



## Our Apprenticeship Programme

### Culinary Skills – Level 2

|                                  |  |
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| <b>Associated qualifications</b> | City & Guilds Level 2 Diploma in Culinary Skills (7138-22) |
| <b>Duration</b>                  | 12 months  |

#### Overall learning aim:

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The apprenticeship meets the needs of apprentices who work as chefs in the catering and hospitality sector. This will allow candidates to learn, develop and practice skills required for employment and/or career progression in the catering and hospitality sector.

#### Off-the-job training (OTJT):

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This details what training the apprentice will receive, principally through qualification unit delivery with the learner outcomes attached. It also includes estimated assessment dates.

#### Employer support for apprenticeship learning; Knowledge, Skills and Behaviours:

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Details the Knowledge, Skills and Behaviours to develop alongside the OTJT, which can also contribute to the learner's portfolio of evidence for the apprenticeship.

## Programme schedule – Off-the-job training

| Estimated Start date<br>DD/MM/YY | Off-the job training<br>Unit number | Off-the-job training (OTJT)  |
|----------------------------------|-------------------------------------|--|
| 13.9.21                          | N/A                                 | Induction week   |
| 20.9.21                          | Unit 202                            | <b>Food Safety in Catering</b><br>- understand how individuals can take personal responsibility for food safety<br>- understand the importance of keeping him/herself clean and hygienic<br>- understand the importance of keeping the work areas clean and hygienic<br>- understand the importance of keeping food safe |
| 27.9.21                          | Unit 707                            | <b>Prepare and cook stocks, soups and sauces</b>   |
| 4.10.21                          |                                     |  |
| 11.10.21                         |                                     |  |
| 18.10.21                         |                                     |  |
| 25.10.21                         |                                     | Half-Term Holiday  |
| 1.11.21                          | Unit 708                            | <b>Prepare and cook vegetables and fruit</b>   |
| 8.11.21                          |                                     |  |
| 15.11.21                         |                                     |  |
| 22.11.21                         | Unit 709                            | <b>Prepare and cook meat and offal</b>   |
| 29.11.21                         |                                     |  |
| 6.12.21                          |                                     |  |
| 13.12.21                         |                                     |  |
| 20.12.21                         |                                     | Christmas Holiday  |
| 27.12.22                         |                                     |  |
| 3.1.22                           |                                     | Bank Holiday   |
| 10.1.22                          | Unit 709                            | <b>Prepare and cook meat and offal continued</b>   |
| 17.1.22                          | Unit 710                            | <b>Prepare and cook poultry</b>  |
| 24.1.22                          |                                     |  |
| 31.1.22                          |                                     |  |
| 7.2.22                           | Unit 711                            | <b>Prepare and cook fish and shellfish</b>   |
| 14.2.22                          |                                     |  |
| 21.2.22                          |                                     | Half-Term Holiday  |
| 28.2.22                          | Unit 711                            | <b>Prepare and cook fish and shellfish continued</b>   |
| 7.3.22                           |                                     |  |
| 14.3.22                          |                                     |  |

| <b>Estimated Start date</b><br>DD/MM/YY | <b>Off-the job training</b><br>Unit number | <b>Off-the-job training (OTJT)</b>                                   |
|---|--|--|
| 21.3.22                                 | Unit 712                                   | <b>Prepare and cook rice, pasta, grains and egg dishes</b>           |
| 28.3.22                                 |  |  |
| 4.4.22                                  |  |  |
| 11.4.22                                 |  | Easter Holiday   |
| 18.4.22                                 |  |  |
| 25.4.22                                 | Unit 712                                   | <b>Prepare and cook rice, pasta, grains and egg dishes continued</b> |
| 2.5.22                                  |  | Bank Holiday   |
| 9.5.22                                  |  | Bank Holiday   |
| 16.5.22                                 | Unit 713                                   | <b>Prepare and cook cold and hot desserts</b>                        |
| 23.5.22                                 |  |  |
| 30.5.22                                 |  |  |
| 6.6.22                                  |  |  |
| 13.6.22                                 | Unit 714                                   | <b>Produce paste products</b>  |
| 20.6.22                                 |  |  |
| 27.6.22                                 |  |  |
| 4.7.22                                  | Unit 716                                   | <b>Produce fermented dough products</b>                              |
| 11.7.22                                 |  |  |
| 18.7.22                                 |  |  |

# Employer support for apprenticeship learning; Knowledge, Skills and Behaviours:

## Knowledge

K1: The factors that influence the types of food items and menus offered by the business

K2: How technology supports the development and production of dishes and menu items

K3: The importance of checking food, equipment, chemical and commodity stocks and keeping the storage areas in good order, know the procedures to carry out and how to deal with identified shortages and food close to expiry date

K4: How to undertake set up, preparation and cleaning tasks to organisational standard whilst working in a challenging, time- bound environment

K5: Correct ingredients and portion sizes for each dish in line with recipe specifications

K6: The principles of basic food preparation and cooking; taste, allergens (including intolerances), diet (including religious, cultural and medical) and nutrition

K7: Commonly used knives and kitchen equipment and their specific function

K8: Sources and quality points of common food groups including meat, poultry, game, offal, fish, shellfish, vegetables, sauces, soups, stocks, rice, pasta/noodles, eggs, vegetable protein, dough, pastry, cakes, sponges, biscuits and scones, hot and cold desserts

K9: Traditional cuts of meat and poultry

K10: Preparation methods for meat, poultry, game and offal including cutting, slicing, dicing, mincing, trimming, boning, tying, checking and preparing cavities, skinning, tenderising, marinating, seasoning, applying dry rubs, stuffing, filling, trussing, coating and portioning

K11: Categories of fish including white fish round and flat, oily fish

K12: Traditional cuts of fish including darne, tronçon, goujon, suprême, délice, paupiette

K13: Preparation methods for fish and shellfish including cleaning, descaling, skinning, trimming, filleting, removing bones, shelling, cutting, marinating, coating

K14: Categories of vegetables including roots, bulbs, flower heads, fungi, seeds and pods, tubers, leaves, stems, vegetable fruits

K15: Traditional cuts of vegetables including Julienne, Brunoise, Macédoine, Jardinière, Paysanne

K16: Preparation methods for vegetables including washing, peeling, chopping, slicing, trimming, grating, turning

K17: Preparation methods for sauces, stocks and soups including weighing, measuring, chopping, roux, skimming, passing, straining, blending, whisking

- K18: Preparation methods for rice, pasta/noodles and vegetable proteins including washing, soaking, straining
- K19: Preparation methods for eggs (duck, chicken, quail) including beating whisking
- K20: Categories of dough for example, bread, enriched, soda, naan, pitta, pizza
- K21: Preparation methods for dough including weighing, measuring, sieving, mixing, kneading, proving, knocking back, shaping, resting, chilling, piping, rolling, cutting, trimming, glazing, portioning
- K22: Preparation methods for pastry (including short, sweet, suet, choux, convenience) including weighing, measuring, sieving, mixing, shaping, resting, chilling, piping, rolling, cutting, trimming, glazing, portioning
- K23: Preparation methods for cakes, sponges, biscuits, scones, hot and cold desserts (including ice-cream, mousse, egg-based, batter-based, sponge-based, fruit-based, pastry-based) including weighing, measuring, sieving, mixing, shaping, rubbing in, creaming, resting, piping, rolling, cutting, trimming, lining, beating, folding, greasing, glazing, portioning, aeration, adding flavours/colours, puréeing, combining, chilling
- K24: Cooking methods for meat, poultry, game and offal including searing, grilling, griddling, frying (deep, shallow, sauté and stir), braising, stewing, baking, roasting, steaming, boiling, poaching, bain-marie, combination
- K25: Cooking methods for fish and shellfish including frying (deep and shallow), grilling, poaching, baking, steaming, stewing, boiling
- K26: Cooking methods for vegetables including blanching, boiling, roasting, baking, grilling, braising, frying (deep, shallow and stir), steaming, stewing, combination
- K27: Cooking methods for sauces, stocks and soups including boiling, simmering, reducing, thickening, flavouring
- K28: Cooking methods for rice, pasta/noodles, eggs and vegetable proteins including blanching, boiling, frying (deep, sauté), scrambling, poaching, braising, steaming, stewing, baking, combination
- K29: Cooking methods for dough, pastry, cakes, sponges, biscuits, scones, hot and cold desserts including baking, boiling, poaching, stewing, steaming, frying, combination
- K30: Finishing methods for all food groups including resting, garnishing, adding sauce, glazing, gratinating, piping, filling, decorating, dusting, dredging, decorating
- K31: The impact of seasonality on the availability, quality and price of ingredients
- K32: The relevant legislation, regulations and responsibilities pertinent to this occupation
- K33: The importance of following legislation and regulations and consequences of failing to meet them

- K34: How personal and team performance impact on the successful production of dishes and menu items
- K35: How to communicate with colleagues and support team members
- K36: The importance of training and development to maximise own performance
- K37: Professional behaviours and organisational culture
- K38: How all teams are dependent on each other and the importance of teamwork both back and front of house
- K39: Basic costing and yield of dishes and the meaning of gross profit
- K40: The principles of supply chain and waste management
- K41: Potential risks in the working environment, how to address them and the potential consequences of those risks

### **Skills**

- S1: Contribute to reviewing and refreshing menus in line with business and customer requirements
- S2: Use technology for the development and production of dishes and menu items in line with business procedures and guidelines to achieve the best result
- S3: Check food stocks, report on shortages, prioritise food that is close to expiry and keep the storage areas in good order
- S4: Prioritise tasks, ensuring food items meet the required quality standard and in the required time frame
- S5: Measure dish ingredients and portion sizes accurately
- S6: Use a range of craft preparation and basic cooking skills and techniques to prepare, cook and finish dishes and menu items in line with business requirements
- S7: Use correct knives and knife skills when preparing food and use the correct equipment when preparing, cooking and finishing food
- S8: Correctly, store and use food items, commodities when preparing, cooking, and finishing dishes to deliver a quality product that is safe for the consumer
- S9: Apply correct preparation and selection methods when using fresh produce in dishes
- S10: Complete preparation and cooking tasks to a high standard, delivered on time and presented as described within the recipe specification
- S11: Maintain a clean and hygienic kitchen environment at all times, complete kitchen documentation as required
- S12: Work with others to ensure dishes produced are of high quality, delivered on time and to the standard required
- S13: Choose methods of communication that achieve effective team working
- S14: Develop own skills and knowledge through training and experiences

S15: Deal with team challenges and problems constructively to drive a positive outcome

S16: Effectively manage resources to meet specifications and control waste

S17: Follow safe systems of work reporting risks in the appropriate manner

**Behaviours**

B1: Is enthusiastic and committed to improving and developing skills

B2: Has a food safety approach at all times

B3: Shows accuracy and attention to detail

B4: Works according to the values and culture of the organisation

B5: Is fair, consistent, reliable and respectful

B6: Leads by example to develop individual and team skills