



NATIONAL OCCUPATIONAL SKILL STANDARD
(NOSS)
STANDARD PRACTICE & STANDARD CONTENT
FOR

**FOOD PREPARATION AND PRODUCTION
SERVICES**

LEVEL 4



**Jabatan Pembangunan Kemahiran
Kementerian Sumber Manusia, Malaysia**

TABLE OF CONTENTS

No.	Contents	Pages
<i>Standard Practice</i>		
1	Introduction	i-ii
2	Occupational Structure	iii-iv
3	Description Of Competency Level	v
4	Malaysian Skill Certification	vi
5	Job Competencies	vii
6	Working Condition	vii-viii
7	Employment Prospect	viii
8	Sources Of Additional Information	ix-xi
9	Approval Date	xii
10	Acknowledgement	xii
11	NOSS Development Committee Members	xiii
12	Job Profile Chart	xiv
13	Competency Profile (CP)	1-7
Curriculum of Competency Unit (CoCU)		
1.	C01 Food Production Hygiene, Safety and Health Administration	8-18
2.	C02 Menu Implementation	19-28
3.	C03 Food Production Quality Assurance Monitoring	29-41
4.	C04 Food Production Cost Control	42-54
5.	C05 Food Production Daily Operations	55-66
6.	C06 Food Production Staff Development	67-81
7.	C07 Kitchen Equipment Maintenance Monitoring	82-93
Training Hour Summary		Appendix A

STANDARD PRACTICE

NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS) FOR; FOOD PREPARATION AND PRODUCTION SERVICES LEVEL 4

1. INTRODUCTION

This is a new NOSS developed for food preparation and production services under the Hospitality Tourism sub sector of Kitchen. 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 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 F&B Kitchen 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 the food preparation and production services - kitchen management area.

The experts in this field can also pursue careers in other industries in Malaysia or internationally that have any food services 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 services - kitchen management 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 4 (*Refer Figure 1.1 Occupational Profile Chart for Hospitality and Tourism - Kitchen - Food preparation and production services*) 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

	Masakan	Pastrri	Pembakar Roti	(Butchering)
L8	Belum ada (Not Available)			
L7				
L6				
L5	L-040-5 Eksekutif Penyedia Makanan (Executive Chef) (02-04-98)	Belum ada (Not Available)		
L4	L-040-4 Penolong Eksekutif Penyedia Makanan (Assisstant Executive Chef) (02-04-98)			
L3	L-041-3 Penyelia/ Ketua Seksyen Makanan (Chef De Partie) (19-12-1994) (30-10-07)	L-110-3 Ketua Seksyen Penyedia Makanan (Chef De Partie - Pastry) (28/11/1995)	L-100-3 Ketua Penyedia Roti (Chef Baker) (28/11/1995)	HT-011-3 (Senior Butcher) (23-06-2009)
L2	L-041-2 Penyedia Makanan (Demi Chef) (19-12-1994) (30-10-07)	L-110-2 Penyedia Pastry (Pastry Cook) (28/11/1995)	L-100-2 Penyedia Roti (Baker) (28/11/1995)	HT-011-2 (Junior Butcher) (23-06-2009)
L1	L-041-1 Pembantu Penyedia Makanan (Commis) (30-10-07)	L-110-1 Pembantu Penyedia Pastry (Commis Pastry) (28/11/1995)	L-100-1 Pembantu Penyedia Roti (Junior Baker) (28/11/1995)	Tiada tahap (No Level)

Figure 1.1 Existing occupational Framework matrix for Kitchen Management.

Proposed Occupational Structure

	Masakan	Pastri	Pembakar Roti	(Butchering)
L8	Belum ada (Not Available)			
L7				
L6				
L5	Food Preparation and Production Services	Belum ada (Not Available)		
L4	Food Preparation and Production Services			
L3	L-041-3 Penyelia/ Ketua Seksyen Makanan (Chef De Partie)	L-110-3 Ketua Seksyen Penyedia Makanan (Chef De Partie - Pastry)	L-100-3 Ketua Penyedia Roti (Chef Baker)	HT-011-3 (Senior Butcher)
L2	L-041-2 Penyedia Makanan (Demi Chef)	L-110-2 Penyedia Pastry (Pastry Cook)	L-100-2 Penyedia Roti (Baker)	HT-011-2 (Junior Butcher)
L1	L-041-1 Pembantu Penyedia Makanan (Commis)	L-110-1 Pembantu Penyedia Pastry (Commis Pastry)	L-100-1 Pembantu Penyedia Roti (Junior Baker)	Tiada tahap (No Level)

Figure 1.2 Proposed occupational Framework matrix for Kitchen Management.

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:
(Operation and Production Level)

Competent in performing a range of varied work activities, most of which are routine and predictable.

Malaysia Skills Certificate Level 2:
(Operation and Production Level)

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:
(Supervisory Level)

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:
(Executive Level)

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: (Managerial Level)

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 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 Kitchen Management field of work.

Assessment must be in accordance with the following:

This NOSS outlines Competency Unit (CU) in the Kitchen Management 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 Kitchen Management 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 Kitchen Management by a panel of industry subject matter experts appointed by JPK.

5. JOB COMPETENCIES

Food Preparation and Production Service Level 4 is competent in performing:

- Food Production Hygiene, Safety And Health Administration;
- Menu Implementation;
- Food Production Quality Assurance Monitoring;
- Food Production Cost Control;
- Food Production Operations;
- Food Production Staff Development; And
- Kitchen Equipment Maintenance Monitoring.

6. WORKING CONDITIONS

The specific responsibilities of most cooks are determined by a number of factors, including the type of restaurant in which they work. Institution and cafeteria cooks, for example, work in the kitchens of schools, cafeterias, businesses, hospitals, and other institutions. For each meal, they prepare a large quantity of a limited number of entrees, vegetables, and desserts. Restaurant cooks usually prepare a wider selection of dishes, cooking most orders individually.

Food preparation workers perform routine, repetitive tasks such as readying ingredients for complex dishes, slicing and dicing vegetables, and composing salads and cold items, under the direction of chefs and cooks. They weigh and measure ingredients, go after pots and pans, and stir and strain soups and sauces. Food preparation workers may cut and grind meats, poultry, and seafood in preparation for cooking. Their responsibilities also include cleaning work areas, equipment, utensils, dishes, and silverware.

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 pots and kettles, and working near hot ovens and grills. Job hazards include slips and falls, cuts, and burns, but injuries are seldom serious.

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

7. EMPLOYMENT PROSPECTS

Food preparation and production services - kitchen management personnel has 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 food preparation and production services 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 services - kitchen management 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:

- Lecturer
- Celebrity Chef
- Personal Chef for Celebrity and Royalty
- Food Promoter for Multinational Food Company
- Marketing Executive for food and beverage company

Other related industries with respect to employment opportunities are:

- Services
- Public Sector
- Training Institution
- Food Manufacturing

8. SOURCES OF ADDITIONAL INFORMATION

Local

- Chefs Association of Malaysia (CAM)

Address :15B Jalan Pandan Indah 1/23B,
Pandan Indah,
55100 Kuala Lumpur Malaysia
Tel : 03-9274 0217
Fax : 03-9274 0317
Website : <http://malaysiachefs.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
Email : info@hotels.org.my
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
Email : info@motour.gov.my
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>

- Great Chef

747 Magazine Street
New Orleans
Louisiana
USA
70130

Tel : (504) 581-5000
Fax : (504) 581-1188
Email : info@greatchefs.com
Website : <http://www.greatchefs.com/>

- Le Cordon Bleu Paris

8 Rue Léon Delhomme
75015 Paris, France

Tel : +33 (0)1 53 68 22 50
Fax : +33 (0)1 48 56 03 96
Email : paris@cordonbleu.edu
Website : <http://www.cordonbleu.edu>

- Italian Institute for Advance Culinary & Pastry Art (ICI)

SS 106
88060 Staletti (CZ)
Italy

Tel : +39.334.333.2554
Fax : +39.0967.21189
Email : info@italianculinary.it
Website : <http://www.italianculinary.it/>

- 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>

9. APPROVAL DATE

The National Skills Development Board (NSDB), Ministry of Human Resources has agreed and endorsed this Standard on

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. NOSS DEVELOPMENT COMMITTEE MEMBERS

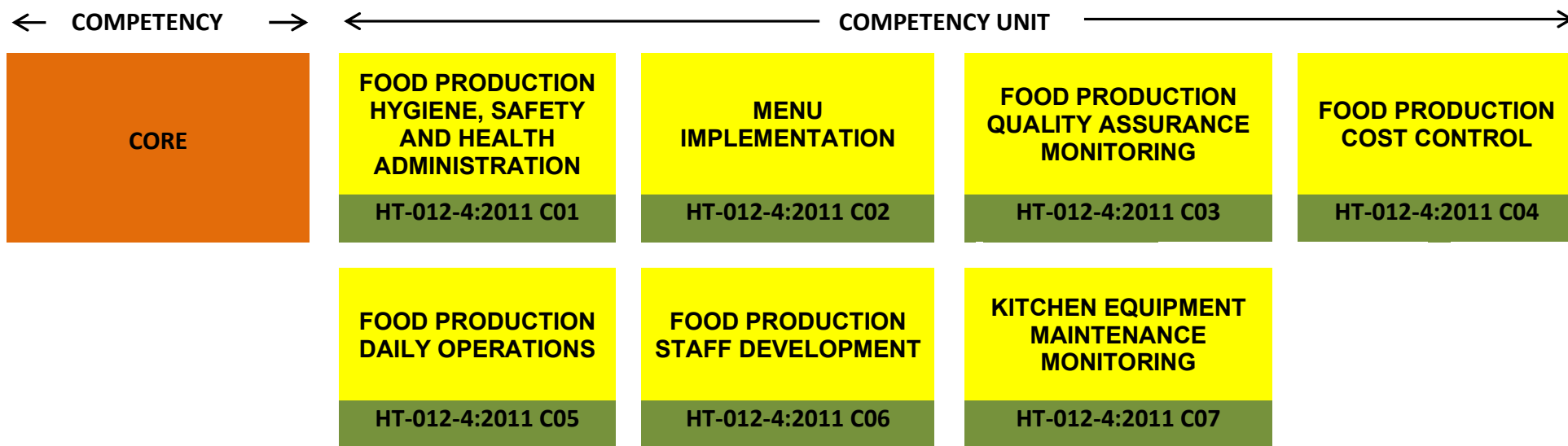
FOOD PREPARATION AND PRODUCTION SERVICES

LEVEL 4

PANEL		
1.	A. Rahman bin Mokhtar	Head Chef Equatorial Bangi
2.	Suzaini bin Mohamad Salih	Executive Chef Putra World Trade Center
3.	M. Shuhaimi bin Ibrahim	Executive Chef Residence Hotel UNITEN
4.	Saruji A. Ahmad	Executive Chef Hotel Singgahsana Petaling Jaya
5.	Ahmad Shahreen bin Mohamed Salleh	Executive Chef Subang Jaya Medical Center
6.	Wan Mohd. Tahiruddin bin Wan Mohd. Zain	Catering Operations Lead ExxonMobil (M)
7.	Abd Rahman bin Haron	Executive Chef Sri Impian Resources
8.	Mohamad Juzaili Shah bin Abdollah Rani	Sous Chef Mandarin Oriental
FACILITATOR		
11.	Hj. Moin bin Hj. Hussien	Total Oracle Sdn. Bhd
DOCUMENTOR		
12.	Cik Rabi'atul 'Adawiyah bt Hesani	Total Oracle Sdn. Bhd

JOB PROFILE CHART (JPC)

SECTOR	HOSPITALITY AND TOURISM		
SUB SECTOR	KITCHEN		
JOB AREA	FOOD PREPARATION AND PRODUCTION SERVICES		
JOB LEVEL	4	JOB AREA CODE	HT-012-4:2011



COMPETENCY PROFILE (CP)

Sub Sector	KITCHEN			
Job Area	FOOD PREPARATION AND PRODUCTION SERVICES			
Level	4			
CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
1. Food Production Hygiene, Safety and Health Administration	HT-012-4:2011 C01	Food production hygiene, safety and health administration is to ensure standard hygiene, safety and health administration activities are executed in accordance with standard hygiene, safety and health administration requirement and specification. The personal who is competent in food production hygiene safety and health administration shall be able to monitor, execute and evaluate kitchen hygiene, safety and health administration.	<ol style="list-style-type: none"> 1. Identify food production hygiene, safety and health requirement. 2. Plan to perform hygiene, safety and health activities. 3. Administer hygiene, safety and health activities. 4. Evaluate hygiene, safety and health activities performance. 5. Record hygiene, safety and health activities performance. 	<ol style="list-style-type: none"> 1.1 Kitchen hygiene, safety and health information gathered. 2.1 Hygiene, safety and health activities listed out. 3.1 Hygiene, safety and health activities implemented according to standard operating procedure. 3.2 Department cleanliness and housekeeping schedule obtained according to standard operating procedure. 4.1 Cleaning and safety activities followed up according to procedure. 5.1 Food production hygiene, safety and health activities recorded according to standard operating procedure.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
2. Menu Implementation	HT-012-4:2011 C02	Menu implementation is to produce dishes in accordance with standard recipe, production requirement and standard requirements. The personal who is competent in menu implementation shall be able to monitor, executed, evaluate and record menu implementation to meet standardise recipe requirement and specification.	<ol style="list-style-type: none"> 1. Identify menu implementation requirement. 2. Plan menu implementation requirement activities. 3. Monitor standardise recipe implementation 4. Evaluate standard menu implementation checklist. 5. Record menu implementation activities. 	<ol style="list-style-type: none"> 1.1 Standard recipe implementation requirement obtained. 2.1 Recipe implementation requirement listed out. 3.1 Standard recipe implementation checklist produced according to menu requirement. 3.2 Accurate food cost percentage obtained according to departmental budget. 4.1 Standard recipe implementation checklist confirmed. 5.1 Menu implementation activities recorded according to standardise recipe.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
3. Food Production Quality Assurance Monitoring	HT-012-4:2011 C03	Food production quality assurance monitoring is to ensure standard quality assurance is monitored in accordance with standard quality assurance. The personal who is competent in food production quality assurance monitoring shall be able to plan, monitor, execute, evaluate and record food quality assurance monitoring system.	<ol style="list-style-type: none"> 1. Identify standard food quality assurance monitoring requirement. 2. Plan standard food quality assurance monitoring requirement. 3. Perform food tasting for food quality. 4. Administer food safety standard requirement. 5. Evaluate standard food quality requirement. 6. Record standard food quality assurance monitoring requirement activities. 	<ol style="list-style-type: none"> 1.1 Standard food quality assurance. 2.1 Standard food quality assurance monitoring requirement listed out. 3.1 Food taste specification tasted. 3.2 Food quality obtained based on standard recipe card. 4.1 Food safety monitored according to (Hazard Analysis Critical Control Point) HACCP standard. 5.1 Standard food quality criteria and specification confirmed based on standard recipe card. 6.1 Standard food quality recorded based on standard recipe card.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
4. Food Production Cost Control	HT-012-4:2011 C04	Food production cost control is to maintain food cost percentage for gross operating profit (GOP) in accordance with establishment budget requirements. The personal who is competent in food production cost control shall be able to plan, administer, control and record cost control activities to meet requirement and specification.	<ol style="list-style-type: none"> 1. Identify right ingredient and method of food preparation. 2. Plan cost control activities. 3. Perform food production cost control activities. 4. Administer food production cost percentage. 5. Evaluate food production cost control activities. 6. Record food production cost control activities. 	<ol style="list-style-type: none"> 1.1 The right ingredient and method calculated. 2.1 Cost control activities listed out. 3.1 Budgeted food cost percentage maintained according to food quality and quantity. 4.1 Good percentage food cost obtained according to monthly budget. 5.1 Food production cost percentage confirmed. 5.2 Cost control activities practised according to standard operating procedures. 6.1 Food production cost control activities recorded according to monthly budget.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
5. Food Production Daily Operation	HT-012-4:2011 C05	Food production daily operation is to ensure kitchen operational activities administer in accordance with standard operating procedure (S.O.P). The personal who is competent in food production operation management shall be able to identify, plan, administer evaluate and record food production daily operation.	<ol style="list-style-type: none"> 1. Identify operation needs and requirement. 2. Plan food production operational daily task. 3. Administer daily stock control. 4. Administer food production manpower. 5. Evaluate food production operational daily task. 6. Record kitchen daily task activities. 	<ol style="list-style-type: none"> 1.1 Kitchen daily task determined 2.1 Breakdown task listed out. 2.2 Daily task delegated to relevant subordinate. 3.1 Stock control obtained 4.1 Effective manpower control according to payroll budget. 4.2 Efficient food production operation according to Standard Operational Procedure (SOP). 5.1 Smooth daily operation according to event specification. 6.1 Record food production daily according to Standard Operational Procedure (SOP).

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
6. Food Production Staff Development	HT-012-4:2011 C06	Food production Staff Development is to execute staff development program in accordance with departmental standard human resource requirement. The personal who is competent in food production staff development shall be able to identify, plan, administer evaluate and record staff development program.	<ol style="list-style-type: none"> 1. Identify food production staff performances development. 2. Plan food production staff development. 3. Administer training program. 4. Perform staff disciplinary process. 5. Perform staff relation 6. Evaluate food production staff development activities. 7. Record departmental staff performances program. 	<ol style="list-style-type: none"> 2.1 Departmental food production staff development program listed out. 3.1 Staff training program organised according to yearly training plan. 3.2 Staff skill gained according to job specification. 4.1 Staff attitude and motivation level improved according to Human Resources Guideline. 5.1 Mutual cooperation emphasized. 6.1 Departmental staff performances detected according to Key Result Area (KRA) Human Resources Guideline. 7.1 Food production staff development program recorded according to Key Performance Index (KPI) Human Resources Guideline.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
7. Kitchen Equipment Maintenance Monitoring	HT-012-4:2011 C07	Kitchen equipment maintenance monitoring is to identify equipment maintenance activities requirement and specification in accordance with standard equipment maintenance monitoring system. The personal who is competent with equipment maintenance monitoring shall be able to identify, plan, administer, evaluate and record maintenance requirement activities.	<ol style="list-style-type: none"> 1. Identify kitchen equipment maintenance requirement. 2. Plan kitchen equipment maintenance activities. 3. Administer kitchen equipment maintenance activities. 4. Evaluate kitchen equipment maintenance performance. 5. Record kitchen equipment maintenance performances. 	<ol style="list-style-type: none"> 1.1 Equipment maintenance requirement gathered. 2.1 Equipment maintenance activities listed out. 3.1 Equipment maintenance schedule collected. 3.2 Equipment safety monitored according to equipment maintenance specification. 3.3 Equipment performance assured. 4.1 Equipment performance verified. 5.1 Kitchen equipment maintenance performances recorded according to equipment maintenance specification.

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	KITCHEN						
Job Area	FOOD PREPARATION AND PRODUCTION SERVICES						
Competency Unit Title	Food Production Hygiene, Safety and Health Administration						
Competency Unit Descriptor	Food production hygiene, safety and health administration is to ensure standard hygiene, safety and health administration activities are executed in accordance with standard hygiene, safety and health administration requirement and specification. The personal who is competent in food production hygiene safety and health administration shall be able to monitor, execute and evaluate kitchen hygiene, safety and health administration.						
Competency Unit ID	HT-012-4:2011 C01	Level	4	Training Duration	177 Hours	Credit Hours	18
Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify food production hygiene, safety and health standard.	i. Purpose of identifying food production hygiene, safety and health standard. ii. General hygiene, safety and health practice standard. iii. General hygiene, safety and health requirement such as: <ul style="list-style-type: none"> • Personal hygiene and grooming • Food Production Personal Protective Equipment (PPE) • Free from infection (thypod, stool test) 			5 hours	Lecture	i. General hygiene, safety and health practice standard confirmed. ii. General hygiene, safety and health requirement confirmed.	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Analyse general hygiene, safety and health practice standard. ii. Determine general hygiene, safety and health requirement. 		13 hours	Demonstration, Case study & Observation	
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in interpreting general hygiene, safety and health practice standard. <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to Standard Operating Procedure 			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Plan to perform hygiene, safety and health activities.	i. Purpose of planning hygiene, safety and health activities. ii. Hygiene, safety and health compliance such as : <ul style="list-style-type: none"> • Food handling course • HACCP course • OSHA course iii. Hygiene, safety and health administrative knowledge such as: <ul style="list-style-type: none"> • Analytical • Theoretical iv. Hygiene, safety and health documentation such as: <ul style="list-style-type: none"> • Committee notification letter • Meeting agenda • Meeting arrangement checklist 			16 hours	Lecture	i. Hygiene, safety and health compliance gathered. ii. Hygiene, safety and health committee member organised. iii. Hygiene, safety and health documentation confirmed.

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Review hygiene, safety and health compliance. ii. Arrange hygiene, safety and health committee member. iii. Prepare hygiene, safety and health documentation. 		38 hours	Demonstration, Case study & Observation	
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in preparing hygiene, safety and health documentation. <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to Standard Operating Procedure 			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Administer hygiene, safety and health activities.	i. Purpose of administering hygiene, safety and health activities. ii. Understanding of meeting agenda content. iii. Method of implementing hygiene, safety and health activities such as : <ul style="list-style-type: none"> • Hand wash technique • Food production Personal Protective Equipment (PPE) compliance • Vaccination validity iv. Hygiene, safety and health procedures compliance.			16 hours	Lecture	i. Committee attendance confirmed. ii. Meeting agenda complied. iii. Hygiene, safety and health activities confirmed. iv. Hygiene, safety and health compliance confirmed.
		i. Ensure committee attendance. ii. Comply with meeting agenda. iii. Implement hygiene, safety and health activities. iv. Ensure hygiene, safety and health compliance.		38 hours	Demonstration, Case study & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in understanding of meeting agenda content. ii. Adhere to hygiene, safety and health compliance. iii. Wear appropriate Personal Protective Equipment (PPE). <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to Standard Operating Procedure 			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Evaluate hygiene, safety and health activities performance.	i. Purpose of evaluating hygiene, safety and health activities performance. ii. Method of confirming committee attendance. iii. Procedure of confirming meeting agenda such as: <ul style="list-style-type: none"> • Ensure meeting agenda • Ensure committee attendance iv. Technique of checking hygiene, safety and health activities implementation such as: <ul style="list-style-type: none"> • Checklist • Review content 			8 hours	Lecture	i. Committee attendance validated. ii. Meeting agenda ensured. iii. Hygiene, safety and health activities implementation confirmed. iv. Hygiene, safety and health activities compliance assessed.
		i. Confirm committee attendance. ii. Confirm meeting agenda. iii. Check hygiene, safety and health activities implementation.		25 hours	Demonstration, Case study & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in confirming committee attendance. ii. Adhere evaluating hygiene, safety and health activities performance procedure. <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to Standard Operating Procedure 			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
5. Record hygiene, safety and health activities performance.	<ul style="list-style-type: none"> i. Purpose of recording hygiene, safety and health activities performance. ii. Record writing skills. iii. Procedures to write hygiene, safety and health activities record iv. Format of hygiene, safety and health activities record. 			5 hours	Lecture	<ul style="list-style-type: none"> i. Procedure to write hygiene, safety and health activities record confirmed. ii. Format of hygiene, safety and health activities record verified. iii. Hygiene, safety and health activities record documented.
		<ul style="list-style-type: none"> i. Determine procedure to write hygiene, safety and health activities record. ii. Determine format of hygiene, safety and health activities record. iii. Write hygiene, safety and health activities record. 		13 hours	Demonstration, Case study & Observation	
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in writing hygiene, safety and health activities record. ii. Adhere to hygiene, safety and health record <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to Standard Operating Procedure 			

Employability Skills

Core Abilities	Social Skills
04.08 Develop and negotiate staffing plans 04.09 Prepare project/work plans 04.10 Utilize science and technology to achieve goals 05.03 Allocate and record usage of financial and physical resources 05.04 Delegate responsibilities and/ or authority 05.05 Coordinate contract and tender activities 06.08 Identify and analyse effect of technology on the environment	1. Teamwork 2. Self-discipline 3. Conceptual skills 4. Interpersonal skills 5. Communication skills 6. Multi-tasking and prioritising

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. OSHA Act 2. HACCP Manual 3. Sanitary Facilities 4. Food Handling Manual 5. Hand washing guidelines 6. Food Production Personal Protective Equipment (PPE)	1:1 1:1 1:1 1:1 1:1 1:1

References

REFERENCES

1. Effective Guest House Management By Ronelle Henning, 2007 :ISBN 9780702177057
2. Practical Professional Cookery By H. L. Cracknell, R. J. Kaufmann, 1998 :ISBN1861528736
3. Leadership lessons from a chef: finding time to be great By Charles Carroll, 2008 :ISBN0470125306
4. Tasting Success: Your Guide to Becoming a Professional Chef By Charles Carroll, 2011 :ISBN0470581549
5. Food Preparation and Cooking: Cookery units. Student guide By Nelson Thornes 1993, 1996 :ISBN 0748725660
6. The Professional Chef : Level 2 Diploma By Gary Hunter, Terry Tinton, Patrick Carey and Steven Walpole, 2007 ISBN-13 : 978-1-84480-706-2

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	KITCHEN						
Job Area	FOOD PREPARATION AND PRODUCTION SERVICES						
Competency Unit Title	Menu implementation						
Competency Unit Descriptor	Menu implementation is to produce dishes in accordance with standard recipe, production requirement and standard requirements. The personal who is competent in menu implementation shall be able to monitor, executed, evaluate and record menu implementation to meet standardise recipe requirement and specification.						
Competency Unit ID	HT-012-4:2011 C02	Level	4	Training Duration	158 Hours	Credit Hours	16
Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify menu implementation requirement.	i. Purpose of identifying menu implementation requirement. ii. Requirement of standard recipe such as: <ul style="list-style-type: none"> • Recipe card • Cooking procedure • Ingredient specification iii. Accuracy of standard recipe such as: <ul style="list-style-type: none"> • Yield • Portion size • Texture and presentation iv. Types of equipment and utensil for menu implementation. v. Manning specification and requirement.			4 hours	Lecture	i. Standard recipe confirmed. ii. Requirement of standard recipe confirmed. iii. Accuracy of standard recipe confirmed. iv. Types of equipment and utensil for menu implementation confirmed. v. Manning specification and requirement confirmed.	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Analyse standard recipe. ii. Determine requirement of standard recipe. iii. Determine accuracy of standard recipe. iv. Determine types of equipment and utensil for menu implementation. v. Determine manning specification and requirement. 		13 hours	Demonstration, Case study & Observation	
			<u>Attitude:</u> <ul style="list-style-type: none"> i. Meticulous in interpreting requirement of standard recipe. <u>Safety:</u> <ul style="list-style-type: none"> i. Adhere to Standard Operating Procedure 			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Plan menu implementation requirement activities.	<ul style="list-style-type: none"> i. Purpose of planning menu implementation requirement activities. ii. Menu implementation process flow. iii. Method of cooking such as: <ul style="list-style-type: none"> • Boiling • Grilling • Roasting iv. Technique of cooking such as: <ul style="list-style-type: none"> • Soaking • Pickling • Marinating v. Types of kitchen equipment and utensil such as: <ul style="list-style-type: none"> • Pots • Oven` • Stove vi. Types of service equipment and utensil such as: <ul style="list-style-type: none"> • Cutleries • Crockeries • Service station 			8 hours	Lecture	<ul style="list-style-type: none"> i. Menu implementation process flow confirmed. ii. Cooking method confirmed. iii. Cooking technique confirmed. iv. Menu implementation dateline adhered. v. Right Types of kitchen equipment and utensil determined. vi. Right Types of service equipment and utensil determined.

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Determine menu implementation process flow. ii. Determine cooking method. iii. Determine cooking technique. iv. Review menu implementation dateline. v. Select types of kitchen equipment and utensil. vi. Select types of service equipment and utensil. 		38 hours	Demonstration, Case study & Observation	
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in selecting types of kitchen equipment and utensil. <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to Standard Operating Procedure 			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Monitor standardise recipe implementation.	i. Purpose of monitoring standardise recipe implementation. ii. Method of observing compliances with cooking process such as: <ul style="list-style-type: none"> • Visual • Tastes iii. Technique of observing compliances with cooking process. <ul style="list-style-type: none"> • Skewer test • Temperature probe iv. Standard recipe specification on kitchen and service equipment and utensil.			8 hours	Lecture	i. Menu implementation process flow adhered. ii. Compliances with cooking method confirmed. iii. Compliances with cooking technique confirmed. iv. Menu implementation meet dateline adhered.
		i. Observe compliances with cooking method. ii. Observe compliances with cooking technique. iii. Observe menu implementation meet dateline. iv. Observe selected types of service equipment and utensil used. v. Observe selected types of kitchen equipment and utensil used.		38 hours	Demonstration, Case study & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Attitude:</u> i. Meticulous selected types of service equipment and utensil used. <u>Safety:</u> i. Adhere to Standard Operating Procedure			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Evaluate standard menu implementation checklist.	i. Purpose of evaluating standard menu implementation checklist. ii. Procedure of evaluating standard menu implementation such as: <ul style="list-style-type: none"> • Follow standard recipe. • Follow checklist • Follow menu guideline 			4 hours	Lecture	i. Compliances with cooking method validate according to standard recipe. ii. Compliances with cooking technique validate according to standard recipe.
		i. Inspect compliances with cooking method. ii. Inspect compliances with cooking technique. iii. Check menu implementation meet dateline. iv. Check selected types of service equipment and utensil used. v. Check selected types of kitchen equipment and utensil		25 hours	Demonstration, Case study & Observation	iii. Menu implementation meet dateline adhered. iv. Service equipment and utensil assessed. v. Kitchen equipment and utensil assessed.
			<u>Attitude:</u> i. Meticulous in evaluating standard menu implementation checklist.			vi. Standard menu implementation validate according to standard recipe.

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
5. Record menu implementation activities.	<ul style="list-style-type: none"> i. Record writing skills ii. Procedures to write hygiene, safety and health activities record iii. Format of hygiene, safety and health activities record. 			4 hours	Lecture	<ul style="list-style-type: none"> i. Procedure to write menu implementation activities record confirmed. ii. Format of menu implementation activities record adhered.
		<ul style="list-style-type: none"> i. Determine procedure to write menu implementation activities record. ii. Determine format of menu implementation activities record. iii. Write menu implementation activities record. 		16 hours	Demonstration, Case study & Observation	<ul style="list-style-type: none"> iii. Menu implementation activities record documented.
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in writing menu implementation activities record. ii. Adhere to menu implementation activities record submission dateline 			

Employability Skills

Core Abilities	Social Skills
04.08 Develop and negotiate staffing plans 04.09 Prepare project/work plans 04.10 Utilize science and technology to achieve goals 05.03 Allocate and record usage of financial and physical resources 05.04 Delegate responsibilities and/ or authority 05.05 Coordinate contract and tender activities 06.08 Identify and analyse effect of technology on the environment	1. Teamwork 2. Self-discipline 3. Conceptual skills 4. Interpersonal skills 5. Communication skills 6. Multi-tasking and prioritizing

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Recipe card 2. Measuring tools 3. Kitchen Utensil 4. Kitchen Equipment 5. Cutleries and Crockeries 6. Stationeries 7. Information Technology Equipment	1:1 1:1 1:1 1:1 1:1 1:1 1:1

References

REFERENCES

1. Practical Professional Cookery By H. L. Cracknell, R. J. Kaufmann, 1998 :ISBN1861528736
2. Leadership lessons from a chef: finding time to be great By Charles Carroll, 2008 :ISBN0470125306
3. Fundamentals of Menu Planning, 2nd Edition by Paul J. McVety, Bradley J. Ware, ISBN 0471369470
4. Tasting Success: Your Guide to Becoming a Professional Chef By Charles Carroll, 2011 :ISBN0470581549
5. Food preparation and cooking: Cookery units. Student guide Nelson Thornes 1993, 1996 :ISBN 0748725660
6. The Professional Chef: Level 2 Diploma – Gary Hunter, Terry Tinton, Patrick Carey and Steven Walpole, 2007 ISBN-13 : 978-1-84480-706-2

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	KITCHEN						
Job Area	FOOD PREPARATION AND PRODUCTION SERVICES						
Competency Unit Title	Food Production Quality Assurance Monitoring						
Competency Unit Descriptor	Food production quality assurance monitoring is to ensure standard quality assurance is monitored in accordance with standard quality assurance. The personal who is competent in food production quality assurance monitoring shall be able to plan, monitor, execute, evaluate and record food quality assurance monitoring system.						
Competency Unit ID	HT-012-4:2011 C03	Level	4	Training Duration	155 Hours	Credit Hours	16
Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify standard food quality assurance monitoring requirement.	i. Purpose of identifying standard food quality assurance monitoring requirement. ii. Food quality standard. iii. Types of food quality assurance monitoring requirement such as : <ul style="list-style-type: none"> • Method of cooking • Temperature requirement • Presentation • Taste iv. Types of food quality assurance monitoring specification such as : <ul style="list-style-type: none"> • Sweet/ Sour • Appetising • Cold/ Hot 			5 hours	Lecture	i. Food quality standard confirmed. ii. Types of food quality assurance monitoring requirement confirmed. iii. Types of food quality assurance monitoring specification confirmed.	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Analyse food quality standard. ii. Determine types of food quality assurance monitoring requirement. iii. Determine types of food quality assurance monitoring specification. 		13 hours	Demonstration, Case study & Observation	
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in determine types of quality assurance monitoring requirement. <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to Standard Operating Procedure (SOP). 			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Plan standard food quality assurance monitoring requirement.	<ul style="list-style-type: none"> i. Purpose of planning standard food quality assurance monitoring requirement. ii. Food quality assurance monitoring process flow. iii. Method of food quality assurance monitoring such as: <ul style="list-style-type: none"> • Tasting • Observing • Checking iv. Technique of food quality assurance monitoring such as: <ul style="list-style-type: none"> • Measuring • Temperature probe • Standard consistency v. Food quality assurance monitoring documentation such as: <ul style="list-style-type: none"> • Quality checklist • Temperature checklist. • Labelling 			8 hours	Lecture	<ul style="list-style-type: none"> i. Quality assurance monitoring process flow confirmed. ii. Food quality assurance monitoring method confirmed according to Standard Operating procedure (SOP). iii. Food quality assurance monitoring technique confirmed according to Standard Operating procedure (SOP). iv. Food quality assurance

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Determine food quality assurance monitoring process flow. ii. Determine food quality assurance monitoring method. iii. Determine food quality assurance monitoring technique. iv. Prepare food quality assurance monitoring documentation. 		25 hours	Demonstration, Case study & Observation	<p>monitoring documentation arranged according to Standard Operating procedure (SOP).</p>
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in preparing food quality assurance monitoring documentation. <p><u>Safety:</u></p> <ul style="list-style-type: none"> ii. Adhere to Standard Operating Procedure (SOP). 			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Perform food tasting for food quality.	i. Purpose of performing food tasting for food quality. ii. Method of applying food quality assurance monitoring such as : <ul style="list-style-type: none"> • Taste test • Visual test iii. Technique of applying food quality assurance monitoring such as : <ul style="list-style-type: none"> • Temperature probe • Skewer test iv. Food quality assurance monitoring documentation.			4 hours	Lecture	i. Food quality assurance monitoring method adhered according to Standard Operating Procedures (SOP). ii. Food quality assurance monitoring technique adhered according to Standard Operating Procedures (SOP).
		i. Apply food quality assurance monitoring method. ii. Apply food quality assurance monitoring technique. iii. Use food quality assurance monitoring documentation.		25 hours	Demonstration, Case study & Observation	iii. Food quality assurance monitoring documentation adhered according to Standard Operating Procedures.

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in preparing food quality assurance monitoring documentation. <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to Standard Operating Procedure (SOP). 			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Administer food safety standard requirement.	i. Purpose of administering food safety standard. ii. Method of food safety standard monitoring such as: <ul style="list-style-type: none"> • Temperature control • Food contamination iii. Technique of food safety standard monitoring such as: <ul style="list-style-type: none"> • Food warmer • Colour coded utensil • Hand glove iv. Food safety standard monitoring documentation format.			4 hours	Lecture	i. Food safety standard monitoring method adhered. ii. Food safety standard monitoring technique adhered. iii. Food safety standard monitoring documentation applied.
		i. Apply food safety standard monitoring method. ii. Apply food safety standard monitoring technique. iii. Use food safety standard monitoring documentation.		25 hours	Demonstration, Case study & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Adhere to food safety standard practise. ii. Handle equipment with care. <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Wear appropriate Food Production Personal Protective Equipment (PPE). ii. Careful when handling sharp equipment. iii. Adhere to Standard Operating Procedure (SOP). 			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
5. Evaluate standard food quality requirement.	i. Purpose of evaluating standard food quality requirement. ii. Procedure of evaluating standard food quality such as: <ul style="list-style-type: none"> • Follow standard recipe. • Follow standard food quality checklist 			4 hours	Lecture	i. Food quality assurance monitoring method validated according to standard recipe. ii. Food quality assurance monitoring technique validated according to standard recipe
		i. Check food quality assurance monitoring method. ii. Check food quality assurance monitoring technique. iii. Check food quality assurance monitoring documentation iv. Check food safety standard monitoring method. v. Check food safety standard monitoring technique. vi. Check food safety standard monitoring documentation.		25 hours	Demonstration, Case study & Observation	iii. Food safety standard monitoring method validated standard operating procedure (SOP). iv. Food safety standard monitoring technique validated

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<p><u>Attitude:</u> i. Meticulous in evaluating food safety standard monitoring.</p> <p><u>Safety:</u> i. Adhere to Standard Operating Procedure (SOP).</p>			<p>according standard operating procedure (SOP).</p> <p>v. Food quality assurance monitoring documentation validated according to standard operating procedure (SOP).</p>

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
6. Record standard food quality assurance monitoring requirement.	<ul style="list-style-type: none"> i. Purpose of recording standard food quality assurance monitoring requirement. ii. Procedures to write standard food quality assurance monitoring requirement record. iii. Format of standard food quality assurance monitoring requirement record. 			4 hours	Lecturer	<ul style="list-style-type: none"> i. Procedure to write standard food quality assurance monitoring requirement record confirmed. ii. Format of standard food quality assurance monitoring requirement record adhered.
		<ul style="list-style-type: none"> i. Determine procedure to write standard food quality assurance monitoring requirement record. ii. Determine format of standard food quality assurance monitoring requirement record. Write standard food quality assurance monitoring requirement activities 		13 hours	Demonstration, Case study & Observation	<ul style="list-style-type: none"> iii. Standard food quality assurance monitoring requirement activities documented
				<u>Attitude:</u> <ul style="list-style-type: none"> i. Meticulous in evaluating food safety standard monitoring. 		

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Safety:</u> i. Adhere to Standard Operating Procedure (SOP).			

Employability Skills

Core Abilities	Social Skills
04.08 Develop and negotiate staffing plans 04.09 Prepare project/work plans 04.10 Utilize science and technology to achieve goals 05.03 Allocate and record usage of financial and physical resources 05.04 Delegate responsibilities and/ or authority 05.05 Coordinate contract and tender activities 06.08 Identify and analyse effect of technology on the environment	1. Teamwork 2. Self-discipline 3. Conceptual skills 4. Interpersonal skills 5. Communication skills 6. Multi-tasking and prioritizing

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Measuring tools 2. Standard Recipe Card 3. Food holding heavy equipment 4. Food quality documentation	1:1 1:1 1:10 1:1

References

REFERENCES
1. Practical Professional Cookery By H. L. Cracknell, R. J. Kaufmann, 1998 :ISBN1861528736 2. Leadership lessons from a chef: finding time to be great By Charles Carroll, 2008 :ISBN0470125306 3. Tasting Success: Your Guide to Becoming a Professional Chef By Charles Carroll, 2011 :ISBN0470581549 4. Food preparation and cooking: Cookery units. Student guide Nelson Thornes 1993, 1996 :ISBN 0748725660 5. The Professional Chef : Level 2 Diploma – Gary Hunter, Terry Tinton, Patrick Carey and Steven Walpole, 2007 ISBN-13 : 978-1-84480-706-2

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	KITCHEN						
Job Area	FOOD PREPARATION AND PRODUCTION SERVICES						
Competency Unit Title	Food Production Cost control						
Competency Unit Descriptor	Food production cost control is to maintain food cost percentage for gross operating profit (GOP) in accordance with establishment budget requirements. The personal who is competent in food production cost control shall be able to plan, administer, control and record cost control activities to meet requirement and specification.						
Competency Unit ID	HT-012-4:2011 C04	Level	4	Training Duration	180 Hours	Credit Hours	18
Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify right ingredient and method of food preparation.	i. Purpose of identifying right ingredient and method of food preparation. ii. Types of cost involve such as : <ul style="list-style-type: none"> • Perishable goods • Dry goods iii. Product yield requirement such as: <ul style="list-style-type: none"> • Types of recipe • Market price 			5 hours	Lecture	i. Right ingredient and method of food preparation gathered. ii. Types of cost involve confirmed. iii. Product yield requirement confirmed.	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Analyse right ingredient and method of food preparation. ii. Determine types of cost involve. iii. Determine product yield requirement. 		13 hours	Demonstration, Apply system & Observation	
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in determining product yield requirement. <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to Standard Operating Procedure (SOP). 			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Plan cost control activities.	i. Purpose of planning cost control activities. ii. Types of quoted price/ quality during receiving such as <ul style="list-style-type: none"> • Perishable goods • dry goods iii. Types of product yield such as: <ul style="list-style-type: none"> • Meat • seafood iv. Proper inventory such as: <ul style="list-style-type: none"> • Proper stock receiving/ delivery • Sufficient stock • Effective storage system v. Food production cost control work flow vi. Technique of food production cost control receiving such as <ul style="list-style-type: none"> • price comparison • stringent quality/ quantity check vii. Method of food production cost control receiving such as <ul style="list-style-type: none"> • Smell • Touch • Taste 			11 hours	Lecture	i. Quoted price/ quality during receiving arranged. ii. Accuracy of product yield confirmed. iii. Proper inventory confirmed. iv. Food production volume confirmed. ix. Food production cost control work flow confirmed. x. Food production cost control receiving technique confirmed. xi. Food production cost control receiving method confirmed. xii. Food production cost control yield test confirmed. xiii. Food production cost control

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	viii. Technique of food production cost control proper storage such as <ul style="list-style-type: none"> • First in first out (FIFO) storage system. • Segregation 					proper storage techniques arranged.
		i. Prepare quoted price/ quality during receiving. ii. Determine accurate product yield. iii. Determine proper inventor. iv. Determine food production produce. v. Determine food production cost control work flow. vi. Determine food production cost control receiving technique. vii. Determine food production cost control receiving method. viii. Determine food production cost control yield test. ix. Prepare food production cost control proper storage technique.		25 hours	Demonstration, & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Attitude:</u> i. Meticulous in planning cost control activities. <u>Safety:</u> i. Adhere to Standard Operating Procedure (SOP).			
3. Perform food production cost control activities.	i. Purpose of performing food production cost control activities. ii. Food production cost control work flow iii. Technique of food production cost control receiving such as <ul style="list-style-type: none"> • price comparison • stringent quality iv. Method of applying food production cost control receiving such as <ul style="list-style-type: none"> • Smell • Touch • taste v. Technique of ensuring food production cost control proper storage such as <ul style="list-style-type: none"> • First in first out (FIFO) storage system. 			11 hours	Lecture	i. Food production cost control work flow adhered according to Standard Operating Procedure (SOP). ii. Food production cost control receiving technique adhered according to Standard Operating Procedure (SOP). iii. Food production cost control

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> Segregation Spoilages 					receiving method adhered according to Standard Operating Procedure (SOP).
		<ul style="list-style-type: none"> i. Apply food production cost control work flow ii. Ensure food production cost control receiving technique. iii. Apply food production cost control receiving method. iv. Apply food production cost control yield test. v. Ensure food production cost control proper storage technique. 		25 hours	Demonstration, Apply system & Observation	<ul style="list-style-type: none"> iv. Food production cost control yield test adhered according to Standard Recipe. v. Food production cost control proper storage technique confirmed according to Standard Operating Procedure (SOP).
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Adhere to hygiene practise ii. Neat and tidy in carrying out taste, shape, colour, texture and aroma <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to Standard Operating Procedure (SOP). 			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Administer food production cost percentage.	i. Purpose of administering food production cost percentage. ii. Procedure of receiving such as <ul style="list-style-type: none"> • Perishable goods • dry goods iii. Inventory management such as: <ul style="list-style-type: none"> • Proper stock receiving/ delivery • Sufficient stock • Effective storage system iv. Food production cost percentage specification such as : <ul style="list-style-type: none"> • Accurate quantity • Consistent quality 			11 hours	Lecture	i. Quoted price/ quality during receiving confirmed. ii. Accurate product yield confirmed. iii. Stock receiving/ delivery confirmed. iv. Food production cost percentage meet requirement according to departmental budget.
		i. Check quoted price/ quality during receiving. ii. Ensure accuracy of product yield. iii. Proper stock receiving/ delivery. iv. Maintain food production cost percentage.		25 hours	Demonstration, Apply system & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Adhere to stock receiving/ delivery practise. ii. Meticulous in administering food production cost percentage. <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Wear appropriate Food production Personal Protective Equipment (PPE). ii. Adhere to Standard Operating Procedure (SOP). 			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
5. Evaluate food production cost control activities.	i. Purpose of evaluating food production cost control activities. ii. Procedure of evaluating food production cost control activities such as: <ul style="list-style-type: none"> • Adhere product price list • Adhere daily food cost percentage 			11 hours	Lecture	i. Food production cost control receiving technique validated according to Standard Operating Procedures (SOP).
		i. Check food production cost control receiving technique. ii. Check food production cost control receiving method. iii. Check food production cost control yield test. iv. Check food production cost control proper storage technique.		25 hours	Demonstration & Observation	ii. Food production cost control receiving method validated according to Standard Operating Procedures (SOP).
			<u>Attitude:</u> i. Meticulous in evaluating food production cost control activities. <u>Safety:</u> i. Adhere to Standard Operating Procedure (SOP).			iii. Food production cost control yield test assessed according to Standard Recipe. iv. Food production cost control proper

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
						v. storage technique assessed according to Standard Operating Procedures (SOP).
6. Record food production cost control activities.	<ul style="list-style-type: none"> i. Record writing skills. ii. Procedures to write food production cost control activities record. iii. Format of food production cost control record. 			5 hours	Lecture	<ul style="list-style-type: none"> i. Procedure to record food production cost control activities confirmed. ii. Format of food production cost control record adhered.
		<ul style="list-style-type: none"> i. Determine procedure to record food production cost control activities. ii. Determine format of food production cost control record. iii. Write food production cost control record. 		13 hours	Demonstration & Observation	<ul style="list-style-type: none"> iii. Food production cost control record documented.

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Attitude:</u> i. Meticulous in food production cost control activities record. ii. Adhere to report submission dateline.			

Employability Skills

Core Abilities	Social Skills
04.08 Develop and negotiate staffing plans 04.09 Prepare project/work plans 04.10 Utilize science and technology to achieve goals 05.03 Allocate and record usage of financial and physical resources 05.04 Delegate responsibilities and/ or authority 05.05 Coordinate contract and tender activities 06.08 Identify and analyse effect of technology on the environment	1. Teamwork 2. Self-discipline 3. Conceptual skills 4. Interpersonal skills 5. Communication skills 6. Multi-tasking and prioritizing

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Chiller	1:10
2. Frezer	1:10
3. Cutleries	1:1
4. Crockeries	1:1
5. Shelving	1:1
6. Stationery	1:1
7. Plastic wrap	1:1
8. Inventory list	1:1
9. Recipe card	1:1
10. Measuring tools	1:1
11. Market list form	1:1
12. Store requisition form	1:1
13. Information Technology Equipment	As per required

References

REFERENCES

1. Practical Professional Cookery By H. L. Cracknell, R. J. Kaufmann, 1998 :ISBN1861528736
2. Leadership lessons from a chef: finding time to be great By Charles Carroll, 2008 :ISBN0470125306
3. Tasting Success: Your Guide to Becoming a Professional Chef By Charles Carroll, 2011 :ISBN0470581549
4. Food preparation and cooking: Cookery units. Student guide Nelson Thornes 1993, 1996 :ISBN 0748725660
5. Principles of Food, Beverage, and Labor Cost Controls, Paul R. Dittmer (Author), J. Desmond Keefe, ISBN 978047178347
6. The Professional Chef : Level 2 Diploma – Gary Hunter, Terry Tinton, Patrick Carey and Steven Walpole, 2007 ISBN-13 : 978-1-84480-706-2

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	KITCHEN						
Job Area	FOOD PREPARATION AND PRODUCTION SERVICES						
Competency Unit Title	Food Production Daily Operation						
Competency Unit Descriptor	Food production daily operation is to ensure kitchen operational activities administer in accordance with standard operating procedure (S.O.P). The personal who is competent in food production operation management shall be able to identify, plan, administer evaluate and record food production daily operation.						
Competency Unit ID	HT-012-4:2011 C05	Level	4	Training Duration	181 Hours	Credit Hours	18
Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental		Training Hours	Delivery Mode	Assessment Criteria
1. Identify operation needs and requirement.	i. Purpose of identifying operation needs and requirement. ii. Company manual operation Standard Operating Procedure (SOP). iii. Types of operation needs and requirement such as : <ul style="list-style-type: none"> • Daily stock control • Sufficient kitchen manpower iv. Types of operation needs and requirement. documentation such as: <ul style="list-style-type: none"> • Spoilage form • Performance record 				5 hours	Lecture	i. Company manual operation Standard Operating Procedure (SOP) confirmed. ii. Types of operation needs and requirement confirmed. iii. Types of operation needs and requirement documentation confirmed.

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Analyse company manual operation Standard Operating Procedure (SOP). ii. Determine types of product recycling operation needs and requirement. iii. Determine types of operation needs documentation. 		13 hours	Demonstration, Presentation & Observation	
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in determine types of operation needs and requirement <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to Standard Operating Procedure (SOP). 			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Plan food production operational daily task.	i. Purpose of planning food production operational daily task. ii. Food production operational daily task such as: <ul style="list-style-type: none"> • Cooking • Cleaning • manning iii. Technique of arranging food production operational daily task schedule. iv. Technique of preparing food production operational daily task documentation format.			11 hours	Lecture	i. Food production operational daily task determined according to event requirement. ii. Operational daily task schedule organised according to event requirement. iii. Food production operational daily task documentation confirmed according to Standard Operating Procedure (SOP).
		i. List down food production operational daily task. ii. Arrange operational daily task schedule. iii. Prepare food production operational daily task documentation.		25 hours	Demonstration, Presentation & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<p><u>Attitude:</u></p> <p>i. Meticulous in arranging operational daily task schedule.</p> <p><u>Safety:</u></p> <p>i. Adhere to Standard Operating Procedure (SOP).</p>			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Administer daily stock control.	<ul style="list-style-type: none"> i. Purpose of administering daily stock control. ii. Daily stock control process flow. iii. Method of ensuring sufficient quantity of daily stock such as : <ul style="list-style-type: none"> • Bin card • Inventory system iv. Method of ensuring validity of daily stock such as : <ul style="list-style-type: none"> • Expiry date • Production date of finished product v. Technique of recommending disposal of expired item such as <ul style="list-style-type: none"> • Based on event • Disposal document vi. Daily stock control documentation such as: <ul style="list-style-type: none"> • Spoilage form • Stock control checklist 			11 hours	Lecture	<ul style="list-style-type: none"> i. Daily stock control process flow adhered according to Standard Operating Procedure. ii. Sufficient quantity and quality daily stock gathered according to event requirement. iii. Disposal of expired item adhered according to Standard Operating Procedure. iv. Daily stock control documentation applied according to Standard Operating Procedure.

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Apply daily stock control process flow. ii. Apply sufficient quantity and quality daily stock. iii. Ensure validity of daily stock method. iv. Recommend disposal of expired item. v. Use daily stock control documentation 		25 hours	Demonstration, Presentation & Observation	
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Adhere to validity of daily stock practise. ii. Handle equipment with care <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Wear appropriate Personal Protective Equipment (PPE) ii. Adhere to Standard Operating Procedure (SOP). 			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Administer food production manpower.	i. Purpose of administering food production manpower. ii. Food production manpower process flow. iii. Technique of ensuring sufficient food production manpower. iv. Method of job delegation such as : <ul style="list-style-type: none"> • Briefing • <i>Mise en place (MEP)</i> • Coaching v. Food production manpower documentation such as: <ul style="list-style-type: none"> • Attendance • Performance record • Task guide 			11 hours	Lecture	i. Food production manpower process flow adhered. ii. Sufficient food production manpower confirmed. iii. Job delegation method adhered according to Standard Operating Procedures (SOP). iv. Food production manpower documentation applied according to Standard Operating Procedures (SOP).
		i. Apply food production manpower process flow. ii. Ensure sufficient food production manpower. iii. Apply job delegation method. iv. Use food production manpower documentation.		25 hours	Demonstration, Presentation & Observation	i. Food production manpower process flow adhered. ii. Sufficient food production manpower confirmed. iii. Job delegation method adhered according to Standard Operating Procedures (SOP). iv. Food production manpower documentation applied according to Standard Operating Procedures (SOP).

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Attitude:</u> i. Meticulous in ensuring sufficient food production manpower quantity. <u>Safety:</u> i. Adhere to Standard Operating Procedure (SOP).			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
5. Evaluate food production operational daily task.	i. Purpose of evaluating food production operational daily task. ii. Procedure of evaluating food production operational daily task such as: <ul style="list-style-type: none"> • Post mortem • Customer feedback 			11 hours	Lecture	i. Food production manpower validated. ii. Food production validity of daily stock validated according to Standard Operating Procedure (SOP).
		i. Check food production manpower. ii. Check food production validity of daily stock. iii. Check food production job assign. iv. Check food production disposal of expired item.		25 hours	Demonstration, Presentation & Observation	iii. Food production job assign confirmed according to Standard Operating Procedure (SOP).
			<u>Attitude:</u> i. Meticulous in evaluating food production validity of daily stock. ii. Check testing equipment in good condition <u>Safety:</u> i. Adhere to Standard Operating Procedure (SOP).			iv. Food production disposal of expired item confirmed according to Standard Operating Procedure (SOP).

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
6. Record kitchen daily task activities.	<ul style="list-style-type: none"> i. Purpose of recording kitchen daily task activities ii. Record writing skills iii. Procedures to write kitchen daily task activities record iv. Format of kitchen daily task activities record. 			5 hours	Lecture	<ul style="list-style-type: none"> i. Procedure to write kitchen daily task activities record confirmed. ii. Format of kitchen daily task activities record followed. iii. Kitchen daily task activities record documented.
		<ul style="list-style-type: none"> i. Determine procedure to write kitchen daily task activities record. ii. Determine format of kitchen daily task activities record. iii. Write kitchen daily task activities record. 		14 hours	Demonstration, Presentation & Observation	
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in writing kitchen daily task activities record ii. Adhere to report submission dateline <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to Standard Operating Procedure (SOP). 			

Employability Skills

Core Abilities	Social Skills
04.08 Develop and negotiate staffing plans 04.09 Prepare project/work plans 04.10 Utilize science and technology to achieve goals 05.03 Allocate and record usage of financial and physical resources 05.04 Delegate responsibilities and/ or authority 05.05 Coordinate contract and tender activities 06.08 Identify and analyse effect of technology on the environment	1. Teamwork 2. Self-discipline 3. Conceptual skills 4. Interpersonal skills 5. Communication skills 6. Multi-tasking and prioritizing

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Chiller	1:10
2. Freezer	1:10
3. Shelving	1:1
4. Stationery	1:1
5. Recipe card	1:1
6. Plastic wrap	1:1
7. Inventory list	1:1
8. Measuring tools	1:1
9. Market list form	1:1
10. Application form	1:1
11. Store requisition form	1:1
12. Information Technology Equipment	As per required

References

REFERENCES

1. Practical Professional Cookery By H. L. Cracknell, R. J. Kaufmann, 1998 :ISBN1861528736
2. Leadership lessons from a chef: finding time to be great By Charles Carroll, 2008 :ISBN0470125306
3. Tasting Success: Your Guide to Becoming a Professional Chef By Charles Carroll, 2011 :ISBN0470581549
4. Food preparation and cooking: Cookery units. Student guide Nelson Thornes 1993, 1996 :ISBN 0748725660
5. The Professional Chef : Level 2 Diploma – Gary Hunter, Terry Tinton, Patrick Carey and Steven Walpole, 2007 ISBN-13 : 978-1-84480-706-2

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	KITCHEN						
Job Area	FOOD PREPARATION AND PRODUCTION SERVICES						
Competency Unit Title	Food Production Staff Development						
Competency Unit Descriptor	Food production Staff Development is to execute staff development program in accordance with departmental standard human resource requirement. The personal who is competent in food production staff development shall be able to identify, plan, administer evaluate and record staff development program.						
Competency Unit ID	HT-012-4:2011 C06	Level	4	Training Duration	216 Hours	Credit Hours	21
Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify food production staff performances development.	i. Purpose of identifying food production staff performances development. ii. Food production staff performances standard. iii. Types of food production staff performances development requirement such as: <ul style="list-style-type: none"> • Training program • Staff disciplinary • Staff relation 			5 hours	Lecture	i. Food production staff performances standard gathered. ii. Food production staff performances development requirement confirmed.	
		i. Analyse food production staff performances standard. ii. Determine food production staff performances development requirement.		13 hours	Demonstration, Case study & Observation		

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in identifying food production staff performances standard. <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to Standard Operating Procedure (SOP). 			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Plan food production staff development.	i. Purpose of planning food production staff development. ii. Types of food production staff development activities such as: <ul style="list-style-type: none"> • Training • Disciplinary action • Staff award iii. Types of food production staff development activities schedule such as: <ul style="list-style-type: none"> • Motivation program • Culinary skills program iv. Food production staff development documentation format such as: <ul style="list-style-type: none"> • Training requisition form • Nomination form • Incident form 			11 hours	Lecture	i. Food production staff development activities gathered. ii. Food production staff development activities schedule organised according to human resource guideline. iii. Food production staff development documentation confirmed according to Standard Operating Procedure (SOP).

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. List down food production staff development activities. ii. Arrange food production staff development activities schedule. iii. Prepare food production staff development documentation. 		25 hours	Demonstration, Case study & Observation	
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in analysing food production staff development activities. <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to Standard Operating Procedure (SOP). 			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Administer training program.	<ul style="list-style-type: none"> i. Purpose of administering training program. ii. Training program works flow. iii. Food production training program schedule. iv. Participant criteria such as: <ul style="list-style-type: none"> • Designation • Training needs v. Types of training program such as: <ul style="list-style-type: none"> • Soft skills • Culinary art vi. Training program requirement such as: <ul style="list-style-type: none"> • Time • Venue • Module vii. Training program documentation format such as: <ul style="list-style-type: none"> • Attendant record • Training record • Evaluation sheet 			11 hours	Lecture	<ul style="list-style-type: none"> i. Training program works flow adhered according to standard human resource requirement. ii. Food production training schedule adhered according to yearly training plan. iii. Participant criteria adhered according to standard human resource requirement. iv. Types of training confirmed according to standard human

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Apply training program works flow. ii. Prepare food production training schedule. iii. Select participant for training program. iv. Select types of training program. v. Select training program requirement. vi. Evaluate training program effectiveness. vii. Use training program documentation format. 		25 hours	Demonstration, Case study & Observation	<ul style="list-style-type: none"> v. Training program requirement adhered according to standard human resource requirement. vi. Training program effectiveness confirmed according to standard human resource requirement.
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in selecting participant criteria. <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to Standard Operating Procedure (SOP). 			<ul style="list-style-type: none"> vii. Training program documentation format applied according to Standard Operating Procedure (SOP).

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Perform staff disciplinary process.	i. Purpose of performing staff disciplinary process ii. Staff disciplinary process work flow. iii. Types of problematic staff such as: <ul style="list-style-type: none"> • Demotivated • Grievances • Misconducted iv. Technique of staff disciplinary action such as: <ul style="list-style-type: none"> • Reprimand • Counselling • Warning v. Procedure of further recommended staff disciplinary action to immediate superior. vi. Staff disciplinary documentation format such as: <ul style="list-style-type: none"> • Incident report • Counselling report 			11 hours	Lecture	i. Staff disciplinary process work flow adhered according to standard human resource requirement. ii. Problematic staff confirmed. iii. Staff disciplinary action technique adhered according to standard human resource procedures. iv. Next cause of disciplinary action verified according to Standard Operating Procedure (SOP). v. Staff disciplinary documentation format applied according to staff disciplinary Standard

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Apply staff disciplinary process work flow. ii. Select problematic staff. Apply staff disciplinary action technique. iii. Recommend for further staff disciplinary action to immediate superior iv. Use staff disciplinary documentation format. 		25 hours	Demonstration, Case study & Observation	Operating Procedure
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in selecting problematic staff. <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to Standard Operating Procedure (SOP). 			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
5. Perform staff relation.	i. Purpose of performing staff relation. ii. Staff relation work flow. iii. Staff relation program such as: <ul style="list-style-type: none"> • Staff award • Culinary Competition • staff appreciation • cross exposure iv. Staff relation approach activities such as: <ul style="list-style-type: none"> • Staff gathering • Sport activities v. Technique of staff relation approach such as: <ul style="list-style-type: none"> • Appreciation letter • Incentive • Token vi. Staff relation documentation format such as: <ul style="list-style-type: none"> • Certification • Nomination form 			11 hours	Lecturer	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Apply staff relation work flow. ii. Select staff relation program. iii. Apply staff relation approach activities. iv. Apply staff relation approach technique. v. Use staff relation documentation format. 		25 hours	Demonstration, Case study & Observation	
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in selecting staff relation program. <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to Standard Operating Procedure (SOP). 			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
6. Evaluate food production staff development activities.	i. Purpose of evaluating food production staff development activities. ii. Procedure of evaluating food production staff development compliance such as: <ul style="list-style-type: none"> • Staff appraisal • Key Result Area (KRA) <ul style="list-style-type: none"> ▪ Food cost percentage, staff appraisal. 			11 hours	Lecture	i. Staff relation approach confirmed according to human resources procedures. ii. Staff disciplinary action confirmed according to human resources procedures.
		i. Check staff relation approach. ii. Check staff disciplinary action. iii. Check training program activities implementation. iv. Check food production staff development compliance.		25 hours	Demonstration, Case study & Observation	iii. Training program activities implementation confirmed according to yearly training plan.
			<u>Attitude:</u> i. Meticulous in evaluating food production staff development compliance. <u>Safety:</u> i. Adhere to Standard Operating Procedure (SOP).			iv. Food production staff development compliance confirmed according to human resources procedures.

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
7. Record departmental staff performances activities.	<ul style="list-style-type: none"> i. Purpose of recording departmental staff performances activities. ii. Report writing skills. iii. Procedures to write departmental staff performances activities record. iv. Format of departmental staff performances activities record. 			5 hours	Lecture	<ul style="list-style-type: none"> i. Procedure to write departmental staff performances activities record confirmed according to Standard Operating Procedures (SOP).
		<ul style="list-style-type: none"> i. Determine procedure to write departmental staff performances activities record. ii. Determine format of departmental staff performances activities record. iii. Write departmental staff performances activities record. 		13 hours	Demonstration, Case study & Observation	<ul style="list-style-type: none"> ii. Format of departmental staff performances activities record adhered according to Standard Operating Procedures (SOP).
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in writing departmental staff performances activities record. 			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			ii. Adhere to record submission dateline <u>Safety:</u> i. Adhere to Standard Operating Procedure (SOP).			Operating Procedures (SOP).

Employability Skills

Core Abilities	Social Skills
04.08 Develop and negotiate staffing plans 04.09 Prepare project/work plans 04.10 Utilize science and technology to achieve goals 05.03 Allocate and record usage of financial and physical resources 05.04 Delegate responsibilities and/ or authority 05.05 Coordinate contract and tender activities 06.08 Identify and analyse effect of technology on the environment	1. Teamwork 2. Self-discipline 3. Conceptual skills 4. Interpersonal skills 5. Communication skills 6. Multi-tasking and prioritizing

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Stationery 2. Training plan 3. Appraisal form 4. Training record 5. Nomination form 6. Counselling form 7. Industrial Act 1955 8. Information Technology Equipment	1:1 1:1 1:1 1:1 1:1 1:1 1:1 As per required

References

REFERENCES

1. Leadership lessons from a chef: finding time to be great By Charles Carroll, 2008 :ISBN 9780470125304
2. Tasting Success: Your Guide to Becoming a Professional Chef By Charles Carroll, 2011 :ISBN0470581549
3. Undang-undang pekerjaan: huraian dan panduan terhadap Akta Kerja 1955 By Hapriza Ashari, Malaysia, 2004 :ISBN9835203504

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	KITCHEN						
Job Area	FOOD PREPARATION AND PRODUCTION SERVICES						
Competency Unit Title	Kitchen Equipment Maintenance Monitoring.						
Competency Unit Descriptor	Kitchen equipment maintenance monitoring is to identify equipment maintenance activities requirement and specification in accordance with standard equipment maintenance monitoring system. The personal who is competent with equipment maintenance monitoring shall be able to identify, plan, administer, evaluate and record maintenance requirement activities.						
Competency Unit ID	HT-012-4:2011 C07	Level	4	Training Duration	120 Hours	Credit Hours	12
Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental		Training Hours	Delivery Mode	Assessment Criteria
1. Identify kitchen equipment maintenance requirement.	i. Purpose of identifying kitchen equipment maintenance requirement and specification. ii. Kitchen equipment maintenance requirement such as: <ul style="list-style-type: none"> • Equipment condition • Feasibility iii. Type of kitchen equipment maintenance such as: <ul style="list-style-type: none"> • Preventive • Breakdown • Corrective 				4 hours	Lecture	i. Kitchen equipment maintenance requirement and specification gathered. ii. Kitchen equipment maintenance requirement confirmed based on maintenance procedures. iii. Type of kitchen equipment maintenance confirmed.

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Analyse kitchen equipment maintenance requirement and specification. ii. Determine kitchen equipment maintenance requirement. iii. Determine type of kitchen equipment maintenance. 		8 hours	Demonstration, Case study & Observation	
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in identifying type of kitchen equipment maintenance. <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to Standard Operating Procedure (SOP). 			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Plan kitchen equipment maintenance activities.	<ul style="list-style-type: none"> i. Purpose of planning kitchen equipment maintenance activities. ii. Kitchen equipment maintenance activities such as <ul style="list-style-type: none"> • Prevention • Servicing • Replacement iii. Technique of arranging kitchen equipment maintenance activities such as: <ul style="list-style-type: none"> • Internal technician • External supplier iv. Kitchen equipment maintenance documentation format such as: <ul style="list-style-type: none"> • Maintenance request form • Preventive maintenance checklist 			7 hours	Lecture	<ul style="list-style-type: none"> i. Kitchen equipment maintenance activities confirmed. ii. Kitchen equipment maintenance activities organised according to maintenance procedures. iii. Kitchen equipment maintenance documentation format confirmed.

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. List down kitchen equipment maintenance activities. ii. Arrange kitchen equipment maintenance activities. iii. Select kitchen equipment maintenance documentation format. 		17 hours	Demonstration, Case study & Observation	
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in arranging kitchen equipment maintenance activities. <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to Standard Operating Procedure (SOP). 			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Administer kitchen equipment maintenance activities.	<ul style="list-style-type: none"> i. Purpose of administering kitchen equipment maintenance activities. ii. Kitchen equipment maintenance process flow. iii. Technique of monitoring kitchen equipment maintenance such as: <ul style="list-style-type: none"> • Temperature log reading • Preventive maintenance analysis iv. Technique of coordinating kitchen equipment maintenance activities schedule with engineering department such as: <ul style="list-style-type: none"> • Discussion • Negotiation v. Technique of ensuring kitchen equipment maintenance performances such as: <ul style="list-style-type: none"> • Check combi oven temperature log • Deep fryer periodic maintenance 			11 hours	Lecture	<ul style="list-style-type: none"> i. Kitchen equipment maintenance process flow adhered. ii. Kitchen equipment maintenance schedule adhered. iii. Kitchen equipment maintenance activities schedule with engineering department confirmed. iv. Kitchen equipment performances adhered. v. Kitchen equipment servicing adhered. vi. Kitchen equipment maintenance documentation prepared.

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Apply kitchen equipment maintenance process flow. ii. Monitor kitchen equipment maintenance schedule. iii. Coordinate kitchen equipment maintenance activities schedule with engineering department. iv. Ensure kitchen equipment maintenance performances. 		25 hours	Demonstration, Case study & Observation	
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in arranging kitchen equipment maintenance activities. <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to Standard Operating Procedure (SOP). 			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Evaluate kitchen equipment maintenance performance.	i. Purpose of evaluating kitchen equipment maintenance performance. ii. Procedure of evaluating kitchen equipment maintenance performance such as: <ul style="list-style-type: none"> • Equipment performances • Safety and hygiene level. 			11 hours	Lecture	i. Kitchen equipment maintenance activities confirmed according to equipment maintenance specification. ii. Kitchen equipment maintenance performance confirmed according to equipment maintenance specification.
		i. Check kitchen equipment maintenance activities. ii. Check kitchen equipment maintenance performance. iii. Check kitchen equipment maintenance schedule implementation. iv. Check equipment performance compliance.		25 hours	Demonstration, Case study & Observation	iii. Kitchen equipment maintenance schedule implementation confirmed according to equipment maintenance specification. iv. Equipment performance compliance confirmed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in evaluating equipment and performance of equipment physically. <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to Standard Operating Procedure (SOP). 			<p>according to equipment maintenance specification.</p>

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
5. Record kitchen equipment maintenance performances.	<ul style="list-style-type: none"> i. Purpose of recording kitchen equipment maintenance performances. ii. Report writing skills. iii. Procedures to write kitchen equipment maintenance performances record. iv. Format of kitchen equipment maintenance performances record. 			4 hours	Lecture	<ul style="list-style-type: none"> i. Procedure to write kitchen equipment maintenance performance confirmed. ii. Format of kitchen equipment maintenance performances record adhered.
		<ul style="list-style-type: none"> i. Determine procedure to write kitchen equipment maintenance performances. ii. Determine format of kitchen equipment maintenance performances record. iii. Write departmental kitchen equipment maintenance performances record. 		8 hours	Demonstration, Case study & Observation	<ul style="list-style-type: none"> iii. Departmental kitchen equipment maintenance performances record prepared.

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Attitude:</u> i. Meticulous in writing kitchen equipment maintenance performances record. ii. Adhere to report submission dateline			

Employability Skills

Core Abilities	Social Skills
04.08 Develop and negotiate staffing plans 04.09 Prepare project/work plans 04.10 Utilize science and technology to achieve goals 05.03 Allocate and record usage of financial and physical resources 05.04 Delegate responsibilities and/ or authority 05.05 Coordinate contract and tender activities 06.08 Identify and analyse effect of technology on the environment	1. Teamwork 2. Self-discipline 3. Conceptual skills 4. Interpersonal skills 5. Communication skills 6. Multitasking and prioritizing

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Stationeries 2. Information technology equipment 3. Maintenance schedule 4. Job request form	1:1 1:1 1:1 1:1

References

REFERENCES

1. Practical Professional Cookery By H. L. Cracknell, R. J. Kaufmann, 1998 :ISBN1861528736
2. Leadership lessons from a chef: finding time to be great By Charles Carroll, 2008 :ISBN0470125306
3. Tasting Success: Your Guide to Becoming a Professional Chef By Charles Carroll, 2011 :ISBN0470581549
4. Food preparation and cooking: Cookery units. Student guide Nelson Thornes 1993, 1996 :ISBN 0748725660
5. Facility manager's maintenance handbook By Bernard T. Lewis, Richard P. Payant, 2001 DOI: 10.1036/0071477861
6. The Professional Chef : Level 2 Diploma – Gary Hunter, Terry Tinton, Patrick Carey and Steven Walpole, 2007 ISBN-13 : 978-1-84480-706-2

APPENDIX 1

**SUMMARY OF TRAINING DURATION
FOOD PREPARATION AND PRODUCTION SERVICES LEVEL 4
HT-012-4:2011**

CU ID	COMPETENCY UNIT TITLE	WORK ACTIVITIES	KNOWLEDGE	SKILL	TOTAL	HOURS	
C 01	FOOD PRODUCTION HYGIENE, SAFETY AND HEALTH ADMINISTRATION	1	1. Identify food production hygiene, safety and health standard	5.00	13.00	18.00	177
		2	2. Plan to perform hygiene, safety and health activities.	16.00	38.00	54.00	
		3	3. Administer hygiene, safety and health activities.	16.00	38.00	54.00	
		4	4. Evaluate hygiene, safety and health activities performance.	8.00	25.00	33.00	
		5	5. Record hygiene, safety and health activities performance.	5.00	13.00	18.00	
Sub-total			50.00	127.00	177.00		
C 02	MENU IMPLEMENTATION	1	1. Identify menu implementation requirement.	4.00	13.00	17.00	158
		2	2. Plan menu implementation requirement activities.	8.00	38.00	46.00	
		3	3. Monitor standardise recipe implementation.	8.00	38.00	46.00	
		4	4. Evaluate standard menu implementation checklist.	4.00	25.00	29.00	
		5	5. Record menu implementation activities.	4.00	16.00	20.00	
Sub-total			28.00	130.00	158.00		
C 03	FOOD PRODUCTION QUALITY ASSURANCE MONITORING	1	1. Identify standard food quality assurance monitoring requirement.	5.00	13.00	18.00	155
		2	2. Plan standard food quality assurance monitoring requirement.	8.00	25.00	33.00	
		3	3. Perform food tasting for food quality.	4.00	25.00	29.00	
		4	4. Administer food safety standard requirement.	4.00	25.00	29.00	
		5	5. Evaluate standard food quality requirement.	4.00	25.00	29.00	
		6	6. Record standard food quality assurance monitoring requirement.	4.00	13.00	17.00	
Sub-total			29.00	126.00	155.00		
C 04	FOOD PRODUCTION COST CONTROL	1	1. Identify right ingredient and method of food preparation.	5.00	13.00	18.00	180
		2	2. Plan cost control activities.	11.00	25.00	36.00	
		3	3. Perform food production cost control activities.	11.00	25.00	36.00	
		4	4. Administer food production cost percentage.	11.00	25.00	36.00	
		5	5. Evaluate food production cost control activities.	11.00	25.00	36.00	
		6	6. Record food production cost control activities.	5.00	13.00	18.00	
Sub-total			54.00	126.00	180.00		
C 05	FOOD PRODUCTION	1	1. Identify operation needs and requirement.	5.00	13.00	18.00	
		2	2. Plan food production operational daily task.	11.00	25.00	36.00	
		3	3. Administer daily stock control.	11.00	25.00	36.00	

C 05	DAILY OPERATIONS	4	4. Administer food production manpower.	11.00	25.00	36.00	181
		5	5. Evaluate food production operational daily task.	11.00	25.00	36.00	
		6	6. Record kitchen daily task activities.	5.00	14.00	19.00	
Sub-total				54.00	127.00	181.00	
C 06	FOOD PRODUCTION STAFF DEVELOPMENT	1	1. Identify food production staff performances development.	5.00	13.00	18.00	216
		2	2. Plan food production staff development.	11.00	25.00	36.00	
		3	3. Administer training program.	11.00	25.00	36.00	
		4	4. Perform staff disciplinary process.	11.00	25.00	36.00	
		5	5. Perform staff relation.	11.00	25.00	36.00	
		6	6. Evaluate food production staff development activities.	11.00	25.00	36.00	
		7	7. Record departmental staff performances activities.	5.00	13.00	18.00	
Sub-total				65.00	151.00	216.00	
C 07	KITCHEN EQUIPMENT MAINTENANCE MONITORING	1	1. Identify kitchen equipment maintenance requirement.	4.00	8.00	12.00	120
		2	2. Plan kitchen equipment maintenance activities.	7.00	17.00	24.00	
		3	3. Administer kitchen equipment maintenance activities.	11.00	25.00	36.00	
		4	4. Evaluate kitchen equipment maintenance performance.	11.00	25.00	36.00	
		5	5. Record kitchen equipment maintenance performances.	4.00	8.00	12.00	
Sub-total				37.00	83.00	120.00	
TOTAL TRAINING HOURS				317.00	870.00	1187.00	1187