

# SENIOR CHEF APPRENTICESHIP IN PRODUCTION COOKING



**Senior production chefs may lead a brigade team or may support the head chef in larger establishments. They report activities to the Head chef or appropriate line manager.**

They supervise production chef teams in a variety of kitchen environments, for example; schools, hospitals, the Armed Forces, care homes and high street casual dining or pub kitchens. Job roles include Head chef, Second Chef, Kitchen Manager/Supervisor, Cook. Senior production chefs have accountability for the day-to-day running of the kitchen service, producing, monitoring and maintaining consistent food standards, legislative requirements and quality across all areas and during all stages of production and supply.

## Entry

Employers will set their own entry requirements, but it is expected that to start on this apprenticeship the individual would have already achieved a level of skills and knowledge to be able to prepare and cook a range of dishes.

## Duration

Based on the entry requirements the minimum duration for this apprenticeship is 12 to 18 months. The apprenticeship can be spread over a longer period to allow for seasonal business operations.

## Progression

Chefs will gain experience in an operational role, typically without supervisory responsibilities before progressing onto this apprenticeship. Individuals that successfully achieve the senior chef apprenticeship in production cooking will be ready to progress onto a higher level position, apprenticeship or further training.

## Level

This apprenticeship standard is set at level 3.

## Functional Skills

If the employee does not have maths and English GCSE passes at grade C or above, they will need to pass maths and English Functional Skills level 2 during their Apprenticeship.

## End Assessment

To achieve this apprenticeship standard, the employer, training provider and apprentice will agree when the apprentice is competent and ready to undertake the independent end assessment.

## HIT Professional Trainers

Each apprentice will be assigned a designated Training Consultant by HIT who will visit them and their line manager bi-monthly at their workplace throughout the apprenticeship. On alternate months, the HIT Training Consultant will be in contact with the apprentice to coach, mentor and discuss progress.

For more information contact us at:

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	<b>Knowledge and Understanding</b> (Know it)	<b>Skills</b> (Show it)
<b>Kitchen Operations</b>	<ul style="list-style-type: none"> <li>▶ The organisation or brand specifications and how to use them to produce standardised menu items and dishes.</li> <li>▶ Par stock levels, quality points and safe storage conditions for food items.</li> <li>▶ The importance of monitoring the correct use and maintenance of food production equipment and the procedure for dealing with misuse and malfunctions.</li> <li>▶ The importance of keeping up-to-date with product range, brand development, promotions and current trends.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Supervise the production of centrally developed menu items and dishes according to organisational specifications.</li> <li>▶ Ensure deliveries are checked and stored correctly.</li> <li>▶ Monitor the correct use and maintenance of food production equipment.</li> <li>▶ Acquire and share with the team up-to-date information regarding product range, brand development, promotions and current trends.</li> </ul>
<b>Nutrition</b>	<ul style="list-style-type: none"> <li>▶ The importance of combining nutrient groups to produce balanced menu items and dishes.</li> <li>▶ The importance of checking that the food production team is meeting the specific needs of individuals.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Monitor the production of food to ensure clients' needs are met.</li> </ul>
<b>Legal and Governance</b>	<ul style="list-style-type: none"> <li>▶ The importance of monitoring the team's understanding and compliance with all relevant industry specific regulations, legislation and procedures.</li> <li>▶ The role of the supervisor in ensuring due diligence requirements are met.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Monitor and ensure the effective implementation of food safety management systems.</li> <li>▶ Monitor and ensure legislative compliance and the completion of due diligence documentation.</li> </ul>
<b>People</b>	<ul style="list-style-type: none"> <li>▶ How to support and influence the team positively to deliver a high quality product.</li> <li>▶ Recognise how all teams are dependent on each other and understand the importance of teamwork both back and front of house in achieving business objectives.</li> <li>▶ How to work with people from a wide range of backgrounds and cultures and how local demographics may impact the product range of the business.</li> <li>▶ How to communicate knowledge to the team and support own and individuals' development.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Support team members to ensure the timely delivery of high quality food to the specification required.</li> <li>▶ Maintain harmony across the team and with colleagues in other parts of the organisation, identifying and dealing with problems constructively to drive a positive outcome.</li> <li>▶ Use effective methods of communication and operate in a fair and empathetic manner that achieves the desired result and demonstrates a customer centric culture.</li> <li>▶ Identify development needs for self and team and actively encourage and support individuals to enhance their skills and knowledge.</li> </ul>
<b>Business / Commercial</b>	<ul style="list-style-type: none"> <li>▶ The business vision, objectives and brand standards, and the importance of the team in upholding these.</li> <li>▶ How to operate efficiently to deliver profit margins, reduce wastage and support the overall financial performance of the business.</li> <li>▶ Understand how technology can improve efficiency and productivity within food production organisations.</li> <li>▶ How to identify, plan for and minimise risks to the food production, service and operation.</li> <li>▶ The customer profile of the business, its main competitors and the business growth strategy.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Effectively use techniques that support cost reduction, improve performance, revenue, profit margins and customers' experience.</li> <li>▶ Monitor costs, using forecasting to set realistic targets with the team.</li> <li>▶ Effectively control resource allocation, minimise wastage and use sustainable working practices.</li> <li>▶ Use technology to improve efficiency and productivity.</li> <li>▶ Risk assess situations, identifying and isolating matters of concern, by establishing the cause and intervening accordingly to minimise risk to people and organisation.</li> <li>▶ Carry out activities in line with business/ brand values that actively market the business, support competitiveness and help meet business objectives.</li> </ul>

## Behaviours

(Live it)

- ▶ Act as a role model to the team.
- ▶ Be diligent in ensuring safe and hygienic practises are followed.
- ▶ Strive to achieve the required outcome and support positive, open communications that help team members achieve the best result for customers and the business.
- ▶ Be solution focussed when dealing with unexpected challenges.
- ▶ Celebrate personal growth and the achievement of team members.
- ▶ Show passionate enthusiasm to provide high quality food products.
- ▶ Take pride in their role through a consistently positive and professional approach.

## SENIOR PRODUCTION CHEFS:

- ▶ Supervise and contribute to the production of centrally developed standardised recipes and menus.
- ▶ Supervise the production of dishes to meet specific dietary requirements.
- ▶ Complete, monitor and maintain food safety management systems (which include delivery, storage, cooking and service) and work equipment.
- ▶ Identify training needs and assist in the recruitment of kitchen personnel.
- ▶ Maintain the catering operating budget using nominated suppliers and ensuring the control of waste.
- ▶ Support cost reduction, improve performance, revenue, profit margins and customers' experience.
- ▶ Monitor service to improve efficiency and productivity
- ▶ Lead team briefings/meetings.



# INDEPENDENT END POINT ASSESSMENT

The end point assessment will only commence once the employer, apprentice and HIT Trainer are confident that the apprentice has developed all the knowledge, skills and behaviours defined in the apprenticeship standard and clearly evidenced by the on-programme progression review meetings and records.

The independent end assessment ensures that all apprentices consistently achieve the industry set professional standard and can commence at any point once the apprentice is competent after the twelve-month minimum period of learning and development. Prior to independent end assessment the functional skills English and maths components of the apprenticeship must be successfully completed.

## Summary of Independent End Point Assessment Process

The apprentice will be assessed to the apprenticeship standard using three complementary assessment methods. The assessment is synoptic, i.e. takes a view of the overall performance of the apprentice in their job. The assessment activities will be completed by the independent end point assessment organisation as follows:



### On Demand Test

- ▶ 90-minute (including reading time) on-demand test.
- ▶ 45 multiple-choice based questions.
- ▶ Covers the standard criteria identified.
- ▶ Externally set and marked automatically by the end-point assessment organisation.
- ▶ Undertaken either on the employer's premises or off site.



### Practical Observation

- ▶ 4-hour (+/- 10% at the discretion of the independent assessor) practical observation. Practical observation must cover preparation and service; the practical observation timings may be split to accommodate this.
- ▶ Covers the standard criteria identified.
- ▶ Externally observed and marked by the end-point assessment organisation.



### Professional Discussion

- ▶ 60-minute (+/- 10% at the discretion of the assessor) structured discussion between the apprentice and the independent end-point assessor.
- ▶ Led by the independent end-point assessor.
- ▶ Covers the standard criteria identified.



### Completion

- ▶ Independent end-point assessor confirms that each end-point assessment element has been completed.
- ▶ The achievement is determined by the independent end-point assessor based on the combination of performance in all End Point Assessment activities.
- ▶ The apprenticeship is graded Fail/Pass/Distinction.

#### Independent end point assessment organisations

Approved assessment organisations are registered on the SFA Register of apprenticeship assessment organisations. Assessment organisations are responsible for ensuring assessments are conducted fairly and that assessments are valid, reliable and consistent. To access the list and find an assessment organisation visit: <https://www.gov.uk/government/publications/using-the-register-of-apprentice-assessment-organisations>.

**The employer will approve and appoint the assessment organisation to undertake the independent end assessment of the apprentice.**