

Code of Practice

Trainee Name:	
Name of Establishment:	
Address of Establishment:	

It is recognised that the success of the Traineeship in Professional Cookery depends on the commitment of both the employer and of the trainee.

Employers must commit to:

- Provide paid employment to the trainee during all aspects of the programme.
- Provide an environment, which will encourage and support the trainee in terms of structured on-the-job training, by appointing an Establishment Mentor.
- The Industry Mentor attending a one-day Mentor Workshop prior to programme commencement in the Autumn.
- Provide a formal induction into their place of employment and an effective mentoring system which will offer guidance and training.
- The Industry Mentor supporting the Trainee in completing their Training Plans and Reflective Journals and by carrying out On-the-job assessments.
- Undertake to release the trainee for two days per week during the first academic year and one day per week during the second academic year for the Advanced Certificate in Professional Cookery – Traineeship programme **or** undertake to release the trainee for 3 days a week during the academic year for the Advanced Certificate in Professional Cookery – Immersion programme.

Trainees must commit to:

- Attend College to complete each module of the programme.
2 Days per week in year 1 and 1 day per week in year 2 – Traineeship programme.
3 days per week – Immersion programme.
- Complete work based training plans and workbooks as required throughout the programme.

I agree to implement and abide by this code of practice

Employer's Name: _____ (please print)

Employer's Signature: _____ **Date:** _____

(on behalf of establishment)

Trainee Signature: _____ **Date:** _____