

Completion

In order to pass, the apprentice is required to pass each of the assessments. Apprentices who fail one or more assessment methods will be offered the opportunity to take a resit or retake. A resit does not require further learning, whereas a retake does. Following a resit or retake the apprentice will be awarded a maximum grade of pass, unless the EPAO determines exceptional circumstances. Any resit or retake must be taken within the 6 month assessment window, otherwise the entire EPA must be taken again, unless in the opinion of the EPAO exceptional circumstances apply. Resits and retakes cannot be used for the purpose of improving a pass grade.

For more information on grading criteria please refer to the apprenticeship standard assessment plan by searching via:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/>

and for more information on resits, retakes and cancellations please contact: info@professionalassessment.co.uk



Grading

To achieve a pass overall, the apprentice must achieve a pass in both assessment methods by meeting all the pass descriptors.

To achieve a distinction overall, the apprentice must achieve a distinction in both assessment methods by meeting all of the distinction descriptors. The grades from individual assessment methods will be combined in the following ways to determine the final grade:

Project with Presentation, Practical Assessment and Questioning	Professional Discussion Underpinned by a Portfolio of Evidence	Overall Grading
Fail	Any grade	Fail
Any grade	Fail	Fail
Pass	Pass	Pass
Pass	Distinction	Pass
Distinction	Pass	Pass
Distinction	Distinction	Distinction

Independent End-Point Assessment Organisations

Professional Assessment is a registered end-point assessment organisation.

Professional Assessment is responsible for ensuring assessments are conducted fairly and that assessments are valid, reliable and consistent.

...find out more

Email: info@professionalassessment.co.uk

Call: 0800 160 1899

Visit: professionalassessment.co.uk



Professional
Assessment Ltd



Professional
Assessment Ltd

Level 4

Senior

Culinary Chef

(ST0864/AP01) February 2020

End-Point Assessment

Programme Duration:
Typically 24 months





The Independent End-Point Assessment

Once a successful gateway review has been completed, the training provider will notify Professional Assessment on behalf of the employer and apprentice. We will then organise an assessment planning meeting with the employer and apprentice. Professional Assessment will advise all parties of the requirements of this meeting. At the planning stages, we will together, agree timings and dates for all the required assessment components. The end-point assessment begins when the EPAO confirms that the apprentice has successfully passed through the gateway and has achieved Level 2 Functional Skills in English and Maths (or equivalent), unless in the opinion of the EPAO exceptional circumstances apply. A completed portfolio of evidence, which underpins the professional discussion, must also be submitted as part of the gateway.



Summary of the End-Point Assessment Process

The apprentice must be responsible for the development and production of new recipes, products, and product lines, and must have a **significant leadership role**.

The apprentice will be assessed to the apprenticeship standard using two complementary assessment methods: method 1 – a project with presentation, practical assessment, and questioning; method 2 – a professional discussion underpinned by a portfolio of evidence. The assessments are synoptic and take a view of the overall performance of the apprentice in their specific job role. The assessment activities can be completed in any order within the six month end-point assessment period. Both assessment methods are equally weighted in their contribution to the overall grade.



Project with Presentation, Practical Demonstration and Questioning

This assessment method has 3 components. The apprentice will research, design and launch a product line or menu, from concept to presentation of dishes, appropriate to the business.

- A project brief will be supplied to the apprentice by the end-point assessment organisation within 5 days of the Gateway meeting. The employer will provide the EPAO with an Employer Overview at the Gateway which will provide a summary of the employer's business context to enable the EPAO to select a suitable project for the apprentice.
- The **project** requires the apprentice to research, design and launch a product line or menu which meets the needs of the business, is relevant to their role, and allows the relevant knowledge, skills, and behaviours to be demonstrated during end-point assessment.
- The apprentice has a maximum of 8 weeks from receiving the brief to conduct and submit their project to the EPAO.
- The project has a maximum word limit of 5,000 (excluding recipes, appendices, references and diagrams) A tolerance of +/- 10% is allowed.
- The project must allow for the inclusion of 9 identified dishes for development. The following are examples of project ideas:
 - Creating a seasonal menu or product range.
 - Creating grab and go concept products.
 - Creating a new menu or product line (e.g. vegan offer).
- The apprentice will deliver a **presentation** of their project outcomes to the end-point assessor a minimum of 2 weeks following submission of their project. Note – the presentation content is submitted at the same time as the project.
- The presentation will typically take 15 minutes, followed by 30 minutes of questions from the end-point assessor, therefore 45 minutes assessment time in total.
- The presentation of the project outcomes should include:
 - Outcomes of the research.
 - How the project brief has been met.
 - 9 dishes recommended for development.
- The presentation can be delivered in any format, for example, slides, mood board, sample menus, product descriptions, photos. The apprentice can use presentation aides such as video clips, work products, notes, equipment (such as plating, packaging, and presentation materials).
- The **practical assessment** will require the apprentice to produce 4 complete dishes from the 9 identified in their project. The end-point assessor will decide which 4 are to be produced and will give the apprentice 2 weeks' notice following submission of their project.
- The total time for the practical assessment is 3 hours +10% at the discretion of the end-point assessor.
- The following activities must be observed during the practical assessment:
 - Apply a range of food preparation, knife and cooking skills and techniques to produce quality dishes in line with business requirements.
 - Prepare, cook, store or present food to agreed relevant legislative food safety practices and guidelines, ensuring a clean and hygienic kitchen environment is maintained at all times in readiness for serving the public or centralised distribution.
- The apprentice will be asked a minimum of 8 questions by the end-point assessor within the practical assessment time.



Professional Discussion Underpinned by a Portfolio of Evidence

The professional discussion focusses on knowledge, skills and behaviours such as teamwork, diversity, communication, finance, legislation, processes, problem solving, development needs, brand values, marketing, business culture and personal development and achievements.

- The underpinning portfolio of evidence is completed during the on-programme period of the apprenticeship and must be submitted to the EPAO at gateway.
- The portfolio must contain evidence related and mapped to the knowledge, skills and behaviours that will be assessed by the professional discussion.
- The portfolio will typically contain 20 pieces of evidence and could contain annotated workplace documents, witness testimonies, annotated photographs, and video clips.

It should not contain any methods of self-assessment/ self-reflection by the apprentice.

- The end-point assessor will review the portfolio of evidence and use it to identify areas for the discussion – it is not directly assessed.
- The professional discussion assessment time is 60 minutes + 10% at the discretion of the end-point assessor.
- The apprentice will be asked a minimum of 8 open questions plus follow up questions to draw out further evidence.
- The portfolio must be available to the apprentice, in order that the apprentice can refer or draw on its contents to support the discussion.
- Webinar or video conferencing software can be used for the assessment.

