

# Highfield Level 2 End-point Assessment for Commis Chef

EPA-Kit

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## How to use this EPA Kit

Welcome to the Highfield End-Point Assessment Kit for the Commis Chef Apprenticeship Standard.

Highfield is an independent end-point assessment organisation that has been approved to offer and carry out the independent end-point assessments for the Level 2 Commis Chef Apprenticeship Standard. Highfield internally quality assure all end-point assessments in accordance with its IQA process, additionally all end-point assessments are externally quality assured by the relevant EQA organisation.

This guide is designed to outline all you need to know about the end-point assessments for this standard, and will also provide an overview of the on-programme delivery requirements. In addition, advice and guidance for trainers on how to prepare apprentices for the end-point assessment is included. The approaches suggested are not the only way in which an apprentice may be prepared for their assessments, but trainers may find them helpful as a starting point.

Highfield also offers the Highfield Commis Chef Apprenti-kit that is a comprehensive learning resource, which is designed to be used on-programme.

For more information, please go to <https://www.highfield.co.uk/products/item/394/level-2-commis-chef/>. Please note that the use of this kit is not a prerequisite for apprentices undertaking the commis chef end-point assessment.

For employers/training providers that use the Apprenti-kit, a criteria mapping document is available from Highfield if required.

### Key facts

<b>Apprenticeship standard:</b>	Commis Chef
<b>Level:</b>	2
<b>On-programme duration:</b>	Minimum of 12 months
<b>Grading:</b>	Pass/distinction
<b>End-point assessment duration:</b>	Maximum of 2 months
<b>End-point assessment methods:</b>	On-demand test, culinary challenge, practical observation and professional discussion

**In this guide, you will find:**

- a section focused on delivery, where the standard and assessment criteria are presented in a suggested format that is suitable for delivery
- guidance on how to prepare the apprentice for gateway
- detailed information on which part of the standard is assessed by which assessment method
- a section focused on the end-point assessment method where the assessment criteria are presented in a format suitable for carrying out 'mock' assessments
- suggestions on how to prepare the apprentice for each part of the end-point assessment
- practice tests that you can use with apprentices

# Introduction

## Standard overview

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A commis chef is the most common starting position in many kitchens and in principle 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, therefore, having 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 any chef will vary considerably from one individual to the next; however, it is necessary to understand and have experience in the basics that this role provides in order to progress to any future senior chef role.

## On-programme requirements

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Although learning, development and on-programme assessment is flexible and the process is not prescribed, the following is the recommended baseline expectation for an apprentice to achieve full competence in line with the **commis chef** standard.

Throughout the period of learning and development, and at least every 2 months, the apprentice should meet with the on-programme assessor to review and record their progress against the standard using the on-programme progression template (freely available at [People1st.co.uk](http://People1st.co.uk); a copy is also available in Annex E). At these reviews, evidence should be discussed and recorded by the apprentice. Once the apprentice is deemed competent, the relevant section(s) of the standard should be signed off by the employer with the support of those involved in the learning and development.

While on programme, the apprentice must produce a log of their work (recipe log), which must be made available to the end-point assessor after the Gateway Review meeting. The log is an important document that must be referred to during the professional discussion. See page 85 for more information.

The on-programme reviews and record is important to support the apprentice, on-programme assessor and employer in monitoring the progress of learning and development and to determine when the apprentice has achieved full competence in their job role and is ready for independent end assessment. The on-programme progression template is NOT a portfolio of evidence, but a record of what the apprentice can do following periods of training, development and assessment. A minimum of 6 meetings and completed records

are recommended to show ongoing competence across the entire standard, over a minimum of a 12-month period prior to starting the independent end assessment.

Further guidance and support on planning and managing a commis chef apprentice's training and development journey is available at [People1st.co.uk](http://People1st.co.uk).

## **Additional, relevant on-programme qualification**

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Highfield Level 2 Diploma in Working as a Commis Chef (RQF) is also available as an additional qualification that may be taken alongside the commis chef apprenticeship while on-programme if required.

## **Readiness for end-point assessment**

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In order for an apprentice to be ready for the end-point assessments:

- the English and maths components of the apprenticeship must be successfully completed by the apprentice
- the employer must be confident that the apprentice has developed all the knowledge, skills and behaviours defined in the apprenticeship standard. To ensure this, the apprentice must attend a formal meeting with their employer to complete the gateway readiness report
- the apprentice and the employer should then engage with Highfield to agree a plan and schedule for each assessment activity to ensure all components can be completed within a 2-month end-assessment window. Further information about the gateway process is covered later in this guide
- the apprentice has produced a recipe log that covers the requirements listed in Annex C (nb. the apprentice must share the recipe log with the independent end-point assessor in a meeting to take place after the Gateway Review meeting – see page 85)

## Order of end-point assessments

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There are 4 assessment activities for the commis chef independent end assessment. The on-demand test, practical observation and culinary challenge may be undertaken in any order; however, the professional discussion must be the last activity completed. All assessment activities must be completed within 2 months.

It is a requirement that apprentices have adequate time to prepare for, and recuperate after, each assessment activity prior to commencing the next. Assessments may occur over a minimum of 2 days and a maximum of 2 months within the assessment window, with no one day containing both observations, or more than 2 assessment activities.

## Retake and resit information

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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. When retaking an assessment activity, the maximum grade that can be achieved for that activity is a pass