

apprenticeship FRAMEWORK

Craft Cuisine - non-statutory (Wales)

IMPORTANT NOTIFICATION FOR ALL APPRENTICESHIP STARTS FROM 14 OCTOBER 2016

Modifications to SASW came into effect on 14 October 2016. These changes relate to the **Essential Skills and Employer Rights and Responsibilities** requirements of a framework and they **ONLY** apply to new Apprenticeship starts on, or after, 14th October. Apprenticeship starts before this date must continue to meet the 2013 SASW requirements for Essential Skills and Employer Rights and Responsibilities.

For more details of the changes and how they will affect new apprenticeship starts, please read the following preface page to the framework document. NB: Please check the "Revising a Framework" section for information on any additional changes that may have been made to this framework.

Latest framework version?

For any previous versions of this framework: www.acwcerts.co.uk/framework_library

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Apprenticeship Certification
Wales

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Craft Cuisine - non statutory (Wales)

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Framework information

Information on the Issuing Authority for this framework:

People 1st

Apprenticeship sector for occupations in hospitality, catering, retail, leisure, travel, tourism and passenger transport.

Issue number: 2	This framework includes:
Framework ID: FR01398	Level 2 <input checked="" type="checkbox"/> Level 3 <input checked="" type="checkbox"/> Level 4-7 <input type="checkbox"/>
Date this framework is to be reviewed by: 31/07/2013	This framework is for use in: Wales

Short description

This is a high quality, prestigious learning and development programme, valued by employers, trade associations and professional bodies. Apprentices will train in professional cookery incorporating the Applied Ability Award (AAA) assessment. The AAA is a final assessment method which challenges learners to ensure they are competent, knowledgeable and able to produce a variety of dishes.

Contact information

Proposer of this framework

[Details of who proposed the framework]

Developer of this framework

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Issued by: [People 1st]

Issuer contact name: [N/A]

Issuer contact phone: [N/A]

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Contact Details

Who is making this revision [Gyles Haverty]

Your organisation [People 1st]

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Revising a framework

Why this framework is being revised

[Amendments to this framework have been made to greater articulate the progression between the Craft Cuisine Framework and Hospitality and Catering.

In addition, the credit values and GLH requirements of the competence qualification at Levels 2 and 3 have been amended to reflect changes to the rules of combination.

Summary of changes made to this framework

[(no information)]

Qualifications removed

[(no information)]

Qualifications added

[(no information)]

Qualifications that have been extended

[(no information)]

Purpose of this framework

Summary of the purpose of the framework

The Hospitality and Catering Industry covers hotels, restaurants, pubs, bars and nightclubs, contract catering, hospitality services, youth/backpacker hostels, holiday centres and self-catering accommodation. It operates across well-known chains and in small businesses, including owner/operators, which make up just under three quarters of employers. The industry is a big employer, with the restaurant industry alone employing two thirds of a million people.

The Industry is facing a number of key challenges to make sure that staff have the right skills and, once trained, that they stay and develop their skills to fulfil their career ambitions, contributing to increased productivity and business profitability.

Chef skills are in short supply, with increasing consumer demand for meals which are cooked from scratch using fresh ingredients in mainstream restaurants and pubs.

Apprenticeships are seen as critical by employers, trade associations and professional bodies as they provide a ready-made high quality programme which they have helped to design and which gives them the skills they need.

This new Apprenticeship builds on the success and enhances the existing Hospitality and Catering Apprenticeship Framework and sits alongside this. This framework enables the use of the industry recognised Applied Ability Award Scheme to be formalised through a qualification and included within an apprenticeship framework.

We have consulted with employers and partners who indicated that ICT would be relevant to the non-food pathway in the Hospitality Services level 2 route and at level 3 for the Hospitality Supervision and Leadership route only. However, they would be looking for something that would be compatible with their in house systems, otherwise it would not be seen as relevant. ICT is not directly relevant to effective performance to the food pathways due to the nature of the jobs and the fact that they may not use computer systems in their role.

It was therefore felt that the ICT transferable skill should not be included in the apprenticeship programme.

The framework will also contribute to meeting the skills priorities for Wales by:

- providing a career pathway into jobs and training and craft level
- Providing an industry recognised qualification which gives greater breadth of skills and knowledge to any existing framework.

This framework offers both progression out of the Intermediate Apprenticeship in Hospitality and Catering and progression into the Advanced Apprenticeship in Hospitality and Catering. Particularly within the Professional Cookery pathways within these frameworks. It is also possible to utilise this framework to upskill candidates that have already completed the Hospitality and Catering framework at the same level. This framework is designed to provide a greater breadth of knowledge and skills for those chefs who deal with a wider variety of dishes and ingredients.

Aims and objectives of this framework (Wales)

Aim of the framework

The aim of this framework is to attract new people into the roles associated with Craft Cuisine. These roles hold more breadth in terms of the dishes associated with the menus produced. The framework has been designed to provide a solid grounding for these learners.

The appeal of this framework is aimed to attract a wide range of people from a range of backgrounds to replace those who leave or retire from the industry.

Objectives of this framework are to:

1. contribute to increasing productivity and performance by ensuring that staff have chef, customer service, team working, employability, management and leadership skills;
2. provide a flexible entry route to attract and retain people in the Hospitality and Catering Industry in Wales from under-represented groups, to ensure that the industry represents its customer base;
3. provide small businesses in Wales with access to a high quality training programme to help their businesses remain profitable;
4. contribute towards professionalising the Industry by providing career pathways to jobs at level 4 and higher to aid retention and to fill management and leadership skills gaps.

Further information on the skills needs of the sector can be found from the Sector Skills Assessment available at <http://www.people1st.co.uk/research/sector-skills-assessments>

Entry conditions for this framework

There are no specific entry requirements for this framework to ensure that it is open to all who wish to pursue a career within Craft Cuisine. However learners should be keen in working as part of a team, have a can do attitude and have high standards of personal hygiene. Applicants will need basic communication skills on which this apprenticeship will build, be excellent timekeepers and be willing to work shifts, which will normally be outside the 9.00 - 5.00 pattern.

Initial Assessment

Training providers and employers will use initial assessment to ensure that applicants have a fair opportunity to demonstrate their ability and to tailor programmes to meet individual needs, recognising prior qualifications and experience.

Proxies and Relaxations

Processes exist to make sure that applicants with prior knowledge, qualifications and experience are not disadvantaged by having to repeat learning. Training providers and awarding organisations will be able to advise on the current rules for accrediting prior learning and recognising prior experience. Refer to the on and off the job training section for guidance about prior attainment and achievement. In the meantime, this is a short summary:

There are no relaxations or proxies for any qualifications specified in a framework in SASW, however, providers are encouraged to identify additional on-the-job training programmes that customise the learning to the new workplace.

1. Essential Skills Wales.

- If applicants already have GCSEs in English, Maths and/or Information and Communications Technology (ICT) they still have to do the Essential Skills Wales at the relevant level as these are new qualifications and proxies do not exist.
- Up to the 31 August 2011, if applicants already have achieved Key Skills at the relevant level, they will not have to do the relevant Essential Skills Wales (ESW), however, apprentices can be encouraged to complete ESW at a higher level if appropriate.

2. Knowledge qualifications.

If applicants already have one of the Level 2 KNOWLEDGE qualifications before they started their Apprenticeship, (see knowledge qualifications page in this framework) they can count this and do not have to redo the qualification, providing that they have achieved this qualification

within three years of applying for the apprenticeship certificate. For example they may have already achieved the KNOWLEDGE element as part of the Welsh Baccalaureate. The hours they spent gaining this qualification will also count towards the minimum hours required for this framework.

3. Competence qualifications.

If applicants already have the Level 2 COMPETENCE qualification for the Apprenticeship they do not have to repeat this qualification, however, this qualification must have been achieved within three years of applying for the apprenticeship certificate and they will still have to demonstrate competence in the workplace.

4. Prior experience.

Applicants already working in the sector will be able to have their prior experience recognised by the Awarding Organisation and this will count towards the competence and the knowledge qualifications in this framework.

Initial Assessment Training providers and employers will use initial assessment to ensure that applicants have a fair opportunity to demonstrate their ability and to tailor programmes to meet individual needs, recognising prior qualifications and experience.

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Level 2

Title for this framework at level 2

Intermediate Level Apprenticeship in Craft Cuisine

Pathways for the framework at level 2:

Pathway 1: Craft Cuisine

Level 2, Pathway 1: Craft Cuisine

Description of this pathway

Craft Cuisine

Total credit value of pathway - 170 credits

Entry requirements for this pathway in addition to the framework entry requirements

None other than general entry conditions

Job title(s)	Job role(s)
Commis Chef/ Demi Chef/ Chef de Partie	Cook, prepare and finish food, avoiding shortages & wastage, ensuring constant supply of the full range of menu items; food safety; health, safety & welfare. Dealing with a menu requiring a breadth of skills & knowledge across all areas of cookery, able to cook from scratch using fresh ingredients.

Qualifications

Competence qualifications available to this pathway

C1 – Level 2 NVQ Diploma in Craft Cuisine

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/2004/0	Edexcel	132	1904	N/A

Knowledge qualifications available to this pathway

K1 – Certificate in Hospitality and Catering Principles (Professional Cookery)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/0833/7	Edexcel	26	148-218	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

[Framework Developer to complete with relevant info]

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? YES NO

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

[Enter alternative grade/level requirements and reasons here.]

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? YES NO

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

[Enter alternative grade/level requirements and reasons here.]

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** **NO**

Progression routes into and from this pathway

Progression into this pathway

This will be from a range of routes, including:

- record of achievement from school
- awards such as the Duke of Edinburgh or similar
- employment - general or related to the hospitality, leisure, travel and tourism or retail industries
- evidence of work experience/voluntary work or non accredited training/qualifications
- through a portfolio or skills passport for the industry (www.uksp.co.uk)
- Entry level Certificate in Introduction to the Hospitality Industry
- Entry level Award in Introduction to the Hospitality Industry
- Level 1 Certificate in Introduction to the Hospitality Industry
- Level 1 Award in Introduction to the Hospitality Industry
- Level 1 Certificate in introduction to employment in the Hospitality Industry (pre employment)
- Level 1 Certificate in investigating the Hospitality Industry
- Level 1 Certificate in Food and Beverage Services
- Level 1 NVQ Certificate in Hospitality Services
- Level 2 Intermediate Apprenticeship in Hospitality & Catering
- Welsh Baccalaureate including Principal Learning Qualifications in Hospitality and Catering or Retail Business
- a range of vocational qualification(s) including Customer Service, Hospitality and Catering or Travel and Tourism
- academic qualifications such as GCSEs

Progression from this pathway

Advanced Level Apprenticeships:

- Advanced Level Apprenticeship in Hospitality and Catering - Professional Cookery pathway
- Advanced Level Apprenticeship in Hospitality and Catering - Professional Cookery (Patisserie and Confectionery) pathway
- Advanced Level Apprenticeship in Hospitality and Catering - Hospitality Supervision and Leadership pathway
- Advanced Level Apprenticeship in Craft Cuisine

Jobs:

Chef De Partie, Demi Chef or Commis Chef. Eventual progression could be to Head Chef or

Regional Manager within a large employer.

Further Education:

Other qualifications such as:

- Level 2 Diploma in Professional Cookery
- Level 3 Certificate/Diploma in Professional Patisserie and Confectionary

For more information about careers and qualifications in the Hospitality, Leisure, Travel and Tourism Sectors visit: www.uksp.co.uk

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UCAS points for this pathway:

[Framework Developer to complete with relevant info]

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** **NO**

Delivery and assessment

The ERR unit (T/601/7214 - Employment Rights and Responsibilities in the Hospitality, Leisure, Travel and Tourism Sector) is included in the competence based qualification for all pathways and is a mandatory part of this framework. This unit is included in the NVQ Diploma in Craft Cuisine.

The apprentices induction is an important way of meeting some of the ERR requirements and apprentices must cover health and safety at the beginning of the apprenticeship.

Providers must ensure that Apprentices use an awarding organisation portfolio of evidence to record where and how they have learned about ERR.

The ERR element within this apprenticeship framework covers the nine requirements set out in the Specification of Apprenticeship Standards for England (SASE). Completion of this unit ensures that the apprentice:

1. knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well. This should cover the apprentice's rights and responsibilities under the Disability Discrimination Act, other relevant equalities legislation and Health & Safety, together with the responsibilities and duties of employers;
2. knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer. Health & Safety and Equality & Diversity training must be an integral part of the apprentice's learning programme;
3. knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. Details of Access to Work and Additional Learning Support must be included in the programme;
4. understands the role played by their occupation within their organisation and industry;
5. has an informed view of the types of career pathways that are open to them;
6. knows the types of representative bodies and understand their relevance to their industry

and organisation, and their main roles and responsibilities;

7. knows where and how to get information and advice on their industry, occupation, training and career;
8. can describe and work within their organisation's principles and codes of practice;
9. recognises and can form a view on issues of public concern that affect their organisation and industry.

Evidence of ERR

As the ERR unit is contained within the competence-based qualification for all pathways, the evidence for this will be the certificate for this qualification with the ERR unit listed on the certificate as having been completed. This certificate must be submitted to People 1st upon completion of the framework.]

Level 3

Title for this framework at level 3

Advanced Level Apprenticeship in Craft Cuisine

Pathways for the framework at level 3:

Pathway 1: Craft Cuisine

Level 3, Pathway 1: Craft Cuisine

Description of this pathway

Craft Cuisine

Total credit value for this pathway - 166 credits

Entry requirements for this pathway in addition to the framework entry requirements

At least nine months experience of working in the hospitality and catering industry

Or completion of a Level 2 Apprenticeship in Hospitality and Catering - Professional Cookery pathway

Or completion of a Level 2 Apprenticeship in Craft Cuisine

Job title(s)	Job role(s)
Sous Chef/Senior Chef	Assist managing the operation of a kitchen including staff rota, appraisal & teamwork; menu development with a breadth of skills & knowledge; prepare, cook & finish food from scratch using fresh ingredients as a rounded chef with proven craft skill; monitor quality, manage stock to minimise wastage

Qualifications

Competence qualifications available to this pathway

C1 – Level 3 NVQ Diploma in Craft Cuisine

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/2003/9	Edexcel	128	954	N/A

Knowledge qualifications available to this pathway

K1 – Level 3 Certificate in Hospitality and Catering Principles (Professional Cookery)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/0872/6	Edexcel	26	186-230	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

(no information)

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? **YES** **NO**

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? **YES** **NO**

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** **NO**

Progression routes into and from this pathway

Progression into this pathway

This will be from a variety of routes, including:

- At least nine months experience of working in a food production or professional cookery role
- Intermediate Level Apprenticeship in Food Production and Cooking or Professional Cookery pathways

In addition, although not limited to the list below, apprentices may have already completed such things as:

- Welsh Baccalaureate including Principal Learning Qualifications in Hospitality and Catering or Retail Business
- a range of vocational qualification(s) including Customer Service, Hospitality and Catering or Travel and Tourism
- academic qualifications such as GCSEs
- vocational qualification(s) related to cooking
- Intermediate Level Apprenticeship in Craft Cuisine

Progression from this pathway

Jobs:

- Head Chef/Cook, General Management
- Similar roles in institutional catering, such as hospitals, schools and the MoD.

Further and Higher Education:

Foundation Degree in Culinary Arts, or in Hospitality Management (Details of other Foundation Degrees can be found at the Foundation Degree Forward website (www.fdf.ac.uk)).

For more information about careers and qualifications in the Hospitality, Leisure, Travel and Tourism Sectors visit: www.uksp.co.uk

UCAS points for this pathway: N/A

Framework Developer to complete with relevant info

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** **NO**

Delivery and assessment

The ERR unit (T/601/7214 - Employment Rights and Responsibilities in the Hospitality, Leisure, Travel and Tourism Sector) is included in the competence based qualification for all pathways and is a mandatory part of this framework. This unit is included in the NVQ Diploma in Craft Cuisine.

The apprentices induction is an important way of meeting some of the ERR requirements and apprentices must cover health and safety at the beginning of the apprenticeship.

Providers must ensure that Apprentices use an awarding organisation portfolio of evidence to record where and how they have learned about ERR.

The ERR element within this apprenticeship framework covers the nine requirements set out in the Specification of Apprenticeship Standards for England (SASE). Completion of this unit ensures that the apprentice:

1. knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well. This should cover the apprentice's rights and responsibilities under the Disability Discrimination Act, other relevant equalities legislation and Health & Safety, together with the responsibilities and duties of employers;
2. knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer. Health & Safety and Equality & Diversity training must be an integral part of the apprentice's learning programme;
3. knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. Details of Access to Work and Additional Learning Support must be included in the programme;
4. understands the role played by their occupation within their organisation and industry;
5. has an informed view of the types of career pathways that are open to them;
6. knows the types of representative bodies and understand their relevance to their industry and organisation, and their main roles and responsibilities;
7. knows where and how to get information and advice on their industry, occupation, training and career;

8. can describe and work within their organisation's principles and codes of practice;
9. recognises and can form a view on issues of public concern that affect their organisation and industry.

Evidence of ERR

As the ERR unit is contained within the competence-based qualification for all pathways, the evidence for this will be the certificate for this qualification with the ERR unit listed on the certificate as having been completed. This certificate must be submitted to People 1st upon completion of the framework.

The remaining sections apply to all levels and pathways within this framework.

How equality and diversity will be met

There are in the region of 11,500 chefs working throughout Wales.

Due in no small part to the range of cuisines available through Wales, the role of chef attracts a sizeable proportion of migrant workers; at 15 percent of all chefs throughout the country, the ratio is much lower than across the UK as a whole but is still relatively high for Wales.

Age of the workforce

Although wider hospitality roles tend to attract a very young workforce, the age spread of chefs is much more evenly distributed. 31 percent are aged under 30, 37 percent are 30-44, 27 percent are 45-59 with a further five percent aged over 60.

Gender

Compared to the rest of the UK, the gender split for chefs in Wales is more even. Across the UK as a whole, just 37 percent of chefs are female whilst in Wales this rises to 44 percent.

Ethnicity

In Wales the proportion of individuals of black and minority ethnic (BME) origins working as chefs is significantly less than across the UK as a whole. In the UK, 22 percent of chefs are of BME origin whilst in Wales it is 14 percent.

Profile of Apprentices

Of those Apprentices starting the framework at levels 2 and 3 between August 2008 and January 2009, male/female Apprentices were a 50/50 balance with 8.3% reported as having a learning difficulty or disability. Ninety three percent are White with the remainder being fairly evenly split between Black, Asian and Chinese/Mixed origin.

Actions to redress imbalances in the workforce

Our Apprenticeship Strategy includes raising awareness of the Hospitality and Catering Apprenticeships and careers in the industry. The aim is to encourage a wider range of applicants and to support them whilst they are training and includes:

- raising awareness in schools through the Welsh Baccalaureate Principal Learning Qualifications in Hospitality
- www.uksp.co.uk (the People 1st on-line site containing information on jobs, careers and training in the sector) - the intention is that it will allow People 1st to track progress throughout the programme which may result in intervention to ensure the provider, employer or apprentice is given access to support
- promoting Apprenticeship Awards to both providers and employers delivering the programme in the sector
- producing a step-by-step guide to setting up an Apprenticeship Programme aimed at employers
- DVD highlighting the benefits of an Apprenticeship to both employers and learners
- working with employers and learning providers to develop case studies highlighting the Apprenticeship and its benefits which have been promoted via our website, external websites, events and newsletters.
- The Women 1st programme, which has developed a network of mentees and mentors as well as 'step-up' training programmes to help support more women reach more senior positions in the sector (

www.people1st.co.uk/business-and-training-support/women-1st)

- Employment 1st - nearly 30 large sector employers have signed up to the Service Academy approach, which larger employers felt was an opportunity to take pre-employment training into their own hands in order to maximise the employment opportunities of jobseekers, as well as to benefit smaller employers by providing trained and experienced individuals (www.people1st.co.uk/business-and-training-support/employment-1st)

Apprenticeships are seen as a vital route to attract a greater diversity of individuals into the industry, therefore, entry conditions to this framework have been made extremely flexible and mentoring has been included to offer additional support to increase the chances of apprentices achieving the framework and staying with the employer. Four new pathways have been introduced aimed at chefs, cooks and kitchen and catering assistants working in Bangladeshi, Chinese, Indian and Thai cuisines to provide the skills and knowledge that are specific to those sectors.

Training providers and employers MUST comply with the Equality Act 2010 to ensure that applicants are not discriminated against in terms of entry to and promotion within, the Industry, using the 9 protected characteristics of:

1. Age
2. Disability
3. Gender
4. Gender reassignment
5. Marriage and civil partnerships
6. Pregnancy and maternity
7. Race
8. Religion and Belief
9. Sexual orientation

People 1st will monitor take up and achievement of all Apprenticeships through its internal vocational policy team and the chain employer group and take steps to address any barriers to take up and achievement as part of our Sector Qualifications Strategy.]

On and off the job training

Summary of on- and off-the-job training

[TOTAL ON AND OFF THE JOB GLH

LEVEL 2 - Total GLH for 24 month programme

Pathway 1 - Craft Cuisine: 1312

LEVEL 3 - Total GLH for 36 month programme

Pathway 1: Craft Cuisine: 1214

]

Off-the-job training

[OFF THE JOB GLH

LEVEL 2 for the 24 month programme: 458 GLH

LEVEL 3 for the 36 month programme: 428 GLH

How this requirement will be met

Training hours delivered under an apprenticeship agreement may vary depending on the previous experience and attainment of the apprentice.

The amount of off-the-job training required to complete the apprenticeship under the apprenticeship agreement may then be reduced accordingly, provided the total number of off-the-job hours for this framework can be verified for apprenticeship certification.

Previous attainment

Where a learner enters an apprenticeship agreement having previously attained parts or all of the relevant qualifications, this prior learning needs to be recognised using either QCF credit transfer for achievements within the QCF; or through recording of exemptions for certificated learning outside of the QCF, for example Principal Learning qualifications.

For apprentices who have already achieved the relevant qualifications, they must have been certificated within three years of applying for the Foundation Apprenticeship Certificate.

Previous experience

Where a learner enters an apprenticeship agreement with previous work-related experience, this prior learning needs to be recognised [see QCF Guidance on Claiming Credit for further details]. To count towards apprenticeship certification, previous experience must be recorded using the appropriate Awarding Organisation's QCFW 'Recognition of Prior Learning' (RPL) procedures and the hours recorded may then count towards the off-the-job hours required to complete the apprenticeship.

For apprentices with prior uncertificated learning experience, the off-the-job learning must have been acquired within three years of application for the Foundation Apprenticeship Certificate or have been continuously employed in the relevant job role in the industry for three years duration.

Off-the-job training needs to:

- be planned, reviewed and evaluated jointly between the apprentice and a tutor, teacher, mentor or manager;
- allow access as and when required by the apprentice either to a tutor, teacher, mentor or manager;
- be delivered during contracted working hours;
- be delivered through one or more of the following methods: individual and group teaching, e-learning, distance learning, coaching; mentoring, feedback and assessment;
- collaborative/networked learning with peers, guided study and induction. Mentoring often increases the chances of apprentices completing the programme, therefore, as a guide, it is recommended that about one hour a week is included, although some apprentices will need more time at the beginning of the programme and less time as they progress.

Off-the-job training must be formally recorded, either in a diary, workbook, portfolio, or be verified by attendance records. This evidence needs to be checked and signed by the assessor and employer.

How this requirement will be met:

Level 2:

Pathway 1: Craft Cuisine: 148 GLH for the knowledge qualification, 120 hours for the two Essential Skills Wales, 16 GLH for the additional qualification, 220 GLH of off the job learning through the competence qualification.

Level 3:

Pathway 1: Craft Cuisine: 186 GLH for the knowledge qualification, 120 hours for the two Essential Skills Wales, 16 GLH for the additional qualification, 152 GLH of off the job learning through the competence qualification.

Evidence of off the job GLH at Level 2

- Level 2 knowledge certificate for the relevant pathway
- Level 1 Essential Skills Wales certificates for Communication and Application of Number
- Level 2 competence qualification certificate

Evidence of off the job GLH at Level 3

- Level 3 knowledge certificate for the relevant pathway
- Level 2 Essential Skills Wales certificates for Communication and Application of Number
- Level 3 competence qualification certificate

On-the-job training

On-the job training is defined as skills, knowledge and competence gained within normal work duties. For this framework the amount of on-the-job training is as follows:

Level 2 on the job hours for the 24 month programme

Pathway 1: Craft Cuisine: 848 GLH

Level 3 on the job GLH for the 36 month programme

Pathway 1: Craft Cuisine: 786 GLH

As a guide only, the 24 month programme could be split into 424 GLH in the first 12 months and 424 in the second 12 months.

As a guide only, the 36 month programme could be split into 262 GLH in the first 12 months, 262 in the second 12 months and 262 GLH in the final 12 months.

How this requirement will be met

On the job GLH should:

achieve clear and specific outcomes which contribute directly to the successful achievement of the framework and this may include accredited and non-accredited elements of the framework; be planned, reviewed and evaluated jointly between the apprentice and a tutor, teacher, mentor or manager; allow access as and when required by the apprentice either to a tutor, teacher, mentor or manager; be delivered during contracted working hours; be delivered through one or more of the following methods: individual and group teaching; e-learning; distance learning; coaching; mentoring; feedback and assessment; collaborative/networked learning with peers; guided study
coaching and mentoring record, log or diary - not required at certification
PLTS learning and recording using a log book or diary – not required at certification.

Evidence for on-the-job GLH:

LEVEL 2 INTERMEDIATE LEVEL APPRENTICESHIP

Certificate for the Level 2 competence qualification for the relevant pathway, which embeds ERR and shows this as having been completed

LEVEL 3 ADVANCED LEVEL APPRENTICESHIP

Certificate for the Level 3 competence qualification for the relevant pathway which embeds ERR and shows this as having been completed |

Wider key skills assessment and recognition

While Wider Key Skills are not a **mandatory** part of the framework, training providers are encouraged to provide apprentices the opportunity to achieve them.

For this framework, there are natural opportunities for Wider Key Skills to be embedded within the mandatory units of the following qualifications:

[Enter qualification names]

Improving own learning and performance

[Whilst employers consulted did not feel that this Wider Key Skill should be mandatory, the evidence for achievement of these Skills would naturally occur as part of the achievement of the competence, knowledge and Essential Skills Wales qualifications.

Providers are encouraged to introduce these Wider Key Skills as part of induction so that apprentices learn to recognise when they are achieving these Skills.

People 1st has mapped the Wider Key Skills to the mandatory competence units and this map can be downloaded from: www.people1st.co.uk

Working with others

[Whilst employers consulted did not feel that this Wider Key Skill should be mandatory, the evidence for achievement of these Skills would naturally occur as part of the achievement of the competence, knowledge and Essential Skills Wales qualifications.

Providers are encouraged to introduce these Wider Key Skills as part of induction so that apprentices learn to recognise when they are achieving these Skills.

People 1st has mapped the Wider Key Skills to the mandatory competence units and this map can be downloaded from: www.people1st.co.uk

Problem solving

[Whilst employers consulted did not feel that this Wider Key Skill should be

mandatory, the evidence for achievement of these Skills would naturally occur as part of the achievement of the competence, knowledge and Essential Skills Wales qualifications.

Providers are encouraged to introduce these Wider Key Skills as part of induction so that apprentices learn to recognise when they are achieving these Skills.

People 1st has mapped the Wider Key Skills to the mandatory competence units and this map can be downloaded from: www.people1st.co.uk

apprenticeship **FRAMEWORK**

For more information visit-
www.acwcerts.co.uk/framework_library