



ONTARIO COLLEGE OF TRADES

ORDRE DES MÉTIERS DE L'ONTARIO

Apprenticeship
Training Standard

Schedule of Training

Chef

Trade Code: 415C

Development Date: 2004

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PREFACE

This Schedule of Training was developed by the Ministry of Training, Colleges, and Universities (MTCU), in partnership with the Industry Advisory Committee and in consultation with representatives from the industry. This document is intended to be used by apprentice, supervisor/trainer and sponsor/employer as a "blueprint" for training and as a prerequisite for completion and certification.

This training document becomes the apprentice's only record of workplace training performance.

Supervisor/trainer and apprentice are required to sign off and date the skill following each successful acquisition, unless a skill is marked shaded (optional).

The care and maintenance of this training document are the joint responsibility of the apprentice and the sponsor/employer. By signing off the skill, the supervisor/trainer and the apprentice are indicating that the apprentice has demonstrated competence of the skill. This training standard has been developed specifically for documenting the apprentices' acquisition of skills of the trade.

Please Note: Apprenticeship Training and Curriculum Standards were developed by the Ministry of Training, Colleges and Universities (MTCU). As of April 8th, 2013, the Ontario College of Trades (College) has become responsible for the development and maintenance of these standards. The College is carrying over existing standards without any changes.

However, because the Apprenticeship Training and Curriculum Standards documents were developed under either the Trades Qualification and Apprenticeship Act (TQAA) or the Apprenticeship and Certification Act, 1998 (ACA), the definitions contained in these documents may no longer be accurate and may not be reflective of the Ontario College of Trades and Apprenticeship Act, 2009 (OCTAA) as the new trades legislation in the province. The College will update these definitions in the future.

Meanwhile, please refer to the College's website (<http://www.collegeoftrades.ca>) for the most accurate and up-to-date information about the College. For information on OCTAA and its regulations, please visit: <http://www.collegeoftrades.ca/about/legislation-and-regulations>

DEFINITIONS

ACA

Apprenticeship and Certification Act, 1998

Certificate of Apprenticeship (C of A)

Certification issued to individuals who have demonstrated that they have completed an apprenticeship in Ontario.

Certificate of Qualification (C of Q)

Certification issued to C of Q applicants who have achieved a passing grade on the certification exam for their trade.

Competence

The ability of an individual to perform a skill repeatedly and without assistance in the workplace to the standard set out in the Training Standard or Schedule of Training.

Competency Analysis Profile

A document that identifies the training needs of an individual trade and details the skills/skill sets that must be demonstrated.

Industry Committee (IC) - under the ACA and Provincial Advisory Committee (PAC) under the TQAA

Under the ACA and TQAA, the Minister may appoint a provincial committee in any trade or group of trades to advise the Minister in matters relating to the establishment and operation of apprenticeship training programs and trades qualifications.

Journeyman or Equivalent

A person who has acquired the knowledge and skills in a trade, occupation or craft as attested to by a provincial or territorial authority.

Mandatory

Status assigned to unshaded individual skills, skill sets or general performance objective which must be signed off for the apprentice to complete their program.

Optional

Status assigned to shaded individual skills, skills sets or general performance objective for which sign-off is not required for the apprentice to complete the program.

Schedule of Training

An apprenticeship training standard which includes the on-the-job performance objectives and off-the-job learning outcomes

Sign-off

Signature of the sponsor/employer of record or an individual, to whom that sponsor or employer has delegated signing authority, indicating an apprentice's achievement of competence.

Skill

Individual skill described in the Training Standard (note: does not mean the larger skill groups referred to in the Training Standard as Skill Sets, Training Units, or General Performance Objective, but the individual skills that make up those groups).

Skill Sets

Group of individual skills found in the Training Standard (may also be called Training Unit or General Performance Objective)

Skill Set Completion Form (and Learning Outcome Completion Form)

Lists all skill sets and includes space for sign-off by sponsor/employer of record.

Sponsor/Employer

Means a person that has entered into a registered training agreement under which the person is required to ensure that an individual is provided with workplace-based training in a trade, other occupation or skill set as part of an apprenticeship program approved by the Director.

Sponsor/Employer of Record

Refers to the sponsor or employer documented as the signatory to the current training agreement or contract. In order for an sponsor/employer to be considered for the training of apprentices, they must identify that the workplace has qualified journeypersons or equivalent on site and can identify that the workplace has the tools, equipment, materials, and processes which have been identified by Provincial Advisory Committees (PACs) or Industry Committees (ICs) to be required for the trade.

Supervisor

An individual, who oversees the execution of a task, oversees the actions or work of others.

Trainer

A qualified trainer in a compulsory trade is a journeyperson with a Certificate of Qualification or in a voluntary trade is an individual who is considered equivalent to a journeyperson with a Certificate of Qualification.

TQAA

Trades Qualification and Apprenticeship Act.

Training Standard

A document that has been written in concise statements, which describe how well an apprentice must perform each skill in order to become competent. In using the document, trainers will be able to ensure that the apprentice is developing skills detailed for the occupation.

IMPORTANT DIRECTIONS**Apprentice**

1. All complete skills or skill sets must be signed and dated by both the apprentice and sponsor/employer when either all terms of the contract have been completed or the apprentice leaves the employ of the employer.
2. It is the responsibility of the apprentice to inform the apprenticeship staff at the local Ministry of Training, Colleges and Universities office regarding the following changes:
 - change of sponsor/employer address;
 - change of apprentice name or address;
 - transfer to a new sponsor/employer.
3. The Skill Set Completion Form and Learning Outcome Completion Form must be completed and signed by the current sponsor/employer and presented to the local Apprenticeship Client Services Office at the fulfillment of all terms of a Training Agreement.
4. The apprentice completion form with the Completed and Authorized Schedule of Training must be presented to the local Apprenticeship Client Services Unit.

Sponsors/Employers and Supervisors/Trainers

The Schedule of Training identifies skills and supporting learning outcomes required for this trade/occupation and its related training program.

This Schedule of Training has been written in concise statements which describe how an apprentice must perform each skill/outcome in order to become competent. Competence means being able to perform the task to the required standard.

In using this training standard, supervisors/trainers will be able to ensure that the apprentice is developing the skills detailed for the trade/occupation.

Supervisors/Trainers and apprentices are required to sign off and date the skills following each successful acquisition.

Sponsors/Employers participating in this training program will be designated as the Signing Authority and are required to attest to successful achievement by signing the appropriate box included at the end of each skill set.

NOTICE OF COLLECTION OF PERSONAL INFORMATION

1. At any time during your apprenticeship training, you may be required to show this training standard to the Ministry of Training, Colleges and Universities (the Ministry). You will be required to disclose the signed Apprenticeship Completion form to the Ministry in order to complete your program. The Ministry will use your personal information to administer and finance Ontario's apprenticeship training system, including confirming your completion and issuing your certificate of apprenticeship.
2. The Ministry will disclose information about your program completion and your certificate of apprenticeship to the Ontario College of Trades, as it is necessary for the College to carry out its responsibilities.
3. Your personal information is collected, used and disclosed by the Ministry under the authority of the Ontario College of Trades and Apprenticeship Act, 2009.
4. Questions about the collection, use and disclosure of your personal information by the Ministry may be addressed to the:

Manager, Employment Ontario Contact Centre
Ministry of Training, Colleges and Universities
33 Bloor St. E, 2nd floor, Toronto, Ontario M7A 2S3
Toll-free: 1-800-387-5656; Toronto: 416-326-5656
TTY: 1-866-533-6339 or 416-325-4084.

ROLES & RESPONSIBILITIES OF APPRENTICE, SPONSOR/EMPLOYER AND SUPERVISOR/TRAINER

Apprentice “Apprenticeship is Learning On-the-job”

- Practice safe work habits.
- Use your apprenticeship training standard as a journal to keep track of which skills you have achieved.
- Talk over your training plan with your Training Consultant, Employer, Union, or Sponsor.
- Know what tools are required for your trade and how to use them.
- Ask questions and keep asking.
- Talk to your employer about your training needs.
- Demonstrate enthusiasm and good work habits.
- Ensure that you and your supervisor/trainer sign off skill/skill sets upon demonstration of competency.

Sponsor/Employer “Training is an Investment”

- Demonstrate safe work habits.
- Attest to successful achievement by signing the skill/skills sets.
- Provide opportunities and time for the apprentice to learn the trade.
- Offer practical trade training experiences that cover all of the skill sets.
- Foster work ethics that support training while minimizing productivity losses.
- Set out clear expectations, then recognize or reward performance excellence.
- Involve both the apprentice and supervisor/trainer in developing the training plan.
- Use the Training Standard as a monitoring tool and part of regular performance evaluations.
- Select supervisors/trainers with good communication skills and who work well with others.
- Encourage supervisors/trainers to take upgrading courses - (e.g. Train the Trainer, Mentor Coach, etc).
- Complete the Skill Set Completion Form once the apprentice has demonstrated competency in the training.
- Ensure that the apprentice always works under the direction of or has access to a qualified supervisor/trainer.
- Vary the apprentice’s exposure to all the skills set out in the training standard

Supervisor/Trainer

- Demonstrate safe work habits.
- Treat apprentices fairly and with respect.
- Use the Training Standard as a guide to evaluating competence in each skill area. In using the Training Standard, supervisors/trainers will be able to ensure that the apprentice is developing skills detailed for the trade/occupation.
- Review the Training Standard with the apprentice and develop a training plan.
- Respond fully to all questions.
- Be patient. Explain what is to be done then, show how it is done, and then let the apprentice demonstrate the task.
- Provide continuous feedback.
- Sign off individual skills/skill sets once the apprentice demonstrates competence in the skill.

Suggestions for Assessing the Progress of the Apprentice in the Workplace

- Use informal daily observation.
- Provide constructive feedback to build confidence.
- Allow the supervisor/trainer time to teach and demonstrate the skills.
- Take prompt action wherever problems occur.
- Conduct regular performance reviews involving the apprentice, supervisor/trainer and sponsor/employer.
- Use the Training Standard as the reference for establishing the competency of the apprentice

SKILL SET COMPLETION FORM

SKILLS SETS	TITLE	SIGNING AUTHORITY
1.0	SANITATION/FOOD SAFETY	
2.0	FOOD PREPARATION	
3.0	RESOURCE MANAGEMENT	
4.0	MENU MANAGEMENT	
5.0	PROPERTY MANAGEMENT	
6.0	COOKING WITH WINE, LIQUOR & SPIRITS	

NOTE ON SHADED PERFORMANCE OBJECTIVES AND SKILLS:

- Shaded performance objectives and skill sets are optional. The shaded skills do not have to be demonstrated or signed-off for completion of the on-the-job component of the apprenticeship
- The learning outcomes will cover all of the skill sets, both shaded and unshaded.

LEARNING OUTCOMES COMPLETION FORM

Date of Completion	Organization Name(s)	SIGNING AUTHORITY

APPRENTICE COMPLETION FORM

APPRENTICE NAME	
Print	
Signature	
Social Insurance Number	

Skill Sets and Learning Outcomes when completed should be signed by the Supervisor/Trainer and presented with this completion form to your local Apprenticeship Client Services Office. Any supporting documentation should also be attached.

In-school Completed Yes () No () Not applicable ()
 (Proof to be provided)

Hours completed as Yes () No () Not applicable ()
 Per Contract:

SPONSOR/EMPLOYER INFORMATION	
Name	
Address	
Telephone	
E-mail Address	
Signature of Signing Authority	

A. DESCRIPTION/DUTIES

A CHEF:

Works in restaurants, hotels, entertainment clubs, country clubs, spas, bistros and other assorted eateries

As a pre-requisite to enter into a Chef apprenticeship, an apprentice must have a Red Seal for the trade of Cook and a minimum of one year related work experience post Red Seal certification.

A **CHEF** demonstrates knowledge of:

- Occupational Health and Safety Act
- Workplace Hazardous Materials Information Systems (WHMIS)
- Federal and Provincial regulations on food handling and serving
- FIFO (First In, First Out) Food Storage procedures
- Sanitation and Food Safety
- Food Preparation
- Food Presentation
- Resource Management
- Menu Management
- Use of Wines, Liquors and Spirits in cooking
- Property Management
- Communication skills

BENCHMARK/GUIDELINE TOTAL TRAINING TIMEFRAMES: (ON-THE-JOB AND OFF-THE-JOB):

2260 hours

Includes **360 hours** of in-school training.

B. ON-THE-JOB PERFORMANCE OBJECTIVES

1.0 SANITATION/FOOD SAFETY

1.1 Recognize and eliminate potential hazards caused by microorganisms such as viruses, bacteria, molds, yeasts, fungus in accordance with sanitation procedures and government regulations.

Date Completed

Apprentice

Supervisor/Trainer

1.1 Recognize food allergies and intolerances and take preventive measures to ensure safe food handling according to food safety procedures and company policy.

Date Completed

Apprentice

Supervisor/Trainer

1.2 Ensure that staff is informed of Standard Operating Procedures (company determined) regarding customer-identified food allergies and intolerances.

Date Completed

Apprentice

Supervisor/Trainer

1.3 Monitor and ensure proper food temperature for holding, cooling, storing and serving as established by local health regulations (i.e. CFRA (Canadian Food Service and Restaurant Association)

Date Completed

Apprentice

Supervisor/Trainer

1.4 Monitor and ensure the correct use of chemical dosage and water temperatures for manual and automatic ware-washing according to provincial and local government regulations.

Date Completed

Apprentice

Supervisor/Trainer

1.5 Demonstrate proper cleaning, sanitizing and maintenance of equipment according to manufacturer's specifications and local government regulations.

Date Completed

Apprentice

Supervisor/Trainer

1.6 Identify all food holding, production, receiving and storage areas and develop a schedule based on the priority and frequency of cleaning in accordance with food safety and sanitation procedures.

Date Completed

Apprentice

Supervisor/Trainer

1.7 Complete a sanitation training program including HACCP (Hazard Analysis Critical Control Point) according to local government regulations and train staff accordingly.

Date Completed

Apprentice

Supervisor/Trainer

1.8 Assist in the development of a HACCP audit.

Date Completed

Apprentice

Supervisor/Trainer

1.9 Recognize potential occupational hazards and ensure WHIMIS and MSDS are maintained and updated according to new provincial and federal regulations.

Date Completed

Apprentice

Supervisor/Trainer

2.0 FOOD PREPARATION

2.1 Butcher a side of either, beef, veal, lamb, pork or large game into primal cuts according to federal government guidelines and standards.

Date Completed	Apprentice	Supervisor/Trainer

2.2 Break down and butcher quail, duck and pheasant into primal cuts according to industry standards.

Date Completed	Apprentice	Supervisor/Trainer

2.3 Process and cut seafood including round fish, flat fish, crustaceans and mollusks for plate ready presentation according to industry-respected standards (Classical French/Contemporary).

Date Completed	Apprentice	Supervisor/Trainer

2.4 Prepare terrines according to industry-respected standards (Classical French/Contemporary).

Date Completed	Apprentice	Supervisor/Trainer

2.5 Prepare galantines according to industry-respected standards (Classical French/Contemporary).

Date Completed	Apprentice	Supervisor/Trainer

2.6 Prepare pate en croute according to industry-respected standards (Classical French/Contemporary).

Date Completed	Apprentice	Supervisor/Trainer

2.7 Prepare sausage according to industry-respected standards.

Date Completed

Apprentice

Supervisor/Trainer

2.8 Prepare meats and fish by process of hot smoke, cold smoke, marinating, brining and curing according to classical and contemporary methods and industry-respected standards.

Date Completed

Apprentice

Supervisor/Trainer

2.9 Design plate for contemporary presentation, using the elements of taste, height, contrast and colour, respecting the practicality of service and the compatibility of flavours.

Date Completed

Apprentice

Supervisor/Trainer

2.10 Produce chocolate and sugar garnishes for dessert presentation according to recipe and chef/pastry chef specifications.

Date Completed

Apprentice

Supervisor/Trainer

2.11 Plate desserts for presentation utilizing contemporary garnishes according to recipe and chef/pastry chef specification.

Date Completed

Apprentice

Supervisor/Trainer

3.0 RESOURCE MANAGEMENT

3.1 Participate in the recruitment process by assisting in the writing or modification of a job description in a clear, concise manner according to industry standards.

Date Completed _____
Apprentice _____
Supervisor/Trainer

3.2 Assist in reviewing resumes by recognizing required skills according to job description criteria and specifications.

Date Completed _____
Apprentice _____
Supervisor/Trainer

3.3 Assist in the recruitment process by attending and observing the interview process and submitting a written report to the chef.

Date Completed _____
Apprentice _____
Supervisor/Trainer

3.4 Prepare a list of questions for reference checks based on the job description.

Date Completed _____
Apprentice _____
Supervisor/Trainer

3.5 Ensure that company policy and labour laws are applied in relation to giving out information and references on past or present employees.

Date Completed _____
Apprentice _____
Supervisor/Trainer

3.6 Participate in new staff orientation by conducting kitchen tours and reviewing relevant kitchen operating procedures with new employees according to the chef's instructions.

Date Completed _____
Apprentice _____
Supervisor/Trainer

- 3.7 Prepare a staff schedule plan based on business levels and daily productivity required within defined budget/revenue guidelines.

Date Completed

Apprentice

Supervisor/Trainer

- 3.8 Ensure compliance with WSIB rules (i.e. reporting workplace accidents, regulation regarding the right to refuse work, etc.)

Date Completed

Apprentice

Supervisor/Trainer

- 3.9 Assist in the development and application of modified work schedules for injured employees according to physician's recommendations

Date Completed

Apprentice

Supervisor/Trainer

- 3.10 Observe the steps of the discipline procedure according to labour laws and company policies.

Date Completed

Apprentice

Supervisor/Trainer

- 3.11 Communicate with kitchen staff and other departments by participating in service meetings, etc according to business requirements

Date Completed

Apprentice

Supervisor/Trainer

4.0 MENU MANAGEMENT

4.1 Produce a standardized recipe for a given menu item according to chef’s instructions and type of function (i.e. buffet, a la carte, banquet).

Date Completed	Apprentice	Supervisor/Trainer

4.2 Perform a yield analysis on raw proteins, fruit and vegetables and on cooked products, documenting the yield analysis and cooking loss.

Date Completed	Apprentice	Supervisor/Trainer

4.3 Participate in the purchasing process by comparing and identifying differences among vendors’ price, service and product quality according to menu requirements and purchasing sheets.

Date Completed	Apprentice	Supervisor/Trainer

4.4 Participate in setting the levels of par stock for all kitchen inventory including perishables and dry goods stock according to business levels.

Date Completed	Apprentice	Supervisor/Trainer

4.5 Produce a market sheet/daily or weekly food purchasing order according to business levels.

Date Completed	Apprentice	Supervisor/Trainer

4.6 Prepare a food order/requisition for daily requirements for operations of the kitchen and/or workstation.

Date Completed	Apprentice	Supervisor/Trainer

- 4.7 Receive product according to quantity, quality, required temperature and price according to purchase order.

Date Completed

Apprentice

Supervisor/Trainer

- 4.8 Rotate stock to ensure freshness and quality according to industry standards, (FIFO First In, First Out).

Date Completed

Apprentice

Supervisor/Trainer

- 4.9 Participate in the process of food cost reconciliation by conducting a closing inventory, accounting for opening inventory, purchases, transfers, credits and food sales.

Date Completed

Apprentice

Supervisor/Trainer

- 4.10 Develop and manage a menu according to market research data, available equipment, labour/skill resources, vendor/market/seasonal availability, price and cost of menu items and menu sales analysis.

Date Completed

Apprentice

Supervisor/Trainer

- 4.11 Develop a menu and recipes for a cultural/belief-related specialty diet such as: vegan, kosher, halal and Hindu according to cultural and belief-related culinary standards.

Date Completed

Apprentice

Supervisor/Trainer

- 4.12 Develop a menu and recipes for a health-related specialty diet such as: fitness/spa, diabetic, gluten-free, lactose-free, low sodium, according to the relevant dietary requirements.

Date Completed

Apprentice

Supervisor/Trainer

4.13 Develop a menu, recipes and cooking procedures (prevention of cross-contamination) for allergies and food intolerances according to customer needs.

Date Completed

Apprentice

Supervisor/Trainer

5.0 PROPERTY MANAGEMENT

5.1 Evaluate workspace by assessing inventory, condition and placement of equipment, condition of floor, walls, ceiling, lighting and traffic flow areas according to efficient kitchen management principles and health codes.

Date Completed _____
Apprentice _____
Supervisor/Trainer

5.2 Develop equipment maintenance schedules by designing a checklist and producing a maintenance log and timetable in accordance with manufacturer’s specifications and internal maintenance procedures.

Date Completed _____
Apprentice _____
Supervisor/Trainer

5.3 Participate in the process of property maintenance including pest control, health inspections and fire drills by attending inspections and meetings, logging and posting reports of deficiencies and following-up on deficiencies according to appropriate regulations and internal procedures.

Date Completed _____
Apprentice _____
Supervisor/Trainer

5.4 Participate in determining budgetary requirements for furniture, fixtures and equipment by assisting in developing an amortization plan for aging equipment and identifying new equipment requirements according to new strategies, priorities and business volumes.

Date Completed _____
Apprentice _____
Supervisor/Trainer

5.5 Participate in daily inventory requirements (china, smallware, glassware and flatware) and set up items according to required function and business volumes.

Date Completed _____
Apprentice _____
Supervisor/Trainer

5.6 Participate in physical inventory count (china, flatware etc.) according to company policy and schedule.

Date Completed

Apprentice

Supervisor/Trainer

6.0 COOKING WITH WINE, LIQUOR AND SPIRITS

6.1 Differentiate between different types of wines and their uses in cooking including White, Red, Sweet Wine Liqueur and Spirits according to industry classification.

Date Completed	Apprentice	Supervisor/Trainer

6.2 Differentiate between the five common grape varieties according to industry specification and designation.

Date Completed	Apprentice	Supervisor/Trainer

6.3 Cook with wine and spirits by choosing the wine or spirit according to recipe specifications and the Chef's instructions.

Date Completed	Apprentice	Supervisor/Trainer

6.4 Match wine with food by preparing a four-course menu and selecting the wine for each course under the guidance of the sommelier and or the chef.

Date Completed	Apprentice	Supervisor/Trainer

6.5 Recommend wines to compliment individual dishes by judging the wine's body, sweetness and variety as per Wine Journal recommendations.

Date Completed	Apprentice	Supervisor/Trainer

6.6 Handle and store wines and spirits to maintain optimum quality according to the recommendations of the wine and spirit dealer and industry standards.

Date Completed	Apprentice	Supervisor/Trainer

C. LEARNING OUTCOMES

360 hours

1. Sanitation and Food Safety

The apprentice is able to maintain a safe environment for self and others that complies with current government regulations:

- identify health and safety hazards in the workplace pertaining to micro-organisms
- identify food allergies and take preventative measures
- demonstrate knowledge of standard operating procedures regarding food allergies and intolerances
- demonstrate knowledge of proper food temperature for holding, cooling, storing and serving as per health regulations
- demonstrate knowledge of correct use of chemical dosage and water temperatures for ware-washing according to provincial and local government regulations
- demonstrate knowledge of proper cleaning, sanitizing and maintenance of equipment according to manufacturer's specifications and government regulations
- identify all food holding, production, receiving and storage areas and demonstrate the ability to develop a cleaning schedule in accordance with food safety and sanitation procedures
- complete a sanitation training program including HACCP according to government regulations and demonstrate ability to train staff accordingly
- demonstrate knowledge of Hazard Analysis Critical Control Point audit procedures and demonstrate the ability to assist in developing audit
- Identify potential occupational hazards and demonstrate the ability to ensure WHIMIS and MSDS are properly maintained and updated

2. Food Preparation

The apprentice is able to effectively and efficiently prepare food in accordance with industry standards and government health regulations.

- Identify primal and retail cuts of beef, veal, lamb and pork according to Institutional Meat Purchase Specifications (IMPS)/ North American Meat Processors Association (NAMP) and the Canadian Meat Council. (CMC)
- Identify the bone and muscle structure of large animals
- Discuss ageing (dry and cryovac)
- Butcher a large meat animal into primal and retail cuts according to industry standards
- Butcher poultry and fowl into primal segments according to industry standards
- Identify the various types of round and flat fish
- Identify a variety of cutting techniques used to fabricate flat and round fish into market forms
- Fabricate flat and round fish into recognized market forms according to accepted industry standards

C. Learning Outcomes continued:

- Fabricate shellfish into recognized market forms according to accepted industry standards
- Prepare a meat, poultry, seafood or vegetable terrine according to Classical French standards
- Prepare a fowl galantine according to Classical French standards
- Prepare a paté en crôte according to Classical French standards
- Prepare a ballotine according to Classical French standards
- Identify and discuss the uses of the various casings used for sausages
- Identify and discuss the uses of the various preservatives, spices and curing techniques used in sausage making
- Produce sausage
- Identify and discuss the various curing techniques used for fish and meat
- Prepare 2 cured meat or fish
- Discuss and explain food design elements and principles
- Create and describe a practical, creative food presentation which displays height, contrast and varying colours according to various contemporary presentation styles
- Identify the different types of chocolat
- Explain the process of tempering chocolate
- Prepare different chocolate designs and garnish (classical and contemporary) by moulding and shaping chocolate
- Identify and explain the different stages of cooking sugar
- Explain the process for spun sugar, pound sugar and pulled sugar
- Cook sugar
- Choose and demonstrate chocolate and sugar garnishes for dessert presentation according to established industry standards
- Create and design an artistic dessert plate according to a specified style

3. Resource Management

The apprentice is able to effectively manage the human resource component of the workplace in accordance with government regulations

- identify the steps in the recruitment process
- perform the writing or modification of a job description
- perform the review of job resumes , identifying required skills
- demonstrate knowledge of the development of job descriptions and job specifications
- demonstrate knowledge of formal report writing
- demonstrate knowledge of writing reference check-questions based on job-descriptions

C. Learning Outcomes continued:

- identify relevant labour laws in relation to the use of personal information
- describe and develop staff orientation procedures
- describe and develop kitchen operation procedures
- demonstrate the ability to recognize and act on supervisory instruction
- demonstrate the ability to prepare a staff schedule
- identify WSIB rules and regulations pertaining to the workplace
- demonstrate the ability to develop and apply modified work schedules for injured employers according to physicians recommendation
- identify disciplinary procedures according to labour laws
- demonstrate effective listening, speaking and writing skills
- demonstrate effective communication techniques

4. Menu Management

The apprentice is able to manage and develop a menu in terms of yield analysis, inventory requirements, safe food handling, cultural and ethnic sensitivities, food intolerances and market research.

- Explain the purpose, elements and structure of a yield analysis
- Perform a yield analysis on 2 standard recipes
- Determine inventory required according to menu needs
- Describe the elements and structure of an inventory sheet
- Perform an inventory control
- Explain the purposes and differences between a purchase order and a food requisition
- Control stock by writing purchase orders and requisitions
- Explain the principle of shelf life and its implications
- Explain the principles of FIFO and storeroom management
- Explain the principles of the safe handling and storage of food according to HACCP and the rotation of products
- Describe the importance of cultural and ethnic sensitivities about food and its preparation.
- Describe and discuss various religious and dietary food requirements
- Describe major allergies and food intolerances including lactose, glucose, shellfish, celiac and nut
- Develop a menu and recipes for special diets in relation to cultural, religious, allergenic and food intolerances and other health related issues
- Explain the value of market research
- Identify various means and types of market research and their uses
- Explain the uses of market research in the compilation of menus

C. Learning Outcomes continued:

5. Property Management

The apprentice is able to evaluate and maintain the workplaces in terms of budgetary requirements and maintenance scheduling according to management principles and health codes.

- identify the steps in evaluating the workplace according to kitchen management principals and health codes
- identify the process in developing maintenance schedules
- prepare a maintenance schedule by designing maintenance logs, checklists and timetables in accordance with manufacturers specifications
- describe the process of property maintenance
- demonstrate the ability to write maintenance reports including deficiency reports according to appropriate regulations
- describe the process for determining budgetary requirements for furniture, fixtures and equipment
- demonstrate the ability to develop an amortization plan
- identify new equipment requirements according to strategies, priorities and business volume
- identify daily inventory requirements according to function and volume
- demonstrate the ability to develop an inventory log and schedules

6. Wine, Liqueur and Spirits

The apprentice is able to identify various alcoholic products and demonstrate the correct uses and techniques for wine, liqueur and spirits in cooking.

- Describe the process of winemaking by explaining the harvesting, crushing, fermentation, clarification, ageing and bottling stages of winemaking
- Describe the importance of climate, soil, grape variety and the influence of the winemaker on the wine
- Identify and discuss the importance of regions and appellations of wines
- Describe the different winemaking styles
- Identify the different categories of wine including sparkling, table, fortified and dessert wines
- Identify appropriate wines for cooking
- Demonstrate the proper technique when cooking with wine
- Describe the etiquette of wine-tasting
- Identify the basic flavours and nuances of wine including aroma and bouquet
- Relate compatibility of common wine styles and varieties with appropriate food flavours

C. Learning Outcomes continued:

7. Communication

The apprentice is able to communicate effectively and professionally in both verbal and written form, including:

- Writing of reports and correspondence
- E-mail correspondence
- Interpersonal communication
- Telephone etiquette

APPRENTICE RECORD

APPRENTICE NAME (Print):

SPONSOR/EMPLOYER INFORMATION	
Training Agreement #	
Name	
Address	
Telephone	
E-mail Address	

SUMMARY OF TRAINING	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	

Date Completed

Apprentice

Supervisor/Trainer

APPRENTICE RECORD

APPRENTICE NAME (Print):

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Date Completed

Apprentice

Supervisor/Trainer

You will be required to disclose this signed form to the Ministry of Training, Colleges and Universities in order to complete your program. The Ministry will use your personal information to administer and finance Ontario's apprenticeship training system. For further information please see the notice/declaration for collection of personal information that is referenced in the table of contents of this training standard.