

Apprenticeships in Hospitality and Catering



Serving up success

Apprenticeships are the added ingredient which could help hospitality and catering employers to increase their productivity and profitability.

How we can help

Make the most of hospitality and catering apprenticeships with the help of Derby College. Our vast experience of working with the hospitality sector includes recruiting and training apprentices for vital roles ranging from chefs to bar staff, housekeepers to receptionists, customer service representatives to supervisors.

Benefits for the employer

Apprentices can deliver real returns to your bottom line, filling your skills gaps while boosting your firm's efficiency and competitiveness. As your apprenticeship training partner, Derby College will help you to achieve:

- A more professional, skilled and sustainable workforce for the future
- Increased productivity and improved performance
- Cost-effective recruitment of the right candidate for the job
- Improved staff motivation, satisfaction and engagement
- Lower staff turnover rates
- Flexible training to suit your working schedules.

With an apprentice, you'll be introducing fresh dynamism and ideas – bringing in an ambitious young person who sees their long-term future in the industry. Apprentices are widely regarded as eager, reliable and loyal to their company.

Benefits for the apprentice

As an apprentice, you'll gain the skills to pursue a rewarding career in a profession which offers exciting opportunities in the UK and overseas. You will:

- Earn while you're learning, with paid holidays
- Work for a real employer in a real job with training
- Gain a recognised qualification respected worldwide
- Enjoy excellent career progression opportunities.

Hospitality is a sector where employers are constantly seeking highly skilled, resourceful and versatile staff. It is estimated that some 855,000 managers, chefs, catering assistants, waiting and bar staff will be needed by 2017 to replace those who are leaving or retiring.

The Derby College difference

Apprentices trained by Derby College will:

- Be inspired by industry-experienced teaching staff who have great contacts in the sector
- Benefit from our state-of-the-art facilities which recreate contemporary industry working conditions – including the Engine Shed fine dining restaurant
- Draw on our links with leading employers and our place at the heart of the local hospitality and catering scene
- Gain broader horizons – with the chance of international work placements, competitions and guest talks by leading chefs and hoteliers
- Enjoy clear routes to management programmes.



Since 2010, the number of people completing a hospitality and catering apprenticeship has risen by

DID YOU KNOW? **23%**

Source: People 1st



Intermediate Apprenticeship in Food and Beverage Service

Number of years: **1**

Location: **Workplace**



Course summary

This apprenticeship leads to a highly regarded and nationally recognised professional qualification for learners whose job involves serving food and drink to customers – in outlets ranging from restaurants to bars, coffee shops to cruise ships.

Entry requirements

You will need to be in relevant employment for at least six months and to have a minimum of GCSE grades of D-G in Maths and English. It is essential that you also show a commitment to meeting deadlines.

Course content

Your framework will include the Intermediate Diploma in Food and Beverage Service, a Technical Certificate and Functional Skills in English and Maths at Level 1. You will develop your maths and English skills to support your main programme of study, help your future progression and enhance your life skills.

How will I be assessed?

You will be assessed through a wide range of methods, including practical observation/assessments, online testing, theory sessions and the preparation of a portfolio.

Maths and English will be assessed through a controlled assessment or final exam.

Are there any additional costs or is specialist equipment required?

These will be dependent on your workplace.

What can I do after the course?

Further study

You can progress to a wide range of professional hospitality qualifications, including the Advanced Apprenticeship in Hospitality Supervision and Leadership.

Careers

The course is an excellent starting point to build your career within this rewarding industry – with further training you could rise through the ranks to managerial level.

Intermediate Apprenticeship in Professional Cookery

Number of years: **1**

Location: **Workplace**

Course summary

This apprenticeship enables you to turn your enthusiasm for food and cookery into a rewarding career. You will develop skills and techniques to create a wide range of dishes to high standards, while gaining insights into the career and promotion prospects in the hospitality industry.

Entry requirements

You will need to be in relevant employment for at least six months and to have a minimum of English and Maths GCSEs at grades D-G.

Professional cookery is a demanding job: you should be willing to work in a busy kitchen for long and often anti-social hours.

Course content

Your framework will include the Intermediate Diploma in Professional Cookery, a Technical Certificate and Functional Skills in English and Maths at Level 1. You will develop your maths and English skills to support your main programme of study, help your future progression and enhance your life skills.

How will I be assessed?

You will be assessed through a wide range of methods including practical observation, online testing, assignments and the preparation of a portfolio of evidence.

You will be provided with a dedicated mentor to support and guide you through your qualification.

Maths and English will be assessed through a controlled assessment or final exam.

Are there any additional costs or is specialist equipment required?

You will be required to purchase a kit which contains a selection of chef's knives to enable you to practise your skills at home and in the workplace.

You will also be required to purchase chef's whites and safety shoes.

What can I do after the course?

Further study

You can progress to an advanced apprenticeship at Level 3 – in subjects such as Professional Cookery or Hospitality Supervision and Leadership.

Careers

This course opens up a range of different career pathways within a catering, kitchen or food production environment, with potential promotion to roles such as chef de partie, sous chef or team supervisor.



Intermediate Apprenticeship in Kitchen Services

Number of years: **1**

Location: **Workplace**



Course summary

This course will appeal to anyone working in a role which covers kitchen duties, such as trainee chefs, fast food service assistants, bar and waiting staff, kitchen assistants and kitchen porters. It will help them consolidate their skills while gaining a recognised qualification.

Entry requirements

You will need to be in relevant employment for at least six months and to have a minimum of English and Maths GCSEs at grades D-G.

Course content

Your framework will include the Intermediate Diploma in Kitchen Services, a Technical Certificate and Functional Skills in English and Maths at Level 1. You will develop your maths and English skills to support your main programme of study, help your future progression and enhance your life skills.

How will I be assessed?

You will be assessed against national standards within your workplace, using a combination of observation, written work and external examinations.

Maths and English will be assessed through a controlled assessment or final exam.

Are there any additional costs or is specialist equipment required?

You will be required to wear chef's whites and safety shoes.

What can I do after the course?

Further study

You can progress to a Level 3 diploma or advanced apprenticeship in subjects such as Customer Service or Hospitality Supervision and Leadership.

Careers

You can advance your career in general hospitality roles in bars, restaurants or hotels.

Intermediate Apprenticeship in Front of House Reception

Number of years: 1

Location: **Workplace**

Course summary

You'll develop the wide-ranging skills you need for a reception role, ensuring you deliver a great customer experience for guests – from the initial greeting and dealing with reservations to preparing bills, giving advice and resolving problems.

Entry requirements

You will need to be in relevant employment for at least six months and to have a minimum of GCSE Maths and English at grades D-G. It is essential that you show a commitment to meeting deadlines.

Course content

Your framework will include the Intermediate Diploma in Front of House Reception, a Technical Certificate and Functional Skills in English and Maths at Level 1. You will develop your maths and English skills to support your main programme of study, help your future progression and enhance your life skills.

How will I be assessed?

You will be assessed through a wide range of methods, including practical observation/assessments, online testing, theory sessions and the preparation of a portfolio.

Maths and English will be assessed through a controlled assessment or final exam.

Are there any additional costs or is specialist equipment required?

These will be dependent on your workplace.

What can I do after the course?

Further study

You can consider further professional training, including the Advanced Apprenticeship in Hospitality Supervision which will enhance your leadership and management skills.

Careers

Having gained all-round knowledge of working in a variety of front of house areas, you will have a wider scope for progressing to roles such as head receptionist, front office manager, duty manager and general manager.



We are taking on a wide range of responsibilities and getting real work experience which is great. Having the chance to support learners in the kitchens is also giving us supervisory qualifications and experience which will be invaluable in our future working lives.



Grace Martin

Apprentice chef at Derby College's
Engine Shed Restaurant



Intermediate Apprenticeship in Hospitality Services

Number of years: **1**

Location: **Workplace**



Course summary

This course covers different areas of the hospitality industry – helping you to develop into a versatile and multi-skilled professional, able to turn your hand to a wide range of duties. The variety of units on offer means that your studies can be tailor-made to suit you and your employer.

Entry requirements

You will need to be in relevant employment for at least six months and to have a minimum of GCSE Maths and English at grades D-G. It is essential that you show a commitment to meeting deadlines.

Course content

Your framework will include the Intermediate Diploma in Hospitality Services, a Technical Certificate and Functional Skills in English and Maths at Level 1. You will develop your maths and English skills to support your main programme of study, help your future progression and enhance your life skills.

How will I be assessed?

You will be assessed through a wide range of methods, including practical observation/assessments, online testing, theory sessions and the preparation of a portfolio.

Maths and English will be assessed through a controlled assessment or final exam.

Are there any additional costs or is specialist equipment required?

These will be dependent on your workplace.

What can I do after the course?

Further study

You may decide to progress to the Advanced Apprenticeship in Hospitality and Catering Supervision.

Careers

You'll have the capacity to advance your career in various different branches of the hospitality industry, possibly taking on a more senior role with management responsibilities.

Intermediate Apprenticeship in Housekeeping

Number of years: **1**

Location: **Workplace**

Course summary

If your duties include preparing, cleaning and servicing bedrooms or public rooms, this apprenticeship leads to a recognised professional qualification. It covers all aspects of the housekeeping role and develops skills which are vital to a wide range of establishments from hotels to hospitals.

Entry requirements

You will need to be in relevant employment for at least six months and to have a minimum of GCSE Maths and English at grades D-G. It is essential that you show a commitment to meeting deadlines.

Course content

Your framework will include the Intermediate Diploma in Housekeeping, a Technical Certificate and Functional Skills in English and Maths at Level 1. You will develop your maths and English skills to support your main programme of study, help your future progression and enhance your life skills.

How will I be assessed?

You will be assessed through a wide range of methods, including practical observation/assessments, online testing, theory sessions, and the preparation of a portfolio.

Maths and English will be assessed through a controlled assessment or final exam.

Are there any additional costs or is specialist equipment required?

These will be dependent on your workplace.

What can I do after the course?

Further study

If you are promoted within your job role, you could consider further qualifications in areas such as team leading or hospitality supervision to take your career further.

Careers

You can advance to more senior roles, including supervisory or management positions.



Hospitality employers identified customer service skills as the most important for their business in the next 3-5 years. Management and leadership skills were the second most important.

DID YOU KNOW?



Source: People 1st State of the Nation report, 2013

Intermediate Apprenticeship in Customer Service

Number of years: **1**

Location: **Workplace**



Course summary

The hospitality business is all about customer service, whether providing a friendly welcome, serving food on time or ensuring that a hotel room is ready to use. This course develops your customer service skills to a high professional standard for the hospitality industry.

Entry requirements

You will need to be in relevant employment for at least six months and to have a minimum of Maths and English GCSEs at grades D-G. It is essential that you show a commitment to meeting deadlines.

Course content

Your framework will include the Intermediate Diploma in Customer Service, a Technical Certificate and Functional Skills in English and Maths at Level 1. You will develop your maths and English skills to support your main programme of study, help your future progression and enhance your life skills.

How will I be assessed?

You will be assessed through a wide range of methods, including practical observation/assessments, online testing, theory sessions and the preparation of a portfolio.

Maths and English will be assessed through a controlled assessment or final exam.

Are there any additional costs or is specialist equipment required?

These will be dependent on your workplace.

What can I do after the course?

Further study

You could consider progressing to the Advanced Apprenticeship in Customer Service, the Advanced Apprenticeship in Hospitality and Catering Supervision, or further professional qualifications.

Careers

A customer service qualification is highly valued by employers within the hospitality sector, complements a wide range of roles and is an excellent platform for progression to more senior positions. The skills you gain, however, will be of great value in virtually any industry.

Intermediate Apprenticeship in Food Production and Cooking

Number of years: **1**

Location: **Workplace**



Course summary

You'll gain valuable experience of food preparation and cooking, producing a wide variety of dishes to meet the needs of your organisation. Your exact duties will depend on your employer but you will build an excellent understanding of the basics in catering.

Entry requirements

You will need to be in relevant employment for at least six months and to have a minimum of Maths and English GCSEs at grades D-G. It is essential that you show a commitment to meeting deadlines.

Course content

Your framework will include the Intermediate Diploma in Food Production and Cooking, a Technical Certificate and Functional Skills in English and Maths at Level 1. You will develop your maths and English skills to support your main programme of study, help your future progression and enhance your life skills.

How will I be assessed?

You will be assessed through a wide range of methods, including practical observation/assessments, online testing, theory sessions and the preparation of a portfolio.

Maths and English will be assessed through a controlled assessment or final exam.

Are there any additional costs or is specialist equipment required?

These will be dependent on the workplace.

What can I do after the course?

Further study

You could consider taking your skills to the next level with the Advanced Apprenticeship in Professional Cookery.

Careers

You can use your qualification to progress your career into roles such as chef, chef de partie, sous chef or catering supervisor.

Advanced Apprenticeship in Hospitality and Catering Supervision

Number of years: **1**

Location: **Workplace**

Course summary

This qualification will appeal to anyone working within hospitality who is keen to develop their skills to supervise and manage others. It will help you progress your career and step up to management roles within this vibrant and exciting sector.

Entry requirements

You will need a minimum of English and Maths GCSEs at grades A-C.

You must have opportunities for working in a supervisory capacity within your workplace: several of the units require you to evaluate your performance when supervising staff and for them to evaluate your performance.

Course content

Your framework will include the Advanced Diploma in Hospitality Supervision and Leadership Skills, a Technical Certificate and Functional Skills in English and Maths at Level 1. You will develop your maths and English skills to support your main programme of study, help your future progression and enhance your life skills.

How will I be assessed?

You will be assessed on the job where you will be given a dedicated mentor to support and guide you through your qualification.

Maths and English will be assessed through a controlled assessment or final exam.

Are there any additional costs or is specialist equipment required?

This will be discussed when you enrol.

What can I do after the course?

Further study

You can advance to a degree level qualification to develop your management skills further.

Careers

You will be ready to progress to more senior posts in your career in the hospitality industry.



Jordan Green

Top award is just the starter

Apprentice Jordan Green scooped the Young Chef of the Year title in the Derby Food and Drink Awards – an accolade which he hopes will fast track his career ambitions.

Jordan was among a group of full-time Catering and Hospitality learners who progressed to an apprenticeship with the College's Engine Shed restaurant and training kitchens at the Roundhouse campus.

His apprenticeship opened doors to many exciting opportunities – including a work placement with Derby's award-winning Restaurant Zest. He also took part in a European work experience programme in Denmark, spending five weeks at the Danish Meat Trade College in Roskilde alongside learners from Estonia, Italy and Finland.

“

I really want to be working in fine dining and to learn from the best in the industry. Hopefully winning this award will help me at the start of my career.

”

Experience fine dining in The Engine Shed Restaurant located at the Roundhouse campus. Treat yourself, your friends or your business clients to our distinctive cuisine and impeccable service.



For further information, special offers and bookings, contact us on: **01332 387487**
email: engineshed@derby-college.ac.uk
or visit: www.derby-college.ac.uk/engine-shed

DID YOU KNOW? **35,590** PEOPLE started a hospitality or catering apprenticeship in 2012/13

Source: People 1st

Advanced Apprenticeship in Professional Cookery

Number of years: 1

Location: **Workplace**



Course summary

On this apprenticeship, you will broaden your experience, develop advanced culinary skills in increasingly complex areas, and gain in-depth knowledge of the latest industry practices. You will be trained to a high professional standard to help you achieve your career ambitions.

Entry requirements

You will need a minimum of GCSEs at grades A-C in English and Maths.

You must have opportunities for working in a supervisory capacity within your workplace: several of the units require you to evaluate your performance when supervising staff and for them to evaluate your performance.

Course content

Your framework will include the Advanced Diploma in Professional Cookery, the Certificate in Hospitality and Catering – Professional Cookery, a Technical Certificate and Functional Skills in English and Maths at Level 1. You will develop your maths and English skills to support your main programme of study, help your future progression and enhance your life skills.

How will I be assessed?

You will be assessed on the job where you will be given a dedicated mentor to support and guide you through your qualification.

Maths and English will be assessed through a controlled assessment or final exam.

Are there any additional costs or is specialist equipment required?

This will be discussed when you enrol.

What can I do after the course?

Further study

You can advance to a degree level qualification to develop your skills further.

Careers

You will be ready to progress to more senior posts in your career in the hospitality industry.

**DID
YOU
KNOW?**

83%



*of employers rely on
apprenticeships to provide
the skilled workers they
need for the future*

Source: People 1st Employer Survey 2012



“

*This is a great place to work
and learn – and we are
very proud of the standards
that have been set in the
kitchens and front of house.*

Darryl Leigh Bailey

Apprentice working front of house
at Derby College's Engine Shed Restaurant

”

Apprenticeships fact file

Whether you're an employer looking to upskill your workforce or an individual considering an apprenticeship, Derby College will support you all the way. We deliver apprenticeships in over 40 industrial sectors.

What are apprenticeships?

They are work-based training programmes designed to give young people valuable work experience while earning a wage. Apprentices gain the job-specific skills they need to carry out their role competently and to meet the needs of their employer. They work alongside experienced staff to gain relevant skills on the job and attend College – usually for one day a week – working towards a recognised qualification and improving their Functional Skills.

Who are they for?

They are open to anyone over the age of 16 not already in full-time education – whether just leaving school, starting a fresh career or moving into a different role that requires new skills. Employers can use them to train new and existing employees alike.

How are they developed?

Apprenticeships are designed by the Sector Skills Councils, working with employers to develop course content that is relevant and up to date. The National Apprenticeship Service helps to fund the training.

How long do they take?

Our Intermediate Apprenticeships last 13-25 months and Advanced Apprenticeships last 12-48 months.

Where do they take place?

It is up to the employer. Most or all of the training is on the job in the workplace at times to suit the organisation. Most Derby College apprenticeships include a day a week of College-based learning.

What qualifications do they lead to?

Our apprentices gain a Level 2 or 3 NVQ, Functional Skills, and a Technical Certificate which shows they have industry-recognised skills.

What are Functional Skills?

All apprentices must develop Functional Skills that support them in their job, including Communication and Application of Number. They may also take other Functional Skills such as ICT, Working with Others and Problem Solving. Depending on the apprentice's existing qualifications and experience, they could be exempt from some of these.

What are the apprenticeship levels?

1. Intermediate Apprenticeships (equivalent to five good GCSE passes). The apprentices work towards work-based learning qualifications such as an NVQ Level 2, Functional Skills and, in some cases, a relevant knowledge-based qualification.
2. Advanced Apprenticeships (equivalent to two A-level passes). Advanced apprentices work towards work-based learning qualifications such as an NVQ Level 3, Functional Skills and, in most cases, a relevant knowledge-based certificate. To start this programme, learners should ideally have five GCSEs (grade C or above) or have completed an Intermediate Apprenticeship.
3. Higher Apprenticeships. Higher apprentices work towards work-based learning qualifications such as an NVQ Level 4 and, in some cases, a qualification like a Foundation Degree.

What does the College contribute?

A dedicated College representative works closely with employers to:

- help them decide which apprenticeship is right for them
- explain how apprenticeships might help them and if funding is available
- agree a training plan with the apprentice

- help recruit an apprentice or support existing staff into apprenticeships
- manage the training and evaluation to nationally recognised quality standards.

What does an employer contribute?

As well as a minimum of 30 hours' a week employment, the employer must give the apprentice clear terms and conditions of employment and an induction into their role. Derby College can give advice on such issues. Employers are also responsible for paying apprentices' wages, based on the National Minimum Training Allowance.

Is there help with funding?

Funding towards training is available from the National Apprenticeship Service. The contribution varies depending on the sector and the age of the candidate. If the apprentice is aged 16–18 years, the employer will receive 100% of the training cost; if they are 19-24 years old, they will receive up to 50%; if they are 25 years old or over, any contribution depends on the employer's sector and area. Employers may also be eligible for the National Age Grant of £1,500.

Is there help with recruitment?

Derby College offers a free recruitment service matching the right candidate with the right apprenticeship vacancy. For vacancies daily, see: www.derby-college.ac.uk/apprenticeships

How do I find out more?

Call **0800 028 0289** or visit www.derby-college.ac.uk

Employers can also request our detailed guide to apprenticeships. See www.derby-college.ac.uk/apprenticeships-employers



Roundhouse Campus
Roundhouse Road
Pride Park
Derby
DE24 8JE

The Roundhouse Johnson Building
Locomotive Way
Pride Park
Derby
DE24 8PU

The Roundhouse Hudson Building
Locomotive Way
Pride Park
Derby
DE24 8PU



Joseph Wright Campus
Cathedral Road
Derby
DE1 3PA

Broomfield Hall Campus
Morley
Ilkeston
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DE7 6DN

Ilkeston Campus
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All details contained within this publication were correct at the time of going to print.
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