

COURSE INFORMATION SHEET FOR ISC IN FOOD & BEVERAGE SERVICE (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	ITE Skills Certificate (ISC) in Food & Beverage Service			
Skills Standard	<p>A F&B Server is one who performs pre-service activities, lays the dining table, takes and serves food & beverages orders, clears finished courses and table at the end of the service and sets up function rooms.</p> <p>The work he / she performs include the following functions:</p> <ul style="list-style-type: none"> ▪ Carry out pre-service activities ▪ Set up and change table settings ▪ Take simple orders ▪ Serve food & beverage orders ▪ Uncork and serve wine ▪ Clear finished courses and table at the end of service ▪ Set up function rooms ▪ Prepare and deliver room service orders 			
Content	This course comprises 2 modules:			
		Core Module	Minimum Hours	Remarks
	1	Off-the-Job Training	140 hrs	For the course to be offered as a full-time course to foreign students , it must be conducted for at least 3 hours per day for 5 days a week i.e. at least 15 hours per week/ 180 hours over 3 months .
	2	Industry Attachment	528 hrs	3 mths x 4 wks x 44 hrs/wk
	Total	668 hrs		

Structure	6 months comprising 3 months theory and practical training; followed by 3 months Industry Attachment.		
Industry Attachment (IA):	<ul style="list-style-type: none"> ▪ 3 months at a centre approved by ITE ▪ The IA centre must provide training in at least 21 out of 27 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> Relevant Nitec or NTC-2 qualifications (eg. Nitec in Food & Beverage Operations)	<u>Relevant Work Experience</u> At least 3 years work experience in a related industry (Not required if he/she has at least 3 years teaching experience in the related industry)	<u>Pedagogic Qualification</u> Instructional Skills, or equivalent teaching qualifications, or at least 3 years teaching experience in a related industry Test construction or equivalent for setting of papers. Coaching Skills or equivalent for trainer supervising Industry Attachment
Minimum Entry Requirement	Course participants should have one of the following: <ul style="list-style-type: none"> ▪ Completed Primary education or equivalent ▪ Have relevant work experience 		
Full Certification	To qualify for full certification, the course participant must obtain the following: <ul style="list-style-type: none"> ▪ A pass in the practical component; and ▪ Meet the Industry Attachment requirement 		

For more information on the ATP scheme for the conduct of the ISC in Food & Beverage Service course, please contact **Ms Susan Tan, Head / Approved Training Providers on Tel. 67720775** or email **Susan_Tan@ite.edu.sg**

INDUSTRY ATTACHMENT TASKLIST FOR ISC IN FOOD & BEVERAGE SERVICE

<u>S/N</u>	<u>Industry Attachment Task</u>
1	Fold napkins
2	Clean / polish service equipment (crockery, cutlery, silverware)
3	Prepare condiments (pepper, salt, sugar, chili, ketchup, tabasco, mustard, grated cheese)
4	Prepare F&B equipment (coffee warmer, coffee machine, juice mixer, bar/wine fridge, toaster, serving gear)
5	Replenish F&B supplies (linen, food supplies, beverage supplies, guest supplies)
6	Stock service /side station (crockery, cutlery, silverware, linen, condiments, guest supplies)
7	Set dining tables for various types of menus (a la carte, set, buffet)
8	Set buffet table
9	Count physical stock of F&B equipment
10	Set up function room (meeting, seminar, workshop, exhibition, auction, F&B functions)
11	Set up coffee and tea station (internal, external)
12	Perform housekeeping
13	Attend to accidents and emergency situations
14	Attend to simple enquiries and requests
15	Seat guests
16	Take simple guest order
17	Change table setting
18	Serve food and beverage orders (plated service, buffet service, family service)
19	Prepare beverages (coffee, tea, hot chocolate, hot milk, ice tea)
20	Serve alcoholic and non-alcoholic beverages (excluding wine) (Styles of service – tray service, velvet/club service, ‘bottle sales’ service)
21	Serve wine
22	Clear finished courses
23	Clear table at end of service
24	Present bill to guest
25	Prepare room service tray
26	Carry out F&B service in guest room
27	Replenish mini-bar items

MAJOR TOOLS / EQUIPMENT & MATERIALS LIST FOR ISC IN FOOD & BEVERAGE SERVICE

TOOLS & EQUIPMENT

Cork screw	Mini-bar items	Wine bucket and stand
Matches	Mini-bar trolley	Wine coaster
Notebook and pen	First aid box	F&B equipment
Folder / billing tray	Fire fighting equipment	Overhear projector /Screen
Captain's order	Chinaware	Whiteboard
Trays	Glassware	Flipchart stand and flipcharts
Fruit knife	Silverware	Signage
Serving gear	Wine basket/cradle	Service / side station

MATERIALS

Time in/time out sheet	Promotional materials	Logbook
Wine and beverage list	Stationery	Cleaning chemicals
Menu	Inventory form	Event order/function prospectus
Aluminum foil	Requisition form/book	Inventory list/book
Linen	Breakage form/ book	