

City & Guilds Level 2 End-point Assessment for ST0228/AP04 Commis Chef

Recording Forms for Providers & Employers

Version 1

Last modified November-2022

For internal use

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| Version | Summary of changes | Section |
| 1, January 2023 | Document created | N/A |
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Contents

[Introduction 4](#_Toc125379789)

[9081-704 Practical assessment with questions – Planning meeting form 5](#_Toc125379790)

[9081-705 Professional discussion – Witness statement form 9](#_Toc125379791)

[9081-705 Professional discussion – Portfolio declaration of authenticity and mapping 13](#_Toc125379792)

[Contact Us 20](#_Toc125379793)

# Introduction

**What is in this document**

Recording forms to be used by Providers and Employers:

* Practical assessment with questions – Planning meeting form
* Professional discussion – Witness statement form
* Professional discussion – Portfolio declaration of authenticity and mapping

This document must be used alongside the EPA Pack for Providers and Employers.

**Guidance on how t o use the recording forms**

You must use the forms provided by City & Guilds in the format laid out in this document.

**Practical assessment with questions – Planning meeting form**

This form will be used by the Independent End-point Assessor (IEPA) first to specify which food preparation, cooking and finishing methods the apprentice will be required to demonstrate during the Practical assessment with questions (Section A). The Apprentice must then complete Section B within 10 working days, to declare the specific dishes and recipe specifications for the assessment. The Employer representative must confirm that the recipe specifications meet the establishment’s specifications. The planning meeting will confirm the choices between all stakeholders.

**Professional discussion – Witness statement form**

This form should be used for any witness statements the apprentice wishes to include in their portfolio of evidence. The witness can be the apprentice’s employer representative, such as their line manager, or the apprentice’s tutor. A separate form must be used for each witness statement.

**Professional discussion – Portfolio declaration of authenticity and mapping**

This form is to be completed by the apprentice and verified by the Employer and Provider as appropriate.

The first part (Declaration of authenticity) is to confirm that the work evidenced in the portfolio of evidence submitted is the apprentice’s own.

The second part (Evidence list) is a blank template for the apprentice to list their discrete pieces of evidence in the portfolio, provide detail and map these to the knowledge, skills and behaviours (KSBs) that correspond to the Professional discussion.

The third part (KSB coverage) is a checklist to confirm that all the relevant KSBs are included in the portfolio of evidence.

The fourth part (Foods and techniques for the portfolio – Reference form) is a template to list the foods and preparation and cooking techniques that must be included in the portfolio of evidence.

**Note**: These forms must be uploaded to the EPA Portal as Word documents.

A picture containing text, clipart

Description automatically generated**Level 2 End-point Assessment for ST0228/AP04 Commis Chef**

9081-704 Practical assessment with questions – Planning meeting form

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprentice name** |  | **Enrolment number** |  |

**Section A – *Independent End-point Assessor to complete***

**Food preparation methods that must be observed:**

|  |
| --- |
| 1. |
| 2. |
| 3. |

**Cooking methods that must be observed:**

|  |
| --- |
| 1. |
| 2. |
| 3. |

**Finishing methods that must be observed:**

|  |
| --- |
| 1. |
| 2. |
| 3. |

**Dietary requirement that must be accommodated:**

|  |
| --- |
| 1. |

|  |  |  |  |
| --- | --- | --- | --- |
| **IEPA signature** |  | **Date** |  |

**Section B – *Apprentice and Employer to complete***

Select which **two** dishes will be prepared and cooked during the assessment:

|  |  |  |
| --- | --- | --- |
| Starter | Main | Dessert |

**Dish 1**

|  |
| --- |
| **Dish name (2 portions to be prepared)** |
|  |
| **Recipe specification (to be confirmed by employer)** |
|  |
| **Preparation, cooking and finishing methods covered** |
|  |

**Dish 2**

|  |
| --- |
| **Dish name (2 portions to be prepared)** |
|  |
| **Recipe specification (to be confirmed by employer)** |
|  |
| **Preparation, cooking and finishing methods covered** |
|  |

**Employer representative declaration:**

I confirm that the recipe specifications for the dishes provided by the Apprentice meet the establishment’s recipe specifications, with potential adjustments to accommodate dietary requirements.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer representative** |  | **Date** |  |

**Apprentice declaration:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I confirm that all specified food preparation, cooking and finishing methods are covered in the two dishes specified. | | | |  |
| I confirm that the recipe accommodates the specified dietary requirement. | | | |  |
| **Apprentice signature** |  | **Date** |  | |

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9081-705 Professional discussion – Witness statement form

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprentice name** |  | **Enrolment number** |  |
| **Witness name** |  | **Date** |  |
| **Organisation name** |  | | |
| **Witness job title / position** |  | | |
| **Relationship to apprentice** | *Provide details of your relationship to the apprentice (e.g. how long you have worked with the apprentice and in what capacity).* | | |

This form should be used for any witness statements the apprentice wishes to include in their portfolio of evidence. The witness can be the apprentice’s employer representative, such as their line manager, or the apprentice’s tutor. A separate form must be used for each witness statement.

* By completing this document you are confirming that the apprentice is competent against the specified areas of the Standard.
* You must provide **specific** and **detailed** examples of how the apprentice has demonstrated the Knowledge, Skill or Behaviour (KSB) of the standard.
* You might find that one example could be used as evidence to cover other Knowledge, Skills and Behaviours. Where this is the case, please clearly indicate so, e.g. ‘See K1’.

|  |  |
| --- | --- |
| Knowledge, Skills and Behaviours (KSB) | Example of how it was demonstrated |
| K1: The factors which influence the types of food items and menus offered by the business |  |
| 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 |  |
| K13: Preparation methods for fish and shellfish including cleaning, descaling, skinning, trimming, filleting, removing bones, shelling, cutting, marinating, coating |  |
| K16: Preparation methods for vegetables including washing, peeling, chopping, slicing, trimming, grating, turning |  |
| K17: Preparation methods for sauces, stocks and soups including weighing, measuring, chopping, roux, skimming, passing, straining, blending, whisking |  |
| K18: Preparation methods for rice, pasta/noodles and vegetable proteins including washing, soaking, straining |  |
| K19: Preparation methods for eggs (duck, chicken, quail) including beating whisking |  |
| K21: Preparation methods for dough including weighing, measuring, sieving, mixing, kneading, proving, knocking back, shaping, resting, chilling, piping, rolling, cutting, trimming, glazing, portioning |  |
| 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 |  |
| 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 |  |
| 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 |  |
| K25: Cooking methods for fish and shellfish including frying (deep and shallow), grilling, poaching, baking, steaming, stewing, boiling |  |
| K26: Cooking methods for vegetables including blanching, boiling, roasting, baking, grilling, braising, frying (deep, shallow and stir), steaming, stewing, combination |  |
| K27: Cooking methods for sauces, stocks and soups including boiling, simmering, reducing, thickening, flavouring |  |
| K28: Cooking methods for rice, pasta/noodles, eggs and vegetable proteins including blanching, boiling, frying (deep, sauté), scrambling, poaching, braising, steaming, stewing, baking, combination |  |
| K29: Cooking methods for dough, pastry, cakes, sponges, biscuits, scones, hot and cold desserts including baking, boiling, poaching, stewing, steaming, frying, combination |  |
| K34: How personal and team performance impact on the successful production of dishes and menu items |  |
| K35: How to communicate with colleagues and support team members |  |
| K36: The importance of training and development to maximise own performance |  |
| K37: Professional behaviours and organisational culture |  |
| K41: Potential risks in the working environment, how to address them and the potential consequences of those risks |  |
| S1: Contribute to reviewing and refreshing menus in line with business and customer requirements |  |
| 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 |  |
| S12: Work with others to ensure dishes produced are of high quality, delivered on time and to the standard required |  |
| S13: Choose methods of communication that achieve effective team working |  |
| S14: Develop own skills and knowledge through training and experiences |  |
| S15: Deal with team challenges and problems constructively to drive a positive outcome |  |
| B1: Is enthusiastic and committed to improving and developing skills |  |
| B5: Is fair, consistent, reliable and respectful |  |
| B6: Leads by example to develop individual and team skills |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Witness declaration | | | |
| I confirm that the examples provided in this witness testimony are a true and accurate account of real work-based examples. The apprentice has been observed carrying out work-based activities where they have shown practical competency against the standard. | | | |
| **Witness signature** |  | **Date** |  |

A picture containing text, clipart

Description automatically generated**Level 2 End-point Assessment for ST0228/AP04 Commis Chef**

9081-705 Professional discussion – Portfolio declaration of authenticity and mapping

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprentice name** |  | **Enrolment number** |  |

**Apprentice declaration:**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprentice name** |  | **Date** |  |
| **Place of work name and address** |  | | |

**Employer representative declaration:**

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

I confirm that the evidence presented by the apprentice is ready for End-point Assessment. It is valid, authentic, reliable, and current and sufficient to meet the requirements of the relevant standard.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer representative** |  | **Date** |  |

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

I confirm that the evidence presented by the apprentice is ready for End-point Assessment. It is valid, authentic, reliable, and current and sufficient to meet the requirements of the relevant standard.

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

**Evidence list**

For each of the 20 discrete pieces of evidence included in the portfolio, include a reference number, the type of evidence and a short description. The first line is completed as an example.

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Evidence type | Evidence description | KSBs covered |
| *00* | *Recipe* | *Recipe [fully written out] for fish and chips, including authenticated photo.*  *Prep: Cut potatoes into chips, prepare batter for fish, batter the fish*  *Cook: Deep fry chips, deep fry fish* | *K13, K16, K25, K26* |
|  |  |  |  |
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**KSB coverage**

Confirm that each of the Knowledge, Skills and Behaviours (KSBs) for the Professional Discussion is included in the evidence log.

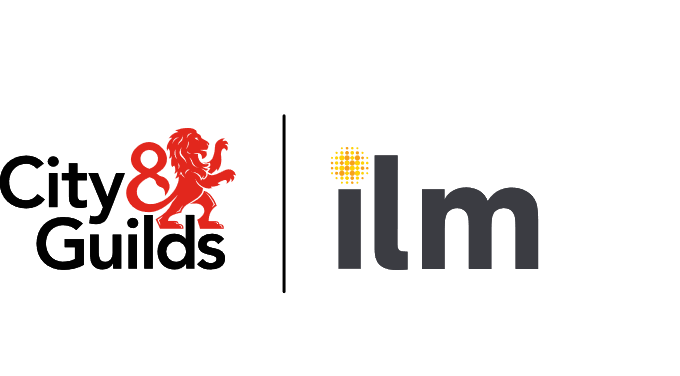
|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| KSB | Covered in evidence log |  | KSB | Covered in evidence log |
| **K1** |  |  | **K29** |  |
| **K10** |  |  | **K34** |  |
| **K13** |  |  | **K35** |  |
| **K16** |  |  | **K36** |  |
| **K17** |  |  | **K37** |  |
| **K18** |  |  | **K41** |  |
| **K19** |  |  | **S1** |  |
| **K21** |  |  | **S2** |  |
| **K22** |  |  | **S12** |  |
| **K23** |  |  | **S13** |  |
| **K24** |  |  | **S14** |  |
| **K25** |  |  | **S15** |  |
| **K26** |  |  | **B1** |  |
| **K27** |  |  | **B5** |  |
| **K28** |  |  | **B6** |  |

**Foods and techniques for the portfolio – Reference form**

|  |  |  |
| --- | --- | --- |
| **Fish** | | |
| Group range (2) | Preparation methods (5 including filleting) | Cooking methods (4) |
| 1. | 1. | 1. |
| 2. | 2. | 2. |
|  | 3. | 3. |
|  | 4. | 4. |
|  | 5. |  |
| **Shellfish** | | |
| Group range (2) | Preparation methods (3) | Cooking methods (3) |
| 1. | 1. | 1. |
| 2. | 2. | 2. |
|  | 3. | 3. |
| **Meat** | | |
| Group range (2) | Preparation methods (6 including boning) | Cooking methods (7) |
| 1. | 1. | 1. |
| 2. | 2. | 2. |
|  | 3. | 3. |
|  | 4. | 4. |
|  | 5. | 5. |
|  | 6. | 6. |
|  |  | 7. |
| **Poultry** | | |
| Group range (2) | Preparation methods (6 including cutting down a whole bird into portions) | Cooking methods (6) |
| 1. | 1. | 1. |
| 2. | 2. | 2. |
|  | 3. | 3. |
|  | 4. | 4. |
|  | 5. | 5. |
|  | 6. | 6. |
| **Game** | | |
| Group range (1) | Preparation methods (2) | Cooking methods (2) |
| 1. | 1. | 1. |
|  | 2. | 2. |
| **Offal** | | |
| Group range (2) | Preparation methods (3) | Cooking methods (4) |
| 1. | 1. | 1. |
| 2. | 2. | 2. |
|  | 3. | 3. |
|  |  | 4. |
| **Vegetables** | | |
| Group range (6) | Preparation methods (6) | Cooking methods (6) |
| 1. | 1. | 1. |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| 6. | 6. | 6. |
| **Sauces** | | |
| Group range (5) | Preparation methods (5 including making a roux) | Cooking methods (2) |
| 1. | 1. | 1. |
| 2. | 2. | 2. |
| 3. | 3. |  |
| 4. | 4. |  |
| 5. | 5. |  |
| **Stock** | | |
| Group range (2) | Preparation methods (4) | |
| 1. | 1. | |
| 2. | 2. | |
|  | 3. | |
|  | 4. | |
| **Soup** | | |
| Group range (3) | Preparation methods (5) | |
| 1. | 1. | |
| 2. | 2. | |
| 3. | 3. | |
|  | 4. | |
|  | 5. | |
| **Rice** | | |
| Group range (2) | Preparation methods (1) | Cooking methods (2) |
| 1. | 1. | 1. |
| 2. |  | 2. |
| **Pasta** | | |
| Group range (2) | Cooking methods (3) | |
| 1. | 1. | |
| 2. | 2. | |
|  | 3. | |
| **Egg dishes** | | |
| Group range (1) | Preparation methods (1) | Cooking methods (3) |
| 1. | 1. | 1. |
|  |  | 2. |
|  |  | 3. |
| **Vegetable protein** | | |
| Group range (1) | Preparation methods (2) | Cooking methods (2) |
| 1. | 1. | 1. |
|  | 2. | 2. |
| **Bread and dough** | | |
| Group range (2) | Preparation methods (3) | Cooking methods (2) |
| 1. | 1. | 1. |
| 2. | 2. | 2. |
|  | 3. |  |
| **Pastry** | | |
| Group range (2) | Preparation methods (4) | Cooking methods (2) |
| 1. | 1. | 1. |
| 2. | 2. | 2. |
|  | 3. |  |
|  | 4. |  |
| **Cakes, sponges, biscuits, scones** | | |
| Group range (2) | Preparation methods (14) | Cooking methods (3) |
| 1. | 1. | 1. |
| 2. | 2. | 2. |
|  | 3. | 3. |
|  | 4. |  |
|  | 5. |  |
|  | 6. |  |
|  | 7. |  |
|  | 8. |  |
|  | 9. |  |
|  | 10. |  |
|  | 11. |  |
|  | 12. |  |
|  | 13. |  |
|  | 14. |  |
| **Cold and hot desserts** | | |
| Group range (4) | Preparation methods (7) | Cooking methods (6) |
| 1. | 1. | 1. |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
|  | 5. | 5. |
|  | 6. | 6. |
|  | 7. |  |

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| Who we are  As part of the City & Guilds Group, 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. |
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