



Apprenticeship Site Visit Preparation

PREPARATION FOR AN ON-SITE ACFEF APPRENTICESHIP SITE VISIT

Planning the Visit

- ✓ **Self-study report** - The program coordinator must complete and return the **self-study report** that includes all required documents to the **ACFEF national office 30 days prior to the scheduled visit.**

- ✓ **Hotel reservations** - The program coordinator must make hotel reservations for the evaluators at a convenient location to the site visit. **Hotel contact information and confirmation numbers must be emailed to the ACFEF national office 15-30 days prior to the scheduled visit.** All costs are the responsibility of the apprenticeship program and should be direct-billed to the apprenticeship program/program coordinator.

- ✓ **Transportation** - The program coordinator will organize/provide transportation at the program's cost for the evaluators to and from the place(s) of employment and meals. **Site visit itinerary must be provided to the ACFEF national office no later than 5 days prior to the visit. Refer to Sample Itinerary.**

- ✓ **Work/Conference room** - Evaluators must have **access to a meeting room with computer, printing capabilities and Internet access.** The evaluators should be offered water, tea and coffee throughout the day. Lunch should be planned for on the site visit day. Please notify the ACFEF national office if other meals, such as breakfasts or dinners, will be provided to the evaluators.

- ✓ **Required documents** - Please **ensure the requested documents are available for the evaluators to review** (see self-study for details). Inform appropriate parties (apprentices, instructors, supervising chefs) that they will be interviewed and may be asked to discuss the documents provided (for example, instructors may be asked to review the curriculum and apprentices will be asked about their skills gallery).

During the Visit

- ✓ **Reception** - Depending on the length of the visit, a small reception or dinner on the arrival day may be planned to allow chapter members, faculty, apprentices and chefs to meet the evaluators. It is a good opportunity to include those that may not be available during the rest of the site visit.

- ✓ **Itinerary** - The first day should start at approximately 8 a.m. Please notify the ACFEF national office if breakfast will be provided or if the evaluators should dine at the hotel. Lunch will be provided by the program coordinator or a place of employment on this day.

One to two hours should be reserved in the morning for the evaluators to review documents and interview the program coordinator. The evaluators will look over the apprentice files, to include the signed apprentice agreement, sign-offs of apprentice handbook, grievance procedure and culinarians code, and graduation packets. The place of employment agreements and sanitation reports should be available, as well as supervising chefs' agreements and resumes. Apprentice skills gallery and work station schedules may be reviewed during the places of employment visit.

- ✓ **Place(s) of Employment** - Schedule visits to three (3) places of employment to observe and interview apprentices and supervising chefs. The apprentices should have their skills gallery available for the evaluators. The supervising chefs should be prepared to discuss the rotation schedule and offer a tour of the facility highlighting each station.

Site Visit Preparation

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✓ **Related Instruction** - If the related instruction is offered at a non-ACFEF accredited educational institution, schedule a visit and interview the instructors to review the curriculum. If the related instruction is given through other methods, schedule time in the meeting room with instructor to review curriculum and provide documentation of instructor qualifications. (ACFEF accredited educational Institutions are exempt from the site visit.)

✓ **Complete Report** - At the end of the day, return to the meeting room to allow evaluators to discuss and complete their team report. Depending on the program size, a second day may be needed for additional place of employment visits and/or interview. Please do not plan dinner for this day, but provide recommendations.

✓ **Report Summary** - The evaluator may choose to provide a verbal summary of the report, but it is not required. There will be no further communication with the evaluators once the site visit has concluded. Any questions or concerns should be addressed with the ACFEF national office.

Sample Itinerary

8am	Breakfast - please notify the ACFEF national office if breakfast will be provided or if evaluators should dine at the hotel.
8-10am	Work room - program document review and interview with program coordinator. Allow 2-3 hours.
10am-12pm	Related instruction - tour facility, curriculum review and interview instructor. Allow 1-2 hours.
12-1pm	Lunch - provided by apprenticeship program or at place of employment visit
1-5pm	Place of Employment visits - tour facility and observe apprentices in action, interview supervising chef and apprentices. Depending on number and location, this may need to take place over two days.
5-7pm	Work room - evaluators will discuss the program and complete their team report.
7pm	Dinner - apprenticeship program can make recommendations/reservations but should not plan on joining the evaluators for dinner as they may be discussing the team report.

Next day (depending on program size and evaluator travel schedule)

8am-12pm	Work room/sponsoring house visits - evaluators will visit any remaining places of employment and/or review any outstanding items to complete the team report. A verbal summary report may be given, but is not required.
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After the visit

✓ **Contact** - There will be **no further communication with the evaluators** once the site visit has concluded. Any questions or concerns should be addressed with the ACFEF National Office.

✓ **Summary Letter** - The program coordinator will receive a letter from the ACFEF national office **summarizing the team report results within 2-4 weeks of the site visit**. If there are non-compliances, the program will be given a timeframe to respond/correct the issues.

✓ **Final Invoice** - The program coordinator will receive a final invoice for the site visit fees, as well as any evaluator expenses within 2-4 weeks of the site visit. **The invoice must be paid within 30 days of receipt** or the team report will not be reviewed for recognition at the ACFEF National Apprenticeship Committee meeting.

✓ **Program Recognition** - The ACFEF National Apprenticeship Committee will review the team report, as well as any corrective results, at their meeting in January or July. **The program coordinator will receive a letter with their recognition status within 2-4 weeks following the meeting**. Determination of ACFEF apprenticeship recognition is defined in the ACFEF Apprenticeship Operations Manual.