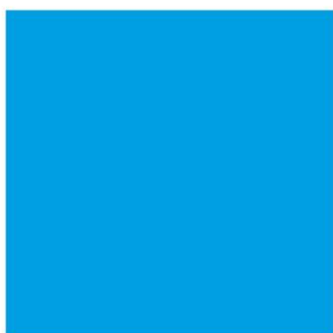# WORLDCHEFS GLOBAL CULINARY CERTIFICATION

CANDIDATE GUIDE

About this document

The 'Candidate guide' is designed to help you get your Worldchefs certification application ready for upload in the Open Badge Academy (OBA). **Please read the guide before you start working on preparing your evidence.**

This guide should be used in conjunction with the 'Checklist' which you can also download in OBA, from the instructions under Task 1.

If you have not yet purchased your badge, make sure you have read the 'Introduction to the Worldchefs Certification' and the qualification handbook for the level you have chosen to take.

A few important things to note

- The application process is entirely online. Information regarding your application will only be provided in your OBA account. Please do not send any enquiries about your application using the Worldchefs or OBA technical support email addresses as these may not be responded to.

- You don't need to upload all of your evidence in one go. You may log into OBA as many times as you like before making your first (original) submission.

- **You only have two opportunities to submit your evidence:** the first (original) submission and the second (final) submission. If the evidence you submit in your first (original) submission is incomplete and/or needs to be edited, you will only have one further opportunity to make changes. This will be your second (and final) submission.

- Once you have made your first (original) submission, you will be notified by email if you need to make any changes to the evidence you have submitted. The notification will be sent to the email address registered in your OBA account, so make sure it is the correct one.

- As well as the information in this guide, you can also find some FAQs on the Worldchefs Academy homepage (under 'My Academy').

- Assessors are called 'Managers' in OBA. Any time you see a reference to your 'manager', it means the Worldchefs assessor who is reviewing your application.

- All evidence submitted must be your own work. Applicants who are found to have used evidence which was not produced or achieved by them, will have their badge withdrawn.

If a badge has to be withdrawn, the badge link will display a withdrawal notification which will be visible to all third parties, including employers, who have been invited to view the badge.

Ready? Follow these three steps:

Step 1: Get to know OBA
... so that you can navigate the system with ease. See page 3.

Step 2: Find out what evidence you need to submit
... so that you can prepare your application. See page 7.

Step 3: Learn how to upload and amend your evidence
**...** so that you can complete and submit your application(s). See page 8.

Step 1: Get to know OBA

This section outlines the key functionalities that you are the most likely to use within OBA.
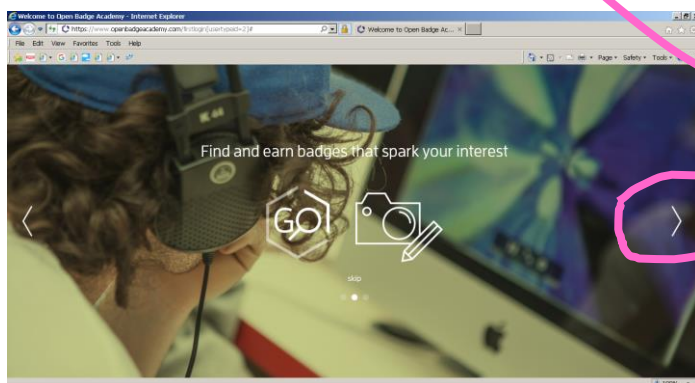
Logging in
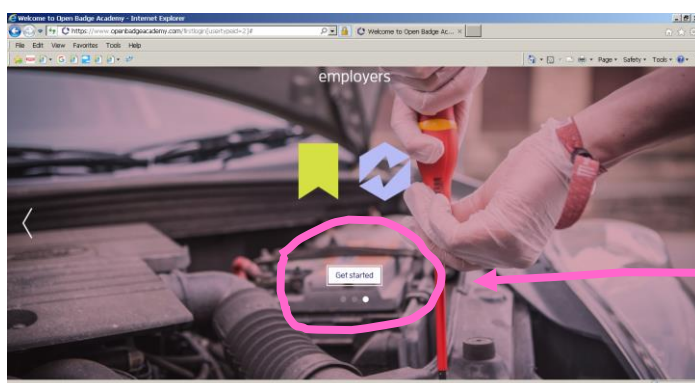When you log into OBA for the first time, you will see the OBA welcome pages.

You can click these pages through, using the arrow pointing to the right, or skip them. This will take your Profile page (see next section).
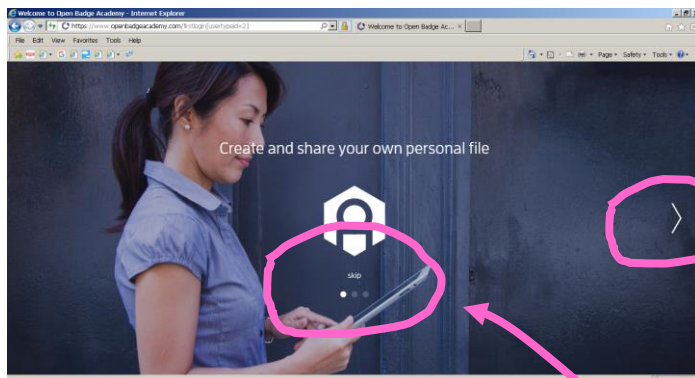
Click here to look at the welcome pages

Click here if you want to skip the welcome pages

And click here to get started

'Profile' page

Every time you log into OBA, you will be taken to your 'Profile' page. You can do the following here:
1. Access the badge you are taking: click **'Badges I'm taking'**.
2. View badge(s) that you have achieved (if any): click **'Profile'**.
3. Upload your photo: click on the white portrait image.
4. Customise your profile header: click on the three grey dots (optional).
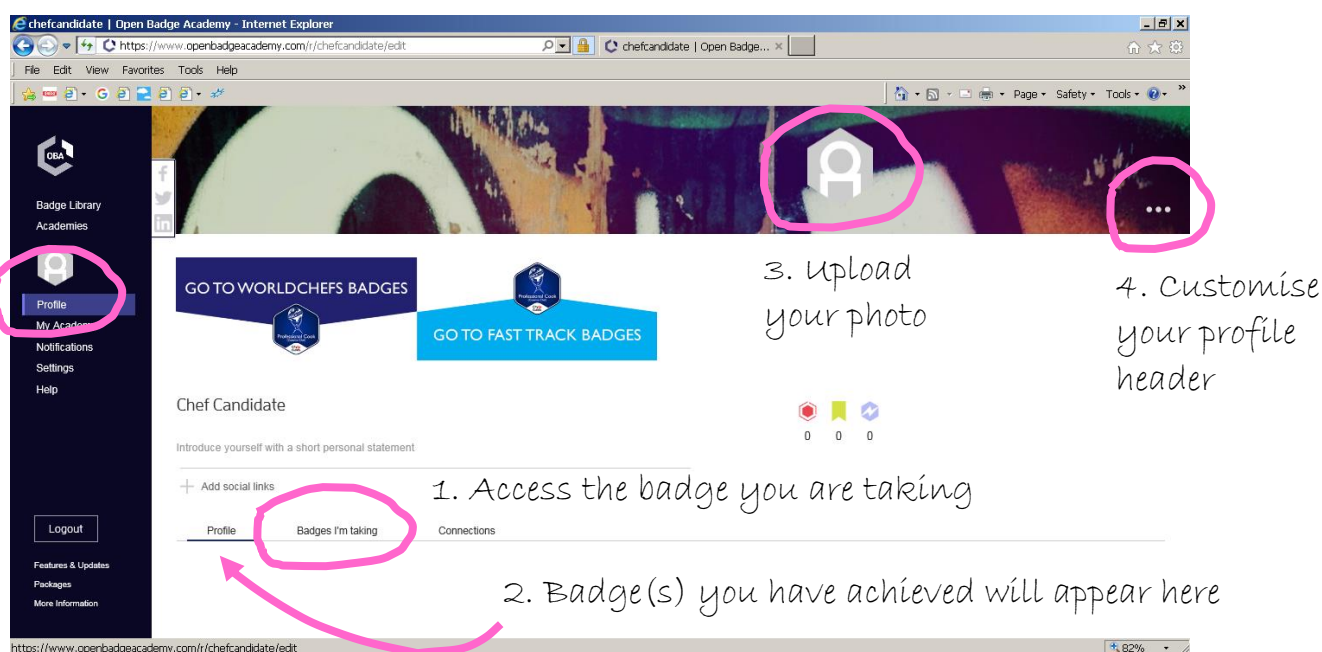
Accessing the badges

If you have already purchased your badge, you can access it under **'Badges I am taking'**.
Otherwise, click **'GO TO WORLDCHEFS BADGES'** to purchase your badge.

IMPORTANT
If you are eligible for fast track certification, click **'GO TO FAST TRACK BADGES'**. Information on eligibility can be found at **www.worldchefs.org/certification/fasttrack**.
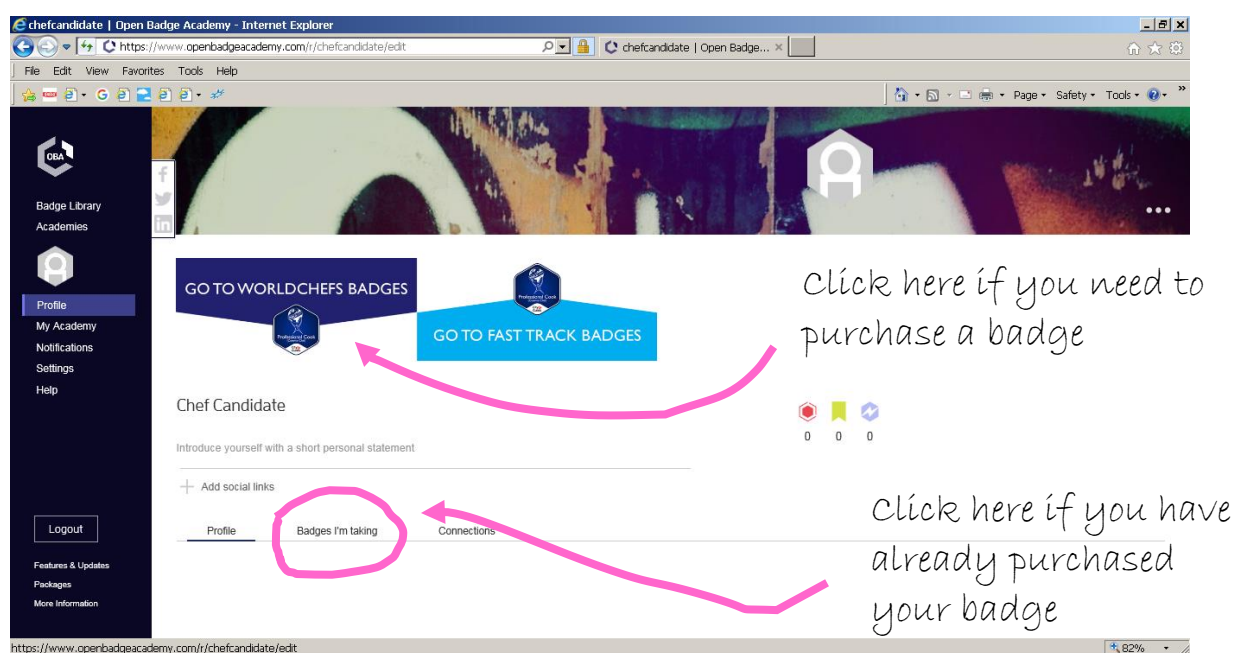
'My Academy' page

On this page, you can view and/or purchase a Worldchefs badge: click on the badge of your choice.
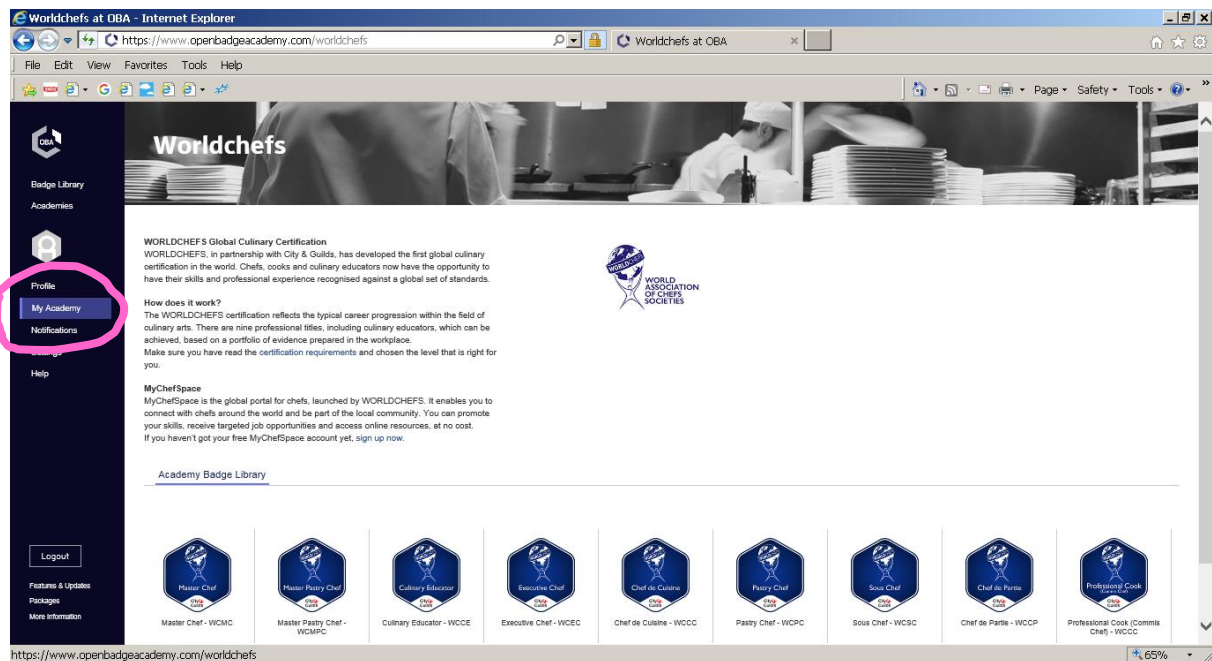
'Notifications' page

You can do the following here:
- View confirmation of payment for a badge you have purchased.
- View messages received from your Worldchefs assessor (if you are required to make changes to your first (original) submission).
- View the outcome of your application.

Every time a new message is posted in 'Notifications', you will receive an email notification.
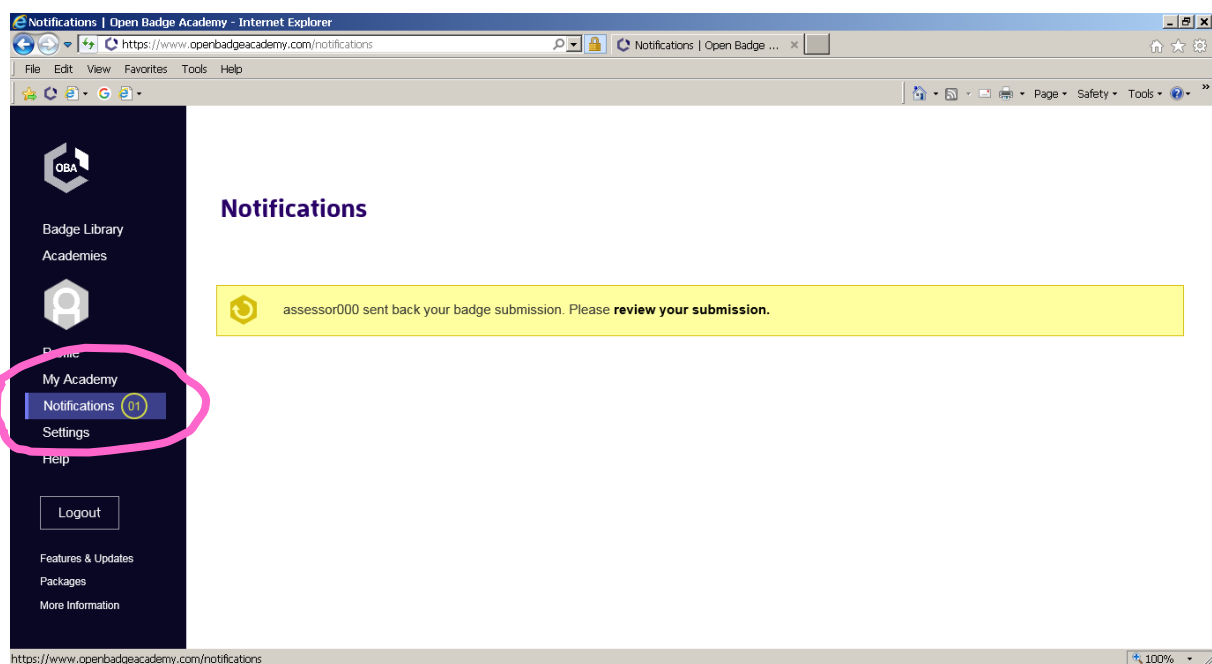
'Settings' page

You can do the following here:
- Change your email address or update your country of residence: click **'Account Settings'**.
- Change your password: click **'Change password'**.
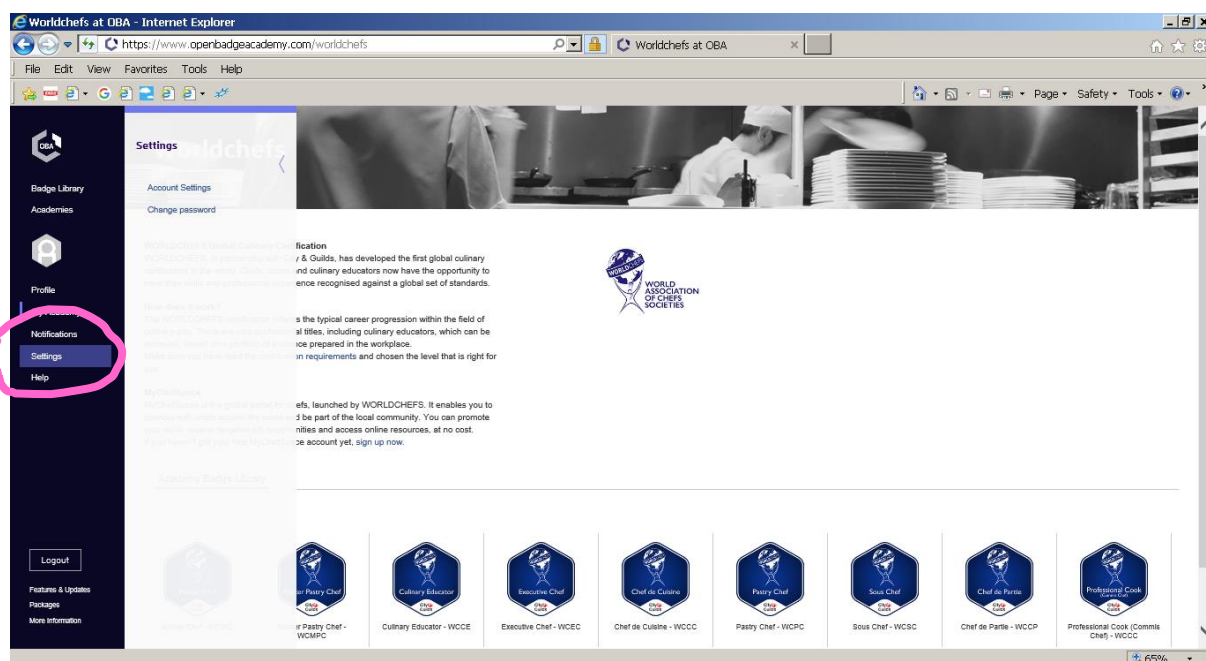
'Profile' ➜ 'Badges I am taking'

Click on the badge icon to access the tasks you need to complete to earn the badge you have purchased.

Click here to access the tasks
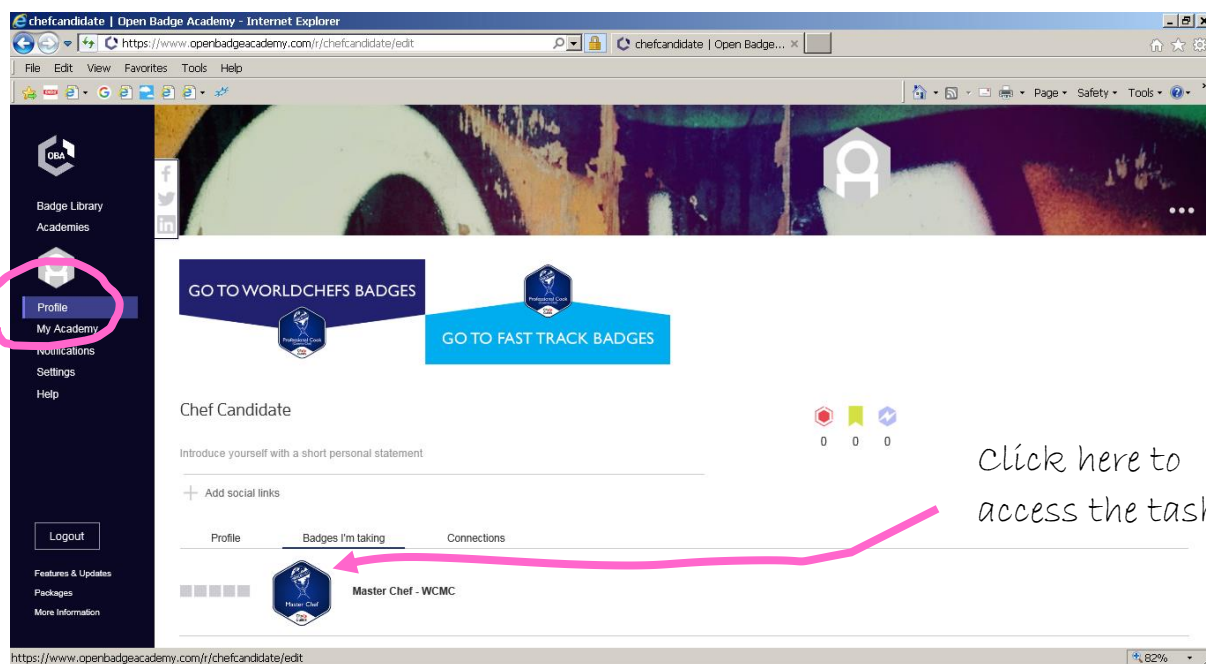
Step 2: Find out what evidence you need to submit

The 'Checklist' is an aid you can use to prepare your application. It can be downloaded on the Tasks page, under the instructions for Task 1. It does **not** need to be submitted with your application.

When you are on your badge page (see below), **DO NOT click 'Claim'** yet.

IMPORTANT
We strongly recommend that you read the 'Checklist' before you start preparing your evidence.
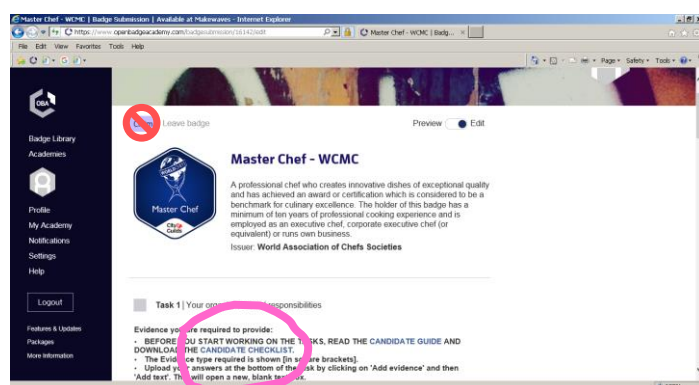
Use the 'Checklist' to record which pieces of evidence you have uploaded in OBA for your application.

Tick the grey box, in the 'Check' column, for evidence which has been uploaded and is ready to be submitted.

Once you have a tick against each piece of evidence required, you are ready to make your first (original) submission.
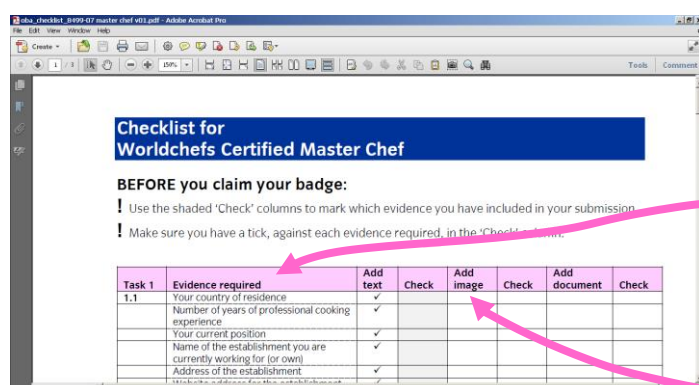
This is the evidence required

This is the evidence type

Step 3: Learn how to upload and amend your evidence

'Tasks' page
There are five tasks to complete to achieve a badge*.

Each task requires you to prepare and upload of a range of evidence.

Refer to the 'Checklist' (see previous page) for a user-friendly summary of the evidence requirements.

> **IMPORTANT**
> Do NOT click 'Claim' until you are ready to make your first (original) submission.

The Culinary Educator level has three tasks to complete.
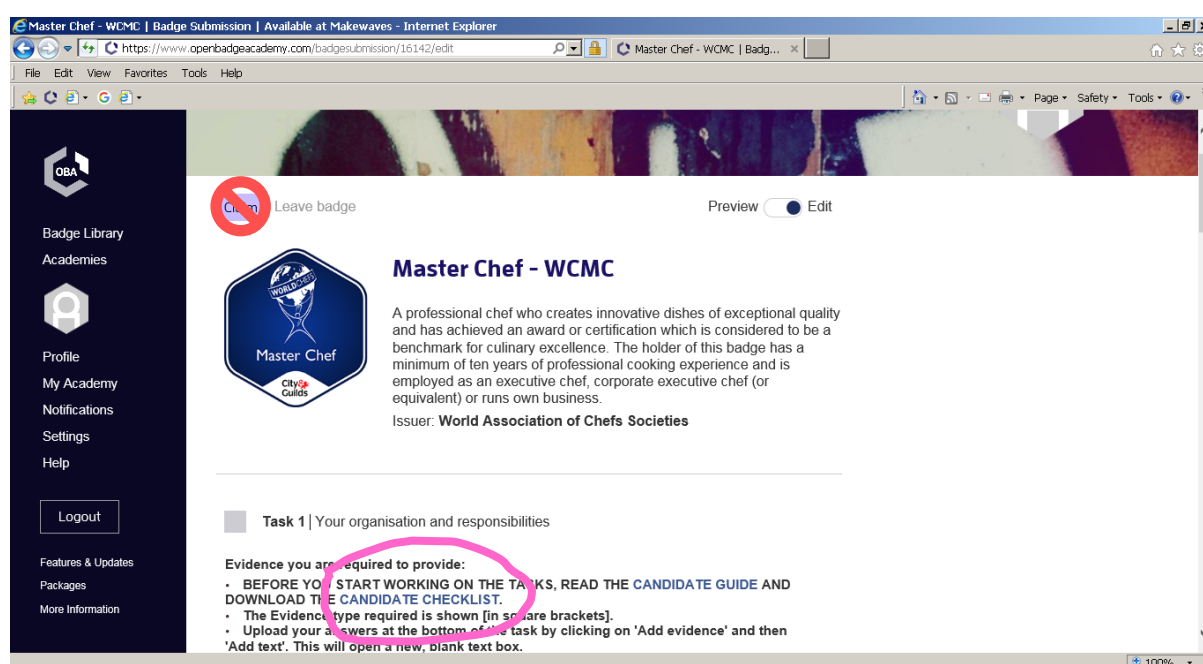
Types of evidence
There are three types of evidence that will be required across the tasks: text, image and document.

The evidence type is always shown in [square brackets], at the end of each question.

Type of evidence	Upload instruction in OBA	Types of questions that require the evidence
Text	[Add text]	- Professional background - Written answers to questions
Image	[Add image]	- Photographs of dishes - Photographs of candidate holding the dish (or standing next to a pasty product/centre piece)
Document	[Add document]	- HACCP or Food Safety or Sanitation certificate - Menus - Recipes - Plans (for pastry centre pieces) - Witness testimony (or ownership declaration)

Check a definition

Key definitions for the questions are highlighted in bold blue font. You can view each definition by clicking on the highlighted word(s).

The definition selected will then appear in a new window, **at the top** of the screen.

Uploading evidence

You can upload the evidence required **at the bottom** of each task. Click **'Add evidence'**.
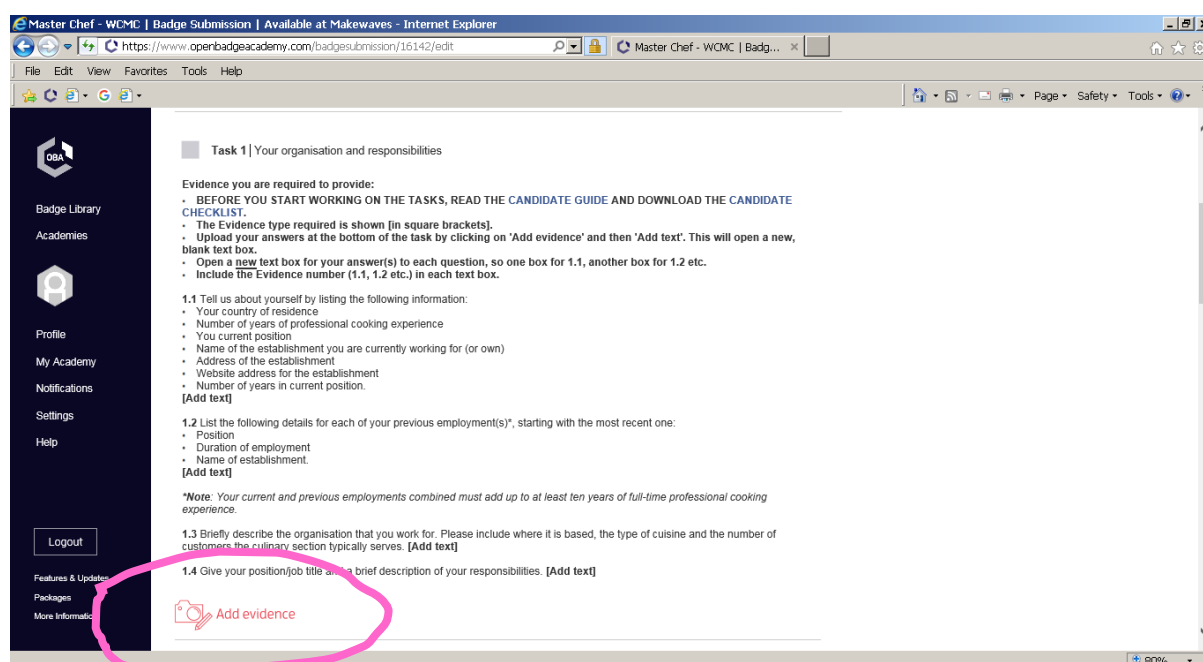
When uploading a piece of evidence, you will need to select the evidence type.
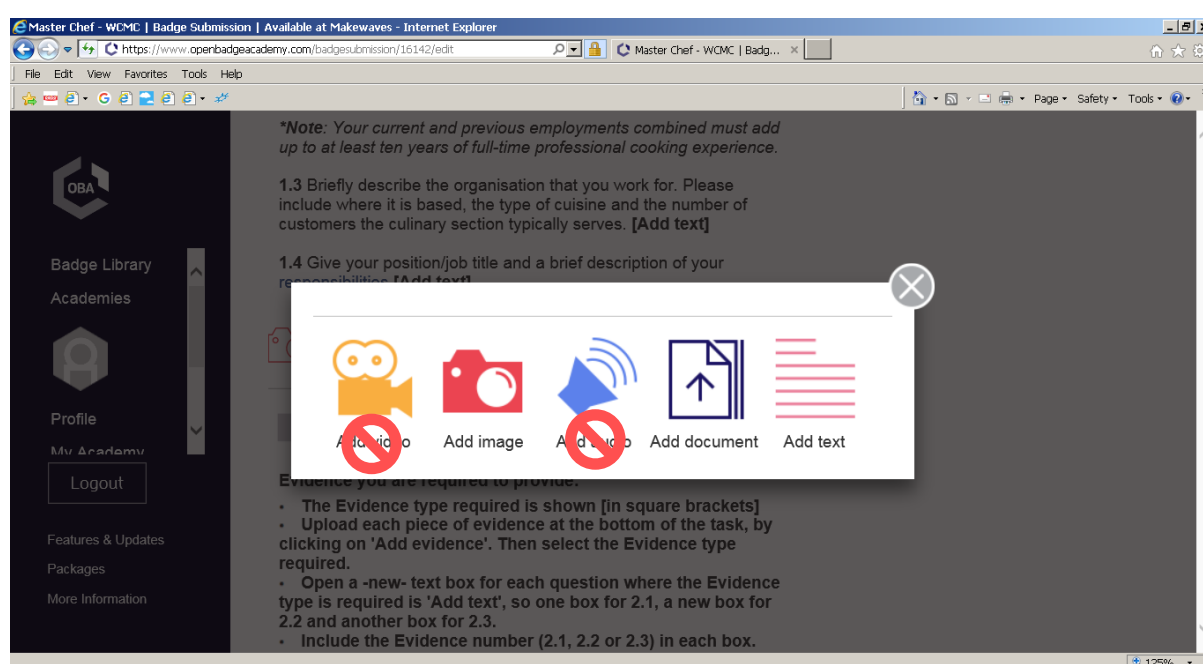
IMPORTANT:

You are required to upload your evidence following the order in which the questions appear in each Task. So for Task 1, as an example, you are required to upload evidence 1.1 first, then evidence 1.2, then evidence 1.3 etc.

If you don't upload your evidence in the correct order in your first (original) submission, your assessor will return your submission for correction before they are able to start assessing your evidence.

Uploading 'Add text' evidence

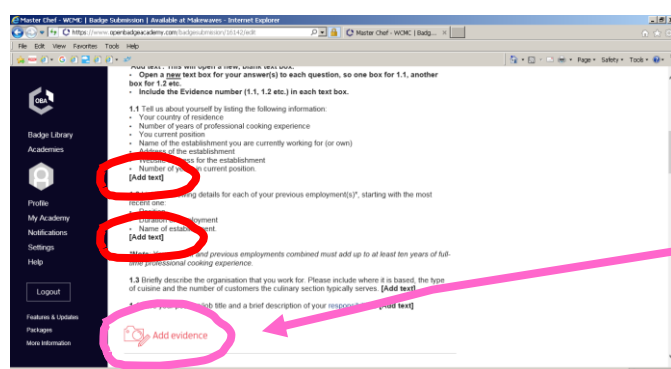To upload written answers (evidence type: 'Add text'), follow the steps outlined below.

IMPORTANT:
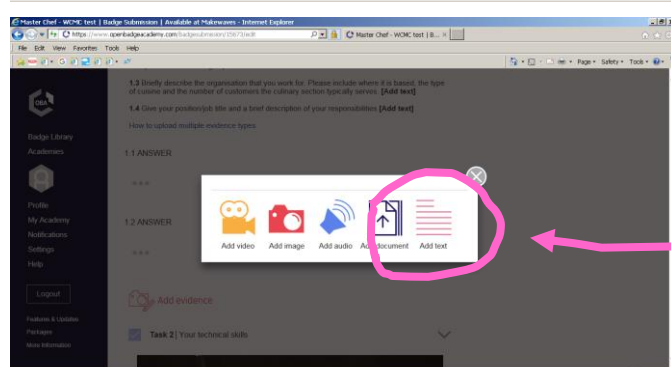Include the correct evidence number, followed by the word 'ANSWER', in each of your answers.

EXAMPLE:
For Task 1, open a text box and write '1.1 ANSWER' before adding your answer to question 1.1.
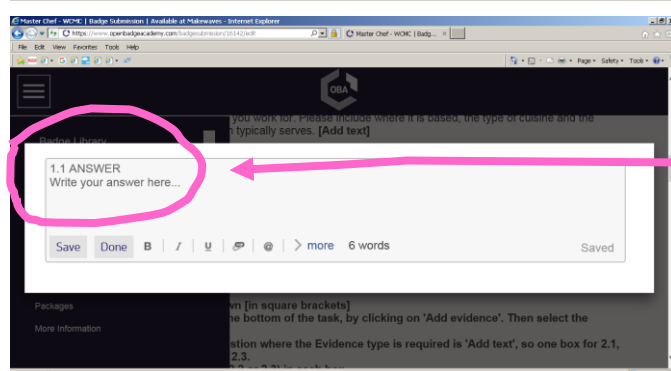
Then open a **new** text box and write '1.2 ANSWER', then add your answer to question 1.2. etc
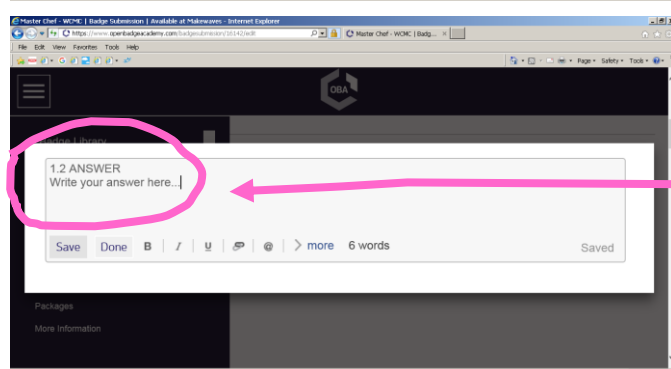

Click 'Add evidence'

Then click 'Add text'

Write your answer in the text box.

Make sure you include the evidence number (eg 1.1), followed by the word 'ANSWER'

To add your next answer(s), open a new text box for each answer.

So open a new box for 1.2, another new box for 1.3 etc.

When you add text boxes, they will appear in the order they are uploaded, at the bottom of the main task you are working on.

IMPORTANT:
Add the text boxes for your answers in the same order as the questions appear on the screen.

Always open a **new** text box when you are adding a response to a **new** question.

EXAMPLE:
Add a new box for '1.1 ANSWER' first, then add another new box for '1.2 ANSWER' etc. Continue adding new text boxes until you have answered all the questions.

When you add a next text box, the task instructions and evidence requirements will become hidden on the screen. If you want to view (unhide) them, you can click on the large arrow.
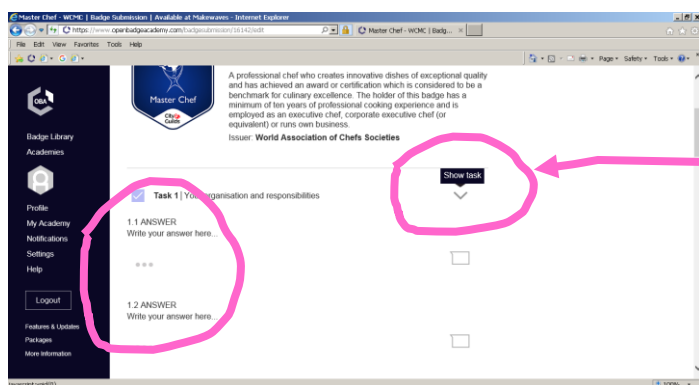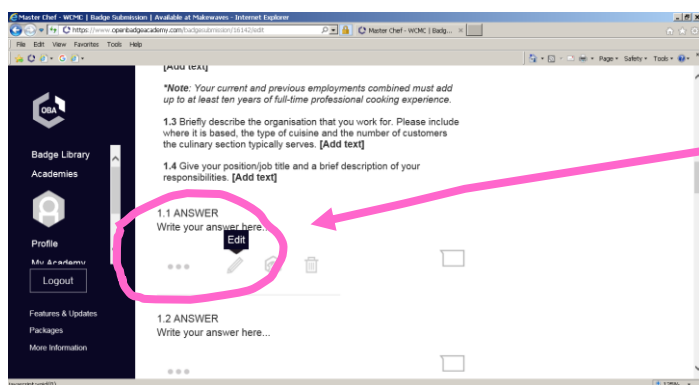

The task and the evidence requirements become hidden when you add a new text box
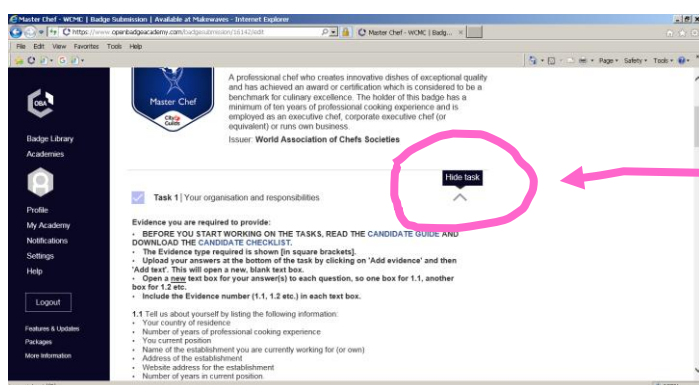
Click the arrow to view the task and/or evidence requirements

Editing 'text' answers
To edit your 'text' answer(s), click on the three grey dots and then select the pencil icon.

Click on the three grey dots and then on the pencil icon to edit your answer

Uploading multiple evidence

There are tasks which require you to upload multiple evidence which could be 'Add text' and/or 'Add image' and/or 'Add document'.

To upload multiple evidence, follow the same process as when adding text (see previous pages). Click 'Add evidence' at the bottom of the task, then select the type of evidence required.

Uploading multiple evidence: 'Add image'

When you are required to upload an image in response to a question, you will see 'Add image' at the end of the question.
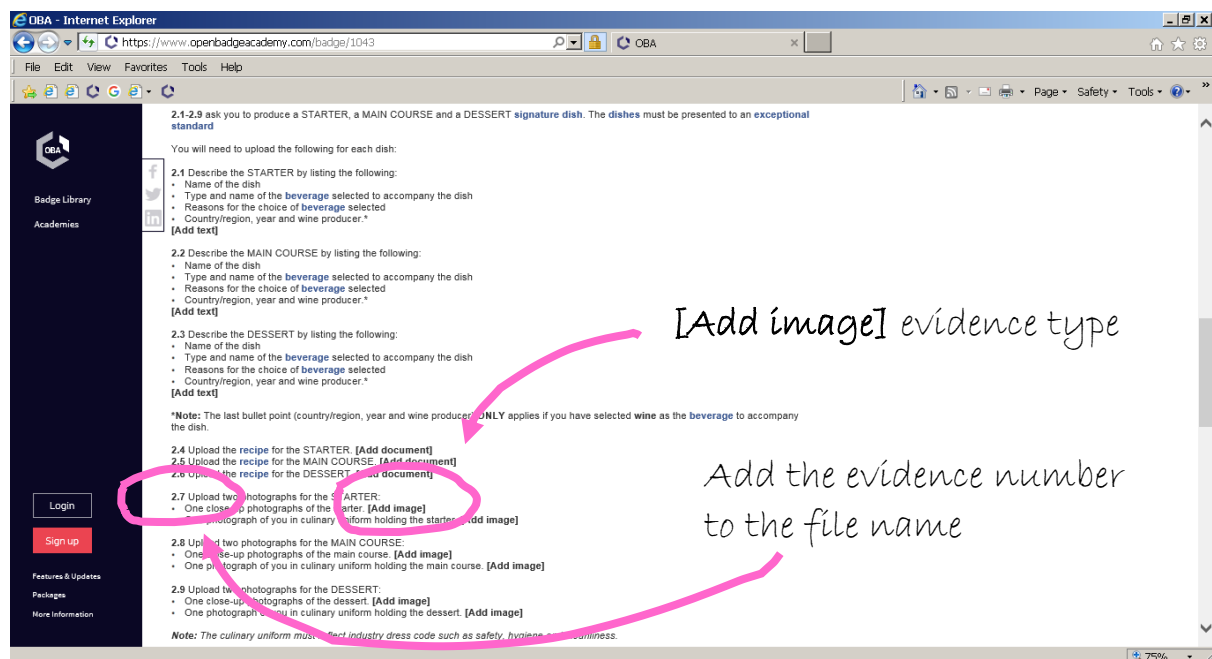
IMPORTANT:
Include the evidence number in the file name **BEFORE** you upload the image.
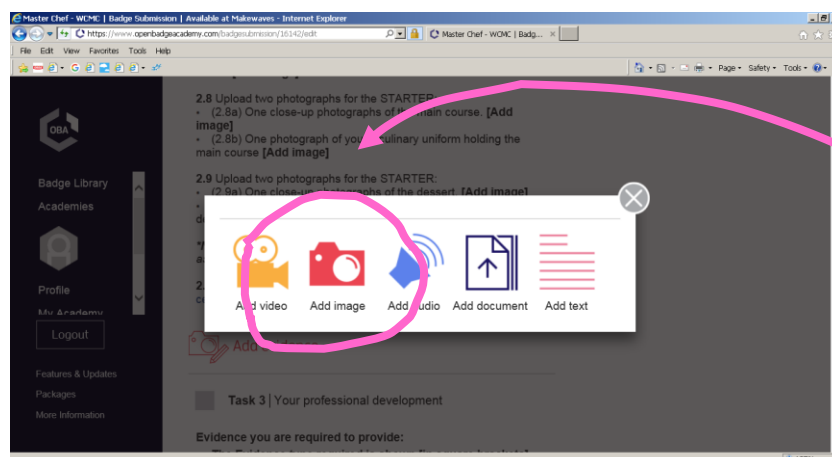
EXAMPLE:
If you are uploading evidence for **question 2.7** (as shown on the screenshot below), you will need to include the evidence number (2.7) in the title of the files you are uploading.

Also make sure that the file titles show the content of the images. For example: 'starter_close-up' and 'starter_chef holding dish'.

So for evidence 2.7, the full file titles should be: '**2.7_starter_close-up**' and '**2.7_starter_chef holding dish**'.

Once you have named the file(s) correctly, select 'Add image' in the 'Add evidence' pop up window.

Uploading multiple evidence: 'Add document'

When you are required to upload a document in response to a question, you will see 'Add document' at the end of the question.

IMPORTANT:
Include the evidence number in the file name **BEFORE** you upload the document.

EXAMPLE:
If you are uploading evidence for **question 2.4** (as shown on the screenshot below), you will need to include the evidence number (2.4) in the title of the file you are uploading.

Make sure that the file title shows the content of the document. For example: 'starter_recipe'.

So for evidence 2.4, the full file title should be: '**2.4_starter_recipe**'.

Once you have named the file correctly, select 'Add document' in the 'Add evidence' pop up window.

Evidence privacy settings

The privacy setting for all evidence you submit is defaulted to 'private'. This means that only you and the Worldchefs assessors assigned to your badge have the permission to view your evidence.

Once a badge has been awarded, the evidence becomes locked down. Every piece of evidence which was set 'private' at the point of awarding remains 'private'.

External parties will be able to view your badge and the list of tasks you have completed to earn that badge, but they will not be able to see the evidence you have used.
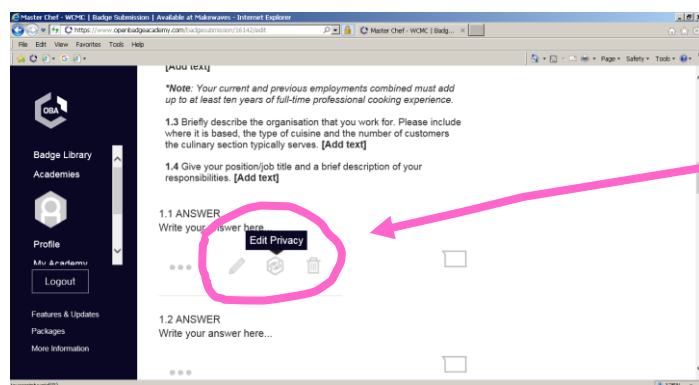
Click on the 'eye' icon to view (or change) the 'privacy' settings for your evidence

You can change the evidence privacy settings and make it 'public' (ie visible to everyone). If you choose to make your evidence 'public', however, Worldchefs or City & Guilds takes no responsibility for any misuse which may result from the evidence being visible.

IMPORTANT:
You must leave the witness contact details set to 'private'.
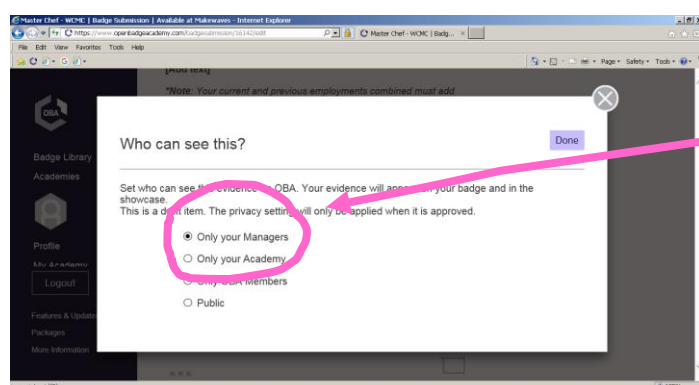
All evidence is set to default to 'private'.

If you make it 'public', it will be visible to everyone.

Submitting your evidence: first (original) submission

Once you have uploaded all your evidence, you can submit it for assessment. Click **'Claim'** to make your first (original) submission.

> **IMPORTANT:**
> Use the 'Checklist' **before** you submit your evidence to confirm that you have uploaded all the evidence required.
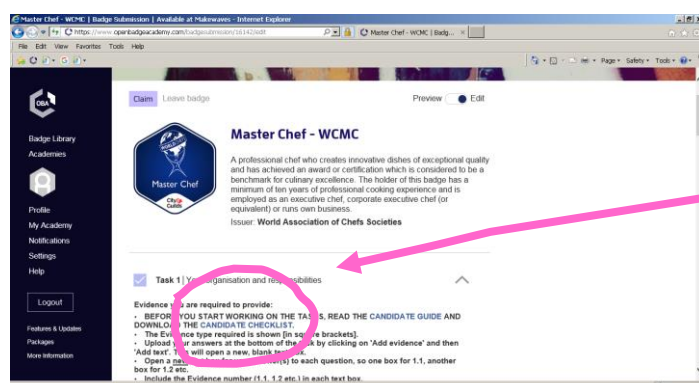>
> The 'Checklist' can be downloaded from the instructions at the top of Task 1.

Download the 'Checklist' under Task 1 instructions

When you see the message below, just click **'OK'**. You may then log out and wait the outcome of the assessment on your first (original) submission.

Note: The 'Why not take another badge' is a generic message for all OBA users. It does not currently apply to Worldchefs candidates because other Worldchefs badges are at a different level or require the completion of the badge in progress (eg Master Chef or Master Pastry Chef level).
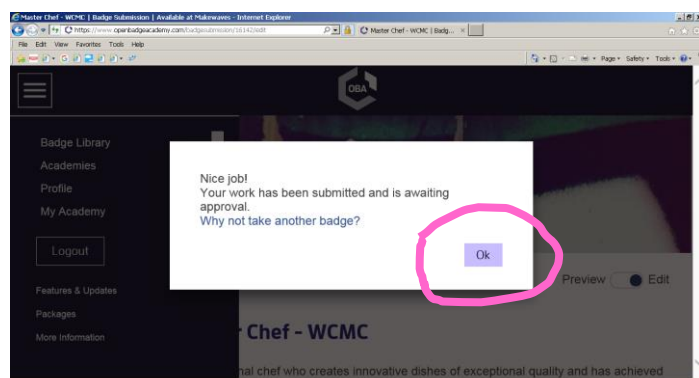
Assessing your first (original) submission

A Worldchefs assessor will assess the evidence you have submitted in your first (original) submission. There are two possible outcomes at this stage:

☺ Your first (original) submission has met all the requirements for certification.   → **Badge is issued**

😐 Your first (original) submission has not yet met all the requirements for certification.   → **Second (final) submission is required**

Reviewing your evidence: second (final) submission

If the assessor instructs you to amend or explain evidence you already submitted and/or asks you to upload additional evidence, you will be required to make a second submission. **This will be your final submission.**

If a second (final) submission is required, you will receive a **notification** in OBA and by email.
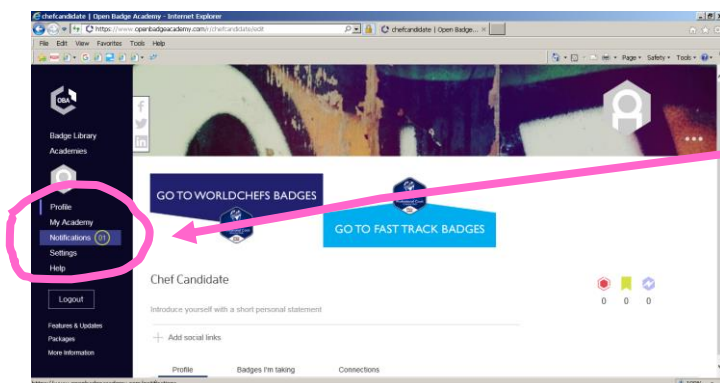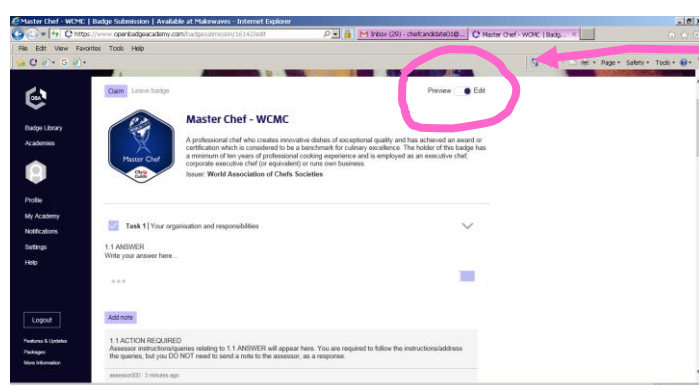

Notification(s) appear in the 'Notifications' menu point
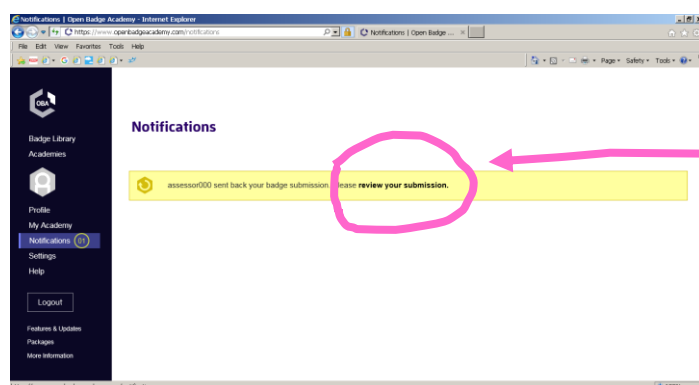
Click 'review your submission' to view the assessor's feedback

Make sure you are viewing your submission in 'Edit' mode. If the toggle is in 'Preview' mode, drag it to right to turn on the 'Edit' mode.
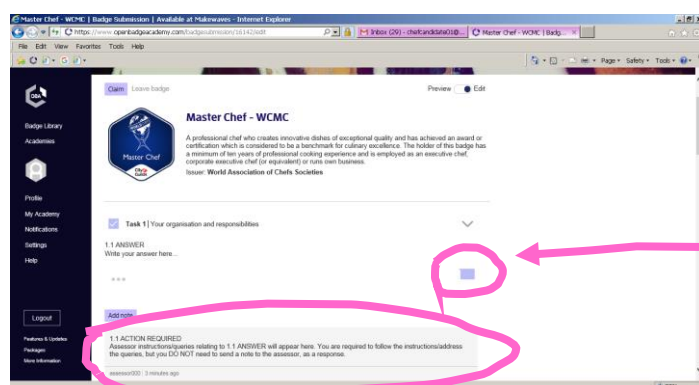

Check that you are working in 'Edit' mode

Notes left by the assessors are shown under blue note icons. Click on the icon to view each note.

Read every blue note in the tasks. It is a good idea to make a list of **all** the amendments you are required to make and/or any additional evidence that you are required to upload.

Click on the blue note icon to see the assessor's instructions

You can edit your evidence by clicking on the three large grey dots, underneath your evidence:

Amend TEXT evidence
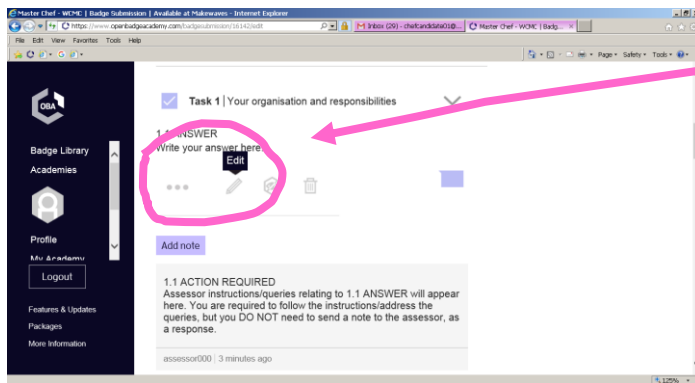
Click on the three grey dots and then on the pencil icon to edit a piece of evidence
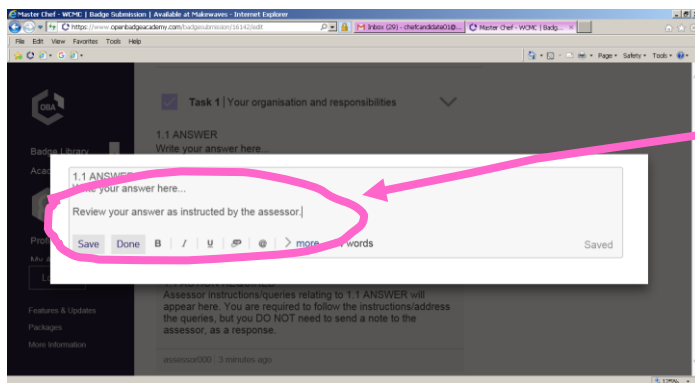
To amend TEXT evidence, make the changes to the text directly in the text box

The new (amended) text will replace the original text

Amend IMAGE or DOCUMENT evidence

If you are requested to change an image or a document that you uploaded in your first (original) submission, REMOVE the original file and REPLACE it with the new image or document.

IMPORTANT:
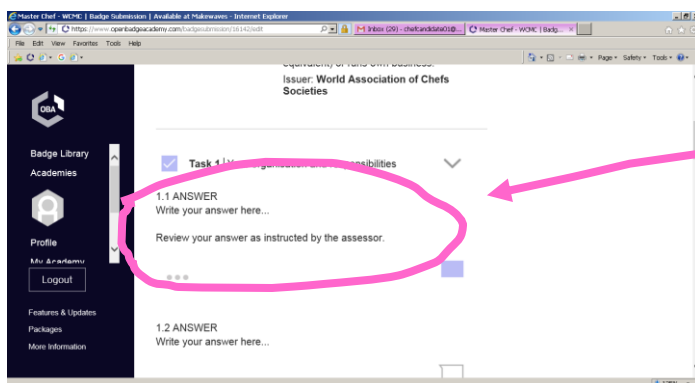Include the evidence number in the file name of the **new** evidence **before** you upload it in OBA.

Please refer to pages 13-15 for instructions on how your evidence files should be titled.

Click 'Remove' to delete the original image or document file
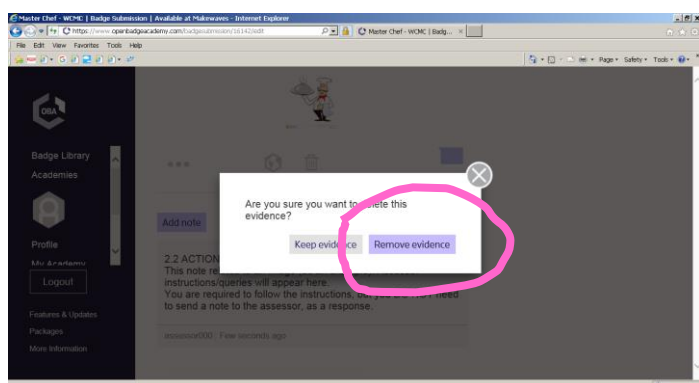
Go to the bottom of the task to add the new image or document. Follow the same process as before, when uploading your original evidence.

Click 'Add more evidence' to upload a new image or document

Once you have made all the amendments requested by the assessor, you need to resubmit your evidence. This will be your second (and final) submission.
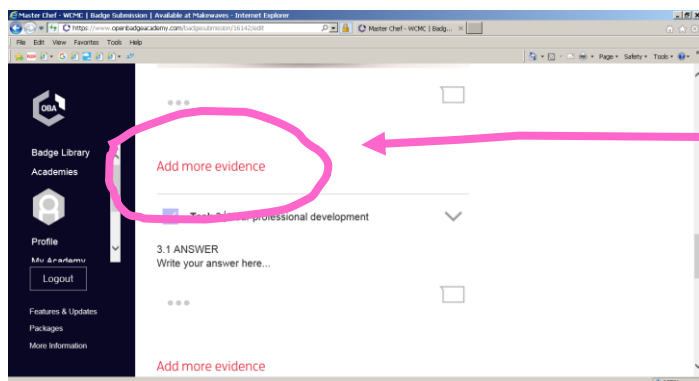
VERY IMPORTANT:
You only have ONE resubmission opportunity: your second (final) submission.

Before you make your second (and final) submission, double check that you have made all the amendments and uploaded all additional evidence, as requested by the assessor.
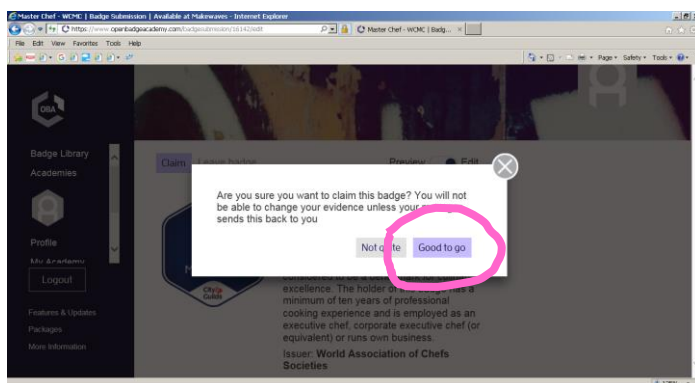
Once you have made your second (and final) submission, you will **not** have another opportunity to amend, replace or add new evidence.

If your second (final) submission still does not meet the requirements for certification, you will need to make a new application and pay the application fee again.

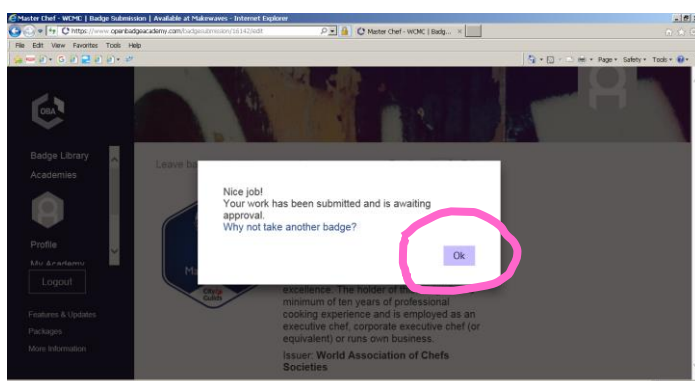To make your second (final) submission, click **'Claim'**.
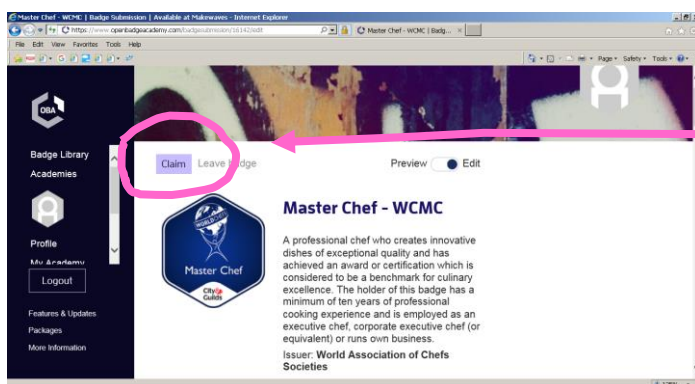
Click 'Claim' to make your second (final) submission

Make sure you have made **all** the changes required by the assessor.

This is your final opportunity to edit your evidence

Click **'OK'**.

Outcome of second (final) submission: final decision

The Worldchefs assessor will assess your second (final) submission. The decision made at this point will be the final decision on your application.

There are two possible outcomes:

☺ Your second (final) submission has met all the requirements for certification.   → **Badge is issued**

☹ Your second (final) submission has not met all the requirements for certification.   → **Unsuccessful submission. Badge will be closed.**

If your second (final) submission is unsuccessful, you may apply again by purchasing the same badge and paying the application fee.

Receiving your badge

If your submission has met the requirements for certification, you will be issued with a badge. You will receive an OBA notification as well as an email notification, with a link to your badge.
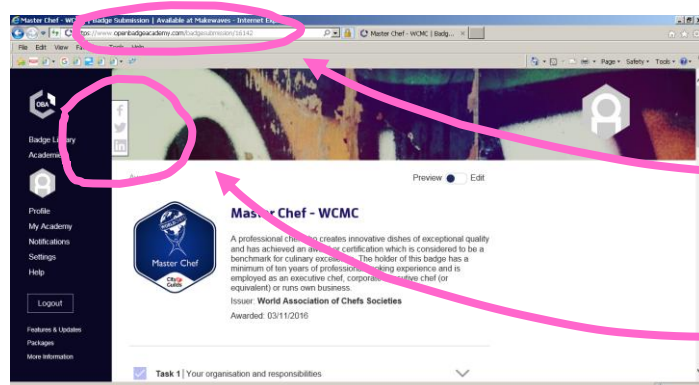
The badge you have earned will appear in your 'Profile', on the 'Profile' page.
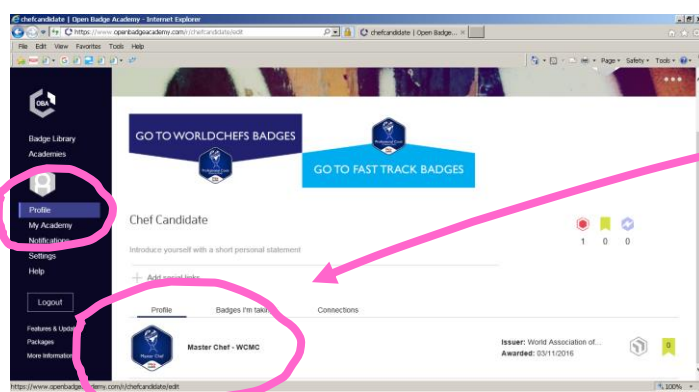
The badge you have earned appears under 'Profile'

Sharing your badge

Once you have received your badge, you can share it with others. There are two ways of doing so: you can share the link to the page or display your badge on social media.

Use the link to email or publish your badge

Click on the Facebook, Twitter or LinkedIn icon to display your badge on social media

Good luck and thanks again for applying!