



ONTARIO COLLEGE OF TRADES
ORDRE DES MÉTIERS DE L'ONTARIO

Apprenticeship
Training Standard
Log Book

Cook (415A)
Assistant Cook (415B)

What Is This About?

The Apprenticeship Training Standard Log Book identifies all the skills associated with your trade in Ontario. It is written in statements that describe how you, the Apprentice, must perform each skill in order to be considered competent in that skill.

Training As An Apprentice

- ✔ Notify Ministry of Advanced Education and Skills Development (MAESD) staff **immediately** of any changes to contact information or training agreement, especially if you change sponsors.
- ✔ Review the Log Book regularly with your Trainer and Sponsor to track your progress.
- ✔ 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.
- ✔ Pay your annual membership fee to the Ontario College of Trades and keep your membership in good standing.



Completing Your Log Book

There are two types of signatures required in your Log Book:

Skill Confirmation

You and your Trainer sign off each required skill to confirm that you have demonstrated competency in that skill.

Skill Set Confirmation

After you and your trainer have signed off all the required skills in a skill set, **your Sponsor** signs the signature box at the end of each skill set to confirm your competency in the skill set.

Shaded boxes in your Log Book 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.

Changing Sponsors

- ✔ Contact MAESD immediately if you change Sponsors as you will need to sign a new Registered Training Agreement.
- ✔ Record your original Sponsor's information in Sponsor Record #1 (the Sponsor who has signed your initial Registered Training Agreement).



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



ONTARIO COLLEGE OF TRADES
ORDRE DES MÉTIERS DE L'ONTARIO

Apprentice Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Trade: _____

Ministry of Advanced Education and Skills Development Registered Training Agreement #:

OCOT Membership #:

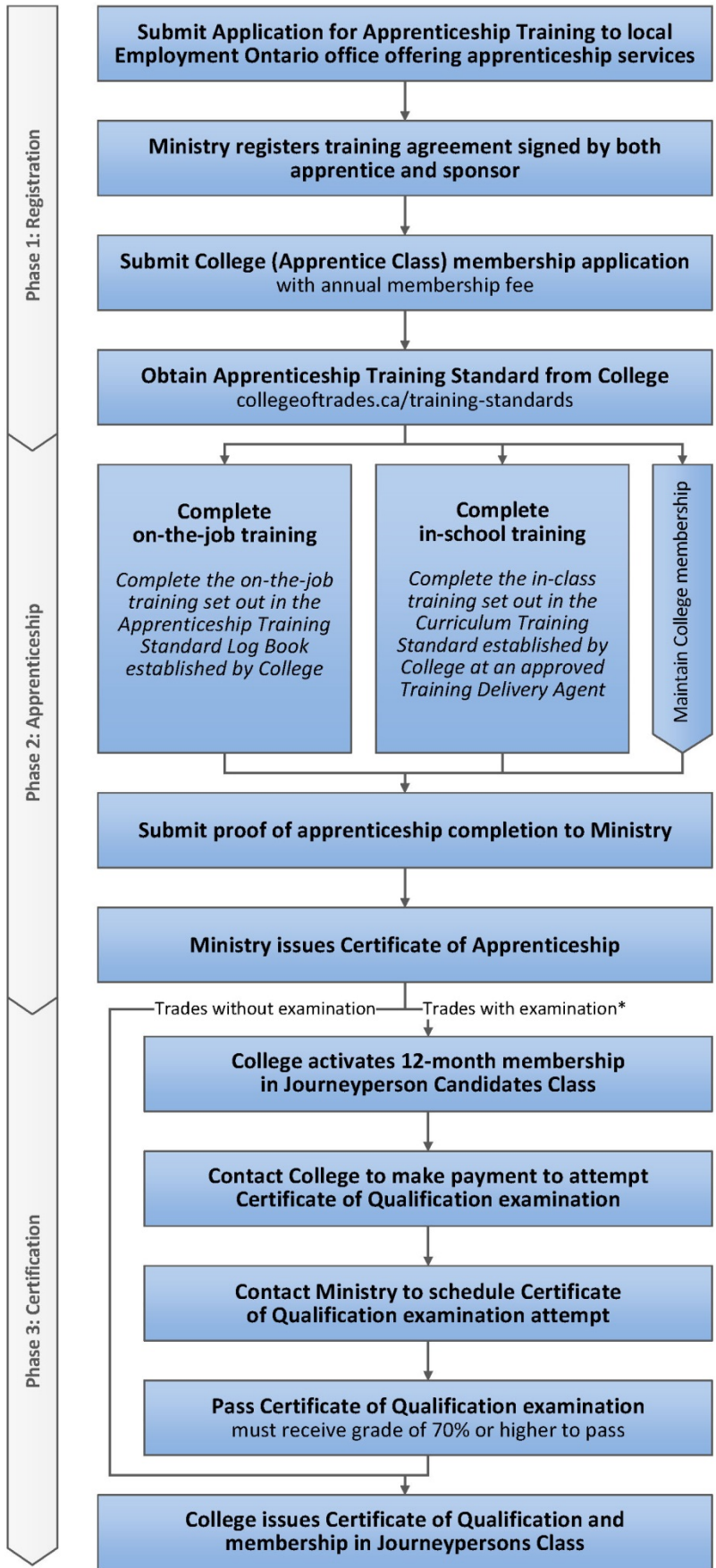
This document is the property of the Apprentice named herein and represents the official record of their training.

If you have questions about the use of this Training Standard Log Book or about your Apprenticeship program, contact your Apprenticeship office (see Appendix D in this book) or the Employment Ontario hotline at: 1-800-387-5656.

You must become a member of the College of Trades Apprentices Class and maintain your membership in good standing while you complete your training. For more information on membership, please visit the College of Trades website at: collegeoftrades.ca

415A-415B 2017 V300

Apprenticeship Pathway to a Certificate of Qualification



LEGEND

Ontario College of Trades → **College**

Ministry of Advanced Education and Skills Development → **Ministry**

Apprentices eligible to apply for apprenticeship grants (Red Seal trades), incentives and loans

Sponsor eligible to apply for the Apprenticeship Training Tax Credit (in specific trades) and other incentives

For information on the proof of completion required for your trade, contact your local Employment Ontario office offering apprenticeship services <http://services.findhelp.ca/eo/tcu/appoff>

Download the College's Exam Preparation Guide to help prepare to attempt the Certificate of Qualification examination collegeoftrades.ca/resources/exam-process

If the exam is failed, another attempt may be scheduled 15 days after previous exam date. An exam fee is required for each attempt. The exam results letter shows areas of strength and weakness to help prepare for the next attempt

Apprentice eligible to apply for Apprenticeship Completion Bonus

Sponsor eligible to apply for Apprenticeship Completion Employer Bonus

* For a list of trades subject to a certification examination, visit: collegeoftrades.ca/resources/exam-process

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Any updates to this publication are available on-line; to download this document in PDF format, please follow the link: collegeoftrades.ca.

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TERMS AND CONDITIONS AS PER REGISTERED TRAINING AGREEMENT

The Apprentice agrees:

- to inform the Ministry of Advanced Education and Skills Development of any change to their 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 Apprentice Training Standard Log Book (Log Book) for the Trade which is part of the apprenticeship program established by the Ontario College of Trades for the trade;
- to obtain written verification from the Sponsor and the Trainer(s) that the requirements in the Log Book for the trade have been met.

The Sponsor agrees:

- to ensure that the Apprentice is provided with the training required as part of the apprenticeship program established by the College of Trades for this trade;
- to ensure that the Trainer(s) verifies, in writing, when each skill identified in the Log Book for the trade has been successfully completed by the Apprentice;
- 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.

RESOURCE	LINK
Red Seal Program	red-seal.ca
Ministry of Advanced Education and Skills Development	tcu.gov.on.ca
Employment Ontario	tcu.gov.on.ca/eng/employmentontario.ca
Service Canada	servicecanada.gc.ca
Ontario College of Trades and Apprenticeship Act, 2009	<i>Ontario College of Trades and Apprenticeship Act, 2009</i>
Ontario Ministry of Labour – Health and Safety Partners	labour.gov.on.ca
College of Trades Appointments Council	cot-appointments.ca
Essential Skills Ontario	essentialskillsontario.ca
Exam Preparation Guide	collegeoftrades.ca

INTRODUCTION TO THE LOG BOOK

On April 8th, 2013, the Ontario College of Trades (College) became responsible for the development and maintenance of Log Books in the Province of Ontario.

Please refer to the College of Trades website for the most accurate and up-to-date information: collegeoftrades.ca

This Log Book is intended to be used by the Apprentice and Sponsor as an official record of training. The completion of this document is necessary to complete your apprenticeship and receive your Certification of Apprenticeship.

The Log Book identifies skills required for this trade and its related training program. It has been written in statements which describe how you, the Apprentice, must perform each skill in order to become competent in your trade.

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

This on-the-job Log Book is a document issued to Apprentices who sign a Registered Training Agreement in the Province of Ontario. It is designed to record an Apprentice's acquired skills and time worked for the trade to which they are registered. This Log Book is developed by the Ontario College of Trades and used by the Ministry of Advanced Education and Skills Development.

This Apprenticeship Log Book 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 information presented in this standard is, to the best of our knowledge, current at time of printing and is intended for general application.

ROLES AND RESPONSIBILITIES

Ontario College of Trades

Under the [Ontario College of Trades and Apprenticeship Act, 2009 \(OCTAA\)](#), the College of Trades is responsible for:

- Establishing and maintaining qualifications for membership;
- Issuing Certificates of Qualification and Statements of Membership;
- Maintaining a [Public Register](#) of members;
- Receiving and investigating complaints, and determining disciplinary action;
- Establishing Apprenticeship Programs, Training Standards and Scopes of Practice for each trade;
- Conducting Trade Equivalency Assessments;
- Determining Journeyperson-to-Apprentice ratios;
- Addressing compliance with legislation (OCTAA) and regulations; and,
- Promoting the skilled trades and conducting research.

For any matters related to your membership in the Apprentices class, you must contact the College of Trades directly at: (647) 847-3000 or toll free at: 1(855) 299-0028.

Ministry of Advanced Education and Skills Development

Is responsible for:

- Registering Training Agreements;
- Approving which persons may provide apprenticeship training;
- Approving Training Delivery Agents;
- Issuing Certificates of Apprenticeship;
- Administering Certificate of Qualification examinations;
- Promoting skilled trades and apprenticeship;
- Conducting policy development, evaluation and research; and,
- Passing regulations.

For any matter related to your Registered Training Agreement or completing your apprenticeship, you must contact your Local Apprenticeship Office at the Ministry of Advanced Education and Skills Development.

Roles and Responsibilities of the Apprentice

An Apprentice is an individual who has entered into a Registered Training Agreement with a Sponsor to receive training in a trade as part of an apprenticeship program established by the College of Trades.

As an Apprentice, you have certain roles and responsibilities to follow throughout your apprenticeship training:

Steps:

1. You must become a member of the College of Trades Apprentices Class and maintain your membership in good standing while you complete your training. For more information on membership, please visit the College of Trades website at: collegeoftrades.ca
2. As an Apprentice, you are responsible for completing skills or skill sets in this Log Book and ensuring that they are dated and signed by both you and your Trainer.
3. You must also ensure your Skill Set Completion Form is completed and signed by your current Sponsor once you have demonstrated competence in all the mandatory skills in this Log Book. Once this is done, we recommend you submit the Log Book to your local Ministry of Advanced Education and Skills Development office.
4. You are responsible for informing the staff at your local Ministry of Advanced Education and Skills Development 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.
5. You must present the Apprentice Completion Form (Please refer to Appendix B), once all unshaded skills and skill sets have been completed within this document, along with your authorized Log Book to your local Ministry of Advanced Education and Skills Development office.

Roles and Responsibilities of Sponsors and Trainers

Log Books identify the on-the-job skills required for a trade and its related training program.

This Log Book has been written in concise statements that describe how well an Apprentice must perform each skill in order to become competent. Competence means being able to perform to the required standard.

By using this Log Book, Trainers will be able to ensure that the Apprentice is developing skills detailed for the trade.

Trainers and Apprentices are required to sign off and date the skills following each successful acquisition.

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.

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.

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, employees and the public. Therefore, it is imperative that all parties become aware of circumstances that may lead to injury or harm. Safe learning experiences and environments can be created by controlling the variables and behaviours that may contribute to or cause an accident or injury.

It is generally recognized that a safe attitude contributes to an accident free environment. Everyone will benefit as a result of a healthy attitude towards prevention of accidents.

A tradesperson is possibly exposed to more hazards than any other person in the work force and, therefore, should be familiar with and apply Occupational Health and Safety Act and Regulations dealing with personal safety and the personal safety rules applying to each task.

Legal and Administrative Aspects of Safety:

Accident prevention and the provisions of safe working conditions are the responsibilities of an employer and employee.

Employer's Responsibilities - The employer is responsible for:

- Providing and maintaining safety equipment and protective devices;
- Ensuring proper safe work clothing is worn;
- Enforcing safe working procedures;
- Providing safeguards for machinery, equipment and tools;
- Observing all accident prevention regulations; and,
- Training employees in the safe use and operation of equipment.

Employee's Responsibilities - The employee is responsible for:

- Working in accordance with the safety regulations pertaining to the job environment;
- Working in such a way as not to endanger themselves or fellow employees and the public.

Workplace Health and Safety's Responsibilities:

- Workplace Health and Safety (Ontario's Ministry of Labour) will conduct periodic inspections of the workplace to ensure that safety regulations for industry are being observed.

APPRENTICESHIP PROGRAM SUMMARY

Scope of Practice

The Scope of Practice for the trade of Assistant Cook and Cook is set out in sections 7 and 13 of Ontario Regulation 278/11 under OCTAA and reads as follows:

Assistant Cook

- 7.** 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. O. Reg. 278/11, s. 7.

Cook

- 13.** 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.
- O. Reg. 278/11, s. 13

While the Log Book draws on the scope of practice regulation (Sections 7 and 13 of Ontario Regulation 278/11 under OCTAA). The Log Book does not purport to add to or modify the scope of practice as provided in regulation.

Trade Classification: Compulsory and Voluntary

Regulations under OCTAA set out the regulated trades in Ontario and the classification of each trade as either “compulsory” or “voluntary.” The trade of Assistant Cook and Cook are voluntary. Qualified individuals may obtain a Certificate of Qualification, which confirms its holder has the skills, knowledge and experience that meet industry standards of practice for the trade.

Program Guidelines

On-the-Job Training Duration

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

Apprenticeship Training Standard Log Book (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 Log Book

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.

Classroom 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.

Eligibility for Apprenticeship Program Completion

The Apprentice must:

- Achieve competency in all mandatory (unshaded) skills as identified in the Log Book
- Complete the in-school training as outlined in the industry and Ministry of Advanced Education and Skills Development approved Curriculum Standard

It is the responsibility of an Apprentice to maintain a training record in the form of an Ontario College of Trades Apprenticeship Training Standard Log Book. The Sponsor and Trainer are required to sign off when competencies in the trade are achieved.

Journeyperson to Apprentice Ratio

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

Essential Skills and National Occupational Analysis

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.

The Government of Canada has identified and validated nine essential skills. These skills are used in nearly every occupation and throughout daily life in different ways. Essential skills are needed for work, learning and life. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change. For a cook these include: Reading, Document Use, Writing, Numeracy, Oral Communication, Thinking Skills, Digital Technology, Working with Others and Continuous Learning. These skills are integrated into this apprenticeship training standard.

A link to the complete essential skills profile for Red Seal trades and the most recent NOA can be found at www.redseal.ca.

TRAINING THE APPRENTICE

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 habits;
- Use your Apprenticeship Log Book as a journal to keep track of the skills you have achieved;
- Listen to the suggestions of your Trainer;
- Discuss your training needs with your Sponsor;
- Review your training plan with your Training Consultant, Trainer, or Sponsor;
- 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. Once a 'set of skills' have been signed off, ensure your Sponsor signs off this area as well.

Sponsor

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.

Tips for Sponsors

- Select Trainers with strong 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.);
- Encourage safe work habits;
- Provide time for the Trainer to 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;
- Set out clear expectations, and recognize good performance;
- Involve both the Apprentice and Trainer in developing the training plan and observe frequently;
- Provide constructive feedback and conduct regular performance reviews involving the Apprentice and Trainer;
- Use the Log Book 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.

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 a member of the College of Trades Journeypersons Class.

In voluntary trades, a Trainer is an individual who holds one of the following:

- A valid Certificate of Qualification and is a member of the College of Trades Journeypersons Class; or,
- Holds a Statement of Membership in the College of Trades Tradespersons Class; or,
- Holds a Certificate of Qualification previously issued by Ministry of Advanced Education and Skills Development; or,
- Holds 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 (eligible to apply to College membership in the Journeypersons or Tradespersons Classes) or has the skills outlined in the Log Book.

A classroom instructor is not permitted to sign off the skills contained within this Log Book.

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 Log Book with the Apprentice and develop a training plan;
- Set out clear expectations and recognize good performance;
- Ensure that the Apprentice receives on-the-job trade training experience as outlined in this document;
- Encourage and respond to all questions;
- Be patient;
- Explain, show and demonstrate the skill;
- Provide continuous feedback;
- Sign off skills when your Apprentice demonstrates competency; and,
- Use the Log Book as a guide to evaluate competence in each skill area. By using the Log Book, Trainers will be able to ensure that the Apprentice is developing skills outlined in this document.

NOTICE OF COLLECTION OF PERSONAL INFORMATION

1. At any time during your apprenticeship training, you may be required to show this Log Book to the Ministry of Advanced Education and Skills Development. You will be required to submit the signed Apprenticeship Completion form to the Ministry of Advanced Education and Skills Development in order to complete your program. The Ministry of Advanced Education and Skills Development 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 Ministry of Advanced Education and Skills Development will disclose information about your program completion and your Certificate of Apprenticeship to the Ontario College of Trades, as it is necessary for the College of Trades to carry out its responsibilities.
3. Your personal information is collected, used and disclosed by the Ministry under the authority of the *Ontario College of Trades and Apprenticeship Act, 2009*.
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 Advanced Education 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.

COMPETENCY ANALYSIS PROFILE
415A Cook and 415B Assistant Cook
(All unshaded skill sets must be demonstrated/completed)

Foundational Skills

DEMONSTRATE SAFE WORKING PRACTICES 9211.0	Select, maintain, and wear Personal Protective Equipment (PPE) 9211.01	Comply with accident prevention rules and regulations 9211.02	Store non-food products and hazardous materials 9211.03	Handle and use hazardous materials 9211.04	Identify potential hazards 9211.05
	Report potential hazards to supervisor or Health and Safety Committee 9211.06				

PRACTICE FOOD SAFETY 9212.0	Demonstrate personal hygiene 9212.01	Perform workplace hygiene and sanitation 9212.02	Control temperature during processing and preparation 9212.03	Conduct cooling procedures 9212.04	Perform procedures for reheating 9212.05
	Adhere to holding temperatures 9212.06	Perform food receiving and storage procedures 9212.07	Follow instructions to accommodate food allergies, sensitivities or intolerances 9212.08	Take preventative measures to eliminate food borne illness 9212.09	

PERFORM CULINARY TRADE PRACTICES 9213.0	Maintain knives, tools and other kitchen equipment 9213.01	Select and handle knives 9213.02	Organize kitchen workplace 9213.03	Prepare consistent product 9213.04	Adjust recipes to scale 9213.05
	Calculate measurement conversions 9213.06	Demonstrate portion control 9213.07	Perform basic inventory control 9213.08		

COOK - ASSISTANT COOK

PREPARE STOCKS 9214.0	Select ingredients 9214.01	Prepare ingredients 9214.02	Prepare vegetable stock 9214.03	Prepare poultry stock 9214.04	Prepare beef stock 9214.05
	Prepare broth 9214.06	Prepare fish stock 9214.07	Prepare white stock 9214.08	Prepare brown stock 9214.09	Store stock 9214.10
PREPARE SOUPS 9215.0	Prepare ingredients 9215.01	Prepare clear soups 9215.02	Prepare cream soups 9215.03	Prepare consommé soups 9215.04	Prepare purée soups 9215.05
	Prepare cold soups 9215.06	Finish soup 9215.07	Store soup 9215.08		
PREPARE SAUCES 9216.0	Prepare ingredients 9216.01	Prepare thickening agents 9216.02	Prepare béchamel sauce 9216.03	Prepare Espagnole sauce 9216.04	Prepare Hollandaise sauce 9216.05
	Prepare tomato sauce 9216.06	Prepare velouté sauce 9216.07	Prepare two non-derivative sauces 9216.08	Prepare finishing sauces and flavoring agents 9216.09	Finish sauce 9216.10
	Store sauce 9216.11				

COOK-ASSISTANT COOK

PREPARE FRESHWATER AND SALTWATER FISH AND SHELLFISH 9217.0	Select freshwater and saltwater fish and shellfish 9217.01	Clean, process and portion 9217.02	Prepare freshwater and saltwater fish and shellfish 9217.03	Cook freshwater and saltwater fish 9217.04	Cook shellfish 9217.05
	Finish freshwater and saltwater fish and shellfish 9217.06	Store freshwater and saltwater fish and shellfish 9217.07			
PREPARE MEAT AND POULTRY 9218.0	Select and assess quality 9218.01	Select cuts of poultry 9218.02	Cook meat by moist- and dry-heat methods 9218.03	Cook poultry by moist- and dry-heat methods 9218.04	Determine doneness by various methods 9218.05
	Carve cooked meat and poultry 9218.06	Finish meat and poultry 9218.07	Store meat and poultry 9218.08		
PREPARE FRUIT, VEGETABLES, HERBS AND SPICES 9219.0	Select fruit and vegetables 9219.01	Process fruit and vegetables 9219.02	Cut fruit and vegetables 9219.03	Cook fruit and vegetables by moist- and dry-heat methods 9219.04	Finish fruit and vegetables with required garnish or sauce 9219.05
	Prepare fruit and vegetables for hot and cold buffet setting 9219.06	Prepare and arrange fruit and vegetable garnishes 9219.07	Store fruit and vegetables 9219.08	Select herbs and spices 9219.09	Prepare herbs and spices 9219.10
	Store herbs and spices 9219.11				

COOK-ASSISTANT COOK

PREPARE STARCHES: POTATO, PASTA, RICE AND OTHER STARCH VARIETIES 9220.0	Select potatoes	Process potatoes	Cook potatoes by moist and dry-heat methods	Prepare cooked potato dishes	Select pasta
	9220.01	9220.02	9220.03	9220.04	9220.05
	Prepare fresh and dry pasta	Select rice	Prepare rice by various methods	Prepare other starch varieties	
	9220.06	9220.07	9220.08	9220.09	
PREPARE GRAINS, SEEDS, PULSES, NUTS, SOY AND WHEAT-BASED PRODUCTS 9221.0	Process grains and seeds	Prepare and finish grains and seeds	Process pulses and nuts	Prepare pulses and nuts	Process soy and wheat-based proteins
	9221.01	9221.02	9221.03	9221.04	9221.05
	Prepare soy and wheat-based proteins	Prepare hot and cold cereals			
	9221.06	9221.07			
PREPARE SALADS AND DRESSINGS 9222.0	Select ingredients	Process and prepare salad ingredients	Prepare simple salads	Prepare compound salads	Prepare composed salads
	9222.01	9222.02	9222.03	9222.04	9222.05
	Prepare vinaigrette dressing	Prepare mayonnaise-based dressing	Finish salad	Store salads and dressing	
	9222.06	9222.07	9222.08	9222.09	
PREPARE EGG AND EGG-BASED PRODUCTS 9223.0	Select eggs	Prepare fried and scrambled eggs	Prepare omelettes	Prepare boiled, steamed and poached eggs	Prepare broiled, baked eggs and egg-based products
	9223.01	9223.02	9223.03	9223.04	9223.05
	Prepare egg-based products: French toast, quiches, crepes, waffles	Prepare scotch and devilled eggs according to recipe specification	Finish egg and egg-based products	Store eggs and egg-based products	
	9223.06	9223.07	9223.08	9223.09	

COOK-ASSISTANT COOK

PREPARE CHEESE, DAIRY AND RELATED PRODUCTS 9224.0	Select cheese	Process cheese	Cook cheese	Assemble and garnish cheese platter	Process dairy and related products
	9224.01	9224.02	9224.03	9224.04	9224.05
	Store cheese, dairy and related products				
	9224.06				

PREPARE BATTERS, QUICK BREADS, MUFFINS, COOKIES AND PIES 9225.0	Prepare batters	Prepare yeast based dough	Prepare quick breads and muffins	Prepare cookies	Assemble pies and tarts
	9225.01	9225.02	9225.03	9225.04	9225.05
	Plate desserts for presentation	Store baked goods, pastry and desserts			
	9225.06	9225.07			

PREPARE SANDWICHES, HORS D'OEUVRES and CANAPÉS 9226.0	Prepare ingredients	Prepare and assemble hot and cold sandwiches	Present and finish sandwiches	Prepare and assemble hors d'oeuvres and canapés	Present and finish hors d'oeuvres/canapés
	9226.01	9226.02	9226.03	9226.04	9226.05
	Store sandwiches, hors d'oeuvres and canapés				
	9226.06				

Cook 415A Advanced Skills

ADVANCED PREPARATION OF STARCHES 9227.0	Prepare advanced cooked potato dishes	Process dough	Make and shape pasta dough	Prepare filling and assemble stuff pasta	Prepare gnocchi, noodles and dumplings
	9227.01	9227.02	9227.03	9227.04	9227.05

COOK-ASSISTANT COOK

ADVANCED PREPARATION OF SOUPS AND SAUCES 9228.0	Prepare shellfish broth	Prepare specialty soups	Prepare béchamel sauce derivatives	Prepare Espagnole sauce derivatives	Prepare Hollandaise sauce derivatives
	9228.01	9228.02	9228.03	9228.04	9228.05
	Prepare tomato sauce derivatives	Prepare velouté derivatives	Prepare hot and cold gastrique	Prepare cold sauces	Preserve fruit and vegetables
	9228.06	9228.07	9228.08	9228.09	9228.10
	Prepare marinades and brines				
	9228.11				

ADVANCED PREPARATION OF SEAFOOD, MEAT AND GAME 9229.0	Cure freshwater and saltwater fish and shellfish	Process and prepare cephalopods and other non-shellfish	Butcher meat, game and variety meat	Butcher and fabricate poultry and game birds	Select cuts of variety meats
	9229.01	9229.02	9229.03	9229.04	9229.05
	Butcher and fabricate variety meat	Cook variety meat and game by moist and dry methods	Determine doneness of meat and game	Carve variety meat and game	Finish variety meat and game
	9229.06	9229.07	9229.08	9229.09	9229.10
	Store variety meat and game	Prepare sausage			
	9229.11	9229.12			

ADVANCED BAKING, DESSERTS, AND CHOCOLATE PREPARATION 9230.0	Prepare creams, mousses, fillings, frozen desserts, icings and toppings	Prepare pies, tart and flans	Prepare and assemble cakes and pastry	Finish baked goods, pastry and desserts	Select chocolate and ingredients
	9230.01	9230.02	9230.03	9230.04	9230.05
	Temper dark and white chocolate	Prepare chocolate and sugar garnish	Store chocolate		
	9230.06	9230.07	9230.08		

COOK-ASSISTANT COOK

PREPARE GARDE MANGER 9231.0	Prepare pâtés, terrines, mousse and farce 9231.01	Form ingredients 9231.02	Finish pâtés, terrines, mousse and farce 9231.03	Prepare aspics, jellies and glazes 9231.04	Prepare condiments and accompaniments 9231.05
	Assemble charcuterie display 9231.06	Assemble cold food displays and presentations 9231.07	Store finished products 9231.08		
DEMONSTRATE CULINARY BUSINESS PRACTICES 9232.0	Organize food production 9232.01	Adapt workflow and procedures 9232.02	Complete documentation 9232.03	Develop menus 9232.04	Adapt recipes to accommodate food allergies, sensitivities or intolerances 9232.05
	Participate in cost management 9232.06	Demonstrate leadership 9232.07	Participate in continuous learning 9232.08		

9211 DEMONSTRATE SAFE WORKING PRACTICES by displaying proficiency in the competencies listed below:

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 Signature	Apprentice's College of Trades ID

◇ **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 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 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 Signature	

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

(mm/dd/yy)		
(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)		
(mm/dd/yy)	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.

(mm/dd/yy)		
(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)		
(mm/dd/yy)	Apprentice Signature	

SPONSOR CONFIRMATION FOR 9211: DEMONSTRATE SAFE WORKING PRACTICES		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

9212 PRACTICE FOOD SAFETY PROCEDURES by demonstrating proficiency in the competencies listed below:

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

(mm/dd/yy)		
(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)		
(mm/dd/yy)	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 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 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 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 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 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 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 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 Signature	

SPONSOR CONFIRMATION FOR 9212: PRACTICE FOOD SAFETY PROCEDURES		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

9213 **PERFORM CULINARY TRADE PRACTICES** by demonstrating proficiency in the following competencies:

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 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 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 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 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 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 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 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 Signature	

SPONSOR CONFIRMATION FOR 9213: PERFORM CULINARY TRADE PRACTICES		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

9214 PREPARE STOCKS

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

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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 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 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 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 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 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 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 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 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 Signature	

SPONSOR CONFIRMATION FOR 9214: PREPARE STOCKS		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

9215 PREPARE SOUPS

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 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 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 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 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.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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 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 Signature	

SPONSOR CONFIRMATION FOR 9215: PREPARE SOUPS		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

9216 PREPARE SAUCES

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 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 Signature	

9216.03 Prepare a béchamel 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 Signature	

9216.04 Prepare Espagnole 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 Signature	

9216.05 Prepare a Hollandaise 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 Signature	

9216.06 Prepare a tomato 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 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 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.

<ul style="list-style-type: none"> • Beurre Blanc • Peanut 	<ul style="list-style-type: none"> • Thai Sweet Chili Sauce • Mole 	<ul style="list-style-type: none"> • Barbecue • Curry
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(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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 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 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.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

SPONSOR CONFIRMATION FOR 9216: PREPARE SAUCES		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

9217 PREPARE FRESHWATER AND SALTWATER FISH AND SHELLFISH

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 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 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 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 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 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 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 Signature	

SPONSOR CONFIRMATION FOR 9217: PREPARE FRESHWATER AND SALTWATER FISH AND SHELLFISH		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

9218 PREPARE MEAT AND POULTRY

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 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 Signature	

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

<ul style="list-style-type: none"> • broiling • roasting • grilling 	<ul style="list-style-type: none"> • sauté • deep fry • confit 	<ul style="list-style-type: none"> • steaming • stewing • braising
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(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

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

<ul style="list-style-type: none"> • broiling • roasting • grilling 	<ul style="list-style-type: none"> • sauté • poaching 	<ul style="list-style-type: none"> • steaming • deep fry • confit 	<ul style="list-style-type: none"> • stewing • braising
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(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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 Signature	

9218.06 Carve cooked meat and poultry according to presentation requirements.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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 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 Signature	

SPONSOR CONFIRMATION FOR 9218: PREPARE MEAT AND POULTRY		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

9219 **PREPARE FRUIT, VEGETABLES, HERBS AND SPICES**

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 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 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:

<ul style="list-style-type: none"> • julienne • brunoise • macédoine • turning 	<ul style="list-style-type: none"> • paysanne • dicing • bâton- bâtonnet • slicing 	<ul style="list-style-type: none"> • mirepoix • matigon • spice bag/sachet • jardinière
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(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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.

<ul style="list-style-type: none"> • boiling • roasting • grilling • deep fry 	<ul style="list-style-type: none"> • confit • sauté • steaming • stewing 	<ul style="list-style-type: none"> • braising • poaching • stir fry
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(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

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

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

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

(mm/dd/yy)	Trainer Print Name	◊Trainer Signature
(mm/dd/yy)	Apprentice Signature	

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

(mm/dd/yy)	Trainer Print Name	◊Trainer Signature
(mm/dd/yy)	Apprentice Signature	

SPONSOR CONFIRMATION FOR 9219: PREPARE FRUIT, VEGETABLES, HERBS AND SPICES		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

9220 PREPARE STARCHES: POTATO, PASTA AND RICE AND OTHER STARCH VARIETIES

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.

(mm/dd/yy)	Trainer Print Name	◊Trainer Signature
(mm/dd/yy)	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.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

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

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

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

<ul style="list-style-type: none"> • fresh • dry • strand • gluten free/rice/corn 	<ul style="list-style-type: none"> • ribbon • tubular • stuffed • shaped
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(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

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

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

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

<ul style="list-style-type: none"> • long and short grain • whole grain • white 	<ul style="list-style-type: none"> • brown • wild
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(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

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

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

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

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

SPONSOR CONFIRMATION FOR 9220: PREPARE STARCHES: POTATO, PASTA AND RICE AND OTHER STARCH VARIETIES

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature
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9221 PREPARE GRAINS, SEEDS, PULSES, NUTS, SOY AND WHEAT-BASED PRODUCTS by demonstrating proficiency in the following competencies:

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

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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 blanching, simmering, boiling, steaming, baking or roasting, deep-frying and performing a sensory evaluation to assess doneness according to recipe specification.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

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

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

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

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

SPONSOR CONFIRMATION FOR 9221: PREPARE GRAINS, SEEDS, PULSES, NUTS, SOY AND WHEAT-BASED PRODUCTS		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

9222 PREPARE SALADS AND DRESSINGS

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.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

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

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

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

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

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

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

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

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

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

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

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

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

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

SPONSOR CONFIRMATION FOR 9222: PREPARE SALADS AND DRESSING		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

9223 **PREPARE EGGS AND EGG-BASED PRODUCTS**

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

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

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

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

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

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

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

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

9223.07 Prepare scotch and devilled eggs according to recipe specification.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

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

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

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

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

SPONSOR CONFIRMATION FOR 9223: PREPARE EGGS AND EGG-BASED PRODUCTS		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

9224 PREPARE CHEESE, DAIRY AND RELATED PRODUCTS

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.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

◇ A Trainer may be a Supervisor or the competent employee designated by the Apprentice’s Sponsor

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

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

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

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

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

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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.

(mm/dd/yy)	Trainer Print Name	◊Trainer Signature
(mm/dd/yy)	Apprentice Signature	

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

(mm/dd/yy)	Trainer Print Name	◊Trainer Signature
(mm/dd/yy)	Apprentice Signature	

SPONSOR CONFIRMATION FOR 9224: PREPARE CHEESE, DAIRY AND RELATED PRODUCTS		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

9225 PREPARE BATTERS, QUICK BREADS, MUFFINS, COOKIES AND PIES

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

(mm/dd/yy)	Trainer Print Name	◊Trainer Signature
(mm/dd/yy)	Apprentice Signature	

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

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

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

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

(mm/dd/yy)	Trainer Print Name	◊Trainer Signature
(mm/dd/yy)	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.

(mm/dd/yy)	Trainer Print Name	◊Trainer Signature
(mm/dd/yy)	Apprentice Signature	

SPONSOR CONFIRMATION FOR 9225: PREPARE BATTERS, QUICK BREADS, MUFFINS, COOKIES AND PIES		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

9226 PREPARE SANDWICHES, HORS D’OEUVRES, AND CANAPÉS

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.

(mm/dd/yy)	Trainer Print Name	◊Trainer Signature
(mm/dd/yy)	Apprentice Signature	

◊ A Trainer may be a Supervisor or the competent employee designated by the Apprentice’s Sponsor

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.

(mm/dd/yy)	Trainer Print Name	◊Trainer Signature
(mm/dd/yy)	Apprentice Signature	

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

(mm/dd/yy)	Trainer Print Name	◊Trainer Signature
(mm/dd/yy)	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.

(mm/dd/yy)	Trainer Print Name	◊Trainer Signature
(mm/dd/yy)	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.

(mm/dd/yy)	Trainer Print Name	◊Trainer Signature
(mm/dd/yy)	Apprentice Signature	

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

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

SPONSOR CONFIRMATION FOR 9226: PREPARE SANDWICHES HORS D’OEUVRES AND CANAPÉS		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

ADDITIONAL SKILL SETS FOR COMPLETION OF COOK (415A)

9227 ADVANCED PREPARATION OF STARCHES

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

<ul style="list-style-type: none"> • puréed • dauphinoise • duchesse 	<ul style="list-style-type: none"> • gratin • croquette • turned 	<ul style="list-style-type: none"> • Anna • colcannon • roësti
(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

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

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

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

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

SPONSOR CONFIRMATION FOR 9227: ADVANCED PREPARATION OF STARCHES		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

9228 ADVANCED PREPARATION OF SOUPS AND SAUCES

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

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

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.

<ul style="list-style-type: none"> • Borscht • Chowder • Hot and Sour 	<ul style="list-style-type: none"> • Gumbo • Bisque • Goulash 	<ul style="list-style-type: none"> • Minestrone • Mulligatawny • French Onion
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(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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.

<ul style="list-style-type: none"> • Bordelaise • Robert • Chasseur 	<ul style="list-style-type: none"> • Glace de viande • Demi Glace • Glace de Veaux • Natural Reduction 	<ul style="list-style-type: none"> • Madeira • Merchants de vin • Bigarade
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(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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.

<ul style="list-style-type: none"> • Pesto • Cocktail • Tzatziki 	<ul style="list-style-type: none"> • Ketchup • Cumberland • Mustard 	<ul style="list-style-type: none"> • Salsa Verde • Chimichurri • Coulis
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(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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.

<ul style="list-style-type: none"> • Fruit chutneys • Jams 	<ul style="list-style-type: none"> • Salsa • Jellies 	<ul style="list-style-type: none"> • Pickles • Relish
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(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	

SPONSOR CONFIRMATION FOR 9228: ADVANCED PREPARATION OF SOUPS AND SAUCES		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

9229 ADVANCED PREPARATION OF SEAFOOD, MEAT AND GAME

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

<ul style="list-style-type: none"> • Stuffing • Marinating • Sashimi 	<ul style="list-style-type: none"> • Ceviche • Hot/Cold Smoking 	<ul style="list-style-type: none"> • Brining • Salting
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(mm/dd/yy)	Trainer Print Name	◊Trainer Signature
(mm/dd/yy)	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.

(mm/dd/yy)	Trainer Print Name	◊Trainer Signature
(mm/dd/yy)	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.

<ul style="list-style-type: none"> • boning • tying • larding • barding 	<ul style="list-style-type: none"> • brining • marinating • grinding 	<ul style="list-style-type: none"> • drying • seasoning • stuffing
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(mm/dd/yy)	Trainer Print Name	◊Trainer Signature
(mm/dd/yy)	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.

<ul style="list-style-type: none"> • trussing • boning • barding 	<ul style="list-style-type: none"> • smoking • grinding • brining 	<ul style="list-style-type: none"> • breading • marinating • battering 	<ul style="list-style-type: none"> • seasoning • stuffing
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(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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 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.

<ul style="list-style-type: none"> • removing membrane • soaking • cleaning 	<ul style="list-style-type: none"> • curing • marinating • brining 	<ul style="list-style-type: none"> • grinding • trimming
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(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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 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 Signature	

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

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	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 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)		
(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)		
(mm/dd/yy)	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)		
(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)		
(mm/dd/yy)	Apprentice Signature	

SPONSOR CONFIRMATION FOR 9229: ADVANCED PREPARATION OF SEAFOOD, MEAT AND GAME		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

9230.0 ADVANCED BAKING, DESSERTS AND CHOCOLATE PREPARATION

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.

<ul style="list-style-type: none"> • Crème Anglaise • Pastry Cream • Fruit Sauces, Compotes • Royal and Buttercream Icing 	<ul style="list-style-type: none"> • Chantilly Cream • Baked Custard • Frozen desserts such as ice cream, sorbet
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(mm/dd/yy)	Trainer Print Name	◊Trainer Signature
(mm/dd/yy)	Apprentice Signature	

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 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 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 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 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 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 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 Signature	

SPONSOR CONFIRMATION FOR 9230: ADVANCED BAKING AND CHOCOLATE PREPARATION		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

9231 **PREPARE GARDE MANGER**

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 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 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 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 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 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 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 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 Signature	

SPONSOR CONFIRMATION FOR 9231: GARDE MANGER		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

9232 DEMONSTRATE ADVANCED CULINARY BUSINESS PRACTICES

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 Signature	

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 Signature	

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

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 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 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 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 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 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 Signature	

SPONSOR CONFIRMATION FOR 9232: DEMONSTRATE CULINARY BUSINESS PRACTICES		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

DEFINITIONS

Apprentices Class

Individuals in this class:

- Hold one or more valid Registered Training Agreements with the Ministry of Advanced Education and Skills Development in either compulsory or voluntary trades;
- Hold a valid statement of membership with the Ontario College of Trades in the Apprenticeship Class;
- Are subject to any ratios or wage rates that have been set out in regulation for their trade(s);
- Can remain in this class until they receive their Certificate of Apprenticeship;
- Can hold themselves out as Apprentices.

Certificate of Apprenticeship (C of A)

A certificate issued by the Ministry of Advanced Education and Skills Development to individuals who have demonstrated that they have completed an apprenticeship program in Ontario.

Certificate of Qualification (C of Q)

A certificate issued by the Registrar on behalf of the College of Trades to a Journeyperson. A Certificate of Qualification will serve as proof of having met any testing/program requirements and membership in the College's Journeypersons Class.

Competence

The ability of an individual to perform a skill repeatedly and without assistance in the workplace as set out in the Log Book.

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.

Competent Person

A competent person is defined by the *Occupational Health and Safety Act* as being a person who:

- Is qualified because of their knowledge, training and experience to organize the work and its performance;
- Is familiar with the *Occupational Health and Safety Act* and its regulations that apply to the work; and has knowledge of any potential or actual danger to health or safety in the workplace.

Competent Worker

A competent worker is defined by the *Occupational Health and Safety Act* as being a person who:

- Is qualified because of knowledge, training and experience to perform the work;
- Is familiar with the *Occupational Health and Safety Act* and with the provisions of the regulations that apply to the work; and
- Has knowledge of all potential or actual danger to health or safety in the work.

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 established by the College of Trades.

Sponsor of Record

Refers to the Sponsor documented as being signatory to the current training agreement or contract. In order for a Sponsor to be considered for the training of Apprentices, they must identify that the workplace has qualified Journeypersons 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.

Incompetence

According to the *Ontario College of Trades and Apprenticeship Act, 2009*, a member of the College of Trades may be found to be incompetent by the College Of Trades Discipline Committee if the Committee feels that the member has displayed a lack of knowledge, skill or disregard for another person's welfare while practising their trade. If this happens, the individual may be found unfit to practise their trade and their Statement of Membership/Certificate of Qualification may be revoked, suspended, or be subject to terms, conditions or limitations.

Journeyperson

Compulsory Trades Journeyperson:

- Someone who holds a valid Certificate of Qualification in the trade and who is a member in good standing of the College of Trades Journeypersons Class for the same trade; or
- Someone who holds a valid Provisional Certificate of Qualification in the trade and who is a member in good standing of the College of Trades Journeypersons Class for the same trade.

Voluntary Trades Journeyperson:

- Someone who holds a valid Certificate of Qualification in the trade and who is a member in good standing of the College of Trades Journeypersons Class for the same trade; or
- Someone who holds a Certificate of Qualification in the trade that was issued by the Ministry of Advanced Education and Skills Development prior to April 8, 2013 (membership in the College of Trades is not required in this scenario).

Journeyperson Candidates Class

An individual who has completed an Ontario apprenticeship program (Certificate of Apprenticeship) in a voluntary or compulsory trade that has a Certificate of Qualification examination, but has not passed the Certificate of Qualification examination for their trade. There is a maximum time limit of one year to remain in the Journeyperson Candidates Class. Individuals in this class:

- are subject to any ratios and/or wage rates that have been set out for their trade(s), if they practice a compulsory trade.
- Can continue to work legally in their trade if they are in a compulsory trade, as they prepare to write their examination (individuals in voluntary trades do not have to be members of the College of Trades to work legally); and can hold themselves out as Journeyperson Candidates (they are neither Apprentices nor Journeypersons).
- Can remain in this class for a maximum of one year or until they pass the Certificate of Qualification exam and become members of the Journeypersons class. However, they can only remain in this class for a maximum of one year. After one year they can move into the Tradespersons Class if they are in a voluntary trade. If they are in a compulsory trade and have been in the Journeyperson Candidates Class for one year, they can no longer work legally in that trade until they pass the Certificate of Qualification examination.

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.

OCTAA

Ontario College of Trades and Apprenticeship Act, 2009

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.

Ratios

For up to date information regarding Journeyperson to Apprentice ratios, please visit: collegeoftrades.ca

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 successfully completing 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 skill described in the Log Book (note: does not mean the larger skill groups referred to in the Log Book as Skill Sets, Training Units, or General Performance Objectives, but the individual skills that make up those groups).

Skill Sets

Group of individual skills found in the Log Book (may also be called Training Unit or General Performance Objective).

Skill Set Completion for Sponsors

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

Supervisor

An individual who oversees the performance of a task and oversees the actions or work of others.

Trade Board

Under the *Ontario College of Trades and Apprenticeship Act, 2009*, the [College of Trades Appointments Council](#) (COTAC) may appoint a Trade Board for each designated trade, composed of Employee and Employer representatives from the industry. Trade Boards are responsible for advising and making recommendations to the College of Trades Divisional Boards on issues relating to their trade. When there is no appointed trade board for a trade, the respective sector Divisional Board will act as the default Trade Board for the trade.

Tradespersons Class

A Class of Membership for individuals who practice in a voluntary trade which may or may not have a Certificate of Qualification examination.

Individuals in this class:

Have been members of the Journeyperson Candidates Class or are not eligible for Journeyperson Candidates Class and have been assessed to have experience and/or qualifications that are equivalent to a Certificate of Apprenticeship in that trade

- Are preparing to write/have no plans to write/have not passed the available Certificate of Qualification exam for their trade(s);
- Can remain in this class indefinitely or until they pass the available Certificate of Qualification exam for their trade(s); and
- Can hold themselves out as tradespersons (they are neither apprentices nor journeypersons).

Note: Individuals in the Tradespersons Class are considered Journeypersons for the purpose of determining ratios for that trade.

Trainer

A qualified Trainer in a compulsory trade is a Journeyperson with a Certificate of Qualification. In a voluntary trade, a Trainer is an individual who is considered equivalent to a Journeyperson with a Certificate of Qualification.

In this trade a trainer must be competent in the skill, but it is not mandatory to be a member of the College of Trades or have a Certificate of Qualification (CofQ)

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 join the Journeypersons class of members at the Ontario College of Trades 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

You will write an Ontario-only examination when your trade is not designated as Red Seal trade in Ontario.

Ontario's Exam Preparation Guide

collegeoftrades.ca/resources/exam-process

Basic Examination Details for You to Know

You will have **up to four hours to write your examination**. If you need more time, you must ask for it when you schedule the examination, not on the day of your examination. You can leave the examination centre if you complete the examination in less than four hours.

You need a mark of 70% to pass.

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.

Scheduling Your Examination

The examination scheduling process is currently outlined in detail on the College of Trades website: collegeoftrades.ca

Remember these 3 basic steps:

1. Confirm your eligibility to write the examination with the College of Trades.
2. Contact Client Services at the College of Trades to pay your examination fee.
3. Contact the local Ministry apprenticeship office to schedule your examination in their examination centre: <http://services.findhelp.ca/eo/tcu/appoff>

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 Ministry of Advanced Education and Skills Development Apprenticeship Office immediately to update your Sponsor Record.
3. Please make sure you do record all of 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	
Registered Training Agreement #	
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 (e.g. UXXXX)	

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, please photocopy as needed or visit collegeoftrades.ca and search Sponsor Record Form.***

SPONSOR RECORD #2

SPONSOR INFORMATION	
Apprentice Name	
Registered Training Agreement #	
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 (e.g. UXXXX)	

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, please photocopy as needed or visit collegeoftrades.ca and search Sponsor Record Form.***

INSTRUCTIONS FOR APPRENTICESHIP PROGRAM COMPLETION (Appendix A)

Once an Apprentice has completed all the classroom training and on-the-job hours specified for the trade, and has acquired all the mandatory skills included in this Log Book:

1. The Apprentice and the Sponsor complete the Apprentice Completion Form and the Skill Set Completion for Sponsors Form located on the following pages.
2. They sign the forms and submit them to their local Ministry of Advanced Education and Skills Development apprenticeship office. To find the closest office, check the contact information at <http://services.findhelp.ca/eo/tcu/appoff> or call the Employment Ontario toll free number at (1-800-387-5656).
3. Since this trade is competency based, all mandatory skills in the Log Book must be signed off. If the Sponsor is signing off the log book for the Apprentice before the industry recommended training hours are complete, Ministry staff may request further information regarding the Apprentice's on-the-job training. An example of what may be requested is 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 Ministry of Advanced Education and Skills Development apprenticeship office by mail, fax, or email (as a scanned document), they should not include their Log Book; if they are presenting this form in person at the local apprenticeship office, they should bring their Log Book with them.

After Ministry 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 Ministry will issue a Certificate of Apprenticeship to the Apprentice.

The Ontario College of Trades will receive notification of this completion, and complete the individual's membership in the Apprentices class for the trade. If the Apprentice has completed a program in a compulsory trade, the College of Trades will automatically register the Apprentice as a member of the Journeyman Candidates class so the Apprentice can continue to work legally for one year while preparing for the certification examination. If an Apprentice completes their apprenticeship in a voluntary trade **and** there is no Certificate of Qualification exam, they can apply for membership in the Journeymen's Class at the Ontario College of Trades. If there is a Certificate of Qualification exam, they must write and pass the exam in order to enter the Journeymen's Class at the Ontario College of Trades.

For permission to schedule an exam once completion is confirmed by the Ministry, the individual must first contact the College of Trades Client Services Department at 647-847-3000 or toll free at 1-855-299-0028 to pay the certification examination fee.

APPRENTICE COMPLETION FORM (Appendix B)

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 Ministry of Advanced Education and Skills Development apprenticeship office (find contact information at <http://services.findhelp.ca/eo/tcu/appoff> 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>for 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

SKILL SET COMPLETION FOR SPONSORS (Appendix C)

You will find the skill set numbers and titles in the Log Book'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 ADVANCED EDUCATION 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 _____

**MINISTRY OF ADVANCED EDUCATION AND SKILLS DEVELOPMENT
APPRENTICESHIP OFFICES IN ONTARIO (Appendix D)**

Location	Contact	Location	Contact
Barrie 705-737-1431	55 Cedar Pointe Dr Unit 609, Barrie, ON L4N 5R7	North Bay 705-495-8515	200 First Ave West, North Bay, ON P1B 3B9
Belleville 613-968-5558	135 North Front St, Belleville, ON K8P 3B5	Oakville 905-842-5105	700 Dorval Dr., Suite 100, Oakville, ON L6K 3V3
Brantford 519-756-5197	505 Park Rd North Suite 201, Brantford, ON N3R 7K8	Oshawa 905-433-0595	78 Richmond Street West, Unit 100, Oshawa, ON L1G 1E1
Chatham 519-354-2766	870 Richmond St West 1st Floor, Chatham, ON N7M 5J5	Ottawa 613-731-7100	Preston Square, 347 Preston , Suite 310, Ottawa, ON K1S 3H8
Cornwall 613-938-9702	132 Second St East Ste 202, Cornwall, ON K6H 1Y4	Owen Sound 519-376-5790	1450 1st Ave West, Suite 100, Owen Sound, ON N4K 6W2
Dryden 807-223-4632	Provincial Government Building, 479 Government St, Dryden, ON P8N 3K9	Pembroke 613-735-3911	615 Pembroke St East, Pembroke, ON K8A 3L7
Elliot Lake 705-848-4661	50 Hillside Dr North, Elliot Lake, ON P5A 1X4	Peterborough 705-745-1918	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	Bayside Mall, 150 Christina St North, Sarnia, ON N7T 7W5
Geraldton 807-854-1966	208 Beamish Avenue West Geraldton, Ontario POT 1M0	Sault Ste. Marie 705-945-6815	477 Queen St East 4th Flr, Sault Ste Marie, ON P6A 1Z5
Hamilton Central 905-521-7764	Ellen Fairclough Bldg, 119 King St West 8th Flr, Hamilton, ON L8P 4Y7	St Catharines 905-704-2991	Garden City Tower, 301 St Paul St East, 10th Flr, St Catharines, ON L2R 7R4
Kapuskasing 705-337-4381	Ontario Government Complex, 122 Government Rd West, Kapuskasing, ON P5N 2X8	Sudbury 705-564-3030	159 Cedar St Ste 506, Sudbury, ON P3E 6A5
Kenora 807-468-2879	227 1/2 Second St South, Kenora, ON P9N 1G4	Thunder Bay 807-346-1550	189 Red River Rd Suite 103, Thunder Bay, ON P7B 1A2
Kingston 613-548-1151	Cornell Corporate Centre, 299 Concession St Ste 201, Kingston, ON K7K 2B9	Timmins 705-235-1950	Ontario Government Complex, 5520 Highway 101 East Wing B, South Porcupine, ON P0N 1H0
Kitchener 519-653-5758	4275 King St East, Kitchener, ON N2P 2E9	Toronto Central 416-326-5800	625 Church St 1st Fl, Toronto, ON M7A 2B5
London 519-675-7788	1200 Commissioners Rd E, Unit 72, London, ON N5Z 4R3	Windsor Central 519-973-1441	Roundhouse Centre, 3155 Howard Ave 2nd Fl, Ste 200, Windsor, ON N8X 4Y8
Mississauga (City of) 905-279-7333	The Emerald Centre, 10 Kingsbridge Garden Cir Ste 404, Mississauga, ON L5R 3K6		

For current office listings, please visit: <http://services.findhelp.ca/eo/tcu/appoff>

Completing Your Apprenticeship Program

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

- ✔ Check the Ontario College of Trades Public Register to make sure your Apprentices class membership is still active:
<https://tmsportal.collegeoftrades.ca/web/ocot-public-services-v3/public-registry>
- ✔ Follow the completion instructions on the Completion Form (Appendix A) in the Log Book.
- ✔ Answer any questions that MAESD staff may have, and provide any additional completion documentation they may require.
- ✔ Once they confirm completion, MAESD will issue you a Certificate of Apprenticeship and notify the Ontario College of Trades of your completion.

After Your Apprenticeship

If you are in a trade with a certification exam, the College of Trades will **automatically** complete your membership in the Apprentices class and activate your 12-month membership in the Journeyperson Candidates class. This change will be reflected on your account with the College as well as on the College's Public Register.

Membership in the Journeyperson Candidates class will allow you to continue practising in a compulsory trade for 12 months while you prepare for and write your exam; if you are in a voluntary trade, it is your automatic approval to challenge the certification exam.

The College will send you a Journeyperson Candidates class welcome letter within 3 weeks of completion that outlines any/all of your future requirements for membership and examination as appropriate (different situations for voluntary and compulsory trades).

If you complete an apprenticeship program for which there is no exam, you can submit an application to become a member of the College's Journeypersons class on the basis of having earned a Certificate of Apprenticeship in the trade.

Preparing For Your Exam

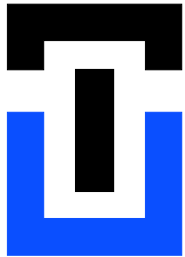
Find out if your trade has a Certificate of Qualification exam at:

www.collegeoftrades.ca/wp-content/uploads/tradesOntarioTradesCodes_En.pdf

For permission to schedule an exam once completion is confirmed by MAESD, you must first contact the College's Client Services Department at 647-847-3000 or toll free at 1-855-299-0028 to pay the certification exam fee. Once you have paid, contact your local MAESD Apprenticeship office to book your exam.

Download Ontario College of Trades exam preparation guide at:

www.collegeoftrades.ca/resources/exam-process and/or view the exam preparation guide for Red Seal trades at: www.red-seal.ca/w.2lc.4m.2@-eng.jsp



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