

Highfield Level 2 End-point Assessment for Commis Chef – Practical Observation Portfolio of Evidence Matrix Sheet

This document must be used to map the apprentice’s portfolio of evidence to the Commis Chef – Practical Observation assessment criteria and should accompany the portfolio when submitted to Highfield Assessment.

Apprentice’s Name:	
Employer:	
Training Provider:	

Evidence index

Evidence ref	Evidence name	Evidence type
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Guidance: You must identify exactly where in the evidence the criteria are covered. Please include page and paragraph number on written evidence and timestamp or duration of audio and video in the end column.

It is permitted to have more than one piece of evidence to support a criterion which, again, must be clearly mapped and location provided.

Ref	Assessment criteria	Evidence ref	Location/ page in evidence
Culinary			
CU19	Mise en place undertaken in a timely fashion and ensure all food preparation allows for requirements of service		
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 or number of components		
CU25	Ensure consistent portions are 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		
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		
CU43	<i>Execute food preparation and finishing tasks speedily and to an excellent standard, including making changes throughout the process, where necessary</i>		
CU44	<i>Present dishes to the exact required standard - colour, consistency, texture and temperature</i>		
CU45	<i>Present flavour balance/taste profiles to the exact required standard</i>		
CU47	<i>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>		
Food Safety			
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 they 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			
PP08	Take pride in own role through an enthusiastic and professional approach to tasks		
PP09	Work effectively with others to ensure dishes produced are of high quality, delivered on time and to the standard required		
PP10	Demonstrate team work - as seen by working well with colleagues, professional conduct, good time-keeping and willingness to cover for others and respond flexibly to rota requirements		
PP11	Listen to and respect other peoples' point of view and respond politely		
PP12	Demonstrate team working and professional conduct - checking attendance at work; behaviours in team activities such as team meetings		

PP13	Demonstrate appropriate responses to instructions, request information when required and ask questions to seek clarification and further guidance		
PP14	Demonstrate support to others by asking where help is required when own tasks are completed		
PP15	Can accelerate work pace when required and go the extra mile		
PP16	Behave in a manner in line with the values and culture of the business		
PP17	<i>Use appropriate communication: role model for professionalism: manner, clear and timely information, encouraging feedback, listening actively, striving for excellence in professional relationships</i>		
Business			
BN09	Be financially aware in approach to all aspects of work		
BN12	Work to specified standards - following organisational standards in terms of preparing menu items in accordance with business/customer needs		
BN13	Adhere to recipes/specifications as required		
BN14	Maintain any appropriate documentation such as wastage records		
BN15	Demonstrate effective waste management		
BN16	Work efficiently and safely throughout work shifts		
BN17	Is vigilant and aware of potential risks within the kitchen environment and acts to prevent them		

Apprentice Declaration

I confirm that the evidence contained within this portfolio is all my own work and any assistance given and/or sources used have been acknowledged. I also confirm that the evidence provided is from the last 6 months of my programme.

**Apprentice's
signature:**

Date:

Expert Witness Declaration

I have reviewed the evidence provided in full and I can confirm that this is a true reflection of the apprentice's abilities. I confirm that I am a competent person and work at a level that is above the apprentice's current level. I also confirm that the evidence provided is from the last 6 months of their apprenticeship.

**Expert witness's job
role:**

**Expert witness's
name:**

**Expert witness's
signature:**

Date:

Please ensure this Portfolio Matrix Sheet is submitted with your portfolio and that all evidence submitted is saved in one of the following file formats:

.docx

.xlsx

.pptx

.pdf

.jpg

.png

.mp3

.mp4

.m4a