

AAA CHEF EXAM: CANDIDATE REGISTRATION & SKILL SCAN

TO BE COMPLETED BY THE CHEF MENTOR IN CONSULTATION WITH THE CANDIDATE. PLEASE WRITE CLEARLY.

1. CANDIDATE'S NAME	2. JOB TITLE	3. INDUSTRY EMPLOYMENT (Years/Months)
4. CHEF MENTOR'S NAME*	5. CHEF MENTOR'S JOB TITLE*	6. TYPE OF ESTABLISHMENT
		e.g. 3* Hotel, Restaurant, Pub, School, Care Home etc.
7. CHEF MENTOR / CANDIDATE CONTACT*	8. CHEF MENTOR'S EMAIL ADDRESS*	9. CANDIDATE'S EMAIL ADDRESS
Tel: Mobile:		
10. NAME & ADDRESS OF CANDIDATE'S WORKPLACE		OFFICE USE
		POST CODE
<p>* The Chef Mentor is the person responsible for the Candidate's training for the exam. If the Candidate has no Mentor and is responsible for his/her own preparation, then boxes 4, 5 & 8 should be left blank and the Candidate's contact numbers given in box 7. N.B. If there is a Mentor, then only give the Mentor's contact numbers.</p>		

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 chosen exam time – 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.

SKILL SCAN		PRE-TRAINING					REVIEW DATE:					AT EXAM CONFIRMATION				
RATING > SKILL AREAS		PR 1-3	FR 4-6	GD 7	VG 8	EX 9-10	PR 1-3	FR 4-6	GD 7	VG 8	EX 9-10	PR 1-3	FR 4-6	GD 7	VG 8	EX 9-10
1.	Prepare & Cook Vegetables															
2.	Stocks Making															
3.	Sauces															
4.	Soup Making															
5.	Pastry Making & Baking															
6.	Rice Cooking															
7.	Prepare & Cook Pasta															
8.	Egg Cookery															
9.	Prepare & Cook Poultry & Game Birds															
10.	Prepare & Cook Meat, Offal & Game															
11.	Prepare & Cook Fish & Seafood															
12.	Pulse & Grain Cooking															
13.	Salad Making															
14.	Sandwich Making															
15.	Fruit Preparation															
16.	Make & Present Desserts															
17.	Vegetarian Cookery															

18. Communication With Others														
19. Punctuality														
20. Working to Deadlines														
21. Teamwork														
22. Managing Your Own Work														

NOTE: The Chef Mentor is the person primarily responsible for the Candidate’s training and preparation for the exam; this may be the Head Chef or a member of staff assigned by the Head Chef. Using the AAA Chef syllabus as a checklist, the Chef Mentor should develop a training plan that will ultimately ensure all aspects of the syllabus have been ratified as exam-ready. The optional Action Plan template accompanying this document is a simple model that can be photocopied as required and then used to log the ground covered and progress made, as illustrated. The Candidate should retain this log, with the Chef Mentor marking off the syllabus as the training unfolds.

Whilst the Chef Mentor will deliver various aspects of the training required, other staff can contribute where they have the relevant expertise or can share the training where they have a need. Training inputs from local suppliers should also be sought. Properly managed, this approach will gradually immerse training in the life of the kitchen and assist team building. Where possible, the Chef Mentor should arrange for unfamiliar dishes to be covered in day-to-day work or on the specials board.

EXAM RESERVATION

With the Head Chef, the Chef Mentor (if other than the Head Chef) and the 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.....Date Scan & Plan Completed.....

Having retained copies, please scan and email to -

jillaaachefs@btinternet.com

Enquiries: Jill Matthews, AAA Manager 07818001503 Email: jillaaachefs@btinternet.com

Full information on 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