



**Skilled
Trades**
Ontario

**Métiers
spécialisés**
Ontario

Apprenticeship
Training Standard
Logbook

Cook (415A)
Assistant Cook (415B)

2016

Apprenticeship Training Standard

The Apprenticeship Training Standard or herein after referred to as “Logbook” is a document issued to Apprentices who sign a Registered Training Agreement in the Province of Ontario as an official record of training. It is to be used by the Apprentice and Sponsor/trainer to guide the process of skills development in a particular trade.

Training As An Apprentice

- ✓ Ensure you, your sponsor, and your witness sign a Training Agreement with the Ministry of Labour, Immigration, Training and Skills Development. Once it is registered, you will receive a copy of the registered Training Agreement for your records.
- ✓ Notify the local Service Delivery Office **immediately** if any changes to contact information or training agreement, especially if you change sponsors.
- ✓ Review the Logbook regularly with your trainer and sponsor to discuss your progress, ask questions, seek feedback and have the trainer **sign-off on competencies**
- ✓ Keep an accurate record of the hours you work.
- ✓ Attend classroom training when it is offered.
- ✓ Apply for the financial incentives for which you are eligible.



Completing Your Logbook

- ✓ **Complete the Sponsor Record Form** – A form must be completed for each Sponsor/Trainer used during your apprenticeship.
- ✓ **Confirm Skill Sign-off is Complete**
 - **You and your trainer** sign-off each required skill to confirm that you have demonstrated competency in that skill.
 - Shaded boxes in your Logbook mean the skills are optional and do not have to be confirmed by your trainer or sponsor. However, you are encouraged to complete them as part of your training.
- ✓ **Confirm Skill Set Sign-off is Complete**
 - After you and your trainer have signed-off all the required skills in a skill set, your sponsor signs the signature box on the form in **Appendix C – “Skill Set Completion for Sponsors”** to confirm your completion of all competencies within each skill set.

This document is the property of the apprentice named inside and represents the official record of your training. For information about completing your apprenticeship, see inside of back cover.



Apprentice Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Trade: _____

Training Agreement # (for Compulsory and Non-Compulsory trades):

STO Account No. (for Compulsory trades only):

This document is the property of the Apprentice named herein and represents the official record of their training.

If you have questions about the use of this Logbook or about your Apprenticeship program, contact your local Service Delivery Office (see Appendix D in this book) or the Employment Ontario hotline at: 1-800-387-5656.

Apprenticeship Pathway to a Certificate of Qualification

Phase 1: Registration

Submit Application for Apprenticeship Training through the on-line portal or to local Service Delivery Office

For on-line portal, please follow instructions for registration. You will need to create a *My Ontario* account to access online services.

Training agreement signed and registered by both apprentice and sponsor

Access your Apprenticeship Training Standard Logbook**
skilledtradesontario.ca/about-trades/trades-information

** This is the official record of your training progress. You are responsible for keeping it up-to-date.

Complete on-the-job training

Demonstrate and receive sign-off on the competencies/skills in your Apprenticeship Training Standard Logbook

Complete in-school training

Attend and complete the in-class training set out in the Curriculum Training Standard

Apprentices eligible to apply for apprenticeship incentive grants (Red Seal trades) and loans.

Review and finalize your logbook with your sponsor

Submit proof of apprenticeship completion
via email, in-person or digital portal

Your Apprenticeship Training Standard Logbook details completion requirements. Submit the following:

- completed Apprenticeship Training Standard Logbook with signatures
- proof of hours

Certificate of Apprenticeship is issued

Trades without examination

CofA is the final step of the program

Trades with examination
(compulsory and non-compulsory trades)*

Provisional Certificate of Qualification issued for a 12 month term

To prepare for the CofQ examination download the Provincial and/or Red Seal Exam preparation guides.

Make payment for your Certificate of Qualification examination

Call to make a payment
(647-847-3000 or 1-855-299-0028)

Schedule a date to write your Examination

To schedule your examination, contact your local Service Delivery Office.

Pass Certificate of Qualification examination

Apprentices eligible to apply for Apprenticeship Completion Grant (Red Seal trades) or Apprentice Completion Bonus (non-Red Seal)

Certificate of Qualification is issued

Upon completion, Sponsors may be eligible for Apprenticeship grants, incentives, bonuses or tax credits

Phase 2: Apprenticeship

Phase 3: Certification

* For a list of trades subject to a certification examination, visit: skilledtradesontario.ca

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Please Note: This Standard has been revised to reflect the visual identity of Skilled Trades Ontario (STO) which replaced the Ontario College of Trades on January 1, 2022. The content of this Standard may refer to the former organization; however, all trade specific information or content remains relevant and accurate based on the original date of publishing.

Please refer to STO's website: skilledtradesontario.ca for the most accurate and up to date information. For information about BOSTA and its regulations, please visit [*Building Opportunities in the Skilled Trades Act, 2021 \(BOSTA\)*](#).

Any updates to this publication are available on-line; to download this document in PDF format, please follow the link: [Skilled Trades Ontario.ca](https://skilledtradesontario.ca).

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Maintained with transfer to Skilled Trades Ontario 2016 (V100)

Foreword: Purpose, Terms and Conditions of the registered Training Agreement

Purpose:

- Prior to starting official apprenticeship activities, the apprentice, sponsor and a witness are required to sign a Training Agreement.
- The Training Agreement that you have signed is an important legal document that outlines your responsibilities as an apprentice and the responsibilities of your sponsor.
- Once registered, this training agreement (or contract) marks the start of your formal agreement between the apprentice, the sponsor and the Ministry.
- For compulsory trades, the apprenticeship registration document must be accessible when working.

The Apprentice agrees:

- **To inform the local Service Delivery Office of any change to your contact information or change in sponsor within 7 days;**
- To follow the Sponsor's and Trainer's lawful instructions and make every effort to acquire the skills identified in the Logbook for the Trade which is part of the apprenticeship program established by Skilled Trades Ontario for the trade;
- To obtain written verification from the Sponsor and the Trainer(s) that the requirements in the Logbook for the trade have been met.
- When you receive an "Offer of Classroom Training", confirm your attendance by following the instructions in the offer. Failure to do so may result in losing your opportunity to attend school which delays the completion of your apprenticeship.

The Sponsor agrees:

- To ensure that the Apprentice is provided with the training required as part of the apprenticeship program established by Skilled Trades Ontario for this trade;
- To review the progress of training with the Apprentice, and with the Trainer(s) where the Sponsor and the Trainer are not the same party.
- Release your apprentice from work to attend in-school training without penalty to the apprentice.
- To maintain the journeyperson/apprentice ratio for your trade, if applicable.
- To monitor their apprentice(s) progress
- To ensure that the Trainer(s) verifies, in writing, when each skill identified in the Logbook for the trade has been successfully completed by the Apprentice;
- To contact the Ministry should any changes in your capacity to train, your contact information, or your apprentice's status in the program change.

Trade Specific Resources and Links

| Trade Specific Resource | Link |
|--|--|
| Red Seal Program | red-seal.ca |
| Apprenticeship in Ontario | ontario.ca/page/apprenticeship-ontario |
| Employment Ontario | employmentontario.ca |
| Service Canada | servicecanada.gc.ca |
| <i>Building Opportunities in the Skilled Trades Act, 2021</i> | Building Opportunities in the Skilled Trades Act, 2021, S.O. 2021, c. 28 - Bill 288 (ontario.ca) |
| Ministry of Labour, Immigration, Training and Skills Development | Ministry of Labour, Immigration, Training and Skills Development ontario.ca |
| Exam Preparation Guide | Exam Resources – Skilled Trades Ontario |
| Skills Zone (Ontario Skills Passport) | http://www.skillszone.ca/ |

**Please note, all website addresses are current at time of printing*

Methodology-Standard Development

A standard is developed with a broad group of trade representatives who form the initial working group. This includes subject matter experts/ tradespeople/ instructors and employers from a cross section of the sector/industry, with varying years of work experience in the field. The working group reviews, develops and recommends revision to the content of the standard. Their role also involves harmonizing and updating other supporting content for the product.

An essential part of the standard development is the validation process. This is the opportunity to have a broader representation of the sector provide feedback on the content of draft standard. This process is conducted in various ways and may include sending out a survey or the draft document (or both) directly to the sector. The comments received are reviewed by the working group and revisions are made as required based on a consensus model.

Introduction to the Logbook

This “on-the job” Logbook is the training standard for Cook 415A and Assistant Cook 415B and was developed by Skilled Trades Ontario in consultation with representatives from industry. It identifies all the skills associated with and required to learn the trade.

This Apprenticeship Logbook for Cook (415A) and Assistant Cook (415B) was developed in consultation with representatives from industry and members from the Trade Board.

New skills sets were introduced in this standard: Practice Food Safety, Culinary Trade Practices Demonstrate Culinary Business practices, Prepare grains, seeds, pulses, nuts, soy and wheat- based products and a section on Prepare Garde Manger was reintroduced.

Knowledge and skill in food safety practices are critical competencies for this trade. Culinary Trade Practices are the foundational competencies that an Apprentice needs to demonstrate consistently throughout their apprenticeship. These include preparing a consistent product by reading and interpreting recipes, maintaining tools and kitchen equipment, selecting and handling knives, organizing the order of food production, adjusting recipes to scale, calculating measurement conversions and demonstrating portion control.

The Logbook is divided into skill sets, which are further divided into skills. These skill sets and skills are written in statements that describe what the Apprentice must perform and to what standard, in order to be considered competent in that skill.

The successful performance of these skills is tracked in the Logbook. Once achieved, this skills’ sign-off, along with the completion of in-school program requirements or equivalent, is how the apprenticeship program is completed and apprentices receive a Certificate of Apprenticeship.

The Sponsor/trainer and Apprentice are required to sign-off and date each skill after the Apprentice has demonstrated proficiency in these skills. However, if a skill is shaded, it is optional and does not need to be signed-off, though it has been defined as a part of the scope of practice for the trade.

All practices described in this standard must be performed by the apprentice according to the specific criteria identified. In general, the standard of performance for this trade is to be performed according to all applicable jurisdictional codes and standards and all health and safety standards must be respected and observed.

All skills within the Apprenticeship Training Standard are to be performed, as applicable, according to and in compliance with the following:

- Occupational Health and Safety Legislation and Regulations;
- Other applicable legislation, regulation, codes and standards;
- Industry best practices;
- Company policies and procedures.

The information presented in this standard is, to the best of our knowledge, current at time of printing and is intended for general application. Please refer to the Skilled Trades Ontario website for the most accurate and up-to-date information: skilledtradesontario.ca

Roles and Responsibilities

Under the [Building Opportunities in the Skilled Trades Act, 2021 \(BOSTA\)](#)

Skilled Trades Ontario (STO) is responsible for:

- Establishing and maintaining qualifications;
- Establishing Apprenticeship Programs and other training programs including training Standards, curriculum standards and certifying examinations;
- Issuing certificates for the purposes of this Act such as Certificates of Qualification;
- Maintaining a Public Registry for compulsory trades skilledtradesontario.ca/public-register/;
- Determining whether the experience and qualifications obtained by applicants for a certificate of qualification who do not complete an apprenticeship are equivalent to those received through completing an apprenticeship (Trade Equivalency Assessments)
- Promoting the skilled trades and conducting research.
- Conducting research and evaluate whether a trade should be prescribed as a trade for the purposes of this Act and to make recommendations on these matters to the Minister.

Ministry of Labour, Immigration, Training and Skills Development (MLITSD)

is responsible for:

- Classifying trades as compulsory trades;
- Prescribing scopes of practice for trades;
- Approving which persons may provide in-class training for apprenticeship programs (TDAs);
- Registering Training Agreements;
- Providing those who successfully complete an apprenticeship program with a certificate of apprenticeship (CofA);
- Administering examinations, including certifying examinations;
- Promoting the skilled trades and conducting research;
- Exercising such other powers and perform such other duties and functions as are provided for in this Act or the regulations.

For any matter related to your registered Training Agreement or completing your apprenticeship, you must contact your local Service Delivery Office.

Roles and Responsibilities of the Apprentice

An Apprentice is an individual who has entered into a registered Training Agreement (refer to Foreword: *“Purpose, Terms and Conditions of TA” page 1*) with a Sponsor to receive training in a trade as part of an apprenticeship program established by Skilled Trades Ontario. As an Apprentice, you have certain roles and responsibilities to follow throughout your apprenticeship training:

1. As an Apprentice, you signed the Training Agreement and have entered into a contract with the Ministry of Labour, Immigration, Training and Skills Development and your Sponsor.
2. If you are registered as an Apprentice in a compulsory trade, your name will automatically appear in the Skilled Trades Ontario Public Register.
3. You are responsible for informing the staff at your local Service Delivery Office regarding changes to the following:
 - Your Sponsor’s address;
 - Your name and address; and/or,
 - Your Sponsor, including starting employment with a new Sponsor
4. As an Apprentice, you are responsible for completing skills or skill sets in this Logbook (as detailed in the *“Eligibility for Apprenticeship Program Completion”* section of this document) and ensuring that they are dated and signed by both you and your Trainer.
5. Once you have demonstrated competency in all the mandatory skills and received a sign off on each skill by your sponsor/trainer, you must have the Skill Set Completion Form completed and signed by your current Sponsor.
6. Submit your Logbook to your local Service Delivery Office.
7. Present your Apprentice Completion Form (Please refer to Appendix B), along with your authorized Logbook to your local Service Delivery Office.

Roles and Responsibilities of Sponsors and Trainers

Sponsors are responsible for ensuring all terms are met as per the registered Training Agreement. They are named on the registered Training Agreement as the entity responsible for ensuring Apprentices receive the training required as part of an apprenticeship program. As a signatory to this agreement, they are designated as the 'Signing Authority' for the Apprentice's Skill Set Completion Form and are required to attest to successful achievement by signing the appropriate box at the completion of each skill set. Some sponsors may also act as the Trainer.

A **Trainer** is an individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice.

In compulsory trades, a Trainer must hold a valid Certificate of Qualification and be registered with Skilled Trades Ontario.

In non-compulsory trades, a Trainer is an individual who holds one of the following:

- A Certificate of Qualification;
- A Certificate of Apprenticeship in the trade; or,
- Has completed both the workplace-based training (competencies and/or hours as applicable) and classroom training components of the trade's apprenticeship program; or,
- Has workplace experience equivalent to the apprenticeship program) and has the skills outlined in the Logbook.

Competency means being able to perform to the required standard (please refer to *"Introduction to the Logbook"*). Trainers/Sponsors and Apprentices are required to sign-off and date the skills in the Logbook following each successful acquisition. The Logbook forms a record of this achievement.

The Trainer must provide their signature based on their assessment and professional judgment that the apprentice is competent in the skills described above. The Trainer's signature is not a general warranty or guarantee of the apprentice's future conduct.

Sponsors participating in this training program will be designated as the Signing Authority and are required to attest to successful achievement by signing the appropriate box included at the end of each skill set.

Health and Safety

Safe working procedures and conditions, accident prevention and the preservation of health are of primary importance for apprenticeship programs in Ontario. These responsibilities are shared and require the joint efforts of government, sponsors, employers, supervisors, workers, apprentices and the public to achieve the goal of making Ontario's workplaces safe and healthy.

The [Occupational Health and Safety Act](#) (OHSA) provides us with the legal framework and the tools to do this. It sets out the rights and duties of all parties in the workplace, placing ultimate responsibility on the employer for the health and safety of workers (in this case apprentices) by ensuring procedures, controls, and training are established for dealing with workplace hazards. Therefore, it is imperative that all parties become aware of circumstances that may lead to injury, illness or harm. Safe learning experiences and environments can be created by controlling the variables and behaviours that may contribute to or cause an accident injury or illness.

A sponsor who is not the employer is reminded that the employer has legal responsibilities respecting health and safety over the apprentice who is their worker. The sponsor should encourage safe work habits and adherence to the employer's occupational health and safety requirements for the workplace.

It is generally recognized that a positive attitude about safety in partnership with health and safety competency contributes to an accident-free environment. Everyone will benefit as a result of a healthy attitude towards the prevention of accidents.

Workers and apprentices can be exposed to a multitude of hazards and, therefore, should be familiar with the Occupational Health and Safety Act and regulations.

The Internal Responsibility System:

One of the primary purposes of the Occupational Health and Safety Act (OHSA) is to facilitate a strong Internal Responsibility System (IRS) in the workplace. To this end, the OHSA lays out the duties of employers, supervisors, workers, apprentices, constructors and workplace owners.

Workplace parties' compliance with their respective statutory duties is essential to the establishment of a strong IRS in the workplace.

Simply put, the IRS means that everyone in the workplace has a role to play in keeping workplaces safe and healthy. Workers and apprentices in the workplace who see a health and safety problem such as a hazard or contravention of the OHSA in the workplace have a statutory duty to report the situation to the employer or a supervisor. Employers and supervisors are, in turn, required to address those situations and acquaint workers with any hazard in the work that they do.

The IRS helps support a safe and healthy workplace. In addition to the workplace parties' compliance with their legal duties, the IRS is further supported by well-defined health and safety policies and programs, including the design, control, monitoring and supervision of the work being performed.

Roles and Responsibilities under the Occupational Health and Safety Act

Employer's Responsibilities include but are not limited to the following:

- Instruct, inform and supervise workers and apprentices to protect their health and safety.
- Appoint competent persons as supervisors.
- Inform a worker, apprentice, or a person in authority, about any hazard in the workplace and train them in the handling, storage, use, disposal and transport of any equipment, substances, tools, material, etc.
- Take every precaution reasonable in the circumstances for the protection of a worker/apprentice.
- In workplaces in which more than five workers are regularly employed, prepare and post a written occupational health and safety policy and set up and maintain a program to implement it.
- Prepare and post policies with respect to workplace violence and workplace harassment and develop programs supporting workplace harassment and workplace violence policies.
- Ensure knowledge of applicable legislative, regulatory, codes and standards so requirements to be followed are clear to all workers/apprentices.

Trainer/Supervisor Responsibilities include but are not limited to the following:

- Ensure that a worker or apprentice works in compliance with the Act and regulations.
- Ensure that any equipment, protective device or clothing required by the employer is used or worn by the worker or apprentice.
- Advise a worker/apprentice of any potential or actual health or safety dangers known by the supervisor.
- Take every precaution reasonable in the circumstances for the protection of workers.

Worker/Apprentice Responsibilities include but are not limited to the following:

- Work in compliance with the Act and regulations.
- Use or wear any equipment, protective devices or clothing required by the employer.
- Report to the employer or supervisor any known missing or defective equipment or protective device that may endanger the worker or another worker.
- Report any hazard or contravention of the Act or regulations to the employer or supervisor.
- Not remove or make ineffective any protective device required by the employer or by the regulations.
- Not use or operate any equipment or work in a way that may endanger any worker.

The Three Rights of Workers/Apprentices

The OHSA gives workers and apprentices three important rights:

1. The right to know about hazards in their work and get information, supervision and instruction to protect their health and safety on the job.
2. The right to participate in identifying and solving workplace health and safety problems either through a health and safety representative or a worker member of a joint health and safety committee.
3. The right to refuse work that they believe is dangerous to their health and safety or that of any other worker in the workplace.

Ministry of Labour, Immigration, Training and Skills Development

The Ministry of Labour, Immigration, Training and Skills Development conducts periodic inspections of workplaces to ensure that safety acts and regulations are being followed. Please direct any questions to the Occupational Health and Safety Contact Centre at 1-877-202-0008.

Apprenticeship Program Summary/Guidelines

Scope of Practice

The Scope of Practice for the trade of Assistant Cook and Cook is set out in sections 12 and 34 of Ontario Regulation 875/21 under BOSTA and reads as follows:

Assistant Cook

- 12.** The scope of practice for the trade of assistant cook includes the following:
1. Preparing and assembling complete breakfasts, short order grill, sandwiches, simple salads, simple desserts, vegetables and non-alcoholic beverages.
 2. Carving cooked meats, poultry, fish and game.
 3. Cooking complete breakfasts, short order grill, simple desserts and vegetables.
 4. Having working knowledge of,
 - i. table service,
 - ii. the preparation of soups, sauces, salads and dressings,
 - iii. weights and measures,
 - iv. hygiene,
 - v. equipment handling,
 - vi. sanitation, and
 - vii. safety and equipment.

Cook

- 34.** The scope of practice for the trade of cook includes the following:
1. Preparing and assembling complete breakfasts, short order grill, sandwiches, simple salads, simple desserts, vegetables and non-alcoholic beverages.
 2. Carving cooked meats, poultry, fish and game.
 3. Cooking complete breakfasts, short order grill, simple desserts and vegetables.
 4. Having working knowledge of,
 - i. table service,
 - ii. the preparation of soups, sauces, salads and dressings,
 - iii. weights and measures,
 - iv. hygiene,
 - v. equipment handling,
 - vi. sanitation, and
 - vii. safety and equipment.
 5. Preparing a complete meal, desserts, pastries, salads, salad dressing, hot and cold buffets, baked foods and soups and sauces.
 6. Preparing meat, poultry, fish and game.
 7. Having knowledge of stock control, menu planning, food costing and purchasing.

*While the Logbook draws on the scope of practice regulation (Section 12 and 34 of Ontario Regulation 875/21 under BOSTA). The Logbook does not purport to add to or modify the scope of practice as provided in regulation. *

Program Guidelines

On-the-Job Training Duration

Industry has identified 5,280 hours for a Cook and 2,640 hours for an Assistant Cook Apprentice as the benchmark necessary for any Apprentice to become competent in the skills required. There may be circumstances in which the duration varies from this guideline.

In-Class Training Duration

Industry has identified 720 hours of in-school training as the duration necessary for an Apprentice to complete the in-school curriculum for the 415A Cook program and 360 hours of in-school training for the 415B Assistant Cook program.

Total Training Hours

Cook: 6000 hours

Assistant Cook: 3000 hours

Journeyperson to Apprentice Ratio

Industry Recommended Ratios: While some of the trades regulated under BOSTA are subject to Journeyperson to Apprentice ratios set out in regulation, this trade is not one of them. Instead, **industry has recommended a Journeyperson to Apprentice ratio guideline of 1 Journeyperson (or individual who is deemed equivalent to a journeyperson) to 1 Apprentice** as the ratio necessary for an Apprentice to be properly trained on the job in this program.

Program Requirements

Compulsory and Non-compulsory Classification

Regulations under the *Building Opportunities in the Skilled Trades Act, 2021*, classify each trade as either “compulsory” or non-compulsory.” The trades of Assistant Cook and Cook are non-compulsory.

It is the responsibility of an Apprentice to maintain a training record in the form of a Logbook. The Sponsor and Trainer are required to sign-off when competencies in the trade are achieved.

Skills for Success Summary

Skills for Success are needed in a quickly changing world for work, learning and life. They are foundational for building other skills and important for effective social interaction. Everyone benefits from having these skills as they help individuals get a job, progress at their current job and change jobs. They also help individuals become active members of their community and succeed in learning.

Through extensive research and consultations, the Government of Canada launched the new Skills for Success model renewing the previous Essential Skills framework to better reflect the needs of the current and future labour market.

The occupational specific Essential Skills profiles are available online. These will be updated over time to align with the new Skills for Success model found here: [Skills for Success model](#)

Standard of Performance

Apprenticeship Training Standard Logbook (415A and 415B)

Training units commencing with Demonstrate Safe Working Practices 9211 through to 9226 Prepare sandwiches, hors d'œuvres and canapés inclusive encompass the 415B Assistant Cook portion of this Training Standard. Apprentices who complete only this portion, together with the appropriate in-school training will be issued a Certificate of Apprenticeship in the trade of Assistant Cook.

Cook (415A) Apprenticeship Training Standard Logbook

Apprentices who successfully complete the entire training standard and the appropriate in-school training will be issued a Certificate of Apprenticeship for the trade of Cook and are eligible to write the Red Seal Certification of Qualification Examination for the trade of Cook - the Red Seal title for the trade.

The trade of 415A Cook is part of the Interprovincial Red Seal Program-the national standard for the trade across Canada. The NOA (National Occupational Analysis) is a key document for each Red Seal trade and is the document that the Red Seal examinations are based on. The most recent NOA for Cook was referenced as part of the preparation of this document.

In general, the standard of performance for the trades of Assistant Cook and Cook are to be performed, as applicable, according to and in compliance with the following:

Industry Safety Standards which are based upon:

- Occupational Health and Safety Legislation and Regulations;
- Jurisdictional legislation and regulations, codes and standards (municipal bylaws etc.)
- Company policies and procedures
- All applicable manufacturers specifications and engineering specifications

Training the Apprentice - Tips for Apprentices, Sponsors and Trainers

Tips for Apprentices

Remember, it takes time to learn. The following is a list of additional tips and tools to help make the most of your apprenticeship training:

- Practice safe work procedures early to create good habits;
- Use your Logbook as a journal to keep track of the skills you have achieved;
- Review your training plan with your Training Consultant, Trainer, or Sponsor;
- Discuss your training needs with your Trainer and/or Sponsor;
- Listen to the suggestions of your Trainer;
- Ask your Trainer questions if you are unsure of any skill you need to perform or any tools or equipment you need to use to perform your duties;
- Show enthusiasm and develop good work habits; and,
- Upon demonstration of competency, ensure that you and your Trainer sign-off the individual skills.

To get the most from this mentoring experience, request exposure to the full scope of the trade; meet regularly with your Sponsor/Trainer to discuss your progress, ask questions and seek feedback.

Tips for Sponsors

- Select Trainers with good communication skills and who work well with others;
- Ensure that the Apprentice always works under the direction of or has access to a qualified Trainer;
- Encourage Trainers to take upgrading courses (e.g. Train the Trainer, Mentor, Coach, etc.);
- Set out clear expectations and involve both the Apprentice and Trainer in developing the training plan
- Encourage safe work habits;
- Allow time for the Trainer to train and demonstrate skills to the Apprentice;
- Provide opportunities and time for the Apprentice to learn the trade;
- Ensure that the Apprentice receives the varied on-the-job trade training experience outlined in this document;
- Recognize good performance;
- Observe frequently;
- Provide constructive feedback and conduct regular performance reviews involving the Apprentice and Trainer;
- Use the Logbook as a monitoring tool and a part of regular performance evaluations; and,
- Complete the Skill Set Completion Form once the Apprentice has demonstrated competency in the skills.

- The detailed content listed for each skill is not intended to represent an inclusive list; rather, it is included to illustrate the intended direction for the skill acquisition.

Tips for Trainers

Trainers are responsible for ensuring the Apprentice is developing the skills outlined in this document. Here is a list of tips and tools to help Trainers in their supervision of Apprentices:

- Demonstrate model safe work habits;
- Provide opportunities and time for the Apprentice to learn the trade;
- Treat Apprentices fairly and with respect;
- Review the Logbook with the Apprentice and develop a training plan;
- Set out clear expectations and recognize good performance;
- Expose Apprentices to the full scope of the trade by providing training on the skills outlined in this document;
- Encourage and respond to all questions;
- Be patient;
- Explain, show and demonstrate the skill;
- **Meet regularly with the Apprentice to discuss the apprentice's progress**
- Provide continuous feedback;
- Sign-off skills when your Apprentice demonstrates competency, and,
- Use the Logbook as a guide to evaluate competence in each skill area. By using the Logbook, Trainers will be able to guide the process to and assist Apprentices to develop skills outlined in this document.

The best mentoring experience is when an Apprentice is given as much training/exposure to the full scope of the trade as possible. If this is not possible, help them to determine other ways this may be possible.

Notice of Collection of Personal Information

1. At any time during your apprenticeship training, you may be required to show this Logbook to the local Service Delivery Office. You will be required to submit the signed Apprenticeship Completion form to the Service Delivery Office in order to complete your program. The Service Delivery Office will use your personal information to administer and finance Ontario's apprenticeship training system, including confirming your completion and issuing your Certificate of Apprenticeship.
2. The Service Delivery Office will disclose information about your program completion and your Certificate of Apprenticeship to Skilled Trades Ontario, as it is necessary for Skilled Trades Ontario to carry out its responsibilities.
3. Your personal information is collected, used and disclosed by the Ministry of Labour, Immigration, Training and Skills Development under the authority of the *Building Opportunities in the Skilled Trades Act, 2021 (BOSTA)*.
4. Questions about the collection, use and disclosure of your personal information by the Ministry may be addressed to the:

Manager, Employment Ontario Contact Centre
Ministry of Labour, Immigration, Training and Skills Development
33 Bloor St. E, 2nd floor, Toronto, Ontario M7A 2S3
Toll-free: 1-800-387-5656; Toronto: 416-326-5656
TTY: 1-866-533-6339 or 416-325-4084

List of Trainers

| Trainer's Name (Please Print) | Trainer's Signature | Date of start with Trainer (day/month/year) |
|--|----------------------------|--|
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9211 Demonstrate Safe Working Practices**General Performance Objective**

Demonstrate Safe Working Practices by displaying proficiency in the competencies listed below:

Skills

- 9211.01** **Select, maintain, and wear Personal Protective Equipment (PPE)** to ensure optimum protection of self and others in compliance with *the Occupational Health and Safety Act* and the *Public Health Act*.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

- 9211.02** **Comply with accident prevention rules and regulations** made under the *Occupational Health and Safety Act* and the *Public Health Act*.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9211.03 Store non-food products and hazardous materials by Identifying and labelling and according to manufacturer's specifications and government regulations.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9211.04 Handle and use hazardous materials by adhering to manufacturer's specifications and government regulations.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9211.05 Identify potential hazards in the workplace such as fire, chemical, biological, electric and physical.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

- 9211.06** **Report potential hazards** to supervisor and/or health and safety committee to ensure that potential hazards are identified, eliminated and the information as to what corrective action was taken is recorded.

| | | |
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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9212 **Practice Food Safety Procedures**

General Performance Objective

Practice Food Safety Procedures by demonstrating proficiency in the competencies listed below:

Skills

- 9212.01** **Demonstrate personal hygiene** throughout the duration of work by continual hand washing and maintaining a clean uniform.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

- 9212.02** **Perform workplace hygiene and sanitation** by cleaning and sanitizing surface areas (including counters, tables, work surfaces, tools, utensils, cooking and cooling equipment, dish and pot washing areas), discarding compromised food product, food waste and garbage to prevent growth of micro-organisms, food poisoning, contamination or cross-contamination of products in compliance with the government food safety regulation.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9212.03 **Control temperature during processing and preparation** by using a food thermometer in accordance with government regulation and industry best practices to maintain food at required temperatures for preparing, cooking, holding and reheating.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9212.04 **Conduct cooling procedures** for various types of products (liquids and solids) by using quantity cooling methods such as blast chill, ice bath, refrigeration, within required time in accordance with government food safety regulation.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9212.05 Perform procedures for reheating using various methods such as conduction, radiation, convection and re-thermalization as determined by product type and volume according to government food safety regulation.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9212.06 Adhere to procedures for holding temperatures by using times and temperatures to maintain food quality in accordance with industry best practices and government regulation.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9212.07 Perform food receiving and storage procedures by evaluating product quality and performing first in, first out (FIFO) rotation requirements and safe food storage in accordance with government food safety regulation.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

- 9212.08 Follow Instruction to accommodate recipes for food allergies, sensitivities or intolerances** by determining allergens, food sensitivity or intolerance, reading ingredient list on product packaging, preparing product based on Supervisor/Cook's recommendation and using industry best practices to avoid cross contamination.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

- 9212.09 Take preventative measures to eliminate food borne illness** by following best before dates, monitoring safety notices, food recall bulletins and other food safety information.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9213 Perform Culinary Trade Practices

General Performance Objective

Perform Culinary Trade Practices by demonstrating proficiency in the following competencies:

Skills

- 9213.01 Maintain knives, tools and other kitchen equipment** such as meat slicers, food thermometers by inspecting, cleaning, assembling, calibration, sanitizing and sharpening, honing and storage to ensuring safe handling according to manufacturers' specifications.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

9213.02 **Select and handle knives** using specific cutting techniques in accordance to recipe preparation requirements.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9213.03 **Organize kitchen workplace** by selecting tools, equipment and ingredients and arranging in accordance with style of service and production requirements.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9213.04 Prepare consistent product by reading and interpreting recipes to determine amount, volume, ingredients, method of preparation, presentation and plating specifications.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9213.05 Adjust recipes to scale by calculating and modifying recipe yields according to serving requirements.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9213.06 Calculate measurement conversions such as weight and volume of ingredients between imperial and metric systems to determine ingredient quantities when modifying recipes.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9213.07 Demonstrate portion control by determining serving size using methods such as piece count, weight and volume in accordance to recipe specification.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9213.08 Perform basic inventory control to determine daily and weekly food and supply requirements, by taking physical counts using par levels or preparation sheets, checking shipment to invoices, noting and reporting discrepancies, according to industry best practice.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9214 Prepare Stocks**General Performance Objective**

Prepare Stocks by demonstrating proficiency in the following competencies:

Skills**9214.01 Select ingredients** to ensure quality of stock meets recipe standards.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

9214.02 Prepare ingredients by selecting, washing, peeling, measuring and cutting according to recipe specification.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9214.03 Prepare vegetable stock by cooking ingredients in sequence to ensure uniform cooking and that stock is ready at a specified time.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9214.04 Prepare poultry stock by selecting, mixing and cooking ingredients in sequence to ensure uniform cooking and that stock is ready at a specified time.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9214.05 Prepare beef stock by selecting, mixing and cooking ingredients in sequence to ensure uniform cooking and that stock is ready at a specified time.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9214.06 Prepare broths by selecting, mixing and cooking ingredients in sequence to ensure uniform cooking and that stock is ready at a specified time.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9214.07 **Prepare fish stock** by cooking ingredients in sequence to ensure uniform cooking and that stock is ready at a specified time.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9214.08 **Prepare white stock** by selecting, mixing and cooking ingredients in sequence to ensure uniform cooking and that stock is ready at a specified time.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9214.09 **Prepare brown stock** by selecting, mixing and cooking ingredients in sequence to ensure uniform cooking and that stock is ready at a specified time.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9214.10 **Store stock** by cooling and placing in required container, dating, labelling and rotating in accordance with established culinary techniques and government food safety guidelines.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9215 **Prepare Soups**

General Performance Objective

Prepare Soups by demonstrating proficiency in the following competencies:

Skills

9215.01 **Prepare ingredients** by selecting, washing, peeling, measuring and cutting to ensure quality of soup according to recipe specification.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

9215.02 Prepare clear soups by cooking ingredients in sequence according to recipe to ensure uniform cooking and is ready at a specified time.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9215.03 Prepare cream soups by cooking ingredients in sequence according to recipe to ensure uniform cooking and is ready at a specified time.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9215.04 Prepare consommé soups by cooking ingredients in sequence according to recipe to ensure uniform cooking and that soup is ready at a specified time.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9215.05 Prepare purée soups by cooking ingredients in sequence according to recipe to ensure uniform cooking and is ready at a specified time.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9215.06 Prepare cold soups including a fruit soup, gazpacho and vichyssoise by combining ingredients in sequence according to recipe and ensure that soup is ready at a specified time.

| | | |
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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9215.07 Finish soup by adding flavouring agent or a specific garnish such as Célestine, croutons, Royale and quenelles, according to recipe time and temperature specification to maintain the distinctive quality of garnish and soup.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9215.08 **Store soup** by cooling and placing in required container, dating, labelling and rotating according to food safety practices.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9216 **Prepare Sauces**

General Performance Objective

Prepare Sauces by demonstrating proficiency in the following competencies:

Skills

9216.01 **Prepare Ingredients** by selecting, washing, peeling, measuring and cutting to meet recipe specification.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

9216.02 Prepare thickening agents such as beurre manié, roux and slurry by adding ingredients in sequence to ensure that the result is uniformly cooked and ready for further processing.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9216.03 Prepare a béchamel sauce by adding ingredients in sequence to ensure the sauce is uniformly cooked according to recipe specification.

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|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9216.04 Prepare Espagnole sauce by adding ingredients in sequence to ensure the sauce is uniformly cooked according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9216.05 **Prepare a Hollandaise** sauce by adding ingredients in sequence to ensure the sauce is uniformly cooked according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9216.06 **Prepare a tomato sauce** by adding ingredients in sequence to ensure the sauce is uniformly cooked according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9216.07 **Prepare a velouté sauce** by adding ingredients in sequence to ensure the sauce is uniformly cooked according to recipe specification.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9216.08 Prepare two non-derivative sauces such as the items listed below, by adding ingredients in sequence to ensure the sauce is uniformly cooked according to recipe specification.

- Beurre Blanc
- Peanut
- Thai Sweet Chili Sauce
- Mole
- Barbecue
- Curry

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9216.09 Prepare finishing sauces and flavouring agents such as liaison, cornstarch slurry, glace de viande and reduction by adding ingredients in sequence to ensure the sauce is uniformly cooked according to recipe specification.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9216.10 Finish sauce by adding a liaison, monté au beurre, flavouring agent or appropriate garnish at required time and temperature accordingly to recipe specification.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9216.11 **Store sauce** by cooling and placing in required container, dating, labelling and rotating according to established culinary techniques and food safety practices.

| | | |
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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9217 **Prepare Freshwater and Saltwater Fish and Shellfish**

General Performance Objective

Prepare freshwater and saltwater fish and shellfish by demonstrating proficiency in the following competencies:

Skills

9217.01 **Select freshwater and saltwater fish and shellfish** by identifying and classifying species (shellfish, mollusk, bivalve, crustacean and echinoderm) assessing quality and freshness (colour, appearance, smell, firmness, and live characteristics) according to recipe specification.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

9217.02 **Clean, process and portion** freshwater and saltwater fish (round and flat) and shellfish by scaling, filleting, skinning, shucking, boning, deveining, or de-bearding according to recipe specification.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9217.03 **Prepare freshwater and saltwater fish and shellfish** by salting, marinating and brining according to recipe specification.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9217.04 **Cook freshwater and saltwater fish** by steaming, poaching, grilling, broiling, deep frying and baking according to recipe specification.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9217.05 **Cook shellfish** made to order by grilling and boiling made to order according to recipe specification.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9217.06 **Finish freshwater and saltwater fish and shellfish** by preparing garnish or sauce at specified time and temperature to achieve desired texture taste and appearance according to recipe specification.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9217.07 **Store freshwater and saltwater fish and shellfish** by packing on ice or in perforated containers, rotating, discarding run off liquids and monitoring temperature according to industry best practices.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9218 Prepare Meat and Poultry**General Performance Objective**

Prepare meat and poultry by demonstrating proficiency in the following competencies:

Skills

- 9218.01** **Select and assess quality** and freshness of meat and game meats by reviewing labelling and packaging including classification (type, origin and size), grading and marbling, firmness, colour, smell and texture and fat content to ensure quality of product meets recipe standards.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

- 9218.02** **Select cuts of poultry** including specialty poultry (duck, quail Cornish hen and goose) by reviewing labelling and packaging to determine classification (type, origin and size), grading, firmness, colour, smell, texture and fat content of product according to recipe specifications.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9218.03 Cook meat by moist and dry-heat methods (including sausage and bacon) ensuring that desired texture and result is achieved according to recipe specification.

- broiling
- roasting
- grilling
- sauté
- deep fry
- confit
- steaming
- stewing
- braising

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9218.04 Cook poultry by moist- and dry-heat methods including specialty poultry (duck, quail Cornish hen and goose) ensuring that desired texture and result is achieved according to recipe specification.

- broiling
- roasting
- grilling
- sauté
- poaching
- steaming
- deep fry
- confit
- stewing
- braising

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9218.05 **Determine doneness of meat and poultry** by using various methods such as touch test and using tools such as a temperature probe, after required resting period according to recipe specification.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9218.06 **Carve cooked meat and poultry** according to presentation requirements.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9218.07 **Finish meat and poultry** with garnish or sauce according to recipe specification.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9218.08 **Store meat and poultry** by wrapping, labelling with product name and date and placing in storing according government food safety regulations.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9219 Prepare Fruit, Vegetables, Herbs and Spices**General Performance Objective**

Prepare fruit, vegetables, herbs and spices by demonstrating proficiency in the following competencies:

Skills

- 9219. 01** **Select fruit and vegetables** according to variety and quality by assessing freshness through appearance, firmness, or smell according to recipe requirements and industry best practices.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

- 9219. 02** **Process fruit and vegetables** by cleaning/washing, peeling, breading, battering and blanching according to recipe specification.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9219.03 **Cut or process fruit and vegetables, herbs and spices** to desired shape according to recipe and presentation requirements by using the following methods:

- julienne
- brunoise
- macédoine
- turning
- paysanne
- dicing
- bâton- bâtonnet
- slicing
- mirepoix
- matigon
- spice bag/sachet
- jardinière

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9219.04 **Cook fruit and vegetables by moist and dry-heat methods** according to recipe specification to ensure consistent colour, appearance, aroma, texture and maintain maximum quality.

- boiling
- roasting
- grilling
- deep fry
- confit
- sauté
- steaming
- stewing
- braising
- poaching
- stir fry

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9219.05 **Finish fruit and vegetables with required garnish or sauce** such as monté, gratinée, nappe according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9219.06 **Prepare fruit and vegetables for hot and cold buffet setting** by roasting, grilling, steaming and cooling vegetables, according to recipe specification and government food safety regulations.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9219.07 **Prepare and arrange fruit and vegetable garnishes** by drying, macerating, pureeing, carving, frying and polishing, according to recipe and presentation requirements.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9219.08 Store fruit and vegetables to reduce degradation, flavour loss, prevent sprouting and spoilage by refrigeration, placement in cool dry area, room temperature or freezing according to type of product, industry best practices and government food safety regulations.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9219.09 Select herbs and spices by assessing variety, quality and recognizing freshness by colour, appearance or smell, according to industry best practices.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9219.10 Prepare herbs and spices by washing, sorting, storing and drying (herbs); toasting and grinding (spices), according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9219.11 **Store fresh herbs and spices** by moist- wrapping and covering in accordance with food safety practices.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9220 **Prepare Starches: Potato, Pasta And Rice And Other Starch Varieties**

General Performance Objective

Prepare starches: potato, pasta and rice and other starch varieties by demonstrating proficiency in the following competencies:

Skills

9220.01 **Select potatoes** according to variety, such as new, fingerling and named varieties (Russet, Pontiac, Kennebec, Golden, Yukon) and characteristics (waxy vs mealy) according to recipe requirements and method of preparing.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

9220.02 Process potatoes by washing, cutting, measuring and shaping as required according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9220.03 Cook potatoes by moist- and dry-heat methods such as roasting, steaming, boiling, mashing, baking and deep-frying at predetermined temperature and time to ensure quality and yield, according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9220.04 Prepare cooked potato dishes such as puréed and gratin according to recipe specifications.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9220.05 Select pasta according to variety, grade and recipe requirements.

Examples include:

- fresh
- dry
- strand
- gluten free/rice/corn
- ribbon
- tubular
- stuffed
- shaped

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9220.06 Prepare fresh and dry pasta by boiling, stuffing, bake according to type and recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9220.07 **Select rice** according to variety, grade and recipe requirements.

- long and short grain
- whole grain
- white
- brown
- wild

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9220.08 **Prepare rice** by washing and cooking using boiled, pilaf and risotto methods according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9220.09 **Prepare other starch (farinaceous) varieties** such as couscous, polenta and semolina by cleaning and processing according to recipe requirements.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9221 Prepare Grains, Seeds, Pulses, Nuts, Soy and Wheat-Based Products**General Performance Objective**

Prepare grains, seeds, pulses, nuts, soy and wheat-based products by demonstrating proficiency in the following competencies:

Skills

9221.01 Process grains and seeds by selecting requirements, cleaning/washing, sorting, and mixing using required equipment and tools according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

9221.02 Prepare and finish grains and seeds by blanching, simmering, boiling, steaming, baking or roasting, deep-frying and performing a sensory evaluation to assess doneness according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9221.03 Process pulses and nuts by selecting requirements, cleaning/washing, sorting, soaking and mixing using required equipment and tools according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9221.04 Prepare pulses and nuts blanching, baking, simmering, steaming, roasting, deep- frying or boiling and performing a sensory evaluation to assess doneness, according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9221.05 Process soy and wheat- based proteins by selecting requirements such as tofu, texturized vegetable protein (TVP) and Seitan and cleaning according to variety and recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9221.06 Prepare soy and wheat-based proteins by poaching, stewing, sauté or pan frying according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9221.07 Prepare hot and cold cereal dishes such as oatmeal, granola, grits, congee and parfait according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9222 Prepare Salads and Dressings

General Performance Objective

Prepare salads and dressings by demonstrating proficiency in the following competencies:

Skills

9222.01 Select ingredients by identifying type (leafy, stalks, shoots, tuber), assessing quality and recognizing freshness by colour, appearance, firmness, crispness and selecting variety and size according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

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9222.02 Process and prepare salad ingredients by washing, peeling, chopping, cutting, mixing, spinning, drying, cooking, marinating according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9222.03 Prepare simple salads may include lettuce, leafy greens or sprouts according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9222.04 Prepare compound salads including warm, cold or combination such as those listed below according to recipe specification.

- Warm: Nicoise, grain salad, bean salad or potato salad
- Cold: Waldorf, potato, Caprese, Greek or grain salad

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9222.05 Prepare composed salads including a fish, meat, vegetable and fruit salad according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9222.06 Prepare vinaigrette dressing by emulsification (stabilizing) and mixed (unstabilized) techniques according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9222.07 Prepare a mayonnaise based dressing by combining ingredients, mixing, blending and emulsifying to achieve required texture and consistency according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9222.08 **Finish salad** by preparing required dressing or garnish at specified time and temperature according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9222.09 **Store salads and dressing** by placing in required container refrigerator and rotating according to government food safety regulations.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9223 **Prepare Eggs and Egg-Based Products**

General Performance Objective

Prepare eggs and egg-based products by demonstrating proficiency in the following competencies:

Skills

9223.01 **Select eggs** according to quality, size, grade, type, variety, colour, signs of cracks, smell and firmness according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

9223.02 Prepare fried and scrambled eggs such as sunny side up and over easy according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9223.03 Prepare omelettes such as folded, flat and filled by various methods according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9223.04 Prepare boiled, steamed and poached eggs according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9223.05 Prepare broiled, baked eggs and egg-based products according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9223.06 Prepare egg-based products such as quiche, French toast, crepes, waffles and pancakes by frying and baking according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9223.07 Prepare scotch and devilled eggs according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9223.08 Finish eggs and egg-based products by adding required garnish such as fruit, herbs, powdered sugar according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9223.09 Store eggs and egg-based products according to government food safety regulations.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9224 Prepare Cheese, Dairy and Related Products**General Performance Objective**

Prepare cheese, dairy and related products by demonstrating proficiency in the following competencies:

Skills

9224.01 Select cheese by identifying classifications (type, origin) and quality by smell, appearance and texture such as firm, soft semi-soft, washed rind, bloomy rind, fresh, ripeness and colour.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

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9224.02 Process cheese by cutting, chopping, grating, slicing, dicing, shredding, melting, trimming, measuring and weighing, to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9224.03 Cook cheese by melting, baking, frying and grilling according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9224.04 Assemble and garnish cheese platter by portioning, arranging and using complementary food ingredients that suit offering layout and theme.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9224.05 Process dairy and dairy-related products by using techniques including scalding, souring, curdling, whipping, tempering, measuring and weighing according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9224.06 Store cheese and dairy and dairy-related products by wrapping, labelling, refrigerating and rotating, according and government food safety regulations.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9225 Prepare Batters, Quick Breads, Muffins, Cookies and Pies**General Performance Objective**

Prepare batters, quick breads, muffins, cookies and pies by demonstrating proficiency in the following competencies:

Skills

9225.01 Prepare batters such as choux paste by selecting ingredients, measuring and adding ingredients in sequence and mixing according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

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9225.02 Prepare yeast based dough by measuring and adding ingredients, mixing, kneading and proofing according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9225.03 Prepare quick breads and muffins by interpreting recipe, selecting, measuring and mixing ingredients, preparing dough, assembling and baking according to product and recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9225.04 Prepare cookies using various methods (cream, one-stage and sponge) by interpreting recipe, selecting, measuring and mixing ingredients, preparing dough, shaping cookies (bar, rolled, pressed, cut-out, drop, filled) based on product type, assembling, baking and cooling according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9225.05 Assemble pies and tarts by selecting and mixing ingredients for filling, adding to premade pie/tart shell, sealing, crimping, egg washing and baking according to product and recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9225.06 Plate desserts for presentation by assembling product, piping, applying sauces and dusting to achieve desired appearance.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9225.07 Store baked goods, pastry and desserts in required container or wrapping, according to the food safety guidelines and industry best practices.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9226 Prepare Sandwiches, Hors d'oeuvres, and Canapés

General Performance Objective

Prepare sandwiches, hors d'oeuvres, and canapés by demonstrating proficiency in the following competencies:

Skills

9226.01 Prepare ingredients by slicing, skewering, whipping, mincing, chopping, grinding, kneading, portioning, spreading, wrapping soaking, marinating, boiling, poaching, grilling broiling, and braising at predetermined temperatures and times according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

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9226.02 Prepare and assemble hot and cold sandwiches including such as hamburger, Reuben, Monte Cristo, Western, wraps, pinwheel, deli and open-faced sandwiches by selecting ingredients and preparing filling according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9226.03 Present and finish sandwiches by plating, garnishing, wrapping and holding at required serving temperature according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9226.04 Prepare and assemble hors d'oeuvres and canapés by cooking, baking, broiling, deep-frying and cutting, determining ratio of ingredients and constructing according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9226.05 Present and finish hors d'oeuvres and canapés by plating, garnishing, wrapping and holding at required serving temperature according to recipe specification and government food safety regulation.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9226.06 Store sandwiches, hors d'oeuvres and canapés in required container or wrapping according to food safety regulation.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

Additional Skill Sets for Completion of Cook (415A)

9227 Advanced Preparation of Starches

General Performance Objective

Advanced preparation of starches by demonstrating proficiency in the following competencies:

Skills

9227.01 Prepare advanced cooked potato dishes according to recipe to ensure maximum quality, examples include:

- puréed
- dauphinoise
- duchesse
- gratin
- croquette
- turned
- Anna
- colcannon
- roësti

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

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9227.02 Process dough by portioning, scaling, rolling, forming, resting, proofing, benching and kneading according to formulation.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9227.03 Make and shape pasta dough by mixing ingredients, forming dough and shaping pasta by hand, mill or cutters, according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9227.04 Prepare filling and assemble stuff pasta by selecting ingredients, mixing ingredients to make filling, assemble shaped pasta and fill by hand or according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9227.05 **Prepare gnocchi, noodles and dumplings** according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9228 **Advanced Preparation of Soups and Sauces**

General Performance Objective

Advanced preparation of soups and sauces by demonstrating proficiency in the following competencies:

Skills

9228.01 **Prepare shellfish broth**, by adding ingredients, cooking according to recipe specifications.

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| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

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9228.02 **Prepare specialty soups** such as the soups listed, by cooking ingredients in sequence to according to recipe specifications to ensure the sauce is uniformly cooked.

- Borscht
- Chowder
- Hot and Sour
- Gumbo
- Bisque
- Goulash
- Minestrone
- Mulligatawny
- French Onion

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| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9228.03 **Prepare béchamel sauce derivatives** such as mornay and soubise, by adding ingredients in sequence according to recipe specification to ensure the sauce is uniformly cooked.

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| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9228.04 Prepare Espagnole sauce derivatives such as items listed by adding ingredients in sequence according to recipe specification to ensure the sauce is uniformly cooked.

- Bordelaise
- Robert
- Chasseur
- Glace de viande
- Demi Glace
- Glace de Veaux
- Natural Reduction
- Madeira
- Merchants de vin
- Bigarade

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9228.05 Prepare Hollandaise sauce derivatives such as béarnaise, maltaise, mousseline, foyot, and choron by adding ingredients in sequence to ensure the sauce is uniformly cooked according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9228.06 Prepare tomato sauce derivatives such as Portugaise, Creole, Spanish, by adding ingredients in sequence according to recipe specification to ensure the sauce is uniformly cooked

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9228.07 Prepare velouté sauce derivatives such as white wine, mushroom, suprême, Hungarian, Allemande by adding ingredients in sequence to ensure the sauce is uniformly cooked according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9228.08 Prepare hot and cold gastrique by adding ingredients in sequence to ensure the sauce is uniformly cooked according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9228.09 Prepare cold sauce such as the items listed below, by adding ingredients in sequence to ensure the sauce is uniformly cooked according to recipe specification.

- Pesto
- Cocktail
- Tzatziki
- Ketchup
- Cumberland
- Mustard
- Salsa Verde
- Chimichurri
- Coulis

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9228.10 Preserve fruit and vegetables such as fruit chutneys, jams, salsa, relishes by cooking, dehydrating, freezing, fermenting pickling and irradiating according to recipe specification, industry and government food safety regulations.

- Fruit chutneys
- Jams
- Salsa
- Jellies
- Pickles
- Relish

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9228.11 Prepare marinades and brines by adding ingredients and combining in sequence to ensure the sauce is uniformly cooked according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9229 Advanced Preparation of Seafood, Meat and Game

General Performance Objective

Advanced preparation of seafood, meat and game by demonstrating proficiency in the following competencies:

Skills

9229.01 Cure freshwater and saltwater fish and shellfish by salting, marinating and brining according to recipe specification.

- Stuffing
- Marinating
- Sashimi
- Ceviche
- Hot/Cold Smoking
- Brining
- Salting

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

9229.02 Process and prepare cephalopods and other non-shellfish such as octopus, squid and cuttlefish according to recipe specification.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9229.03 Butcher and fabricate meat and game by various methods for cooking or further processing such as examples listed below, according to recipe specifications and industry standards.

- boning
- tying
- larding
- barding
- brining
- marinating
- grinding
- drying
- seasoning
- stuffing

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9229.04 Butcher and fabricate poultry and game birds for cooking or further processing such as examples listed below according to recipe specifications.

- trussing
- boning
- barding
- smoking
- grinding
- brining
- breasting
- marinating
- battering
- seasoning
- stuffing

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9229.05 Select cuts of variety meats and by reviewing labelling and packaging including classification (type, origin and size), firmness, colour, smell and texture to ensure freshness and quality of product.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9229.06 Butcher and fabricate variety meat for cooking or further processing using methods as listed below, according to recipe specification, established culinary techniques and government food safety regulations.

- removing membrane
- soaking
- cleaning
- curing
- marinating
- brining
- grinding
- trimming

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9229.07 Cook variety meat and game by moist and dry methods including broiling, roasting and grilling ensuring that desired texture and result is achieved according to recipe specification.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9229.08 Determine doneness of variety meat and game by using various methods such as touch test and using tools such as a temperature probe, after required resting period according to recipe specification.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9229.09 **Carve variety meat and game** according to presentation requirements.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9229.10 **Finish variety meat and game** with garnish or sauce according to recipe specification.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9229.11 **Store variety meat and game** by wrapping, labelling with product name and date and placing in storing according government food safety regulations

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9229.12 Prepare Sausage by grinding meat, seasoning, mixing, curing or smoking, preparing casings based on product type, filling casings and portioning according to recipe specifications.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9230 Advanced Baking, Desserts and Chocolate Preparation

General Performance Objective

Advanced baking, desserts and chocolate preparation by demonstrating proficiency in the following competencies:

Skills

9230.01 Prepare creams, mousses, fillings, frozen desserts, icings and toppings such as the examples listed below, by adding required ingredients in sequence, according to recipe specification.

- Crème Anglaise
- Pastry Cream
- Fruit Sauces, Compotes
- Royal and Buttercream Icing
- Chantilly Cream
- Baked Custard
- Frozen desserts such as ice cream, sorbet

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

9230.02 Prepare pies, tarts and flans by interpreting recipe, selecting, measuring and mixing ingredients, preparing dough, preparing filling, assembling using methods such as piping crimping, sealing, washing and baking, according to recipe specification.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9230.03 Prepare cakes and pastry by making or selecting batter or dough as required by product, baking, removing from pan, cooling, cutting, filling and assembling covering or icing, according to recipe specification.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9230.04 Finish baked goods, pastry and desserts by glazing and decorating using required equipment and tools and methods, according to recipe specification.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9230.05 **Select chocolate and ingredients** with consideration to type, grade and percentage of cocoa and quality, according to recipe-to-recipe specification.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9230.06 **Temper dark and white chocolate** by melting, forming, heating, cooling and maintaining temperature ranges as required throughout tempering process, according to recipe specification.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9230.07 **Prepare chocolate and sugar garnish** by cutting, piping, shaving, pulling and molding, according to recipe specification.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9230.08 **Store chocolate** in required container or wrapping, by holding in cool dry environment according to industry best practices.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9231 **Prepare Garde Manger**

General Performance Objective

Prepare garde manger by demonstrating proficiency in the following competencies:

Skills

9231.01 **Prepare pate, terrine, mousse and farce** by selecting and processing ingredients and cook according to recipe specification and set using binding agents.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

9231.02 Form ingredients by using tools and equipment such as sausage presses, meat grinders, terrine moulds, food processors and smokers according to recipe specification.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9231.03 Finish pâtés, terrines, mousse and farce by wrapping, stuffing, baking or steaming and garnish or glaze according to recipe specification.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9231.04 Prepare aspics jellies and glazes by selecting ingredients such as flavouring, gelatin and garnishes and cooking according to recipe specification.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

- 9231.05 Prepare condiment and accompaniment sauces and garnishes** that complement finished product such as mustards, pickled items, emulsions, reduction sauces, purées by selecting, processing and cooking ingredients, according to recipe specification.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

- 9231.06 Assemble charcuterie display** by slicing, piping, portioning, displaying and garnishing with complementary components such as sauce, dips, purées and preserves according to presentation requirements.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

- 9231.07 Assemble cold food displays and presentations** by portioning and arranging using complementary food decorations and equipment such as risers, vessels that suit layout and theme.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9231.08 **Store finished products** by placing in container or wrapping, labelling with product name and date and according to aging and storage procedures according to food safety practices.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9232 **Demonstrate Advanced Culinary Business Practices**

General Performance Objective

Demonstrate advanced culinary business practices by demonstrating proficiency in the following competencies:

Skills

9232.01 **Organize food production** (order and process) based on recipe, preparation time, efficiencies using industry best practices.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

9232.02 Adapt workflow procedures by coordinating work with co-workers, planning, reviewing and modifying tasks on a regular basis to contend with changing priorities and deadlines.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9232.03 Complete documentation such as customer orders, production sheets, inventory, preparation and waste sheets, daily logs, recording temperature tracking and sanitation and delivery sign-offs.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9232.04 Develop menus for individuals and groups by adapting standard recipes for service at breakfasts, lunches and dinners such as a prix fixe meals, daily features or promotional items.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

- 9232.05 Adapt recipes to accommodate food allergies, sensitivities or intolerances** by determining allergens, food sensitivity or intolerance, reading ingredient list on product packaging, modifying standard recipes and preparing product using industry best practices to avoid cross contamination.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

- 9232.06 Participate in cost management** by calculating the cost of item, yield factor and pricing strategy.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

- 9232.07 Demonstrate leadership** by coordinating work with co-workers, participating in departmental meetings, making recommendations for improvement in product development and mentoring and coaching others.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

9232.08 **Participate in continuous learning** to stay current with trade trends by accessing various sources such as e-learning, cookbooks, manuals and recipes, professional associations, trade journals, seminars and culinary competitions.

| | | |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name | *Trainer Signature |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

Definitions

Apprentice

- An individual who, pursuant to a registered Training Agreement, is receiving or is to receive training in a trade that is required as part of an apprenticeship program
- Holds a Training Agreement in either a compulsory or non-compulsory trade;
- Are subject to any ratios that have been set out in regulation and or recommended by industry for their trade(s);
- Remain as an Apprentice until they receive their Certificate of Apprenticeship

BOSTA

Building Opportunities in the Skilled Trades Act, 2021 (BOSTA)

Certificate of Apprenticeship (C of A)

A certificate issued to individuals who have demonstrated that they have completed an apprenticeship program in Ontario.

Certificate of Qualification (C of Q)

A certificate issued to an individual who has completed an apprenticeship or equivalent AND passed the Certificate of Qualification examination.

Competence

The ability of an individual to perform a skill, consistently without assistance, in the workplace as set out in the Logbook.

Competency Analysis Profile (CAP Chart)

A chart that identifies the training needs of an individual trade and details the skills/skill sets that must be demonstrated during an apprenticeship program.

Journeyperson

Journeyperson means an individual who holds a certificate of qualification (in a compulsory or non-compulsory trade) and/or an individual who practices as a journeyperson in a non-compulsory trade who does not hold a certificate of qualification and has equivalent experience in that trade.

Mandatory Skill

Status assigned to unshaded individual skills, skill sets or general performance objectives which must be signed-off for the Apprentice to complete their program.

Optional Skill

Status assigned to shaded individual skills, skills sets or general performance objectives for which sign-off is not required for the Apprentice to complete the program.

Provisional Certificates of Qualification

- A Provisional Certificate of Qualification is issued to an individual who has obtained a Certificate of Apprenticeship (in both compulsory and non-compulsory trades) in a program that has a Certificate of Qualification examination, to which the individual has not yet passed the Certificate of Qualification examination.
- A Provisional Certificate of Qualification shall have the prescribed term or, if no term is prescribed, a term of one year.
- In a compulsory trade, the Provisional Certificate of Qualification allows a person to continue working legally in the trade for up to 12 months while they work to pass the certifying exam.
- Individuals with a Provisional Certificate of Qualification are subject to any ratios that have been set out for their trade(s).

Ratios

For the purpose of an Apprenticeship program, a ratio is the maximum number of Journeypersons to Apprentices. The purpose of ratios is to provide consistent supervision, training and continuity of work.

Red Seal Program

The Interprovincial Standards Red Seal Program (also known as the Red Seal Program) was established more than 50 years ago to provide greater mobility across Canada for skilled workers and represents a standard of excellence for industry. Through the program, individuals are able to obtain a Red Seal endorsement on their provincial/territorial certificates by achieving 70% or higher on an interprovincial Red Seal examination.

The Interprovincial Standards Red Seal Program acknowledges their competence and ensures recognition of their certification throughout Canada without further examination. There are currently over 50 Red Seal designated trades. **The Red Seal Program is recognized as the interprovincial *standard of excellence* in the skilled trades.** The Interprovincial Standards Red Seal Program is a partnership between the Government of Canada, the Provinces, the Territories and various stakeholders.

Sign-off

Signature of the Sponsor of record, or an individual to whom that Sponsor has delegated signing authority, (e.g. Trainer) indicating an Apprentice's demonstration of competence.

Skill

Individual competency/task described in the Logbook.

Skill Sets

Group or selection of individual skills found in the Logbook.

Skill Set Completion for Sponsors

Listing for all skill sets and includes space for sign-off by Sponsor of record.

Sponsor

Means a person that has entered into a registered Training Agreement under which the person is required to ensure that an individual is provided with workplace-based training in a trade as part of an apprenticeship program.

Sponsor of Record

Refers to the Sponsor documented as being signatory to the registered Training Agreement or Contract of Apprenticeship. In order for a Sponsor to be considered for the training of Apprentices, they must identify that the workplace has qualified persons or the equivalent on site, and can identify that the workplace has the tools, equipment, materials, and processes which have been identified by the Industry representatives for the trade.

Trainer

An individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice. For a compulsory trade, a qualified Trainer is an individual who holds a Certificate of Qualification. In a non-compulsory trade, a Trainer is an individual who either holds a CofQ, CofA, or is considered equivalent.

Ready to Write Your Exam?

Many of the skilled trades in Ontario have a final certification examination that you must pass to become certified in your trade. Passing the examination gives you the right to hold yourself out as a Journeyperson and receive a Certificate of Qualification in your trade.

There are two types of trade certification examinations in Ontario:

1. Provincial (Ontario) examinations - which lead to a Certificate of Qualification.
2. Red Seal examinations – which lead to a Certificate of Qualification with an Interprovincial Red Seal endorsement.

If a trade is designated as Red Seal in Ontario, you will be writing the Red Seal examination. To access the Red Seal preparation guide please visit: red-seal.ca

Ontario's Exam Preparation Guide

[Exam Resources – Skilled Trades Ontario](#)

Basic Examination Details for You to Know

- You will have **up to four hours to write your examination.**
- Accommodations must be requested and approved prior to scheduling your examination.
- You can leave the examination centre if you complete the examination in less than four hours.
- Exam questions are multiple choice with four options from which you must choose the correct answer. Your examination may have between 90 and 150 multiple choice questions.
- You need a mark of 70% to pass.

Scheduling Your Examination

The examination scheduling process is currently outlined in detail on the Skilled Trades Ontario website: [Exam Scheduling – Skilled Trades Ontario](#)

Remember these 3 basic steps:

1. Confirm your eligibility to write the examination with Skilled Trades Ontario.
2. Contact Client Services at Skilled Trades Ontario to pay your examination fee.
3. Contact the local Service Delivery Office to schedule your examination in their examination centre: <https://www.ontario.ca/page/employment-ontario-apprenticeship-offices>

Instructions for Recording a Change in Sponsor

1. Record your first sponsor's information in Sponsor Record #1 – this would be the sponsor who has signed your initial apprenticeship Training Agreement for this trade.
2. If you do change sponsors prior to completing this apprenticeship, please contact your local Service Delivery Office immediately to update your sponsor record.
3. Please make sure you record all the information regarding any additional sponsors of record towards your apprenticeship using the Sponsor Records on the following pages (if applicable).

You must fill out a Change of Sponsor Record each time you change your sponsor.

Sponsor Record #1

| Sponsor Information | | |
|----------------------|--|-----------------|
| Apprentice Name | | |
| Training Agreement # | | Date (mm/dd/yy) |
| Sponsor Name | | |
| Address | | |
| Telephone | | |
| E-mail Address | | |

| Summary of Training | |
|--|--|
| Employment Start Date | |
| Employment End Date | |
| Total hours of training & instruction between dates of employment. | |
| Skill Sets Completed | |

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Change of Sponsor Record #2

| Sponsor Information | | |
|----------------------|--|-----------------|
| Apprentice Name | | |
| Training Agreement # | | Date (mm/dd/yy) |
| Sponsor Name | | |
| Address | | |
| Telephone | | |
| E-mail Address | | |

| Summary of Training | |
|--|--|
| Employment Start Date | |
| Employment End Date | |
| Total hours of training & instruction between dates of employment. | |
| Skill Sets Completed | |

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Change of Sponsor Record #3

| Sponsor Information | | |
|----------------------|--|-----------------|
| Apprentice Name | | |
| Training Agreement # | | Date (mm/dd/yy) |
| Sponsor Name | | |
| Address | | |
| Telephone | | |
| E-mail Address | | |

| Summary of Training | |
|--|--|
| Employment Start Date | |
| Employment End Date | |
| Total hours of training & instruction between dates of employment. | |
| Skill Sets Completed | |

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Change of Sponsor Record #4

| Sponsor Information | | |
|----------------------|--|-----------------|
| Apprentice Name | | |
| Training Agreement # | | Date (mm/dd/yy) |
| Sponsor Name | | |
| Address | | |
| Telephone | | |
| E-mail Address | | |

| Summary of Training | |
|--|--|
| Employment Start Date | |
| Employment End Date | |
| Total hours of training & instruction between dates of employment. | |
| Skill Sets Completed | |

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Appendix A — Instructions for Apprenticeship Program Completion

Once an Apprentice has completed all the classroom training and benchmark on-the-job hours specified for the trade and has acquired all the mandatory skills included in this Logbook.

The Apprentice and the Sponsor complete the Apprentice Completion Form and the Skill Set Completion for Sponsors Form located on the following pages.

1. They sign the forms and submit them to their local Service Delivery Office. To find the closest office, check the contact information at ontario.ca/page/employment-ontario-apprenticeship-offices or call the *Employment Ontario* toll free number at (1-800-387-5656).
2. For All Trades: All mandatory skills (or the combination indicated in the completion requirements for the trade) in the Logbook must be signed-off. The recommended hours are a benchmark. If the Sponsor is completing the Apprentice before the industry recommended training hours are done, staff may request further information regarding the Apprentice's on-the-job training. An example of a request would be a letter from the Sponsor confirming the Apprentice worked for some time in the trade before the initial Training Agreement was registered, thereby acquiring some skills beforehand.

If Apprentices are submitting the completion request form and supporting documentation to their local Service Delivery Office by mail, fax, or email (as a scanned document), they should not include their Logbook; if they are presenting this form in person at the local Service Delivery Office, they should bring their Logbook with them.

After staff verifies all the information in the completion request, they may contact either the Apprentice or the Sponsor for further information or documentation. Once the completion has been confirmed, the local Service Delivery Office will issue a Certificate of Apprenticeship to the Apprentice.

Skilled Trades Ontario will receive notification of this completion.

- If the Apprentice has completed a program in a **compulsory trade**, Skilled Trades Ontario will automatically register the Apprentice for a Provisional Certificate of Qualification to continue to work legally for one year while preparing for the certification examination.
- If an Apprentice completes their apprenticeship in a **non-compulsory trade** and there is a Certificate of Qualification exam, they must write and pass the exam to receive a Certificate of Qualification from Skilled Trades Ontario.

For permission to schedule an exam once completion is confirmed, the individual must first contact the Skilled Trades Ontario Client Services Department at 647-847-3000 or toll free at 1-855-299-0028 to pay the certification examination fee. Once you have paid your exam fee with Skilled Trades Ontario, book your exam by contacting your nearest Employment Ontario local Service Delivery Office.

Appendix B — Apprentice Completion Form

Please fill out both sides of this form, including the Skill Set Completion for Sponsors (see back of form). Once both sides are completed, submit the form to your local Service Delivery Office (find contact information at ontario.ca/page/employment-ontario-apprenticeship-offices or by calling Employment Ontario at (1-800-387-5656).

| Apprentice Information | |
|--------------------------------|--|
| Name (print) | |
| Client ID # Issued by Ministry | |
| Telephone Number(s) | |

| Sponsor Information | |
|--|--|
| Legal Name | |
| Address | |
| Telephone Number(s) | |
| Sponsor's Signing Authority (<i>print name</i>) | |
| E-mail Address | |

| Program Information | |
|---|---|
| Trade Name | |
| Number of hours required as per Training Agreement (<i>hours-based trades only</i>) | |
| Hours completed? (<i>documentation attached</i>) | Yes () No () Not applicable () |
| Classroom training completed or exempt? | Yes () No () Not applicable () |

I hereby confirm that the information submitted on both sides of this form is true and accurate.

X _____
Apprentice's Signature Date

X _____
Signature of Sponsor's Signing Authority Date

Appendix C — Skill Set Completion for Sponsors

You will find the skill set numbers and titles in the Logbook's Table of Contents. By signing off each skill set in the table below, you are providing final confirmation, as the Apprentice's Sponsor, that the Apprentice has demonstrated competency in all the mandatory skills included in the skill set.

| Skill Set # | Skill Set Title | Signing Authority Signature |
|---|---|-----------------------------|
| Foundational Skills (415A & 415B) | | |
| 9211 | Demonstrate Safe Working Practices | |
| 9212 | Practice Food Safety Procedures | |
| 9213 | Perform Culinary Trade Practices | |
| 9214 | Prepare Stocks | |
| 9215 | Prepare Soups | |
| 9216 | Prepare Sauces | |
| 9217 | Prepare Fresh and Salt Water Fish and Shellfish | |
| 9218 | Prepare Meat and Poultry | |
| 9219 | Prepare Fruit, Vegetables, Herbs and Spices | |
| 9220 | Prepare Starches: Potato, Pasta, Rice and Other Starch Varieties | |
| 9221 | Prepare Grains, Seeds, Pulses, Nuts, Soy and Wheat-Based Products | |
| 9222 | Prepare Salads and Dressing | |
| 9223 | Prepare Egg and Egg-Based Products | |
| 9224 | Prepare Cheese, Dairy and Related Products | |
| 9225 | Prepare Batters, Quick Breads, Muffins, Cookies and Pies | |
| 9226 | Prepare Sandwiches, Hors d'œuvres and Canapés | |
| Advanced Skills 415a | | |
| 9227 | Advanced Preparation of Starches | |
| 9228 | Advanced Preparation of Soups and Sauces | |
| 9229 | Advanced Preparation of Seafood, Meat and Game | |
| 9230 | Advanced Baking, Desserts and Chocolate Preparation | |
| 9231 | Prepare Garde Manger | |
| 9232 | Demonstrate Culinary Business Practices | |

Ministry of Labour, Immigration, Training and Skills Development use only:

Sponsor verified as most recent sponsor of record: Yes () No ()

Documentation to support completion of hours attached: Yes () No ()

Completion of classroom training verified: Yes () No ()

Staff Name _____ Signature _____

Date _____

Appendix D — Local Service Delivery Offices in Ontario

For current office listings visit: ontario.ca/page/employment-Ontario-apprenticeship-offices

| Location | Contact | Location | Contact |
|---|---|---|---|
| Barrie 705-737-1431 | 55 Cedar Pointe Dr Unit 609, Barrie, ON L4N 5R7 | Marathon 807-346-1550 | 52 Peninsula Road, Suite 103 Marathon, Ontario, P0T 2E0 |
| Belleville 613-968-5558 1-800-953-6885 | 135 North Front St, Belleville, ON K8P 3B5 | Markham 905-513-2695 | 140 Allstate Parkway, Suite 505, Markham, Ontario L3R 5Y8 |
| Brantford 519-756-5197 | 505 Park Rd North Suite 201, Brantford, ON N3R 7K8 | North Bay 705-495-8515 1-800-236-0744 | 200 First Ave West, North Bay, ON P1B 3B9 |
| Chatham 519-354-2766 1-800-214-8284 | 870 Richmond St West 1st Floor, Chatham, ON N7M 5J5 | Ottawa 613-731-7100 1-877-221-1220 | Preston Square, 347 Preston Street, Suite 310, Ottawa, ON K1S 3H8 |
| Cornwall 613-938-9702 1-877-668-6604 | 132 Second St East Ste 202, Cornwall, ON K6H 1Y4 | Owen Sound 519-376-5790 1-800-838-9468 | 1450 1st Ave West, Suite 100, Owen Sound, ON N4K 6W2 |
| Dryden 807-456-2665 1-800-734-9572 | Provincial Government Building, 479 Government St, Dryden, ON P8N 3K9 | Peel 905-279-7333 1-800-736-5520 | The Emerald Centre, 10 Kingsbridge Garden Circle, Suite 404, Mississauga, ON L5R 3K6 |
| Durham 905-433-0595 1-800-461-4608 | 78 Richmond Street West, Oshawa, ON L1G 1E1 | Pembroke 613-735-3911 1-800-807-0227 | 615 Pembroke St East, Pembroke, ON K8A 3L7 |
| Elliot Lake 1-800-236-8817 | 50 Hillside Dr North, Elliot Lake, ON P5A 1X4 | Peterborough 705-745-1918 1-877-433-6555 | 901 Lansdowne St West, Peterborough, ON K9J 1Z5 |
| Fort Frances 807-274-8634 | 922 Scott St 2nd Flr, Fort Frances, ON P9A 1J4 | Sarnia 519-542-7705 1-800-363-8453 | Bayside Mall, 150 Christina St North, Sarnia, ON N7T 7W5 |
| Geraldton 807-854-1966 | 208 Beamish Avenue West Geraldton, Ontario P0T 1M0 | Sault Ste. Marie 705-945-6815 1-800-236-8817 | 477 Queen St East 4th Flr, Sault Ste Marie, ON P6A 1Z5 |
| Halton 905-842-5105 1-844-901-5105 | 700 Dorval Dr., Suite 201, Oakville, ON L6K 3V3 | St Catharines 905-704-2991 1-800-263-4475 | Garden City Tower, 301 St Paul St East, 10th Flr, St Catharines, ON L2R 7R4 |
| Hamilton 905-521-7764 1-800-668-4479 | Ellen Fairclough Bldg, 119 King St West 8th Flr, Hamilton, ON L8P 4Y7 | Sudbury 705-564-3030 1-800-603-5999 | 159 Cedar St Ste 506, Sudbury, ON P3E 6A5 |
| Kapuskasing 705-465-5785 705-235-1950 | Ontario Government Complex, 122 Government Rd West, Kapuskasing, ON P5N 2X8 | Thunder Bay 807-346-1550 1-800-439-5493 | 189 Red River Rd Suite 103, Thunder Bay, ON P7B 1A2 |
| Kenora 807-468-2879 1-800-734-9572 | 227 1/2 Second St South, Kenora, ON P9N 1G4 | Timmins 705-235-1950 1-877-275-5139 | Ontario Government Complex, 5520 Highway 101 East Wing B, South Porcupine, ON P0N 1H0 |
| Kingston 613-548-1151 1-866-973-4043 | Alliance Business Centre, 299 Concession St Ste 201, Kingston, ON K7K 2B9 | Toronto Centre 416-927-7366 1-800-387-5656 | 2 St Clair West, 11 th floor Toronto, ON M4A 1L5 |
| Kitchener 519-653-5758 1-866-877-0099 | 4275 King St East, Kitchener, ON N2P 2E9 | Toronto South 416-326-5800 | 625 Church St 1st Fl, Toronto, ON M7A 2B5 |
| London 519-675-7788 1-800-265-1050 | 1200 Commissioners Rd E, Unit 72, London, ON N5Z 4R3 | Windsor 519-973-1441 | Roundhouse Centre, 3155 Howard Ave 2nd Fl, Suite 200, Windsor, ON N8X 4Y8 |

Competency Analysis Profile (CAP) Chart

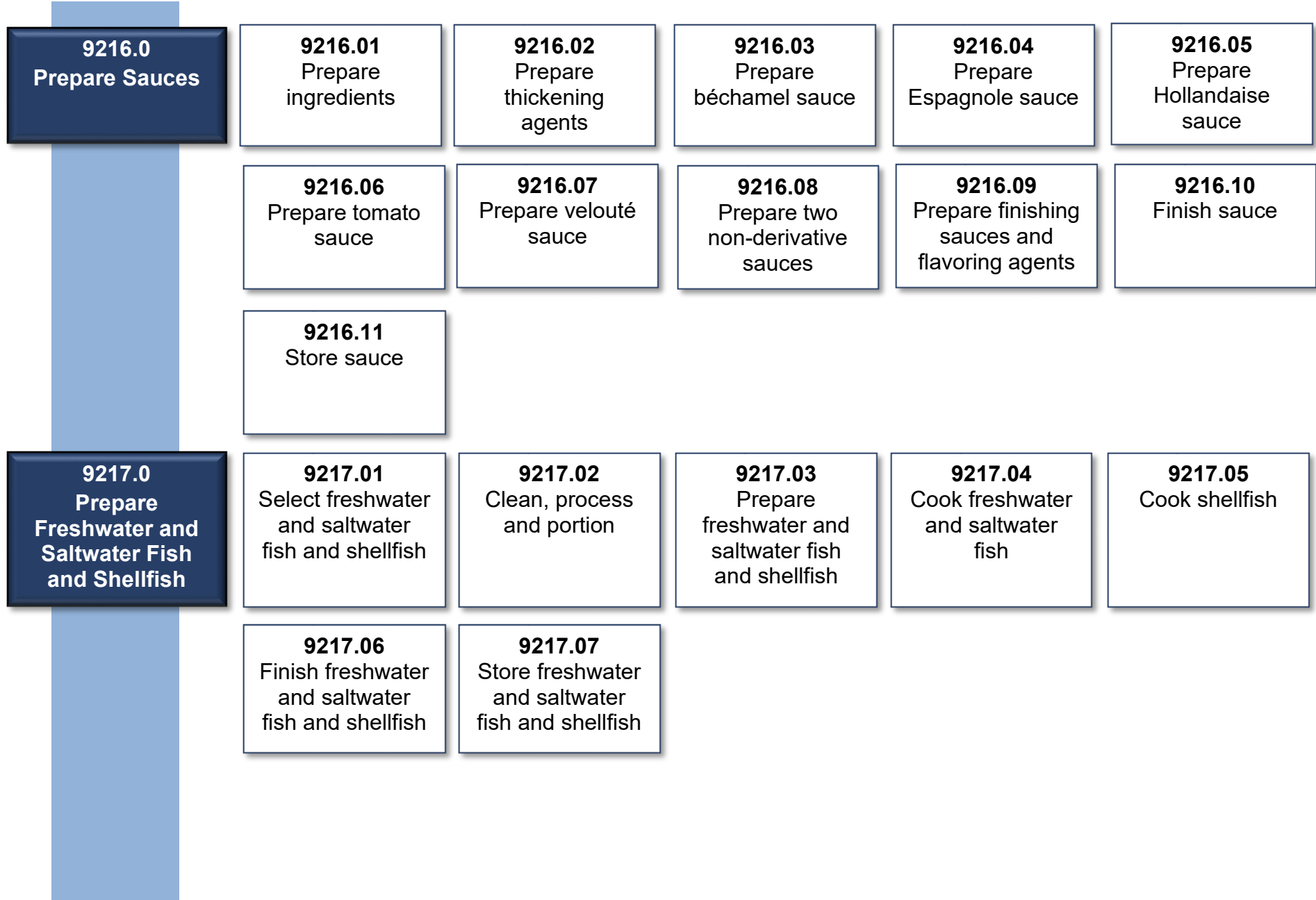
Foundational Skills

| | | | | | |
|---|---|---|--|--|--|
| 9211.0 Demonstrate Safe Working Practices | 9211.01 Select, maintain, and wear Personal Protective Equipment (PPE) | 9211.02 Comply with accident prevention rules and regulations | 9211.03 Store non-food products and hazardous materials | 9211.04 Handle and use hazardous materials | 9211.05 Identify potential hazards |
| | 9211.06 Report potential hazards to supervisor or Health and Safety Committee | | | | |
| 9212.0 Practice Food Safety | 9212.01 Demonstrate personal hygiene | 9212.02 Perform workplace hygiene and sanitation | 9212.03 Control temperature during processing and preparation | 9212.04 Conduct cooling procedures | 9212.05 Perform procedures for reheating |
| | 9212.06 Adhere to holding temperatures | 9212.07 Perform food receiving and storage procedures | 9212.08 Follow instructions to accommodate food allergies, sensitivities or intolerances | 9212.09 Take preventative measures to eliminate food borne illness | |
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Competency Analysis Profile: Cook (415A) / Assistant Cook (415B) *(all unshaded skill sets must be completed)*

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|--|--|---|---|--|---|
| 9213.0 Perform Culinary Trade Practices | 9213.01 Maintain knives, tools and other kitchen equipment | 9213.02 Select and handle knives | 9213.03 Organize kitchen workplace | 9213.04 Prepare consistent product | 9213.05 Adjust recipes to scale |
| | 9213.06 Calculate measurement conversions | 9213.07 Demonstrate portion control | 9213.08 Perform basic inventory control | | |
| | 9214.01 Select ingredients | 9214.02 Prepare ingredients | 9214.03 Prepare vegetable stock | 9214.04 Prepare poultry stock | 9214.05 Prepare beef stock |
| | 9214.06 Prepare broth | 9214.07 Prepare fish stock | 9214.08 Prepare white stock | 9214.09 Prepare brown stock | 9214.10 Store stock |
| | 9215.01 Prepare ingredients | 9215.02 Prepare clear soups | 9215.03 Prepare cream soups | 9215.04 Prepare consommé soups | 9215.05 Prepare purée soups |
| | 9215.06 Prepare cold soups | 9215.07 Finish soup | 9215.08 Store soup | | |

Competency Analysis Profile: Cook (415A) / Assistant Cook (415B) *(all unshaded skill sets must be completed)*



Competency Analysis Profile: Cook (415A) / Assistant Cook (415B) *(all unshaded skill sets must be completed)*

| | | | | | |
|---|--|---|--|--|--|
| 9218.0 Prepare Meat and Poultry | 9218.01 Select and assess quality | 9218.02 Select cuts of poultry | 9218.03 Cook meat by moist- and dry-heat methods | 9218.04 Cook poultry by moist- and dry-heat methods | 9218.05 Determine doneness by various methods |
| | 9218.06 Carve cooked meat and poultry | 9218.07 Finish meat and poultry | 9218.08 Store meat and poultry | | |
| | | | | | |
| 9219.0 Prepare Fruit, Vegetables, Herbs and Spices | 9219.01 Select fruit and vegetables | 9219.02 Process fruit and vegetables | 9219.03 Cut fruit and vegetables | 9219.04 Cook fruit and vegetables by moist- and dry-heat methods | 9219.05 Finish fruit and vegetables with required garnish or sauce |
| | 9219.06 Prepare fruit and vegetables for hot and cold buffet setting | 9219.07 Prepare and arrange fruit and vegetable garnishes | 9219.08 Store fruit and vegetables | 9219.09 Select herbs and spices | 9219.10 Prepare herbs and spices |
| | 9219.11 Store herbs and spices | | | | |
| | | | | | |
| | | | | | |

Competency Analysis Profile: Cook (415A) / Assistant Cook (415B) *(all unshaded skill sets must be completed)*

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|---|--|---|--|---|--|
| 9220.0 Prepare Starches: Potato, Pasta, Rice and Other Starch Varieties | 9220.01 Select potatoes | 9220.02 Process potatoes | 9220.03 Cook potatoes by moist and dry-heat methods | 9220.04 Prepare cooked potato dishes | 9220.05 Select pasta |
| | 9220.06 Prepare fresh and dry pasta | 9220.07 Select rice | 9220.08 Prepare rice by various methods | 9220.09 Prepare other starch varieties | |
| 9221.0 Prepare Grains, Seeds, Pulses, Nuts, Soy and Wheat-Based Products | 9221.01 Process grains and seeds | 9221.02 Prepare and finish grains and seeds | 9221.03 Process pulses and nuts | 9221.04 Prepare pulses and nuts | 9221.05 Process soy and wheat-based proteins |
| | 9221.06 Prepare soy and wheat-based proteins | 9221.07 Prepare hot and cold cereals | | | |
| 9222.0 Prepare Salads and Dressings | 9222.01 Select ingredients | 9222.02 Process and prepare salad ingredients | 9222.03 Prepare simple salads | 9222.04 Prepare compound salads | 9222.05 Prepare composed salads |
| | 9222.06 Prepare vinaigrette dressing | 9222.07 Prepare mayonnaise- based dressing | 9222.08 Finish salad | 9222.09 Store salads and dressing | |

Competency Analysis Profile: Cook (415A) / Assistant Cook (415B) *(all unshaded skill sets must be completed)*

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|--|--|--|---|--|--|
| 9223.0 Prepare Egg and Egg-Based Products | 9223.01 Select eggs | 9223.02 Prepare fried and scrambled eggs | 9223.03 Prepare omelettes | 9223.04 Prepare boiled, steamed and poached eggs | 9223.05 Prepare broiled, baked eggs and egg-based products |
| | 9223.06 Prepare egg-based products: French toast, quiches, crepes, waffles | 9223.07 Prepare scotch and devilled eggs according to recipe specification | 9223.08 Finish egg and egg-based products | 9223.09 Store eggs and egg-based products | |
| 9224.0 Prepare Cheese, Dairy and Related Products | 9224.01 Select cheese | 9224.02 Process cheese | 9224.03 Cook cheese | 9224.04 Assemble and garnish cheese platter | 9224.05 Process dairy and related products |
| | 9224.06 Store cheese, dairy and related products | | | | |
| 9225.0 Prepare Batters, Quick Breads, Muffins, Cookies and Pies | 9225.01 Prepare batters | 9225.02 Prepare yeast based dough | 9225.03 Prepare quick breads and muffins | 9225.04 Prepare cookies | 9225.05 Assemble pies and tarts |
| | 9225.06 Plate desserts for presentation | 9225.07 Store baked goods, pastry and desserts | | | |

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|--|--|--|--|---|--|
| 9226.0 Prepare Sandwiches, Hors d'oeuvres and Canapés | 9226.01 Prepare ingredients | 9226.02 Prepare and assemble hot and cold sandwiches | 9226.03 Present and finish sandwiches | 9226.04 Prepare and assemble hors d'oeuvres and canapés | 9226.05 Present and finish hors d'oeuvres/ canapés |
| | 9226.06 Store sandwiches, hors d'oeuvres and canapés | | | | |
| Cook 415A Advanced Skills | | | | | |
| 9227.0 Advanced Preparation Of Starches | 9227.01 Prepare advanced cooked potato dishes | 9227.02 Process dough | 9227.03 Make and shape pasta dough | 9227.04 Prepare filling and assemble stuff pasta | 9227.05 Prepare gnocchi, noodles and dumplings |
| 9228.0 Advanced Preparation of Soups and Sauces | 9228.01 Prepare shellfish broth | 9228.02 Prepare specialty soups | 9228.03 Prepare béchamel sauce derivatives | 9228.04 Prepare Espagnole sauce derivatives | 9228.05 Prepare Hollandaise sauce derivatives |

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|--|--|---|---|--|---|
| 9228.0 Advanced Preparation of Soups and Sauces (continued) | 9228.06 Prepare tomato sauce derivatives | 9228.07 Prepare velouté derivatives | 9228.08 Prepare hot and cold gastrique | 9228.09 Prepare cold sauces | 9228.10 Preserve fruit and vegetables |
| | 9228.11 Prepare marinades and brines | | | | |
| 9229.0 Advanced Preparation of Seafood, Meat and Game | 9229.01 Cure freshwater and saltwater fish and shellfish | 9229.02 Process and prepare cephalopods and other non-shellfish | 9229.03 Butcher meat, game and variety meat | 9229.04 Butcher and fabricate poultry and game birds | 9229.05 Select cuts of variety meats |
| | 9229.06 Butcher and fabricate variety meat | 9229.07 Cook variety meat and game by moist and dry methods | 9229.08 Determine doneness of meat and game | 9229.09 Carve variety meat and game | 9229.10 Finish variety meat and game |
| | 9229.11 Store variety meat and game | 9229.12 Prepare sausage | | | |
| | | | | | |

Competency Analysis Profile: Cook (415A) / Assistant Cook (415B) *(all unshaded skill sets must be completed)*

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|--|---|---|--|---|--|
| 9230.0 Advanced Baking, Desserts, and Chocolate Preparation | 9230.01 Prepare creams, mousses, fillings, frozen desserts, icings and toppings | 9230.02 Prepare pies, tart and flans | 9230.03 Prepare and assemble cakes and pastry | 9230.04 Finish baked goods, pastry and desserts | 9230.05 Select chocolate and ingredients |
| | 9230.06 Temper dark and white chocolate | 9230.07 Prepare chocolate and sugar garnish | 9230.08 Store chocolate | | |
| | | | | | |
| 9231.0 Prepare Garde Manger | 9231.01 Prepare pâtés, terrines, mousse and farce | 9231.02 Form ingredients | 9231.03 Finish pâtés, terrines, mousse and farce | 9231.04 Prepare aspics, jellies and glazes | 9231.05 Prepare condiments and accompaniments |
| | 9231.06 Assemble charcuterie display | 9231.07 Assemble cold food displays and presentations | 9231.08 Store finished products | | |
| | | | | | |
| 9232.0 Demonstrate Culinary Business Practices | 9232.01 Organize food production | 9232.02 Adapt workflow and procedures | 9232.03 Complete documentation | 9232.04 Develop menus | 9232.05 Adapt recipes to accommodate food allergies, sensitivities or intolerances |
| | 9232.06 Participate in cost management | 9232.07 Demonstrate leadership | 9232.08 Participate in continuous learning | | |
| | | | | | |

Notes

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Completing Your Apprenticeship Program

Once your sponsor agrees you are competent in the required skills, your hours are complete and you have completed all the levels of classroom training required for your trade:

- ✓ Follow the completion instructions on the Completion Form (Appendix A) in the Logbook.
- ✓ Answer any questions that MLITSD staff may have and provide any additional completion documentation that may be required.
- ✓ Once completion is confirmed, MLITSD will issue you a Certificate of Apprenticeship and notify Skilled Trades Ontario.

After Your Apprenticeship

If you are in a trade with a certification exam, Skilled Trades Ontario will receive notice of your completion.

For compulsory trades, you will be issued a Provisional Certificate of Qualification which will allow you to work legally for up to 12 months until you write and pass your examination.

For a non-compulsory trade, once you pass your examination, you will be issued a Certificate of Qualification for your trade.

Preparing For Your Exam

- **To pay for a Certificate of Qualification examination, contact Skilled Trades Ontario** Client Services Department at: 647-847-3000 or toll free at 1-855-299-0028
- **To schedule your exam:** Once you have paid, contact your local Service Delivery Office to book your exam.
- **Download Skilled Trades Ontario exam preparation guide at:** [Exam Resources – Skilled Trades Ontario](#) and/or view the exam preparation guide for Red Seal trades at: red-seal.ca



[SkilledTradesOntario.ca](https://www.skilledtradesontario.ca)



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