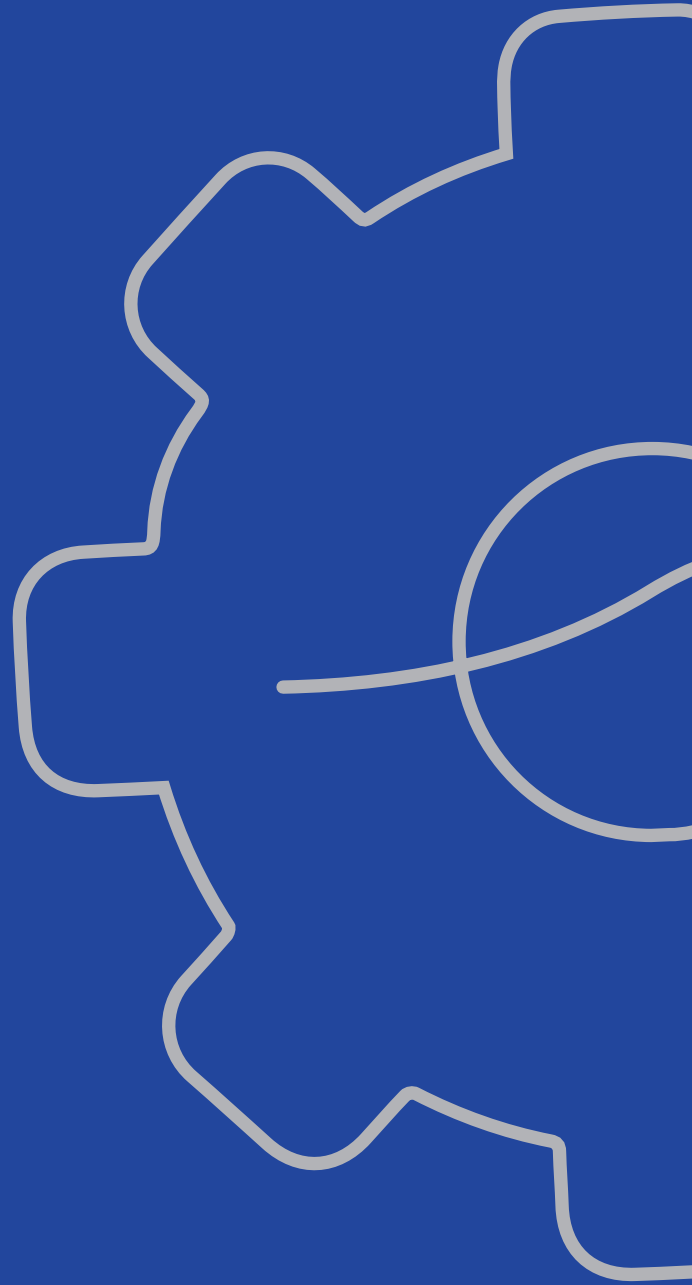


# Apprenticeships +

## Commis Chef

Apprenticeship  
Level 2



---

**The  
Sheffield  
College**

4 Excellent Campuses  
1000s of Opportunities  
1 Incredible City



## Quick Information

### New Apprenticeship Standard designed by employers for employers

**Sector**

Hospitality and Catering

**Who is it for?**

New recruits and existing staff

**Start date**

Flexible to suit employers

**Level**

Level 2

**Duration**

18 - 24 months

**How does it work?**

Delivered in your workplace with one day a week in College and tutor visits every 6 weeks

**Content**

Designed to cover all essential knowledge, skills and behaviours

**Assessment**

Observation, exam and professional discussion at the end of the programme

**Qualification**

Commis Chef Apprenticeship

**Review**

The apprenticeship should be reviewed after 3 years.

## Commis Chef

A 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. 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.



### Key Areas of Study

Your learner will cover essential knowledge, skills and behaviours on their programme. Full details of what will be covered are outlined below.

## Knowledge and Understanding

### Culinary

- Identify the factors which influence the types of dishes and menus offered by the business
- Recognise how technology supports the development and production of dishes and menu items in own kitchen
- 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
- Know how to undertake set up, preparation and cleaning tasks to standard whilst working in a challenging, time-bound environment
- Identify correct ingredients and portion sizes for each dish in line with recipe specifications
- Identify the principles of basic food preparation and cooking; taste; allergens; diet and nutrition
- Identify commonly used knives and kitchen equipment and their specific function
- Recognise and understand sources and quality points of common food groups and commodities
- Identify traditional cuts of; and basic preparation methods for, meat, poultry, fish and vegetables
- Recognise the impact of seasonality on the availability, quality and price of ingredients

### 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
- Know how to store, prepare and cook ingredients to maintain quality, in line with food safety legislation

### People

- Understand how personal and team performance impact on the successful production of dishes and menu items
- Know how to communicate with colleagues and team members from a diverse range of backgrounds and cultures
- Understand the importance of training and development to maximise own performance
- Know how to support team members when the need arises

- Have an understanding of professional behaviours and organisational culture
- Recognise how all teams are dependent on each other and understand the importance of teamwork both back and front of house

### Business

- Understand the basic costing and yield of dishes and the meaning of gross profit
- Understand the principles of supply chain and waste management
- Recognise potential risks in the working environment, how to address them and the potential consequences of those risks

## Skills

---

### Culinary

- Contribute to reviewing and refreshing menus in line with business and customer requirements
- Use available technology in line with business procedures and guidelines to achieve the best result
- Check food stocks, report on shortages, prioritise food that is close to expiry and keep the storage areas in good order
- Work methodically to prioritise tasks, ensuring they are completed at the right moment and to the required standard
- Measure dish ingredients and portion sizes accurately
- 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
- Use correct knives and knife skills when preparing food and use the correct equipment when preparing, cooking and presenting food
- Correctly store and use food commodities when preparing dishes
- Apply correct preparation and selection methods when using meat, poultry, fish and vegetables in dishes
- Complete preparation and cooking tasks to a high standard, delivered on time and presented as described within the recipe specification

### Food Safety

- Maintain a clean and hygienic kitchen environment at all times, complete kitchen documentation as required
- Store, prepare and cook ingredients correctly to deliver a quality product that is safe for the consumer

### People

- Work effectively with others to ensure dishes produced are of high quality, delivered on time and to the standard required
- Use suitable methods of communication and operate in a fair and equal manner that demonstrates effective team working
- Develop own skills and knowledge through training and experiences
- Support team members to produce dishes and menu items on time to quality standards
- Perform role to the best of own ability in line with the business values and culture
- 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

### Business

- Follow instruction to meet targets and effectively control resources
- Follow procedures regarding usage and waste of resources
- Undertake all tasks with due care and attention, reporting risks in the appropriate manner

## Behaviours

---

### Culinary

- Show enthusiasm for keeping up to date with business and industry trends
- Use technology and equipment in line with training
- Has the confidence to promptly deal with sub-standard ingredients, or those nearing their sell by date
- Demonstrate the ability to identify when tasks are not going to plan and has the confidence to request support when needed
- Pay attention to detail and work consistently to achieve standards
- Show commitment to developing skills and knowledge; trying out new ingredients and dishes; practicing and reflecting on different preparation and cooking techniques
- Demonstrate care and attention when using knives and equipment
- Consistently use the correct volume and quality of commodities in each dish, maintaining attention to detail
- Utilise the correct cuts and preparation methods to produce high quality, technically sound dishes
- Has an appreciation of ingredients

### Food Safety

- Demonstrate high personal hygiene standards
- Follow safe working practices when storing, preparing and cooking ingredients to maintain their quality and safety

### People

- Take pride in own role through an enthusiastic and professional approach to tasks
- Listen to and respect other peoples' point of view and respond politely
- 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
- Respond positively to instruction and be aware of team members who may need support to get menu items out on time without compromising quality
- Behave in a manner in line with the values and culture of the business
- Communicate and behave effectively to help team members achieve the best result for the customers and the business

### Business

- Communicate and behave effectively to help team members achieve the best result for the customers and the business
- Set an example to others by working in ways which minimise waste
- Is vigilant and aware of potential risks within the kitchen environment and takes action to prevent them

## Training, Tutoring and Assessment

The whole programme takes a minimum of 12 months to complete, at which point your apprentice can start their final assessment. The pace at which the apprentice progresses will be driven by you and the apprentice. We will work closely with you to plan and deliver appropriate support and training. Your apprentice will mainly learn on the job, but training and one-to-one tutoring are a key part of the new apprenticeship standards, not just assessment, with more time on tutoring as part of the 20% off-the-job training. Your apprentice will attend College one day a week to gain the required knowledge and practise the core skills before using them in the workplace.

We will carry out joint reviews with you at regular intervals to discuss progress. You can use your normal performance management processes to monitor the progress of the apprentice, provide feedback and guide development. Your apprentice will be expected to keep a portfolio to track their learning and development throughout the apprenticeship.

## End Point Assessment

In conjunction with the College, you will be asked to formally sign-off that the apprentice has met the minimum requirements for knowledge, skills and behaviours within the apprenticeship standard and confirm they are ready to move on to the end assessment, which will be measured as follows:

**On Demand Test** – A 90-minute multiple choice test made up of scenario based questions.

**Practical Observation** – A three-hour observation of the apprentice in their normal working environment. The time will be split across preparation and service and should show the apprentice working in an operational kitchen.

**Culinary Challenge Observation** – A two-hour observation in a controlled environment. The apprentice will be asked to prepare a main course from their organisation's menu and a dessert issued by the assessor.

**Professional Discussion** – A 40-minute structured discussion involving the apprentice and you as the employer, focusing on the log of recipes produced to demonstrate competence across a culinary range.

*For more information on the assessment for Commis Chef Apprenticeship please see the full assessment plan in the Apprenticeship Standard documentation. We will arrange the End Point Assessment.*



### Apprentice Entry Requirements

As the employer you can set your own requirements. Apprentices without Level 1 English and maths will need to achieve this Level, as well as take the test for Level 2 English and maths prior to taking the End Point Assessment. We will arrange the tutoring for these qualifications where required.

### Progression Opportunities

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

### More Information

To find out more about the opportunities and financing of apprenticeships and to discuss your particular requirements, please email [employer@sheffcol.ac.uk](mailto:employer@sheffcol.ac.uk) or call **0114 260 2600** to speak to one of our friendly employer advisors.

### Get In Touch

**Email**

[employer@sheffcol.ac.uk](mailto:employer@sheffcol.ac.uk)

**Call**

0114 260 2600

**Twitter**

[@sheffcol](https://twitter.com/sheffcol)

**Facebook**

[facebook.com/thesheffieldcollege](https://facebook.com/thesheffieldcollege)

**LinkedIn**

[linkedin.com/company/the-sheffield-college](https://linkedin.com/company/the-sheffield-college)



### Why choose The Sheffield College?

As one of the region's largest providers of apprenticeships, The Sheffield College is more than just your local provider; we deliver the dedicated support you need to train and get the best out of your member of staff.

*We appreciate how difficult and time consuming it can be to recruit staff. That's why, when you recruit an apprentice with us, our dedicated apprenticeship recruitment service, Job Connect, will advertise the vacancy, engage your candidates and even pre-screen them to make the process as easy as possible for you.*

*We help you get the best deal by finding the right funding and we handle the paperwork to make the process of arranging an apprenticeship training programme as smooth as possible. Our employer partnership team, apprenticeship tutors and assessment staff are experts, and we invest time and money in training and upskilling them regularly so their knowledge is up-to-date and industry standard.*

*At The Sheffield College we go above and beyond; we know that every business is different and we help to develop apprentices who will meet the needs of your business.*