

Highfield Level 2 End-point Assessment for Commis Chef

EPA-Kit

Assessing the Practical Observation

- The Practical Observation – Guidance
- The Practical Observation – Mock assessment
- Practical Observation Criteria

The Practical Observation – Guidance

The end-point assessment plan states that the practical observation should be no longer than 3 hours. The observation will be pre-planned and scheduled at a time when the apprentice will be in their normal place of work, at a time which reflects typical working conditions and avoids seasonal periods of low levels of trading. The end-point assessor will carry out the practical observation, which should enable the apprentice to evidence their skills, knowledge and behaviour from across these standards to demonstrate genuine and demanding work objectives.

Before the assessment

- Employers/training providers should plan a relevant observation activity, or series of activities, that provide the apprentice with the opportunity to demonstrate each of the required standards outlined in the following pages. The practical observation activities must provide the apprentice with opportunities to:
 - prepare and cook sufficient food groups, preparation and cooking methods as presented in the table at the end of this document, including:
 - **at least 6 preparation methods** as appropriate to the food groups
 - **at least 6 cooking methods** as appropriate to the food groups
 - show contact with team members
 - make decisions

During the practical observation, where possible, situations and evidence should be naturally occurring, however, to ensure that all criteria can be covered, some simulation will be allowed to ensure total coverage of the standards. This can be arranged before the assessment takes place to give the best opportunity for all criteria to be met.

Regarding the ratio of independent end assessors to apprentices required for a workplace observation, the expectation is that this will normally be 1:1. There may be work environments, however, where it is possible to fairly assess more than one apprentice during the same three-hour period. The focus must be on ensuring that the apprentice(s) is not disadvantaged in any way and has the maximum opportunity to perform to the best of their abilities.

Employers/training providers should:

- ensure the apprentice knows the date, time and location of the assessment
- brief the apprentice on the activities to be carried out and the duration of the assessment (a minimum of 1 hour)
- ensure the apprentice knows which commis chef criteria will be assessed (outlined on the following pages)

- encourage the apprentice to reflect on their experience and learning on-programme to understand what is required to meet the standard
- be prepared to provide clarification to the apprentice, and signpost them to relevant parts of their on-programme experience in preparation for their assessment

It is suggested that a mock assessment is carried out by the apprentice in advance of the end-point assessment with the training provider/employer giving feedback on any areas for improvement.

Apprentices will be marked against the pass and distinction criteria included in the tables on the following pages.

Apprentices meeting all pass criteria will be awarded a pass, if all pass and all distinction criteria are met, then the result will be a distinction.

The Practical Observation - Mock Assessment

It is the employer/training provider's responsibility to prepare apprentices for their end-point assessments, and Highfield recommends that the apprentice experiences a mock practical observation in preparation for the real thing. The most appropriate form of mock assessment will depend on the apprentice's setting and the resources available at the time. In designing a mock assessment, the employer/training provider should include the following elements in its planning:

- the mock observation should take place in a real workplace, or a realistic simulation if the real workplace does not present all the required assessment opportunities
- the participation of other personnel to play the parts of customers and team members
 - it is strongly recommended that the mock observation has been practised beforehand and all personnel involved are properly briefed on their roles
 - the roles should provide the opportunity for the apprentice to demonstrate both the 'pass' level and the 'distinction' level criteria
- a 3-hour time slot should be available for the complete practical observation, if it is intended to be a complete mock observation covering all relevant standards. However, it is permissible to split the observation into two sections to allow best observation of preparation and cooking, although this will normally be carried out on the same day.
- consider a video recording of the mock assessment, and allow the it to be observed by other apprentices, especially if it is not practicable for the employer/training provider to carry out a separate mock assessment with each apprentice

ensure that the apprentice's performance is assessed by a competent trainer/assessor, and that feedback is shared with the apprentice to complete the learning experience. The mock assessment sheets later in this guide may be used for this purpose

Practical Observation Criteria

During the practical observation, which will last for 3 hours, the following standards should be evidenced. Apprentices should prepare for the practical observation by considering how the criteria can be met. The apprentice can only achieve a distinction by covering all pass and all of the distinction criteria listed.

Culinary

<i>To pass, the following must be evidenced</i>	<i>To gain a distinction</i>
CU19 Mise en place undertaken in a timely fashion and ensure all food preparation allows for requirements of service	<p><i>CU43 Execute food preparation and finishing tasks speedily and to an excellent standard, including making changes throughout the process, where necessary</i></p> <p><i>CU44 Present dishes to the exact required standard - colour, consistency, texture and temperature</i></p> <p><i>CU45 Present flavour balance/taste profiles to the exact required standard</i></p> <p><i>CU47 Work efficiently and effectively with ease, tasks prioritised and sequenced, accurate use of materials, well organised, fast, continuously keeping work area clean and tidy</i></p>
CU20 Follow and adhere to cleaning schedules	
CU21 How to find a dish specification/recipe for prescribed dish	
CU22 How to read and understand the specification/recipe for the dishes and ingredients	
CU23 Weigh and measure ingredients using accurately functioning tools or equipment	
CU24 Ensure the correct volume/number of components	
CU25 Ensure consistent portions prepared and served	
CU26 Pay attention to detail and work consistently to achieve standards	
CU27 Follow specifications/brand standards to prepare and produce dishes and menu items, on time, ensuring consistency of the finished product as per Annex B	
CU28 Identify correct knives and equipment for preparation, cooking and finishing of dishes and menu items as identified in Annex B	
CU29 Correct settings and use of equipment when preparing, cooking and finishing dishes and menu items	
CU30 Adhere to company specifications/brands when preparing and cooking dishes	
CU31 Demonstrate care and attention when using knives and equipment	
CU32 Correctly store and use food commodities when preparing dishes	
CU33 Ambient, chilled and frozen storage used correctly	
CU34 Correct labelling of food – dates, ingredients, allergens	
CU35 Stock rotation	
CU36 Colour coding, following food safety systems	
CU37 Adhere to company/brand standard/menu specification	

Culinary	
<i>To pass, the following must be evidenced</i>	<i>To gain a distinction</i>
CU38 Consistently use the correct volume and quality of commodities in each dish, maintaining attention to detail	
CU39 Apply correct preparation and selection methods when using meat, poultry, fish and vegetables in dishes	
CU40 Utilise the correct cuts and preparation methods to produce high quality, technically sound dishes	
CU41 Complete preparation and cooking tasks to a high standard, delivered on time and presented as described within the recipe specification	
CU50 Demonstrate working 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	
CU51 Turn up on time	
CU52 Wear uniform correctly	
CU53 Use technology in own kitchen as per manufacturers' instructions and in accordance with health and safety regulations	
CU54 Use technology appropriately and as required by the establishment in respect of cooking stated menu items	
CU55 Work safely, efficiently and confidently in use of technology	

Food Safety

To pass, the following must be evidenced

- FS25 Reduce contamination risks associated with workflow procedures
- FS26 Use storage procedures to prevent cross-contamination
- FS27 Make sure surfaces and equipment are clean and in good condition
- FS28 Use clean and suitable cloths and equipment for wiping and cleaning between tasks
- FS29 Dispose of waste promptly, hygienically and appropriately
- FS30 Avoid unsafe behaviour that could contaminate the food you are working with
- FS31 Keep necessary records up-to-date
- FS32 Prepare, cook and hold food safely
- FS34 Check food before and during operations for any hazards, and follow the correct procedures for dealing with these
- FS35 Prevent cross-contamination, such as between raw foods, foods already cooking/reheating and ready-to-eat foods
- FS36 Use methods, times, temperatures and checks to make sure food is safe

People	
To pass, the following must be evidenced	To gain a distinction
PP08	<i>PP17 Use appropriate communication: role model for professionalism: manner, clear and timely information, encouraging feedback, listening actively, striving for excellence in professional relationships</i>
PP09	
PP10	
PP11	
PP12	
PP13	
PP14	
PP15	
PP16	

Business

To pass, the following must be evidenced

- BN09 Be financially aware in approach to all aspects of work
- BN01 Work to specified standards - following establishment standards in terms of preparing menu items in accordance with business/customer needs
- BN02 Adhere to recipes/specifications as required
- BN03 Maintain any appropriate documentation such as wastage records
- BN04 Demonstrate effective waste management
- BN05 Work efficiently and safely throughout work shifts
- BN06 Is vigilant and aware of potential risks within the kitchen environment and takes action to prevent them