



# COMMIS CHEF APPRENTICESHIP

Working as a commis chef is a great way of getting started in a kitchen; while it's the most junior culinary role it provides a means of learning a range of key skills on the job. A commis chef prepares food and carries out basic cooking tasks under the supervision of a more senior chef.

A primary objective of the commis chef is to learn and understand how to carry out the basic functions in every section of the kitchen. This gives them 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 a chef will vary considerably from one individual to the next; however it is the range of experiences in the basics gained in this role which provide the opportunities to progress to any future senior chef role.

## Entry

Employers will set their own entry requirements in order to start on this apprenticeship.

## Duration

Typically this apprenticeship will take 12 months.

## Level

This apprenticeship standard is set at level 2.

## Progression

Progression from this apprenticeship is expected to be into a chef de partie role or senior production chef role.

## Functional Skills

To complete the apprenticeship the employee must pass level 1 English and maths (or have the appropriate exemption certificate) and work towards and attempt level 2 before undertaking their end point assessment.

## End Assessment

To achieve this apprenticeship standard, the employer, training provider and apprentice will agree when the apprentice is competent and ready to undertake the independent end point assessment.

## HIT Professional Trainers

Alongside the apprentice they will agree on a personal learning and development plan, setting a timetable of learning activities in preparation for the End Point Assessment (EPA).

The HIT Training Consultant will meet with the apprentice regularly either online or face to face to complete and review assessments, provide further coaching where required and agree the next steps of learning.

For more information contact  
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## OCCUPATION DUTIES

Duty	Description	KSBs
Duty 1	Prepare food items in line with legislation relevant to this occupation. Follow organisational brand standards and recipe specifications including portion control and waste management	K1 K4 K5 K6 K7 K8 K9 K10 K11 K12 K13 K14 K15 K16 K17 K18 K19 K20 K21 K22 K23 K31 K32 K33 K34 K35 K37 K38 K39 K40 K41 S2 S4 S5 S6 S7 S8 S9 S10 S11 S12 S16 S17 B2 B3 B4 B5 B6
Duty 2	Cook food items in line with legislation relevant to this occupation. Follow organisational brand standards and recipe specifications including portion control and waste management	K1 K5 K6 K7 K8 K9 K11 K14 K20 K24 K25 K26 K27 K28 K29 K31 K32 K33 K34 K35 K37 K38 K39 K40 K41 S2 S4 S5 S6 S7 S8 S9 S10 S11 S12 S16 S17 B2 B3 B4 B5 B6
Duty 3	Finish food items in line with legislation relevant to this occupation. Follow organisational brand standards and recipe specifications including portion control and waste management	K1 K5 K6 K7 K8 K9 K11 K14 K20 K30 K31 K32 K33 K34 K35 K37 K38 K39 K40 K41 S2 S4 S5 S6 S7 S8 S10 S11 S12 S16 S17 B2 B3 B4 B5 B6
Duty 4	Clean and maintain a safe and hygienic kitchen environment including preparation, cooking and storage areas	K3 K4 K32 K33 K35 K37 K38 K40 K41 S2 S3 S8 S11 S12 S16 S17 B2 B3 B4 B6
Duty 5	Complete food safety management system documentation	K3 K4 K6 K8 K32 K33 K35 K37 K38 K40 K41 S3 S11 S12 S16 S17 B2 B3 B4 B6
Duty 6	Check and report food items and commodity (for example kitchen foil, film, plastic gloves, cloths etc.) stock levels following stock rotation systems	K3 K4 K32 K33 K35 K37 K38 K40 K41 S3 S4 S9 S11 S12 S16 S17 B2 B3 B4 B6
Duty 7	Operate and clean specialist kitchen equipment following safe handling procedures	K2 K4 K7 K10 K13 K15 K16 K17 K18 K19 K21 K22 K23 K24 K25 K26 K27 K28 K29 K30 K32 K33 K35 K37 K38 K40 K41 S2 S4 S5 S6 S7 S8 S9 S10 S11 S12 S16 S17 B2 B3 B4 B6
Duty 8	Receive and check internal and external deliveries of food items, equipment and chemicals and store correctly	K3 K6 K8 K31 K32 K33 K35 K37 K38 K40 K41 S3 S4 S11 S12 S16 S17 B2 B3 B4 B6
Duty 9	Work with others to ensure dishes produced are of high quality, delivered on time and to the standard required	K6 K33 K34 K35 K36 K37 K38 K39 K40 K41 S1 S2 S3 S4 S5 S6 S7 S8 S9 S10 S11 S12 S13 S15 S16 B1 B2 B3 B4 B5 B6
Duty 10	Contribute to reviewing and refreshing menus and improving the culinary offer	K1 K2 K31 K35 K36 K37 K38 K39 K40 S1 S6 S14 B1 B2 B4 B6
Duty 11	Develop own skills and knowledge through training and experiences	K1 K34 K35 K36 K37 K38 K39 K40 S1 S13 S14 S15 B1 B4 B5 B6

Knowledge	
K1	The factors which 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

## KSBs

Knowledge	
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 and 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



A photograph of three male chefs in a professional kitchen. They are wearing white chef coats and blue and white striped aprons. They are smiling and appear to be in conversation. The kitchen background shows stainless steel surfaces, a range hood, and some cooking equipment. A teal graphic element is at the bottom right.

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# INDEPENDENT END POINT ASSESSMENT

The end point assessment will only commence once the employer, apprentice and HIT Training Consultant are confident that the apprentice has developed all the knowledge, skills and behaviours defined in the apprenticeship standard and clearly evidenced by the on-programme progression review meetings and records.

The independent end point assessment ensures that all apprentices consistently achieve the industry set professional standard and can commence at any point once the apprentice is competent after the minimum period of learning and development. Prior to independent end point assessment the functional skills English and maths components of the apprenticeship must be successfully completed.

## Summary of Independent End Point Assessment Process

The apprentice will be assessed to the apprenticeship standard using three 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 point assessment organisation as follows:



### Knowledge Test

The knowledge test is a controlled assessment which consists of a series of questions in which apprentices are asked to provide a response. The knowledge test will be in the form of a multiple-choice test.

The rationale for this assessment method is: The test is an accurate way to test the apprentice's wide-ranging underpinning knowledge that may not be naturally occurring in other assessment methods. This method confirms essential safety, ingredient, food preparation and cooking method knowledge essential to this occupation.



### Practical Assessment with Questions

A practical assessment with questions involves an independent assessor observing an apprentice undertaking a set task or a series of set tasks in a simulated environment and asking questions. The simulated environment must closely relate to the apprentice's natural working environment.

The independent assessor will ask questions in relation to underpinning knowledge and/or skills and behaviours where an opportunity to observe them has not occurred, or to seek clarification and further test coverage of the mapped KSBs to make assessment decisions

The rationale for this assessment method is: This occupation involves practical activity best assessed through demonstration. The practical assessment enables the assessment of essential knowledge and skills in the preparation, cooking and finishing of food items and the application and use of equipment in a controlled environment.



### Professional Discussion Underpinned by a Portfolio of Evidence

A professional discussion is a two-way discussion which involves both the independent assessor and the apprentice actively listening and participating in a formal conversation. It gives the apprentice the opportunity to make detailed and proactive contributions to confirm their competency across the KSBs mapped to this method.

The rationale for this assessment method is: This assessment method will allow some KSBs which may not naturally occur in every workplace or may take too long to demonstrate to be assessed, and allows the assessment of a disparate set of KSBs. It is supported by a portfolio of evidence which enables the apprentice to demonstrate application of KSBs.



### Completion

An Independent end point assessor confirms that each assessment element has been completed. The overall grade is determined by the independent end point assessor based on the combination of performance in all assessment activities. Grades are: Pass/Fail/Distinction. For more information on grading criteria please refer to the apprenticeship standard assessment plan by searching via: <https://www.instituteforapprenticeships.org/>

#### Independent end point assessment organisations

Approved assessment organisations are registered on the SFA Register of apprenticeship assessment organisations. Assessment organisations are responsible for ensuring assessments are conducted fairly and that assessments are valid, reliable and consistent. To access the list and find an assessment organisation visit: <https://www.gov.uk/government/publications/using-the-register-of-apprentice-assessment-organisations>.

**The employer will approve and appoint the assessment organisation to undertake the independent end point assessment of the apprentice.**

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