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Training course approved by the MCA

## **YACHTWORK TRAINING SHIPS COOK ASSESSMENT**

### **OVERVIEW**

Ships Cooks Assessment to comply with MSN 1846 (M) Maritime Labour Convention 2006: Food and Catering: Ships Cooks and Catering Staff Annex 1 and 2.

This assessment forms part of the application to the Maritime Coastguard Agency for full Ships Cook Certification alongside all the other requirements to show compliance.

### **Who is this course for?**

This course is ideally suited to experienced chefs who are working on-board or have solid industry experience and wish to begin a career on board a vessel.

The Course is primarily an assessment of skills in a practical kitchen. There are elements of theory that are covered using pre-course learning through access to our Virtual Learning Environment (VLE) including online support from the course leader.



## Eligibility

To be eligible to complete this assessment candidate must:

- Have a proven track record of work experience in a professional kitchen
- Hold at Professional Cookery qualification at Level 2 for UK (full details under accreditation of prior learning) or
- Have a proven track record/portfolio of skills that can be crossed referenced to learning outcomes

**\*Yachtwork will provide full support and guidance on eligibility and competency for the assessment.**

Candidates are also required as part of the application to Yachtwork for the Ships Cook Assessment to produce a current CV and cover letter to complete some of the learning outcomes and provide an insight to professional cookery competencies. This will be submitted via the VLE.

## Accreditation of Prior Learning

The following qualifications are acceptable as recognition of prior learning:

PROFESSIONAL COOKERY:

Level 2 - QCF, VRQ (England and Northern Ireland)

Level 2 – Credit and Qualification Framework for Wales (CQFW)

Level 5 - Scottish Credit and Qualification Framework (SCQF)

Level 3 – The National Qualifications for Ireland (NFQIE)

Level 3 - European Qualifications Framework (EQF)

City and Guilds 7062 - *this does not complete bakery & party. 1 day assessment required.*

Accreditation of Prior Learning (APL) candidates are politely requested to present relevant certification for qualifications that clearly detail the units/subjects certificated at the time of application for the course. This will allow proper preparation for a pertinent assessment to be made for the practical sessions.

**Upon application candidates who have relevant qualifications may not have to attend the full assessment. The course leader will determine this.**

Scanned in copies are sufficient for application but originals will be required on the day.

## How to Prepare for this Course – The Yachtwork VLE

Candidates should recognise that this is an assessment of skills not a teaching environment. It is advised that candidates carefully read the learning outcomes and assessment criteria within this information document. (annex 1 and 2)

Following reading candidates should self skill scan and identify areas they feel they are unsure. As any one of the assessment criteria may come up either in the exam or days of practical assessment.

At Yachtwork we recognise the fact that some subject areas are new and some skills may not be familiar to some experienced chefs. This is most likely due to natural changes in eating and dietary requirements but also the fact that some skills have not been necessary in their work environment. We have therefore created a Virtual Learning Environment (VLE) that allow candidates access to many useful videos, tutorials, tests etc. to refresh skills and knowledge. Access to the VLE comes when the course fee is paid and access is granted for 6 months.

**To help Yachtwork trainers some of the on-line activities will be compulsory before candidates can sit the exam or complete the practical assessment.**

The rest of the materials are available to candidates to refresh and practice their skills before selecting a suitable date for assessment.

## What does the assessment involve?

- **Day 1** - Food Safety Level 2 (unless valid certificate is produced)
- **Day 2** - ½ day - Written assessment which has a total of 60 questions with a pass mark of 70% Assessment. 40 multiple choices & 20 marks for written answers (5 questions 4 marks each).  
½ day – Kitchen orientation and skills in the main Kitchen
- **Day 3** - Practical demonstration day for Bakery and Patisserie. Plus preparation for the assessment
- **Day 4** - 1-day practical assessment in soups, starters, meats, fish, poultry and vegetables. The criteria for assessment is competent or not competent.
- **Day 5** - 1-day practical assessment in pastry, bakery and deserts. The criteria for assessment is competent or not competent.

### What subjects are covered

**The following learning outcomes will be covered within the kitchen practical assessment:** In addition, some of the criteria will be covered in the exam to ensure robust coverage. (full details of criteria detailed in annex 2)

- Prepare and cook soups and sauces
- Prepare and cook fruits and vegetables
- Prepare and cook meat and offal
- Prepare and cook poultry
- Prepare and cook fish and shellfish
- Prepare and cook rice, pasta, grains and egg dishes
- Prepare and cook desserts and puddings
- Prepare and cook bakery product

**The Following learning outcomes will be supported by the VLE with compulsory online learning activities before assessment through examination at the Yachtwork assessment centre.** full details of criteria detailed in annex 2

- Health and Safety
- Dietary Requirements of Shift Workers
- Cultural and Religious Requirements
- Healthy and Special Diets
- Kitchen Operations, costs and menu planning
- Applying work place skills

In Addition:

- **Food Safety Level 2.** As part of Ships Cook Certification candidates must hold a valid Food Safety Level 2 certificate. This is day 1 of the course unless candidates produce a valid certificate.

N.B It must be noted that online Food Safety is not a valid qualification as part of the Ships Cooks Certificate.

### **The Practical assessment.**

The 2 days of practical assessment are designed to assess a range of skills encompassed in the learning outcomes.

Full details of the range under each learning outcome are detailed in annex 1 and 2 included within. The whole range will not be covered under this assessment however candidates must be prepared for all learning outcomes as details of the assessment will not be released until the day of assessment.

The assessment is designed to test candidate competency. Combining learning outcomes that can be assessed holistically e.g. A starter using shellfish with a veloute sauce will cover 3 learning outcomes. Likewise, a dessert using fruits integral to the dish or garnish will combine 2 learning outcomes

Any of the learning subjects/outcomes could appear in the assessment. (details in annex 1 & 2).

#### **1<sup>st</sup> Practical Assessment: Day 4. Soups, Starters, Meats, Fish, Poultry and Vegetables.**

Candidates will be provided with a menu for assessment.

Candidates will produce in the first 30 mins a time plan outlining order of dishes to be prepared, timings for presentation of each dish and how they will ensure food safety based on HACCP.

They will prepare, cook, finish, serve and evaluate each dish under assessment conditions. The chef assessor will confirm the ranges covered and if competency has been demonstrated. The chef may ask additional verbal questions to ensure skills assessment is robust.

Candidates will be allowed to take breaks during the assessment according to their own time management skills.

Any breach of safe food practices or health and safety working practices will result in failure of the assessment.

#### **2<sup>nd</sup> Practical Assessment: 1-day assessment in pastry, bakery and desert**

First 30 mins to produce a time plan for assessment including food safety & HACCP

Candidates will be assessed on hot and cold desserts, fermented goods, bread and pastry. Again full range detailed in Annex 2 - assessment will cover a representation of this range.

### On Completion

Yachtwork will provide successful candidates with a recognized assessment award (and Level 2 Food Safety certification if applicable) to produce to the Maritime Coastguard Agency (MCA).

Candidates **must** complete the Application for UK (MLC) Ships Cook Certificate of Competency (SCC) using application form MSF4395

Guidance for additional requirements for the SCC should be made directly to:

Registry of Shipping & Seamen Anchor Court  
Keen Road  
Cardiff

CF24 5JW

infoline@mca.gov.uk



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## ANNEX 1

### FOOD SAFETY IN CATERING - Covered with Level 2 Food Safety Certification

Learning Outcomes		Assessment Criteria	
1	Understand how individuals can take personal responsibility for food safety	1.1	Outline the importance of food safety procedures, risk assessment, safe food handling and behaviour
		1.2	Describe how to report food safety hazards
		1.3	Outline the legal responsibilities of food handlers and food business operators
2	Understand the importance of keeping him/herself clean and hygienic	2.1	Explain the importance of personal hygiene in food safety including its role in reducing the risk of contamination
		2.2	Describe effective personal hygiene practices, for example, protective clothing, hand washing, personal illnesses, cuts and wounds
		2.1	Explain the importance of personal hygiene in food safety including its role in reducing the risk of contamination
3	Understand the importance of keeping the work areas clean and hygienic	3.1	Explain how to keep the work area and equipment clean and tidy to include cleaning and disinfection methods, safe use and storage of cleaning chemicals and materials, and waste disposal
		3.2	State how work flow, work surfaces and equipment can reduce contamination risks and aid cleaning
		3.3	Outline the importance of Pest Control
4	Understand the importance of keeping food safe	4.1	State the sources and risks to food safety from contamination and cross contamination to include microbial, chemical, physical and allergenic hazards.

	4.2	Explain how to deal with food spoilage including recognition, reporting and disposal
	4.3	Describe safe food handling practices and procedures for storing, preparing, cooking, chilling, reheating, holding, serving and transporting food
	4.4	Explain the importance of temperature controls when storing, preparing, cooking, chilling, reheating, holding, serving and transporting food
	4.5	Describe stock control procedures including deliveries, storage, date marking and stock rotation

## ANNEX 2

### HEALTH AND SAFETY IN CATERING IN THE MARITIME INDUSTRY – Forms part of written exam

Learning Outcomes		Assessment Criteria	
1	Understand the importance of health and safety in catering in the maritime industry	1.1	Identify the groups who have responsibilities in current legislation
		1.2	Identify the legal responsibilities of employers and employees
		1.3	Discuss the power of enforcement officers
		1.4	Identify the action available to the enforcement officers in the event of non-compliance
		1.5	State regulations covering specific safety issues
		1.6	Identify common causes of ill health and accidents
		1.7	List the potential costs of non-compliant health and safety practices
		1.8	List the potential benefits of compliant health and safety practices
2	Be able to identify hazards in the catering workplace onboard ship	2.1	List causes of slips, trips and falls in the workplace



	2.2	State the steps to minimise the risk of slips, trips and falls	
	2.3	Identify the main injuries from manual handling	
	2.4	State ways to reduce the risk of injury from lifting, carrying and handling	
	2.5	Identify the correct lifting procedure	
	2.6	Identify ways machinery/equipment can cause injuries	
	2.7	List control measures to avoid accidents from machinery/equipment	
	2.8	State types of hazardous substances	
	2.9	List control methods for hazardous substances to prevent exposure and protection of employees	
	2.10	Indicate the main causes of fire and explosions	
	2.11	State how elements of the fire triangle can be used to extinguish a fire	
	2.12	Identify dangers associated with electricity	
	2.13	Identify the measures to prevent electricity dangers	
	2.14	State methods to deal with electrical dangers	
	2.15	Identify hazards associated with working onboard ship	
	2.16	State methods to control hazards associated with working onboard ship	
	3	Understand how to control hazards in the workplace	3.1
	3.2		Define the term 'risk'
	3.3		List the steps in the risk assessment process
	3.4		Identify the benefits of risk assessment
	3.5		Identify the dangers of failing to carry out a risk assessment

		3.6	State the reasons for reporting accidents
		3.7	Explain the legal requirement for accident reporting
		3.8	Outline the information to be recorded in the Accident Book
		3.9	State the functions of PPE
		3.10	State the employers' and employees' responsibilities regarding provision use, care and maintenance of PPE
		3.11	State how the main types of safety signs can be identified
4	Understand how to maintain a healthy and safe workplace	4.1	Briefly describe the sources of information which can assist in developing health and safety systems in the workplace
		4.2	Identify the features in the food preparation area which will affect safe working practices
		4.3	Identify the welfare facilities required for the staff in catering and hospitality operations
		4.4	Define incident reporting
		4.5	Outline the procedure to be followed when an incident is reported
		4.6	Identify situations where emergency procedures must be followed
		4.7	State the emergency procedure in the event of a serious accident/incident

## **KITCHEN OPERATIONS, COSTS AND MENU PLANNING - Forms part of the written exam**

	Learning Outcomes	Assessment Criteria	
1	Describe the organisation of a kitchen	1.1	Describe the organizational structure of the kitchen
2	Plan and prepare menus for catering operations	2.1	Plan menus
		2.2	Interpret menus for food production
3	Demonstrate awareness of basic	3.1	Calculate costs and quantities relevant to simple

	costs associated with the catering industry		activities in different catering operations
		3.2	Display basic numeric skills when calculating costs using metric/imperial measurements
4	Apply basic calculations used in catering operations	4.1	Calculate the food costs of different dishes to determine the food costs per portion

**APPLYING WORK PLACE SKILLS - Combined pre-course materials VLE and production of CV and covering letter**

Learning Outcomes		Assessment Criteria	
1	Be able to maintain personal presentation	1.1	Maintain personal professional appearance
		1.2	Demonstrate a positive and professional approach in their working condition
		1.3	Explain what is considered to be professional presentation of ones self
		1.4	Describe the reasons for maintaining professional presentation and the effect this has on the organisation
		1.5	Explain the skills required to maintain the work area
2	Be able to work effectively with customers and colleagues	2.1	Demonstrate a positive attitude and behaviour with customers and colleagues
		2.2	Demonstrate use of correct procedures and good practice in dealing with customers and colleagues
		2.3	Communicate effectively to identify and provide support to customers and colleagues to solve problems should they arise
		2.4	Demonstrate working with others to achieve targets
		2.5	Describe the skills required to work effectively with customers and colleagues to provide a quality service or product
		2.6	Describe how to identify and solve customer and colleague problems and complaints should they arise
		2.7	List the key stages in working to meet team

			targets
3	Be able to prepare for a job application	3.1	Explain the importance of evaluating an interview
		3.2	Produce a Curriculum Vitae and covering letter
		3.3	Demonstrate a variety of interview skills
4	Be able to produce a plan to develop skills	4.1	Evaluate current skills against job aims
		4.2	Identify an opportunity to develop a skill
		4.3	Set and work towards a target
		4.4	Keep a record of skills development
		4.5	Describe the purpose of a personal development plan
		4.6	Describe how development plans are produced
		4.7	Explain the importance of feedback.

## PREPARE AND COOK SOUPS AND SAUCES - Practical Assessment

Learning Outcomes		Assessment Criteria	
1	Prepare and cook stocks	1.1	Demonstrate the correct use of equipment to prepare, cook and store stocks
		1.2	Prepare and cook different types of stock and demonstrate safe work practices applying quality points at each stage of the process
		1.3	Evaluate the finished product
2	Prepare and cook soups	2.1	Demonstrate the correct use of equipment to prepare, cook and store soups
		2.2	Prepare and cook different types of soup demonstrate safe work practices and applying quality points at each stage of the process
		2.3	Demonstrate finishing methods and present appropriate accompaniments
		2.4	Evaluate the finished product

3	Prepare and cook sauces	3.1	Demonstrate the correct use of equipment to prepare, cook and store sauces
		3.2	Prepare and cook different types of sauce and demonstrate safe work practices, applying quality points at each stage of the process
		3.3	Demonstrate finishing methods
		3.4	Evaluate the finished product

### **PREPARE AND COOK FRUIT AND VEGETABLES - Practical Assessment**

Learning Outcomes		Assessment Criteria	
1	Prepare fruit and vegetables	1.1	Check that fruit and vegetables and accompanying ingredients are of the correct type quantity and quality
		1.2	Demonstrate the correct use of tools and equipment to prepare fruit and vegetables
		1.3	Prepare fruit and vegetables by peeling, washing and trimming. Assemble ingredients according to dish specifications demonstrating, safe and hygienic practices
		1.4	Store fruit and vegetables appropriately prior to cooking if required
2	Cook fruit and vegetables	2.1	Demonstrate the correct use of tools and equipment when cooking fruit and vegetables and maintain safe and hygienic work practice throughout
		2.2	Cook assemble, hold, store (if required) and serve cooked fruit and vegetables

### **PREPARE AND COOK MEAT AND OFFAL - Practical Assessment**

Learning Outcomes		Assessment Criteria	
1	Prepare meat and offal	1.1	Demonstrate the correct use of tools and equipment when preparing, portioning and storing meat and offal to dish specification, whilst working in a safe and hygienic manner
		1.2	Use appropriate moulds/basins, shapes and flavorings to joints of meat and offal according to

			dish specifications
2	Cook meat and offal	2.1	Select correct tools and equipment used in cooking of meat and offal using various methods of cooking, applying safe and hygienic work practices
		2.2	Make/prepare dressings, sauces, coulis, gravies, jus and garnishes for meat and offal
		2.3	Apply finishing skills and assemble dish according to dish specifications, evaluating the finished dish/dishes

## **PREPARE AND COOK POULTRY – Practical Assessment**

Learning Outcomes		Assessment Criteria	
1	Prepare poultry	1.1	Demonstrate the correct use of tools and equipment when preparing, portioning and storing poultry to dish specification, whilst working in a safe and hygienic manner
		1.2	Apply flavorings and coatings to cuts of poultry
2	Cook poultry	2.1	Select correct tools and equipment used in cooking of poultry using various methods of cooking, applying safe and hygienic work practices
		2.2	Make/prepare dressings, sauces, coulis, gravies, jus and garnishes for poultry
		2.3	Apply finishing skills and assemble dish according to dish specifications, evaluating the finished dish/dishes

## **PREPARE AND COOK FISH AND SHELLFISH - Practical Assessment**

Learning Outcomes		Assessment Criteria	
1	Prepare fish and shellfish	1.1	Demonstrate the correct use of tools and equipment when preparing, portioning, cutting and storing fish and shellfish to dish specification, whilst working in a safe and hygienic manner
		1.2	Use appropriate techniques to meet dish specifications for example; flavourings, coatings and lining dishes

2	Cook fish and shellfish	2.1	Select correct tools and equipment used in cooking of fish and shellfish using various methods of cooking, applying safe and hygienic work practices
		2.2	Make/prepare dressings, sauces, coulis, flavoured butters/oils and garnishes
		2.3	Apply finishing skills and assemble dish according to dish specifications, evaluating the finished dish/dishes

## PREPARE AND COOK RICE, PASTA, GRAINS AND EGG DISHES - Practical Assessment

Learning Outcomes		Assessment Criteria	
1	Prepare and cook rice	1.1	Use the correct type and amount of rice for the dish specification, demonstrating safe and hygienic use of tools and equipment and work practices throughout
		1.2	Demonstrate control of the cooking process to obtain the required quality
		1.3	Assemble and finish the dish in line with dish/customer requirements and evaluate the finished dish
2	Prepare and cook pasta	2.1	Use the correct type and amount of pasta for the dish specification, demonstrating safe and hygienic use of tools and equipment and work practices throughout
		2.2	Demonstrate control of the cooking process to obtain the required quality
		2.3	Assemble and finish the dish in line with dish/customer requirements and evaluate the finished dish
3	Prepare and cook grains	3.1	Use the correct type and amount of grain for the dish specification, demonstrating safe and hygienic use of tools and equipment and work practices throughout
			Demonstrate control of the cooking process to obtain the required quality
		3.3	Assemble and finish the dish in line with dish/customer

			requirements and evaluate the finished dish
4	Prepare and cook eggs	4.1	Use the correct type and amount of eggs for the dish specification, demonstrating safe and hygienic use of tools and equipment and work practices throughout
		4.2	Demonstrate control of the cooking process to obtain the required quality
		4.3	Assemble and finish the dish in line with dish/customer requirements and evaluate the finished dish

## **PREPARE AND COOK DESSERTS AND PUDDINGS – Practical Assessment**

Learning Outcomes		Assessment Criteria	
1	Prepare hot and cold desserts and puddings	1.1	Prepare hot and cold desserts and puddings for cooking, using the correct equipment, demonstrating safe and hygienic work practices
2	Demonstrate how to cook and finish hot and cold desserts and puddings	2.1	Demonstrate the correct use of equipment to cook and finish hot and cold desserts and puddings whilst demonstrating safe and hygienic work practices
		2.2	Produce dishes applying the correct finish and presentation methods to different types of puddings and desserts checking the quality points of each stage and evaluate the finished product

## **PREPARE AND COOK BAKERY PRODUCTS – Practical Assessment**

Learning Outcomes		Assessment Criteria	
1	Prepare paste, biscuits, cakes and sponge products	1.1	Prepare and store paste, biscuits, cakes and sponges demonstrating the correct use of tools and equipment working in a safe and hygienic manner
2	Cook and finish paste, biscuits, cakes and sponge products	2.1	Demonstrate correct use of tools and equipment used in the baking and finishing of paste, biscuits, cakes and sponge products
		2.2	Bake and finish pastes, biscuits, cakes and sponge products and evaluate the finished dish



3	Prepare fermented dough products	3.1	Prepare fermented dough products using the correct tools and equipment, demonstrating safe and hygienic work practice
4	Cook and finish fermented dough products	4.1	Demonstrate the correct use of tools and equipment to cook dough products working safely and hygienically
		4.2	Finish and present dough products and evaluate the product

### **HEALTHIER FOODS AND SPECIAL DIETS - Forms part of written exam**

	Learning Outcomes	Assessment Criteria	
1	Understand how to plan and provide special diets	1.1	Describe the impact of special diets on health
		1.2	Describe catering practices to be considered when planning and providing meals for those on special diets
		1.3	Understand the principle of balanced diets
2	Outline current government nutritional guidelines for a healthy diet.	2.1	State the sources of essential nutrients
		2.2	Describe the impact of diet on health
		2.3	Describe catering practices that help maintain the nutritional value of food

### **CULTURAL AND RELIGIOUS CATERING REQUIREMENTS - Forms part of written Exam**

	Learning Outcomes	Assessment Criteria	
1	Understand how to plan and provide the dietary requirements for people from different cultural and religious backgrounds	1.1	Identify the major cultural and religious groups that make up the seagoing community
		1.2	Describe catering practices to be considered when planning and providing meals for the major cultural and religious groups making up the seagoing community

**DIETARY REQUIREMENTS OF SHIFT WORKERS – forms part of the written exam**

Learning Outcomes		Assessment Criteria	
1	Understand how to plan and provide the dietary requirements for shift workers.	1.1	Describe the impact of shift working diets on health
		1.2	Describe catering practices to be considered when planning and providing meals for those on shift work