



# CERTIFICATE OF VALIDATION

<b>Provider name</b>	Kerry Education and Training Board
<b>Date of validation</b>	19-July-17

	<b>First intake</b>	<b>Last intake</b>
<b>Enrolment interval</b>	September 2017	August 2020

	Code	Title	Award	Duration	Annual intakes
<b>Principal programme</b>	PG23401	Advanced Certificate in Culinary Arts	Advanced Certificate	2 years	2
<b>Embedded Programme</b>	N/A				

## Principal Programme

Approved centre	Minimum number of learners	Maximum number of learners
Cavan Monaghan Education and Training Board (1 centre)	16	16
Colaiste Ide College of Further Education Finglas	16	16
Cork Education and Training Board (1 centre)	16	16
Crumlin College of Further Education	16	16
Galway Roscommon Education and Training Board (1 centre)	16	16
Kerry College of Further Education	16	16
Limerick Clare Education and Training Board (1 centre)	16	16

Proposed first year (i.e. new learner) enrolment over five years					
	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Minimum intake into first year</b>	112	112	112	112	112
<b>Maximum intake into first year</b>	112	112	112	112	224

Detail any articulation arrangements involving advanced entry	Maximum number of learners involved	Stage of entry
N/A		



<p><b>Target learner groups</b></p>	<p>The target group is learners who have been accepted by an approved employer as an employee. Target learners will have reached a minimum age of 16 years, and will be seeking to develop their skills to the level associated with the occupational profile of Commis Chef.</p> <p>Target learners will have acquired a Level 4 qualification or equivalent or will have at least three years trade related experience. Assessment of trade related experience (in the absence of holding a level 4 qualification or equivalent) is by application to Kerry ETB.</p>	
<p><b>Total number of learners per intake (Maximum and Minimum)</b></p>	<p><b>Max</b> 224</p>	<p><b>Min</b> 112</p>
<p><b>Approved countries for provision (i.e. where enrolled learners will be based)</b></p>	<p>Republic of Ireland</p>	
<p><b>Delivery mode: Full-time/part-time</b></p>	<p>Full-time</p>	
<p><b>List the teaching and learning modes<sup>1</sup></b></p>	<p>Centre-based learning, work-based learning, self-directed learning</p>	
<p><b>Does the blend of modalities predominantly involve remote e-learning (Yes/No)</b></p>	<p></p>	
<p><b>Brief synopsis of the programme (e.g. who it is for, what is it for, what is involved for learners, what it leads to.)</b></p>	<p>This programme consists of alternating phases of on-the-job and off-the-job training- a model which provides for the integration of the knowledge and skills acquired on and off the job.</p> <p>The apprentice will train in large volume, fine or casual settings over 2 years. Over the 2 year period the apprentice will also train in a further education and training setting.</p> <p>The aim of both on-the-job and off-the-job training is to provide the apprentice with knowledge and skills required for full competency in the role of Commis Chef; in line with the occupation profile of Commis Chef.</p> <p>Assessment of knowledge takes place at scheduled times and involves theory exams.</p> <p>Assessment of competency takes place at scheduled times and involves skills demonstrations and practical exams. Instructors and work place mentors evaluate practical skills, working practices and behaviours.</p> <p>In year two apprentices progress to the award stage - on the basis of the result of assessment from stage 1. Award Stage assessment confirms full competency in the role of Commis Chef. Where assessment results confirm full competency in this role, the apprentice will achieve a QQI Advanced Certificate.</p>	
<p><b>Summary of staffing requirements (the details are provided in the module descriptors)</b></p>	<p>WTE<sup>2</sup></p>	<p>Qualifications and experience</p>
	<p>1</p>	<p>Programme Coordinator- hold a professional qualification, with appropriate experience including line management responsibility, financial management, and management of staff development, project evaluation, and continuous improvement cycles-with the ability to take the lead responsibility for the development of the programme.</p>

<sup>1</sup> Defined later in this document.

<sup>2</sup> WTE is the whole-time equivalent number. The number 1 indicates a fulltime person fully dedicated to the programme.



	1	Programme Manager- hold a professional qualification, with appropriate background in assessment management, administration and quality assurance, with the necessary authority to ensure correct and consistent implementation of management, administrative, assessment and internal verification procedures both on and off-the-job across the provider as a whole
	2	Instructor- hold a Level 6 Advanced Certificate, a National Diploma or Higher Education and Training qualification. In addition, s/he will have experience of instructing and a min of 5 years post qualification experience in the area of culinary service. The complement of instructors at provider level is based on the number of apprentices assigned to the provider.
	1	Workplace mentor-holds relevant qualification at an advanced level or holds relevant qualification at NFQ Level 6 plus additional specialist qualification, occupying a role in the workplace that is in line with senior practitioner level; with associated recognition as a skills member of the associated occupation
<b>Outline the physical resource requirements (the details are provided in the module descriptors)</b>	<p>An equipped Industrial Standard Training Kitchen and Training Restaurant, in compliance with health and safety requirements and regulations. Required food and beverage stock levels of both perishable and non-perishable ingredients, to allow the apprentice to prepare full range of dishes and use full range of food preparation methods.</p> <p>a. Cooking facilities to enable full access to the teaching, learning and assessment activities associated with the programme- for example ovens, ranges, grills, griddles, woks, griddles, deep fat fryers, bain maries, hot plates, display cabinets and food mixers</p> <p>b. Worktop space – stainless steel workstations or tables used as food preparation areas</p> <p>c. Washing facilities- hand washing, food preparation and wash up</p> <p>d. Refrigerators and freezers</p> <p>e. Suitable storage facilities</p> <p>The Training Restaurant should be directly linked to the Industrial Standard Training Kitchen area with tables, chairs, coat stand, crockery storage area and payments area. It should have:</p> <p>a. Specialist Cutlery</p> <p>b. Sundry Items</p> <p>c. Still Room Equipment</p>	
<b>Outline specifications for the ratio of learners to teaching staff</b>	Staff to learner ratio	Learning activity type
	1:16	Instructor led activity- group instruction, demonstration, team collaboration
	1:16	Formative feedback (group)
	1:1	Formative feedback (individual)
	1:4	Workplace Mentor led activity- demonstration, team collaboration
	1:1	Formative feedback (individual)



	1:16	Instructor led activity- group instruction, demonstration, team collaboration

Programmes being replaced		
Code	Title	Estimated closure date
N/A		



# Conditions of Validation of the Programmes Covered by this Certificate of Validation

## Part 1: Statutory Conditions of validation

The statutory (section 45(3) of the 2012 Act) conditions of validation are that the provider of the programme shall:

1. co-operate with and assist QQI in the performance of QQI's functions in so far as those functions relate to the functions of the provider,
2. establish procedures which are fair and consistent for the assessment of enrolled learners to ensure the standards of knowledge, skill or competence determined by QQI under section 49 (1) are acquired, and where appropriate, demonstrated, by enrolled learners,
3. continue to comply with section 65 of the 2012 Act in respect of arrangements for the protection of enrolled learners, if applicable, and
4. provide to QQI such information as QQI may from time to time require for the purposes of the performance of its functions, including information in respect of completion rates.

## Part 2 Conditions of Validation Established by QQI Under section 45(4)(b) of the 2012 Act

### Part 2.1 Condition of Validation Concerning a Change in the QQI Award or Award Standard

1. Where QQI changes an award title, an award specification or an award standard that a programme depends upon, the provider shall not enrol any further learners on the affected programmes unless informed otherwise in writing by QQI (e.g. by the issue of a revised certificate of validation). The programme is considered validated for learners already enrolled on the affected programme.

### Part 2.2 Condition of Validation Concerning the Duration of Enrolment

1. The duration of enrolment is the interval during which learners may be enrolled on the validated programme.

Validation is determined by QQI for a specified number of years of enrolment appropriate to the particular programme as indicated on the certificate on validation subject to unit 9.2.1. It is a condition of validation that the programme does not enrol any new learners outside this interval. A typical duration would be five years.

If a provider wishes to continue to enrol learners to the programme beyond this interval the provider must arrange in good time for it to be validated again by QQI, or exceptionally the provider may apply for extension of the duration of enrolment (unit (14)). In this context the provider may apply for validation of the programme from first principles or, alternatively, the provider may avail of the process for revalidation (unit (13)) by QQI.

### Part 2.3 General Condition of Validation

The provider of the programme shall:

1. Ensure that the programme as implemented does not differ in a material way from the programme as validated; differing in a material way is defined as differing in any aspect of the programme or its implementation that was material to QQI's validation criteria.
2. Ensure that the programme is provided with the appropriate staff and physical resources as validated.
3. Implement in respect of the programme its written quality assurance procedures (as approved by QQI).
4. Make no significant change to the programme without the prior approval of QQI. (See unit (8)).



5. Unless otherwise agreed by QQI in writing, start implementing the programme as validated and enrol learners within 18 months of validation.
6. Continue in respect of the validated programme to comply with section 56 of the 2012 Act in respect of procedures for access, transfer and progression.
7. Implement the programme and procedures for assessment of learners in accordance with the Approved Programme Schedule and notify QQI in writing of any amendments to this arising from changes to the programme; see unit (9).
8. When advertising and promoting the programme and awards, use the programme title as validated, and the correct QQI award title(s), award type(s) and award class(es) indicating the level of the award(s) on the National Framework of Qualifications.
9. Adhere to QQI regulations and procedures for certification.
10. Notify QQI in writing without delay of:
  - a. any material change to the programme;
  - a. anything that impacts on the integrity or reputation of the programme or the corresponding QQI awards;
  - b. anything that infringes the conditions of validation; or
  - c. anything that would be likely to cause QQI to consider reviewing the validation.
11. Notify QQI in writing to determine the implications for the provider's validated programmes, where the provider is likely to, or planning to, merge (amalgamate) with another entity or to acquire, or be acquired by, another entity (see unit (12.5)).
12. Report to QQI, when required or requested, on its implementation of the programme and compliance with the conditions of validation.

#### **Part 2.4 General Condition of Validation Arising from Specialised Validation Policy and Criteria**

1. N/A

#### **Part 2.5 Special Condition of Validation**

1. N/A

Approved Programme Schedule

<b>Name of Provider:</b>		Kerry Education and Training Board														
<b>Programme Title</b>		Commis Chef Apprenticeship														
<b>Award Title</b>		QQI Advanced Certificate at Level 6														
<b>Stage Exit Award Title<sup>3</sup></b>		N/A														
<b>Modes of Delivery (FT/PT):</b>		Full time														
<b>Teaching and learning modalities</b>		<ul style="list-style-type: none"> <li>Centre Based [theoretical and practical delivery, simulated working environments, mentoring and small group tutoring]</li> <li>Self-directed [work producing material for portfolios]</li> <li>Work-based learning [including mentoring]</li> </ul>														
<b>Award Class<sup>4</sup></b>	<b>Award NFQ level</b>	<b>Award EQF Level</b>	<b>Stage (1, 2, 3, 4, ..., or Award Stage):</b>	<b>Stage NFQ Level<sup>2</sup></b>	<b>Stage EQF Level<sup>2</sup></b>	<b>Stage Credit (ECTS)</b>	<b>Date Effective</b>	<b>ISCED Subject code</b>								
Professional Award	6	5	Stage 1 (Modules 1-11 ) Award Stage (Modules 12-22)	N/A	N/A	Award Stage- 240 FET credits	May 2017	1013								
<b>Module Title</b> (Up to 70 characters including spaces)		<b>Semester no where applicable. (Semester 1 or Semester2)</b>	<b>Module</b>		<b>Credit Number<sup>5</sup></b>	<b>Total Student Effort Module (hours)</b>					<b>Allocation Of Marks (from the module assessment strategy)</b>					
			<b>Status<sup>21</sup></b>	<b>NFQ Level<sup>1</sup> where specified</b>	<b>Credit Units</b>	<b>Total Hours</b>	<b>Off the Job</b>	<b>On the Job</b>	<b>Self directed Learning</b>		<b>Assignment</b>	<b>Project</b>	<b>Portfolio</b>	<b>Skills Demonstration</b>	<b>Exam Theory</b>	<b>Learner Record</b>
					FET Credits											
1. Health and Safety	1	M	5	15	150	75	44	31	40%				80%	20%		
2. Culinary Skills and Standards	1	M	5	10	100	50	37	13					80%	20%		
3. Larder	1	M	5	10	100	50	37	13					80%	20%		
4. Classical Cuisine	1	M	5	10	100	50	37	13					80%	20%		
5. Basic Pastry Techniques	1	M	5	10	100	64	24	12					80%	20%		

<sup>21</sup> Mandatory (m) or elective (E)

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6. Applied Nutrition for Menu Planning	1	M	5	10	100	24	42	34		40%		60%	
7. Computer Essentials	2	M	5	15	150	75	21	54			100%		
8. Scientific Principals and Culinary Technologies	2	M	5	5	50	34	2	14		40%		60%	
9. Food and Beverage Service	2	M	5	5	50	16	34	0				80%	20%
10. International Cookery	2	M	5	15	150	32	76	42				80%	20%
11. Culinary Product Development and Innovation	2	M	5	15	150	75	21	54		70%			30%
12. Food Safety	3	M	6	5	50	24	18	8		40%		20%	40%
13. Volume Food Production	3	M	6	10	100	44	38	18				80%	20%
14. Global Cuisine	3	M	6	10	100	38	46	16				80%	20%
15. Interpersonal Skills	3	M	6	15	150	75	50	25			50%	50%	
16. History and Development of Gastronomy	3	M	6	5	50	26	4	20		40%			60%
17. Buffet Skills	3	M	6	10	100	42	42	16				80%	20%
18. Applied Nutrition for Menu Design	4	M	6	10	100	24	42	34		50%			50%
19. Advanced Pastry Techniques	4	M	6	10	100	57	31	12					
20. Business Practices for Hospitality	4	M	6	15	150	90	39	21			60%		40%
21. Culinary Entrepreneurship	4	M	6	15	150	81	19	50		70%			30%
22. Culinary Event	4	M	6	15	150	90	39	21		100%			
	<b>Special Regulations</b> (Up to 280 characters)												
	N/A												