



LEVEL 2 PRODUCTION CHEF

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NORTH LANCs TRAINING GROUP

The Role

Production Chefs work as part of a team in time-bound and often challenging kitchen environments, for example; schools, hospitals, the Armed Forces, care homes and high street casual dining or pub kitchens. They report to the Senior Production Chef or appropriate line manager. Production Chefs are likely to work with centrally developed standardised recipes and menus, producing food often in high volumes. They apply highly methodical organisational skills, energy, accuracy, attention to detail and are mindful of the importance of sustainability and protecting the environment.

Main duties will typically include: maintaining excellent standards of personal, food and kitchen hygiene; ensuring compliance to procedures, menu specifications and recipes; producing food meeting portion controls, and budgetary constraints; adapting and producing dishes to meet special dietary, religious and allergenic requirements; following, completing and maintaining production schedules, legislative and quality standard documentation; using specialist kitchen equipment; communicating internally and externally with customers and colleagues; commitment to personal development activities.

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|  | Title Production Chef |
|  | Level 2 |
|  | Duration 14 months |

The Content

A Production Chef will develop skills and knowledge six key areas:

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| Kitchen Operations Including food preparation; consistency in production; safe use of kitchen equipment; cleanliness of work area operating procedures. | Nutrition Including key nutrient groups and their function; scope and methods of adapting dishes; allergens; producing individual dishes. | Business/Commercial Including the business vision, values, objectives and reputation; use of technology; financial impact; sustainability. |
| Personal Development and Performance Including identifying personal goals and development opportunities; different learning styles; using feedback to improve. | Legal and Governance Including allergens; food safety and health and safety regulations, legislation, and procedures; completion of legal documentation. | People Including communication; principles of customer service; support of team members. |

They will also develop the following behaviours:

- Lead by example working conscientiously and accurately at all times.
- Be diligent in safe and hygienic working practices.
- Take ownership of the impact of personal behaviours and communication by a consistent, professional approach.
- Advocate equality and respect working positively with colleagues, managers and customers.
- Actively promote self and the industry in a positive, professional manner.
- Challenge personal methods of working and actively implement improvements.

Functional Skills in English and Maths

Learners who have not already achieved Level 1 English and maths, must do so as part of the programme and must also attempt the assessment at Level 2.

Phases

Phases can be adapted to meet individual needs, although all topics will be covered during the programme.

| Phases | Content |
|---------------------|--|
| Sign on | Introduction to Production Chef standard, off-the-job and the Learner Hub Individual learning plan |
| Phase 1 | Understanding a business's visions, mission and values Effective teamwork Brand standards, operating procedures and specifications |
| Phase 2 | Know your legislation |
| Phase 3 | Food allergens and intolerances |
| Phase 4 | Formative practical assessment and professional discussion |
| Milestone Meeting 1 | Reflection on learner journey so far and agree targets for next Milestone |
| Phase 5 | Food preparation, cooking and presentation Effective communication |
| Phase 6 | Safe handling of tools and equipment Setting up and closing down procedures |
| Phase 7 | Formative practical assessment and professional discussion |
| Milestone Meeting 2 | Reflection on learner journey so far and agree targets for next Milestone |
| Phase 8 | Sources and functions of key nutrients Adapting dishes to meet specific dietary requirements |
| Phase 9 | Minimising financial loss Stock control and advances in technology |
| Phase 10 | Minimising the impact of environmental issues |
| Phase 11 | Formative practical assessment and professional discussion |
| Milestone Meeting 3 | Final reflection on learner journey and agree targets for End Point Assessment |
| Phase 12 | EPA preparation Mock knowledge test, Mock observation, Mock professional discussion |

The Assessment

Learners will need to undertake an End Point Assessment which consists of 3 elements.

Practical Observation

2 hour observation of the learner in the working environment.

On Demand Test

60 minute multiple choice test.

Professional Discussion

40 minute meeting involving the learner and employer.

Successful completion of the programme results in learners being awarded a Level 2 Production Chef Apprenticeship.



Off-the-job Training

During the Apprenticeship, learners are required to spend an average of 6 hours per week completing off-the-job (OTJ) training during their normal working hours (i.e. during paid working hours excluding overtime). OTJ training refers to anything that is delivered in the workplace that is new to the learner, that will support knowledge and performance skills development, is directly relevant to the Apprenticeship/job role, and is not part of the learner's normal working duties.

Examples of off-the-job training include:

- In company training
- Training courses
- Mentoring/coaching from colleagues
- Writing assignments
- Lectures/teaching
- Online learning
- Industry visits
- Equipment/machinery training
- Role play/simulation
- Tutor led training sessions
- Non-production work
- Competitions
- Research/coursework
- Shadowing
- Incidental training
- Toolbox talks

Off-the-job training does not include:

- Sign up process to the Apprenticeship including enrolment, company induction and initial assessment.
- English and maths tuition which is funded separately.
- Progress reviews, Milestone meetings or on-programme assessments needed for the Apprenticeship.
- Training which takes place outside of normal paid working hours (unless time off is given in lieu).

Milestone Meetings

Milestone meetings are carried out one-to-one with the learner and an NLTG Tutor, and the learner's line manager is asked to attend towards the end. They will take place at regular intervals during the programme and may be undertaken more or less frequently as required. During the Milestone meeting a discussion will take place around progression and targets will be set to be achieved before the next Milestone review.

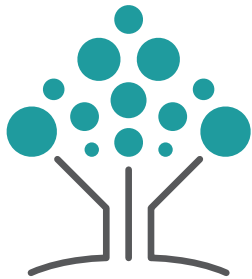
Preparing for a Milestone meeting

At a Milestone meeting, learners will need to be prepared to discuss and reflect on:

- to what extent they have made progress towards and achieved the targets previously agreed.
- any progress and achievements they have made and what they feel they are doing well.
- any new skills that they have learned or developed and how they have applied these.
- anything that they find challenging and any issues or support needs that they have.
- to what extent and how the off-the-job activities are being fulfilled, including analysis of logs and training records.

The Progression

This role may be a gateway to further career opportunities in this sector, such as management or senior support roles, or to further study such as the Level 3 Senior Production Chef Apprenticeship.



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