

This page is for the applicant's reference only, do not return with application

Trade: Cook (Professional Cook 3)**PACKAGE INFORMATION:**

Please review the entire contents of this package prior to completing.

This package contains all of the information and forms you need to apply for credit for prior work experience hours toward your apprenticeship for the trade of **Cook (Professional Cook 3)**. The purpose of this package is to assist you in gathering the required information your current sponsor must approve and submit to ITA for credit towards your work experience.

As an apprentice, you may be granted credit (with the approval of your current sponsor) for your previous relevant work experience in the following two categories:

- **Previous work experience gained with a different employer (or multiple employers).**
- **Previous work experience gained while self employed.**

Forms:

1. **Application for Prior Work Based Training Credit** (pages 2 - 3). To be completed by you as the applicant; approved and signed by your current Sponsor.
2. **Prior Employer Declaration** (page of this package). **Note:** A separate *Prior Employer Declaration* form plus *Skill Assessment* must be completed and signed by each prior employer that you want to receive credit from your previous work experience hours; approved and signed by your current sponsor.
3. **Skill Assessment** (pages 5-8). There must be a completed and initialled Skill Assessment for each Prior Employer Declaration or Statutory Declaration.
4. **Statutory Declaration (optional)** (pages 10-11). For you to complete *if required*; see page 9 for information on when to use a Statutory Declaration.

Process:

- Step 1:** Complete **Part A** on page 2 - *Application for Prior Work-Based Training Credit: Professional Cook 3*.
- Step 2:** Have **each** prior employer complete and sign or initial a separate copy of the *Prior Employer Declaration* (page 4) and *Skill Assessment* (pages 5 to 8). All boxes must be completed or ticked because it provides your current sponsor with the information they need to make the decision about allowing credit for some or all of your prior work experience hours.
- Step 3:** Have your current sponsor complete and sign **Part B** of the *Application for Prior Work-Based Training Credit* (page 3) to approve the work experience hours to be credited toward your current apprenticeship. **Note:** the hours recorded here must match the hours shown on the *Prior Employer Declaration* (page 4).
- Step 4:** Submit the approved and signed Application for Prior Work-Based Training Credit, Prior Employer Declaration and corresponding Skill Assessment (plus Statutory Declarations as required) to ITA Customer Service at the above address.

If you have any questions regarding the completion of this prior work-based training hours credit application, contact **ITA Customer Service** (see above contact information) or email customerservice@itabc.ca

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Documentation Checklist

To avoid delays in processing, please use the following checklist to ensure the required documentation is attached to your application and all forms are complete. **We can not process incomplete applications.**

Steps to Prepare Your Application

1) Prepare Documents

- All documents, including letters and certificates must be in the English language.
- Any translations have been performed by Certified Translators.

2) Gather Required Documents

- Application for Prior Work Based Training Credit** (page 3)
 - Section A – All applicable boxes must be filled in
 - Section B – Dated and signed by current sponsor
- Prior Employer Declaration** (page 4)
 - All applicable boxes must be filled in; the employer contact name is the person authorized to sign on behalf of the company and that can attest to the duties and responsibilities that you performed while employed for them.
- Skill Assessment Form** (pages 5 - 8)
 - A separate *Skill Assessment Form* must accompany each *Prior Employer Declaration* or *Statutory Declaration*.
 - Applicant's name, employer/business name and initial of employer signing the *Prior Employer Declaration* (page 4) must be written/initialled on each page.
 - For all skills listed – there must be a clearly marked for **only one** of the three categories – Frequently, Occasionally, Never. If a correction needs to be made, cross out the incorrect one and have the employer signing the document initial the correct one.
- Statutory Declaration (Optional)** (pages 10 - 11)
 - Page 9 outlines the circumstances a Statutory Declaration would be accepted.
 - Statutory Declaration Form (pages 10-11)
 - Sections A, B, C – all applicable boxes must be filled in
 - Section D - the reason for using a Statutory Declaration – writing the steps you have taken to attempt to obtain prior work experience documentation.
 - Self-Employed – include name and contact information for three individuals you have worked with, i.e. clients, suppliers, employees.
 - Notarize *Statutory Declaration* and accompanying *Skill Assessment Form* (pages 5-8).

Foreign Work Experience: We require in addition to the Prior Employer Declaration an employer letter on company letterhead outlining the period you worked, your job title and duties performed.

3) Submit Documents to:

ITA Customer Service
800-8100 Granville Avenue
Richmond, BC V6Y 3T6
e-mail: customerservice@itabc.ca

Please print clearly and return to the address noted above

Skill Assessment – Professional Cook – please complete all 4 pages		
Applicant's Name:	Name of Employer/Business:	Employer Initial:
Please indicate how often the applicant has demonstrated the skills and knowledge in the areas listed below during their period of employment with you.		
How often has the applicant demonstrated the following?	Frequently	Occasionally Never

A. OCCUPATIONAL SKILLS

Professional Cook 1 Skills

- Roles and responsibilities in the kitchen
- Following safe work practices
- Following sanitary standards (FOODSAFE pre-requisite)
- Using tools and equipment, calculating and converting recipes
- Using common menu terminology
- Receiving and storage, waste management
- Principles of seasoning and flavouring, basic ingredient knowledge

Professional Cook 2 Skills (in addition to PC1 skills)

- Employment standards and practices
- Basic menu planning procedures
- Taking and extending inventory
- Nutrition, allergies and intolerances, special diets
- Communication skills
- Purchasing procedures, basic cost calculations
- Table settings, table service, service of wine and spirits

Cook (Professional Cook 3) Skills (in addition to PC1 and 2 skills)

- Preparing food safety plans
- Cook chill/cook freeze systems, specialty cooking methods, presentation
- Writing a la carte menus
- Stress management, teambuilding, conflict resolution, problem solving
- Food and labour costing, budgeting procedures

B. STOCKS, SOUPS AND SAUCES

Professional Cook 1 Skills

- Preparation of stocks
- Preparation of thickening agents
- Preparation of basic soups (clear, cream, purée)
- Preparation of basic sauces (white, blonde, brown, purée, emulsion)

Professional Cook 2 Skills (in addition to PC1 skills)

- Specialty soups (consommé, chilled, ethnic)
- Secondary and derivative sauces

Cook (Professional Cook 3) Skills (in addition to PC1 and 2 skills)

- Specialty and ethnic sauces, principles of sauce selection

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Skill Assessment – Professional Cook – please complete all 4 pages		
Applicant's Name:	Name of Employer/Business:	Employer Initial:
Please indicate how often the applicant has demonstrated the skills and knowledge in the areas listed below during their period of employment with you.		
How often has the applicant demonstrated the following?	Frequently	Occasionally Never

C. VEGETABLES AND FRUITS

Professional Cook 1 Skills

- Preparation of common vegetables
- Preparation of fruits

Professional Cook 2 Skills (in addition to PC1 skills)

- Specialty and volume vegetable preparation
- Vegetarian diets and vegetarian cooking

D. STARCHES

Professional Cook 1 Skills

- Preparation of potatoes
- Preparation of dry pasta and noodle dishes
- Preparation of rice

Professional Cook 2 Skills (in addition to PC1 skills)

- Specialty and volume potato preparation
- Fresh pasta and specialty starches
- Preparation of grains and legumes

E. MEATS

Professional Cook 1 Skills

- Trimming and portion cutting
- Moist and dry heat cooking of meats

Professional Cook 2 Skills (in addition to PC1 skills)

- Deboning and processing meats
- Volume and banquet service of meats

Cook (Professional Cook 3) Skills (in addition to PC1 and 2 skills)

- Cutting game and variety meats
- Preparation of game and variety meats, specialty/classic meat dishes

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Skill Assessment – Professional Cook – please complete all 4 pages

Applicant's Name:	Name of Employer/Business:	Employer Initial:
Please indicate how often the applicant has demonstrated the skills and knowledge in the areas listed below during their period of employment with you.		
How often has the applicant demonstrated the following?	Frequently	Occasionally Never

F. POULTRY

Professional Cook 1 Skills

- Trimming and portion cutting chicken and turkey
- Moist and dry heat cooking of poultry

Professional Cook 2 Skills (in addition to PC1 skills)

- Deboning common and specialty poultry (ducks, geese, and quail)
- Volume and banquet service of poultry

Cook (Professional Cook 3) Skills (in addition to PC1 and 2 skills)

- Cutting game birds
- Preparation of game birds, specialty/classic poultry dishes

G. SEAFOOD

Professional Cook 1 Skills

- Filleting flat and round fish, cleaning bivalves and shrimp
- Moist and dry heat cooking of fish
- Moist and dry heat cooking of shellfish

Professional Cook 2 Skills (in addition to PC1 skills)

- Cleaning and cutting specialty fish and crustaceans
- Volume and banquet service of fish
- Volume and banquet service of shellfish

Cook (Professional Cook 3) Skills (in addition to PC1 and 2 skills)

- Cleaning and cutting specialty seafood (squid, octopus, etc)
- Preparation of specialty/classic fish dishes
- Preparation of specialty/classic shellfish dishes

H. GARDE-MANGER

Professional Cook 1 Skills

- Preparation of basic salad dressings
- Preparation of basic salads
- Preparation of hot and cold sandwiches

Professional Cook 2 Skills (in addition to PC1 skills)

- Specialty dressings and cold sauces
- Specialty salads
- Preparation of hors d'oeuvre and appetizers
- Assembly of presentation platters

Please print clearly and return to the address noted above

Skill Assessment – Professional Cook – please complete all 4 pages

Applicant's Name:	Name of Employer/Business:	Employer Initial:
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Please indicate how often the applicant has demonstrated the skills and knowledge in the areas listed below during their period of employment with you.

How often has the applicant demonstrated the following?	Frequently	Occasionally	Never
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Cook (Professional Cook 3) Skills (in addition to PC1 and 2 skills)

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| Pickling, infused oils and vinegars | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Buffet presentation and design | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pates, terrines, basic sausage making, curing, and smoking | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

I. EGGS, BREAKFAST COOKERY, AND DAIRY

Professional Cook 1 Skills

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| Use of eggs, preparation of egg dishes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Preparation of breakfast items other than eggs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Cooking with dairy and cheese | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

J. BAKED GOODS AND DESSERTS

Professional Cook 1 Skills

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| Principle ingredients and methods used in baking | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Preparation of basic pies and pastry | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Preparation of fruit desserts and custards | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Preparation of quick breads | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Preparation of cookies | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Preparation of basic yeast breads | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Professional Cook 2 Skills (in addition to PC1 skills)

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| Puff pastry, choux paste, meringues, specialty pastries | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Specialty yeast products (sourdoughs and laminated doughs) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Preparation and assembly of cakes, cheesecakes, icings and frostings | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Cook (Professional Cook 3) Skills (in addition to PC1 and 2 skills)

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| Hot and specialty plated desserts | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Specialty cakes and tortes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Preparation of frozen desserts, ice creams, and sorbets | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Preparation of basic chocolate, confectionary, and garnishes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

K. BEVERAGES

Professional Cook 1 Skills

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| Preparation of coffee and tea products | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|

Cook (Professional Cook 3) Skills (in addition to PC1 and 2 skills)

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| Types and styles of wine, principles of wine selection | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|

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About Statutory Declarations

A Statutory Declaration form may be used to document time worked in a trade when applying to challenge a Certificate of Qualification **only due to the following circumstances**: It must be completed for each place of employment you cannot obtain documentation for, and **must be sworn before a Lawyer, Notary Public, or Commissioner of Oaths for the Province of British Columbia**.

1. The firm is no longer in business and the principals cannot be located.
2. The owner/manager is deceased and complete employment records are not available.
3. The firm is located overseas and extreme difficulties are encountered in trying to get the documentation.
4. The applicant has been self-employed as an owner/operator of a business.
5. A firm refuses to issue a letter to document time worked in a trade.

A Statutory Declaration, using the form that is provided on pages 10 - 11 of this package, must be completed **for each place of employment** for which you are unable to provide an Employer Declaration.

Important: The Statutory Declaration form must be accompanied by a Skill Assessment form (pages 5 - 8). Please make additional copies of the Statutory Declaration form as needed.

Please Note:

Signing authority must affix their stamp and/or seal.

