

**List of Competencies for On-the-Job Training (OJT)  
Work-Study Diploma in Culinary Arts & Management**

Note: LOC is subject to changes due to curriculum review/ development

<b>S/N</b>	<b>List of Competencies (Standard)</b>	<b>Company to indicate '✓' for OJT competencies it can provide</b>
<b>A</b>	<b>Kitchen Management</b>	
A1	Organise work duties	
A2	Manage food preparation at kitchen station	
A3	Conduct hygiene and safety audit	
<b>B</b>	<b>Inventory Management</b>	
B1	Manage inventory level and quality	
B2	Handle inventory replenishment	
B3	Handle goods received	
<b>C</b>	<b>Catering &amp; Buffet Management</b>	
C1	Manage food production for catering	
C2	Manage buffet set - up	
C3	Handle buffet stations and customer feedback	
<b>D</b>	<b>Cold Cuisine</b>	
D1	Preserve foods	
D2	Prepare appetizers	
D3	Prepare salads, dressing and forcemeat products	
<b>E</b>	<b>Hot Cuisine I</b>	
E1	Prepare stock, soup, and sauces	
E2	Prepare starch (grains, noodles, pasta, potatoes)	
E3	Prepare vegetables	
<b>F</b>	<b>Hot Cuisine II</b>	
F1	Prepare egg dishes	
F2	Prepare fish and seafood	
F3	Prepare meat and poultry	
<b>G</b>	<b>Desserts &amp; Pastries</b>	
G1	Prepare cold desserts	
G2	Prepare hot desserts	
G3	Prepare pastries	

S/N	List of Competencies (Standard)	Company to indicate '✓' for OJT competencies it can provide
<b>H</b>	<b>Organisational &amp; Change Management</b>	
H1	Provide guidance to staff	
H2	Manage team performance	
H3	Manage implementation of organisational changes in kitchen	
<b>I</b>	<b>Menu Development &amp; Promotion</b>	
I1	Develop menu items	
I2	Evaluate menu items	
I3	Promote menu items on social media platforms	
	<b>Sub-total of Competencies (Standard)</b>	
<b>List of Competencies (Company-specific)</b>		
1		
2		
3		
4		
5		
6		
7		
	<b>Sub-total of Competencies (Company-specific)</b>	

**Note:**

- Company must be able to provide OJT for at least **75%** of the List of Competencies (Standard).
- If company is unable to meet the 75%, please propose alternate **course-related** competencies which are unique to company operations. Alternate competencies are capped at 25%.  
[i.e. 50% of the list of competencies (standard) + 25% alternate competencies (Company-specific)].
- All alternate competencies (Company-specific) must be reviewed and endorsed by ITE.
- Trainees must receive OJT and be assessed for **All** competencies selected in this List.

Total no. of competencies selected by company for OJT

Total no. of competencies listed (*standard & company specific*)

Percentage of selected competencies

**Completed By:**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Company**

\_\_\_\_\_  
**Designation**

\_\_\_\_\_  
**Date**

For ITE's Completion				
<b>Reviewed by CED / College</b> <i>(For Company-specific Competencies)</i>		<b>Verified by IBT Officer</b>		
Name:			Name & Date:	
Designation:		Date:		

*Version: Feb'24*

# WORK-STUDY DIPLOMA IN CULINARY ARTS & MANAGEMENT

## Course Objective

The course equips trainees with the skills, knowledge and professional attributes to plan and manage the production of food in a kitchen station to meet customers' need for safe and quality food.

## Module Synopsis

### **Module 1: Kitchen Management**

On completion of this module, trainees should be able to organise work assignments, manage workflow of station, and implement kitchen safety and sanitation.

### **Module 2: Inventory Management**

On completion of the module, trainees should be able to handle goods received, monitor quality and levels of inventory and handle replenishment of inventory.

### **Module 3: Catering & Buffet Management**

On completion of the module, trainees should be able to prepare for food production for both in-house and off-site catering, and manage buffet set-up.

### **Module 4: Cold Cuisine**

On completion of the module, trainees should be able to preserve food using a variety of methods, as well as prepare a range appetizers, salads, dressings and forcemeat products.

### **Module 5: Hot Cuisine I**

On completion of the module, trainees should be able to produce a range of stocks, soups, sauces and sides such as vegetables and starches as accompaniments for the main course.

### **Module 6: Hot Cuisine II**

On completion of the module, trainees should be able to prepare, cook and plate a range of main dishes.

### **Module 7: Desserts & Pastries**

On completion of the module, trainees should be able to prepare a variety of basic desserts and pastries.

### **Module 8: Organisational & Change Management**

On completion of the module, trainees should be able to provide guidance to junior staff, manage team performance by applying systems and design thinking to enhance productivity and improve staff retention, as well as manage implementation of organisational changes in kitchen.

### **Module 9: Menu Development & Promotion**

On completion of the module, trainees should be able to develop menu, and determine cost price based on yield testing as well as promote it on social media platforms.

### **Module 10: Company Project**

On completion of the module, trainees should have applied their acquired competencies in an authentic project that would value-add to the company.

### **Module 11: On-the-Job Training**

On completion of the module, trainees should be able to apply the skills and knowledge acquired at ITE College and workplace to take on the full job scope, including supervisory function, where appropriate, at the company.

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## **TRAINING PATTERN FOR WORK-STUDY DIPLOMA IN CULINARY ARTS & MANAGEMENT**

- Day Release (1 day a week at ITE College West)
  - Off-JT day must be a paid working day, included in employment contract
  - OJT at the company (4 or 5 days a week)
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