Chef de Partie Apprenticeship (9085-12)

End-Point Assessment Handbook

Contents

Introduction

About this document

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

300/350   Chef de Partie

This content is divided into four areas of learning:

1 Culinary

2 Food safety

3 People

4 Business

1   Culinary

Topics

1.1 How industry and food trends, customer preferences, seasonality, provenance and global environmental factors influence the development of dishes and menus

1.2 How technology supports the development and production of dishes and menu items

1.3 The principles of food preparation and cooking; traditional and modern cuisine; taste; allergens; diet and nutrition to produce dishes and menu items that meet business and customer requirements

1.4 Preparation, cooking and finishing methods used to produced advanced dishes

1.5 How to maximise yield and quality and minimise wastage of ingredients and other resources

1.6 How to produce dishes and menu items to standard whilst working in a challenging, time-bound environment

Topic 1.1

The provenance of different types of ingredients in dishes and menus:
- Protected Designated Origin (PDO)
- Traditional Specialities Guaranteed (TSG)
- Protected Geographical Indication (PGI).

The impact of seasonality on menu design in terms of:
- Cost
- Menu balance
- Flavour
- Quality
- Availability periods.

Customer expectations for seasonal dishes:
- Availability
- Cost
- Trends
- Festive periods.

The concept of sustainability and its effect on menu design in terms of:
- Alternative products
- Adapting dishes
- Ethical considerations
- Sustainable sources

- Financial implications
- Farming and husbandry methods.

How customer profiles influence menu design, including:
- Purpose of dining
- Customer spend
- Demographics.

How different types of factors affect dishes and menus:
- Climate change
- Seasonality
- Weather and natural disasters
- Disease
- Global politics eg exchange rates, wards, strikes, trade agreements.

Topic 1.2
The suitability of different types of equipment for different kitchen operations:
- Steamer
- Water bath
- Stick blender
- Thermo mixer
- Rot evaporator
- Vacuum packer
- Blast freezer
- Blast chiller
- Bratt pans
- Pressure cookers
- Combination ovens
- Bowl mixer
- Dehydrator
- Induction hobs.

How technology support effective and efficient food preparation, cooking and service:
- Software
- Hardware
- Equipment.

Topic 1.3
The process of evolving a dish:
- Modern to classical
- Classical to modern
- Preparation techniques
- Cooking techniques
- Finishing techniques.

How the basic tastes contribute to the development of balanced flavours in dishes

- Bitterness
- Pungency
- Saltiness
- Sourness
- Sweetness
- Umami.

Allergen considerations in menu design:
- Recording and labelling
- Legal requirements
- Communication
- Alternative ingredients and associated changes to preparation methods
- Cross contamination.

How menus and dishes are adapted for different diets and dietary needs:
- Types of customer (elderly, children, gender)
- Lifestyle (sedentary, active)
- Religious
- Customer preferences (vegetarian, vegan)
- Health issues (diabetes, heart disease, intolerances, allergens).

Topic 1.4
The effective of advanced preparation, cooking and finishing methods on the end product, including different cuts of meat:
- Sous vide
- Grilling
- Smoking
- En papillote
- Confit
- Pickling
- Curing
- Marinating
- Vacuum packing
- Rillettes
- Foams
- Emulsions
- Dehydrating.

The effects of advanced methods on:
- Texture
- Taste
- Suitability for use
- Nutritional value
- Shelf life
- Colour.

Causes and symptoms of faults in baked products, including
- Retraction
- Shrinkage

- Uneven rise
- Lack of rise.

Scientific processes involved in food production
- Gelatinisation
- Reaction of fats
- Lamination
- Maillard reaction
- Dextrinization
- Emulsification
- Gluten development
- Coagulation
- Aeration
- Inversion
- Hygroscopic.

Topic 1.5

Methods used to maximise yield:
- Different types of equipment
- Portion size
- Portion control
- Cooking methods
- Preparation methods
- Planning for full utilisation of ingredients
- Different forms of a product ie dried, frozen, fresh

How scaling up and scaling down effects quality.

Topic 1.6

Strategies that support working in a pressurised environment:
- Planning
- Methodical working
- Standardised recipes and specifications
- Team working
- Communication
- Time management
- Training
- Coaching.

2 Food safety

Topics
2.1 Food safety practices and procedures used to ensure the safe preparation and cooking of food
2.2 What to look for in ingredients and how to store them in line with food safety legislation

Topic 2.1

Legal responsibilities of kitchen staff, other staff and employers in respect of food safety legislation.

Roles, responsibilities and powers of enforcement agencies.

How HACCP based principles are applied in practice:
- Hazard analysis
- Determine critical control points (CCPs)
- Establish critical limits
- Establish a system to monitor control of the CCPs
- Establish the correct action to be taken if monitoring indicates that a particular CCP is not under control
- Establish procedures for verification that the HACCP system is working effectively
- Establish documentation concerned with all procedures appropriate to those principles and their application.

The process involved in setting up a food management system adopting the 12 steps of HACCP as specified in the Codex Alimentarius:
- Assemble the HACCP team
- Describe the product
- Identify intended use
- Construct a flow diagram
- On-site confirmation of flow diagram
- List all potential hazards associate with each step, conduct a hazard analysis and consider measure to control identified hazards (*Principle 1*)
- Determine Critical Control Points (*Principle 2*)
- Establish critical limits for each CCP (*Principle 3*)
- Establish a monitoring system for each CCP (*Principle 4*)
- Establish corrective actions (*Principle 5*)
- Establish verification procedures (*Principle 6*)
- Establish documentation and record keeping (*Principle 7*).

Monitoring techniques in food safety management:
- Audit
- Observation
- Data collection
- Qualitative
- Quantitative
- Sampling
- Equipment checks and calibration
- Risk assessment
- Continuous improvement cycle
- Organoleptic.

Actions to be taken and techniques to be applied when food safety management issues and problems are identified.

Topic 2.2

What to look for in food deliveries:

- Food safety legislation
- Quality points
- Trading standards
- Quality assurance labelling
- Provenance.

Food storage requirements:
- Guidelines on different types of storage
- Monitoring of food storage
- Documentation related to food storage.

3   People

Topics
3.1   How to brief, coach and motivate others positively to deliver high quality dishes and menu items
3.2   How to build teams and inter-team relationships and how to influence behaviours of team members both back and front of house
3.3   How to work with people from a wide range of backgrounds and cultures and recognise how local demographics may impact on the product range of the business
3.4   The methods available and importance of training and development to maximise the performance of self and team

Topic 3.1

How briefings contribute to high quality dishes and menu items:
- Importance of briefings to the business, team members, kitchen operations and quality of menu items
- How those involved can impact on the value of a briefing
- How briefings should be conducted.

How coaching contributes to high quality dishes and menus:
- Principles of coaching (goal setting, providing feedback/debriefing, development plans, collaboration, counselling/mentoring)
- Suitability of coaching for different situations/team members.

Key points of motivational theories (Mazlow, Herzberg, Mayo, Taylor, McGregor, Locke).

How to motivate team members to deliver high quality menu items:
- How to apply motivational theories in the workplace
- Suitability of motivational theories for different situations/team members.

Implications of motivated teams to the business, customers and team members.

How supervisor responsibilities are applied to deliver effective kitchen operations:
- Planning (developing work schedules, setting/communicating targets, conducting pre-service briefings, carrying out risk assessments)

- Monitoring (quality of products and service standards, ensuring service meets time/customer requirements, behaviour and performance, ensuring compliance with policies and procedures, ensuring the health and safety of customers, visitors and staff)
- Reviewing (post service reviews, action planning for future delivery, contributing to management reviews and continuous improvement activities).

Personal requirements needed to achieve effective supervision of kitchen operations:
- Skills (problem solving, decision making, critical thinking, developing individual and teams, leading and motivating teams, staff coaching/training, giving feedback, reflective practice)
- Effective supervision (allocated tasks are completed, customer requirements are met, service standards are maintained, targets are met, business runs efficiently, environment is safe, legislative requirements are met).

Leadership styles and how they may be applied in different workplace situations:
- Leadership styles (autocratic/authoritarian, democratic/participative, laissez-faire/delegative)
- Situations (under time constraints, crisis management, incident management, during normal service, resource issues eg deliveries, staffing, technical, team management eg staff with different skill levels).

Characteristics of effective leadership:
- Influencing in order to meet group goals
- Communicating effectively
- Building trust eg gaining/earning respect, listening, confidentiality, approachable
- Leading by example
- Leading proactively
- Supportiveness eg encouraging, persuading
- Motivating
- Customer focussed.

Topic 3.2
Team work in kitchen operations:
- How to communicate with team members (body language, tone, technical and other language used)
- Team building processes (Tuckman)
- Effects of team dynamics on team performance
- Principles of effective team working (open communication, appropriate skills mix, shared understanding of team goals, shared vision, mutual support, respect and honesty, conflict management)

Topic 3.3
Equality and diversity and how it affects business and team performance:
- Current legislation and the implications to the business
- How organisations put equality and diversity into practice
- How local demographics affect business planning, operations and product ranges.

Topic 3.4

The importance of training to the development of team members:

- Different training methods and their suitability for different situations/team members
- How training and development can maximise performance of team members.

4   Business

Topics

4.1   How business strategy, customer profile, culture and constraints influence the development of creative, profitable and competitive menus

4.2   The principles of profit and loss and how to support the overall financial performance of the business through operating efficiently to reduce wastage and deliver profit margins

4.3   The principles of supply chain management, sustainable procurement and working practices in the kitchen

4.4   Legislative responsibilities and the importance of protecting peoples' health, safety and security

4.5   The principles of risk assessment and how to identify, plan for and minimise risks to the service and operation

Topic 4.1

The implications of different factors on the development of menus:

- Business strategy
- Customer profile
- Business culture
- Business constraints
- Business objectives
- Competition
- Brand standards.

Topic 4.2

How businesses measure and achieve success:

- Financial targets
- Profit margins
- Profit and loss accounts
- Key performance indicators (KPIs)
- Service level agreements (SLAs)
- Budgets and cost control
- Categories of costs
- Waste management.

Implications to the business of meeting or failing to meet success targets.

Principles of stock control and its importance:

- How to tell if stock is out of condition
- Quality points
- Labelling
- Stock rotation

- Storage conditions.

Calculate financial information relating to kitchen operations:
- Yield
- Gross profit
- Net profit
- Selling price
- Labour
- Wastage.

How to improve profitability including:
- How to add value
- Reduce waste
- Energy efficiency.

Topic 4.3

Principles of ordering resources to ensure and efficient operation and control:

- Stock control
- Sustainability policy
- Ethical procurement
- Accurate recording
- Documentation.

Topic 4.4

Legislative responsibilities relating to health, safety and security:

- Current legislation relating health, safety and security of individuals and their information and implications to the business
- Practices and procedures used to meet legal requirements.

Legislation and regulations relevant to food production operations:
- Weights and measures
- Consumer rights
- Data protection.

Requirements for and importance of providing accurate information:
- To staff
- To customers.

Topic 4.5

Common hazards in the kitchen and how associated risks are managed.

Principles of risk management:
- What is risk assessed
- What is included in a risk assessment
- The difference between a hazard, an issue, risk, likelihood, severity, impact and controls
- Risk management.

The implications of poor risk management.

Contingency planning.

Risks and contingencies in relation to:
- Kitchen operations
- Service
- Financial stability/success
- Project management/success
- Achieving business objectives.

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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