

apprenticeship FRAMEWORK

Level 4 Apprenticeship in Professional Cuisine (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

Issue date: 15 February 2017

Published By

People 1st

Apprenticeship Certification
Wales

<https://acwcerts.co.uk/web/>

Document Status:

Issued

Level 4 Apprenticeship in Professional Cuisine

Contents

Contents

Framework information	3
Contact information	4
Revising a framework	6
Purpose of this framework	7
Entry conditions for this framework	9
Level 4: Level 4 Higher Apprenticeship in Professional Cuisine (Wales)	10
Pathway 1: Level 4 in Professional Cuisine	11
Equality and diversity	17
On and off the job training	19
Wider key skills assessment and recognition	21

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: [1]	This framework includes:
Framework ID: [FR04023]	Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/> Level 4-7 <input checked="" type="checkbox"/>
Date this framework is to be reviewed by: [30/01/2020]	This framework is for use in: Wales

Short description

The Level 4 Diploma in Professional Cuisine provides a progression route for senior chefs, allowing them to demonstrate skills in all aspects of the subject area, including: the sourcing, preparation and storage of all food types; mentoring key support staff in a professional kitchen and managing budgets. The chefs will also be required to plan, prepare and produce complex and innovative dishes for an event and critically reflect on their own performance.

Contact information

Proposer of this framework

[In 2014 work was undertaken to develop a new level 4 qualification for Professional Chefs. This work was overseen by a steering group made up of prominent employers, learning providers and awarding organisations. 16 professional chefs underwent a pilot of the developing units and at the end of 2016 the final qualification was accredited.

In line with the Welsh Governments apprenticeship and funding policy, there is now a confirmed need and requirement by individuals and businesses in Wales, to introduce a level 4 framework for professional chefs in order to enable them to progress in their careers. Qualifications and apprenticeship frameworks currently end at level 3 and therefore those individuals entering or considering entering the industry, can now see a clear progression ladder to reaching the top of their profession.

Employers involved and supporting this framework include:-

SA Brain & Co, The Celtic Manor Resort, Gwersyll yr Urdd, The National Assembly for Wales, Nant Eos Mansion, The Lamb & Flag, Abergavenny, Culinary Association of Wales, British Culinary Foundation, Academy of Culinary Arts, The Pan Wales Hospitality Learning Provider Group, Pearson and People 1st.]

Developer of this framework

Name: [Bryan Roderick]

Organisation: [People 1st]

Organisation Type: [Sector Skills Council]

Job Title: [Apprenticeship and Qualifications Manager]

Phone: [07920581370]

Email: [bryan.roderick@people1st.co.uk]

Postal address: [First Floor Hospitality House
11-59 High Road
London
N2 8AB]

Website: [www.people1st.co.uk]

Issuing Authority's contact details

Issued by: [People 1st]

Issuer contact name: [Joanne Parker]

Issuer contact phone: [02030741222]

Issuer Email: [joanne.parker@people1st.co.uk]

Contact Details

Who is making this revision [Name]

Your organisation [Organisation Name]

Your email address: [Email address]

Revising a framework

Why this framework is being revised

[Framework Developer to complete with relevant info]

Summary of changes made to this framework

[Framework Developer to complete with relevant info]

Qualifications removed

[Framework Developer to complete with relevant info]

Qualifications added

[Framework Developer to complete with relevant info]

Qualifications that have been extended

[Framework Developer to complete with relevant info]

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.

In 2014 People 1st, with support from the Welsh Government Sector Priorities Fund programme (SPFP), worked with a Learning Provider and Expert Working Group of employers and 16 chefs, to develop and pilot a level 4 chef's qualification. People 1st research in Wales has shown a major skills shortage for chef's operating at a higher level and also some difficulty in recruiting interested young people on to the various Further Education and Apprenticeship programmes. Whereas Hospitality Management was available at level 4, there were no progression pathways beyond level 3 for chefs. This meant that individuals starting at level 1 had no clear progression pathways to become top chefs and operate at a senior level. The position also, is that chefs who have achieved level 3 and are currently working across Wales, had nowhere else to go in terms of gaining any higher level vocational qualifications which would provide evidence of their skills and experience. The Level 4 Apprenticeship in Professional Cuisine will now provide that progression opportunity, allowing chefs to demonstrate skills in all aspects of the subject area including the sourcing, preparation and storage of all food types, mentoring key support staff in a professional kitchen and managing budgets. The chefs will also be required to plan, prepare and produce complex and innovative dishes for an event and reflect on their own performance.

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 Advanced Apprenticeship in Hospitality and Catering and the Level 3 VRQ Diploma in Professional Cookery in full time Further Education. It is also designed to provide a qualification base and structure for experienced chefs already working in the industry at the appropriate level. It is also possible to utilise this framework to upskill candidates that have already completed the Hospitality and Catering framework at the level below. 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 and have responsibility for a kitchen and its brigade.]

Aims and objectives of this framework (Wales)

Aim of the framework

The aim of this framework is to attract new people in a senior role, into the roles associated with Professional Cuisine. These roles hold more breadth in terms of the dishes associated with the menus produced along with all the skills required to run a professional kitchen.

The appeal of this framework is aimed to attract a wide range of people already working in the industry who do not hold qualifications at the relevant level and as a progression opportunity for those who have previously undergone learning up to the level below.

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 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/insight-opinion>]

Entry conditions for this framework

Learners must:

- 18 years or over.
- Have a minimum of 5 years industry experience or have gained a level 3 qualification in an appropriate subject area plus a minimum of 1 years industry experience.
- Appropriate Level 3 Qualifications include:
- NVQ Level 3 Diploma in Professional Cookery
- NVQ Level 3 Diploma in Food Preparation & Cooking
- NVQ Level 3 Diploma in Craft Cuisine
- VRQ Level 3 Diploma in Advanced Professional Cookery
- VRQ Level 3 Diploma in Kitchen & Larder
- Achieved a full level 3 Apprenticeship Framework in either Professional Cookery, Food Preparation & Cooking or Craft Cuisine.]

Level 4

Title for this framework at level 4

Level 4 Higher Apprenticeship in Professional Cuisine (Wales)

Pathways for the framework at level 4:

Pathway 1: Level 4 in Professional Cuisine

Level 4, Pathway 1: Level 4 in Professional Cuisine

Description of this pathway

Level 4 in Professional Cuisine

10 units totalling 91 credits. All mandatory.

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

'There are no additional requirements other than the general entry conditions'.

Job title(s)	Job role(s)
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

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 – Level 4 Diploma in Professional Cuisine

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	C00/1171/2	Agored Cymru	91	915	N/A

Relationship between competence and knowledge qualifications

The qualification contained in this pathway combines both competence and knowledge.]

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

This will be from a variety of routes, including:

- At least five years experience of working in a food production or professional cookery role.
- Level 3 Apprenticeship in Food Production and Cooking or Professional Cookery pathways.
- Level VRQ Diploma in Advanced Professional Cookery plus 1 years industry experience at the appropriate level.

Progression from this pathway Jobs:

- Senior Chef / Executive Chef. Similar roles in institutional catering, such as hospitals, schools and the MoD.
- Further and Higher Education:
- Foundation Degree in Culinary Arts. (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.people1st.co.uk

UCAS points for this pathway:

[N/A]

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

[Framework Developer to complete with relevant info]

|

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 14,200 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 18 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. 23 percent are aged 16-29, 42 percent are 30-49, 30 percent are 50-59 with a further six 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 43 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 2012 and January 2014, 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 producing a step-by-step guide to setting up an Apprenticeship Programme aimed at

employers. A 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 (<http://www.people1st.co.uk/insight-opinion/latest-insights/female-talent/>) 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

The total on and off the job training hours for this level 4 pathway will be:

Pathway 1 - Level 4 Diploma in Professional Cuisine = 915 hours plus 120 hours for the 2 Essential Skills

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 QiW credit transfer for achievements within the QiW; or through recording of exemptions for certificated learning outside of the QiW, for example Principal Learning qualifications.

For apprentices who have already achieved the relevant qualifications, they must have been certificated within one year of applying for the Advanced Apprenticeship Certificate.

Previous experience

Where a learner enters an apprenticeship agreement with previous work-related experience, this prior learning needs to be recognised [see QiW Guidance on Claiming Credit for further details]. To count towards apprenticeship certification, previous experience must be recorded using the appropriate Awarding Organisation's QiW '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 Intermediate Apprenticeship Certificate or have been continuously employed in the relevant job role in the industry for one 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.

On the Job training is defined as skills, knowledge and competence gained during normal work duties.

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.
- 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 log book or diary, PLTS learning and recording using a log book or diary.]

Off-the-job training

[Pathway 1 - Level 4 in Professional Cuisine: total of 266 hours

Independent Study/Research = 85

Unsupervised Completion of Portfolio = 71

Essential Skills X 2 = 120

How this requirement will be met

Evidence

The Level 4 Diploma in Professional Cuisine

The Level 2 Essential Skills Certificate in Communication and Application of Number.]

On-the-job training

[Pathway 1 - The Level 4 in Professional Cuisine: total of 759 hours

How this requirement will be met

The Level 4 Diploma in Professional Cuisine which is a joint knowledge and competence qualification.

ERR has not been included in this framework as this should have been completed during the intermediate and/or the advanced level apprenticeship. Chefs operating at this level will be in senior posts and will have responsibility for ERR within their respective business.]

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