

**Record of Work Experiences
Trade Qualifier or Pre-Apprenticeship Credits**

COOK

Note to Apprenticeship Applicants

The work experiences on this form are for credit only and must have been performed prior to your registration as an apprentice.

Applicant Information

Name: _____			
Surname	First	Initial	
Address: _____ / _____ / _____ / _____			
P. O. Box/Street	City/Town	Province	Postal Code
Telephone: (____) _____	Cell: (____) _____	Email address: _____	

Employer Information & Verification

Note to Employer			
By completing the section below you are confirming that the hours indicated for the applicant are specific to employment in the Cook Trade .			
Verified By: _____	CRA* Business #: _____		
Company Name	9 digits		
Address: _____ / _____ / _____ / _____			
P. O. Box/Street	City/Town	Province	Postal Code
Telephone: (____) _____	Email Address: _____		
Employer or Representative			
_____ Employer or Representative Signature	_____ Employer or Representative (Print)		
Date of applicant's employment from: ____/____/____ to: ____/____/____			
Month Day Year Month Day Year			
Total hours of employment the applicant worked in the Cook Trade: _____ Hours			
* CRA - Canada Revenue Agency			

Please check the appropriate box:

Trade Qualifiers <input type="checkbox"/>	The signature of the Journeyperson following each of the required skills acknowledges the applicant has met the competencies in each of the skill areas according to the Industry Standard associated with this trade.
Pre- Apprenticeship Credits <input type="checkbox"/>	The signature of the Journeyperson following each of the required skills acknowledges the applicant has performed in each of the skill areas appropriate for this trade.

- The Advisory Committee in the **Cook Trade** has identified the work experiences or skills listed below as those required for the trade.
- Journeypersons must be certified in the trade stated by this document. A Journeyperson in another trade may sign certain sections if the skills are common to both trades.

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Applies principles of mise en place.		
Maintains knives		
Maintains pot, pans and utensils.		
Maintains equipment and appliances.		
Communicates with others.		
Organizes kitchen workplace.		
Uses documentation.		
Receives products.		
Maintains inventory.		
Performs portion control.		
Plates finished product.		
Stores products.		
Uses recipes.		
Uses personal protective equipment (PPE).		
Maintains safe work environment.		
Sanitizes tools and equipment.		
Maintains safe condition and temperature of finished product.		
Maintains personal hygiene.		
Re-thermalizes food.		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Assembles hot and cold platters.		
Selects vegetables.		
Cleans vegetables.		
Cuts vegetables.		
Finishes vegetables.		
Selects fruit.		
Cleans fruit.		
Cuts fruit.		
Finishes fruit.		
Selects herbs and spices.		
Cleans herbs and spices.		
Finishes herbs and spices.		
Cooks pastas.		
Assembles pasta dishes.		
Selects pulses, grains and nuts.		
Cooks pulses, grains and nuts.		
Selects salad ingredients.		
Processes salad ingredients.		
Processes dressings.		
Assembles salads.		
Selects sandwich ingredients.		
Processes sandwich ingredients.		
Assembles sandwiches.		
Selects cheese and dairy-related ingredients.		
Processes cheese and dairy-related ingredients.		
Finishes cheese and dairy-related products.		
Selects ingredients for eggs and egg-related dishes.		
Processes ingredients for eggs and egg-related dishes.		
Cooks eggs and egg-related dishes.		
Selects ingredients for batters.		
Combines ingredients for batters.		
Cooks batters.		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Selects ingredients for dough.		
Mixes ingredients for dough.		
Processes dough.		
Cooks dough products.		
Selects ingredients for pastries and pies.		
Assembles pastries and pies.		
Selects stock ingredients.		
Processes stock ingredients.		
Completes stocks.		
Selects thickening and binding ingredients.		
Combines thickening and binding ingredients.		
Selects soup ingredients.		
Processes soup ingredients.		
Completes soups.		
Selects sauce ingredients.		
Uses alcohol in sauces.		
Processes sauce ingredients.		
Completes sauces.		
Selects fish.		
Processes fish.		
Cooks fish.		
Finishes fish.		
Selects shellfish.		
Processes shellfish.		
Cooks shellfish.		
Finishes shellfish.		
Selects ingredients for condiments and accompaniments.		
Processes ingredients for condiments and accompaniments.		
Selects meat.		
Processes meat.		
Cooks meat.		
Carves meat.		
Selects poultry.		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Processes poultry.		
Cooks poultry.		
Carves poultry.		
Orders products and supplies.		
Adapts kitchen practices to customer's requirements.		
Selects marinade and brine ingredients.		
Processes marinade and brine ingredients.		
Selects variety meats		
Processes variety meats.		
Cooks variety meats.		
Selects hors d'oeuvres ingredients.		
Processes hors d'oeuvres ingredients.		
Finishes hors d'oeuvres.		
Finishes creams, mousses and frozen desserts.		
Prepares icings and toppings for cakes.		
Selects ingredients for dessert sauces.		
Processes ingredients for dessert sauces.		
Finishes dessert sauces.		
Plans menu.		
Selects chocolate.		
Processes chocolate.		
Stores chocolate.		
Selects ingredients for creams, frozen desserts, fillings, icings and toppings.		
Processes ingredients for creams, frozen desserts and fillings.		
Schedules production.		
Demonstrates plating techniques.		

Tradeal Skills based upon **2011 National Trade Analysis** for the **Cook** Trade.

Note to Journeypersons

- Journeypersons who have applied their signatures to the skills required for the certification section of this document must complete the following sections.
- The Apprenticeship and Trades Certification Division, for the purpose of verification, may contact Journeypersons who have applied their signatures to skills for applicants.

Journeyperson Supervisor Verification			
Name: _____			
Surname	First	Initial	
Address: _____ / _____ / _____ / _____			
P. O. Box/Street	City/Town	Province	Postal Code
Telephone: (____) _____		Cell phone: (____) _____	
Email address: _____			
Certificate Number: _____ and/or I.P. Number: _____			
Name (signature): _____			

Journeyperson Supervisor Verification			
Name: _____			
Surname	First	Initial	
Address: _____ / _____ / _____ / _____			
P. O. Box/Street	City/Town	Province	Postal Code
Telephone: (____) _____		Cell phone: (____) _____	
Email address: _____			
Certificate Number: _____ and/or I.P. Number: _____			
Name (signature): _____			

For Office Use Only

Credit: _____

Approved by: _____ Date: _____

month / day / year

Note To Trade Qualifier Applicants

If employer verification is not possible, please contact the nearest Apprenticeship and Trades Certification Office to discuss available options.

Contact Information

Avalon	Clarenville	Central	Western	Labrador
Department of Immigration, Population Growth and Skills Industrial Training Section 1170 Topsail Road P.O. Box 8700 St. John's, NL A1B 4J6 Phone: (709) 729-2729 Fax: (709) 729-5878 Toll Free: 1-877-771-3737	Department of Immigration, Population Growth and Skills Industrial Training Section 45 Tilley's Road Clarenville, NL A5A 1Z4 Phone: (709) 466-3982 Fax: (709) 466-3987 Toll Free: 1-877-771-3737	Department of Immigration, Population Growth and Skills Industrial Training Section 42 Harding Avenue Grand Falls-Windsor, NL A2A 2J9 Phone: (709) 292-4215 Fax: (709) 292-4502 Toll Free 1-877-771-3737	Department of Immigration, Population Growth and Skills Industrial Training Section 1-3 Union Street Aylward Building, 2 nd Floor P.O. Box 2006 Corner Brook, NL A2H 6J8 Phone: (709) 637-2366 Fax: (709) 637-2519 Toll Free 1-877-771-3737	Department of Immigration, Population Growth and Skills Industrial Training Section 163 Hamilton River Road Bursey Building P.O. Box 3014, Station "B" Happy Valley-Goose Bay, NL A0P 1E0 Phone: (709) 896-6348 Fax: (709) 896-6703 Toll Free 1-877-771-3737

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