

**Tertiary and Vocational Education Commission**

**National Competency Standards and Curriculum  
For  
Assistant Cook  
NVQ Level 3**

## Assistant Cook

### Course Synopsis

#### **Job outlook, objectives of the course and career paths available following completion of the course**

Today cooking plays a vital role in the hospitality sector. Five star hotels to local restaurants require the services of cooks. In addition to accommodation with food in hotels, with the change of life style of people, many prefer to go out or buy meals from take away outlets of hotels and prefer to have various types of food.

A cook of a five star hotel gets an attractive salary and additional benefits such as food, lodging, service charges and transport. Also for those who want to become an entrepreneur in this field, this training will be very useful.

#### **Modules to be covered**

**1. Principles and practice of hygiene and cleanliness, personal as well as workplace**

This module covers the competencies required to get awareness of the principles and practice of hygiene and cleanliness, personal as well as workplace.

**2. Acquaintance with equipment with systems of usage and maintenance**

This module covers the competencies required to get an overview of the equipment needed with systems of usage and maintenance

**3. Workplace structures and norms and ethics**

This module covers the competencies required to get an overview of workplace structures and norms and ethics

**4. Pre preparation for cooking**

This module covers the competencies required for preparation for cooking while ensuring safe working and hygienic conditions.

**5. Preparation of stocks, soups & sauces**

This module covers the competencies required to prepare stocks, soups and sauces while ensuring safe working and hygienic conditions.

**6. Presentation of Food**

This module covers the competencies required to present food while ensuring safe working and hygienic conditions and sop.

**7. Store cooked and uncooked food in a safe and hygienic manner**

This module covers the competencies required to store cooked and uncooked food in a safe and hygienic manner.

**8. Maintaining and rearrangement of kitchen**

This module covers the competencies required to maintain and rearrange kitchen as per SOP

**9. Career skills 1**

This module provides basic communicative skills in English and effective elementary reading and writing skills and basic knowledge of grammar to facilitate this. It also introduces cognitive skills with regard to effective work and the ability to work efficiently alone and in a team.

Module Title :	Course Duration
<b>1. Principles and practice of hygiene and cleanliness, personal as well as workplace</b>	
<p>Objectives of the module</p> <p>This module covers the competencies required to get awareness of the principles and practice of hygiene and cleanliness, personal as well as workplace.</p>	
<p><b>Competencies to be covered</b></p> <ol style="list-style-type: none"> <li>1. Acquire knowledge on importance of maintaining personal grooming &amp; hygiene.</li> <li>2. Acquire knowledge on importance of maintaining hygiene of utensils, equipment and kitchen</li> <li>3. Acquire knowledge on importance of various methods/ processes available to maintain hygiene of tools, equipment and kitchen <ul style="list-style-type: none"> <li>-Equipment used to maintain hygiene and preparation of equipment required for the daily production process</li> <li>-Rules and regulations implemented by various institutes to maintain hygiene</li> </ul> </li> <li>3. Maintain kitchen/workplace hygiene &amp; safety</li> <li>4. Maintain food hygiene</li> <li>5. Know and practice safety drills in the use of equipment</li> </ol>	
Recommended teaching methods :	Lectures, Small group work, Home assignments, Field visits

Module Title :	Course Duration
<b>2. Acquaintance with equipment with systems of usage and maintenance</b>	
<p>Objectives of the module</p> <p>This module covers the competencies required to get an overview of the equipment needed for cooking with systems of usage and maintenance as per SOP</p>	
<p><b>Competencies to be covered</b></p> <ol style="list-style-type: none"> <li>1. Acquire knowledge of Safety at work</li> <li>2. Appreciate the different uses of different utensils</li> <li>3. Acquire knowledge of Basic knife skills</li> <li>4. Identify and prepare tools and equipment for production</li> <li>5. Understand the properties of equipment used in cooking, including moderation of temperatures</li> <li>6. Understand the different types of cooking and the equipment best suited for each of these</li> </ol>	
Recommended teaching methods :	Lectures, Small group work, Home assignments, Field visits

Module Title :	Course Duration
<b>3. Workplace Structures and norms and ethics</b>	
<p>Objectives of the module</p> <p>This module covers the competencies required to get an overview of workplace structures and norms and ethics</p>	
<p><b>Competencies to be covered</b></p> <ol style="list-style-type: none"> <li>1. Acquire knowledge of basic hotel procedures</li> <li>2. Acquire knowledge of behavior and mannerism</li> <li>3. Acquire knowledge of etiquettes</li> <li>4. Acquire knowledge of basic guest contact skills</li> <li>5. Acquire knowledge of customer care</li> </ol>	
Recommended teaching methods :	Lectures, Small group work, Home assignments, Field visits

Module Title :	Course Duration
4. Pre preparation for cooking	
<p>Objectives of the module</p> <p>This module covers the competencies required for pre preparation for cooking while ensuring safe working and hygienic conditions.</p>	
<p><b>Competencies to be covered</b></p> <ol style="list-style-type: none"> <li>1. Clean and arrange premises for cooking as per SOP</li> <li>2. Clean and arrange equipment for cooking</li> <li>3. Check information</li> <li>4. Select ingredients and quantities for cooking as per recipe</li> <li>5. Prepare raw materials for cooking as per recipe</li> <li>6. Store raw materials ensuring safe working and hygienic conditions</li> <li>7. Prepare food safely as per request</li> <li>8. Store food ensuring safe working and hygienic conditions</li> <li>9. Dispose of food ensuring safe working and hygienic conditions</li> <li>10. Ensure workplace hygiene procedures</li> <li>11. Maintain a clean environment</li> <li>12. Operate equipment safely</li> <li>13. Ensure Cleaning and arrangement of premises</li> <li>14. Ensure Cleaning and arrangement of equipment</li> <li>15. Ensure prepared ingredients as per recipe</li> <li>16. Prepare Mise en Place for cooking operations</li> </ol>	
Recommended teaching methods :	Lectures, Small group work, Home assignments, Field visits

Module Title	Course Duration
5.Preparation of stocks, sauces and simple soups & salads	
<p>Objectives of the module</p> <p>This module covers the competencies required to prepare stocks, sauces, soups and salads while ensuring safe working and hygienic conditions.</p>	
<p><b>Competencies to be covered</b></p> <ol style="list-style-type: none"> <li>1. Select standard recipes of stocks, soups, sauces</li> <li>2. Organize logistics for stocks, soups, sauces</li> <li>3. Maintain consistency of finished product of stocks, soups &amp; sauces</li> <li>4. Prepare stocks, soups &amp; sauces</li> <li>5. Maintain hygienic standards of preparation of stocks, soups &amp; sauces</li> <li>6. Check quality of finished product of stocks, soups &amp; sauce</li> <li>7. Pack food items of stocks, soups &amp; sauces for storage</li> <li>8. Store /hold food items of stocks, soups &amp; sauces</li> <li>9. Understand what constitutes a salad, and the main ingredients of a salad</li> </ol>	
Recommended teaching methods :	Lectures, Small group work, Home assignments, Field visits



Module Title	Course Duration
6. Presentation of Food	
<p>Objectives of the module</p> <p style="text-align: center;">This module covers the competencies required to present Food while ensuring safe working and hygienic conditions.</p>	
<p><b>Competencies to be covered</b></p> <ol style="list-style-type: none"> <li>1. Select service criteria as Sop</li> <li>2. Delegate duties to others as per SOP</li> <li>3. Organize food according to request and recipes ensuring hygienic conditions</li> <li>4. Present food for service as per request and recipes ensuring hygienic conditions</li> <li>5. Display food</li> <li>6. Replenish food as per SOP</li> <li>7. Maintain portion control as per request and recipes ensuring hygienic conditions</li> <li>8. Serve food as per SOP</li> </ol>	
<p>Recommended teaching methods :</p>	<p>Lectures, Small group work, Home assignments, Field visits</p>

<b>Module Content</b>	Course Duration
7.Store cooked and uncooked food in a safe and hygienic manner	
<p><b>Objectives of the module</b>  This module covers the competencies required to Store cooked and uncooked food in a safe and hygienic manner while ensuring safe working and hygienic conditions.</p>	
<p><b>Competencies to be covered</b></p> <ol style="list-style-type: none"> <li>1. Select storing equipment as per sop</li> <li>2. Pack food items for storage as SOP and</li> <li>3. Store food items ensuring hygienic conditions</li> <li>4. Hold food items as per SOP</li> </ol>	
Recommended teaching methods :	Lectures, Small group work, Home assignments, Field visits

Module Title	Course Duration
8.Maintaining and rearrangement of kitchen	
<p><b>Objectives of the module</b></p> <p>This module covers the competencies required to maintain and rearrange the kitchen while ensuring safe working and hygienic conditions.</p>	
<p><b>Competencies to be covered</b></p> <ol style="list-style-type: none"> <li>1. Clean premises</li> <li>2. Arrange Premises as per request and SOP</li> <li>3. Arrange equipment as per request</li> <li>4. Maintain working condition of equipment</li> <li>5. Separate waste as per SOP, ensuring hygienic conditions and environment protection</li> <li>6. Dispose of waste as per SOP and ensuring environment protection</li> </ol>	
Recommended teaching methods :	Lectures, Small group work, Home assignments, Field visits

Module Title	Course Duration
<b>1. Career Skills 1</b>	At least 60 hours in 3 month course
<p>Objectives of the course</p> <p>All recent studies make it clear that one of the greatest problems noted with regard to the employability of students in the TVET sector is the absence of soft skills, in particular communicative competence in English. Employers have indicated that they would appreciate better English in their staff and the ability to communicate with more confidence.</p> <p>This course provides basic communicative skills in English and effective elementary reading and writing skills and basic knowledge of grammar to facilitate this. It also introduces cognitive skills with regard to effective work and the ability to work efficiently alone and in a team.</p>	
<p>Competencies to be covered</p> <ol style="list-style-type: none"> <li><b>1. Understand and use simple expressions to communication</b> This subject provides the necessary communication skills so that students can introduce themselves and interact with others, and can respond to simple questions and follow simple instructions, describe people, places, tools.</li> <li><b>2. Read and write effectively</b> This subject provides the necessary skills to find and understand the information given in a text, to understand notices, instructions and information, to take down short messages and write simple descriptions.</li> <li><b>3. Use English correctly</b> This subject is not taught separately but is included in the development of the productive and receptive skills above, since awareness of the structure of the language is necessary for these The development of appropriate vocabulary is also targeted to deploy the above skills</li> <li><b>4. Develop the capacity to think and plan productively y</b> This subject develops cognitive abilities and skills with regard to effective work, with strengthening of thinking skills, recognition of systems, making deductions etc</li> <li><b>5. Develop effective working capacity</b> This subject develops the capacity to work effectively individually and in collaboration with others through building the sense of individual responsibility, and accountability within a working group</li> </ol>	

