**Step by Step for Employers – National Chef Apprenticeship Programmes**

**Step 1.**

Register expression of interest on on the relevant website link below:-

[Chef de Partie](http://www.apprenticeship.ie/en/apprentice/Pages/ChefDePartie.aspx) [Sous Chef](http://www.apprenticeship.ie/en/apprentice/Pages/Sous-Chef.aspx)

**Step 2.**

A representative of the consortium will make contact and brief you on the programme and on the process to be approved to train apprentices.

**Step 3.**

In preparation for the SOLAS Authorised Officer’s visit, the mentor should complete the CV template & have copies of qualifications ready.

**Step 4.**

A SOLAS Authorised Officer will visit your establishment to assess your application for approval to train apprentices on the statutory Register.

**Step 5.**

The Authorised Officer will give you registration forms to complete.

You need to register your business as well as registering your apprentice.

**Step 6.**

TheApprentice commences the Chef de Partie Programme in September of each year.

**Step 7.** The Work Based Mentor MUST attend a half day induction with the Apprentice in Week 1 of the programme.

**Step 8.** The Work Based Mentor MUST attend a mandatory full day mentoring workshop in the first month of the programme.