

17. Communication With Others															
18. Punctuality															
19. Working to Deadlines															
20. Teamwork															

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 (without the Ratings Guide on the last page) and email to:
jillaaachefs@btinternet.com

Enquiries: Jill Matthews AAA Manager Mob 07818 001503 Email: jillaaachefs@btinternet.com

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

AAA FOUNDATION CHEF

Has achieved the professional standard expected of a capable Kitchen & Larder Chef working under 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