



IfATE

Shaping skills training

EPA Draft Preview

DRAFT END-POINT ASSESSMENT PLAN FOR THE COMMIS CHEF APPRENTICESHIP

ST0228/1.4

APPRENTICESHIP REFERENCE NUMBER	LEVEL OF THIS END-POINT ASSESSMENT (EPA)	INTEGRATION
ST0228	2	None

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Introduction and overview

This document explains the requirements for end-point assessment (EPA) for the commis chef apprenticeship. End-point assessment organisations (EPAOs) must follow this when designing and delivering the EPA.

Commis chef apprentices, their employers and training providers should read this document.

A full-time commis chef apprentice typically spends 12 months on-programme. The apprentice must spend at least 12 months on-programme and complete the required amount of off-the-job training in line with the apprenticeship funding rules.

The EPA should be completed within an EPA period lasting typically 3 months.

The apprentice must complete their training and meet the gateway requirements before starting their EPA. The EPA will assess occupational competence.

An approved EPAO must conduct the EPA for this apprenticeship. Employers must work with the training provider to select an approved EPAO from the apprenticeship providers and assessment register (APAR).

This EPA has 2 assessment methods.

The grades available for each assessment method are below.

Assessment method 1 - simulated practical with questions:

- fail
- pass
- distinction

Assessment method 2 - interview underpinned by portfolio:

- fail
- pass
- distinction

The result from each assessment method is combined to decide the overall apprenticeship grade. The following grades are available for the apprenticeship:

- fail
- pass
- merit
- distinction

EPA summary table

<p>On-programme - typically 12 months</p>	<p>The apprentice must:</p> <ul style="list-style-type: none"> • complete training to develop the knowledge, skills and behaviours (KSBs) outlined in this apprenticeship's standard • complete training towards English and mathematics qualifications in line with the apprenticeship funding rules • compile a portfolio of evidence
<p>End-point assessment gateway</p>	<p>The apprentice's employer must be content that the apprentice is occupationally competent.</p> <p>The apprentice must:</p> <ul style="list-style-type: none"> • confirm they are ready to take the EPA • have achieved English and mathematics qualifications in line with the apprenticeship funding rules <p>For the interview underpinned by portfolio, the apprentice must submit a portfolio of evidence.</p> <p>Gateway evidence must be submitted to the EPAO, along with any organisation specific policies and procedures requested by the EPAO.</p>
<p>End-point assessment - typically 3 months</p>	<p>The grades available for each assessment method are below</p> <p>Simulated practical with questions:</p> <ul style="list-style-type: none"> • fail • pass • distinction <p>Interview underpinned by portfolio:</p> <ul style="list-style-type: none"> • fail • pass • distinction

	<p>Overall EPA and apprenticeship can be graded:</p> <ul style="list-style-type: none"> • fail • pass • merit • distinction
<p>Re-sits and re-takes</p>	<p>The details for re-sits and re-takes are below:</p> <ul style="list-style-type: none"> • re-take and re-sit grade cap: distinction • re-sit timeframe: typically 2 months • re-take timeframe: typically 3 months

Duration of end-point assessment period

The EPA is taken in the EPA period. The EPA period starts when the EPAO confirms the gateway requirements have been met and is typically 3 months.

The EPAO should confirm the gateway requirements have been met and start the EPA as quickly as possible.

EPA gateway

The apprentice's employer must be content that the apprentice is occupationally competent. That is, they are deemed to be working at or above the level set out in the apprenticeship standard and ready to undertake the EPA. The employer may take advice from the apprentice's training provider, but the employer must make the decision. The apprentice will then enter the gateway.

The apprentice must meet the gateway requirements before starting their EPA.

They must:

- confirm they are ready to take the EPA
- have achieved English and mathematics qualifications in line with the apprenticeship funding rules

Gateway evidence must be submitted to the EPAO, along with any organisation specific policies and procedures requested by the EPAO.

- submit a portfolio of evidence for the interview underpinned by portfolio

Portfolio of evidence requirements:

The apprentice must compile a portfolio of evidence during the on-programme period of the apprenticeship. It should only contain evidence related to the KSBs that will be assessed by the interview. It will typically contain 20 discrete pieces of evidence. Evidence must be mapped against the KSBs. Evidence may be used to demonstrate more than one KSB; a qualitative as opposed to quantitative approach is suggested.

The portfolio must include the following evidence, typically as complete dishes eg plated fish with potatoes vegetables and sauce, rather than a piece of filleted and cooked fish on its own

- 1 fish to include filleting the fish
- 1 poultry to include breaking down the bird
- 3 from meat, game, or offal using 2 preparation methods from trim, devein, portion, debone, check for shot
- 1 shellfish
- 2 eggs or egg based dishes from batter, poached, boiled, fried, omelette, scrambled, in a dish or on its own
- 3 vegetables and 1 fruit using 2 from the listed preparation methods. At least 1 must be a complete, plant-based dish.
- 2 sauces one of which must be roux based
- 2 soups one of which must be flour based
- 1 pulse or grain
- 1 stock used in any dish
- 1 pasta or noodle based dish, either fresh or convenience
- 2 doughs, 1 leavened, 1 unleavened
- 3 pastry based dishes
- 3 plated desserts, at least 1 hot, 1 cold, and 1 mousse based
- 1 from each of scones, biscuits, sponge cakes, and non-sponge cakes
- 1 dish must be stuffed or filled, and pane.

The portfolio should also include evidence to support interview questions on the themes of;

- Identifying and resolving errors and issues
- Self management and professional development
- Teamwork and communication
- Equity, diversity and inclusion
- Stock control

Evidence sources may include workplace documentation and records, for example:

- workplace policies and procedures

- witness statements
- annotated photographs
- video clips with a maximum total duration 10 minutes; the apprentice must be in view and identifiable

This is not a definitive list; other evidence sources can be included.

The portfolio of evidence should not include reflective accounts or any methods of self-assessment. Any employer contributions should focus on direct observation of performance, for example, witness statements, rather than opinions. The evidence provided should be valid and attributable to the apprentice; the portfolio of evidence should contain a statement from the employer and apprentice confirming this.

The EPAO should not assess the portfolio of evidence directly as it underpins the interview. The independent assessor should review the portfolio of evidence to prepare questions for the interview. They are not required to provide feedback after this review.

Gateway evidence must be submitted to the EPAO, along with any organisation specific policies and procedures requested by the EPAO.

Order of assessment methods

The assessment methods can be delivered in any order. The result of one assessment method does not need to be known before starting the next.

Simulated practical with questions

Overview

In a practical assessment with questions, an independent assessor observes the apprentice completing a task or series of tasks set by the EPAO. The EPAO decides in which of the simulated environments it takes place. The assessment environment must closely relate to the apprentice's natural working environment. It gives the apprentice the opportunity to demonstrate the KSBs mapped to this assessment method.

Rationale

This occupation involves practical activity best assessed through demonstration in a simulated practical. The simulated practical 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. The scope of the simulated practical allows the apprentice to demonstrate depth of food preparation, cooking and finishing techniques that may not typically be observed during a observation of a service period in their place of work. Employers may doubt the occupational competence of an apprentice not assessed in this way.

Delivery

The simulated practical with questions must be structured to give the apprentice the opportunity to demonstrate the KSBs mapped to this assessment method to the highest available grade.

An independent assessor must conduct and assess the simulated practical with questions.

The independent assessor must only observe one apprentice at a time to ensure quality and rigour. They must be as unobtrusive as possible.

The EPAO must give an apprentice 2 weeks' notice of the simulated practical with questions.

The simulated practical with questions must take 3.5 hours.

The independent assessor can increase the time of the simulated practical with questions by up to 10%. This time is to allow the apprentice to complete a task or respond to a question if necessary.

The simulated practical with questions cannot be split, other than for comfort breaks or to allow apprentices to move from one location to another. Where breaks occur, they will not count towards the total EPA time.

The EPAO must manage invigilation of the apprentice during the assessment, to maintain security of the EPA, in line with their malpractice policy. This includes breaks and moving between locations.

The independent assessor must explain to the apprentice the format and timescales of the simulated practical with questions before it starts. This does not count towards the assessment time.

The independent assessor must observe the following during the practical assessment:

Apprentices must prepare a minimum of 3 plated, finished dishes. This could be a starter, main, and dessert, or 3 small plates, or 2 main dishes and one side dish.

- At least 1 dish must include meat, or offal, or game, or poultry, or fish, or shellfish, which must be prepared from whole
- Consideration must be given to how to minimise waste eg by using the whole ingredients in more than one dish or by using parts of ingredients often discarded
- At least 1 dish must include a sauce
- At least 1 dish must be adapted from a recipe to be plant based or gluten free.
- At least one dish must showcase seasonal ingredients.
- At least one dish must be adapted from specification to improve its flavour, appearance, or texture.

Apprentices can select dishes from their employer's menu or elsewhere. The source of the specification should be stated.

The following activities must be observed

- the selection and preparation of ingredients

- the cooking, plating, and finishing of dishes
- the use of kitchen equipment
- maintaining a safe and hygienic working environment
- planning and prioritising tasks
- cooking with alternative ingredients eg gluten free and plant based dishes

These activities provide the apprentice with the opportunity to demonstrate the KSBs mapped to this assessment method.

The independent assessor must ask questions. to check the understanding of the knowledge and skills applied in the simulated practical and to explore the adaptation made by the apprentice to improve texture or flavour or appearance of the finished dishes.

Questions must be asked after the practical. The total duration of the practical is 3.5 hours and the time for questioning is included in the overall assessment time. The total time for the practical element is 3 hours. The time allocated for questioning is 30 minutes.

The independent assessor must ask at least 4 questions. The independent assessor must use the questions from their EPAO's question bank or create their own questions in line with the EPAO's training.

The independent assessor can ask follow-up questions to clarify answers given by the apprentice. These questions are in addition to the above set number of questions for the simulated practical with questions.

The independent assessor must make the grading decision. The independent assessor must assess the practical assessment and responses to questions holistically when deciding the grade.

The independent assessor must keep accurate records of the assessment. They must record:

- the KSBs observed
- the apprentice's answers to questions
- KSBs demonstrated in answers to questions
- the grade achieved

Assessment location

The simulated practical with questions must take place in a simulated environment selected by the EPAO for example, the EPAO's premises, a training provider's premises, a training facility in the employer's premises, a test centre or a similar simulated environment. This simulated environment must relate to the apprentice's natural work environment. Equipment and resources needed for the simulated practical with questions must be confirmed to be available by the EPAO, who can liaise with the employer to provide these. They must be in good and safe working condition.

Questioning that occurs after the simulated practical with questions should take place in a suitable environment for example a quiet room, free from distractions and influence.

Additional venue requirements that must be in place include:

professional kitchen, including necessary equipment required

Question and resource development

The EPAO must develop a purpose-built assessment specification and question bank. It is recommended this is done in consultation with employers of this occupation. The EPAO must maintain the security and confidentiality of EPA materials when consulting with employers. The assessment specification and question bank must be reviewed at least once a year to ensure they remain fit-for-purpose.

The assessment specification must be relevant to the occupation and demonstrate how to assess the KSBs mapped to this assessment method. The EPAO must ensure that questions are refined and developed to a high standard. The questions must be unpredictable. A question bank of sufficient size will support this.

The EPAO must ensure that the apprentice has a different set of tasks and questions in the case of re-sits and retakes, to minimise predictability.

The EPAO must produce the following materials to support the simulated practical with questions:

- independent assessor assessment materials which include:
 - training materials
 - administration materials
 - moderation and standardisation materials
 - guidance materials
 - grading guidance
 - question bank
- EPA guidance for the apprentice and the employer

The EPAO must ensure that the EPA materials are subject to quality assurance procedures including standardisation and moderation.

Interview underpinned by portfolio

Overview

This interview 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 assessment method.

Rationale

The rationale for this assessment method is: This assessment method will allow assessment across the range, including the assessment of KSBs that might not naturally occur in every

workplace, or might take too long to assess in a simulated practical. It is supported by a portfolio which enables the apprentice to demonstrate application of the range of KSBs.

Delivery

The interview must be appropriately structured to draw out the best of the apprentice's competence and cover the KSBs assigned to this assessment method.

The purpose of the questions will be:

- Prepare, cook, and finishes dishes from; meat, offal, game, poultry, fish, and shellfish. Vegetables and fruit. Sauces. Noodles and pasta. Pulses and grains. Eggs. Dough. Pastry. Scones, biscuits, and cakes. Hot and cold desserts. Soups and stock based dishes.
- Errors and issues
- Self management and professional development
- Teamwork and communication
- Equity, Diversity, and Inclusion
- Stock Control

The independent assessor will conduct and assess the interview.

The interview must last for 60 minutes. The independent assessor has the discretion to increase the time of the interview by up to 10% to allow the apprentice to complete their last point.

During this assessment method, the independent assessor must take questions from questions for this assessment method can be taken from an EPAO question bank or be those generated by the independent assessor. Independent assessors must use the question bank as a source for questioning and are expected to use their professional judgement to tailor those questions appropriately. Independent assessors are responsible for generating suitable follow-up questions in line with the EPAO's training and standardisation process. The interview will have a minimum of 10 questions.

Video conferencing can be used to conduct the interview, but the EPAO must have processes in place to verify the identity of the apprentice and ensure the apprentice is not being aided.

KSBs met and answers to questions, must be recorded by the independent assessor. The independent assessor will make all grading decisions.

Assessment location

The interview should take place in a quiet room, free from distractions and influence.

The interview can take place in any of the following locations:

Question and resource development

Questions must be written by EPAOs, be relevant to the occupation and assess the KSBs mapped to this assessment method. It is recommended that this be done in consultation

with employers of this occupation. EPAOs should maintain the security and confidentiality of their questions when consulting employers.

Each EPAO must develop a test specification. They must also develop a question bank of sufficient size to prevent predictability and review it regularly (and at least once a year) to ensure it, and the questions it contain, are fit for purpose.

EPAOs must ensure that apprentices have a different set of questions in the case of re-sits/re-takes.

EPAOs will produce the following material to support this assessment method:

- Independent assessor assessment materials which include:
 - Training materials
 - Administration materials
 - Moderation and standardisation materials
 - Guidance materials
 - Grading guidance
- Question bank
- Guidance documentation for the apprentice and employer.

Grading

Simulated practical with questions

Fail - does not meet pass criteria

THEME KSBS	PASS APPRENTICES MUST DEMONSTRATE ALL OF THE PASS DESCRIPTORS	DISTINCTION APPRENTICES MUST DEMONSTRATE ALL OF THE PASS DESCRIPTORS AND ALL OF THE DISTINCTION DESCRIPTORS
<p>Select and prepare ingredients. K1 K2 K3 K17 K18 K22 S1 S2 S3 S4 S19 S20 S23</p>	<p>Selects ingredients and uses across a menu to reduce waste and support quality, sustainability, and seasonality (K2, K17, S3, S19)</p> <p>Selects knives appropriate to the task and uses them effectively and efficiently to prepare fresh ingredients from whole, producing accurate portions and acting to maximise yield(K1, K22 S1, S2)</p> <p>Flavours ingredients using seasoning, or spices, or rubs, or marinades (K18, S20)</p> <p>Accurately weighs, measures, and scales ingredients (K3, S4)</p>	<p>Minimises waste and improves sustainability by using ingredients creatively across a menu (K2, K17, S19)</p> <p>Uses knives with dexterity and skill to efficiently prepare ingredients from whole, maximising yield and portioning accuracy. (K1, S2, S23)</p>
<p>Cook, plate, and finish K16 K20 K21 K23 S5 S22 S24 B3</p>	<p>Produces finished dishes that are well cooked, seasoned and flavoured, achieve the intended texture, and are well portioned and presented, showing accuracy and attention to detail. (K20, K21, S5, S22, B3)</p> <p>Indicates where chosen specification has been adapted to increase the appeal of the dish either visual, or flavour, or texture (S24)</p>	<p>Produces balanced dishes that are consistently cooked, seasoned, flavoured, and presented with careful attention to detail and high levels of accuracy. (K20, K21, S5, S22, B3)</p> <p>Justifies which adaptations chosen to increase appeal of dish either visual, or flavour, or texture (K23, S24)</p>

<p>Use of kitchen equipment K26 S27</p>	<p>Uses manual and electrical tools and specialist equipment safely, correctly, and efficiently. (K26, S27)</p>	<p>none</p>
<p>Cooking with alternative ingredients S18</p>	<p>Prepares and cooks dishes to specification using alternative ingredients (K16, S18)</p>	<p>none</p>
<p>Maintaining a safe and hygienic working environment K27 K28 K29 S28 S29 S30 B2</p>	<p>Prioritises hygiene and food safety, monitors temperatures, and manages allergens during preparation, cooking, and holding in line with food safety legislation. (K27, S28, B2)</p> <p>Selects and applies hygiene management techniques to maintain a safe, clean working environment. (K28, S29)</p> <p>Complies with health and safety legislation, regulations, guidelines, and procedures. (K29, S30)</p>	<p>none</p>
<p>Managing own workload K36 S38</p>	<p>Manages own workload and time to ensure tasks are completed. (K36, S38)</p>	<p>Prioritises and sequences tasks efficiently to ensure completed dishes come together on time. (K36, S38)</p>

Interview underpinned by portfolio

Fail - does not meet pass criteria

THEME KSBS	PASS APPRENTICES MUST DEMONSTRATE ALL OF THE PASS DESCRIPTORS	DISTINCTION APPRENTICES MUST DEMONSTRATE ALL OF THE PASS DESCRIPTORS AND ALL OF THE DISTINCTION DESCRIPTORS
Prepare cook and finish dishes K4 K5 K6 K7 K8 K9 K10 K11 K12 K13 K14 K15 K19 S6 S7 S8 S9 S10 S11 S12 S13 S14 S15 S16 S17 S21	Describes appropriate preparing, cooking, and finishing methods for 4 completed dishes or plates of food from the portfolio, each from different food groups, each using different preparation or cooking methods. (K4, K5, K6, K7, K8, K9, K10, K11, K12, K13, K14, K15, K19, S6, S7, S8, S9, S10, S11, S12, S13, S14, S15, S16, S17, S21)	Explains preparation, cooking, and finishing choices made to achieve the best outcome for 4 completed dishes or plates of food from the portfolio, each from different food groups, each using different preparation or cooking methods eg why braising was the best method. (K4, K5, K6, K7, K8, K9, K10, K11, K12, K13, K14, K15, K19, S6, S7, S8, S9, S10, S11, S12, S13, S14, S15, S16, S17, S21)
Errors and Issues K24 K25 S25 S26	Explains how to identify and resolve a common production error previously encountered. (K24, S25) Describes how they have taken responsibility when completing tasks and helped resolve feedback, or a complaint, or an issue that arose (K25, S26, B4)	Evaluates their input in assisting with the resolution of feedback, complaints, or issues. (K25, S26)
Self management and professional development K33 K37 S34 S37 B5	Describes how they observe professional standards and maintain a professional attitude, using feedback to improve own performance over time. (K37, S37, B5) Describes how they ask for and give help with daily tasks and employ other techniques to support their own and others' mental health and wellbeing at work. (K33, S34)	Explains how they have used feedback to improve their performance over time (K37, S37) Explains how giving and receiving support with daily tasks and other techniques impact team morale and their own and others' mental health and wellbeing at work. (K33, S34)
Teamwork and communication	Outlines the professional communication principles they use	Justifies their choice of communication style or method

<p>K34 K35 S35 S36 B4</p>	<p>with internal colleagues and stakeholders. (K34, S35)</p> <p>Describes how they collaborate with colleagues to support service delivery. (K35, S36)</p>	<p>when dealing with colleagues, line managers, stakeholders and customers. (K34, S35)</p> <p>Evaluates how they have worked with colleagues to support the delivery of service in line with organisational standards. (K35, S36)</p>
<p>Equity, diversity, and inclusion K32 S33 B1</p>	<p>Describes how they have advocated for equality and respect, working positively with colleagues, managers, and stakeholders, to meet the expectations of equity, diversity, and inclusion legislation or organisational policies (K32, S33, B1)</p>	<p>None</p>
<p>Stock control K30 K31 S31 S32</p>	<p>Describes methods to manage food safety and allergens, including monitoring and recording food temperatures, on delivery and in storage. (K31, S32)</p> <p>Applies stock control methods and processes taking environmental sustainability into account (K30, S31).</p>	<p>Explains why sustainability must be taken into account for stock control methods and processing. (K30)</p>

Overall EPA grading

All assessment methods are weighted equally in their contribution to the overall EPA grade.

In order to gain an overall EPA pass, apprentices must achieve a pass in all the assessment methods: Apprentices must gain a pass in all assessment methods to gain an overall pass. Apprentices must gain a pass in one assessment method and a distinction in the other assessment method to gain a merit overall. Apprentices must gain a distinction in both assessment methods to gain a distinction overall.

SIMULATED PRACTICAL WITH QUESTIONS	INTERVIEW UNDERPINNED BY PORTFOLIO	OVERALL GRADING
Fail	Any grade	Fail
Any grade	Fail	Fail
Pass	Pass	Pass
Pass	Distinction	Merit
Distinction	Pass	Merit
Distinction	Distinction	Distinction

Re-sits and re-takes

If the apprentice fails one assessment method or more, they can take a re-sit or a re-take at their employer's discretion. The apprentice's employer needs to agree that a re-sit or re-take is appropriate. A re-sit does not need further learning, whereas a re-take does. The apprentice should have a supportive action plan to prepare for a re-sit or a re-take.

The employer and the EPAO should agree the timescale for a re-sit or re-take. A re-sit is typically taken within 2 months of the EPA outcome notification. The timescale for a re-take is dependent on how much re-training is required and is typically taken within 3 months of the EPA outcome notification.

Failed assessment methods must be re-sat or re-taken within a 6-month period from the EPA outcome notification, otherwise the entire EPA will need to be re-sat or re-taken in full.

Re-sits and re-takes are not offered to an apprentice wishing to move from pass to a higher grade.

The apprentice will get a maximum EPA grade of distinction if they need to re-sit or re-take one or more assessment methods, unless the EPAO determines there are exceptional circumstances.

Roles and responsibilities

ROLES	RESPONSIBILITIES
Apprentice	<p>As a minimum, the apprentice should:</p> <ul style="list-style-type: none"> • complete on-programme training to meet the KSBs as outlined in the apprenticeship standard for a minimum of 12 months • complete the required amount of off-the-job training specified by the apprenticeship funding rules and as arranged by the employer and training provider • understand the purpose and importance of EPA • prepare for and undertake the EPA including meeting all gateway requirements
Employer	<p>As a minimum, the apprentice's employer must:</p> <ul style="list-style-type: none"> • select the training provider • work with the training provider to select the EPAO • work with the training provider, where applicable, to support the apprentice in the workplace and to provide the opportunities for the apprentice to develop the KSBs • arrange and support off-the-job training to be undertaken by the apprentice • decide when the apprentice is working at or above the apprenticeship standard and is ready for EPA • ensure the apprentice is prepared for the EPA • ensure that all supporting evidence required at the gateway is submitted in line with this EPA plan • confirm arrangements with the EPAO for the EPA in a timely manner, including who, when, where • provide the EPAO with access to any employer-specific documentation as required for example, company policies • ensure that the EPA is scheduled with the EPAO for a date and time which allows appropriate opportunity for the apprentice to meet the KSBs • ensure the apprentice is given sufficient time away from regular duties to prepare for, and complete the EPA • ensure that any required supervision during the EPA period, as stated within this EPA plan, is in place • ensure the apprentice has access to the resources used to fulfil their role and carry out the EPA for workplace based assessments <p>remain independent from the delivery of the EPA</p>

	<ul style="list-style-type: none"> • pass the certificate to the apprentice upon receipt
EPAO	<p>As a minimum, the EPAO must:</p> <ul style="list-style-type: none"> • conform to the requirements of this EPA plan and deliver its requirements in a timely manner • conform to the requirements of the apprenticeship provider and assessment register • conform to the requirements of the external quality assurance provider (EQAP) • understand the apprenticeship including the occupational standard and EPA plan • make all necessary contractual arrangements including agreeing the price of the EPA • develop and produce assessment materials including specifications and marking materials, for example mark schemes, practice materials, training material • maintain and apply a policy for the declaration and management of conflict of interests and independence. This must ensure, as a minimum, there is no personal benefit or detriment for those delivering the EPA or from the result of an assessment. It must cover: <ul style="list-style-type: none"> • apprentices • employers • independent assessors • any other roles involved in delivery or grading of the EPA • have quality assurance systems and procedures that ensure fair, reliable and consistent assessment and maintain records of internal quality assurance (IQA) activity for external quality assurance (EQA) purposes • appoint independent, competent, and suitably qualified assessors in line with the requirements of this EPA plan • appoint administrators, invigilators and any other roles where required to facilitate the EPA • deliver induction, initial and on-going training for all their independent assessors and any other roles involved in the delivery or grading of the EPA as specified within this EPA plan. This should include how to record the rationale and evidence for grading decisions where required • conduct standardisation with all their independent assessors before allowing them to deliver an EPA, when

	<p>the EPA is updated, and at least once a year</p> <ul style="list-style-type: none"> • conduct moderation across all of their independent assessors' decisions once EPAs have started according to a sampling plan, with associated risk rating of independent assessors • monitor the performance of all their independent assessors and provide additional training where necessary • develop and provide assessment recording documentation to ensure a clear and auditable process is in place for providing assessment decisions and feedback to all relevant stakeholders • use language in the development and delivery of the EPA that is appropriate to the level of the apprenticeship • arrange for the EPA to take place in a timely manner, in consultation with the employer • provide information, advice, and guidance documentation to enable apprentices, employers and training providers to prepare for the EPA • confirm the gateway requirements have been met before they start the EPA for an apprentice • arrange a suitable venue for the EPA • maintain the security of the EPA including, but not limited to, verifying the identity of the apprentice, invigilation and security of materials • where the EPA plan permits assessment away from the workplace, ensure that the apprentice has access to the required resources and liaise with the employer to agree this if necessary • confirm the overall grade awarded • maintain and apply a policy for conducting appeals
<p>Independent assessor</p>	<p>As a minimum, an independent assessor must:</p> <ul style="list-style-type: none"> • be independent, with no conflict of interest with the apprentice, their employer or training provider, specifically, they must not receive a personal benefit or detriment from the result of the assessment • have, maintain and be able to evidence up-to-date knowledge and expertise of the occupation • have the competence to assess the EPA and meet the requirements of the IQA section of this EPA plan • understand the apprenticeship's occupational standard and EPA plan

	<ul style="list-style-type: none"> • attend induction and standardisation events before they conduct an EPA for the first time, when the EPA is updated, and at least once a year • use language in the delivery of the EPA that is appropriate to the level of the apprenticeship • work with other personnel, where used, in the preparation and delivery of assessment methods • conduct the EPA to assess the apprentice against the KSBs and in line with the EPA plan • make final grading decisions in line with this EPA plan • record and report assessment outcome decisions • comply with the IQA requirements of the EPAO • comply with external quality assurance (EQA) requirements
Training provider	<p>As a minimum, the training provider must:</p> <ul style="list-style-type: none"> • conform to the requirements of the apprenticeship provider and assessment register • ensure procedures are in place to mitigate against any conflict of interest • work with the employer and support the apprentice during the off-the-job training to provide the opportunities to develop the KSBs as outlined in the occupational standard • deliver training to the apprentice as outlined in their apprenticeship agreement • monitor the apprentice's progress during any training provider led on-programme learning • ensure the apprentice is prepared for the EPA • work with the employer to select the EPAO • advise the employer, upon request, on the apprentice's readiness for EPA • ensure that all supporting evidence required at the gateway is submitted in line with this EPA plan • remain independent from the delivery of the EPA

Reasonable adjustments

Reasonable adjustments

The EPAO must have reasonable adjustments arrangements for the EPA.

This should include:

- how an apprentice qualifies for a reasonable adjustment
- what reasonable adjustments may be made

Adjustments must maintain the validity, reliability and integrity of the EPA as outlined in this EPA plan.

Special considerations

The EPAO must have special consideration arrangements for the EPA.

This should include:

- how an apprentice qualifies for a special consideration
- what special considerations will be given

Special considerations must maintain the validity, reliability and integrity of the EPA as outlined in this EPA plan.

Internal quality assurance

Internal quality assurance refers to the strategies, policies and procedures that an EPAO must have in place to ensure valid, consistent and reliable EPA decisions.

EPAOs for this EPA must adhere to the requirements within the roles and responsibilities table.

They must also appoint independent assessors who:

- have recent relevant experience of the occupation or sector to at least occupational level 3 gained in the last **3 years or significant experience of the occupation or sector**

Value for money

Affordability of the EPA will be aided by using at least some of the following:

- utilising digital remote platforms to conduct applicable assessment methods
- assessing multiple apprentices simultaneously where the assessment method permits this
- using the employer's premises
- conducting assessment methods on the same day

Professional recognition

This apprenticeship is not aligned to professional recognition.

Mapping of KSBs to assessment methods

KNOWLEDGE	ASSESSMENT METHODS
<p>K1 Correct knife for task and how to use effectively and efficiently.</p>	<p>Simulated practical with questions</p>
<p>K2 Quality indicators in and seasonality of ingredients.</p>	<p>Simulated practical with questions</p>
<p>K3 Methods of weighing, measuring, and scaling.</p>	<p>Simulated practical with questions</p>
<p>K4 Methods of preparing meat, offal, game, poultry, fish, and shellfish from whole; trim, de vein, portion, break down, bone, skin, fillet, shell.</p>	<p>Interview underpinned by portfolio</p>
<p>K5 Methods of preparing fruit and vegetables eg julienne or matchsticks, mirepoix or rough cut, macédoine or large dice, Brunoise or fine dice, paysanne or neat cuts, and jardinière or batons.</p>	<p>Interview underpinned by portfolio</p>
<p>K6 Methods of preparing, cooking and finishing sauces; roux based , emulsified, stock, hot and cold sweet and savoury sauces including plant based and gluten free.</p>	<p>Interview underpinned by portfolio</p>
<p>K7 Methods of preparing, cooking and finishing pureed and cream soup, and stock based dishes.</p>	<p>Interview underpinned by portfolio</p>
<p>K8 Methods of preparing and cooking noodles and fresh or convenience pasta.</p>	<p>Interview underpinned by portfolio</p>
<p>K9 Methods of preparing and cooking pulses and grains, including long and short grain rice.</p>	<p>Interview underpinned by portfolio</p>
<p>K10 Methods of preparing and cooking eggs or egg based dishes; batter, poached, boiled, fried, omelette, scrambled.</p>	<p>Interview underpinned by portfolio</p>

<p>K11 Prepares, cooks and finishes leavened and unleavened dough products.</p>	Interview underpinned by portfolio
<p>K12 Methods of preparing, cooking, and finishing sweet and savoury pastry products using short, sweet, and choux.</p>	Interview underpinned by portfolio
<p>K13 Methods of preparing cooking and finishing scones, biscuits, sponge cakes, and non sponge cakes.</p>	Interview underpinned by portfolio
<p>K14 Methods of preparing, producing, and finishing hot and cold desserts.</p>	Interview underpinned by portfolio
<p>K15 Methods of stuffing, filling and pané across food types.</p>	Interview underpinned by portfolio
<p>K16 Techniques for preparation and cooking when using alternative ingredients eg plant based, gluten free.</p>	Simulated practical with questions
<p>K17 Methods of reducing waste and improving sustainability by using ingredients prepared from whole across a menu.</p>	Simulated practical with questions
<p>K18 Flavour ingredients using seasoning, spices, rubs and marinades.</p>	Simulated practical with questions
<p>K19 Methods of sealing, grilling, deep frying, shallow frying, stir frying, sauté, braising, stewing, baking, roasting, boiling, and poaching across food types.</p>	Interview underpinned by portfolio
<p>K20 Principles of seasoning and flavouring during cooking and finishing to create balanced dishes.</p>	Simulated practical with questions
<p>K21 Principles of portioning, plating, finishing, garnishing and presenting individual dishes.</p>	Simulated practical with questions

<p>K22 Principles of portion control and yield and how it impacts profitability and sustainability.</p>	Simulated practical with questions
<p>K23 Quality indicators related to texture, flavour, or appearance of finished products.</p>	Simulated practical with questions
<p>K24 Signs of common errors in production and how to rectify.</p>	Interview underpinned by portfolio
<p>K25 Principles of handling feedback and complaints, and identifying and raising issues .</p>	Interview underpinned by portfolio
<p>K26 Safe preparation, cleaning and efficient use of manual and electrical tools and specialist equipment.</p>	Simulated practical with questions
<p>K27 Methods to apply food safety and allergen procedures, including monitoring temperatures, during preparation, cooking, and holding.</p>	Simulated practical with questions
<p>K28 Hygiene management techniques to maintain a safe clean work environment, including personal hygiene and PPE and uniform.</p>	Simulated practical with questions
<p>K29 Health and safety legislation, regulations, guidelines and procedures relevant to own role.</p>	Simulated practical with questions
<p>K30 Stock control methods and processes including storage and rotation that take environmental sustainability into account.</p>	Interview underpinned by portfolio
<p>K31 Methods to apply food safety and allergen procedures, including monitoring and recording food temperatures, on delivery and in storage.</p>	Interview underpinned by portfolio
<p>K32</p>	Interview underpinned by portfolio

Legislation and organisational policies relating to equity, diversity and inclusion in the workplace.	
K33 Techniques for maintaining good mental health and wellbeing, including asking for help with daily tasks.	Interview underpinned by portfolio
K34 Principles of professional communication and conduct with colleagues, manager and other stakeholders.	Interview underpinned by portfolio
K35 Principles of teamwork within and between teams and the impact on service delivery.	Interview underpinned by portfolio
K36 Methods of planning own workload and prioritising tasks.	Simulated practical with questions
K37 Methods for using feedback to improve own performance.	Interview underpinned by portfolio

SKILL	ASSESSMENT METHODS
S1 Selects correct knife for task.	Simulated practical with questions
S2 Uses knives effectively and efficiently.	Simulated practical with questions
S3 Selects ingredients of the right quality that support sustainability and seasonality.	Simulated practical with questions
S4 Weighs, measures, and scales ingredients.	Simulated practical with questions
S5 Cooks from fresh producing complete dishes.	Simulated practical with questions
S6 Prepares, cooks, and finishes meat, offal, game, poultry, fish, and shellfish from whole; trim, de-vein, portion, break down, bone, skin, fillet, shell.	Interview underpinned by portfolio
S7 Prepares, cooks, and finishes fruit vegetables.	Interview underpinned by portfolio
S8 Prepares, cooks, and finishes sauces.	Interview underpinned by portfolio
S9 Prepares, cooks and finishes pureed and cream soup and stock based dishes.	Interview underpinned by portfolio
S10 Prepares and cooks noodles, and fresh or convenience pasta.	Interview underpinned by portfolio
S11 Prepares and cooks pulses and grains, including long and short grain rice.	Interview underpinned by portfolio
S12 Prepares, cooks and finishes eggs or egg based dishes.	Interview underpinned by portfolio

<p>S13 Prepares, cooks and finishes leavened and unleavened dough products.</p>	Interview underpinned by portfolio
<p>S14 Prepares, cooks and finishes sweet and savoury pastry products using short, sweet, and choux.</p>	Interview underpinned by portfolio
<p>S15 Prepares, cooks, and finishes scones, biscuits, sponge cakes, and non-sponge cakes.</p>	Interview underpinned by portfolio
<p>S16 Prepares, produces, and finishes hot and cold desserts.</p>	Interview underpinned by portfolio
<p>S17 Stuffs, fills and panés across food types.</p>	Interview underpinned by portfolio
<p>S18 Prepares and cooks dishes using alternative ingredients eg plant based, gluten free.</p>	Simulated practical with questions
<p>S19 Prepares fresh ingredients, including from whole, using them across a menu to reduce waste and improve sustainability</p>	Simulated practical with questions
<p>S20 Uses seasoning, spices, rubs, and marinades to flavour ingredients.</p>	Simulated practical with questions
<p>S21 Sears, grills, deep fries, shallow fries, stir fries, sautés, braises, stews, bakes, roasts, boils, poaches across food types.</p>	Interview underpinned by portfolio
<p>S22 Portions, plates, finishes, garnishes, and presents individual dishes.</p>	Simulated practical with questions
<p>S23 Exercises portion control and acts to maximise yield.</p>	Simulated practical with questions

<p>S24 Adapts specifications to increase appeal eg visual, flavour, or texture.</p>	Simulated practical with questions
<p>S25 Identifies and resolves errors during the production process.</p>	Interview underpinned by portfolio
<p>S26 Assists in the resolution of feedback, complaints, and issues.</p>	Interview underpinned by portfolio
<p>S27 Prepares, cleans and uses manual and electrical food-preparation and cooking equipment and machinery safely, correctly and efficiently.</p>	Simulated practical with questions
<p>S28 Applies food safety and allergen procedures, including monitoring temperatures, during preparation, cooking, and holding.</p>	Simulated practical with questions
<p>S29 Selects and applies hygiene management techniques to maintain a safe clean work environment, including personal hygiene, PPE, and uniform.</p>	Simulated practical with questions
<p>S30 Complies with health and safety legislation, regulations, guidelines and procedures.</p>	Simulated practical with questions
<p>S31 Undertakes stock control, storage, and rotation.</p>	Interview underpinned by portfolio
<p>S32 Applies food safety and allergen procedures, and monitors and records food temperatures, on delivery and in storage.</p>	Interview underpinned by portfolio
<p>S33 Follows equity, diversity and inclusion legislation and organisational policies.</p>	Interview underpinned by portfolio

<p>S34 Uses techniques for maintaining good mental health and wellbeing to support self and others, including asking for and giving help with daily tasks.</p>	Interview underpinned by portfolio
<p>S35 Communicates with colleagues, manager and other stakeholders in a professional manner.</p>	Interview underpinned by portfolio
<p>S36 Works as part of a team to support service delivery.</p>	Interview underpinned by portfolio
<p>S37 Uses feedback to improve own performance.</p>	Interview underpinned by portfolio
<p>S38 Manages own time to ensure tasks are completed.</p>	Simulated practical with questions
BEHAVIOUR	ASSESSMENT METHODS
<p>B1 Advocates equality and respect, working positively with colleagues, managers and stakeholders.</p>	Interview underpinned by portfolio
<p>B2 Prioritises hygiene and safety in working practise.</p>	Simulated practical with questions
<p>B3 Shows accuracy and attention to detail</p>	Simulated practical with questions
<p>B4 Takes responsibility when completing individual and team tasks to expected standards, helping resolve operational issues that arise.</p>	Interview underpinned by portfolio
<p>B5 Maintains a professional image and attitude that represents the values of the business.</p>	Interview underpinned by portfolio

Mapping of KSBs to grade themes

Simulated practical with questions

KSBS GROUPED BY THEME	KNOWLEDGE	SKILLS	BEHAVIOUR
<p>Select and prepare ingredients. K1 K2 K3 K17 K18 K22 S1 S2 S3 S4 S19 S20 S23</p>	<p>Correct knife for task and how to use effectively and efficiently. (K1)</p> <p>Quality indicators in and seasonality of ingredients. (K2)</p> <p>Methods of weighing, measuring, and scaling. (K3)</p> <p>Methods of reducing waste and improving sustainability by using ingredients prepared from whole across a menu. (K17)</p> <p>Flavour ingredients using seasoning, spices, rubs and marinades. (K18)</p> <p>Principles of portion control and yield and how it impacts profitability and sustainability. (K22)</p>	<p>Selects correct knife for task. (S1)</p> <p>Uses knives effectively and efficiently. (S2)</p> <p>Selects ingredients of the right quality that support sustainability and seasonality. (S3)</p> <p>Weighs, measures, and scales ingredients. (S4)</p> <p>Prepares fresh ingredients, including from whole, using them across a menu to reduce waste and improve sustainability (S19)</p> <p>Uses seasoning, spices, rubs, and marinades to flavour ingredients. (S20)</p> <p>Exercises portion control and acts to maximise yield. (S23)</p>	<p>None</p>
<p>Cook, plate, and finish K16 K20 K21 K23 S5 S22 S24 B3</p>	<p>Techniques for preparation and cooking when using alternative ingredients eg plant based, gluten free. (K16)</p> <p>Principles of seasoning and flavouring during</p>	<p>Cooks from fresh producing complete dishes. (S5)</p> <p>Portions, plates, finishes, garnishes, and presents individual dishes. (S22)</p>	<p>Shows accuracy and attention to detail (B3)</p>

	<p>cooking and finishing to create balanced dishes. (K20)</p> <p>Principles of portioning, plating, finishing, garnishing and presenting individual dishes. (K21)</p> <p>Quality indicators related to texture, flavour, or appearance of finished products. (K23)</p>	<p>Adapts specifications to increase appeal eg visual, flavour, or texture. (S24)</p>	
<p>Use of kitchen equipment K26 S27</p>	<p>Safe preparation, cleaning and efficient use of manual and electrical tools and specialist equipment. (K26)</p>	<p>Prepares, cleans and uses manual and electrical food-preparation and cooking equipment and machinery safely, correctly and efficiently. (S27)</p>	<p>None</p>
<p>Cooking with alternative ingredients S18</p>	<p>None</p>	<p>Prepares and cooks dishes using alternative ingredients eg plant based, gluten free. (S18)</p>	<p>None</p>
<p>Maintaining a safe and hygienic working environment K27 K28 K29 S28 S29 S30 B2</p>	<p>Methods to apply food safety and allergen procedures, including monitoring temperatures, during preparation, cooking, and holding. (K27)</p> <p>Hygiene management techniques to</p>	<p>Applies food safety and allergen procedures, including monitoring temperatures, during preparation, cooking, and holding. (S28)</p> <p>Selects and applies hygiene management techniques to</p>	<p>Prioritises hygiene and safety in working practise. (B2)</p>

	<p>maintain a safe clean work environment, including personal hygiene and PPE and uniform. (K28)</p> <p>Health and safety legislation, regulations, guidelines and procedures relevant to own role. (K29)</p>	<p>maintain a safe clean work environment, including personal hygiene, PPE, and uniform. (S29)</p> <p>Complies with health and safety legislation, regulations, guidelines and procedures. (S30)</p>	
<p>Managing own workload K36 S38</p>	<p>Methods of planning own workload and prioritising tasks. (K36)</p>	<p>Manages own time to ensure tasks are completed. (S38)</p>	<p>None</p>

Interview underpinned by portfolio

KSBS GROUPED BY THEME	KNOWLEDGE	SKILLS	BEHAVIOUR
Prepare cook and finish dishes K4 K5 K6 K7 K8 K9 K10 K11 K12 K13 K14 K15 K19 S6 S7 S8 S9 S10 S11 S12 S13 S14 S15 S16 S17 S21	<p>Methods of preparing meat, offal, game, poultry, fish, and shellfish from whole; trim, de vein, portion, break down, bone, skin, fillet, shell. (K4)</p> <p>Methods of preparing fruit and vegetables eg julienne or matchsticks, mirepoix or rough cut, macédoine or large dice, Brunoise or fine dice, paysanne or neat cuts, and jardinière or batons. (K5)</p> <p>Methods of preparing, cooking and finishing sauces; roux based , emulsified, stock, hot and cold sweet and savoury sauces including plant based and gluten free. (K6)</p> <p>Methods of preparing, cooking and finishing pureed and cream soup, and stock based dishes. (K7)</p> <p>Methods of preparing and cooking noodles and fresh or convenience pasta. (K8)</p>	<p>Prepares, cooks, and finishes meat, offal, game, poultry, fish, and shellfish from whole; trim, de-vein, portion, break down, bone, skin, fillet, shell. (S6)</p> <p>Prepares, cooks, and finishes fruit vegetables. (S7)</p> <p>Prepares, cooks, and finishes sauces. (S8)</p> <p>Prepares, cooks and finishes pureed and cream soup and stock based dishes. (S9)</p> <p>Prepares and cooks noodles, and fresh or convenience pasta. (S10)</p> <p>Prepares and cooks pulses and grains, including long and short grain rice. (S11)</p> <p>Prepares, cooks and finishes eggs or egg based dishes. (S12)</p> <p>Prepares, cooks and finishes leavened and unleavened dough products. (S13)</p> <p>Prepares, cooks and finishes sweet and savoury pastry products using</p>	None

	<p>Methods of preparing and cooking pulses and grains, including long and short grain rice. (K9)</p> <p>Methods of preparing and cooking eggs or egg based dishes; batter, poached, boiled, fried, omelette, scrambled. (K10)</p> <p>Prepares, cooks and finishes leavened and unleavened dough products. (K11)</p> <p>Methods of preparing, cooking, and finishing sweet and savoury pastry products using short, sweet, and choux. (K12)</p> <p>Methods of preparing cooking and finishing scones, biscuits, sponge cakes, and non sponge cakes. (K13)</p> <p>Methods of preparing, producing, and finishing hot and cold desserts. (K14)</p> <p>Methods of stuffing, filling and pané across food types. (K15)</p> <p>Methods of sealing, grilling, deep frying,</p>	<p>short, sweet, and choux. (S14)</p> <p>Prepares, cooks, and finishes scones, biscuits, sponge cakes, and non-sponge cakes. (S15)</p> <p>Prepares, produces, and finishes hot and cold desserts. (S16)</p> <p>Stuffs, fills and panés across food types. (S17)</p> <p>Sears, grills, deep fries, shallow fries, stir fries, sautés, braises, stews, bakes, roasts, boils, poaches across food types. (S21)</p>	
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	shallow frying, stir frying, sauté, braising, stewing, baking, roasting, boiling, and poaching across food types. (K19)		
Errors and Issues K24 K25 S25 S26	Signs of common errors in production and how to rectify. (K24) Principles of handling feedback and complaints, and identifying and raising issues . (K25)	Identifies and resolves errors during the production process. (S25) Assists in the resolution of feedback, complaints, and issues. (S26)	None
Self management and professional development K33 K37 S34 S37 B5	Techniques for maintaining good mental health and wellbeing, including asking for help with daily tasks. (K33) Methods for using feedback to improve own performance. (K37)	Uses techniques for maintaining good mental health and wellbeing to support self and others, including asking for and giving help with daily tasks. (S34) Uses feedback to improve own performance. (S37)	Maintains a professional image and attitude that represents the values of the business. (B5)
Teamwork and communication K34 K35 S35 S36 B4	Principles of professional communication and conduct with colleagues, manager and other stakeholders. (K34) Principles of teamwork within and between teams and the impact on service delivery. (K35)	Communicates with colleagues, manager and other stakeholders in a professional manner. (S35) Works as part of a team to support service delivery. (S36)	Takes responsibility when completing individual and team tasks to expected standards, helping resolve operational issues that arise. (B4)

<p>Equity, diversity, and inclusion K32 S33 B1</p>	<p>Legislation and organisational policies relating to equity, diversity and inclusion in the workplace. (K32)</p>	<p>Follows equity, diversity and inclusion legislation and organisational policies. (S33)</p>	<p>Advocates equality and respect, working positively with colleagues, managers and stakeholders. (B1)</p>
<p>Stock control K30 K31 S31 S32</p>	<p>Stock control methods and processes including storage and rotation that take environmental sustainability into account. (K30)</p> <p>Methods to apply food safety and allergen procedures, including monitoring and recording food temperatures, on delivery and in storage. (K31)</p>	<p>Undertakes stock control, storage, and rotation. (S31)</p> <p>Applies food safety and allergen procedures, and monitors and records food temperatures, on delivery and in storage. (S32)</p>	<p>None</p>

