



STANDARD ASSESSMENT SPECIFICATION

Level 2
Commis Chef AP04

Change Control

Innovate Awarding will continuously review all support material to ensure its accuracy. All amendments will be recorded on the below change control table. New and updated support material will be listed on the dashboard section of EPA Pro. Please ensure that you are using the most up-to-date version. Any enquiries about this process can be directed to EPA@innovateawarding.org.

VERSION NUMBER	DATE UPLOADED	AMENDMENT	PAGE AFFECTED
V4	03/11/22	Change of version title, KSB referencing mapped to assessment plan from AP03 to AP04	All

Disclaimer note

Information made accessible through this document is as provided from the current published standard and assessment plan.

Guidance throughout our specification will be subject to final amends once there is an updated published standard and assessment plan.

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Introduction

Innovate Awarding

Innovate Awarding is an End-point Assessment Organisation approved by the Education and Skills Funding Agency (ESFA) and a nationally regulated Awarding Organisation with a collaborative approach to doing business. We work with employers and training providers to deliver fit for purpose End-point Assessment and qualification services in a number of sectors. For further information, please see our website, www.innovateawarding.org/apprenticeship-standards/end-point-assessment.

Apprenticeship overview

Commis chef is the most common starting position in many kitchens and in principal the most junior culinary role. A commis chef prepares food and carries out basic cooking tasks under the supervision of a more senior chef. The 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 rotation gives a commis chef the opportunity to experience each section with a view to choosing an area where they feel most inspired. Although the learning journey of any chef will vary considerably from one individual to the next, it is always necessary to understand and experience the basics duties in a kitchen. This role provides an opportunity to progress to any future senior chef role.

STANDARD NAME	Commis Chef
LEVEL	2
SECTOR	Hospitality
PROGRAMME DURATION	12 to 18 months
MINIMUM TIME ON PROGRAMME	12 months
EPA DURATION	Up to 4 months
EPA METHODS	<ul style="list-style-type: none"> • On demand multiple-choice questions • Practical assessment with questions • Professional discussion
OUTCOMES	Fail, Pass, Distinction

Who is the apprenticeship for?

This apprenticeship is for those entering the hospitality industry. The primary object of the commis chef apprenticeship is to learn how to carry out the basic functions in every section of the kitchen so that all apprentices have the necessary understanding required to progress on to a senior chef apprenticeship.

Role of Innovate Awarding

Innovate Awarding is the End-point Assessment Organisation that will complete the End-point Assessment requirements for the apprenticeship. Innovate Awarding will provide information on the processes that enable employers and training providers to support the apprentice to achieve the End-point Assessment.

Support Materials

Support materials provided include:

- Guides for assessment methods
- Assessment specifications
- Module based multiple choice questions
- Practice papers
- Full mock papers
- Exemplar assessments

On Programme Requirements

Gateway

To qualify for End-point Assessment (EPA), the apprentice must pass through the gateway. To do this, they need to:

- achieve Level 1 English and Maths Functional Skills
- study for and take assessments for Level 2 English and maths
- a completed portfolio of evidence to support the professional discussion
- meet the on-programme assessor to review and record progress against the standard using the on-programme progression template (available free of charge from www.people1st.co.uk/apprenticeships/standards-assessment-plans/hospitality-apprenticeship-standards) at least every two months. A minimum of six meetings are recommended over a 12-month period prior to starting the EPA. Guidance and support on planning and managing the apprentice's training is available from People 1st.

The employer and training provider / employer provider must confirm that the apprentice is ready to complete the End-point Assessment (EPA) before they can pass through to the gateway. This will be indicated at the gateway meeting and documented on "EPA Pro". This notifies Innovate Awarding that the apprentice is ready for their assessment and that the EPA planning meeting needs to be organised.

Module Overview

The modules are the titles of the knowledge, skills and behaviours highlighted in the standard.

MODULES	ASSESSMENT METHODS		
	Online test	Practical Assessment	Professional Discussion
Culinary	✓	✓	✓
Food safety	✓	✓	
People	✓	✓	✓
Business	✓	✓	✓

End-point Assessment

The End-point Assessment requires the apprentice to demonstrate that they have achieved the standard requirements.

What will the End-point Assessment look like?

A planning meeting will take place once the gateway has been passed and the apprentice has been deemed ready for the End-point Assessment.

The purpose is to:

- plan when the assessments will take place
- identify the requirements of each assessment method
- answer any questions or concerns the apprentice may have about the assessment process
- aid in the preparation requirements for End-point Assessment (e.g. arranging access, facilities and resources)

The End-point Assessment will use three assessment methods:

1. multiple-choice knowledge test
2. practical assessment with questions
3. professional discussion

Face-to-face professional discussions may also take place in the workplace. Both approaches should be carried out in a private space that is free from distractions.

Innovate Awarding will provide a standard professional discussion record template. This will include guidance on pass and distinction indicators.

What is the multiple-choice test?

The multiple-choice test is usually conducted online and covers the knowledge element of the standard. This test will comprise of multiple-choice questions and reflect different scenarios and situations covered within the standard. It may be conducted remotely or on paper. A breakdown of the knowledge within the standard can be found within the Apprenticeship Standards Detail section of this specification.

What is the practical assessment with questions?

The practical assessment of the apprentice must take place in the workplace. It should last for three hours and show the apprentice working in an operational kitchen to produce food for standard. The assessment cannot be split with the exception of comfort breaks, or in the event that the apprentice needs to move from one area to another area of the business to perform a different part of the role. The independent End-point Assessor will plan the observation in conjunction with the apprentice and employer.

The following activities must be observed during the practical assessment:

1. three food preparation methods, three cooking methods and three finishing methods (chosen by the EPAO at the start of the assessment)
2. two dishes (either starter and main or main and dessert) created from the food prepared, cooked and finished in point 1
3. dishes must meet one specific requirement (chosen by the EPAO prior to the assessment) from the following:
 - food intolerances, allergens (may include coeliac, crohns, 14 allergens)
 - religious and cultural requirements (may include Jewish, Muslim)
 - dietary (may include vegetarian, vegan)
 - nutritional (may include children, older people, pregnant women)
4. safe and hygienic systems and practices
5. the dishes chosen and prepared by the apprentice to meet the criteria set by the assessor must also meet the recipe specification provided by the employer

The apprentice will submit a templated brief in advance of the Practical Assessment which will list the dishes and methods they wish to use during the assessment to complete the specified activities. This document will be reviewed and approved by the End-point Assessor in advance of the assessment to allow the apprentice time to prepare.

The independent End-point Assessor must ask questions during the assessment to check the understanding of the knowledge and skills applied in the demonstration. Follow up questions may be asked where clarification is required.

What is the professional discussion?

The professional discussion is a 60 minute structured discussion between the apprentice and their End-point Assessor, which is underpinned by a Portfolio of evidence submitted by the apprentice. Apprentices may be questioned on any preparation or cooking method/technique listed in the related KSBs during the professional discussion. The employer will be present at this discussion to support (but not lead) the apprentice and confirm information. The professional discussion must take place in a controlled environment (i.e. a private room that is free from distractions), away from the normal place of work. It may be conducted face-to-face or remotely.

Portfolio of Evidence

During the on-programme period of the apprenticeship the apprentice will compile a portfolio of evidence detailing the apprentice's skills and experience gained within the workplace. The evidence provided must be related to the KSBs that will be assessed by the professional discussion. This portfolio of evidence will not be directly assessed but will be used to support the apprentice's Professional discussion. In their portfolio of evidence apprentices should demonstrate the range of food groups and techniques detailed in the annex. Typically, the portfolio would contain 20 pieces of evidence and one piece of evidence may be used to demonstrate more than one KSB.

Portfolio evidence sources may include:

- workplace documentation/records, for example workplace policies/procedures, records
- witness statements
- annotated photographs
- video clips (maximum total duration 10 minutes); the apprentice must be in view and identifiable

All food groups referred to in the relevant KSBs must be evidenced within the portfolio.

You may choose to complete a log of recipes, which can be used as a piece of evidence, but this will not be a mandatory requirement. Self-assessment or reflective accounts cannot be used as evidence.

The portfolio will be submitted to Innovate Awarding at the gateway and will be reviewed by your End-point Assessor prior to the professional discussion taking place.

Employer contributions to the portfolio should focus on direct observation of performance (for example witness statements) rather than being opinion based. The evidence provided must be valid and attributable to the apprentice and the portfolio of evidence must contain a statement from the employer and apprentice confirming this.

Apprenticeship Standard Amplification

Module 1 – Culinary

ASSESSMENT CRITERIA

Ref	Knowledge Apprentices will need to:	Ref	Skill Apprentices will need to:
K1	Outline factors that influence the types of food items and menus offered by the business	S1	Contribute to reviewing and refreshing menus in line with business and customer requirements
K2	Identify the benefits of using technology to support the development and production of dishes and menu items	S2	Use available technology for the production and development of menu items in line with business procedures and guidelines
K3	Explain the importance of stock management	S3	Manage kitchen stock in line with business procedures and guidelines
K4	Explain how to undertake set up, preparation and cleaning tasks to organisational standard whilst working in a challenging, time- bound environment	S4	Prioritise tasks, ensuring food items meet the required quality standard and in the required time frame
K5	Identify correct ingredients and portion sizes for each dish to meet recipe specifications	S5	Measure dish ingredients and portion sizes accurately
K6	Describe the principles of basic food preparation and cooking	S6	Demonstrate a range of craft preparation and basic cooking skills and techniques to prepare, cook and finish dishes and menu items in line with business requirements
K7	Identify commonly used knives and kitchen equipment and their specific functions	S7	Use correct equipment and knife skills when preparing, cooking and presenting food, in line with business standards
K8	Describe sources and quality points of common food groups and commodities	S8	Store and use food commodities when preparing dishes, in line with business standards
K9	Describe basic preparation methods for traditional cuts of meat and poultry	S9	Apply correct selection methods when using fresh produce in dishes, in line with business standards

ASSESSMENT CRITERIA

Ref	Knowledge Apprentices will need to:	Ref	Skill Apprentices will need to:
K10	Describe preparation methods for meat, poultry, game and offal	S10	Complete preparation and cooking tasks in line with business needs
K11	Identify categories of fish		
K12	Identify traditional cuts of fish		
K13	Describe preparation methods for fish and shellfish		
K14	Identify categories of vegetables		
K15	Outline traditional cuts of vegetables		
K16	Describe preparation methods for vegetables		
K17	Describe preparation methods for sauces, stocks and soups		
K18	Describe preparation methods for rice, pasta/noodles and vegetable proteins		
K19	Describe preparation methods for eggs		
K20	Identify categories of dough		
K21	Describe preparation methods for dough		
K22	Describe preparation methods for pastry		
K23	Describe preparation methods for cakes, sponges, biscuits, scones and hot and cold desserts		
K24	Describe cooking methods for meat, poultry, game and offal		
K25	Describe cooking methods for fish and shellfish		
K26	Describe cooking methods for vegetables		
K27	Describe cooking methods for sauces, stocks and soups		

ASSESSMENT CRITERIA

Ref	Knowledge Apprentices will need to:	Ref	Skill Apprentices will need to:
K28	Describe cooking methods for rice, pasta/noodles, eggs and vegetable proteins		
K29	Describe cooking methods for dough, pastry, cakes, sponges, biscuits, scones, hot and cold desserts		
K30	Describe finishing methods for all food groups		
K31	Explain the impact of seasonality on the availability, quality and price of ingredients		

BEHAVIOURS

B1	Is enthusiastic and committed to improving and developing skills
B3	Shows accuracy and attention to detail

DELIVERY CONTENT AND GUIDANCE

Ref	Knowledge Apprentices will need to:	Ref	Skill Apprentices will need to:
K1	Factors: food offer, costs in relation to quality of products, customer choice, customer spend, availability of commodities, providence, seasonality	S1	Reviewing and refreshing: advise on issues including complaints, availability, identify popular menu items, responding to feedback from customers, line manager
K2	Benefits of using technology: cost savings, efficient working practices, food purchasing, stock control, food procurement, monitoring of food storage Technology: equipment, social media and apps and software in terms of SOPs and training.	S2	Technology: equipment, social media, apps, software such as standard operating procedures, stock control and ordering. All technology must be used confidently and efficiently, and in accordance with health and safety regulations.
K3	Importance: food safety legislation, organisational procedures, types of checks Stock management: 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	S3	Check: stock checks, rotate stock, check dates, record stock levels, report low stock levels Stock management includes: check food stocks, report on shortages, prioritise food that is close to expiry and keep the storage areas in good order
K4	Food preparation: basic preparation, mise en-place, planning work, clean as you go, COSHH, maintain food safety, safe handling of cleaning chemicals Set up, preparation and cleaning tasks must be undertaken while working in a challenging, time-bound environment		

DELIVERY CONTENT AND GUIDANCE

Ref	Knowledge Apprentices will need to:	Ref	Skill Apprentices will need to:
K5	Recipe specifications: portion size, correct weight, exact ingredients, to meet brand/organisational standard	S5	Measure: weigh, volume, measure using correct tools / equipment, portion control
K6	<p>Basic food preparation and cooking;</p> <p>Taste; basic flavour profile, seasoning, herbs and spices.</p> <p>Allergens;</p> <ul style="list-style-type: none"> • Cereals containing gluten, namely: wheat (such as spelt and khorasan wheat), rye, barley, oats • Crustaceans for example prawns, crabs, lobster, crayfish • Eggs • Fish • Peanut • Soybeans • Milk (including lactose) • Nuts • Celery (including celeriac) • Mustard • Sesame <p>Sulphur dioxide / sulphites, where added and at a level above 10mg/kg or 10mg/L in the finished product. This can be used as a preservative in dried fruit</p> <p>Lupin, which includes lupin seeds and flour and can be found in types of bread, pastries and pasta</p> <p>Molluscs such as mussels, whelks, oysters, snails and squid</p> <p>Differences between intolerance and allergies</p> <p>Possible reactions to allergies and intolerance</p>	S6	<p>Preparation and basic cooking skills:</p> <p>Fish preparation: filleting removing pin bones, rib bones and spine, cutting darne, goujon, suprême, tronçon, délice, paupiette, trimming, coating (for example, with flour, breadcrumbs, or batter, marinating / adding dry rubs), descaling, skinning, marinating (wet and dry), trimming, gutting and butterflying.</p> <p>Fish cooking: frying deep / shallow, grilling, poaching, baking, steaming, stewing</p> <p>Shellfish preparation: cleaning, shelling, washing, coating, cutting</p> <p>Shellfish cooking: boiling, frying deep / shallow, grilling, steaming, poaching</p> <p>Meat preparation: cutting, slicing, dicing, seasoning / marinating, trimming, boning, tying, tenderising, portioning, marinating / add dry rubs, stuffing / filling, lard and bard, filleting, butterfly, cut for sauté (classical)</p> <p>Meat cooking: sealing, grilling, over fire / under fire griddling, frying shallow and stir, braising, stewing roasting, steaming, boiling, resting</p> <p>Poultry preparation: checking and preparing the cavity, seasoning and marinating, trimming, cutting (portion, dice and cut), stuffing /filling, coating, tying, trussing, battering out, brining</p>

DELIVERY CONTENT AND GUIDANCE

Ref	Knowledge Apprentices will need to:	Ref	Skill Apprentices will need to:
		S6	<p>Poultry cooking: grilling over and under fire, griddling, roasting, poaching, frying (deep, shallow, sauté and stir), steaming, braising, confit, combining cooking methods</p> <p>Game preparation: checking and preparing the cavity, seasoning, cutting (portion and dice), stuffing / filling, trussing</p> <p>Game cooking: grilling, griddling, sautéing, roasting frying shallow and deep, braising, stewing, combining cooking methods</p> <p>Offal preparation: cutting and slicing, marinating / seasoning, coating with flour, skinning, trimming, blending and mincing</p> <p>Offal cooking: grilling, griddling, shallow frying, boiling, braising, poaching, combined cooking methods, baking, steaming, 'bain marie', sautéing</p> <p>Vegetables preparation: washing, peeling, re-washing, scrape, chopping, Traditional French cuts including -Julienne, brunoise, mirepoix, paysane, brunoise, baton, macédoine, jardinière and paysanne, slicing, trimming, grating, score, de-seed, stuff, blanch, soak, season portion, turning</p> <p>Vegetables cooking: blanching, boiling, roasting, baking, grilling, braising, frying deep, shallow and stir, steaming, stewing, combining cooking methods</p> <p>Sauce preparation: weighing / measuring, chopping, simmering, boiling, 'make roux', passing / straining / blending, skimming, whisking</p> <p>Sauce cooking: adding cream, reducing, adding thickening agents, adding other ingredients</p>

DELIVERY CONTENT AND GUIDANCE

Ref	Knowledge Apprentices will need to:	Ref	Skill Apprentices will need to:
		S6	<p>Stock preparation: weighing / measuring, chopping, simmering, boiling, passing / straining / blending, skimming, whisking</p> <p>Soup preparation: weighing / measuring, chopping, simmering, boiling, 'make roux', passing / straining / blending / liquidising, sweating vegetables, skimming</p> <p>Rice preparation: washing, soaking</p> <p>Rice cooking: boiling, frying, braising, steaming, stewing, baking</p> <p>Pasta preparation: mixing, combining ingredients, kneading, shaping, rolling</p> <p>Pasta cooking: blanching, straining, mixing, boiling, baking, combining cooking methods</p> <p>Egg dishes preparation: beating, straining, mixing</p> <p>Egg dishes cooking: boiling, poaching, frying</p> <p>Vegetable protein preparation: soaking, washing, straining</p> <p>Vegetable protein cooking: boiling, braising, steaming, stewing, deep frying, roasting, baking, frying, sautéing</p> <p>Bread and dough preparation: weighing/ measuring, beating, whisking, folding, rubbing in, greasing, glazing, portioning, shaping, filling, rolling, kneading</p> <p>Bread and dough cook and finish: (baking, frying, glazing, icing, filling, decorating</p> <p>Pastry preparation: weighing / measuring, sifting, rubbing in, creaming, resting, piping, rolling, cutting / shaping / trimming, lining</p>

DELIVERY CONTENT AND GUIDANCE

Ref	Knowledge Apprentices will need to:	Ref	Skill Apprentices will need to:
		S6	<p>Pastry cooking: baking, steaming, deep frying, combining cooking methods</p> <p>Cakes, sponges, biscuits and scones preparation: weighing / measuring, creaming / beating, whisking, folding, mixing, rubbing in, greasing, glazing, portioning, piping, shaping, filling, rolling, lining, kneading</p> <p>Cakes, sponges, biscuits and scones cooking and finishing: baking, trimming, icing, spreading, smoothing, dust / dredging/ sprinkling, mixing</p> <p>Cold and hot desserts preparation: slicing, creaming, folding, moulding, mixing, aeration, addition of flavours / colours, pureeing, combining, portioning, chilling</p> <p>Cold and hot desserts cooking and finishing: boiling / poaching, stewing, baking, combination cooking, steaming, frying, filling, glazing, piping, garnishing</p> <p>Apprentices must demonstrate ability to work to menus in line with business requirements and advising of issues in terms of menu item availabilities and popularity of menu items and cooking to establishment standards- adhering to any nutritional requirements</p>
K7	Knives and kitchen equipment: paring, cooks knife, fish filleting knife, boning knife, carving knife, peeler, whisks, bowls, boards, trays, moulds, sieves, graters, tongs, spoons, ladles, saucepans, frying pan	S7	<p>The equipment used must include a range of knives and knife skills:</p> <p>Knives: paring, cooks knife, fish filleting knife, boning knife, carving knife, peeler</p>

DELIVERY CONTENT AND GUIDANCE

Ref	Knowledge Apprentices will need to:	Ref	Skill Apprentices will need to:
K8	<p>Quality points: colour, odour, appearance, use by dates, sell by dates, free from damage, check for blemishes, discolouration</p> <p>Commodities: meat- including beef, lamb and pork; poultry- including duck, chicken and turkey; fish- including white fish (round), white fish (flat) and oily fish; game; fruits; vegetables- including: roots, bulbs, flower heads, fungi, seeds, pods, tubers, leaves, stems; dairy; pre-packaged and dry goods (breads, herbs, spices, seasoning); frozen and chilled (temperature controlled) foods, including dairy</p>	S8	<p>The use of food commodities must include their storage</p> <p>Store: ambient, chilled, frozen</p> <p>Use: correctly label food, dates, ingredients, allergens</p>
K9	<p>Traditional cuts: meat- primary (fillet, loin, rib, chops, T-bone) and secondary cuts (neck, skirt, shoulder, leg, cheek), offal (liver, kidney, sweetbread, cheek), poultry (breast, leg, wing, whole bird), fish, vegetables</p>	S9	<p>Preparation: appropriate methods of preparation for meat, offal, poultry, fish, vegetables</p>

DELIVERY CONTENT AND GUIDANCE

Ref	Knowledge Apprentices will need to:	Ref	Skill Apprentices will need to:
K10	Preparation methods including cutting, slicing, dicing, mincing, trimming, boning, tying, checking and preparing cavities, skinning, tenderising, marinating, seasoning, applying dry rubs, stuffing, filling, trussing, coating and portioning	S10	<p>Preparation and cooking skills should include working to a high standard, with products delivered on time and presented as described within the recipe specification</p> <p>Preparation: mise-en-place must be undertaken in a timely fashion and ensures all food preparation allows for requirements of service</p> <p>Cooking: Ensure correct volume / number of components</p> <p>Ensure consistent portions prepared and served</p> <p>Pay attention to detail and work consistently to achieve standards</p> <p>Follow specifications / brand standards to prepare and produce dishes and menu items, on time, ensuring consistency of the finished product</p> <p>Identify correct knives and equipment for preparation, cooking and finishing of dishes and menu items</p> <p>The correct settings and use of equipment when preparing, cooking and finishing dishes and menu items</p> <p>Adhere to company specifications / brands when preparing / cooking dishes</p> <p>Demonstrate care and attention when using knives and equipment</p>

DELIVERY CONTENT AND GUIDANCE

Ref	Knowledge Apprentices will need to:	Ref	Skill Apprentices will need to:
		S10	<p>Storage: Correctly store and use food commodities when preparing dishes Ambient, chilled and frozen storage used correctly:</p> <p>Correct labelling of food – dates, ingredients, allergens</p> <p>Stock rotation</p> <p>Colour coding, following food safety systems</p> <p>Adhere to company / brand standard / menu specification</p> <p>Consistently use the correct volume and quality of commodities in each dish, maintaining attention to detail</p> <p>Apply correct preparation and selection methods when using meat, poultry, fish and vegetables in dishes</p> <p>Utilise the correct cuts and preparation methods to produce high quality, technically sound dishes</p> <p>Complete preparation and cooking tasks to a high standard, delivered on time and presented as described within the recipe specification</p> <p>Follow and adhere to cleaning schedules How to find a dish specification / recipe for prescribed dish</p> <p>How to read and understand the specification / recipe for the dishes and ingredients</p> <p>Weigh and measure ingredients using accurately functioning tools or equipment</p>
K11	Categories: including white fish round and flat, oily fish		
K12	Traditional cuts: including darne, tronçon, goujon, suprême, délice, paupiette		

DELIVERY CONTENT AND GUIDANCE

Ref	Knowledge Apprentices will need to:	Ref	Skill Apprentices will need to:
K13	Methods: including cleaning, descaling, skinning, trimming, filleting, removing bones, shelling, cutting, marinating, coating		
K14	Categories: including roots, bulbs, flower heads, fungi, seeds and pods, tubers, leaves, stems, vegetable fruits		
K15	Cuts: including Julienne, Brunoise, Macédoine, Jardinière, Paysanne		
K16	Methods: including washing, peeling, chopping, slicing, trimming, grating, turning		
K17	Methods: including weighing, measuring, chopping, roux, skimming, passing, straining, blending, whisking		
K18	Methods: including washing, soaking, straining		
K19	Methods: including beating whisking		
K20	Categories: for example, bread, enriched, soda, naan, pitta, pizza		
K21	Methods: including weighing, measuring, sieving, mixing, kneading, proving, knocking back, shaping, resting, chilling, piping, rolling, cutting, trimming, glazing, portioning		
K22	Methods: including weighing, measuring, sieving, mixing, shaping, resting, chilling, piping, rolling, cutting, trimming, glazing, portioning		

DELIVERY CONTENT AND GUIDANCE

Ref	Knowledge Apprentices will need to:	Ref	Skill Apprentices will need to:
K23	Methods: including weighing, measuring, sieving, mixing, shaping, rubbing in, creaming, resting, piping, rolling, cutting, trimming, lining, beating, folding, greasing, glazing, portioning, aeration, adding flavours/colours, puréeing, combining, chilling		
K24	Cooking methods for meat, poultry, game and offal including searing, grilling, griddling, frying (deep, shallow, sauté and stir), braising, stewing, baking, roasting, steaming, boiling, poaching, bain-marie, combination		
K25	Cooking methods for fish and shellfish including frying (deep and shallow), grilling, poaching, baking, steaming, stewing, boiling		
K26	Cooking methods for vegetables including blanching, boiling, roasting, baking, grilling, braising, frying (deep, shallow and stir), steaming, stewing, combination		
K27	Cooking methods for sauces, stocks and soups including boiling, simmering, reducing, thickening, flavouring		
K28	Cooking methods for rice, pasta/noodles, eggs and vegetable proteins including blanching, boiling, frying (deep, sauté), scrambling, poaching, braising, steaming, stewing, baking, combination		
K29	Cooking methods for dough, pastry, cakes, sponges, biscuits, scones, hot and cold desserts including baking, boiling, poaching, stewing, steaming, frying, combination		

DELIVERY CONTENT AND GUIDANCE

Ref	Knowledge Apprentices will need to:	Ref	Skill Apprentices will need to:
K30	Finishing methods for all food groups including resting, garnishing, adding sauce, glazing, gratinating, piping, filling, decorating, dusting, dredging, decorating		
K31	Impact of seasonality: cost of commodities, price of dish, availability, quality, menu balance, flavour		

Module 2 – Food Safety

ASSESSMENT CRITERIA

Ref	Knowledge Apprentices will need to:	Ref	Skill Apprentices will need to:
K32	Describe the relevant legislation, regulations and responsibilities of own role	S11	Maintain a clean and hygienic kitchen environment, in line with sector standards
K33	Explain the importance of following legislation and regulations and consequences of failing to meet them		

BEHAVIOURS

B2	Has a food safety approach at all times
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DELIVERY CONTENT AND GUIDANCE

Ref	Knowledge	Ref	Skills
K32	Legislation, regulations and responsibilities	S11	Clean and hygienic kitchen environment: clean as you go, clean, low- and high-risk areas, surfaces, pre-clean, main clean, rinse, disinfect, rinse, dry, single use of colour coded cloths, equipment cleaned behind, safe use and storage of chemicals, workflow, pest control, safe disposal of waste, avoid unsafe personal behaviour Documentation
K33	Food safety practices: To meet due diligence, temperature checks, clean, sanitise probe, temperature logs for fridges, freezers, serving cabinets. Own role in spotting and dealing with hazards, and in reducing the risk of contamination		

DELIVERY CONTENT AND GUIDANCE

Ref	Knowledge	Ref	Skills
K33	<p>The importance of identifying food hazards promptly</p> <p>The potential impact on health if hazards are not spotted and dealt with promptly</p> <p>The importance of risk assessments</p> <p>Types of unsafe behaviour that may impact on the safety of food and why it is important to avoid this type of behaviour when working with food</p> <p>The legal and regulatory requirements for food safety, the importance of complying with them, the implications of noncompliance and the role of enforcement officers</p> <p>Control of risks to food safety</p> <p>The importance of, and methods for, separation of raw and cooked foods, separation of finished dishes</p> <p>The temperature danger zone, why food needs to be kept at specified temperatures and how to ensure this</p> <p>The actions that should be taken in response to spotting a potential hazard</p> <p>The types of food waste which can occur in the workplace and how it should be safely handled in the workplace</p> <p>The main types of pests and infestation that may pose a risk</p>		

Module 3 – People

ASSESSMENT CRITERIA

Ref	Knowledge Apprentices will need to:	Ref	Skill Apprentices will need to:
K34	Explain how personal and team performance impact on the successful production of dishes and menu items	S12	Work with others to ensure dishes produced are of high quality, delivered on time and to the standard required
K35	Describe how to communicate with colleagues and support team members	S13	Choose methods of communication that achieve effective team working
K36	Describe the importance of training and development to maximise own performance	S14	Develop own skills and knowledge through training and experiences in line with career progression goals
K37	Describe professional behaviours and organisational culture	S15	Deal with team challenges and problems constructively to drive a positive outcome
K38	Explain how all teams are dependent on each other and the importance of teamwork both back and front of house		

BEHAVIOURS

B4	Works according to the values and cultures of the organisation
B5	Is fair, consistent, reliable and respectful
B6	Leads by example to develop individual and team skills

DELIVERY CONTENT AND GUIDANCE

Ref	Knowledge	Ref	Skills
K34	<p>Personal and team performance impact: poor performance impacts on productivity, customer experience, team work, business, high performance improves food production, customer expectations and food experience</p> <p>The impact of their behaviours on the team and the impact of unprofessional / negative behaviours on team working</p>	S12	<p>Effective teamwork: co-operation, teamwork, good communications skills, respect, trust, helping when required, supporting team members, self-discipline, time management, professional practices such as timekeeping</p> <p>Produce high quality dishes through effective teamwork</p> <p>Take pride in own role through an enthusiastic and professional approach to tasks</p>

DELIVERY CONTENT AND GUIDANCE

Ref	Knowledge	Ref	Skills
K35	Communicate: non-verbal (including written) and verbal methods of communication (clear diction, tone and pitch of voice, choice of words), use clear speech, eye contact and positive body language (open body language, care with face and body gestures to show empathy and understanding)	S13	<p>Communications skills include: listen to and respect other peoples' point of view and respond politely;</p> <p>Demonstrate appropriate responses to instructions and show can request information when required and asks questions to seek clarification and further guidance</p> <p>Team work skills include: operating in a fair and equal manner, working well with colleagues, professional conduct and good time-keeping. It also includes willingness to cover for others and respond flexibly to rota requirements</p> <p>Demonstrate team working and professional conduct: attendance at work; behaviours in team activities such as team meetings.</p>
K36	Importance of training and development: to develop new skills, keep up to date with food fashion / trends, to address skills and or knowledge gaps	S14	<p>Skills and knowledge: using new ingredients, new techniques, new equipment, new or different, or changing methods of preparation and cooking</p> <p>Development can be through training and experiences</p>
K37	Professional behaviours: timekeeping, full attendance, follow company standards, lines of reporting illness or absence, booking holidays, wearing company uniform, , attending agreed events such as training, communication skills, using initiative, supporting team members and cooperating with other departments		

Module 4- Business

ASSESSMENT CRITERIA

Ref	Knowledge Apprentices will need to:	Ref	Skill Apprentices will need to:
K39	Describe the basic costing and yield of dishes	S16	Effectively manage resources to meet specifications and control waste
K40	Describe the principles of supply chain and waste management	S17	Follow safe systems of work reporting risks in the appropriate manner
K41	Describe potential risks in the working environment, how to address them and the potential consequences of those risks		

DELIVERY CONTENT AND GUIDANCE

Ref	Knowledge	Ref	Skills
K39	Describe the basic costings: working to budgets, portion control, yield, wastage, gross profit, gross profit % target	S16	Resources: commodities, energy, water, paper, chemicals Apprentices must demonstrate effective waste management and maintain any appropriate documentation such as wastage records
K40	Supply chain: The supply chain should be explained in terms of basic principles and that of the establishment they are working in. Basic principles of supply chain, working with nominated suppliers, tendering, providence of supplies Waste management: impact of waste management to profit and loss, making full use of products on menu, efficient menu planning, efficient working practices, increased yields	S17	Care and attention: work safely and efficiently, report any potential hazards to supervisors or managers, cooperate with co-workers, follow instructions including reporting risks in the appropriate manner Apprentices must work efficiently and safely throughout work shifts, be vigilant and aware of potential risks within the kitchen environment and take action to prevent them. They must also be financially aware in approach to all aspects of work.

DELIVERY CONTENT AND GUIDANCE

Ref	Knowledge	Ref	Skills
K40	Principles of waste management and recycling – be able to explain waste via poor production and ruination of food items and wastage as a result of poor stock. Should be able to relate this subject to efficient working practices and yield		
K41	Potential risks in the working environment: faulty equipment, wet floors, miss use of tools and equipment, actions of other people, potential hazards within food preparation areas How to address them: only use equipment for intended task, use guards, clean wet floors, place hazard warning signs out, report any faulty tools and equipment, stop using faulty tools and equipment Consequence of risks: injuries such as slips, trips, falls, burns, scalds, broken bones, sprains and strains, loss of life		

End-point Assessment Coverage

On-demand multiple-choice test

The on-demand multiple-choice test will cover the following modules of the standard:

KNOWLEDGE AND UNDERSTANDING	COVERAGE
Culinary	K2, K4, K6 -K9, K11, K12, K14, K15, K20, K31
Food Safety	K32, K33
People	K38
Business	K39, K40

Practical observation

The practical observation will cover the following modules of the standard:

KNOWLEDGE AND UNDERSTANDING	COVERAGE
Culinary	K3, K5, K30 S3-S10 B3
Food Safety	S11 B2
People	B4
Business	S16, S17

Professional discussion

The professional discussion will cover the following modules of the standard:

KNOWLEDGE, SKILLS AND BEHAVIOURS (K,S,B)	COVERAGE
Culinary	K1, K10, K13, K16-K19, K21-K29 S1, S2 B1
Food Safety	NOT APPLICABLE
People	K34-K36 S12-S15 B5 B6
Business	K41

Re-Assessment

For a list of the re-sit costs, please see the Innovate website. It is the responsibility of the employer and the employer provider / training provider to ensure that apprentices are ready to pass the End-point Assessments and Innovate Awarding will provide support materials to help prepare apprentices for their assessments.

If any assessment activity is failed, it must be retaken. Apprentices cannot achieve the apprenticeship without gaining at least a pass in every assessment method. A re-sit is typically taken within two months of the EPA outcome notification, the timescale for a retake is dependent on how much re-training is required and is typically taken within four months of the EPA outcome notification. The maximum grade that can be achieved for a re-take is a pass. All assessment methods must be taken within a 6-month period, otherwise the EPA will need to be re-taken.

Grading Requirements

The End-point Assessor will review the evidence for each apprentice and grade the apprentice on the following scale: Fail / Pass / Distinction. The End-point Assessment Organisation will make the final decision as to whether the standard has been met or not.

Multiple Choice Test Grading

GRADE	SCORE
Fail	<29
Pass	30-39
Distinction	40-50

Once the apprentice has achieved at least a pass in each assessment activity, the final grade will be calculated as follows:

PRACTICAL OBSERVATION	PROFESSIONAL DISCUSSION	KNOWLEDGE TEST	OVERALL GRADE
Fail	Any grade	Any grade	Fail
Any grade	Fail	Any grade	Fail
Any grade	Any grade	Fail	Fail
Pass	Pass	Pass	Pass
Pass	Pass	Distinction	Pass
Pass	Distinction	Pass	Pass
Distinction	Pass	Pass	Pass
Pass	Distinction	Distinction	Distinction
Distinction	Pass	Distinction	Distinction
Distinction	Distinction	Distinction	Distinction

Internal Quality Assurance

Internal quality assurance is conducted by Innovate Awarding. All assessments completed by an apprentice are subject to Innovate Awarding's Internal Quality Assurance Policy.

External Quality Assurance

The external quality assurance organisation for the Commis Chef standard is People 1st. The external quality assurance organisation may require access to an apprentice's assessments and they may need to speak to the apprentice directly. Innovate Awarding has a responsibility to accommodate any reasonable request made by the external quality assurance organisation.

Further Information

www.innovateawarding.org/apprenticeshipstandards

Annex

FOOD GROUP	GROUP RANGE	PREPARATION METHODS	COOKING METHODS
Fish	2	5 including fileting	4
Shellfish	2	3	3
Meat	2	6 including boning	7
Poultry	2	6 including cutting down a whole bird into portions	6
Game	1	2	2
Offal	2	3	4
Vegetables	6	6	6
Sauces	5	5 including making a roux	2
Stock	2	4	
Soup	3	5	
Rice	2	1	2
Pasta	2		3
Egg Dishes	1	1	3
Vegetable Protein	1	2	2
Bread and dough	2	3	2
Pastry	2	4	2
Cakes, sponges, biscuits, scones	2	14	3
Cold and hot desserts	4	7	6

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