

Professional Standards
Presentation
for
APSE National Catering
Advisory Group


24th March 2017



A Workforce Bigger than the Royal Navy

“...In which we learn that the school food workforce has a range of skills that many in the restaurant trade would envy – but that it lacks status, confidence and sufficient training in some areas of practical cooking; we examine past attempts to tackle these issues; and we welcome a new alliance committed to raising the sector’s game.”

What are professional standards?

- The **'knowledge'**, **'skills'** and **'behaviours'** that an individual needs in order to achieve the best industry standard of performance in their job role.
 - Collective buy-in and consensus from employers
 - They are **not** a training qualification
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What professional standards have been developed?




The professional standards have been developed for those staff who have a crucial role in delivering school food both back and front of house:

- Head of Kitchen (Catering Manager / Head Chef)
- School Cook
- Assistant Cook
- General Kitchen / Catering Assistant
- Midday Supervisor

How are professional standards used?


No one defined method - depends on specific needs and objectives.

Can be used:

- In recruitment and selection
 - For induction, training and development
 - To recognise staff
 - To raise awareness
 - To underpin apprenticeship standards
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Examples:

How to use in Recruitment & Selection

- Consider the roles you want to recruit for & select the appropriate standard
 - Review your job adverts, job descriptions & specifications – could these be enhanced when comparing them to the standard?
 - Review the selection criteria and interview questions – could they be made more relevant based on the selected standard?
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Examples of how to use – Induction, Training & Development

**Do you need to improve consistency of
performance across a number of
sites/schools?**

Review job descriptions and specifications and use the standards to standardise the roles

Skills assessments, personal development plans, performance reviews and annual appraisals can then be aligned to these roles.

The outcome will be a consistent standard across the sites/schools



Example:

To recognise staff

Do you need to help staff feel valued and motivated in their roles?

- Consider using the standards as the basis of recognising and rewarding your team for their achievements
- Use them in staff meetings, in house training sessions & personal development sessions

Example:

How to use to raise awareness



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- Do you have internal newsletters, notice boards, websites or social networking that could be used to promote the standards?
- Could you promote the standards in job adverts and career sites?
- Could the standards feature in staff group meetings or training days?

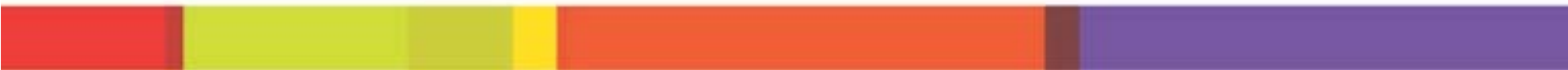


Workforce Development Group



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- Active discussions
- Ongoing roll out of the standards
- Launch of the Recognition Scheme



Recognition Scheme



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- Available to all those using the professional standards
- Certificate & a place on “Roll of Honour”
- “Roll of Honour” on LACA web site

Organisation/School Contact Form




Available on LACA website as pdf to download.

Information required includes:

- Brief overview of the catering provision
- Which standards being used and how
- How will success be measured
- What are the timescales

Completed forms to be sent to LACA Admin for recognition on Roll of Honour & to receive certificate for recognition & commitment

Tips for Success

- Consider your priorities and make a plan based on a time frame that suits your organisation
 - Gap Analysis -map standards to what's in place already
 - Don't try & doing everything at once
 - Consult and involve staff to get their feedback and gain commitment
 - Keep it simple and easy to understand – don't over complicate!!
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Further Information

All the professional standards including guidance of how to use, contact forms and the Recognition Scheme details are available to download from the LACA web site:

www.laca.co.uk

If you need advice, help or more information e mail Anne Bull - annebull14@gmail.com

