



Commis Chef

Sector: Catering and Hospitality • **Level:** 2 • **Duration:** 12 Months
Funding Band: 9 **Maximum Funding:** £9000

Introduction

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.

Entry requirements

Individual employers will set their own selection criteria. Nationally, Apprenticeships require as a minimum English and Maths understanding and functional application at Level 1, with evidence of an attempt at Level 2 prior to entering Gateway. Employers will set the entry specification suitable for the correct level of the individual. Candidates will be expected to have worked in an operational role within the hospitality industry.

Independent End Point Assessment from NOCN

Independent assessment ensures that all Apprentices have the **Knowledge, Skills and Behaviours** detailed in the apprenticeship standard, ensuring consistency across the industry. **NOCN** is a leading Government approved, independent **End Point Assessment Organisation (EPAO)**, working with employers to ensure high quality, valid and robust **End Point Assessment (EPA)**. NOCN is responsible for all aspects of the **EPAO**, including the provision of an online assessment management system, assessment centre booking, workplace testing, online tests, expert Assessors and the final apprenticeship grading. For further information, visit the NOCN website: www.nocn.org.uk

Knowledge, Skills and Behaviours

The Commis Chef Apprenticeship standard specifies a range of **Knowledge, Skills and Behaviours** that together form the core competencies for the role. Apprentices are assessed by NOCN as the EPAO, using different methods to demonstrate competence in the following areas:

| Areas of competence | | | |
|---|--|---|--|
| <ul style="list-style-type: none"> Principles of basic food preparation and cooking. | <ul style="list-style-type: none"> Food safety standards, practices and procedures, and personal hygiene standards. | <ul style="list-style-type: none"> Stock checks, stock control and waste management. Setting up, preparing and cleaning their work equipment. | <ul style="list-style-type: none"> Identifying commonly used knives, equipment and specific uses. Team working and developing working relationships. |

Apprenticeship Journey

On Programme



The **On Programme** period lasts a minimum of 12 months, during which time the employer and training provider support the Apprentice by providing suitable training to develop their **Knowledge, Skills and Behaviours** as specified in the Apprenticeship Standard.

The independent end assessment ensures that all apprentices consistently achieve the industry set professional standard for a Commis Chef. Prior to independent End Point Assessment, the English and Maths components of the apprenticeship must be successfully completed.

As the apprentice progresses, the relevant sections of the Standard are signed off by the assessor and employer. The assessment period for the standard can commence at any point once the apprentice is competent after their twelve-month period on-programme, at which point they enter the **Assessment Gateway**.

Assessment Gateway

The **Assessment Gateway** is a phase leading to **EPA** rather than one prescribed activity; it is usually triggered three-months in advance of the **EPA**, allowing the Apprentice adequate time to prepare.

Before entering the **Assessment Gateway**, a formal meeting is held between the Training Provider and employer to confirm that all **On Programme** requirements have been achieved. This decision is based upon the details and evidence of achievement contained in the **On Programme Assessment Log**, with feedback from both employer and assessor. Once ready, the apprentice proceeds to the **Assessment Gateway** phase and begins preparations for **EPA**.

End Point Assessment

The apprentice will be assessed to the apprenticeship standard using four complementary assessment methods. The assessment is synoptic, i.e. takes a view of the overall performance of the apprentice in their job. The assessment activities will be completed by the independent end assessor as follows:

The EPA process

- 1 On Demand Test:**

 - 90 minute on demand multiple choice test
 - Scenario based questions

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- 2 Practical Observation:**

 - 3-hour observation of the apprentice in the workplace
 - Must include observation of preparation and service in a working kitchen
 - Provides excellent opportunity to assess the apprentice synoptically working in line with requirements for health and safety and hygiene whilst also demonstrating culinary skills
 - Must maximise the apprentice’s opportunity to demonstrate competence across the required range of food groups, preparation and cooking methods.

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- 3 Culinary Challenge Observation:**

 - 2-hour observation of the apprentice in a controlled environment
 - May be off site in an appropriate facility, or on site if the kitchen (or suitable section) is closed off for the duration of the assessment
 - The apprentice cannot have support from the other team members during the observation.
 - Will cover observation of the apprentice across all four sections of the standard focussing on skills and creativity whilst demonstrating working to the organisation’s standards.

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The above three assessments must be completed before the learner moves onto the final assessment.
- 4 Professional Discussion:**

 - 40-minute discussion between apprentice and independent end assessor (includes 10 min review of recipe log)
 - Log of dishes prepared in workplace with accurate recipes and time plans referenced throughout discussion, providing evidence of range of competence and application of other areas of the standard, e.g. dish evaluation
 - Employer present to support (but not lead) the apprentice and confirm information
 - Includes areas of standard not seen in Observation or Culinary Challenge plus key additional areas identified in Annex A
 - Planned in advance to allow the apprentice to prepare fully for the discussion.

Grading

The grading for the Commis Chef Apprenticeship is either **Pass** or **Distinction**, with the final grade based on the combined performance in the **On Demand Test, Practical Observation, Culinary Challenge Observation and Professional Discussion** aspect of the **EPA**. *Note: details of the **assessment criteria** are available in the Assessment Plan on the ESFA website*

| To achieve a Pass | To achieve a Distinction |
|---|---|
| Achievement of the On-Demand Test, Observation, Culinary Challenge Observation and Professional Discussion, based on the assessment criteria in the Commis Chef standard. | Apprentice must achieve a distinction for On-Demand Test, demonstrating competence against additional assessment criteria specified in standard, demonstrated via Practical Observation, Culinary Challenge Observation and Professional Discussion. |

Certification

On successful completion, NOCN issues EPA results and applies to ESFA to produce final Apprenticeship certificate.

Career progression in the Catering and Hospitality Sector



NOCN Charges – fair and competitive

- NOCN's assessment services are priced fairly and competitively.
- The Government advises that the cost of **EPA** should be **no more than 20%** of the total price of apprenticeship training and assessment.
- Allowing for variance across the range of standards, NOCN's average rate for **EPA** is **less than 12%**

EPA charges include:

- NOCN charges a small **registration fee** at the start of the apprenticeship to cover administration and set up
- The **remaining fee** is paid in advance of the scheduled **EPA**
- Assessment charges are made for all assessments undertaken, no refunds given if the Apprentice fails or does not attend without due notice
- Employers can come to an individual agreement for their employees with the Training Provider and NOCN (see below, flexible pricing)
- Charges include Assessment Centre fees but exclude Certification and External Quality Assurance (**EQA**) fees as these are subject to change by external providers
- **EQA** will be undertaken by an independent organisation

Flexible pricing:

- NOCN **EPA** charges are flexible and negotiable
- Prices can be negotiated for factors such as the number of apprentices for assessment, assessment tools required, **EPA** location and delivery methods.
- **Speak to NOCN about your requirements**

Consultancy:

NOCN provides commercial consultancy on a range of related areas:

- Employing an apprentice
- Using the Government's online Apprenticeship Service
- Setting up and organising company operations for apprenticeships
- Designing assessment regimes
- Becoming an Assessment Centre - organisations interested in becoming an NOCN Assessment Centre should get in touch to discuss commercial arrangements. NOCN will pay a fee per apprentice assessed at the right location with high quality resources.

NOCN is a registered charity and VAT is not charged on any prices.

For further information:

For more information, prices and a no-obligation visit, please contact:

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