

COMMIS CHEF APPRENTICESHIP



Preparing your Apprentices for the Post-Pandemic Future in Hospitality

All our apprenticeships now contain the following live and online training courses:

- ▶ The Principles of Infection Control and Safe Working
- ▶ Awareness of First Aid for Mental Health
- ▶ Customer Service in the World of Now
- ▶ Managing Change and Building Resilience

Working as a commis chef is a great way of getting started in a kitchen; while it's the most junior culinary role it provides a means of learning a range of key skills on the job. A commis chef prepares food and carries out basic cooking tasks under the supervision of a more senior chef.

A primary objective of the commis chef is to learn and understand how to carry out the basic functions in every section of the kitchen. This gives them the opportunity to experience, consider and value each section with a view to choosing an area where they feel most inspired.

The learning journey of a chef will vary considerably from one individual to the next; however it is the range of experiences in the basics gained in this role which provide the opportunities to progress to any future senior chef role.

Entry

Employers will set their own entry requirements in order to start on this apprenticeship.

Duration

The minimum duration for this apprenticeship is 12 months.

Progression

Progression from this apprenticeship is expected to be into a chef de partie role or senior production chef role.

Level

This apprenticeship standard is set at level 2.

Functional Skills

To complete the apprenticeship the employee must pass level 1 English and maths (or have the appropriate exemption certificate) and work towards and attempt level 2 before undertaking their end point assessment.

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 point 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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Culinary

Knowledge and Understanding (Know it)	Skills (Show it)	Behaviours (Live it)
Identify the factors which influence the types of dishes and menus offered by the business	Contribute to reviewing and refreshing menus in line with business and customer requirements	Show enthusiasm for keeping up to date with business and industry trends
Recognise how technology supports the development and production of dishes and menu items in own kitchen	Use available technology in line with business procedures and guidelines to achieve the best result	Use technology and equipment in line with training
Recognise the importance of checking food stocks and keeping the storage areas in good order, know the procedures to carry out and how to deal with identified shortages and food close to expiry date	Check food stocks, report on shortages, prioritise food that is close to expiry and keep the storage areas in good order	Has the confidence to promptly deal with sub-standard ingredients, or those nearing their sell by date
Know how to undertake set up, preparation and cleaning tasks to standard whilst working in a challenging, time-bound environment	Work methodically to prioritise tasks, ensuring they are completed at the right moment and to the required standard	Demonstrate the ability to identify when tasks are not going to plan and has the confidence to request support when needed
Identify correct ingredients and portion sizes for each dish in line with recipe specifications	Measure dish ingredients and portion sizes accurately	Pay attention to detail and work consistently to achieve standards
Identify the principles of basic food preparation and cooking; taste; allergens; diet and nutrition	Demonstrate a range of craft preparation and basic cooking skills and techniques to prepare, produce and present dishes and menu items in line with business requirements	Show commitment to developing skills and knowledge; trying out new ingredients and dishes; practicing and reflecting on different preparation and cooking techniques
Identify commonly used knives and kitchen equipment and their specific function	Use correct knives and knife skills when preparing food and use the correct equipment when preparing, cooking and presenting food	Demonstrate care and attention when using knives and equipment
Recognise and understand sources and quality points of common food groups and commodities	Correctly store and use food commodities when preparing dishes	Consistently use the correct volume and quality of commodities in each dish, maintaining attention to detail
Identify traditional cuts of; and basic preparation methods for, meat, poultry, fish and vegetables	Apply correct preparation and selection methods when using meat, poultry, fish and vegetables in dishes	Utilise the correct cuts and preparation methods to produce high quality, technically sound dishes
Recognise the impact of seasonality on the availability, quality and price of ingredients	Complete preparation and cooking tasks to a high standard, delivered on time and presented as described within the recipe specification	Has an appreciation of ingredients

	Knowledge and Understanding (Know it)	Skills (Show it)	Behaviours (Live it)
Food Safety	Identify the personal hygiene standards, food safety practices and procedures required, understand the importance of following them and consequences of failing to meet them	Maintain a clean and hygienic kitchen environment at all times, complete kitchen documentation as required	Demonstrate high personal hygiene standards
People	Know how to store, prepare and cook ingredients to maintain quality, in line with food safety legislation	Store, prepare and cook ingredients correctly to deliver a quality product that is safe for the consumer	Follow safe working practices when storing, preparing and cooking ingredients to maintain their quality and safety
	Understand how personal and team performance impact on the successful production of dishes and menu items	Work effectively with others to ensure dishes produced are of high quality, delivered on time and to the standard required	Take pride in own role through an enthusiastic and professional approach to tasks
	Know how to communicate with colleagues and team members from a diverse range of backgrounds and cultures	Use suitable methods of communication and operate in a fair and equal manner that demonstrates effective team working	Listen to and respect other peoples' point of view and respond politely
	Understand the importance of training and development to maximise own performance	Develop own skills and knowledge through training and experiences	Welcome and act on feedback to improve personal methods of working, recognising the impact that personal performance has on the team. Recognise own personal growth and achievement
	Know how to support team members when the need arises	Support team members to produce dishes and menu items on time to quality standards	Respond positively to instruction and be aware of team members who may need support to get menu items out on time without compromising quality
	Have an understanding of professional behaviours and organisational culture	Perform role to the best of own ability in line with the business values and culture	Behave in a manner in line with the values and culture of the business
	Recognise how all teams are dependent on each other and understand the importance of teamwork both back and front of house	Develop good working relationships across the team and with colleagues in other parts of the organisation, and deal with challenges and problems constructively to drive a positive outcome	Communicate and behave effectively to help team members achieve the best result for the customers and the business
Business	Understand the basic costing and yield of dishes and the meaning of gross profit	Follow instruction to meet targets and effectively control resources	Be financially aware in approach to all aspects of work
	Understand the principles of supply chain and waste management	Follow procedures regarding usage and waste of resources	Set an example to others by working in ways which minimise waste
	Recognise potential risks in the working environment, how to address them and the potential consequences of those risks	Undertake all tasks with due care and attention, reporting risks in the appropriate manner	Is vigilant and aware of potential risks within the kitchen environment and takes action to prevent them

INDEPENDENT END POINT ASSESSMENT

The end point assessment will only commence once the employer, apprentice and HIT Training Consultant 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 point 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 point 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 four 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 on demand multiple choice test
- ▶ Scenario based questions
- ▶ Externally set and marked automatically by the assessment organisation
- ▶ Undertaken either on the employer's premises or off site.



Practical Observation

- ▶ 3 hour observation of the apprentice in the working environment
- ▶ Time may be split to cover preparation and service
- ▶ Shows apprentice working in an operational kitchen environment to produce food to standard.



Culinary Challenge Observation

- ▶ 2 hour observation in a controlled environment
- ▶ Main course – from the organisation's menu
- ▶ Dessert - base dessert category issued by assessor, must be adapted to reflect customer demand/seasonality.

Complete first 3 activities in any order



Professional Discussion

- ▶ 40 minute structured meeting
- ▶ Led by the independent end assessor, involving the apprentice and employer (e.g. line manager)
- ▶ Focusing on the log of recipes produced to demonstrate competence across the culinary range.



Completion

The Independent end assessor confirms that each assessment element has been completed. The apprenticeship includes Pass and Distinction grades with the final grade based on the apprentice's combined performance in each assessment activity. In order to pass the apprentice is required to pass each of the assessments. Should an apprentice fail one assessment activity this should be retaken as soon as the apprentice is ready

and when practicable for the business. Should they fail two or more activities a period of further training and development lasting between one and three months must take place before a resit. For more information on grading criteria please refer to the apprenticeship standard assessment plan by searching via <https://findapprenticeshiptraining.sfa.bis.gov.uk/>

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 point assessment of the apprentice.