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| Senior Chef – Production Cooking Apprenticeship(9082-12) |

**Version 2.1 July 2019**

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| Version and date | Change detail | Section |
| V2 January 2019 | Added requirements to gateway form | Gateway form |
| V2.1 July 2019 | Employer and provider declaration: page updated | Gateway form |

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Introduction

### What is in this document

Recording forms to be used by centres / end-point assessment customers / employers / training providers:

* Gateway Declaration Form
* Initial Meeting Recording Form
* Business Project Proposal Recording Form (Task 1)
* Business Project Recording Form (Task 3)
* Declaration of Authenticity Form

This document must be used alongside the **End-Point Assessment Pack for centres / end-point assessment customers / employers / training providers.**

### How to use forms

Centres / end-point assessment customers / employers / training providers must use the forms provided by City & Guilds in the format laid out in this document.

**Gateway form**

This must be completed with the apprentice and submitted to City& Guilds as part of the end-point assessment booking process.

**Initial Meeting Recording Form**

This form is completed during the initial meeting to confirm decisions that have been agreed. The form sets out the key decisions that are made and allows for comments to be added. The form is completed by the City & Guilds Independent End-Point Assessor (IEPA) but the content is based on information provided by the employer representative and apprentice.

**Business Project Proposal Recording Form**

This form should be used by the apprentice to present their 200-300 word project proposal. The employer should review the content of this form/the proposal before it is submitted to City & Guilds. The form should be submitted to City & Guilds when making the EPA booking.

The form can be completed electronically or in writing. If completed in writing, you may want to expand the boxes before printing the document. This is the only change allowed to the document.

**Business Project Recording Form**

This form should be used to complete the business project. It should include details of the research undertaken (research log) and references. Any appendices should be added to the form.

The form can be completed electronically or in writing. If completed in writing, you may want to expand the boxes before printing the document. This is the only change allowed to the document.

**Declaration of Authenticity Form**

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

* Business Project Proposal (Task 1)
* Business Project (Task 3)

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

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

End-Point Assessment Gateway Declaration Form

Completion of this Gateway Declaration Form confirms that the employer/training provider is satisfied the apprentice has fulfilled all requirements to request their consideration for end point assessment by City & Guilds.

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| Apprenticeship Standard | Senior Chef – Production Cooking | Start date | DD/MM/YY |
| **Apprentice****name** | Apprentice name | **Enrolment** **number** | 1234567 |

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| --- | --- |
| **Entry Requirement**  | **Achieved (Yes/No)** |
| Achieved a Level 2 English assessment |  |
| Achieved a Level 2 Maths assessment |  |

Providers must submit evidence of achievement to us for each gateway requirement. It is the provider’s responsibility to keep auditable evidence of these requirements. Without appropriate evidence, we will not be able to complete your booking or carry out the EPA. Customers may still be charged.

Additional information required at Gateway

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| --- | --- |
| **Requirements** | **Submitted (Yes/No)** |
| Business Project Proposal Form |  |
| Schedule of work |  |
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| **Any previous End-Point Assessments** |
| Has the apprentice taken any assessments as part of the EPA for this apprenticeship standard with any other EPA organisation? | Yes/No |
| **If yes**  |
| Which EPA organisation was this? |  |
| What was the date(s) of the EPA? |  |
| What grade(s) was issued, eg fail/pass/merit/distinction? |  |

**Please note: For the below declarations e-signatures are permitted**

**Employer and provider declaration:**

I confirm that the gateway meeting has been carried out to confirm that the apprentice:

1. Has achieved all EPA gateway requirements as listed above and has the knowledge, skills and behaviours required by the apprenticeship standard and is eligible for EPA.
2. Has been employed throughout their apprenticeship.
3. Will have completed a minimum of 12 months and 1 day on-programme before the first EPA assessment with City & Guilds.

If applicable, where evidence must be submitted to support an element of the EPA;

has submitted evidence that has been collated under conditions designed to ensure the authenticity of the Apprentice’s work, and I am satisfied that, to the best of my knowledge, the work submitted is solely that of the named apprentice.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** | Signature | **Date** | DD/MM/YYYY |
| **Training Provider (if appropriate)** | Signature | **Date** | DD/MM/YYYY |

**Apprentice declaration:**

* I confirm that I have gone through a gateway process to check that I am eligible for EPA.
* I give City & Guilds permission to;
	+ apply to the ESFA and the Institute for Apprenticeships for the apprenticeship certificate on my behalf when I complete EPA.
	+ contact me via the email address given below in communication regarding my end-point assessment.

If applicable, where evidence must be submitted to support an element of the EPA:

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprentice Signature** | Signature | **Date** | DD/MM/YYYY |
| **Apprentice Email** | Email address |

Initial Meeting Recording Form

|  |  |  |  |
| --- | --- | --- | --- |
| Apprenticeship Standard | Senior Chef – Production Cooking | Date of meeting | DD/MM/YY |
| **Apprentice****name** | Apprentice name | **Enrolment** **number** | 1234567 |

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| **Contact details**  |
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| **Attendees** |
| **Name**  | **Designation** |
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| **Documentation received** |
| **Business Project Proposal Form** | **🗸/🗴** |
| **Declaration of Authenticity Form** | **🗸/🗴** |
| **Schedule of work** | **🗸/🗴** |

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| **Agreed assessment schedule** |
| **Assessment** | **Date** | **Time** |
| Business Project |  |  |
| Practical Observation |  |  |
| Professional Discussion |  |  |

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| **Additional Information** |  |
| **Date food order to be provided to employer/training provider** |  |
| **Points of clarification requested from apprentice/employer** |  |
| **Other comments to be noted** |  |

Business Project Proposal Form (Task 1)

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| --- | --- | --- | --- |
| Apprenticename | Apprentice name | Enrolment number | 1234567 |

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| Business Project Proposal (200-300 words) |
|  |
| **IEPA Approval/Feedback** |
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Business Project Form (Task 3)

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| --- | --- | --- | --- |
| Apprenticename | Apprentice name | Enrolment number | 1234567 |

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| Business Project (2000-5000 words) |
| **Summary**  |
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| **Introduction and background** |
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| Focus, aims and objectives |
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| **Research** |
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| Findings |
|  |
| **Conclusions and recommendations** |
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Declaration of Authenticity Form 

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| --- | --- | --- | --- |
| Apprenticeship Standard | Senior Chef – Production Cooking | Component Number | 7xx |
| **Apprentice****name** | Apprentice name | **Enrolment** **number** | 1234567 |

**Apprentice declaration:**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprentice** | Signature  | **Date** | DD/MM/YY |

**Line manager declaration:**

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

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| **Line manager** | Signature  | **Date** | DD/MM/YY |

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

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

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| **Training Provider** | Name & Signature  | **Date** | DD/MM/YY |