



**A GUIDE TO CATERING AND
HOSPITALITY APPRENTICESHIPS
AT COLCHESTER INSTITUTE**



Catering and Hospitality Apprenticeships at Colchester Institute



Here at Colchester Institute, we offer a range of Catering and Hospitality Apprenticeships suitable for a variety of employers with a range of apprenticeship levels on offer.

Take a look at what apprenticeships we deliver and hear from our experienced tutor on the benefits of taking on an apprentice with Colchester Institute.



Find out more from our experienced Lecturer/ Assessor -

My name is Lee, I am one of the various hospitality lecturers/ assessors here at Colchester Institute.

I have been in the hospitality industry for around 25 years, starting at 15, working in various establishments ranging from local cafés and restaurants to multiple rosettes and Michelin restaurants and hotels around the world. I have worked in various positions ranging from front of house to kitchens and management.

I started my journey at Colchester Institute, many moons ago and enjoyed it so much that I have now come back to share my passion, experiences, and wealth of knowledge, with the new generation of hospitality students. The quality and support of the teaching staff here at the Colchester Institute is exceptional and a privilege to be a part of.

The best thing about the college is that we have fantastic infrastructure and facilities to enable the trainees to magnify their abilities to the highest levels. Enriching their knowledge, skills, and behaviours whilst utilizing all the advanced resources, exceptional hospitality lecturer knowledge, and equipment in one of most advanced catering colleges the UK has to offer.

I have been a teacher here for 10 years and have enjoyed every minute of my career. I have supported all of my students throughout their careers and still retain great rapport with them all today as they develop their skills for their futures in becoming successful in their chosen fields.



Commis Chef

Level

2

Duration

Typically 12 - 18 months

Levy Cost £9,000

Non-Levy Cost

Fully funded or 5% (£450)

How can a Commis Chef apprentice benefit my business?

A commis chef apprenticeship is a fundamental stepping stone into the world of industrial catering. A commis chef will gain the knowledge, skills and behaviours in all food groups including patisserie. They will bring creativity to your business and encourage new trends.

A commis chef will be working, training, and developing on-site within the business, with one day of college attendance required. They will learn how to prepare and cook a range of menus throughout the seasons and gain experience and confidence working on all sections of the kitchen, allowing them to become adaptable in their specialised areas.

A commis chef apprenticeship is also the development route for a chef to acquire the characteristics and qualities to work towards becoming a sous chef or head chef, committing their loyalty and career to the business and its future.

Who is the Commis Chef apprenticeship for?

This occupation is found in the hospitality industry across a range of sectors including hospitality, aviation and care. Commis chefs may work in different types of organisations and employers such as restaurants, hotels, care homes/hospitals, military establishments, and cruise ships.

The broad purpose of the occupation is to support the kitchen in providing the culinary offer by preparing, cooking and finishing a range of food items whilst rotating around each section of the kitchen. Commis chefs will work as part of a kitchen brigade to ensure the quality of the food items produced meet brand, organisational and legislative requirements including the completion of food safety management documentation.

What will it cost the business to take on an apprentice?

Levy-paying employers in England can use funds in their Apprenticeship Service Account to fund apprenticeship training costs.

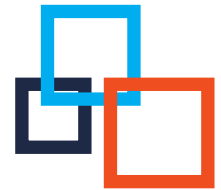
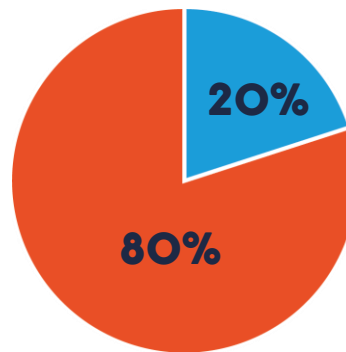
Non-levy paying employers: The government will fund between 95% - 100%* of the cost of training an apprentice.

**This depends on how many people are employed within the company, the age of the apprentice and also if they have been in care or have a Local Authority Education, Health and Care Plan (EHCP).*



How is the '20% off-the-job' training delivered?

	Work-based Activity / Assessment
	Classroom / Self Study



Functional Skills

If your apprentice does not hold a GCSE 4/5 or equivalent in English and maths, they will be required to complete functional skills. Delivery options will be agreed upon before the commencement of the apprenticeship.

End Point Assessment

The EPA tests and validates the knowledge, skills and behaviours that an apprentice has gained during their training and demonstrates the competence of an apprentice in their role. This assessment for the Commis Chef apprenticeship consists of:

- Knowledge test
- Practical assessment with questions
- Professional discussion underpinned by a portfolio of evidence

The Learner Journey

Month 1	Sign-up and induction	Skills scan • Developmental activities • Induction • Learning plan
Months 2 - 6	On programme	Knowledge building activities • Assessor visits to venue on monthly basis • Monthly practical workshops • Classroom- based theory sessions • Progress reviews
Months 7 - 12	On programme	Skill building activities • Work based tasks • Classroom- based theory sessions • Portfolio (recipe log) building • Monthly Practical Workshops • Progress reviews
Months 13 - 16	On programme	Skill building activities • Work based tasks • Portfolio (recipe log) building • Classroom-based theory sessions • Monthly practical workshops • Progress reviews • Mock culinary assessments
Months 17 - 18	Preparation for EPA / EPA	Classroom-based theory sessions • Multiple choice knowledge test • Mock Professional observation in the business • Mock professional discussion underpinned by a portfolio of evidence • EPA Gateway

Progression

On successful completion there are several progression routes for your staff based on your business and their specific job role:

- Chef de Partie Level 3
- Hospitality Supervisor Level 3

Production Chef

Level

2

Duration

Typically 12 - 14 months

Levy Cost £6,000

Non-Levy Cost
Fully funded or 5% (£300)

How can a Production Chef apprentice benefit my business?

Employing a production chef apprentice is a great way to build your team to gain dedication, skills and knowledge tailored to your company's own standards.

Working with chefs at this fundamental level can allow for the retention of professionalism within your team ensuring that all standards are maintained throughout the kitchen.

A production chef apprenticeship is also the development route for a chef to acquire the characteristics and qualities to develop into a commis chef or chef de partie, committing their loyalty and career to your business and its future.

Who is the Production Chef apprenticeship for?

Production chefs work as part of a team in time-bound and often challenging kitchen environments, for example; schools, hospitals, the Armed Forces, care homes and high street casual dining or pub kitchens. They report to the senior production chef or appropriate line manager. Production chefs are likely to work with centrally developed standardised recipes and menus, producing food often in high volumes.

They apply highly methodical organisational skills, energy, accuracy, and attention to detail and are mindful of the importance of sustainability and protecting the environment.

What will it cost the business to take on an apprentice?

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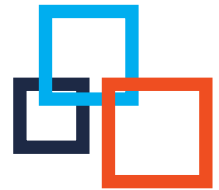
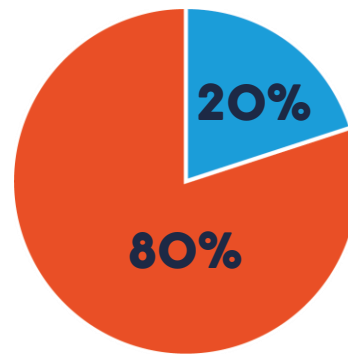
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How is the '20% off-the-job' training delivered?

	Work-based Activity / Assessment
	Classroom / Self Study



Functional Skills

If your apprentice does not hold a GCSE 4/5 or equivalent in English and maths, they will be required to complete functional skills. Delivery options will be agreed upon before the commencement of the apprenticeship.

End Point Assessment

The EPA tests and validates the knowledge, skills and behaviours that an apprentice has gained during their training and demonstrates the competence of an apprentice in their role. This assessment for the Production Chef apprenticeship consists of:

- On-demand test
- Practical observation
- Professional discussion

The Learner Journey

Month 1	Sign-up and induction	Skills scan • Developmental activities • Induction • Learning plan
Months 2-6	On programme	Knowledge building activities • Assessor visits to venue on monthly basis (setting monthly/weekly tasks) • Monthly practical workshops • Classroom-based theory sessions • Progress reviews
Months 7-12	On programme	Skill building activities • Work based tasks • Classroom-based theory sessions • Portfolio (recipe log) building • Monthly Practical Workshops • Progress reviews
Months 13-14	Preparation for EPA / EPA	Completion of recipe portfolios to showcase KSB's • Classroom-based theory sessions • Multiple choice knowledge test • Mock Professional observation in the business • Mock Professional Discussion underpinned by a portfolio of evidence • EPA

Progression

On successful completion there are several progression routes for your staff based on your business and their specific job role:

- Hospitality Supervisor Level 3
- Chef de Partie Level 3

Hospitality Team Member

Level

2

Duration

Typically 12 months

Levy Cost £4,000

Non-Levy Cost
Fully funded or 5%
(£200)

How can a Hospitality Team Member apprentice benefit my business?

By investing in the next generation of hospitality professionals and ensuring they are trained to the highest standards, you will support business growth and deliver service in line with customer expectations. You will develop employees with the skills to; confidently recognise customer needs, match customers with the right products and services and work as part of a team to ensure that every customer, whether they are eating in a restaurant, drinking cocktails in a bar, ordering room service in a hotel or attending a business conference, feel welcomed and looked after.

Your apprentice will gain specialist knowledge, skills and behaviours in the selected area of hospitality that is desired, including; food and beverage services, serving alcoholic beverages, barista, food preparation and production, or banqueting.

Who is the Hospitality Team Member apprenticeship for?

A Hospitality Team Member apprenticeship is designed for anyone aged 16+, who may wish to develop a career in the Hospitality industry in one of the many establishments, such as a: bar, restaurant, café, conference centre, banqueting venue, hotel or contract caterer, cruise liner, private yacht, or the Royal Households.

The role is varied and although hospitality team members tend to specialise in a specific area, they will be given full exposure to gain all the specialist knowledge, skills and behaviours expected by industry specialists.

What will it cost the business to take on an apprentice?

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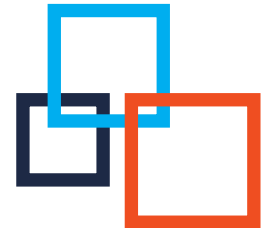
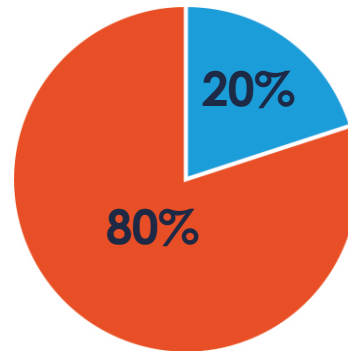
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How is the '20% off-the-job' training delivered?

	Work-based Activity / Assessment
	Self Study



Functional Skills

If your apprentice does not hold a GCSE 4/5 or equivalent in English and maths, they will be required to complete functional skills. Delivery options will be agreed upon before the commencement of the apprenticeship.

End Point Assessment

The EPA tests and validates the knowledge, skills and behaviours that an apprentice has gained during their training and demonstrates the competence of an apprentice in their role. This assessment for the Hospitality Team Member apprenticeship consists of:

- On demand test
- Practical observation
- Business project
- Professional discussion

The Learner Journey

Month 1	Sign-up and induction	Skills scan • Developmental activities • Induction • Learning plan
Months 2 - 6	On programme	Knowledge building activities • Assessor visits to venue on monthly basis (setting monthly/weekly tasks) • Progress reviews
Months 7-12	On programme	Skill building activities • Work based tasks • Portfolio (recipe log) building • Progress reviews
Months 12 -14	EPA	Work based assignment • Multiple choice knowledge test • Professional observation in the business • A professional discussion underpinned by a portfolio of evidence

Progression

On successful completion there are several progression routes for your staff based on your business and their specific job role:

- Hospitality Supervisor Level 3
- Commis Chef Level 2
- Events Assistant Level 3

Hospitality Supervisor

Level

3

Duration

Typically 12 - 18 months

Levy Cost £4,000

Non-Levy Cost
Fully funded or 5% (£200)

How can a Hospitality Supervisor apprentice benefit my business?

A Hospitality Supervisor will gain a wealth of knowledge, skills, and behaviours to support the business in various areas such as; team leading, staff development, execution of appraisals, disciplinaries, financial awareness, budgeting and keeping up to date with trends and customer expectations. They may also oversee compliance, management of policies and legislations, regular communication with staff via briefings and/or formal meetings, setting targets and business standards on a routine basis.

The apprenticeship will build a broad range of knowledge, skills and behaviours and elevate their attention to detail and awareness of how a business runs day to day. Apprentices will build confidence and ensure the customer has a positive experience in every aspect of the business.

Who is the Hospitality Supervisor apprenticeship for?

The Hospitality Supervisor Apprenticeship is designed for those who have progressed from the Level 2 Hospitality team member apprenticeship, or who have a wealth of experience and wish to further their career.

Hospitality supervisors work across a wide variety of businesses including bars, restaurants, cafés, conference centres, banqueting venues, hotels, or contract caterers. They provide vital support to management teams and are capable of independently supervising hospitality services and running shifts. They typically work under pressure delivering fantastic customer service and motivating a team is essential to their role. The majority of supervisors' skills and knowledge are the same, but supervisors may specialise in specific functions or work across a variety of functions which reflect the multi-functional nature of the industry.

What will it cost the business to take on an apprentice?

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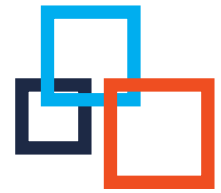
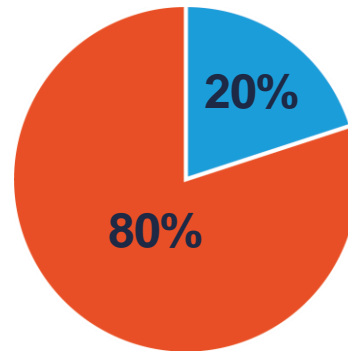
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How is the '20% off-the-job' training delivered?

	Work-based Activity / Assessment
	Self Study



Functional Skills

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End Point Assessment

The EPA tests and validates the knowledge, skills and behaviours that an apprentice has gained during their training and demonstrates the competence of an apprentice in their role. This assessment for the Hospitality Supervisor apprenticeship consists of:

- On demand test
- Practical observation
- Business project
- Professional discussion

The Learner Journey

Month 1	Sign-up and induction	Skills scan • Developmental activities • Induction • Learning plan
Months 2 - 6	On programme	Knowledge building activities • Assessor visits to venue on monthly basis (setting monthly/weekly tasks) • Progress reviews
Months 7-12	On programme	Skill building activities • Work based tasks • Portfolio (recipe log) building • Progress reviews
Months 13 - 16	On programme	Further knowledge building activities • Assessor visits • Simulation of tasks • Observation of practice • Skill building activities • Work based tasks • Portfolio (recipe log) building • Progress reviews
Months 16 - 18	EPA	Work based assignment • Multiple choice knowledge test • Professional observation in the business • A Professional Discussion underpinned by a portfolio of evidence

Progression

On successful completion there are several progression routes for your staff based on your business and their specific job role:

- Degree in Hotel Management
- Manage a business in industry
- Develop and start own business

Events Assistant

Level

3

Duration

Typically 18 months

Levy Cost £9,000

Non-Levy Cost
Fully funded or 5% (£450)

How can an Events Assistant apprentice benefit my business?

An Events Assistant will develop the knowledge and skills to support a team in the organisation of events, carrying out a diverse range of tasks. Events could be for a small number of attendees through to potentially thousands and can be UK based or worldwide. An Events Assistant ensures the smooth running of an event: from employees attending a sales conference; to customers or suppliers attending the launch of a new product; to shareholders gathering at a conference designed to attract new investors.

Who is the Events Assistant apprenticeship for?

An Events Assistant is an entry level position, typically working within a team of people in an events company or within the events department of a larger organisation. The role would usually provide support to a number of Event Planners or Project Managers by carrying out a diverse range of tasks necessary to plan, organise and deliver an event: for example, searching for the right location and venue for the event; working with the design team on the look and feel of the event; or organising logistics like transportation and catering.

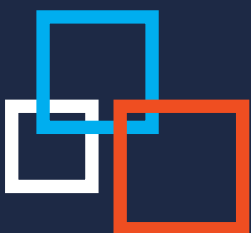
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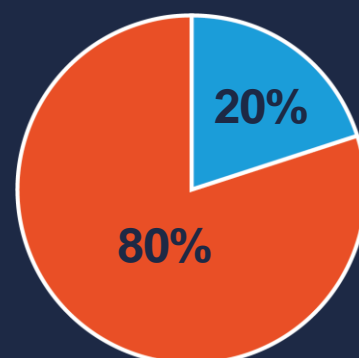
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How is the '20% off-the-job' training delivered?



	Work-based Activity / Assessment
	Classroom / Self Study



Functional Skills

If your apprentice does not hold a GCSE 4/5 or equivalent in English and maths, they will be required to complete functional skills. Delivery options will be agreed upon before the commencement of the apprenticeship.

End Point Assessment

The EPA tests and validates the knowledge, skills and behaviours that an apprentice has gained during their training and demonstrates the competence of an apprentice in their role. This assessment for the Events Assistant apprenticeship consists of:

- Project / practical case study
- A portfolio of evidence
- Professional discussion

The Learner Journey

Month 1	Sign-up and induction	Skills scan • Developmental activities • Induction • Learning plan
Months 2 - 16	On programme	Monthly assessor visits • 1-2-1 coaching and mentoring • Assignments and training delivered and set • Progress and development reviews
Months 17-18	Preparation for EPA / EPA	Mock multiple-choice testing in preparation for EPA • Mock Professional observation • Mock Professional Discussion • EPA

Progression

On successful completion there are several progression routes for your staff based on your business and their specific job role including:

- Events Management - BA (Hons)

Testimonials from apprentices

Events Assistant Apprentice:

"I enjoyed the variety of topics covered within my apprenticeship and was able to use real-life examples in my work"

"I chose to do an apprenticeship as it meant that I was able to work whilst studying as I work best practically. It also meant I could get the relevant experience whilst learning and achieving my recognised qualification"

Production Chef Apprentice:

"Being able to earn whilst learning something I was passionate about really motivated me. My employer was so supportive, as were all college staff."

How do I find out more?

To find out more, please contact our employer engagement team here at Colchester Institute. We can discuss funding options available to help you take on an apprentice with new government incentives now available from April 2024 to allow better support for employers to help fill skills gaps.

We can also discuss the best apprenticeship standard for your organisation and arrange a meeting in person or online with our specialist hospitality lecturers to answer any questions you may have.



01206 712043



employers@colchester.ac.uk

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