



Catering & Hospitality Apprenticeship Information Pack



**Delivering Skills
to Survive & Thrive in the 21st Century**



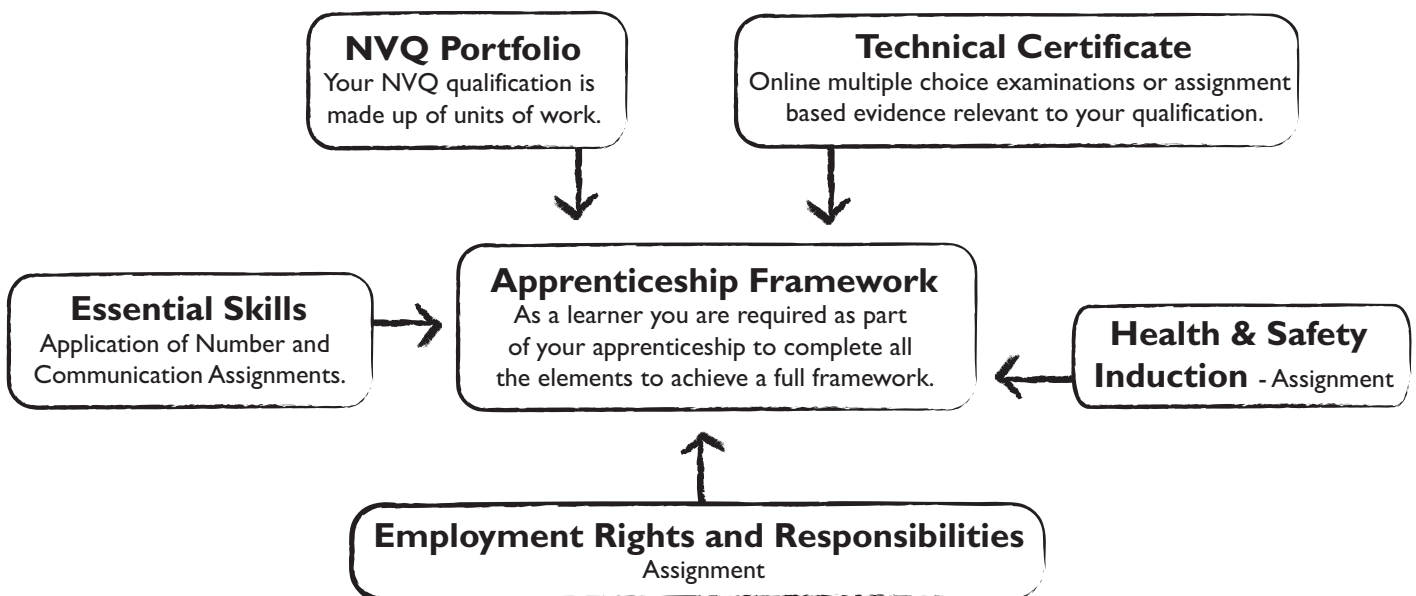
What is an Apprenticeship?

An Apprenticeship is a programme of learning and qualifications, completed in the workplace that gives employees the skills, knowledge, confidence and competence they need to progress in their chosen career or industry.

Your apprenticeship programme follows an approved 'National Framework' to allow employed learners to achieve their National Vocational Qualifications (NVQ) at levels 2, 3, 4 and 5 with appropriate essential skills and technical certificates according to the identified level. As part of the framework you will also be required to complete two assignments – Employment Rights and Responsibilities and Health & Safety. Your Training Officer will support you at every stage of your learning journey. You will also have access to online blended learning materials, resources and an e-portfolio system that will enhance and support your learning experience. These online systems can be accessed from any device with an internet connection at any time of the day.

Frameworks are now available across most occupational sectors. Apprenticeships are demanding and will need commitment from everyone involved.

Apprenticeship Framework Requirements:



Who are they for?

Apprenticeships are available to all ages, whether you are being employed as an apprentice in a new job or as part of training at your existing workplace. As an apprentice you will be expected to be working a minimum of 16 hours in a 7 day week in order to complete your apprenticeship programme.

Funding for the delivery of the Apprenticeship framework is available from the Welsh assembly Government. Please contact us to find what level of funding you are eligible for at - info@cambriantraining.com

Where do they take place? And how will I be assessed?

Most of the training is 'on the job' at your work place. To achieve your NVQ you will need to build a portfolio of evidence via an e-portfolio system which shows that you are competent at what you do. Your Training Officer will visit you on a regular basis and carry out assessments while you carry out your routine tasks at work together with a variety of work products which will be generated as part of your day to day activities. All work produced will be signposted so that employers data will be fully protected. There will also be a knowledge element to all NVQs which can be generated through assessment, written questions or can be recorded digitally.

What is QCF & what does it mean for you?

The QCF (Qualifications Credit Framework) is a new way of recognising skills and qualifications. It does this by awarding credit for units (small steps of learning) and enables learners to gain qualifications at their own pace along flexible routes.

The QCF has four main aims:

1. To ensure a wider range of achievements can be recognised within a more inclusive qualifications framework
2. To establish a qualifications system that is more responsive to individual and employer needs
3. To establish a simpler qualifications framework that is easier for all users to understand
4. To reduce the burden of bureaucracy in the accreditation and assessment of qualifications.

What are NVQ's

NVQ's are nationally recognised qualifications accredited by the Qualifications and Curriculum Authority in the same way as GCSE and A levels. NVQ are vocational qualifications. Whereas GCSE and A levels are taught in a classroom environment and then assessed by an external examination, NVQ are assessed totally in the workplace, there is no need to attend school or college.

What NVQ's are available?

We currently offer NVQ at level 2 and level 3

Level 2 NVQ

Are for those who work in the industry and carried out varied tasks on a daily basis. There is some scope for organizing your own work, but generally your work routine will be organised for you. You will work alone and as part of a team

Level 3 NVQ

Are for those who work at Supervisory level or have more experience in the industry. You will generally organise your own work, and be responsible for the work of other staff. Tasks at this level are highly skilled.

National Vocational Qualifications (NVQ) in Hospitality (QCF)

Level 2 NVQ Diploma in Food and Beverage Service

This qualification is tailored to those working in the food service industry. The flexibility of the qualification means it can be delivered in a wide range of settings from fast food outlets to 4 star restaurants. General tasks involve greeting customers, taking orders, handling payments, serving food at table or counter and can include silver service and wine service.

Level 2 NVQ Diploma in Food and Beverage Service (Beverage Service only)

This qualification is tailored to those who work in the drinks service sector. This can include bars, restaurants and hotels. The general tasks involved here are preparing the bar area, greeting and serving customers with drinks, taking payments. Other tasks include receiving deliveries, cleaning dispense lines and maintaining cellars.

Level 2 NVQ Diploma in Front Office

This qualification is tailored to those who work at reception. General duties include taking customer bookings, checking guests into the hotel, checking guests out and dealing with payments of accounts. Other duties involve basic administration skills and the promotion of tourism.

Level 2 NVQ Diploma in Housekeeping

This qualification is tailored to those working in the housekeeping/cleaning industries. It's flexibility means that it can be delivered in a wide range of settings from hotels to hospitals. General duties include cleaning a wide range of furnished areas, making beds, deal with linen, using a range of equipment. Specialist areas include carpet cleaning.

Level 2 NVQ Diploma in Food Production and Cooking

This qualifications is designed for cooks or chefs employed in small to medium sized hotels, cafes, takeaways, pubs, etc. Training is delivered in the workplace and covers a variety of areas designed to match your job role to develop or consolidate your skills. This qualification will improve learners' knowledge of food preparation, cooking techniques and methods, food safety, legislation, hygienic working practices, temperature control, knife skills, garnishing, teamwork and other aspects of food preparation.

Level 2 NVQ Diploma in Kitchen Services

This qualification is designed for employees in hospitality roles such as chefs, fast food service assistants or kitchen assistants/porters, who need to develop or consolidate their skills. It is suitable for people working within a kitchen environment where the menu is set to a brand standard with set dishes & ingredients. Topics cover the practical preparation and cooking techniques as well as hygiene, food safety and specific kitchen processes.

Level 2 NVQ Diploma in Professional Cookery

This is a craft award that can again be delivered in a range of establishments. General tasks revolve around food preparation and cooking dealing with a range of food items such as meat, poultry, fish and vegetables. Other units involve deserts, cold presentation, receiving deliveries, hygiene cleaning and kitchen organisation.

Level 2 NVQ Diploma in Hospitality Services

This qualification is ideal for you if your job or intended job is involved primarily within multiple hospitality services. Learners have a choice of optional units covering different hospitality areas such as – front of house reception, housekeeping, and food and beverage service also most customer facing roles in the hospitality industry. There is a wide range of optional units allowing learners to choose units to meet the needs within their own work role.

Level 3 NVQ Diploma in Professional Cookery

This is an extension of the level 2 qualification. To achieve this award candidates will need to demonstrate competence in the preparation and cooking of a wide range of 'complex' dishes. They will also need to take some responsibility for the planning and supervision of other peoples work.

Level 3 NVQ Diploma in Hospitality Supervision

The flexibility of this award means that it can be delivered in a range of settings. The large choice of units allow candidates to choose from specific subject groups such as Kitchen, Restaurant, Housekeeping and Reception supervision. For this award candidates will need to be responsible for organizing and supervising the work of others, controlling the use of resources and maintaining Health and Safety standards.

At level 3, the observations in your portfolio will be supported by work products generated as part of your day to day work activities. These may include items such as 'to do lists', or checklists produced to organise the work of other staff and copies of memos/letters from managers and customers.



We hope you decide to undertake an NVQ with us and wish you every success on your learning journey.

The Next Step

If you would like any more information or are interested in enrolling on any of our courses please don't hesitate to contact us:

By Post: Cambrian Training Company, The Offices @ Coed Y Dinas,
Welshpool, Powys. SY21 8RP

Tel: 01938 555893

Email: info@cambriantraining.com

Web: www.cambriantraining.com