

1. CANDIDATE NAME	2. JOB TITLE	3. INDUSTRY EMPLOYMENT (Years/Months)
4. CHEF MENTOR NAME	5. CHEF MENTOR JOB TITLE	6. TYPE OF ESTABLISHMENT
Optional for L3/Chef - Expected for L2/Foundation Chef		e.g. 3* Hotel, Restaurant, Pub, School, Care Home etc.
7. LEARNING PROVIDER (LP) NAME	8. LP CONTACT	9. LP EMAIL ADDRESS
	Tel: Mobile:	
10. NAME & ADDRESS OF CANDIDATE'S WORKPLACE		OFFICE USE
POST CODE		

Firstly, review the AAA Chef Syllabus, which details the skills and attributes expected of a *proven Kitchen & Larder Chef working without supervision*. The three elements of the exam – Practical, Interview, Knowledge - each have a pass mark of 70%.

Secondly, rate your Candidate's current level of ability against the syllabus by entering, under the PRE-TRAINING columns, one number to represent your Candidate's ability against each of the skill areas given, with 1-3 being Poor, 4-6 Fair, 7 Good (i.e. exam-ready), 8 Very Good and 9-10 Excellent. To assist your appraisal use the Ratings Guide on the final page of this document. The Guide gives the same ratings the Chef Examiners will use in the exam. Also rate the job attributes shown in bold (18-22).

This is the only information that you will need to submit, but you should re-do the Skill Scan at a REVIEW date of your choice (e.g. half-way between now and your target exam – see 'Exam Reservation' below). A final Skill Scan should be done just prior to your EXAM CONFIRMATION, which is required four months prior to the target exam. You will be contacted at this point to confirm your Candidate is or will be exam-ready. Once the exam is confirmed you will be notified of the exact date and venue.

NOTE: The Learning Provider and the in-house Chef Mentor (i.e. the Head Chef or the person assigned by the Head Chef to oversee the Candidate's training) are responsible for raising the Candidate to the exam-ready standard. The Learning Provider is to (1) devise the appropriate training programme, collaborating with the Chef Mentor and consulting with the Candidate, (2) undertake agreed elements of the practical training, (3) arrange or support other inputs, for example, from local suppliers or other chefs inside or outside the workplace, (4) conduct the cumulative assessment on all learning units in the Diploma and thereby demonstrate that the Candidate is exam-ready across the board.

Meanwhile the Chef Mentor is to (1) provide general support for the Candidate throughout the training period, (2) ensure where possible that aspects of the syllabus are covered in day-to-day work, (3) undertake specific elements of the training as agreed at the outset.

EXAM RESERVATION

With the three parties concerned – Learning Provider, Chef Mentor and Candidate - having considered the time and work required prior to the AAA Chef exam, circle your choice of month and year for the exam against the following options:

MARCH MAY SEPTEMBER NOVEMBER 2017 2018 2019 2020

BACKGROUND INFORMATION

Please list any formal qualifications your Candidate may hold and when gained:
List results of any competitions your Candidate may have entered or any awards held:
List what you and your Candidate consider to be the latter's job-related strengths:

List what you and your Candidate consider to be the latter's job-related weaknesses:
If your Candidate is dyslexic or if there is any other factor which could affect exam performance, please inform us here:

EMPLOYER'S DECLARATION: I support this programme and will ensure my Candidate is mentored through to its completion –

Name &
 Position.....Signature.....

CANDIDATE'S DECLARATION: I am committed to being fully prepared for my exam -

Signature:.....

MENTOR'S DECLARATION: I am committed to enabling my Candidate to achieve the AAA standard –

Signature.....

LEARNING PROVIDER'S SIGNATURE:Date Scan & Plan Completed.....

Having retained copies, please post this Scan & Plan (without the Ratings Guide on the last page) to:

The British Food Trust (DCC), No. 1 Greenbank, Burleigh, Glos. GL5 2PL

Enquiries: Scott Antony, Development Director. Tel/Fax: 01453 886355. Email: santony@britfood.org.uk

Full information on all aspects of the 'Triple A' is available at: www.aaawards.org.uk

AAA CHEF

Has achieved the professional standard expected of a proven Kitchen & Larder Chef working without supervision.

RATINGS GUIDE - FOR SKILL SCANS OR EXAMS

The listing below is a guide to the different levels of ability and is applicable to both the initial Skill Scan conducted by the Chef Mentor, and also to the marking of the exam conducted by the Chef Examiners.

FAIL **Has not demonstrated the applied ability required to achieve the Award viz:**

Poor 1	Very limited evidence of relevant ability demonstrated
Poor 2	Limited evidence of relevant ability demonstrated
Poor 3	Some evidence of relevant ability indicated but only in parts
Fair 4	Evidence of potential ability shown but in need of further practice
Fair 5	Evidence of ability, acceptable in a minority of components
Fair 6	Evidence of ability, acceptable in a majority of components but insufficient overall

PASS **Has demonstrated the applied ability in both preparation and results that meets the AAA standard viz:**

Good 7	Has amply demonstrated the skills and knowledge to work to the professional standard expected
Very Good 8	Has shown, in addition, the awareness and understanding to ensure this quality of work can be maintained

DISTINCTION **Has shown a level of overall ability that exceeds the standard denoted by this level of the Award viz:**

Excellent 9	Outstanding demonstration in preparation and result
Excellent 10	Outstanding demonstration in preparation and result, with an assurance that convinces this quality can be maintained and developed