

★ OFFICIAL PROGRAM STANDARDS NOTIFICATION ★**Issued: June 16, 2009****Programs: Professional Cook 1, 2 and 3**

To: ITA Training Providers
ACE IT School Districts
PROPEL

RE: REF 2009 003
IMPLEMENTATION OF PROFESSIONAL COOK
APPRENTICESHIP PROGRAMS

Timing: September 2009

Information: Please be advised that program standards for new Professional Cook (PC) 1, 2 and 3 apprenticeship programs have been approved by the ITA. Program profiles and program outlines are available on the ITA website at www.itabc.ca.

Training delivery based on the new program outlines will begin in September 2009. Changes in duration and funding for Cook programs should be reflected in 2009/10 training plans.

Background

PROPEL (the ITO for tourism and hospitality, and a division of go2.) has been working on the review and restructure of the Cook trade over the past year. This process has involved extensive consultation with industry and training providers.

The result of the review is the creation of:

- two new distinct apprenticeship programs (Professional Cook 1 and Professional Cook 2), each resulting in a provincially recognized Certificate of Qualification; and,
- a modification and name change of the current accredited Cook apprenticeship program (to Professional Cook 3). The interprovincial (Red Seal) endorsement will be affixed to the Professional Cook 3 Certificate of Qualification.

In-school training for the Professional Cook 1, 2 and 3 apprenticeship programs may be delivered in two different formats, depending on whether the learner enters the apprenticeship program through the workplace with an employer as the sponsor (Workplace Entry), or through an approved training institution (Institutional Entry) where the training provider serves as the initial sponsor.

Apprentices in the Institutional Entry stream will receive a credit of 600 work-based training hours upon successful completion of the in-school training for Professional Cook 1 and a credit of 240 work based training hours upon successful completion of the in-school training for Professional Cook 2.

Transition of Current Apprentices

The ITA, in cooperation with Propel, has developed an implementation plan to transition apprentices currently registered in the Cook apprenticeship program in to the Professional Cook 1, 2 and 3 programs. Sponsors are being encouraged to ensure up-to-date work based training hours for apprentices are reported so that apprentices receive appropriate certifications as a result of the transition process.

Students in current Cook Foundation programs will be given credit, where appropriate, towards the new Professional Cook 1 and 2 programs.

Assessment

In-school Training

Training providers delivering Professional Cook 1, 2 and 3 in-school training are required to enter the following assessment results for each apprentice in ITADirectAccess:

- an in-school mark in the form of a percentage; and,
- a practical competency mark in the form of a Pass or Fail.

The in-school mark for each Professional Cook program is a combined theory and practical assessment determined on the basis of:

- Theory and practical subject competencies. A table showing the subject competencies and weightings for each competency and program is shown in the attached Assessment Guidelines document.
- The theory subject competency mark is based 100% on accumulated individual competencies.
- The practical subject competency mark is based 100% on accumulated individual competencies.

- The final in-school mark for entry in ITA DirectAccess is calculated by applying a weighting of 25% to the final theory result and a weighting of 75% to the practical result and then adding the two results together. Refer to the Assessment Guidelines document.

Successful completion of the in-school training for each professional cook program is defined as a final score of 70% or greater.

The practical competency mark (Pass or Fail) is determined from the result of an ITA standardized practical assessment.

- The assessment tools are different for each of the Professional Cook programs.
- Assessment tools are currently being developed by Propel in consultation with the Provincial Articulation Committee and will be distributed to training providers by September 1, 2009.

Certificate of Qualification (C of Q) Exam

Professional Cook apprentices are required to write a C of Q exam and achieve a score of 70% or greater after completing their in-school training, in order to be certified. The C of Q exam for Professional Cook 3 is the Red Seal (IP) exam.

C of Q exams may be requested by training providers via the usual ITA procedure.

The ITA will administer and invigilate the C of Q and IP exam and score and record exam results in ITADirectAccess.

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ASSESSMENT GUIDELINES

Programs: Professional Cook 1, 2 & 3

Requirements: In School Training

Training providers delivering Professional Cook 1, 2 and 3 in-school training are required to enter the following assessment results for each apprentice in ITADirectAccess:

- an in-school mark in the form of a percentage;
- a practical competency mark in the form of a Pass or Fail.

The in-school mark for each Professional Cook program is a combined theory and practical assessment determined on the basis of:

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The practical competency mark (Pass or Fail) is determined from the result of an ITA standardized practical assessment.

- The assessment tools are different for each of the Professional Cook programs.

- Assessment tools are currently being developed by Propel in consultation with the Provincial Articulation Committee and will be distributed to training providers by September 1, 2009

Certificate of Qualification (C of Q) Exam

Professional Cook 1 apprentices are required to write a C of Q exam and achieve a score of 70% or greater after completing their in-school training, in order to be certified. The C of Q exam for Professional Cook 3 is the Red Seal (IP) exam.

C of Q exams may be requested by training providers via the usual ITA procedure.

The ITA will administer and invigilate the C of Q and IP exam and score and record exam results in ITADirectAccess.

Grading Sheet: Subject Competencies and Weightings Tables

Program: In-school Training: ITADirectAccess Code:		Professional Cook (PC) 1 Apprenticeship PC 1 0324	
Block	Subject Competencies	Theory Weighting	Practical Weighting
A	OCCUPATIONAL SKILLS	15%	15%
	Trade Knowledge	5%	5%
	Safety Standards	25%	25%
	Sanitary Standards	25%	25%
	Production Procedures	15%	15%
	Menu Planning	15%	15%
	Ordering and Inventory	5%	5%
	Ingredients and Nutritional Properties	10%	10%
B	STOCKS, SOUPS AND SAUCES	15%	15%
	Stocks	35%	35%
	Thickening and Binding Agents	15%	15%
	Soups	20%	20%
	Sauces	30%	30%
C	VEGETABLES AND FRUITS	8%	8%
	Vegetables	65%	65%
	Fruit	35%	35%
D	STARCHES	8%	8%
	Potatoes	40%	40%
	Pastas and Farinaceous Products	30%	30%
	Rice, Grains, and Legumes	30%	30%
E	MEATS	15%	15%
	Cut and Process Meats	35%	35%
	Cook Meats	65%	65%
F	POULTRY	10%	10%
	Cut and Process Poultry	40%	40%
	Cook Poultry	60%	60%
G	SEAFOOD	10%	10%
	Cut and Process Seafood	30%	30%
	Cook Fish	40%	40%
	Cook Shellfish	30%	30%
H	GARDE-MANGER	6%	6%
	Dressings, Condiments and Accompaniments	35%	35%
	Salads	30%	30%

Program:		Professional Cook (PC) 1 Apprenticeship	
In-school Training:		PC 1	
ITADirectAccess Code:		0324	
Block	Subject Competencies	Theory Weighting	Practical Weighting
	Sandwiches	35%	35%
I	EGGS, BREAKFAST COOKERY, AND DAIRY	5%	5%
	Egg Dishes	45%	45%
	Breakfast Accompaniments	20%	20%
	Dairy Products and Cheeses	35%	35%
J	BAKED GOODS AND DESSERTS	7%	7%
	Principles of Baking	30%	30%
	Pastries	20%	20%
	Desserts	20%	20%
	Quick Breads	10%	10%
	Cookies	10%	10%
	Yeast Products	10%	10%
K	BEVERAGES	1%	1%
	Beverages	100%	100%
	Total	100%	100%
	PC1 in-school mark weighting	25%	75%
	PC1 in-school mark	X%	

Program: In-school Training: ITADirectAccess Code:		Professional Cook (PC) 2 Apprenticeship PC 2 324	
Block	Subject Competencies	Theory Weighting	Practical Weighting
A	OCCUPATIONAL SKILLS	10%	10%
	Trade Knowledge	5%	5%
	Menu Planning	15%	15%
	Ordering and Inventory	10%	10%
	Human Resource and Leadership Skills	10%	10%
	Cost Management	35%	35%
	Front of House	5%	5%
	Ingredients and Nutritional Properties	20%	20%
B	STOCKS, SOUPS AND SAUCES	20%	20%
	Soups	30%	30%
	Sauces	70%	70%
C	VEGETABLES AND FRUITS	10%	10%
	Vegetables	60%	60%
	Vegetarian Dishes	40%	40%
D	STARCHES	10%	10%
	Potatoes	30%	30%
	Pastas and Farinaceous Products	25%	25%
	Rice, Grains, and Legumes	45%	45%
E	MEATS	10%	10%
	Cut and Process Meats	40%	40%
	Cook Meats	60%	60%
F	POULTRY	10%	10%
	Cut and Process Poultry	40%	40%
	Cook Poultry	60%	60%
G	SEAFOOD	10%	10%
	Cut and Process Seafood	30%	30%
	Cook Fish	40%	40%
	Cook Shellfish	30%	30%
H	GARDE-MANGER	10%	10%
	Dressings, Condiments and Accompaniments	30%	30%
	Salads	30%	30%
	Hors d'oeuvre and Appetizers	30%	30%
	Presentation Platters	10%	10%

Program:		Professional Cook (PC) 2 Apprenticeship	
In-school Training:		PC 2	
ITADirectAccess Code:		324	
Block	Subject Competencies	Theory Weighting	Practical Weighting
I	BAKED GOODS AND DESSERTS	10%	10%
	Pastries	40%	40%
	Yeast Products	25%	25%
	Cakes and Tortes	35%	35%
	Total	100%	100%
	PC2 in-school mark weighting	25%	75%
	PC2 in-school mark	X%	

Program: In-school Training: ITADirectAccess Code:		Professional Cook (PC) 3 Apprenticeship PC 3 324	
Line	Subject competencies	Theory Weighting	Practical Weighting
A	OCCUPATIONAL SKILLS	20%	20%
	Sanitary Standards	10%	10%
	Production Procedures	15%	15%
	Menu Planning	20%	20%
	Human Resource and Leadership Skills	25%	25%
	Cost Management	30%	30%
B	STOCKS, SOUPS AND SAUCES	15%	15%
	Sauces	100%	100%
C	MEATS	15%	15%
	Cut and Process Meats	45%	45%
	Cook Meats	55%	55%
D	POULTRY	10%	10%
	Cut and Process Poultry	45%	45%
	Cook Poultry	55%	55%
E	SEAFOOD	10%	10%
	Cut and Process Seafood	30%	30%
	Cook Fish	40%	40%
	Cook Shellfish	30%	30%
F	GARDE-MANGER	15%	15%
	Dressings, Condiments and Accompaniments	20%	20%
	Presentation Platters	30%	30%
	Patés, Terrines, and Charcuterie	50%	50%
G	BAKED GOODS AND DESSERTS	10%	10%
	Desserts	35%	35%
	Cakes and Tortes	25%	25%
	Frozen Desserts	20%	20%
	Chocolate, Sugar, and Garnishes	20%	20%
H	BEVERAGES	5%	5%
	Beverages	100%	100%
	Total	100%	100%
	PC3 in-school mark weighting	25%	75%
	PC3 in-school mark	X%	