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#### Foreword from our President, The Rt. Hon. The Lord Hunt of Kings Heath PC OBE

For more than 70 years the NHS has been part of our nation and quite rightly held up as a National Treasure.

Those who have worked within the NHS understand the value provided to the four nations. We all want this to continue into the next 70 years and beyond, free to all at the point of delivery.

The COVID pandemic saw the Health Service placed under enormous strain, with front line services provided throughout the crisis and our staff maintained a performance level, the like not seen since the last world war. This took its toll, and we continue our efforts to reach a clear recovery stage.

Never has the NHS needed so many well-trained people, and the catering services are no exception. The Hospital Caterers Association is at the forefront providing a supporting role to it's membership ensuring sustainable and long-term succession planning and this invaluable document is an excellent reference.

It is important that everyone, irrelevant of seniority, is provided with a strong learning pathway – we all must start somewhere, but I am constantly amazed when I hear about stories of people who started as, a part timer, working hard and developing their career to achieve their true potential.

I encourage you all to embrace the HCA's commitment to learning and development as outlined in this good practice guide.





#### Introduction

The Hospital Caterers Association (HCA) supports the view that investing in education is not just about investing in the health of the population and in the individual; it also contributes to the economic health of the nation.

The NHS continues to be regarded as having some of the best healthcare education in the world and remains a major player in healthcare research. Healthcare education and training must deliver excellence in practice but must also strive to ensure that a world-class healthcare education system is developed and maintained.

Education and training are regarded as an essential part of the NHS not only to deliver excellence but to ensure that the NHS is responsive to changes in patient needs, healthcare and the provision of services to staff over 24 hours, 7 days per week.

The HCA have agreed that an indicative education and training pathway in support of a career pathway should be promoted, based on models developed for other NHS careers.

The following model is for illustrative purposes. The learning pathway described below aims to support flexibility and responsiveness to future skills requirements and address challenges for existing staff to progress from unskilled to skilled roles.

In developing the pathway below, a review of the existing qualification bodies across the four nations, have been incorporated to illustrate potential routes and progression.

Qualifications are suitable for all small or large NHS Catering establishments, workplace canteens, residential homes or any other outlets which involve the provision of hospitality services to the public.

In addition to supporting existing staff, the HCA strongly encourages members to work closely with local colleges, ensuring work experience programmes are available. Any limiting factors such as Young Person Risk Assessment can be undertaken, and Disclosure Scotland, DBS, etc. checks are not required in majority of Catering Production areas, as not in situations where they would be unsupervised, close contact with patients.

# 2. Education and Training Framework for Catering Services

	Core capabilities			Additional	capabilities		
	Catering Assistant	Chef / Cook	Catering Supervisor	Head Chef / Cook	Deputy Catering Manager	Retail Manager	Catering Manager
Food Safety	Standard Food Hygiene Control Measures, for example:  Elementary Food Hygiene (certificated/ Level 2 Food Safety certification)  Hazard Analysis Critical Control Point (HACCP) Cleaning and disinfection of catering areas  Stock control Personal Hygiene Use of protective clothing Control of Substances Hazardous to Health (COSSH) Colour coded equipment Pest control Allergen Awareness Sustainability Health & Safety Understanding of the current food hygiene legislative guidelines	Additional related skills:  Intermediate level 3 / Food Hygiene certification HACCP certification	Additional related skills, for example:  • Level 3 Food Hygiene certification • HACCP certification	Additional related skills, for example:  • Level 4 Food Hygiene certification • HACCP certification	Additional related skills, for example:  • Level 4 Food Hygiene certification / Advanced Food Hygiene certification • HACCP certification	Additional related skills, for example:  • Level 4 Food Hygiene certification • HACCP certification	Additional related skills, for example:  • Level 4 Food Hygiene certification / Advanced Food Hygiene certification • HACCP certification • Auditors certification • TACCP certification

	Core capabilities			Additional	capabilities		
	Catering Assistant	Chef / Cook	Catering Supervisor	Head Chef / Cook	Deputy Catering Manager	Retail Manager	Catering Manager
Food Production	Working methods to priorities required tasks within the agreed timescales     Following of standardised recipes to ensure ingredients and portions sizes are correct     Understand basic food preparation     Correct use, storage and cleaning of knives     Understand seasonality and availability of all fresh ingredients     Prevent allergen and food cross contamination     Performing basic food preparation taks     Safe regeneration of food	Additional related skills:  City and Guilds 706/1 or equivalent City and Guilds 706/2 or equivalent SVQ/NVQ food production modules Allergen awareness	Additional related skills, for example:  City and Guilds 706/1 or equivalent SVQ/NVQ food production modules Allergen awareness	Additional related skills, for example:  City and Guilds 706/1 or equivalent City and Guilds 706/2 or equivalent SVQ/NVQ food production modules Allergen awareness	Additional related skills, for example:  • Level 4 Food City and Guilds 706/1 or equivalent • City and Guilds 706/2 or equivalent • SVQ/NVQ food production modules • Allergen awareness	Additional related skills, for example:  City and Guilds 706/1 or equivalent City and Guilds 706/2 or equivalent SVQ/NVQ food production modules Allergen awareness	Additional related skills, for example:  Level 4 Food City and Guilds 706/1 or equivalent City and Guilds 706/2 or equivalent SVQ/NVQ food production modules Allergen awareness

				Additional capabilitie	es		
	Catering Assistant	Chef / Cook	Catering Supervisor	Head Chef / Cook	Deputy Catering Manager	Retail Manager	Catering Manager
Health & Safety and maintaining the environment	Additional related skills:  Equipment operation and safety  Moving and handling  Fire safety  Control of Substances Hazardous to Health (COSHH)  Slips, trips and falls  Dealing with spillages  Reporting of adverse events (Near Misses)  Personal security  Understaning of H&S  Reporting of incidents/ accidents  Adhering to risk assessments  Understanding of first aid at work  Reporting of faults		Additional related skills, for example:  Completeing risk assessments Investigations into accidents / incidents	Additional related skills, for example:  Completeing risk assessments Investigations into accidents / incidents	Additional related skills, for example:  Completeing risk assessments Investigations into accidents / incidents	Additional related skills, for example:  Completeing risk assessments Investigations into accidents / incidents	Additional related skills, for example:  Completeing risk assessments Investigations into accidents / incidents Formal reporting of accidents / incidents
Customer Service	Communication skills Patient confidentiality Equality & Diversity Disability Discrimination Act	Communication skills     Patient confidentiality     Equality & Diversity     Disability Discrimination Act	Communication skills     Patient confidentiality     Equality & Diversity     Disability Discrimination Act	Communication skills     Patient confidentiality     Equality & Diversity     Disability Discrimination Act	Communication skills     Patient confidentiality     Equality & Diversity     Disability Discrimination Act     Modern Slavery Act	Communication skills Patient confidentiality Equality & Diversity Disability Discrimination Act Modern Slavery Act	Communication skills Patient confidentiality Equality & Diversity Disability Discrimination Act Modern Slavery Act

			A	dditional capabilitie	es	,	
	Catering Assistant	Chef / Cook	Catering Supervisor	Head Chef / Cook	Deputy Catering Manager	Retail Manager	Catering Manager
Administration, Management & Policy	Additional related skills:  Reading and writing Computer literacy Data analysis	Additional related skills:  Reading and writing Computer literacy Data analysis	Additional related skills, for example:  • Standards maintenance & monitoring • Staff deployment • Staff training • Staff appraisal and PDP • Basic staff policies & procedures • Complaints procedure	Additional related skills, for example:  • Menu design • Recipe development • Resource management	Additional related skills, for example:  Coordinating standards & monitoring Staff disciplinary procedures Resource management Asset management Resource development (e.g. new technologies, products) Contributing to, implementing & reviewing policy at a local level Investigate complaints Work content analysis / review IT skills (Word, Excel, email, etc.)		Additional related skills, for example:  Managing standards & monitoring Procurement and funding (making business cases) Budgeting Staff management, training & development Working with senior management teams Research, development & analysis Ensuring compliance with equality & diversity standards Analysing and responding to complaints Leadership skills Procedures involving staff safety Establishing the overall direction of local services based on current national guidelines Maintaining the profile of Catering Services on a local and national scale Networking & benchmarking

#### **Using This Framework**

This Framework describes the capabilities (i.e. competences, skills, knowledge, behaviours, attitudes and values) required in roles including, and the following on from, the Catering Assistant. Consequently, it outlines an educational pathway, guiding staff through the career opportunities available across Catering Services through further training.

NHS staff can determine the capabilities that they (or their staff) are likely to need – and therefore assess the training they may need to access – in order to progress to a new role. All Catering Services staff require core capabilities. Each subsequent supervisory role requires the capabilities outlined in each previous level (tick), as well as its own additional capabilities.

For example, an Assistant Catering Services Manager requires the capabilities outlined for Catering Assistants, Supervisors, Cooks and Head Cooks. This role also has additional areas of responsibility that require capabilities in staff disciplinary procedures, resource management, asset management, resource development and contributing to, implementing and reviewing policy.

Other knowledge and experience

- Understanding the nutritional requirements of a person in hospital / healthcare, for example, modified consistency level diets
- The Eatwell guide in a healthcare setting
- Knowledge of the roles of others in the multi-disciplinary teams, for example, Dietitians, Speech & language Therapist,
   Nursing
- The benefits of Power of 3 and the multi-disciplinary complexities of catering in healthcare.
- Product Recall Notices why they occur, personal responsibilities for quarantining stock, reporting any suspected issues even if they not been any alert issued, monitoring and actioning any Product Recalls.

All areas within healthcare, providing a catering service, must have access to competent qualified catering advice to ensure all elements of Food Safety legislation is met and maintained.

# 3. Catering pathways

			Career Pathway		
AFC Grades	National Profiles for Catering	Qualifications Evidence	Management / Craft based advancement	Management / Supervisory / Administrative based advancement	
2	Catering Assistant / Catering Stores Assistant Working as part of a production/service team, with assisting in all aspects of preparation, service, wash-up and cleaning duties related to the provision of a high quality catering service to patient's, retail and functions	Introduction to Health and Safety Training  Elementary Food Hygiene Inclusive of level 2  HACCP training  NVQ level 1	Cooks Route NVQ Level 2	Food Service Supervisor Route  For advancement to Firstline Supervisor	
2	First level Supervisory / Trainee Cook Role Working as part of the Catering team, assisting in all aspects of preparation, service, wash-up and cleaning duties related to the provision of a high quality catering service to patients, staff, visitors and for functions	Intermediate Food Hygiene, inclusive of Level 3 HACCP Introduction to Health and Safety Training SVQ Level 2 Progression Awards	For advancement to Cooks role  Practical City & Guilds units / Modular qualifications Cooks	Food Service Supervisor Route  For advancement to Firstline Supervisor	
3	Catering Supervisor Higher level/ Team Leader Plan, organise and maintain the food and beverage services of patient services, Catering Departments and Retail outlets, whilst meeting customer expectations, food and hygiene standards and financial targets. The role varies according to the size and nature of the Hospital.  The catering supervisor usually has a hands-on role and is involved in the day-to-day running of the operation	Intermediate Food Hygiene, inclusive Of Level 3 HACCP Introduction to Health and Safety Progression Awards CMI Level 3 – Management	<b>↓</b>	Food Services Supervisory Post  Working Towards Food Services Supervisor/ Assistant Catering/ Deputy Catering Management role  HND status	
3	Cook Working as part of the Catering team the job holder will be required to prepare, cook and serve a wide range of dishes, including therapeutic diets, for patients, staff, visitors and functions.	Intermediate Food Hygiene inclusive of Level 3 HACCP Introduction to Health and Safety City and Guilds, or equivalent	Cooks Post  Career advancement to Assistant Head Cook	<b>↓</b>	
	The post holder will also be required to supervise staff involved in all aspects of wash up and cleaning within the department.	Cooks Post Career Advancement CMI Level 3 Management	Advanced Food Hygiene HACCP	Page   10	

			Care	er Pathway
AFC Grades	National Profiles for Catering	Qualifications Evidence	Management / Craft based advancement	Management / Supervisory / Administrative based advancement
4	Assistant Head Cook Team Leader, working as part of the Catering production team the job holder will be required to prepare, cook and serve a wide range of dishes, including therapeutic diets, for patients, staff, visitors and functions. In addition the post will line manage a group of staff	City and Guilds, or equivalent Relevant experience Advanced Food Hygiene/ Inclusive Level 4 HACCP IOSH Health and Safety	Assistant Head Cooks Post  Career advancement to Head Cook Production Supervisory Post	IOSH Health & Safety  Advanced Food Hygiene / Inclusive Level 4 HACCP
	Production Supervisor /Kitchen Superintendent Day-to day management of catering production, including the organisation of work rotas, the effective deployment of staff and supervision of all aspects of preparation, cooking, service and cleaning. Manages cooks and other workers in the preparation, cooking, garnishing, and presentation of food.  Monitors practices to ensure that employees follow standards and regulations.	City and Guild 7061/2 or equivalent ONC craft based Advanced Food Hygiene inclusive of level 4 HACCP IOSH Health and Safety	Production Suppervisors Post	Food Service Supervisor (Front of House)
4/5	Head Cook The organisation of work rotas, the effective deployment of staff and supervision of all aspects of preparation, cooking, service Determines how food should be presented and creates decorative food displays.  Determines production schedules and staff requirements necessary to ensure timely delivery of services.  menu/recipe development  Working with the wider teams e.g dietetics, S&LT.	ICity and Guild 7061/2 or equivalent HND Craft based Advanced Food Hygiene inclusive of Level 4 HACCP IOSH Health and Safety	Head Cooks post Progression to Assist Catering Managers post UND KSF progression in Finance, Learning and Development  Professional Membership IoH Membership	Professional Membership Institute of Hospitality Membership

			Care	er Pathway
AFC Grades	National Profiles for Catering	Qualifications Evidence	Management / Craft based advancement	Management / Supervisory / Administrative based advancement
5/6	Assistant/Deputy Catering Manager To assist the catering manager over the whole range of his/ her duties and to have designated responsibility for a range of specific areas within the department Work with the wider Multi-Disciplinary teams for any issues and developments e.g dietetics, S<, nursing in Power of 3	HND Qualification or equivalent Advanced Food Hygiene inclusive of Level 4 HACCP IOSH Health and Safety CMI Level 5 Management	Assistant / Dept. Managers post for advancement to Catering Managers post HND / BA Professional qualification  Professional membership IoH	Assistant / Deputy Managers post for advancement to Catering Managers post HND / BA (Hons)  Professional membership IoH
6/7	Catering Manager Day to day responsibility for managing all aspects of the Catering Services within Hospital/s.  Quality Assurance And Monitoring of Catering Services within all relevant Hospitals and sites  Development of services	HND Qualification or Equivalent  Advanced Food Hygiene Inclusive of Level 4 HACCP  NEBOSH Health and Safety  RSPH level 3 Award in healthier Food and Special diets  CMI Level 5 Management	RSPH, Level 3 Award in Healthier Food and Special Diets  Professional Membership IoH Catering Managers post Advancement to Area Catering Manager post	Catering Managers post  Professional membership IoH  Advancement to Area Catering Manager post

			Care	er Pathway
AFC Grades	National Profiles for Catering	Qualifications Evidence	Management / Craft based advancement	Management / Supervisory / Administrative based advancement
7/8	<ul> <li>Area Catering Manager</li> <li>This job will be responsible for:</li> <li>area-wide catering advice and support;</li> <li>quality assurance and monitoring of catering and related services across NHS Board;</li> <li>Management of catering services across all NHS premises board wide, campus and elsewhere as may be agreed with locality managers.</li> </ul>	HND Qualification or equivalent Advanced Food Hygiene Inclusive of Level 4  HACCP  NEBOSH Health and Safety  BA award (CMI)  Hospitality management/ Business strategy degree level	Facilities Managers post  Advancement to Higher level Facilities manager Role  BA Majoring in Facilities  Master's degree Level Management  Highly dependent on size of Hospital and Structure	Facilities Managers post  Advancement to Higher Level Facilities manager role  BA Majoring in Facilities Management  Master's degree Level  Highly dependent on size of Hospital and Structure
8a / 8b	Facilities Manager This job will be responsible for:  Managing multi discipline support services across all NHS premises board wide, campus and elsewhere as may be agreed with locality managers.	HND Qualification or BA Majoring in Facilities Master's degree Level Management	Facilities Directors post  Master's degress level  management	Finance Directors post  Master's degree level

#### 4. Vocational Qualifications

Vocational Qualifications (VQ) s are work-based qualifications which are usually delivered in the workplace or in partnership with a college or other training provider. VQs are a means of recognising the skills and knowledge people need in employment, i.e. job competence.

Throughout the four nations, these may be named differently. Below are some examples:

Qualifications	Detail	England	Scotland	Wales	Northern Ireland
Basic	Competence involves the application of knowledge and skills in the performance of a range of varied work activities, most of which may be routine or predictable.	School qualifications	School qualifications	School qualifications	School qualifications
Food Service	This qualification is for staff members who work as part of a team, providing food and sometimes beverages for their customers.	City & Guilds (C&G) Level 1 Catering and Hospitality	SVQ 2 at SCQF Level 5	ESOL Hospitality & Catering	Level 1 Skills of Employment – Catering
Food Production & Cooking	This qualification is suitable for you if you are carrying out the routine production of food, for example in a hospital, or possible in a residential care home. The food you are producing is simple, and items may be precooked or prepared.	Production chef apprenticeship (level2) C&G Level 2 Catering and Food Production	SVQ2 in at SCQF level 5	Level 2 Diploma Professional Cookery	FDQ Diploma Professional Cookery
Hospitality Services	This qualification is most suitable for staff working in a very broad job role, which covers housekeeping, reception, food service and food preparation.	Hospitality team member level 2 Hospitality supervisor level 3	SVQ 2 at SCQF Level 5	Level 1 NVQ Hospitality	Level 2 Professional Food & Beverage Service
Professional Cookery - Basic	This qualification is suitable for trainee chefs or cooks involved with the preparation and/or cooking of food for customers, as part of a team. You may be doing this course at college, or in workplaces.	C&G Level 2 Professional I cookery	SVQ 2 at SCQF Level 5	Level 3 Diploma Professional Cookery	Level 1 Food Preparation and cooking certificate
Professional Cookery - Advanced	This qualification is suitable for chefs who have already completed level 2, and/or are experienced in producing basic dishes and are moving on to the production of complex skills and dishes.	Senior production chef level 3 C&Q Level 3 NVQ Diploma in Professional Cookery	SVQ 3 at SCQF Level 6	Level 4 Diploma Professional Cookery	Higher Level Apprenticeship Foundation Degree Culinary Arts

Qualifications	Detail	England	Scotland	Wales	Northern Ireland
Hospitality Supervision and Leadership	This qualification is for supervisors and junior managers in the hospitality industry. It is suitable for supervisors in restaurants, kitchen, or for general or customer liaison managers. This may be in small or large sites which involve the provision of hospitality services to the public.	Hospitality management level 4 CMI Level 3 in Management	SVQ 3 at SCQF Level 7	Level 3 NVQ Diploma in Hospitality Supervision and Leadership	Level 3 Supervision in Food & Beverage Service
Line Management and Leadership	Competence involves the application of Knowledge and skills in a broad range of complex technical or professional work activities, performed in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and the allocation of resources is often present.	CMI Level 5 in Management	SVQ Level 4 (either SCQF Level 8 or 9	BTEC higher nationals in Hospitality Management	ILM Level 5 Leadership & Management
Intermediate Line Management and Leadership	At competence involves the application of skills and a significant range of fundamental principles across a wide and often unpredictable variety Of contexts. Very substantial personal autonomy and often significant responsibility for the work of others and for the allocation of substantial resources feature strongly, as do personal accountability.	CMI Level 5 in Management	SVQ Level 5 (SCQF Level 11)	BTEC higher nationals in Hospitality Management	ILM Level 7 Leadership & Management

## 5. National Courses

Educational Establishments	Levels	Details		
	Intermediate 1 - Standard Grade General	Designed to develop skills and knowledge in a specific subject area, at Intermediate 1 is usually made up of three Units and a Course Assessment all at the Level of the Course.		
Schools	Intermediate 2 - Standard Grade Credit	Designed to develop skills and knowledge in a specific subject area, at Intermediate 2 is usually made up of three Units and a Course Assessment, all at the Level of the Course.		
	Higher	National Courses are designed to develop skills and knowledge in a specific subject area. A National Course at Higher is usually made up of three Units and an external or Course assessment, all at the SCQF Level of the Course.		
	Advanced Higher	National Courses are designed to develop skills and knowledge in a specific subject area. and is usually made up of three Units and a Course Assessment, all at the level of the Course.		
	National Certificate	National Certificates at Levels 2 - 3 are designed to provide candidates with the skills and knowledge that employers expect and also to provide articulation to higher level study. They have mandatory and optional sections.		
Colleges	Higher National Certificates	Higher National Certificates (HNCs) are designed to provide people with the practical skills and theoretical knowledge that employers expect and may also provide articulation to HNDs and degree programmes.		
	Higher National Diploma	Higher National Diplomas (HNDs) are designed to provide people with the practical skills and theoretical knowledge that employers expect and may also provide articulation to degree programmes.		
	National Progression Awards	National Progression Awards (NPAs) at are small flexible group awards that are linked to National Occupational Standards or other professional or trade standards and are designed to assess and certificate a defined set of skills in a specialist vocational area.		
	Professional Development Award	Professional Development Awards (PDAs) are designed for those normally already in a career who wish to extend or broaden their skills base, usually after completing a degree or vocational qualification relevant to their area of interest.		
	BA	Degree		
University	Masters	Post-graduate advanced degree		
	BSc	Degree		
Place of Work	All Apprenticeship	Apprenticeships are nationally recognised training programmes available to those aged 16 and over although some higher apprenticeships require learners to be over the age of 18. All employees are committed to recruit and retain a workforce with the right values and behaviours and can achieve this by 'growing your own' through apprenticeships which offer high quality training which attracts and retains the right candidates in the Trust. Apprenticeships are available to fully employed staff who have a new job role or an existing job role where the individual needs significant new knowledge and skills.		

#### 6. Modern Apprenticeships

The HCA promotes the Modern Apprenticeships, with the format of training devised by the Sector Skills Council. They involve onthe job experience and off-the-job learning, usually at a college or training provider. A Modern Apprenticeship can be completed within a time period suitable for you and your employee; anything from two to four years depending on the framework.

Frameworks are available at four levels, Modern Apprenticeship is specific to an industry or sector, and they all consist of three parts:

- A relevant S/NVQ (or alternative competency based qualification)
- Core Skills (a range of soft skills)
- Industry specific training

## Membership of Catering Education and Training Pathway Short Life Working

Stuart Wray, National Vice-Chair

Laura Harvey, South West Branch

Karen McLaughlin, Northern Ireland Branch

Janice Gillan, National Secretary

Nicola Strawther, Trent Branch

Allan Gimson, Trent Branch

### Still not a Member?

### Join now

The Hospital Caterers Association encompasses the single largest group of healthcare catering providers within the NHS and is the recognised voice of hospital catering. It represents catering managers who provide a wide range of food and other services for patients, visitors and staff in NHS hospitals and healthcare facilities.

The HCA is a national organisation, with 15 branches throughout England, Wales, Scotland and Northern Ireland, and more than 250 hospitals represented in its membership.

Our Association leads on the promotion of professional standards that enhance & improve NHS Catering services which support clinical requirements across the 4 Nations.

The membership fee is excellent value for money when you see the benefits that can be experienced.

How to join

Visit http://www.hospitalcaterers.org/about/membership/ and download the membership pack



