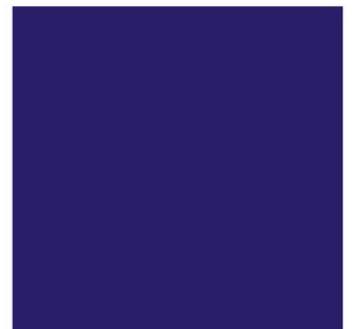
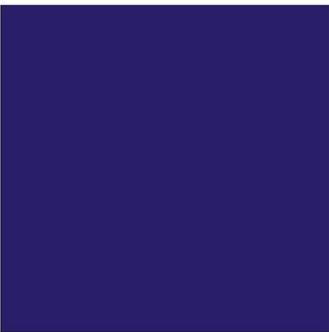




WORLD
ASSOCIATION
OF CHEFS
SOCIETIES

WORLD CHEFS GLOBAL CULINARY CERTIFICATION

HANDBOOK – INTRODUCTION



WORLDCHIEFS GLOBAL CULINARY CERTIFICATION

INTRODUCTION

About this document

This document provides an introduction to the Worldchefs Global Culinary Certification. It must be used together with the handbooks which can be downloaded, for each level, on the Worldchefs website: www.worldchefs.org/certification.

We have done our best to ensure that all the information in this document is correct. However, we make continuous improvements to the certification, so we need to change a few things from time to time.

We communicate these changes as soon as they are relevant, but Worldchefs or City & Guilds cannot accept liability for loss or damage arising from the use of information in this document. We strongly suggest that you check that the version you are using is the version which is on the Worldchefs certification website. The version date can always be found at the bottom of the page.

About the World Association of Chefs Societies (Worldchefs)

Worldchefs is the leading authority in global cuisine, dedicated to defining and promoting standards within professional cooking and hospitality around the world.

Through educational programmes, international culinary competitions, congresses and assemblies, Worldchefs has been leading the way in shaping the role of the professional chef since it was established in 1928.

Worldchefs membership includes cooks, chefs and culinary educators from more than 100 countries, representing over 10 million professionals.

About the Worldchefs Global Culinary Certification

The Worldchefs Global Culinary Certification has been developed to recognise the skills, knowledge and experience of chefs, cooks and culinary educators around the world.

The certification is structured to promote progression within the industry and is available at the nine critical career stages.

The Worldchefs certification is the only global certification for culinary professionals. It has been developed in partnership with City & Guilds, a world leader in skills development and testing.

For more information, please visit www.worldchefs.org/certification.

CERTIFICATION LEVELS

About the levels

There are nine professional levels which can be achieved through the certification. Each level has its own certification number shown in the table below:

Worldchefs certification level	Certification number
Worldchefs Certified Professional Cook (Commis Chef)	8499-01
Worldchefs Certified Chef de Partie	8499-02
Worldchefs Certified Sous Chef	8499-03
Worldchefs Certified Chef de Cuisine	8499-04
Worldchefs Certified Executive Chef	8499-05
Worldchefs Certified Pastry Chef	8499-06
Worldchefs Certified Master Chef	8499-07
Worldchefs Certified Master Pastry Chef	8499-08
Worldchefs Certified Culinary Educator	8499-09

Successful candidates are entitled to use the professional title they have achieved.

Handbooks

Each level has its own handbook which can be downloaded from the Worldchefs website at **www.worldchefs.org/certification**.

The handbooks outline the requirements that need to be met to achieve certification at the given level.

Definition of certification levels

The certification levels reflect the professional titles most commonly used within the industry:



Worldchefs Certified Master Chef (WCMC)

A professional chef who creates innovative dishes of exceptional quality and has achieved an award or certification which is considered to be a benchmark for culinary excellence. The holder of this title has a minimum of ten years of professional cooking experience and is employed as an executive chef, corporate executive chef (or equivalent) or runs own business.



Worldchefs Certified Master Pastry Chef (WCMPC)

A professional pastry chef who creates innovative pasty, bakery and dessert products of exceptional quality and has achieved an award or certification which is considered to be a benchmark for pastry excellence. The holder of this title has a minimum of ten years of professional pastry and baking experience and is employed as an executive pastry chef, corporate executive pastry chef (or equivalent) or runs own business.



Worldchefs Certified Culinary Educator (WCCE)

A professional educator in a teaching or lecturing position who has a minimum of ten years of documented education and industry experience, including a minimum of four years of full-time teaching experience (or equivalent). The holder of this title works in an accredited school, college or other educational institution.



Worldchefs Certified Executive Chef (WCEC)

A professional chef, with a minimum of seven years of professional cooking experience, who is the head of multiple food service outlets within an operation. The holder of this title is employed as an executive chef, corporate executive chef (or equivalent) or runs own business.



Worldchefs Certified Chef de Cuisine (WCCC)

A professional chef, with a minimum of seven years of professional cooking experience, who is responsible for planning and supervising the food production, management and development of staff and kitchen management. A Chef de Cuisine may also be referred to as a Head Chef of a professional kitchen.



Worldchefs Certified Pastry Chef (WCPC)

A professional pastry chef or baker who is responsible for producing pastry, baking and dessert products and managing pastry staff. The holder of this title is employed as a pastry chef (or equivalent), or runs own business, and has a minimum of seven years of professional pastry and baking experience, including two years as the head pastry chef (or equivalent).



Worldchefs Certified Sous Chef (WCSC)

A professional chef who is responsible for supervising an entire area of the kitchen or assisting the chef in managing the entire food service operation. The holder of this title reports directly to the Chef de Cuisine or Executive Chef and has a minimum of five years of professional cooking experience, including a minimum of two years as a sous chef.



Worldchefs Certified Chef de Partie (WCCP)

A professional chef (de Partie), with a minimum of three years of cooking experience under the direction of a sous chef or head chef, who is responsible for one or more designated sections in the kitchen such as grill, sauce corner, larder and/or pastry corner.



Worldchefs Certified Professional Cook (Commis Chef)

A professional cook, with a minimum of three years of cooking experience, who performs a variety of basic cooking or baking tasks in a food service operation, under the supervision of a professional chef.

APPLICATION PROCESS

There are ten key steps in the application process which leads to Worldchefs certification. The applicant is referred to as the 'candidate'.

1. Candidate reads the requirements on the Worldchefs website to determine whether they are eligible for certification and at which level.
2. Candidate chooses the level they wish to apply for. Each level has a digital Open Badge attached which will be awarded upon successful completion of the chosen level.
3. Candidate applies for the chosen level on the Worldchefs website. They are then taken to the Open Badge Academy (OBA) which is the new digital platform for the Worldchefs certification.
4. Candidate is prompted to create an account within the Open Badge Academy (OBA), or log in, if they already have an OBA account.
5. Candidate is issued with an OBA account and is taken to the Worldchefs Academy where the Worldchefs badges can be accessed.
6. Candidate selects and purchases the badge they have chosen to take.
7. Candidate accesses the badge and completes the tasks.

Candidates don't need to complete all the tasks in one go, they may return to the badge as often as they would like.

8. Candidate claims their badge (once all tasks have been completed).

This step is referred to as the first (original) submission.

9. Worldchefs checks and verifies the candidate's submission within 30 calendar days.

If any evidence is incomplete, the candidate will receive an email notification from OBA, asking them to review the evidence submitted.

This step, if applicable, is called the second (final) submission.

10. Worldchefs issues the badge, if all certification requirements have been met at the given level.

Please note:

The application and the assessment processes are entirely electronic.

Information on individual applications is only going to be provided within the Open Badge Academy.

Messages sent to the Worldchefs website or email address enquiring about individual applications will not be monitored or responded to.

CERTIFICATION REQUIREMENTS

The standards

To achieve the Worldchefs Global Culinary Certification, candidates need to provide evidence of their skills, knowledge and experience for the relevant level.

For each level, there are four core standards:

- **Entry requirements:** to demonstrate the candidate is eligible for entry for the chosen level
- **Standard 1 – Technical expertise:** to demonstrate the culinary skills the candidate has developed
- **Standard 2 – Professional development:** to demonstrate how the candidate develops and maintains their skills and knowledge of the culinary industry.
- **Standard 3 – Professionalism in the work role:** to demonstrate how the candidate conducts themselves in their role.

For each standard, there is a list of requirements that candidates need to meet and provide evidence for. These requirements are outlined in the handbooks which can be downloaded on the Worldchefs website: www.worldchefs.org/certification.

The tasks

Candidates are required to complete a series of tasks to provide evidence against the certification requirements. The tasks are listed and need to be completed within the Open Badge Academy.

Within each task, there are a number of activities. Candidates are advised to check that all answers have been provided before submitting their evidence.

Please note:

All tasks must be successfully completed to achieve certification.

Applying for different levels

Candidates must make a separate application to achieve a different level of certification. They are strongly advised to read the requirements in detail before they apply to ensure they apply for the correct level.

Please note:

Applications made against one level cannot be transferred to the level below or above.

Exemption from entry requirements

Exemption from entry requirements may apply at the Worldchefs Certified Master Chef and Worldchefs Certified Master Pastry Chef levels.

For further details, please refer to the individual handbooks.

Fast track certification

Fast track certification is available to applicants who hold a certificate approved by Worldchefs as meeting the certification requirements at a given level (called 'qualifying certificate').

For further details, please refer to www.worldchefs.org/certification/fasttrack.

Additional guidance

For each certification requirement, additional guidance is provided in the handbooks.

The additional guidance explains the meaning of words which appear **in bold** in the entry requirements and/or in the performance criteria. It also helps candidates identify suitable examples they may use as part of their evidence.

Collecting evidence

Evidence must be provided to meet each entry requirement or performance criterion. Guidance is given in the handbooks on the type of evidence that must be submitted.

A piece of evidence may be used more than once if it meets more than one entry requirement or performance criterion.

Guidance on what needs to be uploaded is provided in the Open Badge Academy.

Types of evidence

The following is a list of evidence which may be required, depending on the level, to meet the Worldchefs certification requirements:

- **Entry requirements**

The entry requirements are used to confirm if the candidate is eligible for certification at the chosen level.

As part of these requirements, the candidate is asked to confirm their current employment status, professional culinary experience and whether they hold a current food safety qualification*.

**A food safety qualification is not required at the Culinary Educator level.*

- **Witness testimony**

The witness testimony is used, where appropriate, to confirm the level of the candidate's technical and interpersonal skills.

It is the candidate's responsibility to obtain the witness testimony. It needs to be sought from the candidate's employers and/or someone in a position of responsibility who is technically able to comment on the candidate's work or culinary skills.

When completing the tasks within the Open Badge Academy, the candidate is required to provide contact information for the witness such as their name, title, telephone number and email address.

Details of the witness are stored securely and kept confidential. They will only be used by the Worldchefs assessors, as part of the quality assurance process, to verify the content of the witness testimony.

Template to use: **witness testimony form** (available to download in the Open Badge Academy).

Candidates who own the culinary establishment they work at and do not have a manager they report to are required to use the 'ownership declaration form' (please see next point).

- **Ownership declaration**

The ownership declaration is used to confirm that the candidate owns the culinary operation where they work and do not have a manager to report to.

Additional evidence of business ownership, such as company registration documents which clearly state ownership, must be made available to Worldchefs on request for inspection.

Template to use: **ownership declaration form** (available to download in the Open Badge Academy).

- **Photographs**

Photographs are among the types of evidence used to meet the requirements for technical expertise and professionalism in the work role.

Candidates are required to take their photographs and upload them in the Open Badge Academy. Instructions for the photographs required are included in the Open Badge Academy.

- **Documentary evidence**

Documentary evidence is a record or a document which has describes aspects of the candidate's achievements in the culinary industry.

Documentary evidence required may include the following:

- Recipes, menus, reviews, articles, editorials, news stories and competition awards
- HACCP or Food Safety or Sanitation certificate at the level required for certification
- For the Master Chef level, confirmation of achievement of the Worldchefs Certified Executive Chef title or equivalent
- For the Master Pastry Chef level, confirmation of achievement of the Worldchefs Certified Pastry Chef title or equivalent
- For the Certified Culinary Educator, lesson plans, schemes of work or observation documentation.

Candidates are required, where appropriate, to upload their documentary evidence in the Open Badge Academy.

- **Written tasks**

Written tasks are used to provide evidence of the candidate's culinary knowledge and experience of working in the industry.

It may include statements, responses to questions or practical examples of activities undertaken.

Candidates are required, where appropriate, to upload their responses in the Open Badge Academy

Authenticity of evidence

Each candidate is required to make a declaration that the evidence submitted is their own work.

Please note:

Original evidence must be provided to Worldchefs on request as part of the quality assurance protocol. **Certification will be withdrawn if the evidence submitted is found not to be the work of the candidate.**

Submitting evidence

Candidates are required to submit their evidence using their Open Badge Academy (OBA) account.

The candidate is prompted to create this account once they have chosen the level they wish to take, on the Worldchefs website. Evidence can only be submitted using the OBA account.

The candidate may log into the Open Badge Academy to upload their evidence as often they like.

Please note:

Candidate should submit their evidence once all the tasks have been completed as there are only two opportunities for submission:

- **First (original) submission:** This is the first time the candidate submits their evidence for assessment. This step is called 'Claim your badge'.

- **Second (final) submission:** This step applies if the candidate has been contacted by a Worldchefs assessor for additional information or clarification on evidence already submitted.

The second submission is the final submission, so it is important that the candidate responds to all queries raised by the Worldchefs assessor, before returning their updated evidence.

Assessing evidence

The evidence submitted is assessed by a Worldchefs assessor.

Once the Worldchefs assessor has reviewed the evidence, they may require further information or clarification from the candidate.

Please note:

The Worldchefs assessor requires clarification and/or additional information from the candidate only once.

Should the candidate fail to provide the information required or provides incomplete information in their second (final) submission, they will be required to make a brand new application and pay the registration fee again.

Under exceptional circumstances, the assessor may need to contact the candidate more than once. The candidate will be notified if that is the case.

The following sections outline what may happen after the first and second submission.

After first (original) submission

The candidate will receive one of the following:

	What it means
Badge	The evidence submitted has met the requirements for certification at the chosen level. No further action is required. Candidate may start using and sharing the badge.
Notes left by the assessor	The evidence submitted has not met all the requirements for certification at the chosen level. The candidate is required to log into their Open Badge Academy account and make amendments or submit further information. The candidate must ensure that they respond to all the notes left by the assessor as part of their second (final) submission.

After second (final) submission

A candidate will receive one of the following:

	What it means
Badge	The evidence submitted has met the requirements for certification at the chosen level. Candidate may start using and sharing the badge.
Notification of closure	<p>The candidate's second (final) submission has not met all the requirements for certification at a chosen level. The badge application has been closed.</p> <p>The candidate may make a new application if they wish to try again. They may select the chosen level (badge) in the Worldchefs Academy, within the Open Badge Academy, or on the Worldchefs website.</p>

Language of the submission

The submission must be completed in English.

Language of the evidence submitted

All evidence must be provided in English.

Please note:

If the original food and safety qualification has been issued in another language, translation must also be provided with a copy of the original submission.

Certification

Candidate will receive a storage and sharable Open Badge upon successful completion of the chosen level.