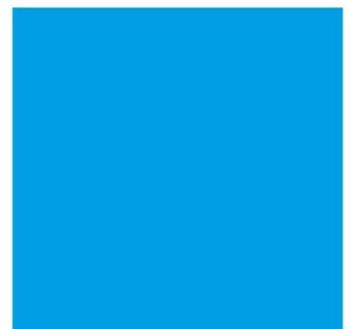




WORLD
ASSOCIATION
OF CHEFS
SOCIETIES

WORLD CHEFS GLOBAL CULINARY CERTIFICATION

HANDBOOK



WORLDCHIEFS GLOBAL CULINARY CERTIFICATION

About this document

This document provides an overview of the requirements for the **Worldchefs Certified Executive Chef** professional title. It must be used together with the 'Introduction to the Worldchefs Global Culinary Certification' handbook available to download on the Worldchefs certification 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 website. The version date can 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.

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

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.

Worldchefs Certified Executive Chef (8499-05)

Entry requirements

Entry requirement	Evidence requirements
The candidate must be able to demonstrate or provide the following:	The candidate needs to provide the following evidence:
0.1 A minimum of seven years of professional cooking experience.	0.1 Application form: <ul style="list-style-type: none"> • Confirm that they have a minimum of seven years of professional cooking experience.
0.2 A minimum of three years of experience as an executive chef or equivalent (or business ownership).	0.2 Written task: <ul style="list-style-type: none"> • Confirm that they have a minimum of three years of experience as an executive chef or equivalent or own their business.
0.3 Current employment as an executive chef, corporate executive chef or equivalent (or business ownership).	0.3 Written task: <ul style="list-style-type: none"> • Confirm that they are currently employed as an executive chef who acts as the head of multiple food service outlets within an operation; a corporate executive chef or equivalent or own their business.
0.4 The name of a witness who will confirm the candidate's competence (or business ownership).	0.4 Witness testimony (or ownership declaration): <ul style="list-style-type: none"> • Provide a suitable witness or confirm business ownership.
0.5 A current HACCP or Food Safety or Sanitation certificate .	0.5 Documentary evidence: <ul style="list-style-type: none"> • Provide a current HACCP or Food Safety or Sanitation certificate.

The following only applies to candidates who qualify for fast track certification

Candidates who hold a **qualifying certificate**, and are currently employed at the level stated in point 0.3 (above), are considered to have met the certification requirements at Executive Chef level.

Fast track evidence requirements

Documentary evidence:

- Provide a copy of the certificate which qualifies them for fast track certification.

Written task:

- Confirm that they are currently employed as an executive chef, corporate executive chef or equivalent or own their business.

Candidates who qualify for fast track certification are only required to provide the above evidence and pay the application fee to achieve certification.

Additional guidance

0.2/0.3

Equivalent refers to positions which are comparable to (or above) an executive chef or corporate executive chef in terms of responsibilities, duties as well as the culinary, professional and management skills.

0.4

Witness refers to the person who is in a position of responsibility and who is technically able to comment on the candidate's work or culinary skills. This is likely to be the candidate's manager or supervisor, the owner of the culinary operation or a peer (subject to approval by Worldchefs).

If the candidate is the owner of the culinary operation, they are required to submit a declaration of business ownership.

0.5

HACCP refers to Food Safety Management Systems based on the principles of Hazard Analysis Critical Control Point according to appropriate directives or regulations.

Current HACCP or Food Safety or Sanitation certificate is a document achieved in the last five years on completion of a formal assessment which confirms that the holder of the certificate has demonstrated the skills and knowledge required to consistently ensure effective food safety.

HACCP or Food Safety or Sanitation unit(s) or module(s) achieved as part of a formal culinary training programme may also be accepted instead of a separate certificate provided that the programme was completed in the last five years.

Additional guidance (for fast track certification)

Qualifying certificate refers to professional certification approved by Worldchefs as meeting the requirements for the Executive Chef level.

The list of qualifying certificates can be found at www.worldchefs.org/certification/fasttrack.

Worldchefs Certified Executive Chef

Standard 1 – Technical expertise

Learning outcome

The candidate will be able to achieve technical expertise as an Executive Chef

Performance criteria	Evidence requirements
<p>The candidate can do the following:</p>	<p>The candidate needs to provide the following evidence:</p>
<p>1.1 Plan menus based on the customer profile.</p>	<p>1.1 Witness testimony (or ownership declaration):</p> <ul style="list-style-type: none">• Confirm that they have planned menus based on the customer profile. <p>Documentary evidence:</p> <ul style="list-style-type: none">• Provide a digital copy of one current menu from the culinary operation that they are employed in or is the owner of. <p>The menu must be the menu of the culinary operation, clearly showing the name of the establishment.</p> <p>Written task:</p> <ul style="list-style-type: none">• Describe the customer profile they cater for and explain how the customer profile influences the way in which they plan a menu.
<p>1.2 Design original complex recipes.</p>	<p>1.2 Witness testimony (or ownership declaration):</p> <ul style="list-style-type: none">• Confirm that they have designed original complex recipes. <p>Documentary evidence:</p> <ul style="list-style-type: none">• Provide three original complex recipes* they have designed and which feature on the menu submitted in point 1.1. <p>The three dishes must be three different types of dishes.</p> <p>*Recipe to include the name of the dish, ingredients, directions, cooking methods and equipment.</p>
<p>1.3 Produce complex dishes to an agreed standard set by the culinary operation.</p>	<p>1.3 Witness testimony (or ownership declaration):</p> <ul style="list-style-type: none">• Confirm that they have produced complex dishes.

	<p>Photograph:</p> <ul style="list-style-type: none"> • Provide two current photographs of each of the three dishes selected in point 1.2 (previous page): <ul style="list-style-type: none"> - one close-up photograph of the dish - one photograph of them in culinary uniform holding the dish. <p>The three dishes must be three different types of dishes.</p> <p>The culinary uniform must reflect industry dress code such as safety, hygiene and cleanliness.</p>
<p>1.4 Manage and review the procurement of ingredients and supplies, in line with the organisation's requirements and guidelines.</p>	<p>1.4 Witness testimony (or ownership declaration):</p> <ul style="list-style-type: none"> • Confirm that they have managed and reviewed the procurement of ingredients and supplies, in line with the organisation's requirements and guidelines. <p>Written task:</p> <ul style="list-style-type: none"> • Briefly describe the organisation's requirements and guidelines for procuring ingredients and supplies • Explain how they manage and review the procurement of ingredients and supplies, in line with the organisation's requirements and guidelines.
<p>1.5 Recruit kitchen staff.</p>	<p>1.5 Witness testimony (or ownership declaration):</p> <ul style="list-style-type: none"> • Confirm that they have recruited kitchen staff. <p>Written task:</p> <ul style="list-style-type: none"> • Explain how they have recruited kitchen staff.
<p>1.6 Manage the professional development and performance of the kitchen staff.</p>	<p>1.6 Witness testimony (or ownership declaration):</p> <ul style="list-style-type: none"> • Confirm that they have managed the professional development and performance of the kitchen staff. <p>Written task:</p> <ul style="list-style-type: none"> • Explain how they have managed the professional development of the kitchen staff they are responsible for • Give an example of the professional development activities their kitchen staff have participated in • Explain how they manage the performance of the kitchen staff they are responsible for

<p>1.7 Manage multiple food service outlets within an operation.</p>	<ul style="list-style-type: none"> • Give an example of how they have managed a member of the kitchen staff who is underperforming to improve working practices.
<p>1.8 Manage multiple teams of kitchen staff to achieve production and operational goals.</p>	<p>1.7 Witness testimony (or ownership declaration):</p> <ul style="list-style-type: none"> • Confirm that they have managed multiple food service outlets within an operation. <p>Written task:</p> <ul style="list-style-type: none"> • Explain how they have managed multiple food service outlets within an operation to achieve results • Give an example of a challenge they have encountered managing multiple food service outlets within an operation and describe how they have overcome the challenge.
<p>1.9 Contribute to the management of customer service by:</p> <ul style="list-style-type: none"> • pro-actively seeking feedback from customers • responding to customer compliments • managing customer complaints. 	<p>1.8 Witness testimony (or ownership declaration):</p> <ul style="list-style-type: none"> • Confirm that they have managed multiple teams of kitchen staff to achieve production and operational goals. <p>Written task:</p> <ul style="list-style-type: none"> • Explain how they manage multiple teams of kitchen staff to achieve production and operational goals • Give an example of a challenge they have encountered managing kitchen staff and describe how they have overcome this challenge.
<p>1.9 Contribute to the management of customer service by:</p> <ul style="list-style-type: none"> • pro-actively seeking feedback from customers • responding to customer compliments • managing customer complaints. 	<p>1.9 Witness testimony (or ownership declaration):</p> <ul style="list-style-type: none"> • Confirm that they have contributed to the management of customer service by pro-actively seeking feedback from customers, responding to customer compliments and by managing customer complaints. <p>Written task:</p> <ul style="list-style-type: none"> • Explain how they: <ul style="list-style-type: none"> - seek feedback from customers and how they use the feedback given to improve the service/food offered - respond to customer compliments • Give an example of how they have managed a customer complaint to find a resolution.

1.10 Work directly with the operational management team to inform **budget**, planning and the direction of the operation.

1.10
Witness testimony (or ownership declaration):

- Confirm that they have worked directly with the operational management team to inform budget, planning and the direction of the operation.

Written task:

- Explain how they work with the operational management team to inform budget planning and the direction of the operation.

1.11
Take responsibility for compliance with local and national **legal and regulatory requirements** within own area of responsibility.

1.11
Witness testimony (ownership declaration):

- Confirm that they have taken responsibility for compliance legal and regulatory requirements within own area of responsibility.

Written task:

- Give an example of how they have managed compliance with legal and regulatory requirements.

Additional guidance

1.1

Customer profile refers to the age, gender, ethnicity, culture, religion and dietary preferences of customers.

1.2

Original refers to creative ways of combining new and existing ingredients, creating new flavours and styles of presentation, exploring new tastes, applying new culinary techniques and trends.

Complex recipes refer to recipes which use many steps, numerous utensils and complex combinations of ingredients, quantities, methods, timing and cooking, where applicable, which are required to produce and present a given complex dish.

1.3

Complex dishes include appetisers, entrees, main courses, sauces, hot and cold desserts which require the use of complex recipes, methods and techniques.

1.4

Procurement of ingredients and supplies refers to the selection of reputable suppliers and to the acquisition of food and non-food supplies and equipment from approved suppliers.

1.5

Kitchen staff may include sous chefs, chef de parties, commis chefs' and other kitchen support staff.

Kitchen support staff refers to kitchen support personnel and may include stewards, kitchen porters, cleaners and still room staff.

1.6

Professional development of the kitchen staff refer to supporting and encouraging staff to attend and participate in workshops, seminars, conferences, culinary courses, culinary competitions and mentoring to develop new or update existing skills and knowledge.

Performance relates to technical ability and interpersonal skills and behaviour, teamwork, motivation, professionalism, punctuality and timekeeping and other requirements set by the organisation.

1.10

Budget refers to food costs and other costs directly associated with areas of responsibility.

1.11

Legal and regulatory requirements may include, as required by the country's law, food safety regulations, including HACCP system, food hygiene, occupational health and safety, first aid, emergency response, fire safety and employment law.

Worldchefs Certified Executive Chef

Standard 2 – Professional development

Learning outcome

The candidate will be able to maintain occupational competency in job role

Performance criteria	Evidence requirements
The candidate can do the following:	The candidate needs to provide the following evidence:
2.1 Undertake a range of professional development activities to acquire new or update existing skills and knowledge.	2.1 Written task: <ul style="list-style-type: none">• List the professional development activities they have undertaken in the last three years to acquire new or update existing skills and knowledge.
2.2 Evaluate knowledge gained from professional development activities to <ul style="list-style-type: none">• inform the strategic direction of the operation and• improve working practices.	2.2 Written task: <ul style="list-style-type: none">• Give an example of how they have been able to use the knowledge gained from the professional development activities listed in point 2.1 to inform the strategic direction of the culinary operation• Give an example of how participating in the professional development activities in point 2.1 has improved their own working practices.

Additional guidance

2.1

Professional development activities ensure skills and knowledge remains current and reflects the latest culinary techniques and trends. Professional development activities include workshops, seminars, conferences, culinary courses, culinary competitions and mentoring.

Worldchefs Certified Executive Chef

Standard 3 – Professional reputation

Learning outcome

The candidate will be able to develop a professional reputation as an Executive Chef

Performance criteria	Evidence requirements
The candidate can do the following:	The candidate needs to provide the following evidence:
3.1 Develop and maintain own professional reputation as an executive chef, corporate executive chef or equivalent .	3.1 Documentary evidence: <ul style="list-style-type: none">• Provide two pieces of evidence from different sources commenting on their professional reputation. <p>The evidence must be from the last five years and from different sources.</p> <p>This documentary evidence may include examples provided in the additional guidance information (below).</p>
3.2 Maintain own reputation as an executive chef, corporate executive chef or equivalent .	3.2 Written task: <ul style="list-style-type: none">• Explain how they have maintained their own professional reputation in the culinary industry.

Additional guidance

3.1

Professional reputation is the recognition of excellence through peer reviews, feedback from customers or senior staff or success in competitions (for example Worldchefs endorsed competitions).

Equivalent refers to positions which are comparable to (or above) an executive chef or corporate executive chef in terms of responsibilities, duties as well as the culinary, professional and management skills.

3.2

Maintain own professional reputation refers to actions taken to ensure skills and knowledge remain current and reflect the latest culinary techniques and trends.

Equivalent refers to positions which are comparable to (or above) an executive chef or corporate executive chef in terms of responsibilities, duties as well as the culinary, professional and management skills.