

**COURSE INFORMATION SHEET FOR ISC IN FOOD PREPARATION (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 Preparation								
Skills Standard	<p>A Trainee Cook is one who prepares the ingredients for cooking and assists the chef in the cooking, garnishing and dishing of food items according to the requirements of the menu, recipes and guests.</p> <p>The work he / she performs include the following functions:</p> <ul style="list-style-type: none"> • Clean cooking utensils and work area • Store raw, dry, canned and cooked food • Prepare ingredients for cooking • Prepare stock and soups • Cook a specified range of vegetable, starch, tofu and egg dishes • Cook a specified range of meat, poultry, fish and seafood dishes • Prepare accompaniments • Provide buffet service 								
Content	<p>This course comprises 2 modules:</p> <table border="0" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;"><u>Core Module</u></th> <th style="text-align: left;"><u>Minimum Hours</u></th> </tr> </thead> <tbody> <tr> <td>1 Off-the-Job Training</td> <td>140 hrs</td> </tr> <tr> <td>2 Industry Attachment</td> <td>528 hrs</td> </tr> <tr> <td>Total</td> <td>668 hrs</td> </tr> </tbody> </table>	<u>Core Module</u>	<u>Minimum Hours</u>	1 Off-the-Job Training	140 hrs	2 Industry Attachment	528 hrs	Total	668 hrs
<u>Core Module</u>	<u>Minimum Hours</u>								
1 Off-the-Job Training	140 hrs								
2 Industry Attachment	528 hrs								
Total	668 hrs								
Structure	The training comprising theory and practical (Off-the-Job Training) and Industry Attachment which should be conducted over a period of 3 to 6 months.								

Industry Attachment (IA):	<ul style="list-style-type: none"> ▪ 528 hours spread over a period of 3 months at a centre approved by ITE ▪ The IA centre must provide training in at least 23 out of 30 tasks (i.e. at least 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 qualification	<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 a 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 meet the following: <ul style="list-style-type: none"> ▪ Completed Primary education or equivalent and at least 16 years of age 		
Full Certification	To qualify for full certification, the course participant must satisfy the following: <ul style="list-style-type: none"> ▪ A pass in the practical component (Off-the-Job training); and ▪ Satisfactory completion of Industry Attachment. 		

INDUSTRY ATTACHMENT TASKLIST FOR ISC IN FOOD PREPARATION

<u>S/N</u>	<u>Industry Attachment Tasks</u>
1	Maintain personal hygiene
2	Clean utensils and equipment
3	Clean work area
4	Set up work area
5	Clean dry store and freezer
6	Store raw materials and pre-prepared cooked foods
7	Store dry, canned and preserved foods
8	Store cooked food
9	Attend to kitchen fire and emergencies
10	Apply basic first aid
11	Prepare vegetable for cooking
12	Prepare meat for cooking
13	Prepare poultry for cooking
14	Prepare fish for cooking
15	Prepare seafood for cooking
16	Prepare chicken stock
17	Prepare soup
18	Cook vegetable dishes
19	Cook egg dishes
20	Cook tofu dishes
21	Cook rice dishes
22	Cook noodle dishes
23	Cook meat/poultry dishes
24	Cook fish/seafood dishes
25	Prepare salad
26	Prepare fruit platter
27	Prepare mise en place for hot food
28	Provide service at live station
29	Maintain buffet presentation and food items
30	Clear buffet

MAJOR TOOLS / EQUIPMENT & MATERIALS LIST FOR ISC IN FOOD PREPARATION

TOOLS

Colour coded cutting board	Cutlery	Crockery
Glassware	Chinaware	Cooking utensils (eg. tongs, pots, ladle)
Cutting utensils		

EQUIPMENT / MACHINERY

Kwali	Kwali stand	Sauce tray
Trolleys	Dish table	Stainless steel work table
Refrigerator / freezer	Ice machine	Hot water dispenser
Upright chiller	Exhaust hood	Steamer
Warmer	Stove/oven	Dish washer
Weighing machine	Microwave oven	Meat slicer
Bain-marie	Blender	

MATERIALS

Cooking ingredients	Cling wrap	Sauces
Condiments	Cleaning supplies	Clock
Fire Safety Extinguisher	First Aid Box	Fruits
Garbage Bin	Disposal gloves	Hand paper towel
Soap dispenser		