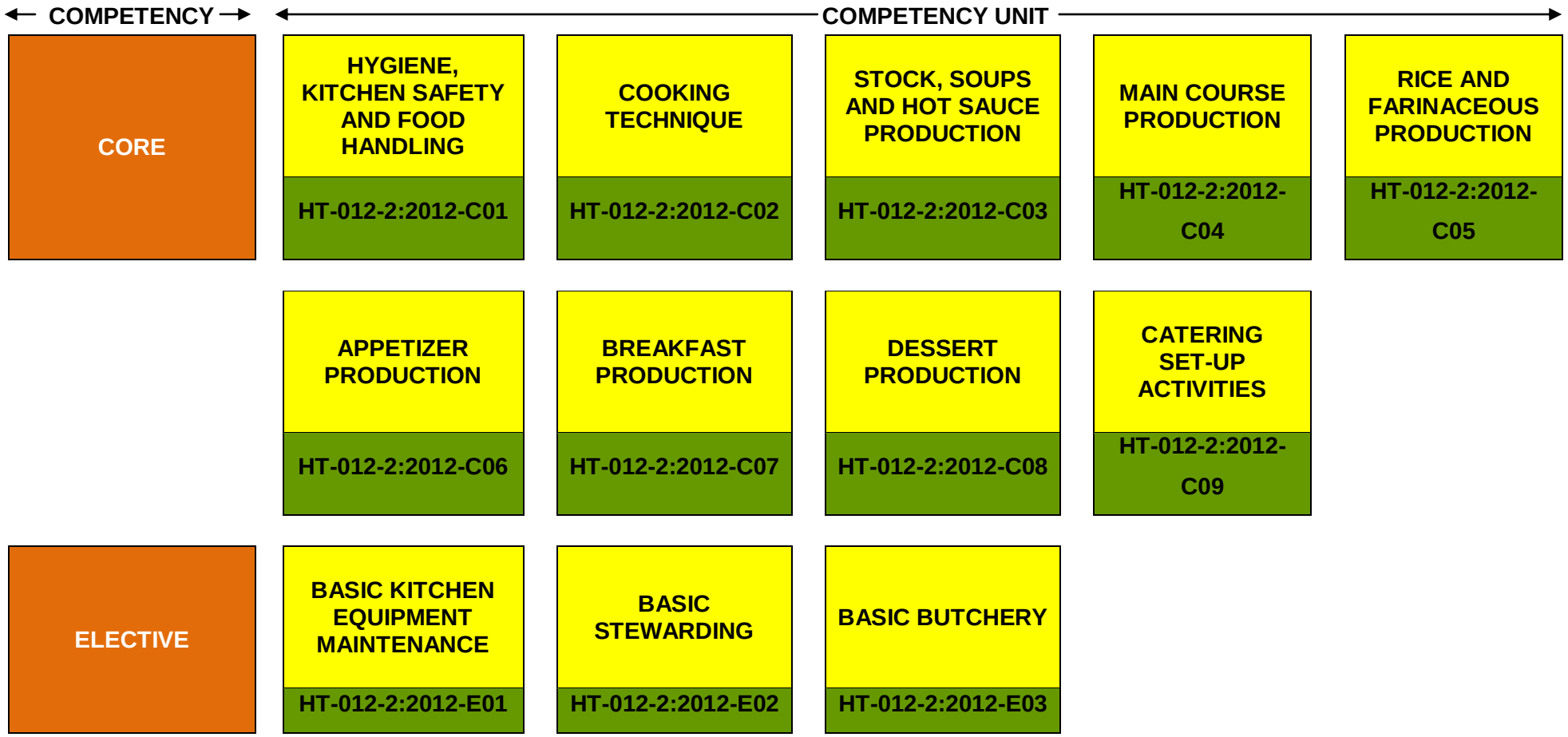
COMPETENCY PROFILE CHART (CPC)

SECTOR	HOSPITALITY AND TOURISM		
SUB SECTOR	KITCHEN		
JOB AREA	FOOD PREPARATION AND PRODUCTION		
JOB LEVEL	TWO (2)	JOB AREA CODE	HT-012-2:2012



COMPETENCY PROFILE (CP)

Sub Sector	**KITCHEN**
Job Area	**FOOD PREPARATION AND PRODUCT ION**
Level	**TWO (2)**

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
1. Hygiene, Kitchen Safety and Food Handling	HT-012-2:2012-C01	The CU title describes the competency in hygiene, kitchen safety and food handling activities. He or she is the person to carry out food handling activities for customers' satisfaction at their work area. The person who is competent in this CU shall be able to identify food handling activities requirements, determine food handling tools, kitchen utensils, equipment and food items classification, understand the principles of receiving and storing food items, maintain food handling activities requirements and carry out hygiene and cleanliness of work area in accordance with Health Ministry requirements, local authority and company	1. Identify food handling activities requirements	1.1 Hygiene guidelines requirements practiced in accordance with Industrial Ministry and local authority • OSHA • Environmental Quality Act 1974 (127) • HACCP 1.2 Kitchen safety requirement implemented in accordance with Regulatory body / agency related • Bomba • National Solid Waste Management Department (NSWMD) • Department of Occupational Safety and Health (DOSH)

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		Standard Operating Procedure (SOP). The outcome of this competency is to ensure safe working practices are adapted and food handling activities are adhered in accordance with Health Ministry requirements.	2. Determine food handling tools, kitchen utensils and equipment classification	1.3 Food handling requirement practiced in accordance with • Health Ministry guideline • OSHA • INDAH water • Halal food product compliance Environmental Quality Act 1974 (Act127) 2.1 Food handling tools, kitchen utensils and equipment classification listed in accordance with company Standard Operating Procedure (SOP), Health Ministry guidelines and local authority. • Types of utensils and equipment determined • Usage of utensils and equipment determined

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			3. Determine food items classification	3.1 Food items classification listed by types of merchandise in accordance with company Standard Operating Procedure (SOP), Health Ministry guidelines and local authority. • Food item classification determined - Dry Items - Butchery items - Commissary items - Dairy items - Juices • Food items storage sorted out - Types of container - First In First Out (FIFO) system

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			4. Understand the principles of receiving and storing food items	4.1 Principles of receiving and storing food items performed in accordance with company Standard Operating Procedure (SOP) Health Ministry guidelines and local authority. • Principles of receiving and storing food items determined • Method of receiving and storing food items applied • Proper receiving and storing food items ensured
			5. Maintain food handling activities requirements	5.1 Food handling activities requirements are sustained in accordance with company Standard Operating Procedure (SOP), Health Ministry guidelines and local authority.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			6. Carry out hygiene and cleanliness of work area.	• Types of food handling activities requirement determined • Food handling activities done • Food handling activities report prepared, updated and compiled 6.1 Clearing of work place area done in accordance with company Standard Operating Procedure (SOP), Health Ministry guidelines and local authority. • Cleanliness of the work place ensured 6.2 Equipment cleaned and utensils sent to stewarding area • Cleaned utensils stored properly

Sub Sector	**KITCHEN**
Job Area	**FOOD PREPARATION AND PRODUCTION**
Level	**TWO (2)**

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
2. Cooking Technique	HT-012-2:2012-C02	The CU title describes the competency in cooking technique. He or she is the person who will prepare the cooking technique for customers' satisfaction. The person who is competent in this CU shall be able to obtain cooking technique standard recipes, select equipment and utensils, ingredients, carry out cooking technique dishes and hygiene and cleanliness of work area in accordance with establishment working procedure. The outcome of this competency is to execute cooking technique dishes to provide food for guest satisfaction in accordance with company Standard Operating Procedure (SOP).	1. Obtain standard cooking technique standard recipes 2. Select cooking technique equipment and utensils	1.1 Types of cooking technique method determined in accordance with company standardize recipes • Types of cooking technique recipes interpreted - Dry heat - Moist heat - Combination 2.1 Type of utensils and equipment chosen in accordance with company standardize recipes • Types of utensils and equipment determined • Usage of utensils and equipment determined

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			3. Select cooking technique ingredients	3.1 Type of ingredients collected in accordance with company standardize recipes • Types of cooking technique ingredients determined • Physical condition of cooking technique ingredient determined • Quality of cooking technique ingredients ensured • *Mise-en-place* properly done • Standard weight, scaling and measurement technique applied
			4. Carry out cooking technique dishes	4.1 Standard dishes cooking application are performed in accordance with company standardize recipes • Types of cooking technique preparation and cooking determined • Portioning ensured • Taste and flavour complied • Presentation and garnish technique applied

Sub Sector	**KITCHEN**
Job Area	**FOOD PREPARATION AND PRODUCTION**
Level	**TWO(2)**

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
3. Stock, Soup and Hot Sauce Production	HT-012-2:2012-C03	The CU title describes the competency in stock, soup and hot sauce production. He or she is the person who will prepare the stock, soup and hot sauce production for customers' satisfaction. The person who is competent in this CU shall be able to obtain stock, soup and hot sauce production soup standard recipes, select stock, soup and hot sauce production equipment and utensils and ingredients , carry out stock, soup and hot sauce production and hygiene and cleanliness of work area in accordance with establishment Standard Operating Procedures (SOP) The outcome of this competency is to execute stock, soup and hot sauce production to provide food for guest satisfaction in accordance with company Standard Operating Procedure (SOP).	1. Obtain stock, soup and hot sauce production standard recipes	1.1 Types of stock, soup and hot sauce production identified in accordance with company standardize recipes. • Identify types of stock, soup and hot sauce recipes 1.2 Understanding of stock, soup and hot sauce recipes • Basic stock - White - Brown • Soup - Cream - Clear - Specialty or nationality • Hot sauces and it derivatives - White - Brown

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			2. Select stock, soup and hot sauce production equipment and utensils	2.1 Type of utensils and equipment chosen in accordance with company standardize recipes • Types of utensils and equipment determined • Usage of utensils and equipment determined
			3. Select stock, soup and hot sauce production ingredients	3.1 Type of ingredients collected in accordance with company standardizes recipes. • Types of stock, soup and hot sauce production ingredients determined • Physical condition of stock, soup and hot sauce production ingredient determined • Quality of stock, soup and hot sauce production ingredients ensured • *Mise-en-place* properly done • Standard weight, scaling and measurement technique applied

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			4. Carry out stock, soup and hot sauce production	4.1 Stock, soup and hot sauce production performed in accordance with company standardize recipes • Types of stock, soup and hot sauce preparation and cooking determined • Portioning ensured • Taste and flavour complied

Sub Sector	**KITCHEN**
Job Area	**FOOD PREPARATION AND PRODUCTION**
Level	**TWO (2)**

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
4. Main Course Production	HT-012-2:2012-C04	The CU title describes the competency in main course production. He or she is the person who carries out main course production for customers' satisfaction. The person who is competent in this CU shall be able to obtain main course production menu requirement, select main course production standard recipes, suitable cooking utensils, equipment and ingredients, carry out main course dishes production and hygiene and cleanliness of work area in accordance with establishment requirement. The outcome of this competency is to execute main course production for guest satisfaction in accordance with company Standard Operating Procedure (SOP).	1. Obtain main course production menu requirement 2. Select main course production standard recipes	1.1 Type of main course production menu determined in accordance with the establishment requirement • Types of main course production menu requirement interpreted - Meat - Poultry - Fish and seafood - Vegetarian 2.1 Main course production standardize recipes are chosen according to menu requirement • Identify types of main course local menu • Understanding of main course recipes

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			3. Select suitable cooking utensils and equipment	3.1 Type of utensils and equipment are chosen in accordance with company standardize recipes • Types of utensils and equipment determined • Usage of utensils and equipment determined such as; - Cutting - Portioning - Cooking
			4. Select main course production ingredients	4.1 Type of ingredients collected in accordance with company standardize recipes • Type of main course ingredients determined • Physical condition of main course ingredient determined • Quality of main course ingredients ensured • *Mise-en-place* properly done

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			5. Carry out main course dishes production	5.1 Main course dishes production are performed in accordance with the establishment standardize recipes • Types of Main course dishes preparation and cooking determined • Portioning ensured • Taste and flavour complied • Presentation and garnish technique applied

Sub Sector	**KITCHEN**
Job Area	**FOOD PREPARATION AND PRODUCTION**
Level	**TWO (2)**

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
5. Rice and Farinaceous Production	HT-012-2:2012-C05	The CU title describes the competency in rice and farinaceous production. He or she is the person who will prepare the rice and farinaceous production for customers satisfactory at their work area. The person who is competent in this CU shall be able to obtain rice and farinaceous production standard recipes, select rice and farinaceous production equipment, utensils, select rice and ingredients, carry out rice and farinaceous dishes production and carry out hygiene and cleanliness of work area in accordance with establishment requirement. The outcome of this competency is to execute rice and farinaceous production for guest satisfaction in accordance with company Standard Operating Procedure (SOP).	1. Obtain rice and farinaceous production standard recipes 2. Select rice and farinaceous production equipment and utensils	1.1 Types of rice and farinaceous production recipes determined in accordance with company standardize recipes • Plain rice • Compressed rice and gravy • Flavoured rice • Glutinous rice • Fried Noodle • Noodle with gravy • Pasta 2.1 Type of utensils and equipment chosen in accordance with company standardize recipes • Types of utensils and equipment determined • Usage of utensils and equipment determined such as; - Cutting - Portioning - Cooking

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			3. Select rice and farinaceous production ingredients	3.1 Type of ingredients collected in accordance with company standardize recipes • Types of rice and farinaceous production ingredients determined • Physical condition of rice and farinaceous production ingredient determined • Quality of rice and farinaceous production ingredients ensured • *Mise-en-place* properly done
			4. Carry out rice and farinaceous dishes production	4.1 Rice and farinaceous dishes production are performed in accordance with company standardize recipes • Types of rice and farinaceous preparation and cooking determined • Portioning ensured • Taste and flavour complied • Presentation and garnish technique applied

Sub Sector	**KITCHEN**
Job Area	**FOOD PREPARATION AND PRODUCTION**
Level	**TWO (2)**

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
6. Appetizer Production	HT-012-2:2012-C06	The CU title describes the competency in appetizer production. He or she is the person who will prepare the appetizer for customers' satisfaction. The person who is competent in this CU shall be able to obtain appetizer production standard recipes, select appetizer production equipment, utensils, and ingredients, carry out appetizer dishes production and hygiene and cleanliness of work area in accordance with establishment requirement. The outcome of this competency is to execute appetizer production to provide food for guest satisfaction in accordance with company Standard Operating Procedure (SOP)	1. Obtain appetizer production standard recipes 2. Select appetizer production equipment and utensils	1.1 Types of appetizer production method determined in accordance with company standardize recipes • Types of appetizer production recipes determined • Types of appetizer production recipes interpreted 2.1 Types of utensils and equipment chosen in accordance with company standardize recipes. • Types of utensils and equipment determined • Usage of utensils and equipment determined

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			3. Select appetizer ingredients	3.1 Types of ingredients collected in accordance with company standardize recipes such as: • Types of appetizer production ingredients determined • Physical condition of appetizer production ingredient determined • Quality of appetizer production ingredients ensured • *Mise-en-place* properly done • Standard weight, scaling and measurement technique applied
			4. Carry out appetizer dishes production	4.1 Appetizer dishes production are prepared in accordance with company standardize recipes • Types of Appetizer preparation and cooking determined • Portioning ensured • Taste and flavour complied • Presentation and garnish technique applied

Sub Sector	**KITCHEN**
Job Area	**FOOD PREPARATION AND PRODUCT ION**
Level	**TWO (2)**

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
7. Breakfast Production	HT-012-2:2012-C07	The CU title describes the competency in breakfast production. He or she is the person who will prepare the breakfast production for customers' satisfaction. The person who is competent in this CU shall be able to identify breakfast production menu requirement, select breakfast production standard recipes, utensils, equipment and ingredients, carry out breakfast dishes production and hygiene and cleanliness of work area hygienically in accordance with establishment requirement. The outcome of this competency is to execute breakfast production to provide food for guest satisfaction in accordance with company Standard Operating Procedure (SOP).	1. Identify breakfast production menu requirement 2. Select breakfast production standard recipes	1.1 Breakfast production menu requirement obtained in accordance with company standardize recipes • Local breakfast menu • International breakfast menu 2.1 Types of breakfast dishes standardizes recipes determined • Identify types of local breakfast and International breakfast menu • Understanding of local and International breakfast recipes

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			3. Select suitable breakfast production utensils and equipment	3.1 Type of utensils and equipment chosen in accordance with company standardize recipes • Types of utensils and equipment determined • Usage of utensils and equipment determined such as; - Cutting - Portioning - Cooking
			4. Select breakfast production ingredients	4.1 Type of ingredients collected in accordance with company standardize recipes • Types breakfast production ingredients determined • Physical condition of breakfast ingredient determined • Quality of breakfast ingredients ensured • *Mise-en-place* properly done

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			5. Carry out breakfast dishes production	5.1 Breakfast dishes production performed in accordance with company standardize recipes • Types of breakfast dishes preparation and cooking determined • Portioning ensured • Taste and flavour complied • Presentation and garnish technique applied

Sub Sector	**KITCHEN**
Job Area	**FOOD PREPARATION AND PRODUCTION**
Level	**TWO (2)**

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
8. Dessert Production	HT-012-2:2012-C08	The CU title describes the competency in dessert production. He or she is the person who will prepare the dessert production for customers' satisfaction. The person who is competent in this CU shall be able to obtain dessert production menu requirement, select dessert production standard recipes, utensils, equipment and ingredients, carry out dessert production of dishes and carry out hygiene and cleanliness of work area in accordance with establishment requirement. The outcome of this competency is to execute dessert production to provide food for guest satisfaction in accordance with company Standard Operating Procedure (SOP).	1. Obtain dessert production menus requirement 2. Select dessert production standard recipes 3. Select suitable dessert production utensils and equipment's	1.1 Dessert Production menu requirement identified in accordance with company standardize recipes • Local dessert • International dessert 2.1 Dessert production standardize recipes are chosen according to menu requirement • Identify types of local and International dessert recipes • Understanding of local and International dessert recipes 3.1 Type of utensils and equipment chosen in accordance with company standardize recipes • Types of utensils and

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				equipment determined • Usage of utensils and equipment determined such as; • Cutting • Portioning • Cooking
			4. Select dessert production ingredients	4.1 Types of ingredients collected in accordance with company standardize recipes • Types of dessert production ingredients Determined • Physical condition of dessert production ingredient determined • Quality of dessert production ingredients ensured • *Mise-en-place* properly done • Standard weight, scaling and measurement technique
			5. Carry out dessert production	5.1 Dessert production preparation are done in accordance with company standardize recipes; • Types of dessert

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				preparation and cooking determined • Portioning ensured • Taste and flavour complied • Presentation and garnish technique

Sub Sector	**KITCHEN**
Job Area	**FOOD PREPARATION AND PRODUCTION**
Level	**TWO (2)**

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
9. Catering Set-up Activities	HT-012-2:2012-C09	The CU title describes the competency in catering display setting activities. He or she is the person who will assist in preparing the display and setting-up for customers catering event at their designated working area. The person who is competent in this CU shall be able to identify venue and space allocation , type of buffet display, menu and setting for catering activities, select equipment and utensils need, carry out catering setting activities and hygiene and cleanliness of work area in accordance with establishment working procedure. The outcome of this competency is to execute catering setting activities to	1. Identify venue and space allocation for Catering Setting Activities 2. Identify type of buffet display, menu and setting for catering activities	1.1 Venue and space allocation determined in accordance with company Event Order and Banquet Manual • Venue and space allocation inspected 2.1 Catering setting activities menu interpreted in accordance with company Event Order and Banquet Manual • Types of buffet display determined • Types and layout of menu determined - Buffet / Theme - Set - Stall • Method of buffet display and setting dishes arrangement determined • Setting dishes layout and job schedule interpreted

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		provide excellent service for guest satisfaction in accordance with Event Order and company Standard Operating Procedure (SOP).	3. Select equipment and utensils needs	3.1 Type of utensils and equipment are chosen in accordance with company Event Order • Types of display item • Types of setting dishes equipment and utensils • Usage of setting dishes equipment and utensils
			4. Carry out catering setting activities	4.1 Catering setting activities are set-up in accordance with company Event Order and Banquet Manual • Method of buffet display and setting dishes arrangement • Stalls concept arrangement and stalls items display technique. • Safety requirements in arranging buffet display , stall concept and setting dishes

Sub Sector	**KITCHEN**
Job Area	**FOOD PREPARATION AND PRODUCTION**
Level	**TWO (2)**

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
10 .Basic Kitchen Equipment Maintenance	HT-012-2:2012-E01	The CU title describes the competency in basic kitchen equipment maintenance. He or she is the person to carry out basic kitchen equipment maintenance at their work area. The person who is competent in this CU shall be able to identify, determine, carry out, maintain and report basic kitchen equipment maintenance task and procedure in accordance with company policies, local authorities and Health Ministry requirements. The outcome of this competency is to ensure safe working practices are adapted in kitchen equipment maintenance in accordance with relevant local authorities,	1. Identify basic kitchen equipment maintenance task 2. Carry out basic kitchen equipment maintenance procedure	1.1 Basic kitchen equipment maintenance task listed in accordance with company policies • Types of basic kitchen equipment maintenance task determined - Standard Operating Procedure (SOP) • Types of basic kitchen equipment maintenance procedure determined • Basic kitchen equipment maintenance task and procedure selected 2.1 Basic kitchen equipment maintenance task procedure are performed in accordance with company policies • Method of basic kitchen equipment maintenance procedure determined

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		Health Ministry requirements and company Standard Operating Procedure (SOP).		• Basic kitchen equipment maintenance procedure prepared
			3. Maintain basic kitchen equipment maintenance procedure	3.1 Basic kitchen equipment maintenance procedures inspected in accordance with company Standard Operating Procedure (SOP) and Health Ministry requirement • Basic kitchen equipment maintenance procedures sustained
			4. Report basic kitchen equipment maintenance	4.1 Basic kitchen equipment maintenance documented in accordance with company policies • Basic kitchen equipment maintenance report prepared, updated and compiled • Basic kitchen equipment maintenance report submitted to relevant department

Sub Sector	**KITCHEN**
Job Area	**FOOD PREPARATION AND PRODUCTION**
Level	**TWO (2)**

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
11.Basic Stewarding	HT-012-2:2012-E02	The CU title describes the competency in basic stewarding. He or she is the person that shall be able to handle cutleries, crockery and glassware, handling of wastages while adhering to the hygiene, kitchen safety and food handling requirement. The person who is competent in this CU shall be able to identify basic stewarding requirement, types of chemical, different types of crockery, cutleries and glassware, determine different types of wastages, carry out hygiene and cleanliness of work area in accordance with establishment working procedure. The outcome of this competency is to ensure safe working practices are adapted in basic stewarding function in	1. Identify basic stewarding requirement 2. Identify types of chemical 3. Identify different type of crockery, cutleries and glassware	1.1 Basic stewarding requirement determined in accordance with company policies and Ministry of Health. • Cleaning procedure • HACCP 2.1Types of Chemical determined in accordance with company policies and Ministry of Health. • Usage of chemical determined • Safety requirements in handling types of chemical determined 3.1 Crockery, cutleries and glassware utilized in accordance with company policies • Types of crockery, cutleries and glassware determined

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		accordance with relevant authority's requirement and company Standard Operating Procedure (SOP).	4. Determine different types of wastages	4.1 Different types of wastages listed in accordance with recycle guideline by Environmental Department (DOE). • Different types of wastages determined • Different types of wastages handled and segregated
			5. Carry out hygiene and cleanliness of work area	5.1 Clearing of work place area done in accordance with the establishment Standard Operating Procedures (SOP) • Cleanliness of the work place ensured • Equipment cleaned and utensils sent to steward area • Cleaned utensils stored properly • Work task done reported to superior

Sub Sector	**KITCHEN**
Job Area	**FOOD PREPARATION AND PRODUCTION**
Level	**TWO (2)**

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
12. Basic Butchery	HT-012-2:2012-E03	The CU title described the competency in basic butchery. He or she is to carry out basic butchery operation in their work area. The person who is competent in basic butchery operation shall be able to identify basic butchery requirement and type of basic butchery cuts, prepare equipment and utensil , carry out meat parts butchery, poultry butchery, fish and seafood butchery and hygiene and cleanliness of work area in accordance with company requirement. The outcome of this competency is to execute basic butchery preparation to provide food for guest satisfaction in accordance with company Standard Operating Procedure (SOP) and policy	1. Identify basic butchery requirement 2. Identify types of basic butchery cuts 3. Prepare equipment and utensils	1.1 Basic butchery requirement determined in accordance with company policies. • Safety in handling equipment and utensils determined • Halal requirement determined • Food handling determined - Storage - Thawing 2.1Type of basic butchery production determined in accordance with the establishment requirement. • Types of basic butchery production differentiated 3.1 Types of basic butchery utensils and equipment are selected in accordance with company policies.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				• Types of basic butchery utensils and equipment's selected; - Butcher knife - Fillet knife - Debone knife - Chef knife - Meat saw • Usages of basic butchery utensils and equipment determined; - Butcher knife - Fillet knife - Debone knife - Chef knife - Meat saw • Equipment and utensils are utilized in accordance with the establishment standardized recipes. • Life span of basic butchery utensils and equipment determined • Safety requirements in handling basic butchery utensils and equipment applied

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			4. Carry out meat parts butchery.	4.1 Beef and lamb parts butchery are prepared in accordance with the establishment standardized recipes. • Basic types of cut determined • Standard portion size and cutting applied • Quality of the meat ensured • Proper handling of meat applied - Thawing process - Storage
			5. Carry out poultry part butchery	5.1 Poultry parts butchery are prepared in accordance with the establishment standardized recipes. • Basic types of cut determined • Standard portion size and cutting applied • Quality of the poultry ensured • Proper handling of poultry applied - Thawing process - Storage

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			6. Carry out fish and seafood part butchery	6.1 Fish and Seafood parts butchery are prepared in accordance with the establishment standardized recipes. • Basic types of cut determined • Standard portion size and cutting applied • Quality of the fish and seafood ensured • Proper handling of fish and seafood applied - Thawing process - Storage
			7. Carry out hygiene and cleanliness of work area	7.1 Clearing of work place area are executed in accordance with the establishment Standard Operating Procedures (SOP). • Cleanliness of the work place ensured • Equipment and utensils cleaned • Cleaned utensil stored properly

CURRICULUM OF COMPETENCYUNIT (CoCU)

Sub Sector	**KITCHEN**						
Job Area	**FOOD PREPARATION AND PRODUCTION**						
Competency Unit Title	**HYGIENE, KITCHEN SAFETY AND FOOD HANDLING**						
Learning Outcome	The person who is competent in this CU shall be able to practice proper hygiene, kitchen safety in food handling activities to ensure that foods are prepared in hygienic, safe and in line with policy in accordance with Health and Industrial Ministry rules and regulation. Upon completion of this competency unit, trainee will be able to:- • Identify food handling activities requirements • Determine food handling tools, kitchen utensils and equipment classification • Determine food items classification • Understand the principles of receiving and storing food items • Maintain food handling activities requirements • Carry out hygiene and cleanliness of work area						
Competency Unit ID	**HT-012-2:2012-C01**	**Level**	2	**Training Duration**	78	**Credit Values**	8

Work Activities	**Related Knowledge**	**Related Skills**	**Attitude /Safety/ Environmental**	**Training Hours**	**Delivery Mode**	**Assessment Criteria**
1. Identify food handling activities requirements	i. Definition of food handling activities requirements • Attitude • Staying power • Able to be team player • Willing to learn • Dedication to quality			4	Lecture, Video Presentation & Observation	i. Food handling activities requirements defined.

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	ii. Brief on Kitchen Department and its operations • Origin of classical and modern cuisine • Modernization impact on the kitchen operations • Organization of modern kitchens • Basis of kitchen organization • Classical and modern brigade • Skill levels requirement • Standards of professionalism • Customer expectations iii. Hygiene and safety in food handling • Cause of food contamination and illness • Personal hygiene standard and practices • Preventing cuts • Preventing burns • Preventing and dealing with fire • Preventing injuries from machine and equipment • Preventing falls • Preventing strains and injury from lifting					ii. Kitchen Department functions and operations determined. iii. General food safety in food handling and personal hygiene demonstrated, performed and practiced in accordance with the standard guidelines provided. iv. Hygiene guidelines requirements are determined in-accordance with company Standard Operating Procedure (SOP). v. General work safety aspect in the kitchen based on HACCP, OSHA, DOE and local authority guidelines implemented,

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Determine hygiene guidelines requirements. ii. Implement kitchen safety requirement with the regulatory body / agency related: • Occupational Safety and Health Administration (OSHA) • Environmental Quality Act 1974 (127) • Bomba • Ministry of Health • Other regulatory body / agency	<u>Attitude:</u> i. Presentable appearance with apparent personal hygiene and professionally attired. <u>Safety:</u> i. Adhere to hygiene and safety requirement.	8	Demonstration, Observation & Hand-on practice	performed, practiced and demonstrated based on the guideline given.

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Determine food handling tools, kitchen utensils and equipment classification	i. Introduction to food production tools, kitchen utensils and equipment classification • Knives, hand tools and small equipment • Pots, pans, containers and its usage • Measuring devices - Measuring scale - Measuring spoon - Temperature thermometer - Meat thermometer • Cooking equipment - range tops, ovens, broiler, salamander, griddles, rotisseries, fryers, skillets • Processing equipment - mixers, food cutter, slicers, blender • Food holding and storage equipment - hot - cold			4	Lecture, Video Presentation & Observation	i. Food production tools, kitchen utensils and equipment classification identified. ii. Basic knives handling practises and cutting techniques applied. iii. Usage of food production tools, kitchen utensils and equipment demonstrated iv. Operating procedures and safety aspects adhered.

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Apply basic knives handling practises and cutting techniques • Tourne • Large Dice • Medium Dice • Small Dice • Brunoise • Fine Brunoise • Rondelle • Paysanne • Lozenge • Fermiere • Batonnet • Julienne • Fine Julienne • Slicing Techniques • Chopping Techniques • Using Parissienne • Peeling Techniques • Chiffonade • Zesting ii. Ensure food production tools, kitchen utensils and equipment; and it usage iii. Interpret operating procedures and safety aspects	<u>Attitude:</u> i. Apply different type of basic cutting techniques. <u>Safety:</u> i. Adhere to safety requirement.	8	Demonstration, Observation & Hand-on Practices	

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Determine food items classification	i. Introduction to food items classification • Herbs and spices • Salts • Nuts • Vinegar • Condiments • Dairy products • Meat and poultry • Fish and shellfish • Eggs • Vegetables • Fruits • Potatoes, grains and pasta			4	Lecture, Video Presentation & Observation	i. Different food items classification identified ii. Different food items usage interpreted. iii. Different food items storage applied.
		i. Identify food different items classification. ii. Interpret food items usage. iii. Apply food items storage. .	<u>Attitude:</u> i. Meticulous in identifying different food items classification, usages and storages. <u>Safety:</u> i. Adhere to safety requirement	8	Demonstration, Observation & Hand-on practice	

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Understand the principles of receiving and storing food items	i. Objectives and principles of receiving and storing food items ii. Receiving basics iii. Dry food storage iv. Freezer storage v. Refrigerator storage vi. Hot and cold food holding			4	Lecture, Video Presentation & Observation	i. Food items classification determined. ii. Different type of storage principles determined. iii. Receiving principles interpreted. iv. Different type of storage applied.
		i. Identify objectives and principles of receiving and storing food items. ii. Identify receiving basics. iii. Apply dry food storage. iv. Apply freezer storage v. Apply refrigerator storage vi. Apply hot food holding.	<u>Attitude:</u> i. Meticulous in applying different type of storage principles. ii. Adhere to different type of storage requirements. <u>Safety:</u> i. Adhere to safety and HACCP requirement.	8	Demonstration, Observation & Hand-on practice	

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
5. Maintain food handling activities requirements	i. Basic of food handling and preparation ii. Minimal internal cooking temperature iii. Cooling procedures. iv. General hygiene, safety and cleanliness of work area.			6	Lecture, Video Presentation & Observation	i. Basic of food handling and preparation identified. ii. Minimal internal cooking temperature and cooling procedures ensured. iii. General hygiene, safety and cleanliness of work area adhered. iv. Checklist based on hygiene and safety practices at work interpreted. v. Fault and corrective actions applied.
		i. Identify food handling activities checklist. ii. Identify checklist requirement needs. iii. Interpret checklist based on hygiene and safety practices at work. iv. Ensure food handling activities workflow. v. Apply fault and corrective actions.	<u>Attitude:</u> i. Meticulous in identifying food handling activities requirement. <u>Safety:</u> i. Adhere to safety and HACCP requirement	12	Demonstration, Observation & Hand-on Practices	

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
6. Carry out hygiene and cleanliness of work area	i. Cleaning and sanitising ii. Manual dishwashing iii. Mechanical dishwashing iv. Washing kitchen utensil and equipment v. Cleaning and sanitising equipment and work surfaces			4	Lecture, Video Presentation & Observation	i. Cleaning and sanitizing activities interpreted. ii. Manual and mechanical dishwashing procedures identified. iii. Food handling activities workflow applied. iv. Washing of kitchen utensil and equipment process applied. v. Cleaning and sanitising equipment and work surfaces procedures applied.
		i. Identify manual and mechanical dishwashing procedures. ii. Interpret cleaning and sanitizing activities. iii. Apply food handling activities workflow. iv. Apply washing of kitchen utensil and equipment process. v. Apply Cleaning and sanitising equipment and work surfaces procedures.	<u>Attitude:</u> i. Meticulous in identifying cleaning and sanitizing activities requirement. <u>Safety:</u> i. Adhere to safety and HACCP requirement	8	Demonstration, Observation & Hand-on Practices	

Employability Skills

Core Abilities	Social Skills
01.01 Identify and gather information 01.02 Document information, procedures or processes 01.03 Utilize basic IT applications 01.04 Analyze information 01.05 Utilize the Internet to locate and gather information 01.06 Utilize word processor to process information 02.01 Interpret and follow manuals, instructions and SOP's 02.02 Follow telephone/ telecommunication procedures 02.03 Communicate clearly 02.04 Prepare brief reports and checklists using standard forms 02.05 Read/interpret flowcharts and pictorial information 02.06 Write memos and letters 02.07 Utilize Local Area Network (LAN)/Intranet to exchange information 02.08 Prepare pictorial and graphic information 03.01 Apply cultural requirements to the workplace 03.02 Demonstrate integrity and apply ethical practices 03.03 Accept responsibility for own work and work area 03.04 Seek and act constructively upon feedback about performance 03.05 Demonstrate safety skills 03.06 Respond appropriately to people and situations 03.07 Resolve interpersonal conflicts 03.08 Develop and maintain a cooperation within work group 04.01 Organize own work activities 04.02 Set and revise own objectives and goals 04.03 Organize and maintain own workplace 04.04 Apply problem solving strategies 04.05 Demonstrate initiative and flexibility 06.01 Understand systems 06.02 Comply with and follow chain of command 06.03 Identify and highlight problems 06.04 Adapt competencies to new situations/systems 06.05 Analyze technical systems 06.06 Monitor and correct performance of systems	1. Communication Skills 2. Conceptual Skills 3. Interpersonal Skills 4. Learning Skills 5. Leadership skills 6. Multitasking and prioritizing 7. Self-discipline 8. Teamwork

Tools, Equipment and Materials (TEM)

Items	RATIO (TEM : Trainees)
1. Kitchen Equipment	1 : 5
2. Kitchen Utensils	1 : 1
3. Ingredients	1 : 1
4. Checklist form	1 : 1
5. Standard Operation Procedure (SOP)/Manual	1 : 5
6. Standard Form	1 : 1

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    - About.com. Culinary Arts - http://culinaryarts.about.com/od/culinaryreference/tp/culinaryvideos.htm
    - Stella Culinary - http://www.stellaculinary.com/
    - The Culinary Institute of America (more than 86,000 culinary & related resources) - http://www.ciachef.edu/

Sub Sector	**KITCHEN**						
Job Area	**FOOD PREPARATION AND PRODUCTION**						
Competency Unit Title	**COOKING TECHNIQUE**						
Learning Outcome	The person who is competent in this CU shall be able to perform standard cooking technique to ensure foods produced meet the requirement in accordance with food standards set by the establishment and to provide food for guest satisfaction. Upon completion of this competency unit, trainee will be able to:- • Obtain standard cooking technique standard recipes • Select cooking technique equipment and utensils • Select cooking technique ingredients • Carry out cooking technique dishes						
Competency Unit ID	**HT-012-2:2012-C02**	**Level**	2	**Training Duration**	72	**Credit Values**	7

Work Activities	**Related Knowledge**	**Related Skills**	**Attitude /Safety/ Environmental**	**Training Hours**	**Delivery Mode**	**Assessment Criteria**
1. Obtain cooking technique standard recipes	i. Introduction to cooking technique • Definition of cooking principles - Purpose of cooking food			4	Lecture, Video Presentation & Observation	i. Cooking technique standard recipes interpreted ii. The physical and chemical reactions that affect the components of food when heated are understood iii. The ways of heat transferred are understood iv. Types of cooking technique recipes determined v. Types of seasoning and flavouring determined

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	• The physical and chemical reactions that affect the components of food when heated such as: - Proteins - Fats - Carbohydrates - Water - Minerals (salt) - Vitamins - Pigments (colouring agents) - Flavour elements • Understanding the ways of heat transferred - Radiation - Convection - Conduction • Types of cooking technique recipes - Dry heat - Moist heat - Combination - Microwave • Types of seasoning and flavouring					

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Determine types of cooking technique recipe • Dry heat cooking - Roast - Bake - Broil - Grill - Griddle - Pan-broil • Dry heat using fat or oil - Sauté - Pan-fry - Shallow-fry - Deep-fry - Pressure frying • Moist heat - Simmer - Boil - Poach - Blanch - Steam - Braise • Combination cooking - Braise • Microwave cooking - heating prepared foods - thawing raw items - thawing cooked items	<u>Attitude:</u> i. Meticulous in identifying cooking technique standard recipes ii. Apply hygiene and cleanliness of work area <u>Safety:</u> i. Adhere to safety and HACCP requirement	8	Demonstration, Observation & Hand-on Practices	

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Select cooking technique equipment and utensils	i. Introduction to cooking technique equipment and utensils • Type and usage - Large equipment such as: ▪ Open-burner gas range with griddle ▪ Salamander above range ▪ Grills ▪ Griddles ▪ Deep fryers ▪ Steam-jacketed kettles - Mechanical equipment such as: ▪ Convection oven ▪ Combination steamer oven - Processing equipment such as: ▪ Large floor mixer ▪ Food cutter ▪ Mixer and food chopper ▪ Slicer ▪ Food processor - Tools and utensils such as: ▪ Pots ▪ Pans ▪ Knives ▪ Hand tools and small equipment			4	Lecture, Video Presentation & Observation	i. Type of utensils and equipment determined ii. The usage of utensils and equipment determined

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	- Measuring devices such as: ▪ Scales ▪ Volume measures ▪ Measuring cups ▪ Measuring spoons ▪ Ladles ▪ Scoops ▪ Thermometers o Meat o Instant-read o Fat o Candy					
		i. Determine type of utensils and equipment ii. Determine the usage of utensils and equipment	<u>Attitude:</u> i. Meticulous in selecting cooking technique equipment and utensils ii. Apply hygiene and cleanliness of work area <u>Safety:</u> i. Adhere to safety and HACCP requirement	8	Demonstration, Observation & Hand-on Practices	

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Select cooking technique ingredients	i. Introduction to cooking technique ingredients • Types - Fresh - Raw - Dry • Quality ii. Definition of written standardized recipes • The structure • The function • The limitations iii. Understanding the ingredients measurement • Weight • Volume • Count iv. Definition and purpose of advance preparation or '*mise en place'* • Assemble tools • Assemble ingredients • Wash, trim, cut - Meat - Poultry - Fish - Vegetable • Prepare and measure raw materials • Marinating • Breading • Batters			6	Lecture, Video Presentation & Observation	i. Types of ingredients determined ii. Quality of ingredients ensured iii. *'Mise-en-place'* properly prepared iv. Standard weight, scaling and measurement technique applied

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	• Prepare equipment					
		i. Determine the types of ingredients ii. Ensure quality of ingredients iii. Do *mise-en-place* properly iv. Apply standard weight, scaling and measurement technique	<u>Attitude:</u> i. Meticulous in selecting cooking technique ingredients ii. Apply hygiene and cleanliness of work area <u>Safety:</u> i. Adhere to safety and HACCP requirement	12	Demonstration, Observation & Hand-on Practices	

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Carry out cooking technique dishes	i. Types of preparation and cooking technique ii. Importance of portioning items • Food cost • Standard serving iii. Presentation & garnish iv. Taste and flavour			10	Lecture, Video Presentation & Observation	i. Determine types of preparation and cooking technique determined ii. Portioning, taste and flavour ensured iii. Presentation and garnish technique applied
		i. Apply types of preparation and cooking technique ii. Ensure portioning iii. Apply presentation & garnish technique iv. Complies taste and flavour	<u>Attitude:</u> i. Meticulous in carrying cooking technique dishes ii. Apply hygiene and cleanliness of work area <u>Safety:</u> i. Adhere to safety and HACCP requirement	20	Demonstration, Observation & Hand-on Practices	

Employability Skills

CORE ABILITIES	SOCIAL SKILLS
01.01 Identify and gather information 01.02 Document information, procedures or processes 01.03 Utilize basic IT applications 01.04 Analyze information 01.05 Utilize the Internet to locate and gather information 01.06 Utilize word processor to process information 02.01 Interpret and follow manuals, instructions and SOP's 02.02 Follow telephone/ telecommunication procedures 02.03 Communicate clearly 02.04 Prepare brief reports and checklists using standard forms 02.05 Read/interpret flowcharts and pictorial information 02.06 Write memos and letters 02.07 Utilize Local Area Network (LAN)/Intranet to exchange information 02.08 Prepare pictorial and graphic information 03.01 Apply cultural requirements to the workplace 03.02 Demonstrate integrity and apply ethical practices 03.03 Accept responsibility for own work and work area 03.04 Seek and act constructively upon feedback about performance 03.05 Demonstrate safety skills 03.06 Respond appropriately to people and situations 03.07 Resolve interpersonal conflicts 03.08 Develop and maintain a cooperation within work group 04.01 Organize own work activities 04.02 Set and revise own objectives and goals 04.03 Organize and maintain own workplace 04.04 Apply problem solving strategies 04.05 Demonstrate initiative and flexibility 06.01 Understand systems 06.02 Comply with and follow chain of command 06.03 Identify and highlight problems 06.04 Adapt competencies to new situations/systems 06.05 Analyze technical systems 06.06 Monitor and correct performance of systems	1. Communication Skills 2. Conceptual Skills 3. Interpersonal Skills 4. Learning Skills 5. Leadership Skills 6. Multitasking and prioritizing 7. Self-discipline 8. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : TRAINEES)
1. Kitchen Equipment	1 : 5
2. Kitchen Utensils	1 : 1
3. Ingredients	1 : 1
4. Checklist	1 : 1
5. Standard Recipe	1 : 1
6. Standard Operation Procedure (SOP)/Manual	1 : 5
7. Standard Form	1 : 1

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    - About.com. Culinary Arts - http://culinaryarts.about.com/od/culinaryreference/tp/culinaryvideos.htm
    - Stella Culinary - http://www.stellaculinary.com/
    - The Culinary Institute of America (more than 86,000 culinary & related resources) - http://www.ciachef.edu/

CURRICULUM of COMPETENCYUNIT (CoCU)

Sub Sector	**KITCHEN**
Job Area	**FOOD PREPARATION AND PRODUCTION**
Competency Unit Title	**STOCK, SOUP AND HOT SAUCE PRODUCTION**
Learning Outcome	The person who is competent in this CU shall be able to produce stock, soup and hot sauce production to ensure foods produced meet the requirement in accordance with food standards set by the establishment and to provide food for guest satisfaction. Upon completion of this competency unit, trainee will be able to:- • Obtain stock, soup and hot sauce production soup standard recipes, • Select stock, soup and hot sauce production equipment and utensils • Select stock, soup and hot sauce production ingredients • Carry out stock, soup and hot sauce production

Competency Unit ID	**HT-012-2:2012-C03**	**Level**	2	**Training Duration**	84	**Credit Values**	8

Work Activities	**Related Knowledge**	**Related Skills**	**Attitude /Safety/ Environmental**	**Training Hours**	**Delivery Mode**	**Assessment Criteria**
1. Obtain stock, soup and hot sauce production standard recipes	i. Introduction of stock • Classification of stock - White - Brown • Ingredient of stock - Bones - Meat - Mirepoix - Acid product - Scrap/left over - Seasoning / spices			6	Lecture, Video Presentation & Observation	i. Types of stock, soup and hot sauce production standard recipes determined ii. Stock , soup and hot sauce production method determined

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	• Ingredient proportion - Bones - Meat - Mirepoix - Acid product • Reduction and glazes • Convenience bases ii. Introduction of soup • Classification of Soup - Cream - Clear - Specialty or nationality • Service of soup - Standard portion size - Temperature - Hold for service - garnish • Speciality and national soup • Vegetarian and low fat soup iii. Introduction of sauce • Function • Classification • Structure • Standard quality for sauce • Leading /mother sauce • Butter sauce • Small sauces • Pan gravies and other sauce • Modern and instant sauces					iii. Thickening agent and finishing techniques determined

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	v. Thickening agent • Function • Classification • Types of Thickening agent vi. Finishing techniques • Reduction • Straining • Deglazing • Enriching with butter and cream • Seasoning					
		i. Determine types of stock, soup and hot sauce production recipes ii. Determine stock, soup and hot sauce production method iii. Determine thickening agent and finishing techniques	<u>Attitude:</u> i. Presentable appearance with apparent personal hygiene and professionally attire ii. Meticulous in identifying stock, soup and hot sauce production recipes <u>Safety:</u> i. Adhere to hygiene and safety requirement	12	Demonstration, Video Presentation & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Select stock, soup and sauce production equipment and utensils	i. Introduction to stock, soup and sauce production utensils and equipment • Knives, hand tools and small equipment • Pots, pans, containers and its usage • Measuring devices - Measurement scale - Measuring spoon - Food thermometer • Cooking equipment –range tops, ovens, broiler, salamander, griddles, rotisseries, fryers, skillets • Processing equipment – mixers, food cutter, slicers, blender • Food holding and storage equipment – hot, cold			6	Lecture, Video Presentation & Observation	i. Stock , soup and sauce production equipment and utensils identified ii. Usage of stock, soup and sauce production utensils and equipment demonstrated iii. Operating procedures and safety aspects adhered. iv. Basic handling practises applied

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Identify types of utensils and equipment and usage ii. Determine operating procedures and safety aspects iii. Apply basic handling practises	<u>Attitude:</u> i. Meticulous in identifying utensils and equipment and usage <u>Safety:</u> i. Adhere to hygiene and safety requirement.	12	Demonstration, Observation &Hand-on Practices	
3. Select stock, soup and sauce production ingredients	i. Stock, soup and sauce production ingredients ii. Quality of ingredients iii. Standard weight, scaling and measurement technique			6	Lecture, Video Presentation & Observation	i. Types of stock, soup and sauce production ingredients determined ii. Quality of stock, soup and sauce production ingredients applied iii. *Mise-en-place* properly done iv. Standard weight, scaling and measurement technique applied
		i. Identify stock, soup and sauce ingredient items classification. ii. Determine stock, soup and sauce ingredient usage. iii. Ensure stock, soup and sauce quality ingredient		12	Demonstration, Observation & Hand-on Practices	

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		iv. Ensure standard weight, scaling and measurement technique	<u>Attitude:</u> i. Meticulous in identifying utensils and equipment and usage ii. Apply hygiene and cleanliness of work area <u>Safety:</u> i. Adhere to hygiene and safety requirement.			
4. Carry out stock, soup and sauce production	i. Understand types of stock, soup and hot sauce production ii. Stock, soup and hot sauce production preparation and cooking iii. Portioning , taste and flavour iv. Presentation and garnish technique			10	Lecture, Video Presentation & Observation	i. Types of stock, soup and hot sauce preparation and cooking determined ii. Portioning , taste and flavour adapted

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Interpret types of stock, soup and hot sauce production ii. Ensure method of stock, soup and hot sauce preparation iii. Ensure portioning , taste and flavour iv. Apply presentation and garnish technique v. Apply fault and corrective actions	Attitude: i. Apply different type of stock, soup and hot sauce production preparation and cooking ii. Apply hygiene and cleanliness of work area . Safety: i. Adhere to safety and HACCP requirement	20	Demonstration, Observation &Hand-on Practices	ii. Presentation and garnish technique applied iii. Fault and corrective actions taken

Employability Skills

Core Abilities	Social Skills
01.01 Identify and gather information 01.02 Document information, procedures or processes 01.03 Utilize basic IT applications 01.04 Analyze information 01.05 Utilize the Internet to locate and gather information 01.06 Utilize word processor to process information 02.01 Interpret and follow manuals, instructions and SOP's 02.02 Follow telephone/ telecommunication procedures 02.03 Communicate clearly 02.04 Prepare brief reports and checklists using standard forms 02.05 Read/interpret flowcharts and pictorial information 02.06 Write memos and letters 02.07 Utilize Local Area Network (LAN)/Intranet to exchange information 02.08 Prepare pictorial and graphic information 03.01 Apply cultural requirements to the workplace 03.02 Demonstrate integrity and apply ethical practices 03.03 Accept responsibility for own work and work area 03.04 Seek and act constructively upon feedback about performance 03.05 Demonstrate safety skills 03.06 Respond appropriately to people and situations 03.07 Resolve interpersonal conflicts 03.08 Develop and maintain a cooperation within work group 04.01 Organize own work activities 04.02 Set and revise own objectives and goals 04.03 Organize and maintain own workplace 04.04 Apply problem solving strategies 04.05 Demonstrate initiative and flexibility 06.01 Understand systems 06.02 Comply with and follow chain of command 06.03 Identify and highlight problems 06.04 Adapt competencies to new situations/systems 06.05 Analyze technical systems 06.06 Monitor and correct performance of systems	1. Communication Skills 2. Conceptual Skills 3. Interpersonal Skills 4. Learning Skills 5. Leadership Skills 6. Multitasking and prioritizing 7. Self-discipline 8. Teamwork

Tools, Equipment and Materials (TEM)

Items	RATIO (TEM : Trainees)
1. Kitchen Equipment	1 : 5
2. Kitchen Utensils	1 : 1
3. Ingredients	As required
4. Checklist form	1 : 1
5. Standard Recipe	1 : 1
6. Standard Operation Procedure (SOP)/Manual	1 : 5
7. Standard Form	1 : 1

References

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   - Stella Culinary - http://www.stellaculinary.com/
   - The Culinary Institute of America (more than 86,000 culinary & related resources) - http://www.ciachef.edu/

CURRICULUM of COMPETENCYUNIT (CoCU)

Sub Sector	**KITCHEN**						
Job Area	**FOOD PREPARATION AND PRODUCTION**						
Competency Unit Title	**MAIN COURSE PRODUCTION**						
Learning Outcome	The person who is competent in this CU shall be able to produce Main Course Production to ensure foods produced meet the requirement in accordance with food standards set by the establishment and to provide food for guest satisfaction. Upon completion of this competency unit, trainee will be able to:- • Obtain main course production menu requirement • Select main course production standard recipes • Select suitable cooking utensils and equipment • Select main course production ingredients • Carry out main course dishes production						
Competency Unit ID	**HT-012-2:2012-C04**	**Level**	2	**Training Duration**	102	**Credit Values**	10

Work Activities	**Related Knowledge**	**Related Skills**	**Attitude /Safety/ Environmental**	**Training Hours**	**Delivery Mode**	**Assessment Criteria**
1. Obtain main course production menu requirement	i. Main course production menu requirement • Meat - Introduction - Muscle composition - Inspection and grading of meats - Aging meats - Purchasing and storing meats - Handling and storage of uncooked meat and cooked meat - Meat classification			6	Lecture, Video Presentation & Observation	i. Type of meat menu requirement interpreted ii. Type of poultry menu requirement interpreted iii. Type of seafood menu requirement interpreted iv. Type of fish menu requirement interpreted

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	• **Poultry** - Introduction - Identifying poultry - Quality points of poultry - Inspection and grading of poultry - Purchasing and storing poultry - Market form of poultry - Classes and weight of poultry • **Fish and seafood** - Introduction to seafood - Composition and structure of fish and shellfish - Food value - Quality points for buying fish - Buying of convenience fish - Buying of fillet wet fish - Buying of frozen fish - Buying of whole wet fish - Quality points for buying shellfish - Buying of shellfish - Buying of live shellfish - Buying of cooked shellfish					v. Type of vegetarian menu requirement interpreted

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	• **Vegetarian** - Introduction of vegetarian - Terminology and varieties of vegetarians - Dietary practices with vegetarians - Health benefit of vegetarian - Why people become vegetarians					
		i. Identify types of main course production menu requirement • Meat • Poultry • Fish and seafood • Vegetarian	<u>Attitude:</u> i. Presentable appearance with apparent personal hygiene and professionally attire <u>Safety:</u> i. Adhere to hygiene and safety requirement	12	Demonstration, Observation & Hand-on Practices	

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Select main course production standard recipes	i. Main course production recipes • Local • International ii. Main course recipes preparation • Meat • Poultry • Fish and seafood • Vegetarian			6	Lecture, Video Presentation & Observation	i. Types of main course production recipes determined ii. Main course production method interpreted
		i. Identify types of main course production recipes ii. Determine main course production method	<u>Attitude:</u> i. Meticulous in identifying stock, soup and hot sauce production recipes <u>Safety:</u> i. Adhere to hygiene and safety requirement	12	Demonstration, Observation & Hand-on Practices	

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Select suitable cooking utensils and equipment	i. Introduction to main course production utensils and equipment classification • Knives, hand tools and small equipment • Pots, pans, containers and its usage • Measuring devices - Measurement scale - Measuring spoon - Food thermometer • Cooking equipment - range tops, ovens, broiler, salamander, griddles, rotisseries, fryers, skillets • Processing equipment - mixers, food cutter, slicers, blender • Food holding and storage equipment - Hot - Cold			6	Lecture, Video Presentation & Observation	i. Usage of main course production utensils and equipment demonstrated ii. Operating procedures and safety aspects adhered. iii. Basic handling practises applied

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Identify types of main course utensils and equipment and usage ii. Determine operating procedures and safety aspects iii. Ensure basic handling practises	<u>Attitude:</u> i. Meticulous in identifying utensils and equipment and usage ii. Apply hygiene and cleanliness of work area <u>Safety:</u> i. Adhere to safety requirement.	12	Demonstration, Observation & Hand-on Practices	
4. Select main course production ingredients	i. Main course production ingredients • Type and usage • Quality of ingredients • Standard weight, scaling and measurement technique			6	Lecture, Video Presentation & Observation	i. Main course production ingredients interpreted ii. Quality of main course production ingredients ensured iii. *Mise-en-place* properly done

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Identify main course ingredient items classification. ii. Interpret main course ingredient usage iii. Determine quality of main course production ingredients iv. Apply Standard weight, scaling and measurement technique	<u>Attitude:</u> i. Meticulous in identifying utensils and equipment and usage ii. Apply hygiene and cleanliness of work area <u>Safety:</u> i. Adhere to hygiene and safety requirement.	12	Demonstration, Observation &Hand-on Practices	iv. Standard weight, scaling and measurement technique performed

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
5. Carry out main course dishes production	i. Understand types of main course dishes production ii. Main course production preparation and cooking iii. Portioning , Taste and flavour iv. Presentation and garnish technique			10	Lecture, Video Presentation & Observation	i. Types of main course preparation and cooking interpreted ii. Portioning, taste and flavour applied iii. Presentation and garnish technique performed iv. Fault and corrective actions taken
		i. Identify types of main course dishes production ii. Interpret method of main course dishes preparation iii. Ensure portioning, taste and flavour iv. Apply presentation and garnish technique Apply fault and corrective actions	<u>Attitude:</u> i. Apply different type of main course production ii. Apply hygiene and cleanliness of work area <u>Safety:</u> i. Adhere to safety and HACCP requirement	20	Demonstration, Observation &Hand-on Practices	

Employability Skills

Core Abilities	Social Skills
01.01 Identify and gather information 01.02 Document information, procedures or processes 01.03 Utilize basic IT applications 01.04 Analyze information 01.05 Utilize the Internet to locate and gather information 01.06 Utilize word processor to process information 02.01 Interpret and follow manuals, instructions and SOP's 02.02 Follow telephone/ telecommunication procedures 02.03 Communicate clearly 02.04 Prepare brief reports and checklists using standard forms 02.05 Read/interpret flowcharts and pictorial information 02.06 Write memos and letters 02.07 Utilize Local Area Network (LAN)/Intranet to exchange information 02.08 Prepare pictorial and graphic information 03.01 Apply cultural requirements to the workplace 03.02 Demonstrate integrity and apply ethical practices 03.03 Accept responsibility for own work and work area 03.04 Seek and act constructively upon feedback about performance 03.05 Demonstrate safety skills 03.06 Respond appropriately to people and situations 03.07 Resolve interpersonal conflicts 03.08 Develop and maintain a cooperation within work group 04.01 Organize own work activities 04.02 Set and revise own objectives and goals 04.03 Organize and maintain own workplace 04.04 Apply problem solving strategies 04.05 Demonstrate initiative and flexibility 06.01 Understand systems 06.02 Comply with and follow chain of command 06.03 Identify and highlight problems 06.04 Adapt competencies to new situations/systems 06.05 Analyze technical systems 06.06 Monitor and correct performance of systems	1. Communication Skills 2. Conceptual Skills 3. Interpersonal Skills 4. Learning Skills 5. Leadership Skills 6. Multitasking and prioritizing 7. Self-discipline 8. Teamwork

Tools, Equipment and Materials (TEM)

Items	RATIO (TEM : Trainees)
1. Kitchen Equipment	1 : 5
2. Kitchen Utensils	1 : 1
3. Ingredients	1 : 1
4. Checklist	1 : 1
5. Standard Recipe	1 : 1
6. Standard Operation Procedure (SOP)/Manual	1 : 5

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   - Stella Culinary - http://www.stellaculinary.com/
   - The Culinary Institute of America (more than 86,000 culinary & related resources) - http://www.ciachef.edu/

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	**KITCHEN**						
Job Area	**FOOD PREPARATION AND PRODUCTION**						
Competency Unit Title	**RICE AND FARINACEOUS PRODUCTION**						
Learning Outcome	The person who is competent in this CU shall be able to produce rice and farinaceous production to ensure foods produced meet the requirement in accordance with food standards set by the establishment and to provide food for guest satisfaction. Upon completion of this competency unit, trainee will be able to:- • Obtain rice and farinaceous production standard recipes • Select rice and farinaceous production equipment and utensils • Select rice and farinaceous production ingredients • Carry out rice and farinaceous dishes production						
Competency Unit ID	**HT-012-2:2012-C05**	**Level**	2	**Training Duration**	60	**Credit Value**	6

Work Activities	**Related Knowledge**	**Related Skills**	**Attitude /Safety/ Environmental**	**Training Hours**	**Delivery Mode**	**Assessment Criteria**
1. Obtain rice and farinaceous production standard recipes	i. Introduction types of grains • The husk • The endosperm • The bran • The germ • Handling and storing of grains ii. Introduction to rice and farinaceous product and standard recipes iii. Pasta, noodles and dumpling • Handling and storing of grains iv. Types of legumes • Beans • Peas • Lentils			4	Lecture, Video Presentation & Observation	i. Types of rice or farinaceous product that need to be cooked identified. ii. Standardise recipes interpreted. iii. Correct type of rice or farinaceous product selected.

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	• Handling and storing of legumes v. Understanding types of potatoes • Handling and storing of potatoes • Market forms					
		i. Determine types of rice or farinaceous product that need to be cooked. • White rice • Flavoured rice • Fried rice • Glutinous rice • Risotto • Compressed rice • Pasta • Fried noodle • Noodle with gravy • Potatoes - Fried - Baked - Boiled - Steamed ii. Identify the standardise recipes. iii. Identify the right rice or farinaceous product	<u>Attitude:</u> i. Meticulous in getting rice and farinaceous production standard recipes ii. Apply hygiene and cleanliness of work area <u>Safety:</u> i. Adhere to safety and HACCP requirement	8	Demonstration, Observation & Hand-on Practices	

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Select rice and farinaceous production equipment and utensils	i. Type of utensil and equipment used in production of rice and farinaceous production ii. Usage of utensil and equipment			4	Lecture, Video Presentation & Observation	i. Correct type of utensil and equipment suitable for usage in production of rice and farinaceous production interpreted ii. Correct usage of utensil and equipment performed
		i. Determine correct type of utensil and equipment suitable for usage in production of rice and farinaceous production ii. Apply correct usage of utensil and equipment	<u>Attitude:</u> i. Meticulous in selecting rice and farinaceous production equipment and utensils ii. Apply hygiene and cleanliness of work area <u>Safety:</u> i. Adhere to safety and HACCP requirement	8	Demonstration, Observation & Hand-on Practices	

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Select rice and farinaceous production ingredients	i. Identifying different types of grains - Types, characteristics and quality factors ii. Identifying pasta, noodles and dumplings - Types, characteristics and quality factors iii. Identifying legumes - Types, characteristics and quality factors iv. Other noodle products - Types of potatoes - Varieties - Qualities			4	Lecture, Video Presentation & Observation	i. Different types of grains determined ii. Different types of pasta, noodles and dumplings selected. iii. Different types of legumes selected iv. Other noodle products and variations selected.
		i. Identify different types of grains • Rice • Wheat ii. Identify different types of pasta, noodles and dumplings iii. Identify different types of legumes iv. Identify other noodle products and variations	<u>Attitude:</u> i. Meticulous in selecting rice and farinaceous production ingredients ii. Apply hygiene and cleanliness of work area <u>Safety:</u> i. Adhere to safety and HACCP requirement	8	Demonstration, Observation & Hand-on Practices	

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Carry out rice and farinaceous dishes production	i. Rice cooking procedures ii. Cooking of pasta, noodles and dumplings - Shapes and their uses - Testing doneness and serving - Yields iii. Different type of legumes cooking iv. Different types of potatoes cooking styles			8	Lecture, Video Presentation & Observation	i. Suitable grains, pasta, noodles and dumplings cooking procedures selected. ii. Various type of cooking of grains, pasta, noodles and dumplings performed. iii. Different types of potatoes cooking styles to produced different types of products performed. iv. Different types of legumes cooking styles to produced different types of products performed
		i. Identify suitable grains, legumes, pasta, noodles and dumplings cooking procedures ii. Apply various type of cooking of grains, legumes, pasta, noodles and dumplings iii. Apply different types of potatoes cooking styles to produced different types of products.	<u>Attitude:</u> i. Meticulous in carrying rice and farinaceous dishes production ii. Apply hygiene and cleanliness of work area <u>Safety:</u> i. Adhere to safety and HACCP requirement	16	Demonstration, Observation & Hand-on Practices	

Employability Skills

CORE ABILITIES	SOCIAL SKILLS
01.01 Identify and gather information 01.02 Document information, procedures or processes 01.03 Utilize basic IT applications 01.04 Analyze information 01.05 Utilize the Internet to locate and gather information 01.06 Utilize word processor to process information 02.01 Interpret and follow manuals, instructions and SOP's 02.02 Follow telephone/ telecommunication procedures 02.03 Communicate clearly 02.04 Prepare brief reports and checklists using standard forms 02.05 Read/interpret flowcharts and pictorial information 02.06 Write memos and letters 02.07 Utilize Local Area Network (LAN)/Intranet to exchange information 02.08 Prepare pictorial and graphic information 03.01 Apply cultural requirements to the workplace 03.02 Demonstrate integrity and apply ethical practices 03.03 Accept responsibility for own work and work area 03.04 Seek and act constructively upon feedback about performance 03.05 Demonstrate safety skills 03.06 Respond appropriately to people and situations 03.07 Resolve interpersonal conflicts 03.08 Develop and maintain a cooperation within work group 04.01 Organize own work activities 04.02 Set and revise own objectives and goals 04.03 Organize and maintain own workplace 04.04 Apply problem solving strategies 04.05 Demonstrate initiative and flexibility 06.01 Understand systems 06.02 Comply with and follow chain of command 06.03 Identify and highlight problems 06.04 Adapt competencies to new situations/systems 06.05 Analyze technical systems 06.06 Monitor and correct performance of systems	1. Communication Skills 2. Conceptual Skills 3. Interpersonal Skills 4. Learning Skills 5. Leadership Skills 6. Multitasking and prioritizing 7. Self-discipline 8. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : TRAINEES)
1. Kitchen Equipment	1 : 5
2. Kitchen Utensils	1 : 1
3. Ingredients	1 : 1
4. Checklist	1 : 1
5. Standard Recipe	1 : 1
6. Standard Operation Procedure (SOP)/Manual	1 : 5
7. Standard Form	1 : 1

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CURRICULUM of COMPETENCYUNIT (CoCU)

Sub Sector	**KITCHEN**						
Job Area	**FOOD PREPARATION AND PRODUCTION**						
Competency Unit Title	**APPETIZER PRODUCTION**						
Learning Outcome	The person who is competent in this CU shall be able to produce Appetizer Production to ensure foods produced meet the requirement in accordance with food standards set by the establishment and to provide food for guest satisfaction. Upon completion of this competency unit, trainee will be able to:- • Obtain appetizer production standard recipes • Select appetizer production equipment, utensils, • Select appetizer production ingredients • Carry out appetizer dishes production						
Competency Unit ID	**HT-012-2:2012-C06**	**Level**	2	**Training Duration**	60	**Credit Values**	6

Work Activities	**Related Knowledge**	**Related Skills**	**Attitude /Safety/ Environmental**	**Training Hours**	**Delivery Mode**	**Assessment Criteria**
1. Obtain appetizer production standard recipes	i. Introduction to appetizer production • Definition of appetizer production ii. Types of appetizer • Salad - Introduction of salad appetizer - Types of salad appetizer - Green salad - Vegetables, grain, legume and pasta salad			4	Lecture, Video Presentation & Observation	i. Salad appetizer production standard recipes selected ii. Hors D'oeuvre production standard recipes selected iii. Salad dressing standard recipes selected

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	- Bound salad - Fruit salad - Composed salad - Gelatine salad • Ingredient - Arrangement and presentation - Structure of salad - Recipes and technique • Hors D'oeuvre - Canapé - Cocktail - Relishes - Dips - Tapas iii. Dressing • Introduction • Ingredient - Oil - Vinegar - Lemon juice - Eggs yolk - Seasoning and - Flavouring • Emulsion in Salad Dressing - Temporary - Permanent • Types of dressing - Oil and vinegar dressing - Emulsified dressing - Other dressing					

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Determine appetizer production method ii. Interpret types of appetizer production recipes	<u>Attitude:</u> i. Presentable appearance with apparent personal hygiene and professionally attire <u>Safety:</u> i. Adhere to hygiene and safety requirement	8	Demonstration, Observation & Hand-on Practices	
2. Select appetizer production equipment and utensils	i. Appetizer production utensils and equipment classification • Knives, hand tools and small equipment • Pots, pans, containers and its usage • Measuring devices - Measurement scale - Measuring spoon - Food thermometer • Cooking equipment - Range tops, ovens, broiler,			4	Lecture, Video Presentation & Observation	i. Appetizer production equipment and utensils identified ii. Usage of appetizer production utensils and equipment demonstrated iii. Operating procedures and safety aspects adhered. iv. Basic handling practises performed

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	salamander, griddles, rotisseries, fryers, skillets • Processing equipment - mixers, food cutter, slicers, blender • Food holding and storage equipment - Hot - Cold					
		i. Identify types of utensils and equipment and usage ii. Interpret operating procedures and safety aspects iii. Apply basic handling practises	<u>Attitude:</u> i. Meticulous in identifying utensils and equipment and usage ii. Apply hygiene and cleanliness of work area iii. Follow HACCP requirement <u>Safety:</u> i. Adhere to safety requirement	8	Demonstration, Observation & Hand-on Practices	

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Select appetizer production ingredients	i. Appetizer production ingredients • Quality of ingredients • Standard weight, scaling and measurement technique			4	Lecture, Video Presentation & Observation	i. Types of appetizer production ingredients determined ii. Quality of appetizer production ingredients applied iii. *Mise-en-place* properly done iv. Standard weight, scaling and measurement technique performed
		i. Identify appetizer ingredient items classification. ii. Interpret appetizer ingredient usage iii. Ensure quality of appetizer ingredient iv. Apply standard weight, scaling and measurement technique	<u>Attitude:</u> i. Meticulous in identifying utensils and equipment and usage ii. Apply hygiene and cleanliness of work area iii. Follow HACCP requirement <u>Safety:</u> i. Adhere to hygiene and safety requirement.	8	Demonstration, Observation &Hand-on Practices	

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Carry out appetizer dishes production	i. Understand types of appetizer dishes production • Salad appetizer - Green salad - Vegetables, grain, legume and pasta salad - Bound salad - Fruit salad - Composed salad - Gelatine salad • Hors D'oeuvre - Canapé - Cocktail - Relishes - Dips - Miscellaneous ii. Appetizer production preparation and cooking iii. Portioning , Taste and flavour iv. Presentation and garnish technique			8	Lecture, Video Presentation & Observation	i. Appetizer production preparation and cooking determined ii. Portioning and Taste and flavour applied iii. Presentation and garnish technique performed iv. Fault and corrective actions taken
		i. Interpret types of appetizer dishes production ii. Apply method of stock, soup and hot sauce preparation iii. Ensure portioning , taste and flavour		16	Demonstration, Observation & Hand-on Practices	

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		iv. Apply presentation and garnish technique v. Apply fault and corrective actions.	<u>Attitude:</u> i. Apply different type of appetizer production. ii. Apply hygiene and cleanliness of work area iii. Follow HACCP requirement <u>Safety:</u> i. Adhere to safety and HACCP requirement			

Employability Skills

Core Abilities	Social Skills
01.01 Identify and gather information 01.02 Document information, procedures or processes 01.03 Utilize basic IT applications 01.04 Analyze information 01.05 Utilize the Internet to locate and gather information 01.06 Utilize word processor to process information 02.01 Interpret and follow manuals, instructions and SOP's 02.02 Follow telephone/ telecommunication procedures 02.03 Communicate clearly 02.04 Prepare brief reports and checklists using standard forms 02.05 Read/interpret flowcharts and pictorial information 02.06 Write memos and letters 02.07 Utilize Local Area Network (LAN)/Intranet to exchange information 02.08 Prepare pictorial and graphic information 03.01 Apply cultural requirements to the workplace 03.02 Demonstrate integrity and apply ethical practices 03.03 Accept responsibility for own work and work area 03.04 Seek and act constructively upon feedback about performance 03.05 Demonstrate safety skills 03.06 Respond appropriately to people and situations 03.07 Resolve interpersonal conflicts 03.08 Develop and maintain a cooperation within work group 04.01 Organize own work activities 04.02 Set and revise own objectives and goals 04.03 Organize and maintain own workplace 04.04 Apply problem solving strategies 04.05 Demonstrate initiative and flexibility 06.01 Understand systems 06.02 Comply with and follow chain of command 06.03 Identify and highlight problems 06.04 Adapt competencies to new situations/systems 06.05 Analyze technical systems 06.06 Monitor and correct performance of systems	1. Communication Skills 2. Conceptual Skills 3. Interpersonal Skills 4. Learning Skills 5. Leadership Skills 6. Multitasking and prioritizing 7. Self-discipline 8. Teamwork

Tools, Equipment and Materials (TEM)

Items	RATIO (TEM : Trainees)
1. Kitchen Equipment	1 : 5
2. Kitchen Utensils	1 : 1
3. Ingredients	1 : 1
4. Checklist form	1 : 1
5. Standard Recipe	1 : 1
6. Standard Operation Procedure (SOP)/Manual	1 : 5

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   - Stella Culinary - http://www.stellaculinary.com/
   - The Culinary Institute of America (more than 86,000 culinary & related resources) - http://www.ciachef.edu/

CURRICULUM OF COMPETENCY UNIT (CoCU)

Sub Sector	**KITCHEN**
Job Area	**FOOD PREPARATION AND PRODUCTION**
Competency Unit Title	**BREAKFAST PRODUCTION**
Learning Outcome	The person who is competent in this CU shall be able to produce breakfast production to ensure foods produced meet the requirement in accordance with food standards set by the establishment and to provide food for guest satisfaction. Upon completion of this competency unit, trainee will be able to:- • Identify breakfast production menu requirement • Select breakfast production standard recipes • Select suitable breakfast production utensils and equipment • Select breakfast production ingredients • Carry out breakfast dishes production

Competency Unit ID	**HT-012-2:2012-C07**	**Level**	2	**Training Duration**	72	**Credit Values**	7

Work Activities	**Related Knowledge**	**Related Skills**	**Attitude /Safety/ Environmental**	**Training Hours**	**Delivery Mode**	**Assessment Criteria**
1. Identify breakfast production menu requirement	i. Introduction of breakfast production menu requirement • Local (Malaysian) breakfast menu - Malay - Indian - Chinese • International breakfast menu - Continental - American • Breakfast categories - Set - Buffet			4	Lecture, Video Presentation & Observation	i. Breakfast production menu requirement interpreted ii. Categories of breakfast clarified iii. Types of breakfast dishes interpreted iv. Local breakfast production menu requirement clarified. v. International breakfast production menu requirement clarified

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	ii. Identify types of dishes • Local breakfast • International breakfast					
		i. Determine local breakfast production menu requirement ii. Determine international breakfast production menu requirement iii. Determine types of local and international breakfast dishes	<u>Attitude:</u> i. Meticulous in identifying breakfast production menu requirement ii. Apply hygiene and cleanliness of work area <u>Safety:</u> i. Adhere to safety and HACCP requirement	8	Demonstration, Observation & Hand-on Practices	

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Select breakfast production standard recipes	i. Introduction types of breakfast production menu • Local (Malaysian) breakfast - Malay ▪ Nasi lemak ▪ Lontong ▪ Nasi kerabu ▪ Nasi dagang - Indian ▪ Thosai ▪ Roti canai ▪ Murtabak ▪ Capati - Chinese ▪ Teow chew porridge ▪ Din sum • International breakfast production menu - Continental ▪ Bakery product ▪ Cut fruits ▪ Fruit juice - American ▪ Eggs ▪ Pancake ▪ Waffle ▪ French toast ▪ Fruit juice ▪ Bakery product ▪ Cereals			4	Lecture, Video Presentation & Observation	i. Types of breakfast dishes standardizes recipes selected ii. Local breakfast and International breakfast menu interpreted iii. Local and International breakfast recipes clarified

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	ii. Understanding of breakfast production standard recipes • Local (Malaysian) breakfast - Malay ▪ Nasi lemak ▪ Lontong ▪ Nasi kerabu ▪ Nasi dagang - Indian ▪ Thosai ▪ Roti canai ▪ Murtabak ▪ Capati - Chinese ▪ Teow chew porridge ▪ Din sum • International breakfast recipes - Continental ▪ Bakery product ▪ Cut fruits ▪ Fruit juice - American ▪ Eggs ▪ Pancake ▪ Waffle ▪ French toast ▪ Fruit juice ▪ Bakery product					

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Determine types of local and International breakfast dishes standardizes recipes • Local (Malaysian) breakfast - Malay ▪ Nasi lemak ▪ Lontong ▪ Nasi kerabu ▪ Nasi dagang - Indian ▪ Thosai ▪ Roti canai ▪ Murtabak ▪ Capati - Chinese ▪ Teow chew porridge ▪ Din sum - Continental ▪ Bakery product ▪ Cut fruits ▪ Fruit juice - American ▪ Eggs ▪ Pancake ▪ Waffle ▪ French toast ▪ Fruit juice ▪ Bakery product		8	Demonstration & Hand-on Practices	

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		ii. Implement of local breakfast and International breakfast menu iii. Understanding of local and International breakfast recipes	Attitude: i. Meticulous in selecting breakfast production standard recipes ii. Apply hygiene and cleanliness of work area Safety: i. Adhere to safety and HACCP requirement			
3. Select suitable breakfast production utensils and equipment	i. Identify types and usage of breakfast production utensils and equipment • Local (Malaysian) breakfast - Malay - Indian - Chinese • International breakfast - Continental - American			4	Lecture, Video Presentation & Observation	i. Types of utensils and equipment clarified ii. The usage of utensils and equipment applied

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Determine types of utensils and equipment ii. Determine the usage of utensils and equipment such as; • Cutting • Portioning • Cooking	<u>Attitude:</u> i. Meticulous in selecting suitable breakfast production utensils and equipment ii. Apply hygiene and cleanliness of work area <u>Safety:</u> i. Adhere to safety and HACCP requirement	8	Demonstration & Hand-on Practices	
4. Select breakfast production ingredients	i. Types of breakfast production ingredients ii. Importance of breakfast production ingredients iii. Quality of breakfast production ingredients			4	Lecture, Video Presentation & Observation	i. Types of breakfast production ingredients identified ii. Quality of breakfast ingredients applied

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Determine types of breakfast production ingredients ii. Ensure quality of breakfast production ingredients iii. Carry out *Mise-en-place* properly	<u>Attitude:</u> i. Meticulous in selecting breakfast production ingredients ii. Apply hygiene and cleanliness of work area <u>Safety:</u> i. Adhere to safety and HACCP requirement	8	Demonstration & Hand-on Practices	iii. *Mise-en-place* properly performed
5. Carry out breakfast dishes production	i. Introduction and understanding of breakfast dishes preparation and cooking • Local (Malaysian) breakfast • International breakfast ii. Importance of portioning breakfast dishes production items			8	Lecture, Video Presentation & Observation	i. Types of breakfast dishes preparation and cooking determined ii. Portioning applied iii. Taste and flavour applied iv. Presentation and garnish technique performed

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	• Food cost • Standard serving iii. Identify breakfast dishes production technique • Taste • Flavour • Presentation • Garnish					
		i. Apply types of breakfast dishes preparation and cooking ii. Ensure portioning iii. Comply taste and flavour iv. Apply presentation and garnish technique	<u>Attitude:</u> i. Meticulous in carrying-out breakfast dishes production ii. Apply hygiene and cleanliness of work area <u>Safety:</u> i. Adhere to safety and HACCP requirement	16	Demonstration & Hand-on Practices	

Employability Skills

CORE ABILITIES	SOCIAL SKILLS
01.01 Identify and gather information 01.02 Document information, procedures or processes 01.03 Utilize basic IT applications 01.04 Analyze information 01.05 Utilize the Internet to locate and gather information 01.06 Utilize word processor to process information 02.01 Interpret and follow manuals, instructions and SOP's 02.02 Follow telephone/ telecommunication procedures 02.03 Communicate clearly 02.04 Prepare brief reports and checklists using standard forms 02.05 Read/interpret flowcharts and pictorial information 02.06 Write memos and letters 02.07 Utilize Local Area Network (LAN)/Intranet to exchange information 02.08 Prepare pictorial and graphic information 03.01 Apply cultural requirements to the workplace 03.02 Demonstrate integrity and apply ethical practices 03.03 Accept responsibility for own work and work area 03.04 Seek and act constructively upon feedback about performance 03.05 Demonstrate safety skills 03.06 Respond appropriately to people and situations 03.07 Resolve interpersonal conflicts 03.08 Develop and maintain a cooperation within work group 04.01 Organize own work activities 04.02 Set and revise own objectives and goals 04.03 Organize and maintain own workplace 04.04 Apply problem solving strategies 04.05 Demonstrate initiative and flexibility 06.01 Understand systems 06.02 Comply with and follow chain of command 06.03 Identify and highlight problems 06.04 Adapt competencies to new situations/systems 06.05 Analyze technical systems 06.06 Monitor and correct performance of systems	1. Communication Skills 2. Conceptual Skills 3. Interpersonal Skills 4. Learning Skills 5. Leadership Skills 6. Multitasking and prioritizing 7. Self-discipline 8. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : TRAINEES)
1. Kitchen Equipment	1 : 5
2. Kitchen Utensils	1 : 1
3. Ingredients	1 : 1
4. Checklist	1 : 1
5. Standard Recipe	1 : 1
6. Standard Operation Procedure (SOP)/Manual	1 : 5
7. Standard Form	1 : 1

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    - Stella Culinary - http://www.stellaculinary.com/
    - The Culinary Institute of America (more than 86,000 culinary & related resources) - http://www.ciachef.edu/

CURRICULUM OF COMPETENCY UNIT (CoCU)

Sub Sector	**KITCHEN**						
Job Area	**FOOD PREPARATION AND PRODUCTION**						
Competency Unit Title	**DESSERT PRODUCTION**						
Learning Outcome	The person who is competent in this CU shall be able to produce food handling activities to ensure that the desserts production are prepared with proper standard recipes in accordance with company Standard Operating Procedure (SOP). Upon completion of this competency unit, trainee will be able to:- • Obtain dessert production menus requirement • Select dessert production standard recipes • Select suitable dessert production utensils and equipment's • Select dessert production ingredients • Carry out dessert production						
Competency Unit ID	**HT-012-2:2012-C08**	**Level**	2	**Training Duration**	72	**Credit Value**	7

Work Activities	**Related Knowledge**	**Related Skills**	**Attitude /Safety/ Environmental**	**Training Hours**	**Delivery Mode**	**Assessment Criteria**
1. Obtain dessert production menu requirement	i. Introduction to local dessert production menu requirement • Hot • Cold • Fried • Steamed • Boiled ii. Introduction to International dessert production menu requirement • Hot • Cold • Basic custard • Basic cream • Puddings			4	Lecture, Video Presentation & Observation	i. Dessert production menu requirement determined ii. International dessert production menus requirement interpreted iii. Local dessert production menus requirement interpreted

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Identify local and international dessert production menu requirement • Hot • Cold • Fried • Steamed • Boiled ii. Determine local and international dessert production menu requirement • Hot • Cold • Basic custard • Basic cream • Puddings	<u>Attitude:</u> i. Meticulous in selecting dessert production menu ii. Apply hygiene and cleanliness of work area <u>Safety:</u> i. Adhere to safety and HACCP requirement	8	Demonstration, Observation & Hand-on Practices	

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
2 Select dessert production standard recipes	i. Introduction types of dessert production standard recipes • Local • International			4	Lecture, Video Presentation & Observation	i. Local dessert production standardize recipes identified ii. International dessert production standardize recipes identified
		i. Choose dessert production standardize recipes ii. Interpret dessert production standard recipes	<u>Attitude:</u> i. Meticulous in selecting dessert production standard recipes ii. Apply hygiene and cleanliness of work area <u>Safety:</u> i. Adhere to safety and HACCP requirement	8	Demonstration, Observation & Hand-on Practices	
3. Select suitable dessert production utensils and equipment's	i. Introduction types of dessert production utensils and equipment's ii. Usages of dessert production utensil and equipment			4	Lecture, Video Presentation & Observation	i. Type of utensils and equipment determined ii. The usage of utensils and equipment applied

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Identify type of utensils and equipment ii. Determine usage of utensils and equipment such as; - Cutting - Portioning - Cooking	<u>Attitude:</u> i. Meticulous in selecting suitable dessert production utensils and equipment's ii. Apply hygiene and cleanliness of work area <u>Safety:</u> i. Adhere to safety and HACCP requirement	8	Demonstration, Observation & Hand-on Practices	
4. Select dessert production ingredients	i. Types of dessert production ingredients ii. Importance of dessert production ingredients iii. Quality of dessert production ingredients	-		4	Lecture, Video Presentation & Observation	i. Types of dessert production ingredients interpreted ii. Quality of dessert production ingredients applied

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Determine types of dessert production ingredients ii. Ensure quality of dessert production ingredients iii. Prepare *Mise-en-place* properly iv. Determine standard weight, scaling and measurement technique	<u>Attitude:</u> i. Meticulous in selecting dessert production ingredients ii. Apply hygiene and cleanliness of work area <u>Safety:</u> i. Adhere to safety and HACCP requirement	8	Demonstration, Observation & Hand-on Practices	iii. *Mise-en-place* properly done iv. Standard weight, scaling and measurement technique performed
5. Carry out dessert production	i. Introduction dessert production dishes preparation and cooking ii. Understanding portioning iii. Taste and flavour iv. Presentation and garnish technique			8	Lecture, Video Presentation & Observation	i. Types of dessert preparation and cooking applied ii. Portioning sustained iii. Taste and flavour applied iv. Presentation and garnish technique performed

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Determine types of dessert preparation and cooking Ensure portioning ii. Comply taste and flavour iii. Apply presentation and garnish technique	<u>Attitude:</u> i. Meticulous in carrying-out dessert production ii. Apply hygiene and cleanliness of work area <u>Safety:</u> i. Adhere to safety and HACCP	16	Demonstration, Observation & Hand-on Practices	

Employability Skills

CORE ABILITIES	SOCIAL SKILLS
01.01 Identify and gather information 01.02 Document information, procedures or processes 01.03 Utilize basic IT applications 01.04 Analyze information 01.05 Utilize the Internet to locate and gather information 01.06 Utilize word processor to process information 02.01 Interpret and follow manuals, instructions and SOP's 02.02 Follow telephone/ telecommunication procedures 02.03 Communicate clearly 02.04 Prepare brief reports and checklists using standard forms 02.05 Read/interpret flowcharts and pictorial information 02.06 Write memos and letters 02.07 Utilize Local Area Network (LAN)/Intranet to exchange information 02.08 Prepare pictorial and graphic information 03.01 Apply cultural requirements to the workplace 03.02 Demonstrate integrity and apply ethical practices 03.03 Accept responsibility for own work and work area 03.04 Seek and act constructively upon feedback about performance 03.05 Demonstrate safety skills 03.06 Respond appropriately to people and situations 03.07 Resolve interpersonal conflicts 03.08 Develop and maintain a cooperation within work group 04.01 Organize own work activities 04.02 Set and revise own objectives and goals 04.03 Organize and maintain own workplace 04.04 Apply problem solving strategies 04.05 Demonstrate initiative and flexibility 06.01 Understand systems 06.02 Comply with and follow chain of command 06.03 Identify and highlight problems 06.04 Adapt competencies to new situations/systems 06.05 Analyze technical systems 06.06 Monitor and correct performance of systems	1. Communication Skills 2. Conceptual Skills 3. Interpersonal Skills 4. Learning Skills 5. Leadership Skills 6. Multitasking and prioritizing 7. Self-discipline 8. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : TRAINEES)
1. Kitchen Equipment	1 : 5
2. Kitchen Utensils	1 : 1
3. Ingredients	1 : 1
4. Checklist	1 : 1
5. Standard Recipe	1 : 1
6. Standard Operation Procedure (SOP)/Manual	1 : 5
7. Standard Form	1 : 1

REFERENCES

1. The Culinary Institute of America, 2011. The Professional Chef. 9th Edition. Wiley. ISBN: 978-0-470-42135-2
2. Wayne Gisslen, 2011. Professional Cooking. 7th Edition. Wiley. ISBN 978-0-470-19752-3
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    - About.com. Culinary Arts - http://culinaryarts.about.com/od/culinaryreference/tp/culinaryvideos.htm
    - Stella Culinary - http://www.stellaculinary.com/
    - The Culinary Institute of America (more than 86,000 culinary & related resources) - http://www.ciachef.edu/

CURRICULUM OF COMPETENCYUNIT (CoCU)

Sub Sector	**KITCHEN**						
Job Area	**FOOD PREPARATION AND PRODUCTION**						
Competency Unit Title	**CATERING SET-UP ACTIVITIES**						
Learning Outcome	The person who is competent in this CU shall be able to perform complete catering setup activities in accordance with establishment requirement. Upon completion of this competency unit, trainee will be able to:- • Identify venue and space allocation for catering setting activities • Identify type of buffet display, menu and setting for catering activities. • Select equipment and utensils need • Carry out catering setting activities						
Competency Unit ID	**HT-012-2:2012-C09**	**Level**	2	**Training Duration**	84	**Credit Value**	8

Work Activities	**Related Knowledge**	**Related Skills**	**Attitude /Safety/ Environmental**	**Training Hours**	**Delivery Mode**	**Assessment Criteria**
1. Identify venue and space allocation for setting catering activities	i. Overview of Catering / Banquet Department and its activities. ii. Types of catering activities • On-site & Off-site catering iii. Catering Department organization / Banquet Kitchen iv. Centralized and decentralized operations v. Working with other departments vi. Introduction to catering set-up and activities			4	Lecture & Presentation	i. Catering / Banquet Department and its activities interpreted ii. Types of catering activities determined iii. Centralized and decentralized operations interpreted iv. Working with other departments executed

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	vii. Sites and the impact of location and space to catering service operations					vii. Sites and the impact of location and space to catering service operations determined viii. Basic logistic requirement availability determined
		i. lay-out plan ii. Determine the basic logistic requirement availability v. Work with other departments vi. Determine centralized and decentralized operations	<u>Attitude:</u> i. Meticulous in identifying type of kitchen equipment maintenance. <u>Safety:</u> i. Adhere to Standard Operating Procedure (SOP).	8	Demonstration, Observation & Hand-on Practices	
2. Identify type of buffet display, menu and setting for catering activities	i. Event order • Styles of catering / banquet service - Set - Buffet - Stall • Customer's needs			8	Lecture, Video Presentation & Observation	i. Event order interpreted. ii. Catering setup guidelines interpreted iii. Manpower planning interpreted.

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	• Occasion • Menu • Number of pax • Theme • Timing • Types of setting • Special service ii. Type of catering set-up guidelines • Guides in setting up stalls • Stall items display techniques • Guides in preparing raw ingredients for stalls set-up • Stalls display guidelines • Catering / banquet checklist iii. Manpower planning • Staff function • Team operation • Job schedule					
		i. Determine event order • Type of function • Type of setting • Method of display • Setting the arrangement		16	Demonstration, Observation & Hand-on Practices	

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		ii. Determine catering setup guidelines • Guides in setting up stalls • Stall items display techniques • Guides in preparing raw ingredients for stalls set-up • Stalls display guidelines • Catering / banquet checklist iii. Determine manpower planning	<u>Attitude</u>*:* i. Meticulous in identifying type of buffet display, menu and setting for catering activities <u>Safety</u>*:* i. Adhere to Standard Operating Procedure (SOP).			
3. Select equipment and utensil need	i. Equipment, utensils and tool used for catering setup • Buffet display arrangement • Display item and their usage					

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	• Standard method of buffet display arrangement ii. Guide in selecting equipment and utensils • Equipment and utensil need iii. Safety requirements in arranging buffet display			8	Lecture, Video Presentation & Observation	i. Equipment, utensils and tool used for catering setup interpreted. ii. Correct equipment and utensil chosen iii. Buffet display arrangement interpreted iv. Display item and their usage determined v. Safety requirements adhered
		i. Identify type of utensils and equipment ii. Identify types of display item iii. Identify types of setting dishes equipment and utensils iv. Identify usage of setting dishes equipment and utensils	*Attitude:* i. Meticulous in selecting equipment and utensil need . *Safety:* i. Adhere to Standard Operating Procedure (SOP	16	Demonstration, Observation & Hand-on Practices	

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Carry out catering setting activities	i. Manpower and its requirements ii. Centralised work allocations vs. Decentralised work allocations iii. Selection of buffet display arrangement iv. Guidelines for catering buffet v. Logistic planning vi. HACCP guidelines in catering operations			8	Lecture, Video Presentation & Observation	i. Works allocations identified. ii. Catering setting activities applied iii. Buffet display and setting dishes arrangement performed iv. Stalls arrangement concept and stalls items display technique performed v. Hygiene and safety requirements demonstrated
		i. Perform catering activities set-up ii. Apply method of buffet display and setting dishes arrangement iii. Apply stalls arrangement concept and stalls items display technique. iv. Apply safety requirements in setting up catering activities	<u>Attitude:</u> i. Meticulous in carrying out catering setting activities. <u>Safety:</u> i. Adhere to Standard Operating Procedure (SOP)	16	Demonstration, Observation & Hand-on Practices	

Employability Skills

CORE ABILITIES	SOCIAL SKILLS
01.01 Identify and gather information 01.02 Document information, procedures or processes 01.03 Utilize basic IT applications 01.04 Analyze information 01.05 Utilize the Internet to locate and gather information 01.06 Utilize word processor to process information 02.01 Interpret and follow manuals, instructions and SOP's 02.02 Follow telephone/ telecommunication procedures 02.03 Communicate clearly 02.04 Prepare brief reports and checklists using standard forms 02.05 Read/interpret flowcharts and pictorial information 02.06 Write memos and letters 02.07 Utilize Local Area Network (LAN)/Intranet to exchange information 02.08 Prepare pictorial and graphic information 03.01 Apply cultural requirements to the workplace 03.02 Demonstrate integrity and apply ethical practices 03.03 Accept responsibility for own work and work area 03.04 Seek and act constructively upon feedback about performance 03.05 Demonstrate safety skills 03.06 Respond appropriately to people and situations 03.07 Resolve interpersonal conflicts 03.08 Develop and maintain a cooperation within work group 04.01 Organize own work activities 04.02 Set and revise own objectives and goals 04.03 Organize and maintain own workplace 04.04 Apply problem solving strategies 04.05 Demonstrate initiative and flexibility 06.01 Understand systems 06.02 Comply with and follow chain of command 06.03 Identify and highlight problems 06.04 Adapt competencies to new situations/systems 06.05 Analyze technical systems 06.06 Monitor and correct performance of systems	1. Communication Skills 2. Conceptual Skills 3. Interpersonal Skills 4. Learning Skills 5. Leadership Skills 6. Multitasking and prioritizing 7. Self-discipline 8. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : TRAINEES)
1. Kitchen Equipment	1 : 5
2. Kitchen Utensils	1 : 1
3. Ingredients	1 : 1
4. Checklist	1 : 1
5. Standard Operation Procedure (SOP)/Manual	1 : 5
6. Standard Form	1 : 1
7. Menu	1 : 1
8. Event order	1 : 1

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2. Wayne Gisslen, 2011. Professional Cooking. 7th Edition. Wiley. ISBN 978-0-470-19752-3
3. The Culinary Institute of America, In the Hands of a Chef: The Professional Chef's Guide to Essential Kitchen Tools. Wiley. ISBN: 978-0-470-08026-9
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    - About.com. Culinary Arts - http://culinaryarts.about.com/od/culinaryreference/tp/culinaryvideos.htm
    - Stella Culinary - http://www.stellaculinary.com/
    - The Culinary Institute of America (more than 86,000 culinary & related resources) - http://www.ciachef.edu/

CURRICULUM OF COMPETENCY UNIT (CoCU)

Sub Sector	**KITCHEN**						
Job Area	**FOOD PREPARATION AND PRODUCTION**						
Competency Unit Title	**BASIC KITCHEN EQUIPMENT MAINTENANCE**						
Learning Outcome	The person who is competent in this CU shall be able to practice basic kitchen equipment maintenance activities. Upon completion of this competency unit, trainee will be able to:- • Identify basic kitchen equipment maintenance task • Carry out basic kitchen equipment maintenance procedure • Maintain basic kitchen equipment maintenance procedure • Report basic kitchen equipment maintenance						
Competency Unit ID	**HT-012-2:2012-E01**	**Level**	2	**Training Duration**	48	**Credit Value**	5

Work Activities	**Related Knowledge**	**Related Skills**	**Attitude / Safety / Environmental**	**Training Hours**	**Delivery Mode**	**Assessment Criteria**
1. Identify basic kitchen equipment maintenance task	i. Introduction on Kitchen Department equipment • Electrical and gas equipment • Basic of kitchen maintenance measurement • Skill levels requirement and standards of professionalism • Department expectations			4	Lecture, Video Presentation & Observation	i. Basic Kitchen equipment maintenance functions and operations identified. ii. Overall kitchen equipment maintenance task practiced

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	ii. Understanding of kitchen equipment maintenance task • Equipment Maintenance standard and practice • The different in kitchen maintenance procedure • Important of kitchen equipment maintenance -fire hazard -food sanitation -cost factor					iii. General kitchen maintenance aspect in the kitchen based on HACCP, OSHA, DOE and local authority guidelines implemented, performed, practiced and demonstrated
		i. Determine kitchen equipment maintenance task guidelines requirements ii. Implement kitchen safety requirement with the regulatory body / agency related: - Occupational Safety and Health Administration (OSHA) - Environmental Quality Act 1974 (127) - Bomba - Ministry of Health - Other regulatory body / agency	<u>Attitude:</u> i. Meticulous in identifying kitchen equipment maintenance activities requirement. <u>Safety:</u> i. Adhere to safety and HACCP requirement	8	Demonstration, Observation & Hand-on Practices	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Carry out basic kitchen equipment maintenance procedure	i. Manual and mechanical cleaning of kitchen equipment ii. Sanitising equipment and work surfaces iii. Basic cleaning kitchen hood and drainage			4	Lecture, Video Presentation & Observation	i. Manual and mechanical cleaning kitchen equipment activities interpreted. Kitchen maintenance procedures identified ii. Cleaning and sanitising of exhaust hood and drainage performed
		i. Acknowledge manual cleaning and mechanical kitchen equipment maintenance procedures. ii. Determine kitchen maintenance activities workflow. iii. Determine cleaning exhaust hood and drainage.	<u>Attitude:</u> i. Meticulous in carrying out basic kitchen equipment maintenance procedure <u>Safety:</u> i. Adhere to safety and HACCP requirement	8	Demonstration, Observation & Hand-on Practices	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Maintain basic kitchen equipment maintenance procedure	i. Basic kitchen equipment maintenance check list ii. Kitchen equipment maintenance programme.			4	Lecture, Video Presentation & Observation	i. Kitchen maintenance activities checklist and requirement determined ii. Checklist based on basic kitchen equipment maintenance programme filled iii. Basic kitchen equipment maintenance activities workflow sustained
		i. Identify kitchen maintenance activities checklist and requirement ii. Interpret checklist based on kitchen maintenance programme. iii. Apply basic kitchen equipment maintenance activities workflow.	<u>Attitude:</u> i. Meticulous in maintaining basic kitchen equipment maintenance as per operation <u>Safety:</u> i. Adhere to safety and HACCP requirement	8	Demonstration, Observation & Hand-on Practices	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Report kitchen equipment maintenance	i. Types of kitchen equipment maintenance report • Manual report • Forms • Electronic Data ii. Standard related report form and procedures.			4	Lecture, Video Presentation & Observation	i. Types of kitchen maintenance report work determined ii. Kitchen equipment maintenance report procedures determined iii. Kitchen equipment maintenance report update and compiled iv. Kitchen equipment maintenance report submitted
		i. Identify types of kitchen maintenance report work. ii. Update and compile kitchen equipment maintenance report iii. Submit kitchen equipment maintenance report	<u>Attitude</u>*:* i. Meticulous in identifying kitchen equipment maintenance report <u>Safety</u>*:* i. Adhere to safety and HACCP requirement	8	Demonstration, Observation & Hand-on Practices	

Employability Skills

CORE ABILITIES	SOCIAL SKILLS
01.01 Identify and gather information 01.02 Document information, procedures or processes 01.03 Utilize basic IT applications 01.04 Analyze information 01.05 Utilize the Internet to locate and gather information 01.06 Utilize word processor to process information 02.01 Interpret and follow manuals, instructions and SOP's 02.02 Follow telephone/ telecommunication procedures 02.03 Communicate clearly 02.04 Prepare brief reports and checklists using standard forms 02.05 Read/interpret flowcharts and pictorial information 02.06 Write memos and letters 02.07 Utilize Local Area Network (LAN)/Intranet to exchange information 02.08 Prepare pictorial and graphic information 03.01 Apply cultural requirements to the workplace 03.02 Demonstrate integrity and apply ethical practices 03.03 Accept responsibility for own work and work area 03.04 Seek and act constructively upon feedback about performance 03.05 Demonstrate safety skills 03.06 Respond appropriately to people and situations 03.07 Resolve interpersonal conflicts 03.08 Develop and maintain a cooperation within work group 04.01 Organize own work activities 04.02 Set and revise own objectives and goals 04.03 Organize and maintain own workplace 04.04 Apply problem solving strategies 04.05 Demonstrate initiative and flexibility 06.01 Understand systems 06.02 Comply with and follow chain of command 06.03 Identify and highlight problems 06.04 Adapt competencies to new situations/systems 06.05 Analyze technical systems 06.06 Monitor and correct performance of systems	1. Communication Skills 2. Conceptual Skills 3. Interpersonal Skills 4. Learning Skills 5. Leadership Skills 6. Multitasking and prioritizing 7. Self-discipline 8. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : TRAINEES)
1. Kitchen Equipment	1 : 5
2. Kitchen Utensils	1 : 1
3. Checklist	1 : 1
4. Standard Operation Procedure (SOP)/Manual Standard Form	1 : 5

References

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1. The Culinary Institute of America, 2011. The Professional Chef. 9th Edition. Wiley. ISBN: 978-0-470-42135-2
2. Wayne Gisslen, 2011. Professional Cooking. 7th Edition. Wiley. ISBN 978-0-470-19752-3
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    - About.com. Culinary Arts - http://culinaryarts.about.com/od/culinaryreference/tp/culinaryvideos.htm
    - Stella Culinary - http://www.stellaculinary.com/
    - The Culinary Institute of America (more than 86,000 culinary & related resources) - http://www.ciachef.edu/

CURRICULUM OF COMPETENCY UNIT (CoCU)

Sub Sector	**KITCHEN**						
Job Area	**FOOD PREPARATION AND PRODUCTION**						
Competency Unit Title	**BASIC STEWARDING**						
Learning Outcome	The person who is competent in this CU shall be able to ensure safe working practices are adapted in basic stewarding function in accordance with relevant authority's requirement and company Standard Operating Procedure (SOP). Upon completion of this competency unit, trainee will be able to:- • Identify basic stewarding requirement • Identify types of chemical • Identify different types of crockery, cutleries and glassware • Determine different types of wastages • Carry out hygiene and cleanliness of work area						
Competency Unit ID	**HT-012-2:2012-E02**	**Level**	2	**Training Duration**	48	**Credit Value**	5

Work Activities	**Related Knowledge**	**Related Skills**	**Attitude / Safety / Environmental**	**Training Hours**	**Delivery Mode**	**Assessment Criteria**
1. Identify basic stewarding requirement	i. Introduction to Basic Stewarding functions and responsibilities ii. General job guidelines and responsibilities iii. Steward's job functions iv. Importance of following company Standard Operating Procedures (SOP) in Stewarding Department v. Safety at work vi. Cleaning stationary equipment			4	Lecture, Video Presentation & Observation	i. Basic stewarding requirement determined. ii. Steward's job functions identified. iii. Safety practices at work adhered iv. Cleaning stationary equipment practiced v. Hygiene and safety in stewarding adhered.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	vii. Hygiene and safety in food handling • Possible cause of food borne illness originating from the Stewarding Department • Personal hygiene standard and practices • Preventing cuts • Preventing burns • Preventing and dealing with fire • Preventing injuries from machine and equipment • Preventing falls • Preventing strains and injury from lifting viii. Opening, running and closing duties					vi. Basic stewarding functions and responsibilities identified. vii. General jobs guidelines and responsibilities executed viii. Company Standard Operating Procedures (SOP) in Stewarding Department operations adhered. ix. Cleaning stationary equipment performed x. Hygiene guidelines requirements determined. xi. Kitchen safety requirement in accordance with the related regulatory body / agency implemented. xii. Opening, running and closing duties executed
		i. Identify basic stewarding functions and responsibilities ii. Determine general job guidelines and responsibilities iii. Identify steward's job functions iv. Adhere to company Standard Operating Procedures (SOP) in Stewarding Department operations		8	Demonstration, Observation & Hand-on Practices	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		v. Practice safety at work vi. Perform cleaning stationary equipment vii. Determine hygiene guidelines requirements viii. Implement kitchen safety requirement in accordance with the regulatory body / agency related ix. Carry out opening, running and closing duties	<u>Attitude:</u> i. Meticulous in identifying basic stewarding functions& responsibilities <u>Safety:</u> i. Adhere to safety and HACCP requirement			
2. Identify type of chemicals	i. Types of chemical used by the Stewarding Department in food service operations. ii. Safe chemical handling. iii. Material Safety Data Sheets (MSDS) & Product Labels.			4	Lecture, Video Presentation & Observation	i. Types of chemical used by the Stewarding Department identified. ii. Safe chemical handling applied. iii. Material Safety Data Sheets (MSDS) & Product Labels interpreted.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Determine types of chemical used by the Stewarding Department ii. Adhere to safe chemical handling. iii. Acknowledge Material Safety Data Sheets (MSDS) & Product Labels. iv. Determine the correct ways to use the chemical	<u>Attitude:</u> i. Meticulous in identifying types of chemical functions & requirement <u>Safety:</u> i. Adhere to safety and HACCP requirement	8	Demonstration, Observation & Hand-on Practices	iv. Correct ways to use the chemical practiced.
3. Identify different type of crockery, cutleries and glassware	i. Types of crockeries, cutleries and glassware • Chinaware • Glassware • Silverware and special tools • Ashtrays • Others ii. Handling of crockeries, cutleries and glassware iii. Avoiding cross contamination			4	Lecture, Video Presentation & Observation	i. Different type of crockery, cutleries and glassware identified ii. Handling of crockeries, cutleries and glassware practiced. iii. Avoid cross contamination practiced.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iv. Storage of crockeries, cutleries and glassware					iv. Storage of crockeries, cutleries and glassware performed.
		i. Acknowledge types of crockeries, cutleries and glassware ii. Perform handling of crockeries, cutleries and glassware iii. Adhere practices to avoid cross contamination iv. Carry out storage of crockeries, cutleries and glassware	<u>Attitude:</u> i. Meticulous in identifying basic stewarding functions & responsibilities <u>Safety:</u> i. Adhere to safety and HACCP requirement	8	Demonstration, Observation & Hand-on Practices	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Determine different types of wastages	i. Recycle and go green awareness ii. The importance of proper waste disposal iii. Handling different types of wastages			4	Lecture, Video Presentation & Observation	i. Recycle and go green principles acknowledged. ii. Importance of proper waste disposal determined iii. Different types of wastages listed iv. Different types of wastages handled and segregated v. Proper waste disposal activities performed
		i. Identify different types of wastages ii. Handle and segregate different types of wastages iii. Carry out proper waste disposal activities.	*Attitude:* i. Meticulous in identifying basic stewarding functions & responsibilities *Safety:* i. Adhere to safety and HACCP requirement	8	Demonstration, Observation & Hand-on Practices	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
5. Carry out hygiene and cleanliness of work area	i. General kitchen hygiene and cleanliness guidelines ii. Cleaning and sanitising iii. Manual dishwashing iv. Mechanical dishwashing v. Washing kitchen utensil and equipment vi. Cleaning and sanitising equipment and work surfaces			4	Lecture, Video Presentation & Observation	i. General kitchen hygiene and cleanliness guidelines identified. ii. Cleaning and sanitizing activities identified. iii. Manual dishwashing performed. iv. Mechanical dishwashing executed. v. Washing of kitchen utensil and equipment performed. vi. Cleaning and sanitising equipment and work surfaces applied. vii. Proper storage of chemicals, equipment and tools administered.
		i. Determine general kitchen hygiene and cleanliness guidelines ii. Adhere to cleaning and sanitizing activities. iii. Apply manual dishwashing. iv. Carry out mechanical dishwashing. v. Carry out washing of kitchen utensil and equipment vi. Execute cleaning and sanitising equipment and work surfaces vii. Manage storage of chemicals, equipment and tools		8	Demonstration, Observation & Hand-on Practices	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			Attitude: i. Meticulous in identifying cleaning and sanitizing activities Safety: i. Adhere to safety and HACCP requirement			

Employability Skills

CORE ABILITIES	SOCIAL SKILLS
01.01 Identify and gather information 01.02 Document information, procedures or processes 01.03 Utilize basic IT applications 01.04 Analyze information 01.05 Utilize the Internet to locate and gather information 01.06 Utilize word processor to process information 02.01 Interpret and follow manuals, instructions and SOP's 02.02 Follow telephone/ telecommunication procedures 02.03 Communicate clearly 02.04 Prepare brief reports and checklists using standard forms 02.05 Read/interpret flowcharts and pictorial information 02.06 Write memos and letters 02.07 Utilize Local Area Network (LAN)/Intranet to exchange information 02.08 Prepare pictorial and graphic information 03.01 Apply cultural requirements to the workplace 03.02 Demonstrate integrity and apply ethical practices 03.03 Accept responsibility for own work and work area 03.04 Seek and act constructively upon feedback about performance 03.05 Demonstrate safety skills 03.06 Respond appropriately to people and situations 03.07 Resolve interpersonal conflicts 03.08 Develop and maintain a cooperation within work group 04.01 Organize own work activities 04.02 Set and revise own objectives and goals 04.03 Organize and maintain own workplace 04.04 Apply problem solving strategies 04.05 Demonstrate initiative and flexibility 06.01 Understand systems 06.02 Comply with and follow chain of command 06.03 Identify and highlight problems 06.04 Adapt competencies to new situations/systems 06.05 Analyze technical systems 06.06 Monitor and correct performance of systems	1. Communication Skills 2. Conceptual Skills 3. Interpersonal Skills 4. Learning Skills 5. Leadership Skills 6. Multitasking and prioritizing 7. Self-discipline 8. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : TRAINEES)
1. Kitchen Equipment	1 : 5
2. Kitchen Utensils	1 : 1
3. Ingredients	1 : 1
4. Checklist	1 : 1
5. Standard Operation Procedure (SOP)/Manual	1 : 5
6. Standard Form	1 : 1
7. Chemicals	1 : 10

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    - About.com. Culinary Arts - http://culinaryarts.about.com/od/culinaryreference/tp/culinaryvideos.htm
    - Stella Culinary - http://www.stellaculinary.com/
    - The Culinary Institute of America (more than 86,000 culinary & related resources) - http://www.ciachef.edu/

CURRICULUM OF COMPETENCYUNIT (CoCU)

Sub Sector	**KITCHEN**						
Job Area	**FOOD PREPARATION AND PRODUCTION**						
Competency Unit Title	**BASIC BUTCHERY**						
Learning Outcome	The person who is competent in this CU shall be able to execute butchery activities to ensure meat and butchery products produced adhered to hygiene and cleanliness standard. Upon completion of this competency unit, trainee will be able to:- • Identify basic butchery requirement • Identify types of basic butchery cuts • Prepare equipment and utensils • Carry out meat parts butchery. • Carry out poultry part butchery • Carry out fish and seafood part butchery • Carry out hygiene and cleanliness of work area						
Competency Unit ID	**HT-012-2:2012-E03**	**Level**	2	**Training Duration**	84	**Credit Value**	8

Work Activities	**Related Knowledge**	**Related Skills**	**Attitude / Safety / Environmental**	**Training Hours**	**Delivery Mode**	**Assessment Criteria**
1. Identify basic butchery requirement	i. Introduction to basic butchery functions and requirements ii. General safety guidelines in handling butchery equipment and utensil iii. Halal requirements iv. Sanitation and handling of butchery products			4	Lecture, Video Presentation & Observation	i. Basic butchery functions and requirements determined. ii. General safety guidelines in handling butchery equipment and utensil determined.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Identify general safety guidelines in handling butchery equipment and utensil ii. Identify halal requirements iii. Identify food sanitation and handling of butchery products.	<u>Attitude:</u> i. Adhere of halal requirement related to food handling activities. <u>Safety:</u> i. Adhere safety guidelines in handling butchery equipment	8	Demonstration, Observation & Hand-on Practices	iii. Sanitation and handling of butchery products determined. iv. Halal requirements practiced.
2. Identify types of basic butchery cuts	i. Understanding meats and game animals • Meats composition • Structure • Inspection and grading • Meats and game animal parts ii. Understanding poultry and game birds • Meats composition • Structure			4	Lecture, Video Presentation & Observation	i. Basic butchery raw materials and its characteristic determined. ii. Primal beef, lamb and game animal parts, cuts and usage interpreted.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	• Inspection and grading • Poultry and game birds animal parts iii. Understanding fish • Types of fish • Varieties and characteristics • Indication of qualities • Fish parts iv. Understanding seafood • Types of molluscs • Types of cephalopods • Types of crustaceans • Other types of seafood • Indication of qualities					iii. Poultry and game birds, parts, cuts and usage interpreted. iv. Fish, parts, cuts and usage interpreted. v. Seafood, parts, cuts and usage interpreted.
		i. Identify primal beef, lamb and game animal, parts, cuts and usage. ii. Identify type of poultry and game birds, parts, cuts and usage. iii. Identify types of fish, parts, cuts and usage. iv. Identify types of seafood, parts, cuts and usage.		8	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Attitude:</u> i. Meticulous in identifying basic butchery raw materials and its characteristic <u>Safety :</u> i. Adhere safety guidelines in basic butchery cuts			
3. Prepare equipment and utensils	i. Types of basic butchery utensils • Butcher knife • Fillet knife • Debone knife • Chef knife • Chopper knife • Clam knifes • Oyster knife • Butcher steel • Meat saw • Weighing scale • Trays and containers ii. Types of basic butchery equipment • Meat saw • Meat mincer • Buffalo chopper • Vacuum machine			4	Lecture & Observation	i. Types of basic butchery production tools, kitchen utensils and equipment classification and it usage determined. ii. Safety requirements in handling basic butchery utensils and equipment interpreted. iii. Basic knives handling practises performed.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	• Smoke oven • Grinder • Mixer iii. Butchery fixtures and fittings • Chopping boards / block • Working table • Storage cabinet • Storage rack iv. Usages of basic butchery utensils and equipment v. Safety requirements in handling basic butchery utensils and equipment					
		i. Identify different types of basic butchery production tools, kitchen utensils and equipment classification and it usage ii. Determine basic butchery production tools, kitchen utensils and equipment operating procedures and safety aspects iii. Apply basic knives handling practices	<u>Attitude:</u> i. Adhere of knives handling techniques.	8	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			ii. Meticulous in different types of butchery utensils, equipment, fixtures and fitting. <u>Safety:</u> i. Adhere to safety and HACCP requirement			
4. Carry out meat parts butchery.	i. Understanding basic cuts of meat • Beef • Veal • Lamb ii. Bone structures and parts • Beef • Veal • Lamb iii. Guides in selecting meats for operations iv. Principles in handling meats v. Variety meats vi. Guides in handling and storage of meats			4	Lecture, Video Presentation & Observation	i. Variety meats identified. ii. Bone structures and parts interpreted. iii. Criteria in selecting meats for operations adhered. iv. Basic cuts of meat performed v. Principles in handling of meats practiced

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Determine basic cuts of meat. ii. Determine bone structures and parts iii. Identify principles in handling meats iv. Perform variety meat parts fabrications v. Apply meats storage.	<u>Attitude:</u> i. Adhere of various types of cutting on different types of meats. ii. Adhere to different types of storage requirements. <u>Safety:</u> i. Adhere to safety and HACCP requirement	8	Demonstration & Observation	vi. Handling and storage of meats practiced.
5. Carry out poultry part butchery	i. Understanding basic poultry and game birds cuts ii. Bone structures and parts iii. Guides in selecting poultry and game birds for operations iv. Principles in handling of poultry and game birds			4	Lecture, Video Presentation & Observation	i. Variety poultry and game birds identified. ii. Bone structures and parts interpreted.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	v. Poultry and game birds variety meats vi. Guides in handling and storage of poultry and game birds					iii. Criteria in selecting poultry and game birds for operations adhered. iv. Basic cuts of poultry and game birds performed v. Principles in handling of poultry and game birds practiced vi. Handling and storage of poultry and game birds practiced.
		i. Determine basic cuts of poultry and game birds. ii. Determine bone structures and parts iii. Select poultry and game birds for operations iv. Identify principles in handling poultry and game birds v. Perform variety poultry and game birds parts fabrications vi. Apply poultry and game birds storage.	<u>Attitude:</u> i. Adhere of various types of cutting on different types of poultry and game birds. ii. Adhere to different types of storage requirements. <u>Safety:</u> i. Adhere to safety and HACCP requirement	8	Demonstration & Hand-on Practices	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
6. Carry out fish and seafood part butchery	i. Understanding basic fish and seafood cuts ii. Guides in selecting fish and seafood for operations iii. Principles in handling of fish and seafood iv. Guides in handling and storage of fish and seafood			4	Lecture, Video Presentation & Observation	i. Variety fish and seafood identified. ii. Criteria in selecting fish and seafood for operations adhered. iii. Basic cuts of fish and seafood performed. iv. Principles in handling of fish and seafood practiced. v. Handling and storage of fish and seafood practiced.
		i. Determine basic cuts of fish and seafood ii. Select fish and seafood for operations iii. Identify principles in handling fish and seafood iv. Perform variety fish and seafood parts fabrications v. Apply correct handling of fish and seafood storage	<u>Attitude:</u> i. Adhere of various types of cutting on different types of fish and seafood. ii. Adhere to different types of storage requirements. <u>Safety:</u> i. Adhere to safety and HACCP requirement	8	Demonstration & Hand-on Practices	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
7. Carry out hygiene and cleanliness of work area	i. Hygiene practices and cleanliness of butchery work area. ii. Washing procedures for butchery equipment and utensils. iii. Guideline on storage of butchered items. iv. Maintaining butchery work area cleanliness. v. Hygiene guideline of butchery work area. vi. Safety guideline of cleaning butchery equipment and utensils.	.		4	Lecture & Observation	i. Hygiene practices and cleanliness of butchery work area demonstrated. ii. Washing procedures for butchery equipment and utensils demonstrated. iii. Guideline on storage of butcher items performed iv. Butchery work area cleanliness sustained. v. Safety guideline of cleaning butchery equipment and utensils applied.
		i. Determine washing procedures for butchery equipment and utensil ii. Apply guideline on storage of butcher items. iii. Apply safety guideline of cleaning butchery equipment and utensils iv. Perform hygiene practices and cleanliness of butchery work area. v. Maintain butchery work area cleanliness.	<u>Attitude:</u> i. Adhere to different types of cleaning methods and techniques.	8	Demonstration & Hand-on Practices	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	.		ii. Adhere to different types of storage requirements. <u>Safety:</u> i. Adhere to safety and HACCP requirement			

Employability Skills

CORE ABILITIES	SOCIAL SKILLS
01.01 Identify and gather information 01.02 Document information, procedures or processes 01.03 Utilize basic IT applications 01.04 Analyze information 01.05 Utilize the Internet to locate and gather information 01.06 Utilize word processor to process information 02.01 Interpret and follow manuals, instructions and SOP's 02.02 Follow telephone/ telecommunication procedures 02.03 Communicate clearly 02.04 Prepare brief reports and checklists using standard forms 02.05 Read/interpret flowcharts and pictorial information 02.06 Write memos and letters 02.07 Utilize Local Area Network (LAN)/Intranet to exchange information 02.08 Prepare pictorial and graphic information 03.01 Apply cultural requirements to the workplace 03.02 Demonstrate integrity and apply ethical practices 03.03 Accept responsibility for own work and work area 03.04 Seek and act constructively upon feedback about performance 03.05 Demonstrate safety skills 03.06 Respond appropriately to people and situations 03.07 Resolve interpersonal conflicts 03.08 Develop and maintain a cooperation within work group 04.01 Organize own work activities 04.02 Set and revise own objectives and goals 04.03 Organize and maintain own workplace 04.04 Apply problem solving strategies 04.05 Demonstrate initiative and flexibility 06.01 Understand systems 06.02 Comply with and follow chain of command 06.03 Identify and highlight problems 06.04 Adapt competencies to new situations/systems 06.05 Analyze technical systems 06.06 Monitor and correct performance of systems	1. Communication Skills 2. Conceptual Skills 3. Interpersonal Skills 4. Learning Skills 5. Leadership Skills 6. Multitasking and prioritizing 7. Self-discipline 8. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : TRAINEES)
1. Kitchen Equipment	1 : 5
2. Kitchen Utensils	1 : 1
3. Ingredients	1 : 1
4. Checklist	1 : 1
5. Standard Recipe	1 : 1
6. Standard Operation Procedure (SOP)/Manual	1 : 5
7. Standard Form	1 : 1

References

REFERENCES

1. The Culinary Institute of America, 2011. The Professional Chef. 9th Edition. Wiley. ISBN: 978-0-470-42135-2
2. Wayne Gisslen, 2011. Professional Cooking. 7th Edition. Wiley. ISBN 978-0-470-19752-3
3. The Culinary Institute of America, In the Hands of a Chef: The Professional Chef's Guide to Essential Kitchen Tools. Wiley. ISBN: 978-0-470-08026-9
4. Wayne Gisslen, 2004. Essentials of Professional Cooking. Wiley. ISBN: 978-0-471-20202-8
5. Online Video Resources
    - Roux-Be (The Reluctant Chef online resources) - http://www.reluctantgourmet.com/rouxbe.htm
    - About.com. Culinary Arts - http://culinaryarts.about.com/od/culinaryreference/tp/culinaryvideos.htm
    - Stella Culinary - http://www.stellaculinary.com/
    - The Culinary Institute of America (more than 86,000 culinary & related resources) - http://www.ciachef.edu/

SUMMARY OF TRAINING DURATION FOR FOOD PREPARATION AND PRODUCTION (LEVEL 2)

NO. ID	COMPETENCY UNIT TITLE	WORK ACTIVITIES	RELATED KNOWLEDGE (A)	RELATED SKILLS (B)	HOURS (A) + (B)	TOTAL (HRS)
HT-012-2:2012-C01	HYGIENE, KITCHEN SAFETY AND FOOD HANDLING	Identify food handling activities requirements	4	8	12	**78**
		Determine food handling tools, kitchen utensils and equipment classification	4	8	12	
		Determine food items classification	4	8	12	
		Understand the principles of receiving and storing food items	4	8	12	
		Maintain food handling activities requirements	6	12	18	
		Carry out hygiene and cleanliness of work area	4	8	12	
HT-012-2:2012-C02	COOKING TECHNIQUE	Obtain cooking technique standard recipes	4	8	12	**72**
		Select cooking technique equipment and utensils	4	8	12	
		Select cooking technique ingredients	6	12	18	
		Carry out cooking technique dishes	10	20	30	
HT-012-2:2012-C03	STOCK, SOUP AND HOT SAUCE PRODUCTION	Obtain stock, soup and hot sauce production standard recipes	6	12	18	**84**
		Select stock, soup and sauce production equipment and utensils	6	12	18	
		Select stock, soup and sauce production ingredients	6	12	18	
		Carry out stock, soup and sauce production	10	20	30	
HT-012-2:2012-C04	MAIN COURSE PRODUCTION	Obtain main course production menu requirement	6	12	18	**102**
		Select main course production standard recipes	6	12	18	
		Select suitable cooking utensils and equipment	6	12	18	
		Select main course production ingredients	6	12	18	
		Carry out main course dishes production	10	20	30	
HT-012-2:2012-C05	RICE AND FARINACEOUS PRODUCTION	Obtain rice and farinaceous production standard recipes	4	8	12	**60**
		Select rice and farinaceous production equipment and utensils	4	8	12	
		Select rice and farinaceous production ingredients	4	8	12	
		Carry out rice and farinaceous dishes production	8	16	24	
HT-012-2:2012-C06	APPETIZER PRODUCTION	Obtain appetizer production standard recipes	4	8	12	**60**
		Select appetizer production equipment and utensils	4	8	12	
		Select appetizer production ingredients	4	8	12	
		Carry out appetizer dishes production	8	16	24	
HT-012-2:2012-C07	BREAKFAST PRODUCTION	Identify breakfast production menu requirement	4	8	12	**72**
		Select breakfast production standard recipes	4	8	12	
		Select suitable breakfast production utensils and equipment	4	8	12	
		Select breakfast production ingredients	4	8	12	
		Carry out breakfast dishes production	8	16	24	
HT-012-2:2012-C08	DESSERT PRODUCTION	Obtain dessert production menu requirement	4	8	12	**72**
		Select dessert production standard recipes	4	8	12	
		Select suitable dessert production utensils and equipment's	4	8	12	
		Select dessert production ingredients	4	8	12	
		Carry out dessert production	8	16	24	
HT-012-2:2012-	CATERING SET-UP	Identify venue and space allocation for setting catering activities	4	8	12	**84**
		Identify type of buffet display, menu and setting for catering activities	8	16	24	

C09	ACTIVITIES	Select equipment and utensil need	8	16	24	
		Carry out catering setting activities	8	16	24	
HT-012-2:2012-E01	BASIC KITCHEN EQUIPMENT MAINTENANCE	Identify basic kitchen equipment maintenance task	4	8	12	**48**
		Carry out basic kitchen equipment maintenance procedure	4	8	12	
		Maintain basic kitchen equipment maintenance procedure	4	8	12	
		Report kitchen equipment maintenance	4	8	12	
HT-012-2:2012-E02	BASIC STEWARDING	Identify basic stewarding requirement	4	8	12	**48**
		Identify type of chemicals	4	8	12	
		Identify different type of crockery, cutleries and glassware	4	8	12	
		Determine different types of wastages	4	8	12	
HT-012-2:2012-E03	BASIC BUTCHERY	Identify basic butchery requirement	4	8	12	**84**
		Identify types of basic butchery cuts	4	8	12	
		Prepare equipment and utensils	4	8	12	
		Carry out meat parts butchery.	4	8	12	
		Carry out poultry part butchery	4	8	12	
		Carry out fish and seafood part butchery	4	8	12	
		Carry out hygiene and cleanliness of work area	4	8	12	
TOTAL HOURS (Core Competencies)			288	576	864	**864**