

Commis Chef Apprenticeship (9081-12)

Version 2 (July 2018)

End-Point Assessment Handbook

Version and date	Change detail	Section
V2 July 2018	General formatting and typographical errors	Throughout
V2 July 2018	Clarification of terminology related to EHO	Topic 1.7
V2 July 2018	Topic title amended	Topic 4.3

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Introduction

About this document

This document sets out the content that needs to be taught to prepare for the Knowledge Test component of the Commis Chef Apprenticeship End Point Assessment.

201/202 Commis Chef

This content is divided into four areas of learning:

- 1 Culinary
- 2 Food safety
- 3 People
- 4 Business

1 Culinary

Topics

- 1.1 Traditional cuts of, and basic preparation methods for meat, poultry, fish and vegetables
- 1.2 Principles of basic food preparation and cooking
- 1.3 Commonly used knives and kitchen equipment and their specific function
- 1.4 Sources and quality points of common food groups and commodities
- 1.5 Impact of seasonality on the availability, quality and price of ingredients
- 1.6 How to undertake set up, preparation and cleaning tasks
- 1.7 Importance of checking food stocks and keeping the storage areas in good order
- 1.8 How technology supports the development and production of dishes and menu items
- 1.9 Factors which influence the types of dishes and menus offered by the business

Topic 1.1

Prime meat cuts

Recognise prime meat cuts

- Fillet
- Loin
- Rib
- Leg of lamb
- Rump
- Chops
- T-bone.

Second meat cuts

Recognise second meat cuts

- Shoulder
- Leg
- Cheek
- Silverside
- Topside
- Offal
- Chuck
- Belly.

Meat preparation methods

Preparation methods associated with prime and second cuts of meat:

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

Poultry preparation methods

Preparation methods associated with main poultry cuts and portions:

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

Main fish cuts

Know types of fish cuts associated with different fish:

- Darne
- Tronçon
- Fillet
- Goujon
- Paupiette
- Suprême
- Délice.

Fish preparation methods

- Descaling
- Skinning
- Boning
- Pin boning
- Marinating

- Trimming
- Gutting
- Butterflying.

Vegetable cuts

Know how to prepare different vegetable cuts:

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

Topic 1.2 Flavour profiles

Know the commodities that can change flavour in terms of:

- Sweetness
- Saltiness
- Sourness
- Bitterness.

Herbs and spices

Recognise the following herbs:

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

Recognise the following spices:

- Cinnamon
- Clove
- Cumin
- Nutmeg
- Peppercorn

- Turmeric.

Balanced diet

Contribution of food groups to a balanced diet:

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

Cooking methods

How cooking methods affect nutritional food value:

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

Dietary variations

The variations to dishes required to meet dietary needs:

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

Topic 1.3

Knives

Recognise different types of knives and cutting equipment:

- Boning
- Filleting
- Paring
- Palette

- Peeler
- Carving
- Turning
- Vegetable
- Cooks'.

Know the intended purpose and implications of improper use of knives and cutting equipment.

Equipment

Know the intended use and how to operate the following types of equipment:

- Grill
- Fryer
- Mixer
- Blender
- Food processor
- Mandolin
- Stick blender
- Steamer
- Slicer
- Blast chiller.

Know the implications of improper use of different types of equipment.

Topic 1.4 Quality points of food groups

Recognise quality points of raw and prepared commodities:

- Meat
- Poultry
- Fish
- Game
- Fruit
- Vegetables
- Dairy
- Dry goods
- Breads
- Herbs, spices and seasoning
- Pastry (sweet, puff, choux, short).

Topic 1.5 Seasonality

Know the seasonality of English bred and home grown commodities:

- Game

- Lamb
- Fruit (plums, rhubarb, strawberries)
- Shellfish (mussels)
- Vegetables (asparagus, Brussel sprouts, greens).

Effect of seasonality

Know the effects of seasonality on

- Cost
- Menu balance
- Flavour.

Topic 1.6 Set up and preparation

Know the importance of

- Mise en place
- Methodical working
- Clean as you go
- Setting out work area
- Time.

Topic 1.7 Food stock systems

Food stock systems in relation to:

- Food stocks (temperature, quality, quantity, type)
- Food storage areas
- Food shortages
- Food expiry dates

Legal requirements

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

- The employee
- The business
- The customer.

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

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

Storage conditions

- Temperatures (frozen, ambient, chilled)
- Types of commodities stored at different temperatures
- Packaging
- Organisation of storage area
- Consequence of incorrect storage conditions.

Topic 1.8

Types of technology

- Equipment
- Social media
- Software.

Benefits of technology

Benefits of technology in relation to:

- Food ordering
- Food storage
- Menu design
- Food preparation
- Food production.

Topic 1.9

Influences on menus

Relationship between the following factors, the type of business and the type of menus offered by the business:

- Costs in relation to quality of produce
- Customer choice
- Customer spend
- Food trends
- Seasonality.

2 Food safety

Topics

- 2.1 Personal hygiene standards
- 2.2 Food safety practices and procedures

Topic 2.1

Personal hygiene requirements

Personal hygiene requirements in terms of:

- Clothing and jewellery

- Personal behaviour
- Hand washing
- Fitness for work
- Illnesses, cuts and wounds.

Requirements for personal safety under the Food Safety Act.

Importance of personal hygiene

Importance of food safety to:

- Colleagues
- Customers
- Visitors
- The business.

Risks to food safety

Risks to food safety resulting from poor personal hygiene:

- Cross contamination
- Food poisoning
- Food spoilage.

Topic 2.2 HACCP

Codex principles of HACCP and allergen control management

- Hazard analysis
- Critical Control Points (CCPs)
- Critical limits
- 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 the principles and their application.

Impact of poor food safety

- Financial
- Health
- Reputation
- Legal.

Contamination

Classify different types of contamination:

- Chemical
- Bacteria
- Physical
- Pesticides.

Know their causes and how to prevent them.

Pests

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

- Rodents
- Birds
- Cockroaches
- Ants
- Flies.

Food poisoning

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

- Salmonella
- Staphylococci
- Campylobacter
- Listeria
- Escherichia coli (E. coli).

Cleaning

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

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

Work areas

Importance of organised work areas to food safety:

- Cleanliness

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

Food waste

How food waste should be handled in the organisation.

3 People

Topics

- 3.1 How people performance impacts on successful production of dishes
- 3.2 How to support team members when the need arises

Topic 3.1 Characteristics of individuals and teams

Characteristics of individuals and team's performance and how they are used to perform effectively in the kitchen:

- Punctuality
- Attendance
- Presentation
- Hygiene
- Food safety
- Communication
- Enthusiasm
- Motivation
- Preparedness for work
- Attitude
- Efficiency
- Initiative
- Support for others
- Conflict resolution
- Time management.

Characteristics needed to achieve food production and service goals.

Conflict

How to deal with conflict with colleagues.

Communication

The suitability of different forms of communication for different purposes:

- Email
- Text
- Social media
- Telephone
- Face to face.

Impacts of performance

Impacts of positive and negative individual and team performance on:

- The team
- The business
- Customer experience.

Topic 3.2

Support for team members

- How to respond to requests for assistance from a colleague
- Importance of being supportive whilst ensuring own priorities are met
- How to recognise when colleagues need assistance
- Implications of not supporting team members.

4 Business

Topics

- 4.1 Business concepts and the relationship to food production
- 4.2 Principles of supply chain and waste management
- 4.3 Health and safety risks

Topic 4.1

Business concepts

The relationship between food production operations and business concepts:

- Yield
- Gross profit
- Net profit
- Mark up
- Selling price.

Menu costs

How resources required to produce menu items are costed by the organisation:

- Commodities
- Premises
- Labour
- Utilities
- Disposables.

Implications to a business of poor costing decisions.

Importance of targets to employees and the business in terms of:

- Portion control
- Waste control.

Topic 4.2 Customer food requirements

What is required to meet customer food requirements and the implications to the supply chain:

- Organic
- Free range
- Halal
- Locally produced
- Food miles
- Artisan
- Provenance.

Supply chain

Stages in the supply chain:

- Grower
- Breeder
- Manufacturer
- Processor
- Warehousing
- Wholesaler
- Retailer.

Waste

Causes of waste in a business, how it can be reduced and the impact on:

- The environment
- The business.

Topic 4.3

Health and safety risks

Health and safety risks within the workplace:

- Occupational (chemical, tools, equipment)
- Environmental (noise, lighting, temperature, layout)
- Human (carelessness, inexperience, lack of training).

Controls

Controls that can be used to mitigate health and safety risks.

Implications

Implications of not responding to health and safety risks.

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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