish two portions of two dishes, whilst being observed by an Independent End-point Assessor (IEPA). The IEPA will also ask you a minimum of 6 questions during the assessment and also towards the end.

You must work on your own and not talk or collaborate with other apprentices or anyone else during the assessment.

You must follow safe and hygienic systems and practices at all times.

Timings

The practical assessment with questions will take a total of **3 hours**, which includes the practical assessment and the time for questioning.

You should allow 15-20 minutes towards the end of the 3-hour assessment for questioning. If you overrun during the practical part and do not have sufficient time for questioning, you might not have the opportunity to demonstrate the Distinction criteria for this assessment.

Planning meeting

- The IEPA will use the relevant Planning meeting form (Section A) to specify three food preparation methods, three cooking methods and three finishing methods for you to demonstrate.
- The IEPA must also specify one dietary requirement to be accommodated by you, from the following:
 - Food intolerances, allergens (may include coeliac, 14 allergens)
 - Religious and cultural requirements (may include Kosher, Halal)
 - Dietary (may include vegetarian, vegan)
 - Nutritional (may include children, older people, pregnant women, person recuperating from an illness)
- Within 10 working days, you must use the Planning meeting form (Section B) to declare two dishes you will be preparing and cooking. These can be either starter and main or main and dessert.

- You must prepare, cook and finish two portions for each dish.
 - The dishes must cover all specified food preparation, cooking and finishing methods requested.
 - The dishes must also accommodate the specified dietary requirement.
 - You must provide a recipe specification for each dish that meets the employer's recipe specification, with potential adjustments to accommodate the dietary requirement.
- A planning meeting will take place, where you, the Provider, the Employer and the IEPA will confirm the dishes, methods and dietary requirements, as well as specific details for the assessment.
 - The IEPA will confirm that your dishes and recipes cover the specified methods and meet the specified dietary requirement.

Capturing evidence

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

Grading

The Practical assessment with questions will be graded Fail, Pass or Distinction. The IEPA is fully responsible for making the grading decision. The results should not be shared with the apprentice on the day of the assessment.

Recording forms

Recording form	Purpose	Where it can be found	Who should complete
9081-704 Practical assessment with questions - Planning meeting form	For the IEPA to specify the assessment's requirements and for the Apprentice to declare the dishes and recipe specifications they will be following	9081-22 Recording forms for IEPA 9081-22 Recording forms for Providers and Employers	City & Guilds IEPA, Apprentice & Employer



8. Assessment Instructions: 705 Professional discussion underpinned by portfolio of evidence

Assessment Specification

Description	Coverage		Grade
Professional discussion underpinned by portfolio of evidence	Preparation and cooking methods by food group	K10 K13 K16 K17 K18 K19 K21 K22 K23 K24 K25 K26 K27 K28 K29 S2	X/P/D Re-sit X/P
	Safety	K41	
	Professional behaviour and organisational culture	K1 K34 K35 K36 K37 S1 S12 S13 S14 S15 B1 B5 B6	

Overview

The professional discussion is a 60-minute two-way discussion between the IEPA and the apprentice actively listening and participating in a formal conversation. It gives the apprentice the opportunity to make detailed and proactive contributions to confirm their competency across the KSBs mapped to this method.

The rationale for this assessment method is:

To allow some KSBs which may not naturally occur in every workplace or may take too long to demonstrate, to be assessed and allows the assessment of a disparate set of KSBs. It is supported by a portfolio of evidence which enables the apprentice to demonstrate application of KSBs. It is supported by a portfolio of evidence which enables the apprentice to demonstrate application of KSBs. Apprentices may be questioned on any preparation or cooking method/technique listed in the related KSBs during the professional discussion. As the apprentice, their employer and training provider will be unaware of the exact nature of the questions to be asked during the professional discussion, it is vital that apprentices are proficient in all KSBs listed within the occupational standard.

Provider & Employer Instructions

Delivery

The IEPA will conduct and assess the professional discussion. The professional discussion will last for **60 minutes** and will have a **minimum of 12 questions**.

Apprentices may be questioned on **any** preparation, cooking or finishing method/technique listed in the related KSBs during the professional discussion. As the apprentice, their employer and training provider will be unaware of the exact nature of the questions to be asked during the professional discussion, it is vital that apprentices are proficient in all KSBs listed within the occupational standard.

The professional discussion can take place in any of the following:

- employer's or training provider's premises
- via video conferencing.

Portfolio of evidence

Apprentices must compile a portfolio of evidence during the on-programme period of the apprenticeship, which will be submitted to City & Guilds at the Gateway stage. It must contain evidence related to the KSBs that will be assessed by the professional discussion. Apprentices must complete the relevant Recording forms, to map the pieces of evidence against the required KSBs and to ensure all required evidence is included in the portfolio.

The portfolio of evidence will typically contain **20** discrete pieces of evidence. Evidence may be used to demonstrate **more than one KSB**.

Evidence sources may include:

- workplace documentation/records, for example workplace policies/procedures, records
- witness statements
- annotated photographs
- video clips (maximum total duration 10 minutes); the apprentice must be in view and identifiable

This is not a definitive list; other evidence sources are possible.

It should not include reflective accounts or any methods of self-assessment.

Any employer contributions should focus on direct observation of performance (for example witness statements) rather than opinions.

The evidence provided must be valid and attributable to the apprentice; the portfolio of evidence must contain a Declaration of authenticity from the employer and apprentice confirming this.

The portfolio of evidence will not be directly assessed, but a poorly compiled portfolio will hamper the apprentice's ability to achieve the criteria for this assessment. When the IEPA receives the portfolio prior to the professional discussion, they will briefly review it and may return it if it does not meet the requirements.

The portfolio must demonstrate the full range of food groups and techniques detailed in the table below:

Food group	Group range	Preparation method	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 into portions	6
Game	1	2	2
Offal	2	3	4
Vegetables	6	6	6
Sauces	5	5 including making a 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

Grading

The Professional discussion will be graded Fail, Pass or Distinction. The IEPA is fully responsible for making the grading decision. The results will not be shared with the apprentice on the day of the assessment.

Apprentice Instructions - 705 Professional discussion underpinned by portfolio of evidence

Delivery

The Independent End-point Assessor (IEPA) will have professional discussion with you. The discussion will last for **60 minutes** and will have a **minimum of 12 questions**.

You may be questioned on **any** preparation, cooking or finishing method/technique listed in the Knowledge, Skills and Behaviours (KSBs) for the professional discussion, so you must be proficient in all these KSBs.

The professional discussion can take place in any of the following:

- employer's or training provider's premises
- via video conferencing.

Portfolio of evidence

You must compile a portfolio of evidence during the on-programme period of the apprenticeship, which will be submitted to City & Guilds at the Gateway stage. It must contain evidence related to the KSBs that will be assessed by the professional discussion. You must complete the relevant Recording forms, to map the pieces of evidence against the required KSBs and to ensure all required evidence is included in the portfolio.

The portfolio of evidence will typically contain **20** discrete pieces of evidence. Evidence may be used to demonstrate **more than one KSB**.

Evidence sources may include:

- workplace documentation/records, for example workplace policies/procedures, records
- witness statements
- annotated photographs
- video clips (maximum total duration 10 minutes); you must be in view and identifiable

This is not a definitive list; other evidence sources are possible.

It should not include reflective accounts or any methods of self-assessment.

Any employer contributions should focus on direct observation of performance (for example witness statements) rather than opinions.

The evidence provided must be valid and attributable to you; the portfolio of evidence must contain a Declaration of authenticity from the employer and yourself confirming this.

The portfolio of evidence will not be directly assessed, but a poorly compiled portfolio will hamper your ability to achieve the criteria for this assessment.

The portfolio must demonstrate the full range of food groups and techniques detailed in the table below:

Food group	Group range	Preparation method	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 into portions	6
Game	1	2	2
Offal	2	3	4
Vegetables	6	6	6
Sauces	5	5 including making a 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

Grading

The Professional discussion will be graded Fail, Pass or Distinction. The IEPA is fully responsible for making the grading decision. The results will not be shared with you on the day of the assessment.

Recording forms

Recording form	Purpose	Where it can be found	Who should complete
9081-705 Professional discussion – Witness statement form	To provide a template for a witness statement, if an apprentice wishes to include a witness statement as evidence in their portfolio.	9081-22 Recording forms for Providers and Employers	Provider / Employer
9081-705 Professional discussion – Portfolio declaration of authenticity and mapping	To confirm the authenticity of the portfolio contents, as well as to map the evidence in the portfolio against the relevant Knowledge, Skills and Behaviours assessed by the Professional discussion.	9081-22 Recording forms for Providers and Employers	Apprentice / Provider / Employer

9. Re-sits & Re-takes

Apprentices who fail one or more assessments will be offered the opportunity to take a re-sit or re-take. The apprentice's employer will need to agree that either a re-sit or re-take is an appropriate course of action:

- A re-sit is where the apprentice takes the assessment again without the need for new learning
- A re-take is where the employer determines new learning is needed first

Apprentices should have a supportive action plan to prepare for a re-sit or a re-take.

The timescales for a re-sit or a re-take is agreed between the employer and City & Guilds. A re-sit is typically taken within 2 months of the EPA outcome notification. The timescale for a re-take is dependent on how much re-training is required and is typically taken within 4 months of the EPA outcome notification.

All assessment methods must be taken within a 6-month period, otherwise the entire EPA will need to be re-taken.

Re-sits and re-takes are not offered to apprentices wishing to move from pass to distinction.

Where any assessment method has to be re-sat or re-taken, the apprentice will be awarded a maximum EPA grade of pass, unless City & Guilds determines there are exceptional circumstances requiring a re-sit or re-take.

203 Knowledge test (253 resit code)

Provider & Employer instructions

If the re-take or re-sit relates to the knowledge test the apprentice will be presented with a new online knowledge test.

Apprentice instructions

If you need to re-take / re-sit the knowledge test, you will be presented with a new randomised online knowledge test.



704 Practical assessment with questions

Provider & Employer Instructions

If the re-sit / re-take relates to the practical assessment with questions, the IEPA will observe the apprentice under the same circumstances and question them on the same subject area but using a different set of questions.

Please refer to the Assessment Instructions: Practical assessment with questions, in this pack.

Apprentice Instructions

If you need to re-take / re-sit the practical assessment with questions, you will be observed under the same circumstances and will be questioned on the same subject area but using a different set of questions.

Review the feedback you have been given to prepare for the IEPA's visit.

705 Professional discussion underpinned by portfolio of evidence

Provider & Employer instructions

If the re-sit / re-take relates to the professional discussion, the IEPA will question the apprentice on the same subject area but using a different set of questions.

The professional discussion will be carried out in the same way as the original assessment. The IEPA may review the portfolio of evidence to ensure all the KSBs are evidenced. They will choose different questions.

Please refer to the Assessment Instructions: Professional discussion, in this pack.

Submission must include

A new set of Recording Forms for the re-sit / re-take should be submitted. These must refer to the version of recording forms submitted originally.

Apprentice instructions

If you need to re-take / re-sit the professional discussion, you will be questioned on the same subject area but using a different set of questions.

Review your Portfolio of Evidence and the feedback you have been given to prepare for the IEPA's visit.

Contact Us

EPA Gateway Team: Initial Reservation & Gateway	<u>epa.gateway@cityandguilds.com</u>
EPA Events Team: Bookings & Cancellations (Post Gateway)	<u>EPA@cityandguilds.com</u>
EPA Customer Success Team: Including EPA Pro support	<u>onboardingEPA@cityandguilds.com</u>
Technical Advisors: Sector Specific Guidance	<u>Technical Advisors contact details</u>
City & Guilds Sales Team	<u>directsales@cityandguilds.com</u>
ILM Sales team	01543 266 867 <u>customer@i-l-m.com</u>
City & Guilds Customer Services team	0844 543 0000 (option 5 EPA) <u>centresupport@cityandguilds.com</u>
ILM Customer Services team	01543 266 867 <u>customer@i-l-m.com</u>
Digital Sales: on-programme delivery resources	<u>Digitalsales@cityandguilds.com</u>
Digital Credentials	<u>digitalsupport@cityandguilds.com</u>
Digital Credentials: bulk email uploads	<u>DCServiceTeam@cityandguilds.com</u>



Who we are

As part of City & Guilds, we believe in a world where people and organisations have the confidence and capabilities to prosper, today and in the future.

As workplaces evolve, so do we. That's why we set the standard for skills that transform lives, industries, and economies.

About City & Guilds

For almost 150 years we have been developing the knowledge, skills, and behaviours needed to help businesses thrive, we offer a broad and imaginative range of products and services that help people achieve their potential through workbased learning. We believe in a world where people and organisations have the confidence and capabilities to prosper, today and in the future. So we work with like-minded partners to develop the skills that industries demand across the world.

City and Guilds

Giltspur House
5–6 Giltspur Street
London EC1A 9DE
www.cityandguilds.com

Every effort has been made to ensure that the information contained in this publication is true and correct at time of publication. However, City & Guilds products and services are subject to continuous development and improvement, and the right is reserved to change products and services from time to time. City & Guilds cannot accept responsibility for any loss or damage arising from the use of information in this publication.

© 2025 City & Guilds Limited (Reg No 16513878). All rights reserved. City & Guilds is a trademark of City & Guilds Limited.