



www.go2hr.ca

RECIPE FOR SUCCESS

The Professional Cook Apprentice in BC:

Your guide for figuring out how to get from here... to there.





Congratulations!

You're on your way to an exciting career as a professional cook. Becoming a certified cook in BC means you can progress in your career, from entry-level positions all the way to becoming a respected chef.

Look out, Bruno Marti.

Whether you're planning to work in a restaurant, a fishing lodge, on a cruise ship or in a hotel kitchen, everything you need to know to guide you through the apprenticeship process is in your hands.



FOR STARTERS

Who's in charge of what?

Excellent question. As you make your way through the apprenticeship process, you'll be dealing with two agencies:

1. The Industry Training Authority (ITA), which is a government agency that manages all industry apprenticeship programs in BC. That includes carpenters, mechanics, florists, log builders...you name it. Professional cooks, too! ITA maintains the official records for your apprenticeship program. It also oversees the exams, issues credentials, and funds training at public and some private institutions.

2. go2, which works with the ITA as its partner for tourism, hospitality and foodservice trades – and is *your* resource. go2 works with the ITA, industry and educational institutions to develop standards for the program. It also manages the certification process and challenge process, and coordinates with the training

providers. go2 is responsible for maintaining the training programs, and has certified tradespeople on staff. That means they can provide you with trade-specific information. So when you need an answer, go to go2!

What's a sponsor, anyway?

At Professional Cook 1 and 2, your sponsor can be either your employer or your educational institution. Some high schools can even be sponsors, if they offer the ACE IT program. For a complete listing of approved educational institutions in BC that offer this program, visit www.go2hr.ca.

An employer sponsor must have a qualified tradesperson to guide apprentices. This is the person who directs your training and—when you've completed your program requirements at each level—signs your *Recommendation for Certification*. (For more information on who can be a qualified tradesperson, see the section called "Help me figure out all these forms!" on page 12.)

Employer sponsors provide you with the opportunity to learn on the job. Whether you're working for a company or an individual, your sponsor is registered with the ITA, and reports on your progress toward meeting the program requirements. You might work with one sponsor during your whole apprenticeship or several as you advance your career.

The most important thing to remember? You can find all this information and more on the go2 website. Visit www.go2hr.ca for forms, lists of training institutions, program descriptions and more. Just let go2 point the way!

Completing your apprenticeship and becoming a certified cook can be a major benefit to your career.

THE MAIN COURSE

What's the Professional Cook apprenticeship program all about?

The Professional Cook apprenticeship combines culinary arts training, classroom learning and hands-on experience. There are three levels of certification: Professional Cook 1 (PC1), Professional Cook 2 (PC2), and Professional Cook 3 (PC3, which includes Red Seal). Your real-world experience happens under the supervision of accomplished professional chefs.

You need to complete each level to proceed to the next. In the past, only people who finished all three levels received certification, but that's changed with the new program. Now, you can receive provincial certification at each level. The great news? Many employers are happy to hire people with Professional Cook 1 or 2. And when you're ready to advance in your career, you can always come back and pick up where you left off.

To progress through PC1, PC2 and PC3, you'll need to keep track of all the steps—and fill in all the forms. But remember, www.go2hr.ca is there to help you, every step of the way.

At a Glance: Professional Cook 1 (PC1)

A Professional Cook 1 usually works in a supervised environment. He or she performs basic cooking and food preparation tasks. This includes using knife skills, correct terminology, and a variety of cooking methods. A PC1 cook must be able to follow recipes, weigh and measure food accurately, and understand the major techniques and principles used in cooking, baking, and other ways of preparing food. At this level, a professional cook should have a solid foundation of basic kitchen skills.

How do I earn my PC1 certification?

Glad you asked. There are four ways of earning this Certificate of Qualification:

1. an apprenticeship through high school Accelerated Credit Enrolment in Industry Training (ACE IT) programs;
2. an institution-entry apprenticeship through approved post-secondary culinary arts programs;
3. a workplace-entry apprenticeship; or
4. challenging the certificate for those who have experience in the foodservice industry but who don't have any formal training (see more about how to

challenge, on page 10, in “Want to challenge the certifications?”).

For #1 to 3, you must register with ITA in the PC1 program. You must successfully complete the technical training, work-based training hours, final practical assessment and final exam. You and your sponsor must complete the *Recommendation for Certification* and have it signed by your sponsor’s qualified tradesperson or equivalent. (If you were partway through the old program, you’ve already been assigned to the appropriate level of the new program based on your technical training and work-based training hours.)

If you’re enrolled in an approved post-secondary (institution-entry) program: you’ll receive an average of 840 hours or 28 weeks of classes and technical training through the program. You’ll receive credit for 600 work-based training hours, and you will need an additional 400 hours of work-based training outside of the program.

If you’re enrolled as a workplace-entry apprentice: you need 1,000 hours of work-based training, plus an average of 180 hours or 6 weeks of technical training at an approved training institution. Some training institutions offer institution-entry training for PC1; some offer technical training for those of you in the workplace-sponsored program; and some offer both. Check the go2 website for the most recent list.

At a Glance: Professional Cook 2 (PC2)

A Professional Cook 2 usually works under some supervision. He or she performs a variety of cooking and food preparation tasks using multiple cooking methods. At this level, the cook understands major techniques and principles used in cooking, baking, and other aspects of food preparation. A PC2 should have a basic understanding of food costing, menu planning, and purchasing processes.

How do I earn my Professional Cook 2 certification?

There are four ways of earning this Certificate of Qualification:

1. an institution-entry apprenticeship through approved post-secondary culinary arts programs;
2. a workplace-entry apprenticeship;
3. an apprenticeship through high school Accelerated Credit Enrolment in Industry Training (ACE IT) programs; or
4. challenging the certificate for those who have experience in the restaurant industry but who don’t have any formal training (see more about how to challenge, on page 10, in “Want to challenge the certifications?”).

To take PC2 through the ways described in #1 to 3, you need to successfully complete PC1 and register with ITA in the PC2 program. Once you’re registered, you must complete your technical training, work-based training hours, final practical assessment, and final exam. And of course, you’ll need to have your completed *Recommendation for Certification* signed by your sponsor.

If you’re enrolled in an approved post-secondary program: you’ll receive an average of 420 hours or 14 weeks of classes and technical training through the program. You’ll receive credit for 240 work-based training hours, and you will need an additional 760 hours of work-based training outside of the program.

If you’re enrolled as a workplace-entry apprentice: you need 1,000 hours of work-based training, plus an average of 180 hours or 6 weeks of technical training at an approved training institution. That’s on top of what you’ve already done for PC1. To earn your PC2 certification, you must pass your final practical assessment and final exam. You also need a completed *Recommendation for Certification* that’s been signed by your sponsor.

Some training institutions offer institution-entry training for PC2; some offer technical training for those of you in the workplace-sponsored program; and some offer both. Check the go2 website for the most recent list.



At a Glance: Professional Cook 3 (Red Seal)

A Professional Cook 3 has met all of the requirements of the national Red Seal standard for “Cook”. PC3s usually work under limited supervision. They are competent at the major techniques and principles used in cooking, baking, and other aspects of food preparation. Professional cooks at this level should be able to plan and cost menus and recipes. They also need a good grasp of the communication skills that will help them succeed as leaders in the kitchen.

How do I earn my Professional Cook 3 (Red Seal) certification?

Here are the facts. There are two ways of earning this Certificate of Qualification:

1. completing a workplace-sponsored apprenticeship; or

2. challenging the certificate, for those of you with industry experience but no formal training.

If you're moving on from PC2: you'll need to register for PC3 as a workplace-entry apprentice. You'll need 3,000 hours of work-based training, plus an average of 180 hours or 6 weeks of technical training at an approved training institution. That's on top of what you've already done for PC2. To get your PC3 certification, you must pass your final practical assessment and final exam. Of course, you also need a completed *Recommendation for Certification* that's been signed by your sponsor.

A list of approved training institutions for PC3 is available on the go2 website.



Want to challenge the certifications?

You need a minimum number of hours at each level that demonstrate specific skills and knowledge. To receive your certificate, you'll have a written exam, an interview and a practical assessment.

Visit www.go2hr.ca or have a look at the table at the end of this guide for specific information about the number of hours you need at each level in order to challenge. You'll also find links to the challenge form on the go2 website.

I want to know more about each level of Professional Cook.

You'll find detailed descriptions of PC1, PC2 and PC3 in the Program Profiles and Program Outlines for each level. Go to www.go2hr.ca and follow the apprenticeship links to the Cook Program.



DIGGING IN

Okay, this program sounds great. How do I get started?

First things first:

1. You need to register with the Industry Training Authority (ITA). To do this, you and your sponsor need to fill in the ITA *Apprentice and Sponsor Registration Form*. You can link to this form from the go2 website. The first page of the form looks like this:

The image shows the first page of the ITA Apprentice and Sponsor Registration Form. It includes the ITA logo, contact information for the Customer Service Centre, and a section for 'Apprentice Information' with fields for name, date of birth, gender, and address. There is also a section for 'Sponsor Information' with fields for name, address, and contact details. The form is titled 'APPRENTICE AND SPONSOR REGISTRATION FORM' and includes a note about the purpose of the form and a warning about providing false information.

2. Once you and your sponsor have filled in this form, you need to send the completed form to ITA Customer Service. You should receive a confirmation of your registration from the ITA within about 10 days. You need to let the ITA know if there are any changes to your contact information such as change of name, address, phone

number, or email address. Take control of your education:

- Check with your sponsor that proper tracking and reporting is happening.
- Review the technical training schedules and work with your sponsor to plan your time off to take your technical training.
- Stay on top of your forms and deadlines. You can help your sponsor by keeping a record of your hours and when your sponsor should be sending forms to the ITA.
- Visit www.go2hr.ca regularly for updates and information about your program.

Help me figure out all these forms!

To get where you want to go, you need to fill out all the required forms.

- For each level of Professional Cook, you and your sponsor must fill in the *Apprentice and Sponsor Registration Form*. Link to this form from the go2 website.
- After you've completed your work-based training, ask your sponsor to fill in the *Work-Based Training Report*. Link to this form from the go2 website.
- To earn each level of certification, you'll need a signed *Recommendation for*



Certification Form. ITA will send this form directly to your sponsor once it has received the *Work-Based Training Report*, as well as notification that you have successfully completed your technical training, your practical assessment, and your final exam. This form is not on the go2 website—it comes from ITA.

- The *Recommendation for Certification* form must be signed by a qualified tradesperson. This could be a Professional Cook 3, a Red Seal Cook, or a Certified Chef de Cuisine. It could also be an ITA-recognized equivalent. (This would be a person with a credential from another recognized country who has been given permission to supervise and sign off apprentices.) Your sponsor's qualified tradesperson may either be at your educational institution (for those apprentices enrolled in the high school or post-secondary programs), or at your workplace (for those enrolled as workplace-entry apprentices).

How do I keep track of my progress?

Each time you complete a step in your PC1, PC2, or PC3 program (and submit the appropriate form), ITA will send a transcript to you. Your sponsor will receive a transcript, too.

What's a step? Well, say ITA receives a *Work-Based Training Report* that your sponsor has submitted. That's a step. Or let's say you complete your technical training. That's another step. Other steps in your program include completing your practical assessment and writing your final exam. For each step, ITA will send you a record of it. Keep these in a safe spot, like a binder or file folder.

Need help figuring out your transcripts? They can seem a little confusing at times. That's because they're designed to work for all BC apprenticeship programs—not just for the Professional Cook program. Ask your sponsor to help you make sense of your transcripts when they come in.

What happens if my sponsor changes?

If your sponsor changes, there are steps you need to take.

1. You and your new sponsor need to fill in another ITA *Apprentice and Sponsor Registration Form*. This is the same form you filled in when you

registered for the PC1, PC2, or PC3 program. You should fill in the areas that identify you are changing sponsors.

2. You will need to follow up with your previous sponsor to make sure all of your work hours have been reported to the ITA.

What if I'm having trouble getting time off for my technical training?

Your sponsor is required to make it possible for you to take the technical training. This may include releasing you from work for the duration of your technical training class. You need to talk to your sponsor about setting up a schedule that will allow you to take the technical training. The more lead time you can give your sponsor, the better. They have to plan their schedules, too!

You need to select and register for your technical training at the designated training providers.

Did you know apprenticeship training is available throughout the province?

You can also register and access schedules online at:

www.tradestrainingbc.ca



How do I receive my certificate?

Once all your work-based training, technical training and other program requirements have been completed, and you've passed the practical assessment and final exam, the ITA sends your sponsor a *Recommendation for Certification* form.

Your sponsor is responsible for deciding whether or not to recommend you for certification. If your sponsor thinks you're ready to move on, your sponsor must send the completed form to ITA Customer Service. Once the ITA receives a positive recommendation, they'll send your PC1, PC2 or PC3 certificate to your sponsor. And then? Your sponsor presents you with your brand new certification! Congrats!

FYI: The ITA maintains a permanent file of an apprentice's record of certification.

Sponsors can also decide to not recommend an apprentice for certification. If your sponsor doesn't think you're ready, your sponsor must provide the reasons for this decision. Your sponsor will also need to create a training plan to help you build the skills and knowledge that you lack, and suggest a future date for the ITA to send another *Recommendation for Certification* form.

Guess what? You get *free* money from the government to train in this program!

A LITTLE
SOMETHING
SWEET



Grants and tax credits for apprentices

Who doesn't love a tax break? The provincial and federal governments are offering you a number of them. It's a good time to be an apprentice. For more details, follow the tax information links on the go2 website. Here's a quick summary of what's available:

Federal Tax Credits & Grants

1. **Tradesperson's Tool Deduction:** As a trades apprentice, you can deduct some of the costs of your tools, up to a total of \$500 per year.
2. **Apprenticeship Incentive Grant:** At each PC1 and PC2 level, you can qualify for a cash grant of \$1,000 per year.
3. **Apprenticeship Completion Grant:** Training for your Red Seal? The federal government will pony up an additional \$2,000 to help make it happen.

Provincial Tax Credits

1. **British Columbia Training Tax Credit:** Until December 31, 2011, you can qualify for a tax credit of up to \$4,000 to help pay for your training.

The following chart lists the provincial training tax credits available:

Tax Credit Level	Non-Red Seal Program		Red Seal Program	
	Regular	Enhanced†	Regular	Enhanced†
1	\$1,000	\$1,500	Federal Credit*	\$500**
2	\$1,000	\$1,500	Federal Credit*	\$500**
3	\$2,000	\$3,000	\$2,000	\$3,000

* The federal government provides an Apprenticeship Incentive Grant of \$1,000 to apprentices in the first two years of a Red Seal program, so BC does not provide a Training Tax Credit for completing the first two levels of a Red Seal program.

** This amount is in addition to the federal grant

† For Indians registered under the Indian Act or for challengers eligible for the Disability Tax Credit.

For complete information and to apply, follow the tax credit info links at www.go2hr.ca.

Changes to the Professional Cook program from July 2009

- All apprentices who were registered and may have completed some of the Cook apprenticeship have been transitioned and registered in one of the new programs according to ITA records. If this was the case for you, you should have received an up-to-date transcript of your apprenticeship details with the letter informing you of the change in September, 2009.
- Training in the new programs began province-wide in September, 2009. There have already been many apprentices who have completed and received new Professional Cook credentials.

A final word to apprentices:

We're so glad you're part of the Professional Cook apprenticeship. A career as a cook in British Columbia's growing culinary tourism industry is challenging and exciting. Professional cooks are in high demand—and there are many career options to choose from. The sky's the limit!

Summary

	Professional Cook 1 (PC1)	Professional Cook 2 (PC2)	Professional Cook 3 (PC3) Red Seal
Prerequisites	<ul style="list-style-type: none"> • FOODSAFE Level 1 	<ul style="list-style-type: none"> • FOODSAFE Level 1 • PC1 certification or BC Cook Foundation program completion 	<ul style="list-style-type: none"> • FOODSAFE Level 1 • PC2 certification
Institution-entry apprentice program through post-secondary institution (hours)	<ul style="list-style-type: none"> • Average of 840 hours or 28 weeks of classes and technical training • 400 hours of work-based training outside of the program 	<ul style="list-style-type: none"> • Average of 420 hours or 14 weeks of classes • 760 hours of work-based training outside of the program 	Not available
Workplace-entry apprentice (hours)	<ul style="list-style-type: none"> • Average of 180 hours or 6 weeks of technical training • 1,000 hours of work-based training 	<ul style="list-style-type: none"> • Average of 180 hours or 6 weeks of technical training • 1,000 hours of work-based training (2,000 total) 	<ul style="list-style-type: none"> • Average of 180 hours or 6 weeks of technical training • 3,000 hours of work-based training (5,000 total)
Forms	<ul style="list-style-type: none"> • Registration form to start PC1 • Work-Based Training Form • Recommendation for Certification Form for PC1 	<ul style="list-style-type: none"> • Registration form to start PC2 • Work-Based Training Form • Recommendation for Certification Form for PC2 	<ul style="list-style-type: none"> • Registration form to start PC3 • Work-Based Training Report • Recommendation for Certification Form for PC3
Completion requirements	<ul style="list-style-type: none"> • In-school mark - 70% • Practical assessment pass • Final written exam - 70% 	<ul style="list-style-type: none"> • In-school mark - 70% • Practical assessment pass • Final written exam - 70% 	<ul style="list-style-type: none"> • In-school mark - 70% • Practical assessment pass • Final written exam - 70%
Challenge option	<ul style="list-style-type: none"> • 1,000 work-based hours • Employer verification • Portfolio review • Interview • Written exam • Practical assessment 	<ul style="list-style-type: none"> • 2,000 work-based hours (or PC1 plus 1,000 hours) • Employer verification • Portfolio review • Interview • Written exam • Practical assessment 	<ul style="list-style-type: none"> • 5,000 work-based hours (or PC2 plus 3,000 hours or PC1 plus 4,000 hours) • Employer verification • Portfolio review • Interview • Written exam • Practical assessment
Where is this credential recognized?	BC – Other provinces will give credit towards apprenticeship training	BC – Other provinces will give credit towards apprenticeship training	BC and Canada



www.go2hr.ca

