

# PRODUCTION CHEF

LEVEL 2



step22

GREAT PEOPLE INTO GREAT JOBS

  
Ofsted  
Good  
Provider

# PRODUCTION CHEF

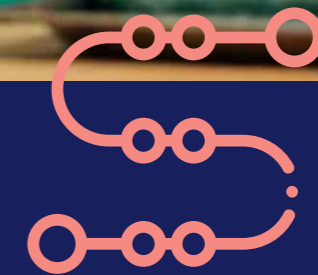
## Level 2

**Production chefs work as part of a team in time-bound and often challenging kitchen environments, for example; schools, hospitals, the Armed Forces, care homes and high street casual dining or pub kitchens.**

They report to the Senior Production chef or appropriate line manager. Production chefs are likely to work with centrally developed standardised recipes and menus, producing food often in high volumes. They apply highly methodical organisational skills, energy, accuracy, attention to detail and are mindful of the importance of sustainability and protecting the environment.



## Enrolment timeline



Step22 Apprenticeships believe in “right learner, right course”. By that we mean it is crucial that all apprentices are accurately matched to an apprenticeship programme that suits their job description, their prior learning and ability to achieve all aspects of the course. Therefore, the below steps will be followed to confirm the eligibility of everyone who wishes to enrol upon one of our apprenticeship programmes:



Potential apprentice is emailed a link to complete Initial Assessments for Maths & English. Then a Skill Scan is completed with the potential apprentice and the employer, which can be done either online or in person. These assessments determine the eligibility for the apprenticeship to proceed.



If eligible, all enrollment documentation is completed by the employer and apprentice.



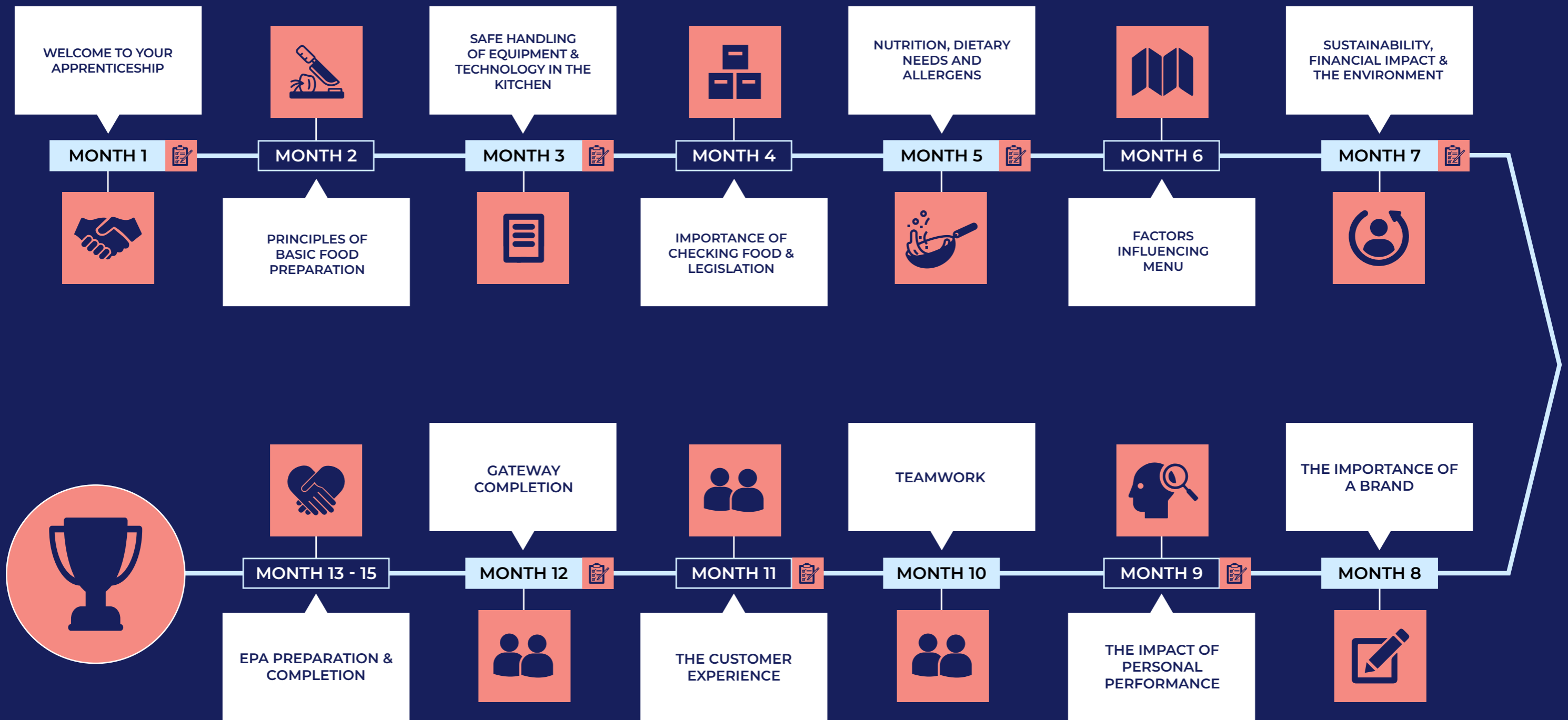
The apprentice is invited to attend an Induction Session, which is delivered by one of the Apprenticeship Training team via Microsoft Teams.



Learning then commences from the date of the apprentice's attendance at the Induction Session.

# Your Journey

## PRODUCTION CHEF Level 2



### REMOTE 1-1 OR A FACE TO FACE

These sessions will occur each month and will be delivered either remotely via Teams or in person at the Apprentice's workplace. They will last between 1 and 3 hours.



### PROGRESS REVIEWS

| Month | Session Title  | Session Contents   | Self-Learning   |
|-------|--|--|---|
| 1     | Welcome to your Apprenticeship                           | <ul style="list-style-type: none"> <li>Getting to know your assessor &amp; your cohort.</li> <li>Delivery methods, systems &amp; the support available</li> <li>Types of organisations within the hospitality industry; how they differ, how they are similar &amp; progression routes available.</li> <li>British values / Equality &amp; Diversity / Prevent / Safeguarding</li> </ul> <p>PROGRESS REVIEW</p>  | <ul style="list-style-type: none"> <li>A day in the life: Create a story of what a normal day at work looks like for you. Tell me about your site, how many staff, what do you? what are your daily tasks, who is your line manager, what is your usual workstation.</li> <li>OneFile induction course: to support your induction and knowledge of the tools you'll be using.</li> <li>OneFile Safeguarding course: an online course to strengthen your knowledge of safeguarding and help available to you.</li> <li>Complete StepUp Your Learning on Food Safety</li> <li>Complete StepUp Your Learning on Health &amp; Safety</li> </ul> |
| 2     | Principles of Basic Food Preparation                     | <ul style="list-style-type: none"> <li>Identify the principles of basic food preparation and cooking; taste;</li> <li>Understand the importance of checking stock, stock rotation and cleaning</li> <li>Understand the importance of following correct setting up and closing down procedures.</li> <li>Take responsibility for cleanliness, organisation and smooth running of the work area.</li> <li>Be diligent in safe and hygienic working practices.</li> </ul>   | <ul style="list-style-type: none"> <li>Complete the teaching &amp; learning assessment from OneFile on basic preparation for meat, poultry, fish and vegetables.</li> <li>Complete the teaching &amp; learning assessment from OneFile on how to undertake set up, preparation and cleaning tasks</li> <li>Complete StepUp Your Learning on COSHH in a food environment</li> </ul>  |
| 3     | Basic Preparation and kitchen equipment                  | <ul style="list-style-type: none"> <li>Understand commonly used knives and kitchen equipment and their specific function</li> <li>Know the procedures for the safe handling and use of tools and equipment.</li> <li>Use kitchen tools and equipment correctly to produce consistently high-quality dishes according to specifications.</li> <li>Be diligent in safe and hygienic working practices.</li> <li>Know how technology can support food production organisations.</li> <li>Use technology appropriately.</li> <li>Lead by example working conscientiously and accurately at all times.</li> </ul>   | <ul style="list-style-type: none"> <li>Complete the teaching &amp; learning assessment from OneFile on recognising how technology supports the development and production of dishes</li> <li>Complete the teaching &amp; learning assessment from OneFile on Handling Knives</li> </ul>   |
| 4     | Check stock levels, fit for purpose and storage of food. | <ul style="list-style-type: none"> <li>Know how to check fresh, frozen and ambient food are fit for purpose.</li> <li>Carry out checks when preparing, assembling, cooking, regenerating, holding and presenting food to meet the needs of the customers and maintaining organisational standards and procedures.</li> <li>Be diligent in safe and hygienic working practices.</li> <li>Know the importance of following legislation and the completion of legal documentation</li> <li>Comply with all regulations, legislation and procedural requirements</li> <li>Complete and maintain documentation to meet current legislative guidelines.</li> </ul> | <ul style="list-style-type: none"> <li>Complete the teaching &amp; learning assessment from OneFile on the importance of checking food stocks</li> <li>Prepare for and carry out a check on food stocks, identifying shortages, food close to expiry and check storage area is in good order</li> <li>Carry out a risk assessment of the storeroom, fridge (s) and work area, identifying possible hazards</li> <li>Complete the teaching &amp; learning assessment from OneFile on Legislative responsibilities</li> </ul>   |
| 5     | Nutrition, dietary needs and allergens.                  | <ul style="list-style-type: none"> <li>Know the key nutrient groups, their function and main food sources.</li> <li>Produce dishes to suit individuals' specific dietary, religious and allergenic needs as required.</li> <li>Know the allergens and the legal requirements regarding them.</li> <li>Operate within all regulations, legislations and procedural requirements.</li> </ul>   | <ul style="list-style-type: none"> <li>Complete the teaching &amp; learning assessment from OneFile on sources and functions of key nutrients</li> <li>Complete the teaching &amp; learning assessment from OneFile on Food Allergens</li> <li>Complete StepUp Your Learning on Allergens</li> </ul>  |
| 6     | Factors influencing menu choice and making adaptations   | <ul style="list-style-type: none"> <li>Identify the factors which influence the types of dishes and menus offered and recognise how the use of technology can influence this.</li> <li>Know the scope and methods of adapting dishes to meet the specific dietary, religious and allergenic needs of individuals.</li> </ul> <p>PROGRESS REVIEW</p>  | <ul style="list-style-type: none"> <li>Complete the teaching &amp; learning assessment from OneFile on adapting dishes to meet specific dietary requirements</li> </ul>   |

|          |  |   |  |
|----------|--|---|--|
| 7        | Sustainability , financial impact and the environment. | <ul style="list-style-type: none"> <li>Understand the financial impact of portion and waste control.</li> <li>Maximise quality and consistency in food production by using resources in line with organisations' financial constraints, style, specifications and ethos.</li> <li>Understand the importance of sustainability and working to protect the environment.</li> <li>Follow organisational sustainable, ethical, waste-saving and environmental working practices in relation to food production.</li> </ul>  | <ul style="list-style-type: none"> <li>Complete the teaching &amp; learning assessment from OneFile on Financial responsibilities</li> <li>Complete the teaching &amp; learning assessment from OneFile on Environmental issues</li> </ul>   |
| 8        | The importance of a brand                              | <ul style="list-style-type: none"> <li>Know the importance of organisational/ brand specifications and consistency in food production.</li> <li>Maintain organisational standard procedures and brand specifications.</li> <li>Know the relevant industry specific regulations, legislation, and procedures regarding food safety, HACCP, health and safety appropriate to organisations.</li> <li>Comply with all regulations, legislation and procedural requirements.</li> </ul>   | <ul style="list-style-type: none"> <li>Complete the teaching &amp; learning assessment from OneFile on the importance of brand standards, operating procedures and specifications</li> <li>Complete the teaching &amp; learning assessment from OneFile on the industry specific legislations and regulations I</li> </ul> |
| 9        | The impact of personal performance                     | <ul style="list-style-type: none"> <li>Understand how personal performance impacts on the successful production of dishes and menu items.</li> <li>Know how to identify personal goals and development opportunities and the support and resources available to achieve these</li> <li>Know the different learning styles.</li> <li>Identify your own learning style, personal development needs and opportunities and take action to meet those needs</li> <li>Use feedback positively to improve performance.</li> <li>Challenge personal methods of working and actively implement improvements.</li> </ul>  | <ul style="list-style-type: none"> <li>Complete StepUp Your Learning on Self awareness</li> <li>Complete the teaching &amp; learning assessment from OneFile on personal performance.</li> <li>Update CPD plan</li> <li>Work on showcase Portfolio</li> </ul>  |
| 10       | Teamwork   | <ul style="list-style-type: none"> <li>Understand how to communicate with colleagues and team.</li> <li>Understand how to communicate with members from a diverse range of backgrounds and cultures</li> <li>Use effective methods of communication with all colleagues, managers and customers to promote a positive image of yourself and the organisation.</li> <li>Actively promote yourself and the industry in a positive, professional manner.</li> </ul> <p>PROGRESS REVIEW</p>   | <ul style="list-style-type: none"> <li>Complete the teaching &amp; learning assessment from OneFile on Teamwork.</li> <li>Complete StepUp Your Learning on Personal Resilience</li> <li>Complete the teaching &amp; learning assessment from OneFile on Communication / E&amp;D</li> </ul>                                 |
| 11       | The customer experience                                | <ul style="list-style-type: none"> <li>Understand the principles of customer service and how individuals impact customer experience.</li> <li>Work to ensure customer expectations are met.</li> <li>Take ownership of the impact of personal behaviors and communication by a consistent, professional approach</li> <li>Advocate equality and respect working positively with colleagues, managers and customers.</li> <li>Know the role of individuals in upholding the organisation's vision, values, objectives and reputation.</li> <li>Work collaboratively to uphold the vision, values and objectives of the organisation.</li> <li>Actively promote yourself and the industry in a positive, professional manner, eg following organisation standards in appearance, speech, attitudes and behavior.</li> </ul> | <ul style="list-style-type: none"> <li>Complete the teaching &amp; learning assessment from OneFile on Principles of customer service</li> <li>Complete the teaching &amp; learning assessment from OneFile on Understanding a business</li> </ul>   |
| 12       | Gateway completion                                     | <ul style="list-style-type: none"> <li>Gateway meeting with employer, assessor &amp; apprentice</li> <li>Completion of exit survey</li> </ul> <p>GATEWAY REVIEW</p>   | <ul style="list-style-type: none"> <li>Make sure learner and employer ready for all aspects including professional discussion</li> </ul>   |
| 13<br>15 | EPA completion   | <ul style="list-style-type: none"> <li>Personalised support for EPA compilation</li> <li>Completion of four EPA stages</li> </ul>   |  |

# End Point Assessment Information

## What is Gateway?

Gateway is triggered when the apprentice has achieved all knowledge, skills and behaviours set out in the assessment plan, has been on programme for a minimum of 1 year and 1 week and the apprentice, employer and training provider feel the apprentice is ready for their EPA. The gateway period is roughly 4 months, and this allows the apprentice to prepare and agree a date with the EPAO to when the assessment will take place.

**Note: Gateway can only be achieved once the following has been met.**

English and Maths at Level 1 (or equivalent) and Level 2 to be attempted

Completion of knowledge, skills and behaviours

Minimum of 20% OTJT recorded

Gateway declaration signed by apprentice, line manager and apprenticeship trainer



## What is End Point Assessment?

End Point Assessment (EPA) is made up of a range of synoptic assessments which are completed at the end of the apprentices' programme, once they have achieved gateway requirements. EPA takes place to ensure the apprentice has the knowledge, skills and behaviours outlined in the apprenticeship standard in order to be occupationally competent.

Assessments have been designed by employers in the sector and will be conducted by an Independent End Point Assessor (IEPA) who works for an End Point Assessment Organisation (EPAO). All assessments must be passed for the apprentice to achieve. There are 3 available grades for this standard; **fail, pass and distinction.**

### Assessments which form EPA activities – Production Chef Level 2

|  |  |
|--|--|
| Knowledge Test                                       | 60-minute test                               |
| Practical Observation and Q&A                        | 120-minute observation of apprentice duties. |
| Professional Discussion around Portfolio of Evidence | 40-minutes                                   |



# Delivery Types:



## WEBINARS

These will be delivered via the Microsoft Teams platform and will be a maximum of 2 hours. They may be delivered on an individual basis or with a group of apprentices. The trainer will deliver a session on a particular topic and you will have the opportunity to have input through discussion and the use of the in-platform chat facility. These webinars will provide you with learning that counts towards your off the job training and will also provide you with tasks to complete for your apprenticeship learning. Please note that webinars will be recorded and be stored securely on Onefile to evidence your learning and participation.



## 1:1 SESSIONS

These will be either face to face or carried out remotely via Microsoft Teams. They will provide you with dedicated time with your trainer to discuss your progress towards achieving your apprenticeship and any aspects where you may feel you need extra support or guidance. Your trainer will also provide you with feedback on any work that has been set and guide you towards the next steps in your apprenticeship programme. Your trainer can also guide you towards additional resources that stretch your knowledge and understanding of relevant topics. Off the job training will also be reviewed to make sure you are on track to meet the minimum 20% requirement. All other work set will be reviewed and any additional support provided if needed. If any assessments are planned to take place during the 1:1 visit these will be recorded and added to your OneFile portfolio as evidence towards completion of your apprenticeship.



## PROGRESS REVIEWS

These can either be face to face or remote and will require the involvement of your line manager. The reviews take place at least every 8 weeks and is intended to provide an update on progress towards completion of your apprenticeship. Your manager will provide their input in order to make sure that the apprenticeship is meeting the needs of your employer and that you are gaining the skills, knowledge and behaviours to improve your working practices. Targets will be set for completion of varying tasks, which can include developing softer skills or enhancing your maths, English and digital skills. Reviews are usually recorded and then stored on OneFile.



## ONEFILE ONLINE COURSES

These online courses are designed to provide essential knowledge information to continue to stretch and challenge you throughout the apprenticeship. They are designed to be completed in your own time and will have knowledge checks for each. These courses can also contribute to your apprenticeship standard in conjunction with work set by your trainer. They will help build your knowledge and can expand your understanding of the industry, as well as contributing to your off the job training.

\*Please note that any webinars, 1:1 meetings and progress reviews will be recorded, and securely saved and stored to your OneFile account, where only you, your manager and Step22 staff involved in your training can have access. These will not be shared outside of OneFile without your permission.

Group webinars will also be recorded and made available as a resource on OneFile. Other apprentices may access these files if they are unable to attend the live sessions.

## SYSTEMS

OneFile is the e-portfolio for your Apprenticeship. This is where you will store your evidence, log your 20% off-the-job-training, and track your progress towards achievement. Gone are the days of ring binders and plastic wallets, this is your one stop shop for Apprenticeship programmes.



For the duration of your Apprenticeship, you will be given an Microsoft365 account, which provides you access to a wide range of Microsoft Office applications such as Outlook, Word, Excel and the Teams collaboration and communication tool. Teams will be integral to how you will engage and communicate with your trainer and take part in online webinars with other apprentices. You will be provided with a separate user guide to support you in setting this amazing tool up.



BKSB is a web based platform used to obtain initial assessments and diagnostic assessments on English and Maths which then provide an individual learning plan on how to fill learners' skills gaps. Our trainers use BKSB to support one-to-one learning to improve English and Maths skills no matter what apprentices previous achievements in these subjects are. Independent learning on BKSB is encouraged to allow apprentices to work at their own pace through learning resources, skills checks and revision scenarios.



StepUp your Learning is our own hospitality specialist learning platform. You will be given access to a number of modules to compliment your learning during your apprenticeship. Topics include Allergen Awareness; Food Safety; COSHH; Guest Excellence.



## Next Steps...

Following successful completion of your apprenticeship, you will be able to progress to the following:

- Senior Production Chef Level 3

## Interested?

If you are interested in starting your apprenticeship journey?

Please contact us at:

[apprenticeships@step-22.co.uk](mailto:apprenticeships@step-22.co.uk)





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