

COURSE INFORMATION SHEET FOR NITEC IN CULINARY SKILLS (WESTERN) FULL PROGRAMME UNDER THE APPROVED TRAINING PROVIDER SCHEME

ATP Scheme

Private training providers interested in conducting training leading to ITE certifications may apply to ITE for the **Approved Training Provider (ATP)** status.

To be eligible for consideration for the award of the ATP status, private training providers should have the following basic requirements:

- Adequate training and examination facilities
- Suitably qualified staff – both technically and pedagogically
- Training programme that is acceptable to ITE;
- Singapore Quality Class (SQC) / SQC for Private Education Organisation (SQC PEO) / Case Trust for Education membership; and
- Registration certificate from the Ministry of Education

Acceptance and/or evaluation of an application is **NOT** to be deemed to be equivalent or shall result in an approval of status. ITE reserves the right to reject an application without assigning any reasons. Accepted applications will be subjected to evaluation by ITE which includes a visit to the premises of the school/centre. All decisions made by ITE arising from the evaluation shall be final.

Title	National ITE Certificate (<i>Nitec</i>) in Culinary Skills (Western)
Objective	This course provides students with the skills & knowledge of a Cook to prepare a specified range of stocks, sauces, soups, starch, egg, meat, poultry, fish and seafood dishes, as well as cold foods and desserts according to recipe specifications.
Skills Standard	<p>A Cook is one who prepares the raw ingredients, cooks and presents a specified range of soups, meat, poultry, vegetable, starch, egg, fish and seafood dishes, and pastry and desserts according to recipe specifications using a range of cooking methods and techniques that meet customers' need for quality food that is prepared in a hygienic and safe manner.</p> <p>The work he / she performs includes the following:</p> <ul style="list-style-type: none"> ▪ Store raw, cooked, fresh, dry and canned food ▪ Carry out basic butchery work ▪ Prepare raw food (mise-en-place) for cooking ▪ Prepare stocks and gravies ▪ Prepare basic sauces ▪ Prepare a range of soups ▪ Cook and present a specified range of vegetable, starch and egg dishes ▪ Cook and present a specified range of meat, poultry, fish and seafood dishes ▪ Prepare and present cold dishes ▪ Prepare simple desserts ▪ Plan menu ▪ Prepare food costing ▪ Prepare F & B budget ▪ Serve guest at the buffet table ▪ Handle guest enquiries on food-related concerns

Content	This course comprises the following 9 modules:		
		<u>Core Module</u>	<u>Recommended Hours</u> <u>Credit Units</u>
	1	Introduction to Kitchen Practice	80 4
	2	Stocks, Sauces & Soups	110 4
	3	Accompaniments and Side Dishes	120 5
	4	Main Course Preparation	160 6
	5	Cold Food and Basic Desserts	100 4
	6	Kitchen Operations	200 5
	7	Menu Planning and Costing	120 5
	8	Service Quality	100 4
	Sub-total	990 37	
9	Industrial Attachment (6 mths x 4 wks x 44 hrs/wk)	1056 10	
	Total	2046 47	
Structure	Off-the-Job Training (Theory & Practical)	: 6 to 12 months	
	Industry Attachment	: 6 months (after completion of Off-the-Job Training)	
	Total Training Duration	12 to 18 months	
Structure	12 to 18 months comprising 6 to 12 months theory and practical training; followed by 6 months Industry Attachment.		
Industry Attachment (IA):	<ul style="list-style-type: none"> ▪ 6 months at a centre approved by ITE ▪ The IA centre must provide training in at least 43 out of 61 tasks (i.e. 75 % of the tasks) specified at <u>Annex A</u>. ▪ The supervisor at the IA centre is required to attend the Coaching Skills course conducted by ITE if he does not have equivalent qualifications / skills. 		
Major Tools / Equipment & Materials	An establishment interested in providing training in this course under the Approved Training Provider Scheme must possess the major tools / equipment & materials specified at <u>Annex B</u> .		
Guidelines On Trainer's Qualifications	Trainers should possess the following technical qualifications, relevant work experience and pedagogic qualifications:		
	<u>Technical Qualification</u>	<u>Relevant Work Experience</u>	<u>Pedagogic Qualification</u>
	Diplomas in Hotel Management or equivalent	At least 3 years relevant work experience	Instructional Skills, or equivalent teaching qualifications, or at least 3 years teaching experience. Test Construction or equivalent for setting of papers. Coaching Skills or equivalent for trainer supervising Industry Attachment.

INDUSTRY ATTACHMENT TASKLIST FOR NITEC IN CULINARY SKILLS (WESTERN)

S/N Module 1 – Introduction to Kitchen Practice

- 1 Organise work assignments
- 2 Clean cooking utensils
- 3 Clean work area
- 4 Set up work area
- 5 Display food at serving station
- 6 Store fresh and pre-prepared cooked foods
- 7 Store dry and preserved foods
- 8 Store cooked food
- 9 Thaw frozen raw foods

Module 2 – Stocks, Sauces & Soups

- 10 Prepare stocks
- 11 Prepare gravy
- 12 Prepare sauce
- 13 Prepare butter sauce
- 14 Prepare meat glaze
- 15 Prepare broth
- 16 Prepare consommé
- 17 Prepare thick and cream soup
- 18 Prepare chilled soup

Module 3 – Accompaniments & Side Dishes

- 19 Prepare and cook vegetable
- 20 Prepare and cook egg
- 21 Prepare and cook potatoes
- 22 Prepare and cook rice
- 23 Make pasta dough
- 24 Prepare pasta
- 25 Cook farinaceous dish
- 26 Cook cereals

Module 4 – Main Course Preparation

- 27 Cut meat
- 28 Cut poultry
- 29 Prepare meat and poultry for cooking
- 30 Cook meat
- 31 Cook poultry
- 32 Portion cooked meat and poultry for serving
- 33 Cook cured meat
- 34 Prepare fish for cooking
- 35 Prepare seafood for cooking
- 36 Cook fish
- 37 Cook seafood
- 38 Portion cooked fish and seafood for serving
- 39 Prepare Garnishes
- 40 Carve meat, poultry and fish at food station

Module 5 – Cold Food & Basic Desserts

- 41 Prepare salad
- 42 Prepare sauce
- 43 Prepare dressing
- 44 Prepare fruit platter
- 45 Prepare cold appetisers
- 46 Prepare forcemeat products
- 47 Prepare basic paste
- 48 Prepare basic sweet paste product
- 49 Prepare short paste products
- 50 Prepare choux paste products
- 51 Prepare basic sponge
- 52 Prepare dessert

Module 6 – Kitchen Operations (No Tasks)

Module 7 – Menu Planning and Costing (Optional)

- 53 Plan menu
- 54 Calculate recipe costs
- 55 Perform yield test
- 56 Prepare F&B budget

Module 8 – Service Quality

- 57 Manage guests' expectations
- 58 Handle enquiries and requests
- 59 Handle complaints
- 60 Perform service recovery
- 61 Monitor delivery of service

MAJOR TOOLS / EQUIPMENT & MATERIALS LIST FOR NITEC IN CULINARY SKILLS (WESTERN)

TOOLS

Corkscrew	Meat fork	Rubber stencil
Cutting tools	Metal spoons	Rolling pin
Cleaning tools	Pastry brush	Spatula
Cake divider	Pastry cutters	Scraper
Ladles	Piping bag	Whisk
Larding Needle	Piping nozzle	Wooden spoon
Measuring devices		

UTENSILS

Box grater	Chinaware	Food mill
Cake rings tin	Cutlery	Trays
Colander	Chafing inserts	Mandoline
Cooking utensils	Chinois (strainer)	Sieve
		Steel bowl

EQUIPMENT

Broiler	Oven	Work table
Deep fat fryer	Grill	Weighing scale
Fridge / freezer	Salamander	Fire fighting equipment
Food processor	Microwave oven	First aid box
Open ring burner		

MATERIALS

Butcher string	Cooking ingredients	Muslin cloth
Condiments	Cleaning supplies	Wrappers