



BORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ
KERRY EDUCATION AND TRAINING BOARD

National Commis Chef Apprenticeship

Employer and Mentor Information

Contents

Introduction	3
Coordinating Provider	3
Key Stakeholders in Apprenticeship.....	3
SOLAS	4
Authorised Officers	4
Employers' Capacities, Relationships and Responsibilities.....	5
Summary Table: Employer and Provider Responsibilities	7
Supports from ETB Coordinating Provider to Employers.....	9
Employer Mentors	9
Apprentice Scheduling.....	11
National Commis Chef Apprenticeship Programme Structure	12

Introduction

This guide gives employers information on their responsibilities in employing and training a new Commis Chef Apprentice in collaboration with the Coordinating Provider, Kerry ETB.

The Kerry ETB programme team is here to guide, assist and support employer mentors in providing high quality on-the-job training to the apprentice.

Coordinating Provider

Kerry ETB has been appointed to act as **coordinating provider** for the **National Commis Chef Apprenticeship Programme** and as such will be working closely with all approved collaborating providers and employers/industry to deliver this new Apprenticeship Programme.

At present, Providers are not authorised to deal with the employment issues of the apprentices. These are dealt with by SOLAS. Employers and apprentices are however affected by the Qualifications and Quality Act 2012. This Act obliges QQI to agree the conditions under which learners on a QQI validated programme are assessed and how training and education is delivered.

As Coordinating Provider Kerry ETB is responsible to Quality and Qualifications Ireland (QQI) for the establishment, provision, maintenance and review of this National Apprenticeship Programme. SOLAS is the statutory regulator for all apprenticeships.

Key Stakeholders in Apprenticeship

The new apprenticeship is a partnership programme involving the following stakeholders:

- The Apprenticeship Council - www.apprenticeshipcouncil.ie
- SOLAS – www.SOLAS.ie
- The Apprentice
- The Employer
- Education and Training Boards – www.ETBI.ie
- Higher Education Authority – www.heai.ie
- Trade Unions
- QQI – www.qqi.ie

SOLAS

SOLAS is the statutory regulator for all apprenticeships. This responsibility includes assessing an employer's suitability to train apprentices, registration of apprentices and monitoring the apprentices while on-the-job. SOLAS has the statutory responsibility for ensuring that the apprentices' conditions conform to the law.

Every registered apprentice has an Authorised Officer allocated to them to provide support and guidance on any difficulties that the apprentice may encounter during the apprenticeship. In addition, each apprenticeship programme will have a Programme Manager/Co-ordinator and every apprentice will have a Programme Tutor/Instructor and a Workplace Mentor who will assist in all matters pertaining to training and assessment both in the training location and in the workplace.

Authorised Officers

A network of Authorised Officers based in ETBs manage, support and administer a portfolio of apprentice approved companies and apprentices within their region on behalf of SOLAS. They operate under a certificate of appointment as Authorised Officers by the Chief Executive Officer of SOLAS under section 43 of the Industrial Training Act 1967, as amended ("the Act").

The Authorised Officers provide an independent brokerage through which the integrity of the overall Apprenticeship programme is maintained and are a critical link between the Coordinating and Collaborating Providers, the apprentice and the employer. Authorised Officers currently carry out range of functions on behalf of SOLAS including but not limited to those outlined in the table below:

- conducting an assessment site visit to assess the Employer's Suitability to Train Apprentices;
- briefing employers on their roles and responsibilities in relation to the on-the-job elements of the apprenticeship;
- assessing and approving employers to register apprentices, through SOLAS Employer Approval and Code of Practice;
- approving and registering new apprentices and apprentices changing employers;
- providing an objective information and guidance service to all apprentices registered;
- monitoring of employers during the apprentice's on-the-job phases;
- maintaining apprentice and employer records.

As Coordinating Provider, Kerry ETB works closely with the network of authorised officers fully brief them on the programme-specific criteria for employer suitability to train apprenticeships, as outlined in the QQI validated programme documentation.

Employers' Capacities, Relationships and Responsibilities

Recruitment, Registration and Induction

It is the employers' responsibility to:

- recruit the apprentice and present the apprentice for registration. It is the responsibility of the employer to ensure that the apprentice is a suitable candidate for training, is sufficiently knowledgeable about the occupation to make an informed decision about agreeing to start the apprenticeship, and meets the entry requirements for the validated programme.
- make the apprentice available for the programme induction process.
- introduce the new apprentice to the community of practice within the enterprise and to ensure that the apprentice is recognised as a novice member of the community.
- to provide individualised support to the apprentice where necessary, especially in the early stages of the apprenticeship.

It is the **Coordinating Provider's** responsibility to:

- acquaint the apprentice with the details of the training schedule, of the assessment procedures and the academic and apprentice regulations and the supports available to the apprentice.
- provide adequate induction to the programme. This will include assessment of any deficits in prior learning which can be addressed by suitable support.
- introduce the apprentice to the wider community of practice outside the enterprise as far as it is possible.

On-the-job Training Curriculum

It is the **employers'** responsibility to ensure:

- the apprentice is given the learning opportunities required for the programme. These opportunities should include skills knowledge and competencies designed to achieve the intended programme outcomes.
- the apprentice is freed to take advantage of training opportunities required by the programme that are not available in its enterprise.

It is the **Coordinating Provider** responsibility to:

- acquaint the employer of the curriculum for the on-the-job phases of the validated programme, of the assessment processes and of an indicative schedule of training.
- ensure the employer accepts the quality assurance procedures for the programmes. The employer is responsible for co-operating with the Coordinating Provider in implementing the quality assurance procedures. These procedures, where they impact on the employer, will be made clear to the employer.
- identify deficiencies in provision available from the employer, and in collaboration with SOLAS to arrange the permanent or temporary transfer of the apprentice to an alternative employer.
- ensure that there are sufficient mentors, that they are suitably qualified and that they receive training in mentoring and in assessment.
- provide training for the mentor, acquaint the mentors with the curriculum, the assessment system and the reporting and communication lines between mentor and programme team.
- ensure that the mentor carries out their duties with respect to the apprentice and to the provider. In this regard, they will liaise with the provider.

On-the-job Training – Mentoring and Supporting the Apprentice

It employers' responsibility to:

- appoint experienced and qualified staff as mentors to the apprentice and to free them for any necessary mentor or assessment training and for necessary attendance at National Programme Board meetings.
- ensure that the mentor carries out their duties with respect to the apprentice and to the provider. In this regard, they will liaise with the provider.

It is the **Coordinating Provider's** responsibility to:

- ensure that there are sufficient mentors, that they are suitably qualified and that they receive training in mentoring and in assessment.
- provide training for the mentor, acquaint the mentors with the curriculum, the assessment system and the reporting and communication lines between mentor and programme team.

On-the-job Training – Management

It is the employer's responsibility to:

- appoint one member of staff as contact person for the Programme Coordinator and coordinating Programme Manager.
- allow programme team members access to and observation of the apprentice at work.
- to ensure that the apprentice keeps continuous records of experience and assessment and makes them available to the provider

It is the Coordinating Provider's responsibility to:

- appoint the programme team members who will be observing the apprentice and liaising with the mentors.
- ensure that the programme team members do not disrupt the normal operation of the enterprise.

Off-the-job Training

It is the employers' responsibility to release the apprentice for scheduled off-the-job training.

It is the Coordinating Provider's responsibility to:

- schedule the training for the apprentice and to inform the apprentice and the employer of any changes to the schedule.
- ensure that the apprentice is fully briefed on the requirements of the off-the-job element and to provide the apprentice with the materials and information necessary for the successful completion of the element.

Programme Development and Periodic Review

It is the **employers'** responsibility to:

- work with the Consortium Steering Group, to ensure that the Coordinating Provider is informed about relevant changes in the occupation and to support the Consortium Steering Group in its activities
- cooperate with the periodic review of the programme

It is the **Coordinating Provider's** responsibility to:

- ensure that the programme is subject to ongoing development and organise the periodic review of the programme.

Summary Table: Employer and Provider Responsibilities

The responsibilities for the Employer and Provider are summarised in the table below.

1. Recruitment, Registration and Induction	
<p>Employer</p> <ul style="list-style-type: none"> ▪ Recruit the apprentice and present the apprentice for registration ▪ Ensure that the apprentice is a suitable candidate for training. ▪ Make the apprentice available for this induction process if it occurs in advance of the off-the-job period. ▪ Introduce the new apprentice to the community of practice within the enterprise and ensure that the apprentice is recognised as a novice member of the community. ▪ Provide individualized support to the apprentice where necessary especially in the early stages of the apprenticeship. 	<p>Provider - ETB</p> <ul style="list-style-type: none"> ▪ Acquaint the apprentice with the details of the training schedule, of the assessment procedures and the academic and apprentice regulations and the supports available. ▪ Provide adequate induction to the programme. This will include assessment of any deficits in prior learning which can be addressed by suitable support. ▪ Introduce the apprentice to the wider community of practice outside the enterprise as far as it is possible.
2. On-the-job Training Curriculum	
<p>Employer</p> <ul style="list-style-type: none"> ▪ Ensure that the apprentice is given the learning opportunities required for the programme. These opportunities should include skills knowledge and competencies designed to achieve the intended programme outcomes. ▪ Co-operate with the provider in implementing the quality assurance procedures. ▪ Ensure that the apprentice is freed to take advantage of training opportunities required by the programme that are not available in the enterprise. 	<p>Provider - ETB</p> <ul style="list-style-type: none"> ▪ Acquaint the employer with the curriculum of the on-the-job phases of the programme, of the assessment processes and of an indicative schedule of training. ▪ Ensure that the employer accepts the quality assurance procedures for the programmes. ▪ Identify deficiencies in provision available from the employer and arrange the permanent or temporary transfer of the apprentice to an alternative employer.

3. On-the-job Training – Mentoring and Supporting the Apprentice	
<p>Employer</p> <ul style="list-style-type: none"> ▪ Appoint experienced and qualified staff as mentors to the apprentice and free them for any necessary mentor or assessment training and for necessary attendance at National Programme Board meetings. ▪ Ensure that the mentor carries out his/her duties with respect to the apprentice and to the provider. In this regard they will liaise with the provider. 	<p>Provider - ETB</p> <ul style="list-style-type: none"> ▪ Ensure that there are sufficient mentors, that they are suitably qualified and that they receive training in mentoring and in assessment. ▪ Provide training for the mentor, acquaint the mentors with the curriculum, the assessment system and the reporting and communication lines between mentor and programme team.
4. On-the-job Training – Management	
<p>Employer</p> <ul style="list-style-type: none"> ▪ Appoint a member of staff as contact person for the Programme Coordinator and Programme Manager. ▪ Allow programme team members access to and observation of the apprentice at work. ▪ Ensure that the apprentice keeps continuous records of experience and assessment and makes them available to the provider. 	<p>Provider - ETB</p> <ul style="list-style-type: none"> ▪ Appoint programme team members who will be observing the apprentice and liaising with the mentors. ▪ Ensure that the programme team members do not disrupt the normal operation of the enterprise.
5. Off-the-job Training	
<p>Employer</p> <ul style="list-style-type: none"> ▪ Release the apprentice for scheduled training. 	<p>Provider - ETB</p> <ul style="list-style-type: none"> ▪ Schedule the training for the apprentice. ▪ Inform the apprentice and the employer of any changes to the schedule. ▪ Ensure that the apprentice is fully briefed on the requirements of the off-the-job element and provide the apprentice with the materials and information necessary for the successful completion of the element
6. Programme Development and Periodic Review	
<p>Employer</p> <ul style="list-style-type: none"> ▪ Ensure that the provider is informed about relevant changes in the occupation. ▪ Co-operate with the periodic review of the programme. ▪ Support the Consortium Steering Group in its activities. 	<p>Provider - ETB</p> <ul style="list-style-type: none"> ▪ Ensure that the programme is subject to ongoing development, in collaboration with National Programme Board and Consortium Steering Group. ▪ Organise the periodic review of the programme. ▪ Organise and manage the National Programme Board.

Supports from ETB Coordinating Provider to Employers

Education and Training Boards Ireland (ETBI) is establishing a sectoral Enhancement Plan for the roll-out and implementation of new apprenticeships. The Enhancement Plan will include the development of an ETB sectoral model and approach for Employer mentoring and supports for national apprenticeship programmes.

Given the nature of the Commis Chef Apprenticeship Programme, it is envisaged that there will be a large number of smaller employers, as well as some larger enterprises. In light of this, Kerry ETB, as Coordinating Provider in conjunction with its collaborating providers, will deliver a series of regionally located one-day workshops aimed at training mentors in their role and responsibilities in the delivery of the validated programme. These workshops will be facilitated by an experienced external contractor.

Employer Mentors

The Mentor represents to the apprentice a mature and skilled member of the occupation. It is the policy of Kerry ETB to require that Mentors and Assessors should be senior practitioners of the occupation and respected as such among their peers. They must be qualified chefs preferably holding a NFQ Level 6 award or equivalent and/or will be chefs with a minimum of five years' experience.

Mentors will be appointed by the employer and approved by the Authorised Officer. Employers and Workplace Mentors will be briefed on the Workplace Assessment Instrument Specification by the Programme Manager and the Authorised Officer.

Workplace Mentors will be trained to ensure that they understand their responsibility in relation to training and assessing an apprentice on-the-job, to industry and awarding body standard. They are responsible for mentoring and assessing apprentices in the workplace.

To facilitate the engagement of all employers and proposed mentors, Kerry ETB, as Coordinating Provider, in conjunction with its Collaborating Providers, will offer a series of regionally located one and a half days workshop aimed at training mentors in their role and responsibilities in the delivery of the validated programme. These workshops will be facilitated by an experienced external contractor.

Kerry ETB will work in collaboration with other ETBs through ETBI national forums in the development and implementation of a sectoral employer mentoring model.

The approval of an employer is conditional on their compatibility with the QQI validated programme requirements.

The Employer Mentor role for new National Commis Chef Apprenticeship Programme is summarised in the table below.



The Employer Mentor will:

- Provide opportunities to enable the apprentice to achieve the minimum intended programme learning outcomes as documented in the validated programme documentation.
- Facilitate the apprentice's learning in the workplace by shadowing, coaching, observing and guiding.
- Support the apprentice in communicating with the employer on training related issues.
- Support the apprentice in the workplace by ensuring that the apprentice is conversant with the normal work practices and rules pertaining to the occupation, including its history, staffing structure, customer base and competitive position, and as far as is possible, include the apprentice in the community of practice within the workplace.
- Develop a sense of professionalism in the apprentice including attributes such as dependability, maturity, politeness, respect, loyalty and the ability to communicate effectively.
- Attend a mandatory briefing day and Effective Mentoring Skills workshop prior to the apprentice commencing.
- Guide the apprentice in completing his/her programme workbook and when the standard for each task has been reached, sign the assessment sheets.
- Ensure the apprentice uploads all assessment documents and evidence of workplace assessment on Moodle.
- Communicate with the ETB Internal Verifier/Coordinating Programme Manager on issues to do with the apprentice and the programme.
- Participate in National Programme Board meetings if required and co-operate with reviews of the programme



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ApprenticeScheduling

Both the apprentice and the employer are notified of the call for training by letter. Therefore, it is essential that the ETB Authorised Officer and the Programme Manager/Co-ordinator are informed of any changes to an apprentice or employer details. Apprentices are called for off-the-job training on the longest waiting basis on the day of scheduling to the nearest available training location to their home address. Acceptance of the training place can only be confirmed by the employer.

To keep the apprenticeship on track it is essential that the apprentice is released to attend the off-the-job training; failure to attend will unnecessarily prolong your apprenticeship which will delay the awarding of the Level 6 QQI Advanced Certificate Culinary Arts.



National Commis Chef Apprenticeship Programme Structure

The new National Commis Chef apprenticeship is a modular based programme alternating between on-the-job and off-the-job training and development on a weekly basis. This model of training allows apprentices to integrate the knowledge, skill and competence acquired during off-the-job training and education with those gained in the on-the-job training.

This programme will be delivered over 2 Years

Year 1	Stage 1	Semester 1 and 2
Year 2	Award Stage	Semester 3 and 4

Commis Chef Apprenticeship Programme= 240 FET Credits			
Stage 1			
Semester 1	Semester 2	Semester 3	Semester 4
26 weeks 26 weeks x 25 hours= 650 learning hours	26 weeks 26 weeks x 21.15 hours= 550 learning hours	26 weeks 26 weeks x 21.15 hours=550 learning hours	26 weeks 26 weeks x 25 hours=650 learning hours
1 FET= 10 learning hours			
65 FETS	55 FETS	55 FETS	65 FETS

The Apprentice will be expected to complete 22 Modules during this 2 year programme delivered both in the College/Centre (off-the-job) and with the approved Employer (on-the-job). The Apprentice will also be expected to carry out Self-directed learning. Details of the prescribed Modules and Schedule can be found in the Table below



Stage 1	Training Time (Hours)		Independent	Learning
Semester 1	Off the Job	On the Job	Self-Directed learning	
Induction	40			
Health and Safety	75	44		31
Culinary Skills and Standards	50	37		13
Larder	50	37		13
Classical Cuisine	50	37		13
Basic Pastry Techniques	64	24		12
Applied Nutrition for Menu Planning	24	42		34
Semester 2				
Computer Essentials	75	21		54
Scientific Principles and Culinary Technology	34	2		14
Food and Beverage Service	16	34		0
International Cookery	32	76		42
Culinary Product Development and Innovation	75	21		54
<i>Notional Learning time Stage 1</i>	<i>585</i>	<i>375</i>		<i>280</i>
Award Stage 2	Training Time (Hours)		Independent	Learning
Semester 3	Off the Job	On the Job	Self-Directed learning	
Food Safety	24	18		8
Volume Food Production	44	38		18
Global Cuisine	38	46		16
Interpersonal Skills	75	50		25
History and Development of Gastronomy	26	4		20
Buffet Skills	42	42		16
Semester 4				
Applied Nutrition for Menu Design	24	42		34
Creative Pastry Techniques	57	31		12
Business Practices for Hospitality	90	39		21
Culinary Entrepreneurship	81	19		50
Culinary Event	40	46		64
<i>Notional Learning time Award Stage</i>	<i>541</i>	<i>375</i>		<i>284</i>