



STANDARD KEMAHIRAN PEKERJAAN KEBANGSAAN
(NATIONAL OCCUPATIONAL SKILLS STANDARD)

HT-012-3-2012
FOOD PREPARATION AND PRODUCTION
LEVEL 3



JABATAN PEMBANGUNAN KEMAHIRAN
KEMENTERIAN SUMBER MANUSIA, MALAYSIA



STANDARD KEMAHIRAN PEKERJAAN KEBANGSAAN
(NATIONAL OCCUPATIONAL SKILLS STANDARD)

STANDARD PRACTICE & STANDARD CONTENT
FOR

FOOD PREPARATION AND PRODUCTION
LEVEL 3



JABATAN PEMBANGUNAN KEMAHIRAN
KEMENTERIAN SUMBER MANUSIA, MALAYSIA

STANDARD PRACTICE (SP)

COMPETENCY PROFILE CHART (CPC)

COMPETENCY PROFILE (CP)

CURRICULUM OF COMPETENCY UNIT (CoCU)

TRAINING HOURS SUMMARY

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STANDARD PRACTICE
NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS)
FOR
FOOD PREPARATION AND PRODUCTION
LEVEL 3

1. INTRODUCTION

This is a new NOSS developed for Food Preparation and Production under the Hospitality Tourism sub sector of Food & Beverage. There is a high demand for skilled personnel in this field as the industry is developing rapidly. Based on the various sectors for development in National Key Economic Activities (NKEA) Economic Transformation Programme's, Chapter 10 that food and beverages represents one of the core components of tourist leisure and business tourism, the need for skilled personnel from the Food Preparation and Production industry is in demand.

The Malaysian Government is expected to contribute RM1.2 billion by 2020 which will be driven by higher tourist volume into the precinct and increased retail spend, food and beverage sales and higher hotel occupancy rates. The total number of jobs that will be created is estimated to be 14,500. Food and beverages represents one of the core components of tourist spend. Given the increase in arrivals as well as the shift towards high-yield tourists, there is an opportunity to increase GNI from food and beverage outlets by RM3.6 billion in 2020. This will be achieved through an increase in the number of food and beverage outlets which will be driven by additional demand arising from growth in the number of tourist arrivals.

We estimate the food and beverage segments will require approximately RM1.4 billion in capital expenditure. An estimated 9,600 job opportunities will also be generated due to this business opportunity, though these will predominantly be positions for lower-wage service workers given the nature of the industry. The government estimate the food and beverage segments will require approximately RM1.4 billion in capital expenditure. An estimated 9,600 job opportunities will also be generated due to this business opportunity, though these will predominantly be positions for lower-wage service workers given the nature of the industry.

To meet the government ambitious growth plan the tourism industry will need approximately 497,000 additional workers and 17 per cent estimated job vacancies that need to be filled in the Food & Beverage service area. This is recognised globally as a huge growth area and there is a need for properly trained personnel at all levels. This will provide a structured career path and career guidance for individuals and organizations alike. Having a suitably skilled workforce will position Malaysia as a centre of excellence in the region and help towards inward investment in the country.

This NOSS is developed focusing on Food Preparation and Production area.

The experts in this field can also pursue careers in other industries in Malaysia or internationally that have any food preparation and production establishment. They also can be exported to the international market due to the increasing need of experts in this field.

The demand for qualified and experienced Food Preparation and Production operation personnel is important as of now and may increase in the near future. Hence, the development of this NOSS is essential for the industry to have certain guidelines and standards based on the level of competencies that have been set by the industrial experts in this field.

Consequently, the development of this NOSS at Level 2&3 (*Refer Figure 1.2 Occupational Profile Chart for Food Preparation and Production operation*) is essential so that the sub sector will have complete standards and guidelines to be used by the industry.

2. OCCUPATIONAL STRUCTURE
Existing Occupational Structure

SECTOR	HOSPITALITY AND TOURISM
SUB SECTOR	KITCHEN
L5	FOOD PREPARATION AND PRODUCTION SERVICE
L4	FOOD PREPARATION AND PRODUCTION SERVICE
L3	L-041-3 CHEF DE PARTIE
L2	L-041-2 DEMI CHEF
L1	L-041-1 COMMIS

Figure 1.1 Existing occupational framework matrix for Kitchen sub sector.

Proposed Occupational Structure

SECTOR	HOSPITALITY AND TOURISM
SUB SECTOR	KITCHEN
LEVEL 5	FOOD PREPARATION AND PRODUCTION SERVICE
LEVEL 4	FOOD PREPARATION AND PRODUCTION SERVICE
LEVEL 3	FOOD PREPARATION AND PRODUCTION
LEVEL 2	FOOD PREPARATION AND PRODUCTION
LEVEL 1	NO LEVEL

Figure 1.2 Proposed occupational framework matrix for Kitchen sub sector.

3. DESCRIPTION OF COMPETENCY LEVEL

The NOSS is developed for various occupational areas. Candidates for certification must be assessed and trained at certain levels to substantiate competencies. Below is a guideline of each NOSS Level as defined by the Department of Skills Development, Ministry of Human Resources, Malaysia.

Malaysia Skills Certificate Level 1:	Competent in performing a range of varied work activities, most of which are routine and predictable.
Malaysia Skills Certificate Level 2:	Competent in performing a significant range of varied work activities, performed in a variety of contexts. Some of the activities are non-routine and required individual responsibility and autonomy.
Malaysia Skills Certificate Level 3:	Competent in performing a broad range of varied work activities, performed in a variety of contexts, most of which are complex and non-routine. There is considerable responsibility and autonomy and control or guidance of others is often required.
Malaysia Skills Diploma Level 4:	Competent in performing a broad range of complex technical or professional work activities performed in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and allocation of resources is often present.
Malaysia Skills Advanced Diploma Level 5:	Competent in applying a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts. Very substantial personal autonomy and often significant responsibility for the work of others and for the allocation of substantial resources features strongly, as do personal accountabilities for analysis, diagnosis, planning, execution and evaluation.

4. MALAYSIAN SKILL CERTIFICATION

Candidates after being assessed verified and fulfilled Malaysian Skill Certification requirements shall be awarded with Sijil Kemahiran Malaysia (SKM) for Level 2 & 3 as for Level 4 and 5 shall be awarded with Diploma Kemahiran Malaysia and Diploma Lanjutan Kemahiran Malaysia respectively. All candidates are also recommended to undergo on job training to attain knowledge and skills in the Food Preparation and Production field of work.

Assessment must be in accordance with the following:

This NOSS outlines Competency Unit (CU) in the Food Preparation and Production working environment as required by the industry and has been developed and documented following extensive collaboration across key Malaysian organisations. To meet the requirements of this industry, it is imperative that the CU outlined follow a high standard as well as maintenance of consistency throughout the assessment process. This can only be done by stipulating a precise framework in which the assessment of CU must be conducted. The training & assessment of a food preparation and production practitioner must be deployed in accordance with JPK policy and standard as follows:

- a. The final assessment of competence must include the combination of documented continuous assessment conducted by the facilitator during training and the results of post-training examination;
- b. The post-training examination must be practical in nature and involve demonstration & application of the CU utilizing real equipment and real-world examples;
- c. The CU as outlined in this NOSS must be assessed throughout the training program and during a post-training examination;
- d. The learning environment and facilities need to be in accordance with the requirements of the industries;
- e. The development and assessment of the CU must demonstrate that they develop transferable skills;
- f. The development and assessment of the CU must include documentation by candidates both during training and examination; and
- g. All training and assessment materials must be mapped and verified to be in accordance with the NOSS of Food Preparation and Production by a panel of industry subject matter experts appointed by JPK.

5. JOB COMPETENCIES

Food Preparation and Production Level 3 is competent in performing:

CORE

- Hygiene, Safety and Food Handling;
- Food Production Quantity and Quality Control;
- Catering Activities Coordination;
- Supervisory Administrative Functions;

ELECTIVE

- Basic Cost Control

6. WORKING CONDITIONS

Generally, Food Preparation and Production personnel task is according to work schedule and responsible to meet the operational requirements. They work on a specified food preparation and production operation activities in the foodservice establishment to provide the best of product and services to their customers. They may work individually or in a team in a conducive and safe environment. They must also be aware of new development in order to keep up-to-date in the rapidly changing of hospitality sector.

The specific responsibilities of most kitchen staffs are determined by a number of factors, including the type of establishment in which they work, location, dining session, type of meals, type of customers, and other relevant factors. Meals are prepared and produced in a required quantity with a selection of entrees, vegetables, and desserts. Food Preparation and Production staffs usually prepare and produced a wider selection of menu, according to what is ordered by the customers and required by the operation.

Food Preparation and Production workers perform routine, repetitive tasks such as lifting and moving food ingredients, cleaning and clearing, cutting and portioning, cooking and decorating, and other related tasks under the direction of Chefs and the customers. They are utmost important in the Food & Beverage industry because without them good food would not be able to be produced.

Working conditions vary with the type and quantity of food prepared and the local laws governing food service operations. Workers usually must withstand the pressure and strain of standing for hours at a time, lifting heavy raw food stuffs, pot and pans, working with hot and sharp apparatus and objects – and this come with job hazards that include slips and falls, cuts, and burns, but with proper precaution and training - injuries are seldom serious.

Working hours at hotel and restaurant may include early mornings, late evenings, holidays, and weekends. Work schedules of service staffs and other workers in factory and school cafeterias may be more regular.

7. EMPLOYMENT PROSPECTS

Food Preparation and Production personnel have a high employment prospect whether locally or internationally. This is because the local expertise workforce is recognised by other countries as being highly knowledgeable and skilled in the Food Preparation and Production industry. This in turn increases the demand for skilled personnel in this field to be employed locally or internationally.

As Malaysia had identified in the 3rd Industrial Master Plan and stated in the Tenth Malaysian Plan, renewable energy will be an important enabler for Malaysia to position itself at the international level. Employment growth in the food and beverages industry is significant and is in current demand. The food and beverages industry, specifically the Food Preparation and Production sector is growing rapidly in Malaysia and there are acute shortages of well-trained personnel in this area.

Other related occupation with respect to employment opportunities are:

- Director Food & Beverage
- Food Promoter for Multinational Food Company
- Lecturer
- Food Consultant
- Professional Caterer
- Restaurateur
- Celebrity Chef
- Personal Chef for Celebrity and Royalty
- Advisor for Food and Beverage Company
- Chef for Airlines Hotel, Restaurant, Cruise and others
- Research & Development

Other related industries with respect to employment opportunities are:

- Institutional Food Service Sector
- Accommodation Sector
- Recreation & Entertainment Sector
- Cruise & Yacht Industries
- Club & Private House
- Education Sector
- Public Sector
- Entrepreneurship

8. SOURCES OF ADDITIONAL INFORMATION

Local

- Chefs Association of Malaysia (CAM)
15B, Jalan Pandan Indah 1/23B,
Pandan Indah,
55100 Kuala Lumpur Malaysia
Tel : 03-9274 0217
Fax : 03-9274 0317
Website : <http://malysiachefs.com>
- Malaysian Association of Hotels (MAH)
C5-3 Wisma MAH, Jalan Ampang Utama 1/1,
One Ampang Avenue,
68000 Ampang, Selangor, Malaysia.
Tel : 03-42518477
Fax : 03-42528477
Website : <http://www.hotels.org.my>
- Malaysian Food and Beverage Executive Association (MFBEA)
Secretariat Office, 5-3-10, Danau Business Centre,
Jalan 3/109F, Taman Danau Desa
Kuala Lumpur
58100 Malaysia
Tel : 03 – 7980 3773
Fax : 03 – 7980 3773
Website : <http://mfbea.com.my/>
- Tourism Services Division, Ministry of Tourism Malaysia
Level 21 & 22, Menara Dato' Onn,
Putra World Trade Centre (PWTC),
45 Jalan Tun Ismail,
50695 Kuala Lumpur.
Tel : 03 – 2693 7111
Fax : 03 – 693 7451
Website : <http://www.motour.gov.my>

- Ministry of Information, Communications and Culture

Kompleks Sultan Abdul Samad,
Jalan Raja,
50610 Kuala Lumpur

Tel : 03 – 21627600
Fax : 03 – 26935114
Email : webmaster@kpkk.gov.my
Website : <http://www.kpkk.gov.my/>

International

- International Center – Food and Beverages

6900 Airport Road
Mississauga, Ontario
Canada L4V 1E8

Tel : 905.677.6131
Toll Free : 800.567.1199
Fax : 905.677.3089
Email : info@internationalcentre.com
Website : <http://www.internationalcentre.com>

- World Association of Chefs Societies (WACS)

52 Avenue Victor Hugo
75116 Paris

Tel : + 33 (0)1 44 17 32 94
Fax : + 33 (0)1 70 44 84 18
Email : office@worldchefs.org
Website : <http://www.wacs2000.org>

- Culinary Institute of America (CIA)

The Culinary Institute of America
1946 Campus Drive
Hyde Park, NY 12538

Tel : + 845-452-9600
Email : library@culinary.edu
Website : <http://www.ciachef.edu>

- Food & Beverage Institute (FBI)

Food and Beverage Institute Pty Ltd
Suite 501 Number 250 Pitt Street
Sydney Australia 2000

Tel : + 612 8256 5588
Email : inquiry@foodbeverageinstitute.com
Website : <http://www.foodbeverageinstitute.com>

9. VALIDATION

1.1 This Standard has been proofread by a qualified personnel, ie;

Name (IC No) : Rukayah Aman (5007150-04-5220)
Qualification : MSC Reading UK

1.2 This Standard has been circulated to the respective industry for two weeks for validation and feedback. The list of companies that have received the draft are as follow;

- i) **Pn. Zuraida binti Rashid**
Silverspoon International College
12-12a, Jalan OP 1/3
Pusat Perdagangan One Puchong
Off Jalan Puchong
47160 Puchong, Selangor
- ii) **Hajjah Asmah Laili**
No. 42, Jalan Setiawangsa 3
Taman setiawangsa
54200 Kuala Lumpur.
- iii) **Haji Mohd Sarujee bin Omar.**
- iv) **Manager - Human Resources Department**
Hotel Equatorial Bangi
Off Persiaran Bandar
43650 Bandar Baru Bangi, Selangor
- v) **Haji Harun Bin Nordin**
WISMA KAGUMAS
18, Jalan 9/3,
Taman IKS, Seksyen 9,
43650, Bandar Baru Bangi,
Selangor Darul Ehsan.

10. ACKNOWLEDGEMENT

The Director General of DSD would like to extend his gratitude to the organisations and individuals who have been involved in developing this standard.

11. **COMMITTEE MEMBERS FOR STANDARD PRACTICE (SP), COMPETENCY PROFILE CHART (CPC), COMPETENCY PROFILE (CP) AND CURRICULUM of COMPETENCY UNIT (CoCU)**

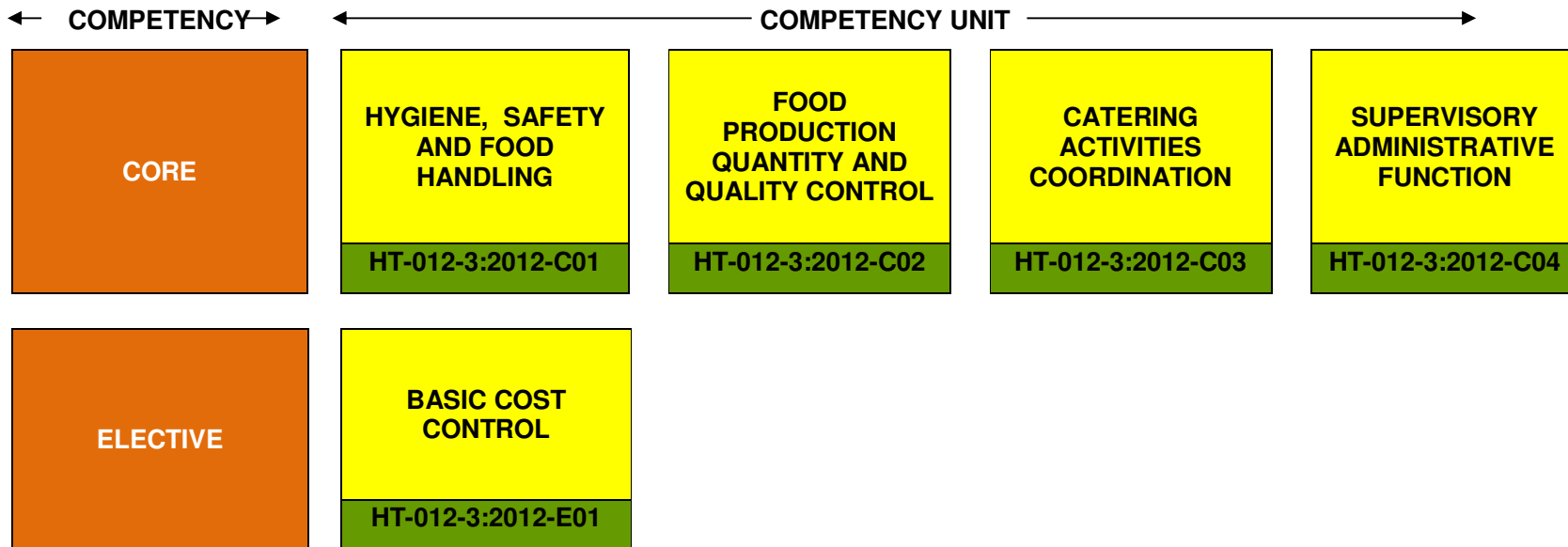
FOOD PREPARATION AND PRODUCTION

- LEVEL 2

PANEL		
1.	ANNIS BINTI JAMALUDDIN	LECTURER / CHEF ITTAR-IPP (PJ) SDN BHD
2.	KAMAL BIN MD SAAD	HEAD CHEF – ASIAN. BERJAYA UNIVERSITY COLLEGE K.L
3.	MOHD. SUHAILY B. SAHLAI	LECTURER IKIP ADVANCED SKILLS CENTER
4.	MOKHTAR BIN OSMAN	EXECUTIVE CHEF SIME DARBY GENTING VIEW RESORT
5.	HAJI MUHAMAD 'ASRI BIN ABU OSMAN @ OTHMAN	EXECUTIVE CHEF / F&B SELESA RESORT BUKIT TINGGI
6.	MOHD FAUZI BIN HJ.BASIR	HEAD CHEF GASTRO GLOBAL SDN BHD
7.	MOHD RAFIE BIN MOHD TAIB	LECTURER / CHEF PUSAT TEKNOLOGI PENGURUSAN LANJUTAN
8.	MOHD RIDZUAN BIN IDRIS	LEADER (BUTCHER DEPARTMENT) GRAND HYATT HOTEL KL
9.	MOHD ZIN BIN ABU HASSAN	EXECUTIVE CHEF SAJIAN DHIYAAFAN SDN BHD
10.	MUHAMMAD TARMIZI MOHD SAAD	CHIEF BUTCHER BERJAYA TIME SQUARE HOTEL
11.	ZULKAFLI MOHAMMAD	MALAY SOUS CHEF PUTRAJAYA MARRIOTT HOTEL
FACILITATOR		
12.	HAJI ISMAIL BIN OMAR	
DOCUMENTOR		
13.	MUHAMAD SYAFIQ BIN SHOHAIMI	

COMPETENCY PROFILE CHART (CPC)

SECTOR	HOSPITALITY AND TOURISM		
SUB SECTOR	KITCHEN		
JOB AREA	FOOD PREPARATION AND PRODUCTION		
JOB LEVEL	THREE (3)	JOB AREA CODE	HT-012-3:2012



COMPETENCY PROFILE (CP)

Sub Sector	KITCHEN			
Job Area	FOOD PREPARATION AND PRODUCTION			
Level	THREE (3)			
CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
1. Hygiene, Safety and Food Handling	L-010-3:2012-C01	<p>The CU title describes the competency in hygiene, safety and food handling verification.</p> <p>He or she is the person to carry out hygiene, safety and food handling verification at their work area.</p> <p>The person who is competent in this CU shall be able to verify hygiene and safety activities in the kitchen and in food handling production activities carry out and maintain hygiene, safety and food handling corrective action and verification document in accordance with guideline set by the establishment with Health Ministry department policies and local authority's requirements in consideration.</p>	1. Verify hygiene activities in the kitchen	<p>1.1 Hygiene activities in the kitchen adhered in accordance with Health Ministry, local authorities requirements and company Standard Operating Procedure (SOP)</p> <ul style="list-style-type: none"> • Types and method of hygiene activities checklist inspection determined • Hygiene activities in the kitchen inspected • Immediate feedback provided

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>4. Carry out hygiene, safety and food handling corrective action</p>	<ul style="list-style-type: none"> • Hygiene and safety in food handling production activities inspected • Immediate feedback provided <p>4.1 Corrective action performed to rectify any nonconformity to the standard set in accordance with Health Ministry requirement and company Standard Operating Procedure (SOP)</p> <ul style="list-style-type: none"> • Types of hygiene, safety and food handling production corrective action determined • Hygiene, safety and food handling production activities inspected and immediate feedback provided • Corrective action for hygiene, safety and food handling production proposed

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			5. Maintain Hygiene, Safety and Food handling verification document	5.1 Documentation updated in accordance with company Standard Operating Procedure (SOP) <ul style="list-style-type: none"> • Types of daily and monthly verification summary report determined • Daily and monthly verification summary report filled, updated and compiled • Daily and monthly verification summary report submitted to superior

Sub Sector	KITCHEN			
Job Area	FOOD PREPARATION AND PRODUCTION			
Level	THREE (3)			
CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
2. Food Production Quantity And Quality Control	L-010-3:2012-C02	<p>The CU title describes the competency in food production quantity and quality control.</p> <p>He or she is the person to carry out Food production quantity and quality control at their work area.</p> <p>The person who is competent in this CU shall be able to identify quality, consistencies and quantity of food production requirement, obtain quality and quantity control checklist, prepare daily food production quantity and quality control activities summary report and maintain monthly food production quantity and quality control activities document in accordance with the establishment requirement and company Standard Operating Procedure (SOP).</p>	<p>1. Identify quality, consistencies and quantity of food production requirement.</p> <p>2. Obtain quality and quantity control checklist</p>	<p>1.1 Quality, consistencies and quantity of food production requirement adhered in accordance with food standard set by the establishment</p> <ul style="list-style-type: none"> Types of quality, consistencies and quantity of food production requirement determined <p>2.1 Quality and quantity control checklist determined in accordance with food standard set by the establishment</p> <ul style="list-style-type: none"> Types of quality and quantity control checklist selected Quality and quantity control checklist report interpreted

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>The outcome of this competency is to ensure food produced meet the requirement in accordance with food standard set by the establishment and to provide food for guest satisfaction.</p>	<p>3. Prepare daily food production quantity and quality control activities summary report</p>	<ul style="list-style-type: none"> • Standard Operating Procedure (SOP) determined • Product specification requirements checked <ul style="list-style-type: none"> – Quality and quantity control specification • Product produced meet the required set • Immediate feedback provided <p>3.1 Food production quality and quantity control summary report compiled in accordance with the establishment requirement</p> <ul style="list-style-type: none"> • Types of daily food production quality and quantity control and summary report determined • Daily food production quality and quantity control summary report filled • Daily food production quality and quantity control summary report submitted to relevant department

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>4. Maintain monthly food production quantity and quality control activities document</p>	<p>4.1 Documentation updated in accordance with company Standard Operating Procedure (SOP)</p> <ul style="list-style-type: none"> • Types of monthly food production quality and quantity control summary report determined • Monthly food production quality and quantity control summary report filled and updated • Monthly food production quality and quantity control summary report compiled • Monthly food production quality and quantity control summary report submitted to relevant department

Sub Sector	KITCHEN			
Job Area	FOOD PREPARATION AND PRODUCTION			
Level	THREE (3)			
CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
3. Catering Activities Coordination	L-010-3:2012-C03	<p>The CU title describes the competency in catering coordination.</p> <p>He or she is the person to coordinate catering activities at their work area.</p> <p>The person who is competent in this CU shall be able to verify venue, space allocation for catering activities, equipment and utensils selection and clearing work area at catering activities, confirm type of menu and setting for catering activities, carry out catering coordination in accordance with establishment working procedure.</p> <p>The outcome of this competency is to ensure catering coordination meet the requirement in accordance with</p>	<p>1. Verify venue and space allocation for catering activities</p> <p>2. Confirm type of menu and setting for catering activities</p>	<p>1.1 Venue and space allocation determined in accordance with company Event Order and Banquet Manual</p> <p>1.2 Venue and space allocation inspected in accordance with company Event Order and Banquet Manual</p> <ul style="list-style-type: none"> • Type of check list determined • Standard of check list selected <p>2.1 Catering activities menu prepared in accordance with company Event Order and Banquet Manual</p> <p>2.2 Types of menu and setting checked in accordance with company Event Order and Banquet Manual</p> <ul style="list-style-type: none"> • Theme • Set-up

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>establishment standard and to provide excellent service for guest satisfaction.</p>	<p>3. Verify equipment and utensils selection</p> <p>4. Carry out catering coordination</p> <p>5. Verify clearing work at catering activities area</p>	<p>3.1 Type of utensils and equipment are used in accordance with company Event Order</p> <ul style="list-style-type: none"> • Equipment and utensils list checked • Display item checked <p>4.1 Catering set-up are in accordance with company event order and banquet manual</p> <ul style="list-style-type: none"> • Buffet display and dishes arrangement checked • Safety requirements in arranging buffet display and dishes applied <p>5.1 Clearing at catering activities area done in accordance with company work procedure</p> <ul style="list-style-type: none"> • Cleanliness of the work place checked • Equipment, utensils buffet display and dishes cleared from the buffet line checked

Sub Sector	KITCHEN			
Job Area	FOOD PREPARATION AND PRODUCTION			
Level	THREE (3)			
CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
4. Supervisory Administrative Functions	L-010-3:2012-C04	<p>This CU Title is to describe supervisory administrative functions.</p> <p>He or she is accountable to supervise the operation in their section.</p> <p>The person who is competent in supervisory administrative function shall be able to manage the sectional staffs, coordinate section budget, record sectional documentation, supervise procurement and inventory record and in accordance with establishment requirement.</p> <p>The outcome of this competency is to manage and supervise the supervisory administrative function in accordance with Standard Operating Procedure (SOP).</p>	<p>1. Manage the sectional staffs</p> <p>2. Coordinate section budget</p>	<p>1.1 The sectional staffs are monitored in accordance with company job description.</p> <ul style="list-style-type: none"> • staff strength determined • event forecast determined • Sectional operational shift established • Job schedule established <p>2.1 Section budget adhered in accordance with the departmental allocation.</p> <ul style="list-style-type: none"> • Section budget interpreted • Section budget implemented

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			5. Supervise inventory record	5.1 Inventory record maintained, controlled and prepared in accordance with Standard Operating Procedure (SOP). <ul style="list-style-type: none"> • Inventory record checklist obtained • Sectional inventory • Supplies maintain and controlled

Sub Sector	KITCHEN			
Job Area	FOOD PREPARATION AND PRODUCTION			
Level	THREE (3)			
CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
5. Basic Cost Control	L-010-3:2012-E01	<p>The CU title describes the competency in basic cost control.</p> <p>He or she is the person to carry out basic cost control at the work area.</p> <p>The person who is competent in this CU shall be able to identify basic yield cost analysis and food cost percentage, determine portion control, carry out food cost control and maintain procurement and inventory report in accordance with standard accounting practices and standard recipes.</p> <p>The outcome of this competency is to expose and familiarize the person on the basic cost control in accordance with company accounting practices.</p>	<p>1. Identify basic yield cost analysis</p> <p>2. Identify food cost percentage</p>	<p>1.1 Basic yield cost analysis done in accordance with standard accounting practices</p> <ul style="list-style-type: none"> • Form of basic yield cost analysis determined • Method of basic yield cost analysis determined • Basic yield cost analysis prepared <p>2.1 Food cost percentage calculated in accordance with standard accounting practices</p> <ul style="list-style-type: none"> • Form of food cost percentage calculation determined • Method of food cost percentage calculation determined • Food cost percentage calculation prepared

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			5. Maintain procurement and inventory report	5.1 Procurement and inventory report compiled in accordance with company policies. <ul style="list-style-type: none"> • Types of procurement and inventory report determined • Procurement and inventory report prepared and updated • Procurement and inventory report compiled • Procurement and inventory summary report submitted to relevant department

CURRICULUM OF COMPETENCY UNIT (CoCU)

Sub Sector	KITCHEN						
Job Area	FOOD PREPARATION AND PRODUCTION						
Competency Unit Title	HYGIENE, KITCHEN SAFETY AND FOOD HANDLING						
Learning Outcome	<p>The person who is competent in this CU shall be able to verify 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:-</p> <ul style="list-style-type: none"> • Verify hygiene activities in the kitchen • Verify safety activities in the kitchen • Verify hygiene and safety in food handling production activities • Carry out hygiene, safety and food handling corrective action • Maintain Hygiene, Safety and Food handling verification document 						
Competency Unit ID	HT-012-3:2012-C01	Level	3	Training Duration	250	Credit Value	25
Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Verify hygiene activities in the kitchen	i. Hazard Analysis Critical Control Point (HACCP) applications in the kitchen <ul style="list-style-type: none"> • Prerequisite programme • HACCP practice ii. Steps in verifying hygiene activities in the kitchen			16	Lecture, Video Presentation & Observation	i. HACCP application in the kitchen determined. ii. Steps in implementing and verifying hygiene activities identified.	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Assessing hygiene hazards • Identify critical control points • Setting standards in critical control points • Setting up monitoring procedures • Corrective actions • Setting up record keeping system • Verify the system works 					<ul style="list-style-type: none"> iii. Hygiene requirements are checked and executed iv. The hygiene records are updated, kept in order and confirmed.
		<ul style="list-style-type: none"> i. Check hygiene requirements ii. Verify that the steps are implemented in accordance with the hygiene standards. iii. Check the records are updated and kept in order. 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in identifying hygiene activities in the kitchen. <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to hygiene and safety requirement. 	32	Demonstration, Observation & Hand-on practice	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Verify safety activities in the kitchen	i. Work place safety <ul style="list-style-type: none"> • Steps in preventing cuts • Steps in preventing burns and dealing with fire • Steps in preventing injuries from machine and equipment • Steps in preventing falls • Steps in preventing strains and injury from lifting ii. Steps in verifying safety activities implemented are functioning. <ul style="list-style-type: none"> • Monitoring • Inspection • Corrective action • Record keeping 			16	Lecture, Video Presentation & Observation	i. Criteria of safe work place identified ii. Steps in preventing cuts applied. iii. Steps in preventing burns and dealing with fire adhere iv. Steps in preventing injuries from machine and equipment applied. v. Steps in preventing falls adhered. vi. Steps in preventing strains and injury from lifting applied.
		i. Perform steps in preventing cuts ii. Perform steps in preventing burns and dealing with fire iii. Perform steps in preventing injuries from machine and equipment		32	Demonstration, Observation & Hand-on practice	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		iv. Perform steps in preventing falls v. Perform steps in preventing strains and injury from lifting	<u>Attitude:</u> i. Meticulous in identifying hazards in the kitchen. ii. Meticulous in identifying steps taken in ensuring safe working environment in the kitchen. <u>Safety:</u> i. Adhere to safety and HACCP requirement.			
3. Verify hygiene and safety in food handling production activities	i. Importance of records on hygiene and safety in food handling production activities <ul style="list-style-type: none"> • Safety awareness • Food contamination ii. Hygiene and safety steps, process and procedures in food handling production activities			16	Lecture, Video Presentation & Observation	i. Importance of records on hygiene and safety in food handling production activities identified. ii. Hygiene and safety steps, process and procedures in food handling production activities identified

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Monitoring • Inspection • Corrective action • Record keeping • Verify system work 	<ul style="list-style-type: none"> i. Determine types of record keeping <ul style="list-style-type: none"> • Forms • Checklists ii. Select filing system used for record keeping <ul style="list-style-type: none"> • Manual • Data entry iii. Update record keeping for hygiene and safety in food handling 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in identifying the usage of different types of forms, checklists and documentation for hygiene, safety and food handling corrective actions. <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to safety and HACCP requirement 	32	Demonstration, Observation & Hand-on practice	<ul style="list-style-type: none"> iii. Types of forms, checklists and documentation for record keeping determined iv Suitable filing system used for record keeping chosen. v Record keeping update for hygiene and safety in food handling applied

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Carry out hygiene, safety and food handling corrective action	i. Critical control points in hygiene, safety and food handling <ul style="list-style-type: none"> • Critical limit management <ul style="list-style-type: none"> - Analyse - Development - Monitoring - Inspection ii. Corrective critical control points on hygiene, safety and food handling <ul style="list-style-type: none"> • Corrective action management <ul style="list-style-type: none"> - Analyse - Development - Monitoring - Inspection 	i.		16	Lecture, Video Presentation & Observation	i. Food items classification determined. ii. Faults in hygiene, safety and food handling production applied iii. Hygiene, safety and food handling corrective action carried out. iv. Documentations and checklist update on hygiene, safety and food handling corrective actions applied
		i. Identify faults in hygiene, safety and food handling production ii. Determine appropriate corrective actions taken in hygiene, safety and food handling corrective action iii. Execute appropriate hygiene, safety and food handling corrective actions		40	Demonstration, Observation & Hand-on practice	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		iv. Update documentations and checklist on hygiene, safety and food handling corrective actions.	<p><u>Attitude:</u></p> <p>i. Meticulous in identifying the usage of different types of forms, checklists and documentation for hygiene, safety and food handling corrective actions.</p> <p><u>Safety:</u></p> <p>i. Adhere to safety and HACCP requirement.</p>			
5. Maintain hygiene, safety and food handling verification document	<p>i. Types of records and data in maintaining hygiene, safety and food handling</p> <ul style="list-style-type: none"> • Hygiene inspection checklist • Safety inspection checklist • Food handling inspection checklist • Food product checklist 			16	Lecture & Observation	<p>i. Types of forms, checklists and documentation for record keeping identified.</p> <p>ii. Suitable filing system used for record keeping interpreted.</p>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	ii. Types of procedures to record and update sectional documentation <ul style="list-style-type: none"> • Writing skill in recording and updating <ul style="list-style-type: none"> - Manual - Data entry 					ii. Record keeping, updates and maintaining are executed
		i. Determine types of forms, checklists and documentation for record keeping <ul style="list-style-type: none"> • Hygiene inspection forms and checklist • Safety inspection forms and checklist • Food handling inspection forms and checklist • Food product forms and checklist 	<u>Attitude:</u> i. Meticulous in maintaining the hygiene, safety and food handling verification document <u>Safety:</u> i. Adhere to safety and HACCP requirement.	34	Demonstration, Observation & Hand-on Practices	

Employability Skills

CORE ABILITIES	SOCIAL SKILLS
<p>01.07 Utilize database applications to locate and process information</p> <p>01.08 Utilize spreadsheets applications to locate and process information.</p> <p>01.09 Utilize business graphic application to process information</p> <p>01.10 Apply a variety of mathematics techniques</p> <p>01.11 Apply thinking skills and creativity</p> <p>02.09 Prepare flowcharts</p> <p>02.10 Prepare report and instructions</p> <p>02.11 Convey information and ideas to people</p> <p>03.09 Manage and improve performance of individuals</p> <p>03.10 Provide consultation and counseling</p> <p>03.11 Monitor and evaluate performance of human resources</p> <p>03.12 Provide coaching/on-the job training</p> <p>03.13 Develop and maintain team harmony and resolve conflicts</p> <p>03.14 Facilitate and coordinate teams and ideas</p> <p>03.15 Liaise to achieve identified outcome</p> <p>03.16 Identify and access client/customer needs</p> <p>03.17 Identify staff training needs and facilitate access to training</p> <p>04.06 Allocate work</p> <p>04.07 Negotiable acceptance and support for objective and strategies</p> <p>05.01 Implement project/work plans</p> <p>05.02 Inspect and monitor work done and/or in progress</p> <p>06.07 Develop and maintain networks</p>	<ol style="list-style-type: none"> 1. Communication Skills 2. Conceptual Skills 3. Interpersonal Skills 4. Leadership skills 5. Learning 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

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Sub Sector		KITCHEN						
Job Area		FOOD PREPARATION AND PRODUCTION						
Competency Unit Title		FOOD PRODUCTION QUANTITY AND QUALITY CONTROL						
Learning Outcome		<p>The person who is competent in this CU shall be able to practice food production quantity and quality control activities to ensure food produced meet the required result in accordance with food standard set by the establishment and to provide food for guest satisfaction. Upon completion of this competency unit, trainee will be able to:-</p> <ul style="list-style-type: none"> Identify quality, consistencies and quantity of food production requirement Obtain quality and quantity control checklist Prepare daily food production quantity and quality control activities summary report Maintain monthly food production quantity and quality control activities document 						
Competency Unit ID		HT-012-3:2012-C02	Level	3	Training Duration	200	Credit Value	20
Work Activities	Related Knowledge	Related Skills		Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify quality, consistencies and quantity of food production requirement	i. Introduction types of food production requirement <ul style="list-style-type: none"> Quality Consistencies Quantity 				16	Lecture & Observation	i. Types of quality, consistencies and quantity of food production interpreted ii. Quality, consistencies and quantity of food production requirement determined	
		i. Determine types of quality, consistencies and quantity of food production requirement ii. Adhere quality, consistencies and quantity of food production requirement		32	Demonstration, Observation & Hand-on Practices			

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Attitude:</u> i. Adhere in following production schedule <u>Safety:</u> i. Adhere to safety and HACCP requirement			
2. Obtain quality and quantity control checklist	i. Quality and quantity control specification <ul style="list-style-type: none"> • Portioning • Costing • Presentation ii. Standard Operating Procedure (SOP) iii. Checking techniques <ul style="list-style-type: none"> • Visual • Manual • Data entry iv. Types of quality control checklist <ul style="list-style-type: none"> • Colour • Odour • Flavour • Texture • Shape 			16	Lecture & Observation	i. Quality and quantity control checklist identified ii. Types of quality and quantity control checklist selected iii. Quality and quantity control checklist report interpreted iv. Standard Operating Procedure (SOP) identified v. Product specification requirements identified
		i. Determine quality and quantity control checklist and report ii. Determine Standard Operating Procedure (SOP)		32	Demonstration, Observation & Hand-on Practices	vi. Product meet the require set determined vii. Immediate feedback practiced

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		iii. Check product specification requirements <ul style="list-style-type: none"> • Quality and quantity control specification iv. Produce product meet the require set v. Provide Immediate feedback	<u>Attitude:</u> i. Knowledge of quality and quantity control specification <u>Safety:</u> i. Adhere to safety and HACCP requirement			
3. Prepare daily food production quantity and quality control activities summary report	i. Types of daily food production quality and quantity control summary report <ul style="list-style-type: none"> • Opening report • Inter-shift report • Closing report Summary report of daily food production quality and quantity control <ul style="list-style-type: none"> • Manual • Database 			16	Lecture & Observation	i. Types of daily food production quality and quantity control and summary report identified ii. Daily food production quality and quantity control filled up summary report applied

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Determine types of daily food production quality and quantity control and summary report ii. Fill up daily food production quality and quantity control summary report iii. Submit daily food production quality and quantity control summary report to relevant department 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Accuracy in filling summary report ii. Ensure quality control iii. Summary report is filled thoroughly <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to safety and HACCP requirement 	40	Demonstration, Observation & Hand-on Practices	<ul style="list-style-type: none"> iii. Daily food production quality and quantity control summary report submit to relevant department practiced

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
4 Maintain monthly food production quantity and quality control activities document	<ul style="list-style-type: none"> i. Introduction types of monthly food production quality and quantity control and summary report ii. Method of filling monthly food production quality and quantity control summary report 			16	Lecture & Observation	<ul style="list-style-type: none"> i. Monthly food production quality and quantity control summary report determined ii. Monthly food production quality and quantity control fill and update summary report practiced
		<ul style="list-style-type: none"> i. Identify types of monthly food production quality and quantity control summary report ii. Update monthly food production quality and quantity control summary report iii. Compile monthly food production quality and quantity control summary report iv. Submit monthly food production quality and quantity control summary report submitted to relevant department 		32	Demonstration, Observation & Hand-on Practices	<ul style="list-style-type: none"> iii. Monthly food production quality and quantity control summary report assembled iv. Monthly food production quality and quantity control summary report distributed

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Attitude</u> i. Accuracy in filling summary report ii. Ensure quality control summary report is filled thoroughly <u>Safety :</u> i. Adhere to safety and HACCP requirement			

Employability Skills

CORE ABILITIES	SOCIAL SKILLS
<p>01.07 Utilize database applications to locate and process information</p> <p>01.08 Utilize spreadsheets applications to locate and process information.</p> <p>01.09 Utilize business graphic application to process information</p> <p>01.10 Apply a variety of mathematics techniques</p> <p>01.11 Apply thinking skills and creativity</p> <p>02.09 Prepare flowcharts</p> <p>02.10 Prepare report and instructions</p> <p>02.11 Convey information and ideas to people</p> <p>03.09 Manage and improve performance of individuals</p> <p>03.10 Provide consultation and counseling</p> <p>03.11 Monitor and evaluate performance of human resources</p> <p>03.12 Provide coaching/on-the job training</p> <p>03.13 Develop and maintain team harmony and resolve conflicts</p> <p>03.14 Facilitate and coordinate teams and ideas</p> <p>03.15 Liaise to achieve identified outcome</p> <p>03.16 Identify and access client/customer needs</p> <p>03.17 Identify staff training needs and facilitate access to training</p> <p>04.06 Allocate work</p> <p>04.07 Negotiable acceptance and support for objective and strategies</p> <p>05.01 Implement project/work plans</p> <p>05.02 Inspect and monitor work done and/or in progress</p> <p>06.07 Develop and maintain networks</p>	<ol style="list-style-type: none"> 1. Communication Skills 2. Conceptual Skills 3. Interpersonal Skills 4. Leadership skills 5. Learning 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

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<ol style="list-style-type: none"> 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 <ul style="list-style-type: none"> • 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/

Sub Sector		KITCHEN						
Job Area		FOOD PREPARATION AND PRODUCTION						
Competency Unit Title		CATERING ACTIVITIES COORDINATION						
Learning Outcome		<p>The person who is competent in this CU shall be able to verify venue, space allocation for catering activities, equipment and utensils selection and clearing work area at catering activities, confirm type of menu and setting for catering activities, carry out catering coordination in accordance with establishment working procedure;-</p> <ul style="list-style-type: none"> • Verify venue and space allocation for Catering Activities • Confirm type of menu and setting for Catering Activities • Verify equipment and utensils selection • Carry out catering coordination • Verify clearing work at catering activities area 						
Competency Unit ID		HT-012-3:2012-C03	Level	3	Training Duration	300	Credit Value	31
Work Activities	Related Knowledge	Related Skills		Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Verify venue and space allocation for catering activities	i. Introduction to the catering industry and catering segment ii. On-premise catering iii. Off-premise catering iv. Types of catering <ul style="list-style-type: none"> • Set • Buffet • Barbeque • Cocktail • Wedding • Special occasion <ul style="list-style-type: none"> - Birthday v. Deciding factor whether to accept the catering business				22	Lecture, Video Presentation & Observation	i. Lay-out plan drafted for proposal ii. Logistic requirement identified	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Location • Logistic • Budget vi. Follow up steps after site visits <ul style="list-style-type: none"> • Planning • Costing • Layout plan <ul style="list-style-type: none"> • Floor plan 					
		i. Design lay-out plan based on site visits ii. Determine the logistic requirement	<u>Attitude:</u> i. Meticulous in identifying type of kitchen equipment maintenance. <u>Safety:</u> i. Adhere to Standard Operating Procedure (SOP).	52	Demonstration, Observation & Hand-on Practices	
2. Confirm type of menu and setting for Catering Activities	i. Factors to consider before deciding on the menu and setting for catering activities <ul style="list-style-type: none"> • Equipment needs and layout design • Considerations • Utilities • The Menu • Workstations • Style of Service 			22	Lecture, Video Presentation & Observation	i. Type of menu confirmed ii. Goods are ordered iii. Required equipment obtained iv. Manpower identified

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> Obtaining Equipment Storage of Equipment 					v. Work co-ordinately with others to ensure a success operation are practiced
		i. Confirm the menu <ul style="list-style-type: none"> Identify types of menus Method of presenting <ul style="list-style-type: none"> Buffet Stall concept Street hawkers concept ii. Purchase of goods base on : <ul style="list-style-type: none"> Budget Concept Logistic iii. Determine the required equipment <ul style="list-style-type: none"> Menu selection Volume iv. Plan manpower base on: <ul style="list-style-type: none"> Service selection Volume v. Coordinate with others to ensure a success operations <ul style="list-style-type: none"> Logistic Time management Safety & security 	<u>Attitude:</u> <ul style="list-style-type: none"> Meticulous in identifying various aspects to ensure a success catering operations. <u>Safety:</u> <ul style="list-style-type: none"> Adhere to Standard Operating Procedure (SOP). 	52	Demonstration, Observation & Hand-on Practices	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Verify equipment and utensils selection	i. Catering equipment and utensils ii. Equipment and utensil process flow. iii. Equipment and utensil record iv. Equipment and utensil documentation such as: <ul style="list-style-type: none"> • Equipment and utensil Standard Operating Procedures • Equipment and utensil manual 			16	Lecture, Video Presentation & Observation	i. Type and quantity of utensils and equipment identified ii. Equipment and utensil usage flows determined iii. Equipment and utensils records performed iv. Proper usage of equipment and utensils clarified
		i. Determine type and quantity of utensils and equipment ii. Identify equipment and utensil usage flows iii. Maintain equipment and utensils records iv. Ensure proper usage of equipment and utensils	<u>Attitude:</u> i. Meticulous in arranging kitchen equipment activities. <u>Safety:</u> i. Adhere to Standard Operating Procedure (SOP).	32	Demonstration, Observation & Hand-on Practices	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Carry out catering coordination	i. Catering plan <ul style="list-style-type: none"> • Time line planning • Production schedule • Staffing planning ii. Execution of tasks <ul style="list-style-type: none"> • Job tasks • Logistic • Location iii. Catering organising <ul style="list-style-type: none"> • Human • Capital /Assets • Financial • Equipment iv. Implementation of catering control <ul style="list-style-type: none"> • Operations • Operational Tasks • Flow of Food • Recipes • Recipe Adjustment • Convenience Foods • Menus Food Preparation 			16	Lecture, Video Presentation & Observation	i. Catering operations plan initiated ii. Coordination between all resources involved instigate iii. Control throughout the operations to avoid any mistakes performed
		i. Plan for catering operations are initiated to cater for the actual event ii. Initiate coordination between all resources involved iii. Implementation and control throughout the operations to avoid any mistakes		40	Demonstration, Observation & Hand-on Practices	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Attitude:</u> i. Meticulous in arranging kitchen equipment activities. <u>Safety:</u> i. Adhere to Standard Operating Procedure (SOP).			
5. Verify clearing work at catering activities area	i. Managing catering equipment <ul style="list-style-type: none"> • Type of equipment • Type of catering function ii. Front-of-the-house equipment <ul style="list-style-type: none"> • Cutleries • Crockeries • Earthware • Holloware iii. Back-of-the-house equipment <ul style="list-style-type: none"> • Cooking equipment and utensils • Food display utensils • Decoration iv. Rental equipment <ul style="list-style-type: none"> • Mobile stall • Tents, tables and chairs 			16	Lecture, Video Presentation & Observation	i. Managing of catering equipment adhered. ii. Clearing of work place area, equipment and utensils performed. Returns of equipment and utensils to its appropriate storages adhered. iii. Catering inventory checklists determined.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	v. Clearing steps and supervision <ul style="list-style-type: none"> • Soil wastage • Dry wastage • Inspection vi. Cleaning and storing <ul style="list-style-type: none"> • Catering equipment • Catering utensils • Linen 					
		i. Supervise clearing activities of work place area, equipment and utensils ii. Coordinate the returns of equipment and utensils to its appropriate storages iii. Maintain catering inventory checklists iv. Ensure cleaned display equipment stored properly	<u>Attitude:</u> i. Meticulous in arranging kitchen equipment activities. <u>Safety:</u> i. Adhere to Standard Operating Procedure (SOP).	32	Demonstration, Observation & Hand-on Practices	

Employability Skills

CORE ABILITIES	SOCIAL SKILLS
01.07 Utilize database applications to locate and process information 01.08 Utilize spreadsheets applications to locate and process information. 01.09 Utilize business graphic application to process information 01.10 Apply a variety of mathematics techniques 01.11 Apply thinking skills and creativity 02.09 Prepare flowcharts 02.10 Prepare report and instructions 02.11 Convey information and ideas to people 03.09 Manage and improve performance of individuals 03.10 Provide consultation and counseling 03.11 Monitor and evaluate performance of human resources 03.12 Provide coaching/on-the job training 03.13 Develop and maintain team harmony and resolve conflicts 03.14 Facilitate and coordinate teams and ideas 03.15 Liaise to achieve identified outcome 03.16 Identify and access client/customer needs 03.17 Identify staff training needs and facilitate access to training 04.06 Allocate work 04.07 Negotiable acceptance and support for objective and strategies 05.01 Implement project/work plans 05.02 Inspect and monitor work done and/or in progress 06.07 Develop and maintain networks	1. Communication Skills 2. Conceptual Skills 3. Interpersonal Skills 4. Leadership skills 5. Learning Skills 6. Multitasking and prioritizing 7. Self-discipline 8. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : TRAINEES)
1. Kitchen Equipment	1 : 5
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5. Standard Recipe	1 : 1
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Sub Sector	KITCHEN						
Job Area	FOOD PREPARATION AND PRODUCTION						
Competency Unit Title	SUPERVISORY ADMINISTRATIVE FUNCTIONS						
Learning Outcome	<p>The person who is competent in this CU shall be able to perform supervisory administrative function to manage and supervise in accordance with Standard Operating Procedure (SOP). Upon completion of this competency unit, trainee will be able to:-</p> <ul style="list-style-type: none"> • Manage the sectional staffs • Coordinate section budget • Record sectional documentation • Supervise procurement record • Supervise inventory record 						
Competency Unit ID	HT-012-3:2012-C04	Level	3	Training Duration	248	Credit Value	25
Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Manage the sectional staffs	i. Introduction to kitchen department and its operations <ul style="list-style-type: none"> • Basis of kitchen sectional organization • Staff strength • Event forecast • Sectional operational shift • Job schedule ii. Importance of manage sectional staff <ul style="list-style-type: none"> • Effective operation • Cost administration 			16	Lecture, Video Presentation & Observation	i. Staff strength identified ii. Event forecast identified iii. Sectional operational shift and job schedule perform iv. The sectional staffs are monitored	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iii. Types of procedure for manage sectional staff <ul style="list-style-type: none"> • Staff orientation • Monitoring staff performance • Evaluation staff performance • Motivation • Training • Counseling 					
		i. Determine staff strength <ul style="list-style-type: none"> • Event • Volume ii. Determine event forecast <ul style="list-style-type: none"> • Daily • Weekly • Monthly • Quarterly • Yearly iii. Establish sectional operational shift and job schedule <ul style="list-style-type: none"> • Operation hour • Job delegation • Job rotation 	<u>Attitude</u> i. Knowledge of sectional staffs management requirement <u>Safety :</u> i. Adhere to safety and HACCP requirement	32	Demonstration, Presentation & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Coordinate section budget	i. Section budget <ul style="list-style-type: none"> • Staff allocation • Staff salary • Overtime • Equipment and utensils ii. Importance of coordinate section budget <ul style="list-style-type: none"> • Cost factor iii. Type of procedure for coordinate section budget <ul style="list-style-type: none"> • Forecast • Monitor • Evaluate 			16	Lecture, Video Presentation & Observation	i. Section budget determined ii. Propose for coordinate section budget interpreted iii. Procedure for coordinate section budget implemented
		i. Interpret section budget ii. Identify propose for coordinate section budget iii. Determine procedure for coordinate section budget	<u>Attitude</u> i. Knowledge of sectional budget requirement <u>Safety</u> i. Adhere to safety and HACCP requirement	34	Demonstration, Presentation & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Record sectional documentation	i. Sectional documentation <ul style="list-style-type: none"> • Inventory • Checklist • Procurement • Personnel documentation • Operational documentation <ul style="list-style-type: none"> - Duty roaster - Communication log book - Briefing minutes • Reference • Record • Quality upgrade ii. Types of procedures to record and update sectional documentation <ul style="list-style-type: none"> • Writing skill in recording and updating <ul style="list-style-type: none"> - Manual - Data entry 			16	Lecture, Video Presentation & Observation	i. Types of sectional documentation identified ii. Sectional documentation format determined iii. Procedure of record and update sectional documentation applied iv. Sectional inventory, checklist, procurement, personnel and operational documentation recorded and updated
		i. Determine sectional documentation format ii. Follow procedure of record and update sectional documentation iii. Record and update <ul style="list-style-type: none"> • sectional inventory • Checklist • Procurement 		40	Demonstration, Presentation & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> • Personnel • Operational documentation 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in update sectional documentation ii. Clarity and responsible in update sectional documentation iii. Adhere to update dateline <p><u>Safety :</u></p> <ul style="list-style-type: none"> i. Adhere to safety and HACCP requirement 			
4. Supervise procurement record	<ul style="list-style-type: none"> i. Sectional procurement <ul style="list-style-type: none"> • Section performance • Budget • Cost ii. Importance of supervise procurement record <ul style="list-style-type: none"> • Cost factor • Upgrading iii. Sectional procurement request checklist <ul style="list-style-type: none"> • Manual • Data entry iv. Type of procedure to supervise procurement record <ul style="list-style-type: none"> • Monitor • Maintain Control 			16	Lecture, Video Presentation & Observation	<ul style="list-style-type: none"> i. Procurement record identified ii. Sectional procurement request checklist applied iii. Sectional procurement identified iv. Supplies maintain and controlled v. Procedures for supervise procurement record practiced

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Obtain sectional procurement request checklist ii. Determine sectional procurement iii. Apply procedure to supervise sectional procurement <ul style="list-style-type: none"> • Monitor • Maintain • Control iv. Follow the procedures for supervise sectional procurement 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Knowledge of procurement record ii. Clarity and responsible in supervise procurement record documentation iii. Adhere to update dateline <p><u>Safety :</u></p> <ul style="list-style-type: none"> i. Adhere to safety and HACCP requirement 	32	Demonstration, Presentation & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
5. Supervise inventory record	i. Sectional inventory <ul style="list-style-type: none"> • Food inventory • Utensils inventory • Equipment inventory ii. Importance of supervise inventory record <ul style="list-style-type: none"> • Effective operation • Cost factor iii. Sectional inventory record <ul style="list-style-type: none"> • Daily • Weekly • Monthly • Yearly iv. Types of procedures to supervise inventory record <ul style="list-style-type: none"> • Monitor • Maintain • Control 			16	Lecture, Video Presentation & Observation	i. Sectional inventory record checklist determined ii. Supplies maintained and controlled iii. Procedures for supervise inventory record practiced
		i. Identify inventory record checklist ii. Determine sectional inventory iii. Apply procedure to supervise inventory record <ul style="list-style-type: none"> • Monitor • Maintain • Control 		32	Demonstration, Presentation & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		iv. Follow the procedures for supervise inventory record	<u>Attitude:</u> i. Knowledge of inventory record ii. Clarity and responsible in supervise inventory record iii. Adhere to update dateline <u>Safety :</u> i. Adhere to safety and HACCP requirement			

Employability Skills

CORE ABILITIES	SOCIAL SKILLS
01.07 Utilize database applications to locate and process information 01.08 Utilize spreadsheets applications to locate and process information. 01.09 Utilize business graphic application to process information 01.10 Apply a variety of mathematics techniques 01.11 Apply thinking skills and creativity 02.09 Prepare flowcharts 02.10 Prepare report and instructions 02.11 Convey information and ideas to people 03.09 Manage and improve performance of individuals 03.10 Provide consultation and counseling 03.11 Monitor and evaluate performance of human resources 03.12 Provide coaching/on-the job training 03.13 Develop and maintain team harmony and resolve conflicts 03.14 Facilitate and coordinate teams and ideas 03.15 Liaise to achieve identified outcome 03.16 Identify and access client/customer needs 03.17 Identify staff training needs and facilitate access to training 04.06 Allocate work 04.07 Negotiable acceptance and support for objective and strategies 05.01 Implement project/work plans 05.02 Inspect and monitor work done and/or in progress 06.07 Develop and maintain networks	1. Communication Skills 2. Conceptual Skills 3. Interpersonal Skills 4. Leadership skills 5. Learning 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
<ol style="list-style-type: none">1. The Culinary Institute of America, 2011. The Professional Chef. 9th Edition. Wiley. ISBN: 978-0-470-42135-22. Wayne Gisslen, 2011. Professional Cooking. 7th Edition. Wiley. ISBN 978-0-470-19752-33. The Culinary Institute of America, In the Hands of a Chef: The Professional Chef's Guide to Essential Kitchen Tools. Wiley. ISBN: 978-0-470-08026-94. Wayne Gisslen, 2004. Essentials of Professional Cooking. Wiley. ISBN: 978-0-471-20202-85. Online Video Resources<ul style="list-style-type: none">• 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/

Sub Sector	KITCHEN						
Job Area	FOOD PREPARATION AND PRODUCTION						
Competency Unit Title	BASIC COST CONTROL						
Learning Outcome	<p>The person who is competent in this CU shall be able to practice basic cost control to expose and familiarize them on its functions in accordance with company accounting practices. Upon completion of this competency unit, trainee will be able to:-</p> <ul style="list-style-type: none"> • Identify basic yield cost analysis and food cost percentage • Determine food portion control • Carry out food cost control • Maintain procurement and inventory report 						
Competency Unit ID	HT-012-3:2012-E01	Level	3	Training Duration	200	Credit Value	20
Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental		Training Hours	Delivery Mode	Assessment Criteria
1. Identify basic yield cost analysis and food cost percentage	i. Introduction on basic cost control <ul style="list-style-type: none"> • Procedure in cost control • Cost control formula • Basic yield cost analysis • Step in yield cost calculation • Basic cost price calculation • Guideline to selling price determination 				16	Lecture, Video Presentation & Observation	i. Kitchen Department yield cost analysis and basic cost calculation practiced ii. Yield cost analysis and food cost report done within the company account department policy guidelines

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	ii. Basic food cost percentage calculation <ul style="list-style-type: none"> • Food cost percentage calculation • Food cost percentage guideline determination • Prepared food cost calculation • Trimming list • Calculating yield and amount needed • Raw yield test • Cooked yield test • Portion cost • Controlling food cost • Menu planning 					
		i. Determine yield cost analysis guidelines requirements ii. Implement food cost report	<u>Attitude:</u> i. Knowledge of basic yield cost analysis and food cost percentage <u>Safety :</u> i. Adhere to safety and HACCP requirement	40	Demonstration, Presentation & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Determine food portion control	i. Portion and volume control of food <ul style="list-style-type: none"> • Portion of food served in accordance with type of menu • Portion control in preparation • Portion control in plating and service • Count • Weight • Volume • Even distribution • Standard fill • Use of measurement • Basic unit • manage inventory 			16	Lecture, Video & Observation	i. Basic food portion control practised determined ii. Usage of food portion control standard practised demonstrated and followed iii. Food portion control applied
		i. Apply basic yield cost analysis practises ii. Identify food cost percentage standard, iii. Determine yield cost analysis and food cost percentages online with company accounting policy.	<u>Attitude:</u> i. Knowledge of food portion control <u>Safety :</u> i. Adhere to safety and HACCP requirement	32	Demonstration, Presentation & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Carry out food cost control	i. Food cost control system manual ii. Type of procedure in food cost control <ul style="list-style-type: none"> • Metric recipes • Surface and volume • Equipment • volume 			16	Lecture, Video & Observation	i. Food cost control methods of performance activities identified. ii. Food cost control manual procedures adhered. iii. Food cost control procedures practiced.
		i. Interpret food cost control. ii. Identify food cost control manual. iii. Determine food cost activities workflow.	<u>Attitude:</u> i. Knowledge of food cost control ii. Clarity and responsible in supervise food cost control iii. Adhere to update dateline <u>Safety :</u> i. Adhere to safety and HACCP requirement	32	Demonstration, Presentation & Observation	iv. Food cost control procedure report submitted

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Maintain procurement and inventory report	<ul style="list-style-type: none"> i. Introduction to basic of procurement and inventory report handling ii. Type of procurement and inventory report practice iii. Standard related report form. iv. Types of procedure to maintain procurement and inventory report v. Update procurement and inventory report vi. Compiling procurement and inventory report vii. Submission of procurement and inventory report. 			16	Lecture, Video & Observation	<ul style="list-style-type: none"> i. Type of procurement and inventory report determined ii. Procurement and inventory report submission procedure adhered. iii. Procurement and inventory report compiled in line with accounting procedure accumulate iv. Procurement and inventory report submitted i. Procurement and inventory report corrective actions practiced
		<ul style="list-style-type: none"> i. Identify procurement and inventory report submission form ii. Determine procurement and inventory activities checklist. iii. Determine procurement and inventory report line of reporting iv. Apply procurement and inventory report safety practices. 		32	Demonstration, Presentation & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		v. Apply procurement and inventory report checklist requirement needs. vi. Apply procurement and inventory report corrective actions	<u>Attitude:</u> i. Knowledge of procurement and inventory report ii. Clarity and responsible in update procurement and inventory report iii. Adhere to update dateline <u>Safety :</u> i. Adhere to safety and HACCP requirement			

Employability Skills

CORE ABILITIES	SOCIAL SKILLS
<p>01.07 Utilize database applications to locate and process information</p> <p>01.08 Utilize spreadsheets applications to locate and process information.</p> <p>01.09 Utilize business graphic application to process information</p> <p>01.10 Apply a variety of mathematics techniques</p> <p>01.11 Apply thinking skills and creativity</p> <p>02.09 Prepare flowcharts</p> <p>02.10 Prepare report and instructions</p> <p>02.11 Convey information and ideas to people</p> <p>03.09 Manage and improve performance of individuals</p> <p>03.10 Provide consultation and counseling</p> <p>03.11 Monitor and evaluate performance of human resources</p> <p>03.12 Provide coaching/on-the job training</p> <p>03.13 Develop and maintain team harmony and resolve conflicts</p> <p>03.14 Facilitate and coordinate teams and ideas</p> <p>03.15 Liaise to achieve identified outcome</p> <p>03.16 Identify and access client/customer needs</p> <p>03.17 Identify staff training needs and facilitate access to training</p> <p>04.06 Allocate work</p> <p>04.07 Negotiable acceptance and support for objective and strategies</p> <p>05.01 Implement project/work plans</p> <p>05.02 Inspect and monitor work done and/or in progress</p> <p>06.07 Develop and maintain networks</p>	<ol style="list-style-type: none"> 1. Communication Skills 2. Conceptual Skills 3. Interpersonal Skills 4. Leadership skills 5. Learning 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
<ol style="list-style-type: none">1. The Culinary Institute of America, 2011. The Professional Chef. 9th Edition. Wiley. ISBN: 978-0-470-42135-22. Wayne Gisslen, 2011. Professional Cooking. 7th Edition. Wiley. ISBN 978-0-470-19752-33. The Culinary Institute of America, In the Hands of a Chef: The Professional Chef's Guide to Essential Kitchen Tools. Wiley. ISBN: 978-0-470-08026-94. Wayne Gisslen, 2004. Essentials of Professional Cooking. Wiley. ISBN: 978-0-471-20202-85. Online Video Resources<ul style="list-style-type: none">• 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/

TRAINING HOURS SUMMARY

SECTOR : HOSPITALITY & TOURISM		
SUB SECTOR : KITCHEN		
JOB AREA : FOOD PREPARATION AND PRODUCTION		
JOB LEVEL : THREE (3)		
CU ID	COMPETENCY UNIT	TRAINING HOUR
CU01	HYGIENE, SAFETY AND FOOD HANDLING	248
CU02	FOOD PRODUCTION QUANTITY AND QUALITY CONTROL	200
CU03	CATERING ACTIVITIES COORDINATION	304
CU04	SUPERVISORY ADMINISTRATIVE FUNCTION	248
E01	BASIC COST CONTROL	200
	TOTAL TRAINING PROGRAM HOURS	1200

SUMMARY OF TRAINING DURATION FOR FOOD PREPARATION AND PRODUCTION (LEVEL 3)

NO. ID	COMPETENCY UNIT TITLE	WORK ACTIVITIES	RELATED KNOWLEDGE (A)	RELATED SKILLS (B)	HOURS (A) + (B)	TOTAL (HRS)
HT-012-3:2012-C01	HYGIENE, SAFETY AND FOOD HANDLING	Verify hygiene activities in the kitchen	16	32	48	250
		Verify safety activities in the kitchen	16	32	48	
		Verify hygiene and safety in food handling production activities	16	32	48	
		Carry out hygiene, safety and food handling corrective action	16	40	56	
		Maintain Hygiene, Safety and Food handling verification document	16	34	50	
HT-012-3:2012-C02	FOOD PRODUCTION QUANTITY AND QUALITY CONTROL	Identify quality, consistencies and quantity of food production requirement	16	32	48	200
		Obtain quality and quantity control checklist	16	32	48	
		Prepare daily food production quantity and quality control activities summary report	16	40	56	
		Maintain monthly food production quantity and quality control activities document	16	32	48	
HT-012-3:2012-C03	CATERING ACTIVITIES COORDINATION	Verify venue and space allocation for Catering Activities	22	52	74	300
		Confirm type of menu and setting for Catering Activities	22	52	74	
		Verify equipment and utensils selection	16	32	48	
		Carry out catering coordination	16	40	56	
		Verify clearing work at catering activities area	16	32	48	
HT-012-3:2012-C04	SUPERVISORY ADMINISTRATIVE FUNCTION	Manage the sectional staffs	16	32	48	250
		Coordinate section budget	16	34	50	
		Record sectional documentation	16	40	56	
		Supervise procurement record	16	32	48	
		Supervise inventory record	16	32	48	
TOTAL HOURS (Core Competencies)			316	684	1000	1000
HT-012-3:2012-E01	BASIC COST CONTROL	Identify basic yield cost analysis and food cost percentage	16	40	56	200
		Determine food portion control	16	32	48	
		Carry out food cost control	16	32	48	
		Maintain procurement and inventory report	16	32	48	
TOTAL HOURS (+ Elective Competency)			380	820	1200	1200