TRAINING REGULATIONS

COOKERY NC II

TOURISM SECTOR
(HOTEL AND RESTAURANT)

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

Tesda Center: Concordia College 1739 Pedro Gil Street, Paco Metro Manila

TABLE OF CONTENTS

TOURISM SECTOR
(HOTEL AND RESTAURANT)

COOKERY NC II

COOKERY NC II

SECTION 1   COOKERY NC II QUALIFICATION

The **COOKERY NC II** Qualification consists of competencies that a person must achieve to clean kitchen areas, prepare hot, cold meals and desserts for guests in various food and beverage service facilities

This Qualification is packaged from the competency map of the **Tourism Sector (Hotel and Restaurant)** as shown in Annex A.

The Units of Competency comprising this Qualification include the following:

CODE NO.	BASIC COMPETENCIES
500311105	Participate in workplace communication
500311106	Work in a team environment
500311107	Practice career professionalism
500311108	Practice occupational health and safety procedures

CODE NO.	COMMON COMPETENCIES
TRS311201	Develop and update industry knowledge
TRS311202	Observe workplace hygiene procedures
TRS311203	Perform computer operations
TRS311204	Perform workplace and safety practices
TRS311205	Provide effective customer service

CODE NO.	CORE COMPETENCIES
TRS512328	Clean and maintain kitchen premises
TRS512331	Prepare stocks, sauces and soups
TRS512381	Prepare appetizers
TRS512382	Prepare salads and dressing
TRS512330	Prepare sandwiches
TRS512383	Prepare meat dishes
TRS512384	Prepare vegetables dishes
TRS512385	Prepare egg dishes
TRS512386	Prepare starch dishes
TRS512333	Prepare poultry and game dishes
TRS512334	Prepare seafood dishes
TRS512335	Prepare desserts
TRS512340	Package prepared food

A person who has achieved this Qualification is competent to be employed in any of the following positions in the Garde Manger, Pastry or in the Hot Kitchen Section as:

❑ Cook
❑ Assistant Cook

SECTION 2   COMPETENCY STANDARDS

This section gives the details of the contents of the basic, common and core units of competency required in **COOKERY NC II.**

BASIC COMPETENCIES

UNIT OF COMPETENCY :   PARTICIPATE IN WORKPLACE COMMUNICATION

UNIT CODE   :   500311105

UNIT DESCRIPTOR   :   This unit covers the knowledge, skills and attitudes required to gather, interpret and convey information in response to workplace requirements.

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range of Variables
1. Obtain and convey workplace information	1.1 Specific and relevant information is accessed from **appropriate sources** 1.2 Effective questioning , active listening and speaking skills are used to gather and convey information 1.3 Appropriate **medium** is used to transfer information and ideas 1.4 Appropriate non- verbal communication is used 1.5 Appropriate lines of communication with supervisors and colleagues are identified and followed 1.6 Defined workplace procedures for the location and **storage** of information are used 1.7 Personal interaction is carried out clearly and concisely
2. Participate in workplace meetings and discussions	2.1 Team meetings are attended on time 2.2 Own opinions are clearly expressed and those of others are listened to without interruption 2.3 Meeting inputs are consistent with the meeting purpose and established **protocols** 2.4 **Workplace interactions** are conducted in a courteous manner 2.5 Questions about simple routine workplace procedures and maters concerning working conditions of employment are asked and responded to 2.6 Meetings outcomes are interpreted and implemented

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range of Variables
3. Complete relevant work related documents	3.1 Range of *forms* relating to conditions of employment are completed accurately and legibly
	3.2 Workplace data is recorded on standard workplace forms and documents
	3.3 Basic mathematical processes are used for routine calculations
	3.4 Errors in recording information on forms/ documents are identified and properly acted upon
	3.5 Reporting requirements to supervisor are completed according to organizational guidelines

RANGE OF VARIABLES

VARIABLE	RANGE
1. Appropriate sources	1.1. Team members 1.2. Suppliers 1.3. Trade personnel 1.4. Local government 1.5. Industry bodies
2. Medium	2.1. Memorandum 2.2. Circular 2.3. Notice 2.4. Information discussion 2.5. Follow-up or verbal instructions 2.6. Face to face communication
3. Storage	3.1. Manual filing system 3.2. Computer-based filing system
4. Forms	4.1. Personnel forms, telephone message forms, safety reports
5. Workplace interactions	5.1. Face to face 5.2. Telephone 5.3. Electronic and two way radio 5.4. Written including electronic, memos, instruction and forms, non-verbal including gestures, signals, signs and diagrams
6. Protocols	6.1. Observing meeting 6.2. Compliance with meeting decisions 6.3. Obeying meeting instructions

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidence that the candidate:
	1.1. Prepared written communication following standard format of the organization
	1.2. Accessed information using communication equipment
	1.3. Made use of relevant terms as an aid to transfer information effectively
	1.4. Conveyed information effectively adopting the formal or informal communication
2. Underpinning Knowledge	2.1. Effective communication
	2.2. Different modes of communication
	2.3. Written communication
	2.4. Organizational policies
	2.5. Communication procedures and systems
	2.6. Technology relevant to the enterprise and the individual's work responsibilities
3. Underpinning Skills	3.1. Follow simple spoken language
	3.2. Perform routine workplace duties following simple written notices
	3.3. Participate in workplace meetings and discussions
	3.4. Complete work related documents
	3.5. Estimate, calculate and record routine workplace measures
	3.6. Basic mathematical processes of addition, subtraction, division and multiplication
	3.7. Ability to relate to people of social range in the workplace
	3.8. Gather and provide information in response to workplace requirements
4. Resource Implications	4.1. Fax machine
	4.2. Telephone
	4.3. Writing materials
	4.4. Internet
5. Methods of Assessment	5.1. Direct Observation
	5.2. Oral interview and written test
6. Context of Assessment	6.1. Competency may be assessed individually in the actual workplace or through accredited institution

UNIT OF COMPETENCY: **WORK IN TEAM ENVIRONMENT**

UNIT CODE   :   **500311106**

UNIT DESCRIPTOR   :   This unit covers the skills, knowledge and attitudes to identify role and responsibility as a member of a team.

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range of Variables
1. Describe team role and scope	1.1. The **role and objective of the team** is identified from available **sources of information** 1.2. Team parameters, reporting relationships and responsibilities are identified from team discussions and appropriate external sources
2. Identify own role and responsibility within team	2.1. Individual role and responsibilities within the team environment are identified 2.2. Roles and responsibility of other team members are identified and recognized 2.3. Reporting relationships within team and external to team are identified
3. Work as a team member	3.1. Effective and appropriate forms of communications used and interactions undertaken with team members who contribute to known team activities and objectives 3.2. Effective and appropriate contributions made to complement team activities and objectives, based on individual skills and competencies and **workplace context** 3.3. Observed protocols in reporting using standard operating procedures 3.4. Contribute to the development of team work plans based on an understanding of team's role and objectives and individual competencies of the members.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Role and objective of team	1.1. Work activities in a team environment with enterprise or specific sector
	1.2. Limited discretion, initiative and judgement maybe demonstrated on the job, either individually or in a team environment
2. Sources of information	2.1. Standard operating and/or other workplace procedures
	2.2. Job procedures
	2.3. Machine/equipment manufacturer's specifications and instructions
	2.4. Organizational or external personnel
	2.5. Client/supplier instructions
	2.6. Quality standards
	2.7. OHS and environmental standards
3. Workplace context	3.1. Work procedures and practices
	3.2. Conditions of work environments
	3.3. Legislation and industrial agreements
	3.4. Standard work practice including the storage, safe handling and disposal of chemicals
	3.5. Safety, environmental, housekeeping and quality guidelines

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1. Operated in a team to complete workplace activity 1.2. Worked effectively with others 1.3. Conveyed information in written or oral form 1.4. Selected and used appropriate workplace language 1.5. Followed designated work plan for the job 1.6. Reported outcomes
2. Underpinning Knowledge	2.1. Communication process 2.2. Team structure 2.3. Team roles 2.4. Group planning and decision making
3. Underpinning Skills	3.1. Communicate appropriately, consistent with the culture of the workplace
4. Resource Implications	The following resources MUST be provided: 4.1. Access to relevant workplace or appropriately simulated environment where assessment can take place 4.2. Materials relevant to the proposed activity or tasks
5. Methods of Assessment	Competency may be assessed through: 5.1. Observation of the individual member in relation to the work activities of the group 5.2. Observation of simulation and or role play involving the participation of individual member to the attainment of organizational goal 5.3. Case studies and scenarios as a basis for discussion of issues and strategies in teamwork
6. Context for Assessment	6.1. Competency may be assessed in workplace or in a simulated workplace setting 6.2. Assessment shall be observed while task are being undertaken whether individually or in group

UNIT OF COMPETENCY: **PRACTICE CAREER PROFESSIONALISM**

UNIT CODE   **:**   **500311107**

UNIT DESCRIPTOR   **:**   This unit covers the knowledge, skills and attitudes in promoting career growth and advancement.

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range of Variables
1. Integrate personal objectives with organizational goals	1.1 Personal growth and work plans are pursued towards improving the qualifications set for the profession 1.2 Intra- and interpersonal relationships are maintained in the course of managing oneself based on performance *evaluation* 1.3 Commitment to the organization and its goal is demonstrated in the performance of duties
1. Set and meet work priorities	2.1 Competing demands are prioritized to achieve personal, team and organizational goals and objectives. 2.2 *Resources* are utilized efficiently and effectively to manage work priorities and commitments 2.3 Practices along economic use and maintenance of equipment and facilities are followed as per established procedures
2. Maintain professional growth and development	3.1 *Trainings and career opportunities* are identified and availed of based on job requirements 3.2 *Recognitions* are ̵sought/received and demonstrated as proof of career advancement 3.3 *Licenses and/or certifications* relevant to job and career are obtained and renewed

RANGE OF VARIABLES

VARIABLE	RANGE
1. Evaluation	1.1 Performance Appraisal 1.2 Psychological Profile 1.3 Aptitude Tests

2. Resources	2.1 Human
	2.2 Financial
	2.3 Technology
	    2.3.1 Hardware
	    2.3.2 Software

3. Trainings and career opportunities	3.1 Participation in training programs
	    3.1.1 Technical
	    3.1.2 Supervisory
	    3.1.3 Managerial
	    3.1.4 Continuing Education
	3.2 Serving as Resource Persons in conferences and workshops

4. Recognitions	4.1 Recommendations 4.2 Citations 4.3 Certificate of Appreciations 4.4 Commendations 4.5 Awards 4.6 Tangible and Intangible Rewards
5. Licenses and/or certifications	5.1 National Certificates 5.2 Certificate of Competency 5.3 Support Level Licenses 5.4 Professional Licenses

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidence that the candidate: 1.1 Attained job targets within key result areas (KRAs) 1.2 Maintained intra - and interpersonal relationship in the course of managing oneself based on performance evaluation 1.3 Completed trainings and career opportunities which are based on the requirements of the industries 1.4 Acquired and maintained licenses and/or certifications according to the requirement of the qualification
2. Underpinning Knowledge	2.1 Work values and ethics (Code of Conduct, Code of Ethics, etc.) 2.2 Company policies 2.3 Company-operations, procedures and standards 2.4 Fundamental rights at work including gender sensitivity 2.5 Personal hygiene practices
3. Underpinning Skills	3.1 Appropriate practice of personal hygiene 3.2 Intra and Interpersonal skills 3.3 Communication skills
4. Resource Implications	The following resources **MUST** be provided: 4.1 Workplace or assessment location 4.2 Case studies/scenarios
5. Methods of Assessment	Competency may be assessed through: 5.1 Portfolio Assessment 5.2 Interview 5.3 Simulation/Role-plays 5.4 Observation 5.5 Third Party Reports 5.6 Exams and Tests
6. Context of Assessment	6.1 Competency may be assessed in the work place or in a simulated work place setting

UNIT OF COMPETENCY : **PRACTICE OCCUPATIONAL HEALTH AND SAFETY PROCEDURES**

UNIT CODE   **:**   **500311108**

UNIT DESCRIPTOR   **:**   This unit covers the outcomes required to comply with regulatory and organizational requirements for occupational health and safety.

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range of Variables
1. Identify hazards and risks	1.1 **Safety regulations** and workplace safety and hazard control practices and procedures are clarified and explained based on organization procedures 1.2 **Hazards/risks** in the workplace and their corresponding indicators are identified to minimize or eliminate risk to co-workers, workplace and environment in accordance with organization procedures 1.3 **Contingency measures** during workplace accidents, fire and other emergencies are recognized and established in accordance with organization procedures
2. Evaluate hazards and risks	2.1 Terms of maximum tolerable limits which when exceeded will result in harm or damage are identified based on threshold limit values (TLV) 2.2 Effects of the hazards are determined 2.3 OHS issues and/or concerns and identified safety hazards are reported to designated personnel in accordance with workplace requirements and relevant workplace OHS legislation
3. Control hazards and risks	3.1 Occupational Health and Safety (OHS) procedures for controlling hazards/risks in workplace are consistently followed 3.2 Procedures for dealing with workplace accidents, fire and emergencies are followed in accordance with organization OHS policies 3.3 **Personal protective equipment (PPE)** is correctly used in accordance with organization OHS procedures and practices 3.4 Appropriate assistance is provided in the event of a workplace emergency in accordance with established organization protocol
4. Maintain OHS awareness	4.1 **Emergency-related drills and trainings** are participated in as per established organization guidelines and procedures 4.2 **OHS personal records** are completed and updated in accordance with workplace requirements

RANGE OF VARIABLES

VARIABLE	RANGE
1. Safety regulations	May include but are not limited to: 1.1 Clean Air Act 1.2 Building code 1.3 National Electrical and Fire Safety Codes 1.4 Waste management statutes and rules 1.5 Philippine Occupational Safety and Health Standards 1.6 DOLE regulations on safety legal requirements 1.7 CC regulations

2. Hazards/Risks	May include but are not limited to:
	2.1 Physical hazards – impact, illumination, pressure, noise, vibration, temperature, radiation
	2.2 Biological hazards- bacteria, viruses, plants, parasites, mites, molds, fungi, insects
	2.3 Chemical hazards – dusts, fibers, mists, fumes, smoke, gasses, vapors
	2.4 Ergonomics
	
	    2.4.1 Psychological factors – over exertion/ excessive force, awkward/static positions, fatigue, direct pressure, varying metabolic cycles
	    2.4.2 Physiological factors – monotony, personal relationship, work out cycle

3. Contingency measures	May include but are not limited to: 3.1 Evacuation 3.2 Isolation 3.3 Decontamination 3.4 Calling emergency personnel

VARIABLE	RANGE
4. PPE	May include but are not limited to: 4.1 Mask 4.2 Gloves 4.3 Goggles 4.4 Hair Net/cap/bonnet 4.5 Face mask/shield 4.6 Ear muffs 4.7 Apron/Gown/coverall/jump suit 4.8 Anti-static suits
5. Emergency-related drills and training	5.1 Fire drill 5.2 Earthquake drill 5.3 Basic life support/CPR 5.4 First aid 5.5 Spillage control 5.6 Decontamination of chemical and toxic 5.7 Disaster preparedness/management
6. OHS personal records	6.1 Medical/Health records 6.2 Incident reports 6.3 Accident reports 6.4 OHS-related training completed

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidence that the candidate: 1.1 Explained clearly established workplace safety and hazard control practices and procedures 1.2 Identified hazards/risks in the workplace and its corresponding indicators in accordance with company procedures 1.3 Recognized contingency measures during workplace accidents, fire and other emergencies 1.4 Identified terms of maximum tolerable limits based on threshold limit value- TLV. 1.5 Followed Occupational Health and Safety (OHS) procedures for controlling hazards/risks in workplace 1.6 Used Personal Protective Equipment (PPE) in accordance with company OHS procedures and practices 1.7 Completed and updated OHS personal records in accordance with workplace requirements
2. Underpinning Knowledge	2.1 OHS procedures and practices and regulations 2.2 PPE types and uses 2.3 Personal hygiene practices 2.4 Hazards/risks identification and control 2.5 Threshold Limit Value -TLV 2.6 OHS indicators 2.7 Organization safety and health protocol 2.8 Safety consciousness 2.9 Health consciousness
3. Underpinning Skills	3.1 Practice of personal hygiene 3.2 Hazards/risks identification and control skills 3.3 Interpersonal skills 3.4 Communication skills
4. Resource Implications	The following resources must be provided: 4.1 Workplace or assessment location 4.2 OHS personal records 4.3 PPE 4.4 Health records
5. Methods of Assessment	Competency may be assessed through: 5.1 Portfolio Assessment 5.2 Interview 5.3 Case Study/Situation
6. Context for Assessment	6.1 Competency may be assessed in the work place or in a simulated work place setting

COMMON COMPETENCIES

UNIT OF COMPETENCY : DEVELOP AND UPDATE INDUSTRY KNOWLEDGE

UNIT CODE   **: TRS311201**

UNIT DESCRIPTOR   **:** This unit of competency deals with the knowledge, skills required to access, increase and update industry knowledge. It includes seek information on the industry and update industry knowledge.

ELEMENT	PERFORMANCE CRITERIA *Italicized* items are elaborated in the Range of Variable
1. Seek information on the industry	1.1 **Sources of information** on the industry are correctly identified and accessed
	1.2 **Information to assist effective work performance** is obtained in line with job requirements
	1.3 Specific information on sector of work is accessed and updated
	1.4 Industry information is correctly applied to day-to-day work activities
2. Update industry knowledge	2.1 Informal and/or formal research is used to update general knowledge of the industry
	2.2 Updated knowledge is shared with customers and colleagues as appropriate and incorporated into day-to-day working activities

RANGE OF VARIABLES

VARIABLE	RANGE
1. Information sources	Information sources may include but are not limited to : 1.1 media 1.2 reference books 1.3 libraries 1.4 unions 1.5 industry associations 1.6 industry journals 1.7 internet 1.8 personal observation and experience

2. Information to assist effective work performance	2.1 different sectors of the industry and the services available in each sector
	 2.2 relationship between tourism and hospitality
	 2.3 relationship between the industry and other industries
	 2.4 industry working conditions
	 2.5 legislation that affects the industry
	     • liquor
	     • health and safety
	     • hygiene
	     • gaming
	     • workers compensation
	     • consumer protection
	     • duty of care
	     • building regulations
	 2.6 trade unions
	     environmental issues and requirements
	 2.7 industrial relations issues and major organizations
	 2.8 career opportunities within the industry
	 2.9 work ethic required to work in the industry and industry expectations of staff
	 2.10 quality assurance

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidence that the candidate/ trainee: 1.1 Knew key sources of information on the industry 1.2 Updated industry knowledge 1.3 Accessed and used industry information
2. Underpinning Skills	2.1 Time management 2.2 Ready skills needed to access industry information 2.3 Basic competency skills needed to access the internet
3. Underpinning Knowledge	3.1 Overview of quality assurance in the industry 3.2 Role of individual staff members 3.3 Industry information sources
4. Resource Implications	4.1 Sources of information on the industry 4.2 Industry knowledge
5. Methods of Assessment	5.1 Interview/questions 5.2 Practical demonstration 5.3 Portfolio of industry information related to trainee's work
6. Context for Assessment	6.1 Assessment may be done in the workplace or in a simulated workplace setting (assessment centers) 6.1 Assessment activities are carried out through TESDA's accredited assessment center

UNIT OF COMPETENCY: OBSERVE WORKPLACE HYGIENE PROCEDURES

UNIT CODE : **TRS311202**

UNIT DESCRIPTOR : This unit of competency deals with the knowledge, skills and attitudes in observing workplace hygiene procedures. It includes following hygiene procedures and identifying and preventing hygiene risks.

ELEMENT	PERFORMANCE CRITERIA *Italicized* items are elaborated in the Range of Variable
1. Follow hygiene procedures	1.1 Workplace *hygiene procedures* are implemented in line with enterprise and legal requirements 1.2 Handling and storage of items are undertaken in line with enterprise and legal requirements
2. Identify and prevent hygiene risks	2.1 Potential *hygiene risks* are identified in line with enterprise procedures 2.2 Action to *minimize* and *remove risks* are taken within scope of individual responsibility of enterprise/legal requirements 2.3 Hygiene risks beyond the control of individual staff members are reported to the appropriate person for follow up

RANGE OF VARIABLES

VARIABLE	RANGE
1. Hygiene procedures	Hygiene procedures may include : 1.1 safe and hygienic handling of food and beverage 1.2 regular hand washing 1.3 correct food storage 1.4 appropriate and clean clothing 1.5 avoidance of cross-contamination 1.6 safe handling disposal of linen and laundry 1.7 appropriate handling and disposal of garbage 1.8 cleaning and sanitizing procedures 1.9 personal hygiene

2. Hygiene risk	2.1 bacterial and other contamination arising from poor handling of food
	2.2 inappropriate storage of foods
	2.3 storage at incorrect temperatures
	2.4 foods left uncovered
	2.5 poor personal hygiene practices
	2.6 poor work practices
	    2.6.1 cleaning
	    2.6.2 housekeeping
	    2.6.3 food handling
	    2.6.4 vermin
	    2.6.5 airborne dust
	2.7 cross-contamination through cleaning inappropriate cleaning practices
	2.8 inappropriate handling of potentially infectious linen
	2.9 contaminated wastes such as blood and body secretions
	2.10 disposal of garbage and contaminated or potentially contaminated wastes

3. Minimizing or removing risk	3.1 auditing staff skills and providing training 3.2 ensuring policies and procedures are followed strictly 3.3 audits or incidents with follow up actions

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment required evidence that the candidate : 1.1 Followed hygiene procedures 1.2 Identified and responded to hygiene risk 1.3 Practiced personal grooming and hygiene
2. Underpinning Knowledge	2.1 Typical hygiene and control procedures in the hospitality and tourism industries 2.2 Overview of legislation and regulation in relation to food handling, personal and general hygiene 2.3 Knowledge on factors which contribute to workplace hygiene problems 2.4 General hazards in handling of food, linen and laundry and garbage, including major causes of contamination and cross-infection 2.5 Sources of and reasons for food poisoning
3. Underpinning Skills	3.1 Ability to follow correct procedures and instructions 3.2 Ability to handle operating tools/ equipment 3.3 Application to hygiene principles
4. Resource Implications	4.1 Hygiene procedures, actual or simulated workplace, products used in hotel/restaurant / tourism workplace
5. Methods of Assessment	5.1 Written examination 5.2 Practical demonstration
6. Context for Assessment	6.1 Assessment may be done in the workplace or in a simulated workplace setting (assessment centers) 6.2 Assessment activities are carried out through TESDA's accredited assessment center

UNIT OF COMPETENCY: PERFORM COMPUTER OPERATIONS

UNIT CODE   : TRS311203

UNIT DESCRIPTOR   : This unit covers the knowledge, skills and attitudes and values needed to perform computer operations which includes inputting, accessing, producing and transferring data using the appropriate hardware and software

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range of Variables
1. Plan and prepare for task to be undertaken	1.1. Requirements of task are determined 1.2. Appropriate *hardware* and *software* is selected according to task assigned and required outcome 1.3. Task is planned to ensure *OH & S guidelines* and procedures are followed
2. Input data into computer	2.1. Data are entered into the computer using appropriate program/application in accordance with company procedures 2.2. Accuracy of information is checked and information is saved in accordance with standard operating procedures 2.3. Inputted data are stored in *storage media* according to requirements 2.4. Work is performed within *ergonomic guidelines*
3. Access information using computer	3.1. Correct program/application is selected based on job requirements 3.2. Program/application containing the information required is accessed according to company procedures 3.3. *Desktop icons* are correctly selected, opened and closed for navigation purposes 3.4. Keyboard techniques are carried out in line with OH & S requirements for safe use of keyboards
4. Produce/output data using computer system	4.1. Entered data are processed using appropriate software commands 4.2. Data are printed out as required using computer hardware/peripheral devices in accordance with standard operating procedures 4.3. Files and data are transferred between compatible systems using computer software, hardware/ peripheral devices in accordance with standard operating procedures
5. Maintain computer equipment and systems	5.1. Systems for cleaning, minor *maintenance* and replacement of consumables are implemented 5.2. Procedures for ensuring security of data, including regular back-ups and virus checks are implemented in accordance with standard operating procedures 5.3. Basic file maintenance procedures are implemented in line with the standard operating procedures

RANGE OF VARIABLES

VARIABLE	RANGE
1. Hardware and peripheral devices	1.1. Personal computers 1.2. Networked systems 1.3. Communication equipment 1.4. Printers 1.5. Scanners 1.6. Keyboard 1.7. Mouse
2. Software	Includes the following but not limited to: 2.1. Word processing packages 2.2. Data base packages 2.3. Internet 2.4. Spreadsheets
3. OH & S guidelines	3.1. OHS guidelines 3.2. Enterprise procedures
4. Storage media	Storage media include the following but not limited to: 4.1. diskettes 4.2. CDs 4.3. zip disks 4.4. hard disk drives, local and remote
5. Ergonomic guidelines	5.1. Types of equipment used 5.2. Appropriate furniture 5.3. Seating posture 5.4. Lifting posture 5.5. Visual display unit screen brightness
6. Desktop icons	Icons include the following but not limited to: 6.1. directories/folders 6.2. files 6.3. network devices 6.4. recycle bin
7. Maintenance	7.1. Creating more space in the hard disk 7.2. Reviewing programs 7.3. Deleting unwanted files 7.4. Backing up files 7.5. Checking hard drive for errors 7.6. Using up to date anti-virus programs 7.7. Cleaning dust from internal and external surfaces

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment must show that the candidate: 1.1. Selected and used hardware components correctly and according to the task requirement 1.2. Identified and explain the functions of both hardware and software used, their general features and capabilities 1.3. Produced accurate and complete data in accordance with the requirements 1.4. Used appropriate devices and procedures to transfer files/data accurately 1.5. Maintained computer system
2. Underpinning Knowledge	2.1. Basic ergonomics of keyboard and computer use 2.2. Main types of computers and basic features of different operating systems 2.3. Main parts of a computer 2.4. Storage devices and basic categories of memory 2.5. Relevant types of software 2.6. General security 2.7. Viruses 2.8. OH & S principles and responsibilities 2.9. Calculating computer capacity
3. Underpinning Skills	3.1. Reading skills required to interpret work instruction 3.2. Communication skills
4. Methods of Assessment	4.1. The assessor may select two of the following assessment methods to objectively assess the candidate: 4.1.1. Observation 4.1.2. Questioning 4.1.3. Practical demonstration
5. Resource Implications	5.1. Computer hardware with peripherals 5.2. Appropriate software
6. Context for Assessment	6.1 Assessment may be conducted in the workplace or in a simulated environment

UNIT OF COMPETENCY: PERFORM WORKPLACE AND SAFETY PRACTICES

UNIT CODE   **: TRS311204**

UNIT DESCRIPTOR   **:** This unit of competency deals with the knowledge, skills and attitudes in following health, safety and security practices. It includes dealing with emergency situations and maintaining safe personal presentation standards.

ELEMENT	PERFORMANCE CRITERIA *Italicized* items are elaborated on the Range of Variables
1. Follow workplace procedures for health, safety and security practices	1.1 Correct ***health, safety and security procedures*** are followed in line with legislation, regulations and enterprise procedures 1.2 ***Breaches*** of health, safety and security procedures are identified and reported in line with enterprise procedure 1.3 Suspicious behavior or unusual occurrence are reported in line with enterprise procedure
2. Deal with emergency situations	2.1 ***Emergency*** and potential emergency situations are recognized and appropriate action are taken within individual's scope of responsibility 2.2 Emergency procedures are followed in line with enterprise procedures 2.3 Assistance is sought from colleagues to resolve or respond to emergency situations 2.4 Details of emergency situations are reported in line with enterprise procedures
3. Maintain safe personal presentation standards	3.1 Safe personal standards are identified and followed in line with enterprise requirements

RANGE OF VARIABLES

VARIABLE	RANGE
1. Health, safety and security procedures	May include but are not limited to : 1.1 use of personal protective clothing and equipment 1.2 safe posture including sitting, standing, bending 1.3 manual handling including lifting, transferring 1.4 safe work techniques including knives and equipment, handling hot surfaces, computers and electronic equipment 1.5 safe handling of chemicals, poisons and dangerous materials 1.6 ergonomically sound furniture and work stations 1.7 emergency fire and accident 1.8 hazard identification and control 1.9 security of documents, cash, equipment, people 1.10 key control systems
2. Breaches of procedure	May include but are not limited to : 2.1 loss of keys 2.2 strange or suspicious persons 2.3 broken or malfunctioning equipment 2.4 loss of property, goods or materials 2.5 damaged property or fittings 2.6 lack of suitable signage when required 2.7 lack of training on health and safety issues 2.8 unsafe work practices
3. Emergency	May include but is not limited to : 3.1 personal injuries 3.2 fire 3.3 electrocution 3.4 natural calamity i.e. earthquake/flood 3.5 criminal acts i.e. robbery

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidence that the candidate : 1.1 Complied with industry practices and procedures 1.2 Used interactive communication with others 1.3 Complied with workplace safety, security and hygiene practices 1.4 Identified faults & problems and the necessary corrective action 1.5 Promoted public relation among others 1.6 Complied with quality standards 1.7 Responded to emergency situations in line with enterprise guidelines 1.8 Complied with proper dress code

2. Underpinning Knowledge and Attitude	2.1 Communication
	  2.1.1 Interactive communication with others
	  2.1.2 Interpersonal skills
	  2.1.3 Good working attitude
	  2.1.4 Ability to work quietly; with cooperation; patience, carefulness, cleanliness and aesthetic values
	  2.1.5 Ability to focus on task at hand
	 2.2 Systems, Processes and Operations
	  2.2.1 Workplace health, safety and security procedures
	  2.2.2 Emergency procedures
	  2.2.3 Personal presentation
	 2.3 Safety Practices
	  2.3.1 Proper disposal of garbage
	  2.3.2 Practice safety measures
	  2. 3.3 5S Implementation

3. Underpinning Skills	3.1 Ability to make decision 3.2 Time management 3.3 Ability to offer alternative steps 3.4 Care in handling and operating equipment
4. Resource Implications	4.1 Procedures Manual on safety, security, health and emergency 4.2 Availability of tools, equipment, supplies and materials
5. Methods of Assessment	5.1 Written examination 5.2 Practical demonstration 5.3 Interview
6. Context of Assessment	6.3 Assessment may be done in the workplace or in a simulated workplace setting (assessment centers) 6.4 Assessment activities are carried out through TESDA's accredited assessment center

UNIT OF COMPETENCY: PROVIDE EFFECTIVE CUSTOMER SERVICE

UNIT CODE : TRS311205

UNIT DESCRIPTOR : This unit of competency deals with the knowledge, skills and attitudes in providing effective customer service. It includes greeting customer, identifying customer needs, delivering service to customer, handling queries through telephone, fax machine, internet and email and handling complaints, evaluation and recommendation.

ELEMENT	PERFORMANCE CRITERIA *Italicized* items are elaborated in the Range of Variables
1. Greet customer	1.1 Guests are greeted in line with enterprise procedure 1.2 Verbal and non-verbal communications are appropriate to the given situation 1.3 **Non verbal communication** of customer is observed responding to customer 1.4 Sensitivity to **cultural and social differences** is demonstrated
2. Identify customer needs	2.1 Appropriate **interpersonal skills** are used to ensure that customer needs are accurately identified 2.2 **Customer needs** are assessed for urgency so that priority for service delivery can be identified 2.3 Customers are provided with information 2.4 Personal limitation in addressing customer needs is identified and where appropriate, assistance is sought from supervisor
3. Deliver service to customer	3.1 Customer needs are promptly attended to in line with **enterprise procedure** 3.2 Appropriate rapport is maintained with customer to enable high quality service delivery 3.3 Opportunity to enhance the quality of service and products are taken wherever possible
4. Handle queries through telephone, fax machine, internet and email	4.1 Use telephone, computer, fax machine, internet efficiently to determine customer requirements 4.2 Queries/ information are recorded in line with enterprise procedure 4.3 Queries are acted upon promptly and correctly in line with enterprise procedure
5. Handle complaints, evaluation and recommendations	5.1 Guests are greeted with a smile and eye-to-eye contact 5.2 Responsibility for resolving the complaint is taken within limit of responsibility 5.3 Nature and details of complaint are established and agreed with the customer 5.4 Appropriate action is taken to resolve the complaint to the customers satisfaction wherever possible

RANGE OF VARIABLES

VARIABLE	RANGE
1. Non-verbal communication	1.1 body language 1.2 dress and accessories 1.3 gestures and mannerisms 1.4 voice tonality and volume 1.5 use of space 1.6 culturally specific communication customs and practices
2. Cultural and social differences	Includes but are not limited to : 2.1 modes of greeting, farewelling and conversation 2.2 body language/ use of body gestures 2.3 formality of language
3. Interpersonal skills	3.1 interactive communication 3.2 public relation 3.3 good working attitude 3.4 sincerity 3.5 pleasant disposition 3.6 effective communication skills
4. Customer needs	Customer with specific needs may include : 4.1 those with a disability 4.2 those with special cultural or language needs 4.3 unaccompanied children 4.4 parents with young children 4.5 pregnant women 4.6 single women
5. Enterprise procedure	Protocol and enterprise procedures may include : 5.1 modes of greeting and farewelling 5.2 addressing the person by name 5.3 time-lapse before a response 5.4 style manual requirements 5.5 standard letters and proformas

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidence that the candidate : 1.1 Complied with industry practices and procedures 1.2 Used interactive communication with others 1.3 Complied with occupational, health and safety practices 1.4 Promoted public relation among others 1.5 Complied with service manual standards 1.6 Demonstrated familiarity with company facilities, products and services 1.7 Applied company rules and standards 1.8 Applied telephone ethics 1.9 Applied correct procedure in using telephone, fax machine, internet 1.11 Handled customer complaints

2. Underpinning Knowledge and Attitude	2.1 Communication
	   2.1.1 Interactive communication with others
	   2.1.2 Interpersonal skills/ social graces with sincerity
	2.2 Safety Practices
	   2.2.1 Safe work practices
	   2.2.2 Personal hygiene
	2.3 Attitude
	   2.3.1 Attentive, patient and cordial
	   2.3.2 Eye-to-eye contact
	   2.3.3 Maintain teamwork and cooperation
	2.4 Theory
	   2.4.1 Selling/upselling techniques
	   2.4.2 Interview techniques
	   2.4.3 Conflict resolution
	   2.4.4 Communication process
	   2.4.5 Communication barriers

3. Underpinning Skills	3.1 Effective communication skills 3.2 Non-verbal communication - body language 3.3 Good time management 3.4 Ability to work calmly and unobtrusively effectively 3.5 Ability to handle telephone inquiries and conversations 3.6 Correct procedure in handling telephone inquiries 3. 7 Proper way of handling complaints
4. Resource Implications	May include: 4.1 Availability of telephone, fax machine, internet, etc. 4.2 Availability of data on projects and services; tariff and rates, promotional activities in place etc. 4.3 Availability of office supplies
5. Methods of Assessment	5.1 Written examination 5.2 Practical demonstration
6. Context for Assessment	6.1 Assessment may be done in the workplace or in a simulated workplace setting (assessment centers) 6.2 Assessment activities are carried out through TESDA's accredited assessment center

CORE COMPETENCIES

UNIT OF COMPETENCY: CLEAN AND MAINTAIN KITCHEN PREMISES

UNIT CODE   : TRS512328

UNIT DESCRIPTOR   : This unit deals with the skills and knowledge involve in cleaning, sanitizing and maintaining kitchens, equipment and utensils for food preparation and storage in commercial/institutional kitchens

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range of Variables
1. Clean, sanitize and store equipment	1.1 Chemicals and clean potable water are selected and used for cleaning and/or sanitizing kitchen *equipment* utensils, and working *surfaces* 1.2 Equipment and/or utensils are cleaned and/or sanitized safely using clean/potable water and according to manufacturer's instructions 1.3 Clean equipment and utensils are stored or stacked safely in the designated place 1.4 *Cleaning equipment* and *supplies* are used safely in accordance with manufacturer's instructions 1.5 Cleaning equipment are assembled and disassembled safely 1.6 Cleaning equipment are stored safely in the designated position and area
2. Clean and sanitize premises	2.1 Cleaning schedules are followed based on enterprise procedures 2.2 Chemicals and equipment for cleaning and/or sanitizing are used safely 2.3 Walls, floors, shelves and working *surfaces are cleaned* and/or sanitized without causing damage to health or property 2.4 First aid procedures are followed if an accident happens
3. Dispose of waste	3.1 Wastes are sorted and disposed according to sanitary regulations, enterprise practices and standard procedures 3.2 Cleaning chemicals are disposed safely according to standard procedures

RANGE OF VARIABLES

VARIABLE	RANGE
1. Equipment	May include but are not limited to: 1.1 Kitchen utensils 1.2 Pots, pans, dishes 1.3 Food storage Containers 1.4 Chopping boards 1.5 Garbage bins
2. Surfaces	May include but are not limited to: 2.1 Walls 2.2 Floors 2.3 Shelves 2.4 Benches and working surfaces 2.5 Ovens, stoves, cooking equipment and appliances 2.6 Cold storage equipment 2.7 Store rooms and cupboards
3. Cleaning equipment and supplies	May include but not limited to: Equipment 3.1 Chemical dispensers Supplies 3.2 Paper towels 3.3 Cleaning agents 3.4 Sanitizers

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidences that the candidate: 1.1 Cleaned and sanitized all food preparation and presentation areas in accordance with food safety and occupational health and safety regulations 1.2 Cleaned and sanitized large and small equipment/utensils commonly found in a commercial/institutional kitchen 1.3 Demonstrated sanitizing procedures and techniques 1.4 Disposed wastes according to sanitary regulations, enterprise practices and standard procedures
2. Required Knowledge	2.1 Various types and uses of chemicals and equipment for cleaning and sanitizing 2.2 Occupational health and safety requirements for bending, lifting, carrying and using equipments 2.3 Logical and time-efficient work flow 2.4 Environmental-friendly products and practices in relation to kitchen cleaning 2.5 Sanitation and cross-contamination issues related to food handling and preparation
3. Required Skills	3.1 Sanitizing and disinfecting procedures and techniques 3.2 Using and storing cleaning materials and chemicals 3.3 Waste management and disposal procedures and practices
4. Resource Implications	The following resources MUST be provided 4.1 Access to fully equipped commercial/institutional kitchen and storage areas 4.2 Access to relevant cleaning materials and equipment for kitchen areas
5. Methods of Assessment	Competency may be assessed through: 5.1 Direct observation of the candidate while cleaning a kitchen 5.2 Written or oral questions to test knowledge of candidate's on cleaning materials and equipment and issues 5.3 Review of portfolios of evidence and third party workplace report of on-the-job performance of the candidate
6. Context for Assessment	6.1 Assessment may be done in the workplace or in a simulated workplace setting (assessment centers) 6.2 Assessment activities are carried out through an accredited assessment center

UNIT OF COMPETENCY : PREPARE STOCKS, SAUCES AND SOUPS

UNIT CODE   : TRS512331

UNIT DESCRIPTOR   : This unit deals with the skills, knowledge, and attitude required to prepare various stocks, sauces and soups in a commercial/institutional kitchen

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range of Variables
1. Prepare stocks, glazes and essences required for menu items	1.1 Ingredients and flavoring agents are used according to standard recipes defined by the enterprise 1.2 Variety of **stocks,** glazes, flavorings, seasonings are produced according to enterprise standards
2. Prepare soups required for menu items	2.1 Correct ingredients are selected and assembled to prepare **soups**, including stocks and prepared garnishes 2.2 Variety of soups are prepared according to enterprise standards 2.3 Clarifying, thickening agents and convenience products are used where appropriate 2.4 Soups are evaluated for flavor, color, consistency and temperature related problems are identified and addressed 2.5 Soups are presented at the right flavor, color, consistency and temperature, in clean service ware without drips and using suitable garnishes and accompaniments
3. Prepare sauces required for menu items	3.1 Variety of hot and cold **sauces** are prepared from classical and contemporary recipes based on the required menu items 3.2 Derivatives are made from mother sauces 3.3 Variety of **thickening agents, seasonings and flavorings** are used appropriately 2.6 Sauces are evaluated for flavor, color and consistency and related problems are identified and addressed
4. Store and reconstitute stocks, sauces and soups	4.1 Stocks, sauces and soups are stored correctly at the right temperature to maintain optimum freshness and quality 4.2 Stocks, sauces and soups are re-heated/reconstituted to appropriate standards of consistency

RANGE OF VARIABLES

VARIABLE	RANGE
1. Stocks	May include but are not limited to: 1.1 Beef stock- Brown/ White 1.2 Chicken stock -Brown/ White 1.3 Fish/seafood stock 1.4 Vegetable stock

2. Soups	May include but are not limited to:
	2.1 Clear
	        2.1.1. Consommé
	        2.1.2. Bouillon
	2.2 Thick
	        2.2.1. Cream
	        2.2.2. Puree
	        2.2.3. Chowder
	        2.2.4. Bisque
	2.3 Specialty soups
	        2.3.1. National/regional soups

3. Sauces	May include but are not limited to: 3.1 Béchamel 3.2 Veloute 3.3 Espagnole 3.4 Hollandaise 3.5 Tomato

4. Thickening agents	May include but are not limited to:
	4.1 Fat and flour
	        4.1.1. Roux
	        4.1.2. Beurre manie
	4.2 Starch - water
	        4.2.1. Slurry/white wash
	        4.2.2. Starch - water
	4.3 Liaison

5. Seasonings and flavorings	May include but are not limited to: 5.1 Bases 5.2 Bouillon cubes or powders 5.3 Flavor enhancers 5.4 Instant sauces

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidences that the candidate: 1.1 Prepared a variety of stocks, soups and sauces from different recipes Identified different classifications of stock, soups and sauces 1.2 Stored and re-heated/reconstituted stocks, sauces and soups 1.3 Followed safety and hygienic practices in handling food, tools and equipment
2. Required Knowledge	2.1 Common problems on stocks, sauces and soups and how to identify and rectify them 2.2 Common cooking terms on stocks, soups and sauces which are used in the industry 2.3 Appropriate substitute ingredients and food components 2.4 Use of various stocks, bases, flavoring and seasoning agents for a variety of soups and sauces 2.5 Hygienic and sanitary principles and practices 2.6 Logical and time efficient work flow
3. Required Skills	3.1 Principles and techniques of producing stocks, soups and sauces according to industry standards 3.2 Organizational skills and teamwork 3.3 Safe work practices 3.4 Waste minimization techniques and environment-friendly practices on handling, preparation and disposal of soups, stocks and sauces 3.5 Preparation of stocks, sauces and soups within typical workplace conditions including working within time constraints
4. Resource Implications	The following resources MUST be provided 4.1 Access to a fully-equipped operational commercial/ institutional kitchen 4.2 Access to industry-realistic ratios of kitchen staff to customers 4.3 Variety of real, suitable ingredients for stocks, sauces and soups
5. Methods of Assessme	Competency may be assessed through: 5.1 Direct observation of the candidate while making stocks, sauces and soups 5.2 Demonstration of sample dishes prepared by the candidate 5.3 Written or oral questions to test candidate's knowledge on sauces, soups and stocks 5.4 Review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate, e.g. menus
6. Context for Assessment	6.1 Assessment may be done in the workplace or in a simulated workplace setting (assessment centers) 6.2 Assessment activities are carried out through an accredited assessment center

UNIT OF COMPETENCY: PREPARE APPETIZERS

UNIT CODE   :   TRS512329

UNIT DESCRIPTOR   :   This unit deals with the skills and knowledge required in preparing and presenting hot and cold appetizers

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range of Variables
1. Perform Mise' en place	1.1 Tools, utensils and equipment are cleaned, sanitized and prepared based on the required tasks 1.2 Ingredients are identified correctly, according to standard recipes, or enterprise requirements 1.3 Ingredients are assembled according to correct sequence, quality and specifications required 1.4 Ingredients are prepared based on the required form and time frame 1.5 Frozen ingredients are thawed following enterprise procedures. 1.6 Where necessary, raw ingredients are washed with clean potable water.
2. Prepare a range of appetizers	2.1 Correct equipment are selected and used in the production of appetizers 2.2 **Appetizers** are produced in accordance with enterprise standards 2.3 Glazes are correctly selected and prepared, where required 2.4 Quality trimmings and other leftovers are utilized where and when appropriate 2.5 Appetizers are prepared, using sanitary practices 2.6 Appetizers are tasted and seasoned in accordance with the required taste of the dishes 2.7 Workplace safety and hygienic procedures are followed according to enterprise and legal requirements
3. Present a range of appetizers	3.1 Appetizers are presented attractively according to enterprise standards 3.2 Appetizers are presented using sanitary practices 3.3 Suitable plate are selected according to enterprise standards 3.4 **Factors in plating dishes** are observed in presenting appetizers
4. Store appetizers	4.1 Quality trimmings and other leftovers are utilized where and when appropriate 4.2 Appetizers are kept in appropriate conditions based on enterprise procedures 4.3 Required food storage containers are used and stored in proper temperatures to maintain freshness, quality and taste

RANGE OF VARIABLES

VARIABLE	RANGE

1. Appetizers	May include but are not limited to:
	1.1 Hot
	    1.1.1. Tapas
	    1.1.2. Hors d' oeuvres'
	
	1.2 Cold
	    1.2.1. Canapés
	    1.2.2. Antipasto
	    1.2.3. Relish
	    1.2.4. Pates
	    1.2.5. Terrines
	    1.2.6. Cocktails
	    1.2.7. Hors d' oeuvres'

2. Factors in plating dishes	2.1 appeal 2.2 color and contrast 2.3 temperature of food and service 2.4 equipment 2.5 classical and innovative arrangement styles

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidences that the candidate: 1.1 Prepared a variety of appetizers from different recipes and 1.2 Prepared a variety of appetizers within a specific timeframes 1.3 Presented appetizers attractively and creatively 1.4 Stored appetizers in accordance with enterprise standards 1.5 Followed safety and hygienic practices in handling food, tools and equipment
2. Required Knowledge and Attitude	2.1 Historical development and current trends in the preparation and presentation of appetizers 2.2 Common cooking terms on appetizers which are used in the industry 2.3 Safe work practices on using kitchen equipments and tools 2.4 Principles and practices of hygiene and sanitary practices 2.5 Logical and time efficient work flow
3. Required Skills	3.1 Attractive presentation techniques for appetizers 3.2 Waste utilization minimization techniques and environmental considerations in specific relation to appetizers 3.3 Preparation of dishes for customers within typical workplace time constraints
4. Resource Implications	The following resources MUST be provided: 4.1 Access to a fully-equipped and commercially-realistic food preparation area with appropriate and industry-current equipment 4.2 A variety of suitable ingredients for appetizers 4.3 Service wares
5. Methods for Assessment	Competency may be assessed through 5.1 Direct observation of the candidate while preparing appetizers 5.2 Written or oral questions to test knowledge on appetizers and food safety issues 5.3 Review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
6. Context for Assessment	6.1 Assessment may be done in the workplace or in a simulated workplace setting (assessment centers) 6.2 Assessment activities are carried out through an accredited assessment center

UNIT OF COMPETENCY :   PREPARE SALADS AND DRESSINGS

UNIT CODE   :   TRS512329

UNIT DESCRIPTOR   :   This unit deals with the skills and knowledge required in preparing and presenting salads and dressings

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range of Variables
1. Perform Mise en place	1.1 Tools, utensils and equipment are cleaned, sanitized and prepared based on the required tasks 1.2 Ingredients are identified correctly, according to standard recipes, recipe cards or enterprise requirements 1.3 Ingredients are assembled according to correct quantity, type and quality required 1.4 Ingredients are prepared based on the required form and time frame 1.5 Frozen ingredients are thawed following enterprise procedures. 1.6 Where necessary, raw ingredients are washed with clean potable water.
2. Prepare a variety salads and dressings	2.1. *Variety of salads* are prepared using fresh (seasonal) ingredients according to acceptable enterprise standards to maximize eating qualities, characteristics and taste 2.2. *Dressings* are prepared suitable to either incorporate into, or accompany salads 2.3. Prepared salads ad dressings are tasted and seasoned in accordance with the required taste 2.4. Workplace safety and hygienic procedures are followed according to enterprise and legal requirements
3. Present a variety of salads and dressings	3.1. Suitable plate are selected according to enterprise standards 3.2. Salads are presented attractively according to enterprise standards 3.3. Salads and dressing are accompanied based on clients requirements 3.4. Salads and dressings are presented hygienically, logically and sequentially within the required timeframe
4. Store salads and dressings	4.1. Salads are kept in appropriate conditions based on enterprise procedures 4.2. Required containers are used and stored in proper temperature to maintain freshness, quality and taste

RANGE OF VARIABLES

1. Variety of Salads	May include but are not limited to: 1.1. Leafy 1.2. Non-leafy 1.3. Protein 1.4. Combination 1.5. Congealed 1.6. Fruit 1.7. Cooked
2. Dressings	May include but are not limited to: 2.1 Temporary emulsions 2.2 Permanent emulsions

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidences that the candidate:
	1.1. Prepared a variety of salads from different recipes and cultural backgrounds
	1.2. Prepared variety of salads and dressing hygienically and within industry-realistic timeframes
	1.3. Presented salads and dressing attractively and creatively
	1.4. Stored salads and dressings in accordance with enterprise standard procedures
2. Required Knowledge and Attitude	2.1 Historical development and current trends in salads and dressings
	2.2 Suitable commodities and food combinations for use in salads and dressings
	2.3 Compatible dressings for incorporating into or accompanying salads
	2.4 Nutritional values of salads ingredients and the effects of cooking on nutrients
	2.5 Common cooking terms on salads and dressings which are used in the industry
	2.6 Safe work practices on using kitchen tools and equipment
	2.7 Principles and practices of sanitary including appropriate dress or attire
	2.8 Logical and time efficient work flow
3. Required Skills	3.1 Attractive presentation techniques for salads and dressings
	3.2 Waste minimization techniques and environmental considerations in specific relation to salads and dressings
	3.3 Preparation of dishes for customers within typical workplace time constraints
4. Resource Implications	The following resources MUST be provided:
	4.1. Access to a fully-equipped and commercially-realistic food preparation area with appropriate and industry-current equipment
	4.2. A variety of suitable ingredients for salads and dressings
	4.3. Service wares
5. Methods for Assessment	Competency may be assessed through
	5.1 Direct observation of the candidate while preparing salads and dressings
	5.2 Written or oral questions to test knowledge on commodity and food safety issues
	5.3 Review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
6. Context for Assessment	6.1 Assessment may be done in the workplace or in a simulated workplace setting (assessment centers)
	6.2 Assessment activities are carried out through an accredited assessment center

UNIT OF COMPETENCY: PREPARE SANDWICHES

UNIT CODE   : TRS512330

UNIT DESCRIPTOR : This unit deals with the skills and knowledge required in preparing and presenting sandwiches

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range of Variables
1. Perform mise-en - place	1.1 Tools, utensils and equipment are cleaned, sanitized and prepared based on the required tasks 1.2 Ingredients are identified correctly, according to standard recipes, recipe cards or enterprise requirements 1.3 Ingredients are assembled according to correct quantity, type and quality required 1.4 Ingredients are prepared based on the required form and time frame 1.5 Frozen ingredients are thawed following enterprise procedures. 1.6 Where necessary, raw ingredients are washed with clean potable water
2. Prepare a variety of sandwiches	2.1. Variety of *sandwiches* are prepared based on appropriate *techniques* 2.2. Suitable bases are selected from a range of bread types 2.3. Sandwiches are produced using correct ingredients to an acceptable enterprise standard 2.4. Appropriate equipment are selected and used for toasting and heating according to enterprise procedures and manufacturer's manual 2.5. Sandwiches are prepared logically and sequentially within the required time frame and/or according to customer's request 2.6. Workplace safety and hygienic procedures are followed according to enterprise and legal requirements
3. Present a variety of sandwiches	3.1 Sandwiches are produced using correct ingredients to an acceptable enterprise standard 3.2 Sandwiches are presented hygienically, logically and sequentially within the required timeframe 3.3 Sandwiches are presented attractively using suitable garnishes, condiments and service wares 3.4 Factors in plating are observed in presenting sandwiches
4. Store sandwiches	4.1. Quality trimmings and other leftovers are utilized where and when appropriate 4.2. Sandwiches are stored hygienically at the proper temperature considering the *factors* specified by the enterprise 4.3. Sandwiches are kept in appropriate conditions to maintain freshness and quality

RANGE OF VARIABLES

VARIABLE	RANGE
1. Sandwiches	May include but are not limited to: 1.1　Regular 1.2　Baked 1.3　Grilled 1.4　Fried 1.5　Open faced 1.6　Specialty 1.7　Multi-decker Wraps 1.8　Pinwheel, domino or checkerboard sandwiches
2. Techniques	May include but are not limited to: 2.1　Garnishing 2.2　Spreading 2.3　Layering 2.4　Piping 2.5　Portioning 2.6　Molding 2.7　Cutting
3. Factors to consider in storage of sandwiches	May include but are not limited to: 3.1　Ingredients of a sandwich 3.2　temperature 3.3　packaging

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidences that the candidate: 1.1 Prepared different types of sandwiches using different types of breads and ingredients and preparation techniques 1.2 Prepared a certain quantity of sandwiches hygienically and within industry-realistic timeframes 1.3 Presented sandwiches attractively using suitable garnishes, condiments and service wares 1.4 Stored sandwiches in accordance with enterprise standard procedures
2. Required Knowledge	2.1 Suitable breads, fillings, and ingredients 2.2 Appropriate food combinations for sandwiches 2.3 Common cooking terms related to sandwiches that are used in the industry 2.4 Principles and practices of sanitary, including dress standards 2.5 Basic food information on special dietary needs and customer 2.6 Past and current trends in sandwich preparation 2.7 Hygienic food handling practices 2.8 Safe work practices on cutting 2.9 Logical and time-efficient work flow 2.10 Portion control for sandwiches
3. Required Skills	3.1 Creative sandwich presentation techniques 3.2 Suitable storage techniques to maintain optimum quality of ingredients 3.3 Organizational skills and teamwork 3.4 Waste minimization techniques 3.5 Preparation of multiple types of sandwiches under time constraints
4. Resource Implications	The following resources MUST be provided: 4.1 Access to a fully-equipped commercially-realistic food preparation area for sandwich production 4.2 Real ingredients for sandwiches and service wares
5. Methods of Assessme	Competency may be assessed through : 5.1 Direct observation of the candidate while making sandwiches and preparing fillings 5.2 Written and oral questions to test candidate's knowledge on appropriate food combinations for sandwiches and hygienic food handling requirements 5.3 Review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
6. Context for Assessment	6.1 Assessment may be done in the workplace or in a simulated workplace setting (assessment centers) 6.2 Assessment activities are carried out in an accredited assessment center

UNIT OF COMPETENCY : PREPARE MEAT DISHES

UNIT CODE : TRS512338

UNIT DESCRIPTOR : This unit deals with the knowledge, skills and attitude in selecting, preparing, cooking and storing meats.

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range of Variables
1. Perform Mise en place	1.1 ***Tools, utensils and equipment*** are cleaned, sanitized and prepared based on the required tasks 1.2 Ingredients are identified correctly, according to standard recipes, recipe cards or enterprise requirements 1.3 Ingredients are assembled according to correct quantity, type and quality required 1.4 Ingredients are prepared based on the required form and time frame 1.5 Frozen ingredients are thawed following enterprise procedures. 1.6 Where necessary, raw ingredients are washed with clean potable water.
2. Cook meat cuts for service	2.1. Appropriate ***cooking methods*** are identified and used for cooking 2.2. A variety of portioned meat cuts are cooked in accordance to standard recipe specifications 2.3. A variety of offal ***dishes*** are cooked according to standard recipes 2.4. Meats are carved using the appropriate tools and techniques 2.5. Ingredients are adjusted to meet special requests of customers 2.6. Cooked dishes are tasted and seasoned in accordance with the required taste of the dishes 2.7. Workplace safety and hygienic procedures are followed according to enterprise and legal requirements
3. Present meat cuts for service	3.1 Meat dishes are presented attractively according to classical, cultural and enterprise standards 3.2 Meat dishes are presented hygienically, logically and sequentially within the required timeframe 3.3 Suitable plate are selected according to enterprise standards 3.4 Factors in plating dishes are observed in presenting meat dishes
4. Store meat	4.1 Quality trimmings and other leftovers are utilized where and when appropriate 4.2 Fresh and cryovac-packed meat are stored correctly according to health regulations 4.3 Required containers are used and stored in proper temperature to maintain freshness, quality and taste 4.4 Meat is stored in accordance with FIFO operating procedures and storage of meat requirements

RANGE OF VARIABLES

VARIABLE	RANGE
1. Tools, utensils and equipment	May include but are not limited to: 1.1. Various kitchen knives 1.2. Meat mallet 1.3. Meat hooks 1.4. Larding needles 1.5. Knife sharpening and honing equipments 1.6. Food slicers and processors 1.7. Meat thermometer 1.8. Weighing scales 1.9. Kitchen twines

2. Cooking method	May include but are not limited to:
	2.1. Dry method
	    2.1.1. Roasting
	    2.1.2. Grilling
	    2.1.3. Broiling
	    2.1.4. Baking
	    2.1.5. Pan frying
	    2.1.6. Deep fat Frying
	
	2.2. Combination Method
	    2.2.1. Braising
	    2.2.2. Stewing
	
	2.3. Moist method
	    2.3.1. Boiling
	    2.3.2. Steaming
	    2.3.3. Poaching
	    2.3.4. Simmering

3. Dishes	3.1 Offal 3.2 Meat

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidences that the candidate: 1.1 Applied safe and accurate cutting techniques 1.2 Observed hygienic handling and storing of meat 1.3 Prepared a range of meat dishes to enterprise standards 1.4 Performed Mise en place 1.5 Cooked variety of meat dishes 1.6 Presented variety of meat dishes 1.7 Followed workplace safety practices and hygienic procedures in preparing meat dishes 1.8 Followed safety practices in handling tools and equipment
2. Required Knowledge	2.1 Different classifications of meats 2.2 Historical development and current trends in the preparation and presentation of meat 2.3 Classification of culinary methods 2.4 Characteristics of meats including type, cut, quality and fat content 2.5 Characteristics of different meat cuts including primary, secondary and portioned cuts 2.6 Appropriate trade names and cooking terms in accordance with standard meat cuts 2.7 Principles and practices of storing, freezing and aging of meats 2.8 Nutrition content and food values of meat 2.9 Cooking terms related to handling and storage of meat commonly used in the enterprise and industry 2.10 Uses and characteristics of various knives and equipment 2.11 Safe work practices on using kitchen equipments and tools 2.12 Logical and time efficient work flow
3. Required Skills	3.1 Appropriate preparation and culinary methods for various cuts and types of meat 3.2 Cutting techniques of ingredients 3.3 Knife care and maintenance 3.4 Organizational skills and teamwork 3.5 Principles and practices of hygienic handling and storage of meat 3.6 Waste minimization techniques and environment-friendly disposal
4. Resource Implications	The following resources MUST be provided 4.1 Use of a wide range of meat cuts and products. 4.2 Fully-equipped, operational, commercial/intuitional kitchen (including industry- modern equipment/tools) 4.3 Various type of meat and ingredients 4.4 Service wares
5. Methods of Assessment	Competency may be assessed through: 5.1 Direct observation of the candidate while preparing and cooking meat 5.2 Interview the candidate the type of culinary method that he/she is performing 5.3 Review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
6. Context for Assessment	6.1 Assessment may be done in the workplace or in a simulated workplace setting (assessment centers) 6.2 Assessment activities are carried out through an accredited assessment center

UNIT OF COMPETENCY : **PREPARE VEGETABLES DISHES**

UNIT CODE : **TRS512332**

UNIT DESCRIPTOR : This unit deals with the skills, knowledge and attitude required in cooking, presenting and storing various vegetables dishes.

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range of Variables
1. Perform Mise en place	1.1 Tools, utensils and equipment are cleaned, sanitized and prepared based on the required tasks 1.2 Ingredients are identified correctly, according to standard recipes, recipe cards or enterprise requirements 1.3 Ingredients are assembled according to correct quantity, type and quality required 1.4 Ingredients are prepared based on the required form and time frame 1.5 Frozen ingredients are thawed following enterprise procedures. 1.6 Where necessary, raw ingredients are washed with clean potable water.
2. Prepare vegetable dishes	2.1. *Vegetables* are selected according to, quality 2.2. Vegetables accompaniments are selected to complement and enhance menu items 2.3. Variety of vegetables dishes are prepared following appropriate *Cooking methods* to preserve optimum quality and nutrition 2.4. Suitable sauces and accompaniments are selected and served with vegetables 2.5. Cooked dishes are tasted and seasoned in accordance with the required taste of the dishes 2.6. Workplace safety and hygienic procedures are followed according to enterprise and legal requirements
3. Present vegetable dishes	3.1 Vegetables are uniformly cut and attractively presented 3.2 Suitable plate are selected according to enterprise standards 3.3 Factors in plating dishes are observed in presenting poultry and game dishes 3.4 Vegetables dishes are presented hygienically, logically and sequentially within the required timeframe
4. Store vegetables dishes	4.1 Quality trimmings and other leftovers are utilized where and when appropriate 4.2 Vegetables are stored at the correct temperature 4.3 Optimum freshness and quality is maintained in accordance with enterprise storing techniques and procedure 4.4 Vegetable is stored in accordance with FIFO operating procedures and storage of vegetable requirements

RANGE OF VARIABLES

VARIABLE	RANGE
1. Vegetables	May include but are not limited to: 1.1 Fresh 1.2 Frozen 1.3 Canned 1.4 Dried 1.5 Bottled

2. Cooking Method	May include but are not limited to:
	2.1 Dry method
	      2.1.1 Roasting
	      2.1.2 Grilling
	      2.1.3 Broiling
	      2.1.4 Baking
	      2.1.5 Pan frying
	      2.1.6 Deep fat Frying
	
	2.2 Combination Method
	      2.2.1 Braising
	      2.2.2 Stewing
	
	2.3 Moist method
	      2.3.1 Boiling
	      2.3.2 Steaming
	      2.3.3 Poaching
	      2.3.4 Simmering

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidences that the candidate: 1.1 Performed mise en place 1.2 Prepared a variety of vegetable dishes 1.3 Presented variety of vegetable dishes with appropriate service wares and garnishes 1.4 Stored vegetable dishes in accordance with enterprise standard procedures 1.5 Followed workplace safety practices and hygienic procedures 1.6 Followed safety practices in handling tools and equipment 1.7 Determined/Explained different classifications of vegetables
2. Required Knowledge	2.1 Varieties and characteristics of vegetables 2.2 Past and current trends in culinary uses and dishes of vegetables 2.3 Nutrition related to vegetables, in particular the food values of commodities and the effects of cooking on the nutritional value of food 2.4 Common cooking terms related to vegetables dishes that are used in the industry 2.5 Safe work practices on using tools and equipment 2.6 Principles and practices of sanitary related to use of raw ingredients 2.7 Logical and time efficient work flow
3. Required Skills	3.1 Cutting and presentation techniques of vegetables 3.2 Organizational skills and teamwork 3.3 Waste minimization techniques and environmental considerations in specific relation to vegetables
4. Resource Implications	The following resources MUST be provided: 4.1 Access to a fully-equipped operational commercial/institutional kitchen (including industry-current equipment) 4.2 Real/Relevant ingredients and service wares
5. Methods of Assessme	Competency may be assessed through : 5.1 Direct observation of the candidate while preparing dishes 5.2 Portfolio Report like sampling of dishes cooked by the candidate 5.3 Written or oral questions to test candidate's knowledge on appropriate cooking methods for various commodities and safety issues 5.4 Review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
6. Context for Assessment	6.1 Assessment may be done in the workplace or in a simulated workplace setting (assessment centers) 6.2 Assessment activities are carried out through an accredited assessment center

UNIT OF COMPETENCY : PREPARE EGG DISHES

UNIT CODE : TRS512332

UNIT DESCRIPTOR : This unit deals with the skills, knowledge and attitude required to cook, present and store various egg dishes.

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range of Variables
1. Perform Mise en place	1.1 Tools, utensils and equipment are cleaned, sanitized and prepared based on the required tasks 1.2 Ingredients are identified correctly, according to standard recipes, recipe cards or enterprise requirements 1.3 Ingredients are assembled according to correct quantity, type and quality required 1.4 Ingredients are prepared based on the required form and time frame 1.5 Frozen ingredients are thawed following enterprise procedures. 1.6 Where necessary, raw ingredients are washed with clean potable water.
2. Prepare and cook egg dishes	2.1 Variety of *egg dishes* are prepared according to standard recipes using a range of *cooking methods* 2.2 *Eggs* are cooked based on clients requirements 2.3 Sauces and accompaniments specific to egg preparations are selected and prepared 2.4 Cooked dishes are tasted and seasoned in accordance with the required taste of the dishes 2.5 Workplace safety and hygienic procedures are followed according to enterprise and legal requirements
3. Present egg dishes	3.1 Suitable plates are selected according to enterprise standards 3.2 Eggs are presented hygienically and attractively using suitable garnishes and side dishes sequentially within the required timeframe 3.3 Factors in plating dishes are observed in presenting egg dishes
4. Store egg dishes	4.1 Fresh and processed eggs are stored at the correct temperature 4.2 Optimum freshness and quality are maintained in accordance with enterprise storing techniques and procedures 4.3 Quality trimmings and other leftovers are utilized where and when appropriate 4.4 Egg is stored in accordance with FIFO operating procedures and storage of egg requirements

RANGE OF VARIABLES

VARIABLE	RANGE
1. Egg dishes	May include but are not limited to: 1.1 Omelettes 1.2 Soufflés 1.3 Frittatas 1.4 Terrines
2. Cooking method	2.1 Boiling 2.2 Poaching 2.3 Frying 2.4 Baking
3. Eggs	3.3 Fresh 3.4 Frozen 3.5 Powder

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidences that the candidate: 1.1 Prepared a variety of dishes eggs 1.2 Presented a variety of egg dishes using appropriate service wares and garnishes 1.3 Followed workplace safety practices and hygienic procedures in preparing egg dishes 1.4 Followed safety practices in handling tools and equipment 1.5 Determined/Explained different classifications of eggs
2. Required Knowledge	2.1 Varieties and characteristics of eggs 2.2 Historical development and current trends in the preparation and presentation of egg 2.3 Past and current trends in culinary uses and dishes of eggs 2.4 Nutrition related to eggs in particular the food values of commodities and the effects of cooking on the nutritional value of food 2.5 Common cooking terms related to egg dishes and culinary uses that are used in the industry 2.6 Safe work practices on using tools and equipment 2.7 Principles and practices of sanitary related to use of raw ingredients 2.8 Logical and time efficient work flow
3. Required Skills	3.1 Presentation techniques of eggs 3.2 Organizational skills and teamwork 3.3 Waste minimization techniques and environmental considerations in specific relation to eggs
4. Resource Implications	The following resources MUST be provided: 4.1 Access to a fully-equipped operational commercial/institutional kitchen (including industry-modern equipment) 4.2 Eggs 4.3 Real/Relevant ingredients 4.3 Service ware
5. Methods of Assessment	Competency may be assessed through : 5.1 Direct observation of the candidate while preparing dishes 5.2 Portfolio Report like sampling of dishes cooked by the candidate 5.3 Written or oral questions to test candidate's knowledge on appropriate cooking methods for various commodities and safety issues 5.4 Review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
6. Context for Assessment	6.1 Assessment may be done in the workplace or in a simulated workplace setting (assessment centers) 6.2 Assessment activities are carried out through an accredited assessment center

UNIT OF COMPETENCY :   PREPARE STARCH DISHES

UNIT CODE   :   TRS512332

UNIT DESCRIPTOR   :   This unit deals with the skills, knowledge and attitude required to cook, present and store starch dishes such as pasta and noodles.

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range of Variables
1. Perform Mise en place	1.1 Tools, utensils and equipment are cleaned, sanitized and prepared based on the required tasks 1.2 Ingredients are identified correctly, according to standard recipes, recipe cards or enterprise requirements 1.3 Ingredients are assembled according to correct quantity, type and quality required 1.4 Ingredients are prepared based on the required form and time frame 1.5 Frozen ingredients are thawed following enterprise procedures. 1.6 Where necessary, raw ingredients are washed with clean potable water.
2. Prepare starch dishes	2.1 Variety of **starch products** are selected and prepared according to enterprise recipes 2.2 Optimum quality is ensured using appropriate cooking methods 2.3 Sauces and accompaniments appropriate to starch products are selected 2.4 Cooked dishes are tasted and seasoned in accordance with the required taste of the dishes 2.5 Workplace safety and hygienic procedures are followed according to enterprise and legislated requirements
3. Present Starch dishes	3.1 Suitable plate are selected according to enterprise standards 3.2 Starch dishes are presented hygienically and attractively using suitable garnishes and side dishes 3.3 Factors in plating dishes are observed in presenting starch dishes
4. Store Starch dishes	4.1. Starch are stored at the correct temperature 4.2. Optimum freshness and quality is maintained in accordance with enterprise storing techniques and procedures 4.3. Quality trimmings and other leftovers are utilized where and when appropriate 4.4. Starch is stored in accordance with FIFO operating procedures and storage of starch requirements

RANGE OF VARIABLES

VARIABLE	RANGE
1. Starch	May include but are not limited to: 1.1 Pasta 1.2 Rice 1.3 Tubers 1.4 Polenta 1.5 Noodles 1.6 Couscous 1.7 flour

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidences that the candidate: 1.1 Prepared a variety of dishes using starch products 1.2 Presented starch dishes in appropriate service wares 1.3 Prepared appropriate sauces for the prepared starch dishes 1.4 Stored starch dishes 1.5 Followed workplace safety practices and hygienic procedures in preparing variety of starch dishes 1.6 Demonstrated safety practices in handling tools and equipment 1.7 Determined/Explained different classifications of starch products
2. Required Knowledge	2.1 Historical development and current trends in the preparation and presentation of starch dishes 2.2 Varieties and characteristics of starch foods 2.3 Past and current trends in culinary uses and dishes starch foods 2.4 Nutrition related to starch dishes in particular the food values of commodities and the effects of cooking on the nutritional value of food 2.5 Common cooking terms related to starch dishes that are used in the industry 2.6 Safe work practices on using tools and equipment 2.7 Principles and practices of sanitary related to use of raw ingredients 2.8 Logical and time efficient work flow
3. Required Skills	3.1 Presentation techniques of starch dishes 3.2 Organizational skills and teamwork 3.3 Waste minimization techniques and environmental considerations in specific relation to starch dishes
4. Resource Implications	The following resources MUST be provided: 4.1 Access to a fully-equipped operational commercial/institutional kitchen (including industry-current equipment) 4.2 Real/Relevant ingredients 4.3 Service ware
5. Methods of Assessment	Competency may be assessed through : 5.1 Direct observation of the candidate while preparing dishes 5.2 Written or oral questions to test candidate's knowledge on appropriate cooking methods for various commodities and safety issues 5.4 Review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
6. Context for Assessment	6.1 Assessment may be done in the workplace or in a simulated workplace setting (assessment centers) 6.2 Assessment activities are carried out through an accredited assessment center

UNIT OF COMPETENCY : PREPARE POULTRY AND GAME DISHES

UNIT CODE : TRS512333

UNIT DESCRIPTOR : This unit deals with the knowledge, skills and attitude required in selecting, preparing, cooking, plating/presenting and storing poultry and game.

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range of Variables
1. Perform mise en place	1.1 Tools, utensils and equipment are cleaned, sanitized and prepared based on the required tasks 1.2 Ingredients are identified according to standard recipes, recipe card or enterprise requirements 1.3 Ingredients are assembled according to quantity, type, and quality required 1.4 Ingredients are prepared based on the required form and time frame 1.5 ***Poultry and game*** are prepared based on its enterprise poultry and game ***preparation techniques*** 1.6 Frozen poultry and game are thawed in accordance with enterprise thawing procedures 1.7 Frozen ingredients are thawed following enterprise procedures. 1.8 Where necessary, raw ingredients are washed with clean potable water.
2. Cook poultry and game dishes	2.1 Poultry and game are handled efficiently and hygienically to minimize risk of food spoilage and cross-contamination 2.2 ***Poultry and game dishes*** are cooked according to enterprise standard recipes and appropriate ***Cooking methods*** 2.3 Cooked dishes are tasted and seasoned in accordance with the required taste of the dishes
3. Plate/present poultry and game dishes	3.1 Service wares are selected in accordance with type of poultry and game dishes 3.2 Poultry and game is plated/presented using suitable sauces, garnishes and accompaniments 3.3 Poultry dishes are presented hygienically, logically and sequentially within the required timeframe 3.4 ***Factors in plating dishes*** are observed in presenting poultry and game dishes..
4. Store poultry and game	4.1 Poultry and game are stored ensuring storage conditions and optimal temperature are maintained 4.2 Quality trimmings and other leftovers are utilized where and when appropriate

RANGE OF VARIABLES

VARIABLE	RANGE
1. Poultry or game	May include but are not limited to : 1.1 Chicken, turkey, duck, goose 1.2 Pheasant, quail, pigeon, guinea fowl, wild duck 1.3 Rabbit, hare 1.4 Boar, goat
2. Poultry preparation techniques	May include but are not limited to: 2.1 De-boning 2.2 Stuffing 2.3 Filleting 2.4 Rolling and trussing 2.5 Larding 2.6 Marinating

3. Cooking methods for poultry and game	May include but are not limited to:
	3.1 Dry method
	   3.1.1 Roasting
	   3.1.2 Grilling
	   3.1.3 Broiling
	   3.1.4 Baking
	   3.1.5 Pan frying
	   3.1.6 Deep fat Frying
	
	3.2 Combination Method
	   3.2.1 Braising
	   3.2.2 Stewing
	
	3.3 Moist method
	   3.3.1 Boiling
	   3.3.2 Steaming
	   3.3.3 Poaching
	   3.3.4 Simmering

4. Factors to consider in plating dishes	4.1 appeal 4.2 color and contrast 4.3 temperature of food and service 4.4 equipment 4.5 classical and innovative arrangement styles
5. Ways of presenting poultry and game dishes	5.1 Carve 5.2 Portions 5.3 Whole

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidences that the candidate: 1.1 Understood the different classifications of poultry and game 1.2 Demonstrated particular storage and handling practices related to poultry and game 1.3 Prepared a variety of poultry and game dishes according to enterprise standards 1.4 Cooked and presented or plated poultry and game dishes according to enterprise standards 1.5 Followed safety practices in handling tools and equipment
2. Required Knowledge	2.1 Classification of varieties of poultry and game items 2.2 Quality criteria for poultry and game 2.3 Appropriate cookery methods for poultry and game dishes 2.4 Past and current trends in poultry and game dishes 2.5 Nutrition related to poultry and game, including food values and any specific issues like salmonella contaminations, etc. 2.6 Common cooking terms related to poultry and game which are used in the industry 2.7 Safe work practices, particularly in relation to cutting 2.8 Logical and time efficient work flow
3. Required Skills	3.1 Organizational skills and teamwork 3.2 Principles and practices of sanitary specifically cross-contamination 3.3 Techniques on minimizing wastes and environment-friendly practices on handling and preparation of poultry and game
4. Resource Implications	The following resources MUST be provided: 4.1 Access to a fully-equipped operational commercial/institutional kitchen (including industry-modern equipment) 4.2 Real/Required ingredients 4.3 Poultry and game 4.4 Service wares
5. Methods of Assessment	Competency may be assessed through : 5.1 Direct observation of the candidate while handling and cooking game and poultry 5.2 Sampling of dishes cooked by the candidate 5.3 Written or oral questions to test candidate's knowledge on issues involved in cooking game, food safety and appropriate cookery methods for poultry and game 5.4 Review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
6. Context for Assessment	6.1 Assessment may be done in the workplace or in a simulated workplace setting (assessment centers) 6.2 Assessment activities are carried out through an accredited assessment center

UNIT OF COMPETENCY: PREPARE SEAFOOD DISHES

UNIT CODE   : TRS512334

UNIT DESCRIPTOR   : This unit deals with the knowledge, skills and attitude required in selecting, preparing, presenting and storing seafood in a commercial kitchen or catering operation.

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range of Variables
1. Perform mise en place	1.1 Tools, utensils and equipment are cleaned, sanitized and prepared based on the required tasks
	1.2 Ingredients are identified according to standard recipes, recipe card or enterprise requirements
	1.3 Ingredients are assembled according to quantity, type, and quality required
	1.4 Ingredients are prepared based on the required form and time frame
	1.5 Frozen ingredients are thawed following enterprise procedures.
	1.6 Where necessary, raw ingredients are washed with clean potable water.
2. Handle fish and seafood	2.1 *Seafood* is selected according to quality,
	2.2 Seafood are handled hygienically in accordance with enterprise handling and storing techniques
	2.3 Frozen seafood are thawed correctly to ensure maximum quality, and to retain their nutrients
3. Cook fish and shellfish	3.1 *Fish* is cleaned, gutted and filleted correctly and efficiently according to enterprise standards
	3.2 Shellfish and other types of seafood are cleaned and prepared correctly and in accordance with enterprise standards
	3.3 Seafood dishes is cooked according to enterprise standards using a *variety of cooking methods*
	3.4 Fish and shellfish by-products are used appropriately for a variety of dishes and menu items
	3.5 Cooked dishes are tasted and seasoned in accordance with the required taste of the dishes
	3.6 Workplace safety and hygienic procedures are followed according to enterprise and legislated requirements

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range of Variables
4. Plate/Present fish and seafood	4.1. Seafood dishes are presented hygienically, logically and sequentially within the required timeframe 4.2. Fish and seafood is prepared and presented for service in accordance to enterprise standards 4.3. Suitable sauces and dips are prepared according to standard recipes and as required to accompany seafood menu items 4.4. Presentations and garnishing techniques are selected and used according to recipes and enterprise standards 4.5. Services are carried out according to enterprise methods and standards 4.6. Factors in plating dishes are observed in presenting seafood dishes
5. Store fish and seafood	5.1. Quality trimmings and other leftovers are utilized where and when appropriate Seafood are stored hygienically in accordance with enterprise handling and storing techniques 5.2. Where applicable, date stamps and codes are checked to ensure quality control 5.3. Seafood is stored in accordance with FIFO operating procedures and storage of seafood requirements.

RANGE OF VARIABLES

VARIABLE	RANGE

1. Seafood	May include but are not limited to:
	1.1. Shellfish
	    1.1.1. Mollusks
	    1.1.2. Crustaceans
	    1.1.3. Cephalopods
	1.2. Fish
	    1.2.1 Flat fish
	    1.2.2 Round fish
	    1.2.3 flat fish

2. Fish	May include but are not limited to :
	2.1 Structure
	    a. Fish
	    b. Shellfish
	2.2 Body shape
	    a. Flat fish
	    b. Round fish
	2.3 Market forms
	    a. Fillets
	    b. Drawn
	    c. Whole
	    d. Butterfly fillet
	    e. Steak
	2.4 Fat content
	    a. Lean Fish
	    b. Fat Fish
	2.5 Water source
	    a. Salt water
	    b. Freshwater
	2.6 Processed fish
	    a. Dried
	    b. Smoked
	    c. Bottled

3. Variety of cooking method	May include but are not limited to:
	3.1 Dry method
	    3.1.1 Roasting
	    3.1.2 Grilling
	    3.1.3 Broiling
	    3.1.4 Baking
	    3.1.5 Pan frying
	    3.1.6 Deep fat Frying
	
	3.2 Combination Method
	    3.2.1 Braising
	    3.2.2 Stewing
	
	3.3 Moist method
	    3.3.1 Boiling
	    3.3.2 Steaming
	    3.3.3 Poaching
	    3.3.4 Simmering

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidences that the candidate: 1.1 Explained the different classifications of seafood 1.2 Demonstrated storing and handling issues related to seafood 1.3 Cooked and plated/presented a range of seafood dishes according to enterprise standards 1.4 Stored seafood hygienically and in accordance with enterprise standard procedures 1.5 Demonstrated safety practices in handling tools and equipment
2. Required Knowledge	2.1 Historical development and current trends in the preparation and presentation of seafood 2.2 Classification and varieties of fish and shellfish 2.3 Criteria for judging the quality of fresh seafood 2.4 Storage requirements for seafood 2.5 Nutrition related to seafood, particularly the nutritional value of seafood 2.6 Specific dietary issues including allergies and intolerances 2.7 Common cooking terms related to seafood that are used in the industry 2.8 Principles and practices of sanitary specifically on handling and storage of seafood 2.9 Safe work practices, particularly on using sharp knives
3. Required Skills	3.1 Appropriate cookery methods for fish and shellfish 3.2 Cutting and presentation techniques, particularly on fish and crustaceans 3.3 Costing, yield testing and portion control for seafood 3.4 Waste minimization techniques and environmental considerations in relation to seafood
4. Resource Implications	The following resources MUST be provided: 4.1 Access to a fully-equipped operational commercial/institutional kitchen (including industry-current equipment) 4.2 Real/Relevant ingredients 4.3 Seafood 4.4 Service wares
5. Methods of Assessment	Competency may be assessed through : 5.1 Direct observation of the candidate while preparing and cooking fish and seafood 5.2 Written or oral questions to test candidate's knowledge on storage issues related to fish and seafood 5.3 Review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
6. Context for Assessment	6.1 Assessment may be done in the workplace or in a simulated workplace setting (assessment centers) 6.2 Assessment activities are carried out through an accredited assessment center

UNIT OF COMPETENCY: PREPARE DESSERTS

UNIT CODE   **: TRS512335**

UNIT DESCRIPTOR   **:** This unit deals with knowledge, skills, and attitudes in the preparation of a range of hot, cold and frozen desserts.

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range of Variables
1. Perform mise en place	1.1 Tools, utensils and equipment are cleaned, sanitized and prepared based on the required tasks 1.2 Ingredients are identified according to standard recipes, recipe card or enterprise requirements 1.3 Ingredients are assembled according to quantity, type, and quality required 1.4 Ingredients are prepared based on the required form and time frame 1.5 Ingredients are selected, measured and weighed according to recipe requirements 1.6 Appropriate *equipment* are selected and used in accordance with manufacturers' manual 1.7 Frozen ingredients are thawed following enterprise procedures. 1.8 Where necessary, raw ingredients are washed with clean potable water.
2. Prepare desserts and sweet sauces	2.1 Standard or enterprise recipes are used to produce a variety of hot, cold and frozen *desserts*, appropriate for a variety of menus 2.2 Range of *sweet sauces* are produced to a̶ desired consistency and flavor 2.3 Prepared desserts and sweets are tasted in accordance with the required taste 2.4 Workplace safety and hygienic procedures are followed according to enterprise and legislated requirements
3. Plate/Present desserts	3.1 Desserts are presented hygienically, logically and sequentially within the required timeframe 3.2 Desserts are decorated creatively 3.3 Factors in plating dishes are observed in presenting desserts 3.4 Desserts are portioned according to enterprise standards 3.5 Desserts are presented in accordance with enterprise presentation techniques 3.6 Accompaniments, garnishes and decorations are used to enhance taste, texture and balance
4. Store desserts	4.1 Quality trimmings and other leftovers are utilized where and when appropriate 4.2 Desserts are stored at the appropriate temperature and under the correct conditions to maintain quality, freshness and customer appeal 4.3 Suitable packaging are selected and used to preserve taste, appearance and tasting characteristics 4.4 Sweet sauces are stored to retain desired quality and characteristics 4.5 Dessert is stored in accordance with FIFO operating procedures and storage of dessert requirements

RANGE OF VARIABLES

VARIABLE	RANGE
1. Equipment for making desserts	May include but are not limited to: 1.1 Blenders 1.2 Ice-cream machines 1.3 Ice shavers 1.4 Juicers 1.5 Mixers 1.6 Ovens 1.7 Chillers and freezers 1.8 Steamer 1.9 Weighing scales 1.10 Cooking equipment
2. Desserts	May include but are not limited to: 2.1 Pudding, pies, tarts, flans, fritters 2.2 Custard, creams 2.3 Prepared fruit 2.4 Mousse 2.5 Repes, 2.6 Sorbet, ice cream, parfait, 2.7 Quick bread 2.8 Cookies
3. Sweet sauces	May include but are not limited to: 3.1 Sugar syrups 3.2 Fruit syrups 3.3 Fruit purees, sauces and coulis 3.4 Chocolate-based sauces 3.5 Custards and crèmes 3.7 Flavored butters and creams
4. Suitable thickening agents for sweet sauces	May include but are not limited to: 4.1 Corn starch, arrowroot, potato starch 4.2 Modified starch 4.3 Liason 4.4 Gelatin

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidences that the candidate: 1.1 Prepared different types of desserts and sweets according to enterprise standards 1.2 Presented desserts and sweets attractively 1.3 Stored desserts and sweets in accordance with enterprise standard procedures 1.4 Followed workplace safety practices and hygienic procedures in handling hot and cold desserts 1.5 Demonstrated safety practices in handling tools and equipment 1.6 Explained dessert options
2. Required Knowledge	2.1 Historical development and current trends in the preparation and presentation of desserts 2.2 Details and characteristics of different types of desserts and sweets 2.3 Varieties of suitable ingredients for desserts and sweets 2.4 Common cooking terms related to desserts and sweets that are used in the industry 2.5 Past and current trends in desserts and sweets 2.6 Nutrition related to desserts and sweets including food values of common desserts, low fat or low calorie alternatives and substituted ingredients 2.7 Principles and practices of sanitary on handling and storage of dairy products 2.8 Logical and time efficient work flow 2.9 Safe work practices particularly on handling hot and frozen products and equipment
3. Required Skills	3.1 Organizational skills and teamwork 3.2 Storage of sweets and desserts, their ingredients, particularly dairy products 3.3 Costing, yield testing, portion control of desserts 3.4 Waste minimization techniques and environmental considerations related to desserts
4. Resource Implications	The following resources MUST be provided: 4.1 Access to a wide range of suitable ingredients for making a variety of desserts and sweets 4.2 Access to a fully-equipped operational commercial/institutional kitchen for making desserts and sweets
5. Methods of Assessment	Competency may be assessed through: 5.1 Direct observation of the candidate while making and presenting desserts 5.2 Sampling of desserts made by the candidate 5.3 Written or oral questions to test candidate's knowledge on cooking terms related to desserts and sweets 5.4 Review of portfolio of evidence and third party workplace reports of on-the-job performance by the candidate
6. Context for Assessment	6.1 Assessment may be done in the workplace or in a simulated workplace setting (assessment centers) 6.2 Assessment activities are carried out through an accredited assessment center

UNIT OF COMPETENCY :   PACKAGE PREPARED FOOD

UNIT CODE   :   TRS512340

UNIT DESCRIPTOR   :   This unit deals with the knowledge, skills, and attitudes in packaging of prepared foodstuffs for transportation.

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range of Variables
1. Select packaging materials	1.1. Food requirements of client and user are met prior to ***packaging*** in accordance with the enterprise standard following the ***criteria for packaging*** 1.2. Q***ualities*** of packaging materials are selected in accordance enterprise standards
2. Package food	2.1 Food is packaged in compliance with sanitary, occupational health and safety and local health regulations requirements 2.2 ***Environmental requirements for food packaging*** area is observed 2.3 Appropriate packaging procedures are adopted according to enterprise specifications 2.4 Food labeled according to industry standards

RANGE OF VARIABLES

VARIABLE	RANGE
1. Criteria for packaging	Must include the: 1.1. Quality 1.2. Shelf-life 1.3. Portion control
2. Types of packaging materials	May include but are not limited to: 2.1. Cartons 2.2. Plastic cling wrap 2.3. Plastic or foil containers
3. Qualities of Packaging materials	3.1. Non-contaminating 3.2. Appropriate dimensions for selected food 3.3. Visually appropriate to functional need 3.4. Capable of protecting food from damage and contamination 3.5. Environment-friendly 3.6. Stackable and transportable
4. Environmental requirements for food packaging	4.1 Temperature control 4.2 Humidity

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidences that the candidate: 1.1 Performed safe packaging of food within food safety requirements and regulations 1.2 Selected and used suitable packaging materials and methods for a different food item types 1.3 Demonstrated hygienic practices and food safety regulations in storing and transporting package foods

2. Required Knowledge and Attitude	2.1 Safe work practices on packaging, dealing with hot surfaces, lifting and bending.
	2.2 The characteristics and uses of different packaging materials
	2.3 Portion control practices and principles
	2.4 Functional design requirements for food packaging areas
	2.5 Hygienic practices and food safety regulations, particularly on storage and transporting of food, including:
	    2.5.1 HACCP Principles applied to off-site catering
	    2.5.2 Local health regulations pertaining on food production and packaging
	    2.5.3 Current Philippine regulations

3. Required Skills	3.1 Storing and transporting of food 3.2 Packaging techniques
4. Resource Implications	The following resources MUST be provided: 4.1 Access to a range of appropriate packaging materials, catering equipment 4.2 Real food items
5. Methods of Assessme	Competency may be assessed through: 5.1 Direct observation of the candidate while packaging foods 5.2 Written or oral questions to test candidate's knowledge on packaging types and methods for different types of food, hygienic practices in packaging, maintaining food quality and nutritional value 5.3 Review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
6. Context for Assessment	6.1 Assessment may be done in the workplace or in a simulated workplace setting (assessment centers) 6.2 Assessment activities are carried out through an accredited assessment center

SECTION 3   TRAINING STANDARDS

These guidelines are set to provide the Technical and Vocational Education and Training (TVET) providers with information and other important requirements to consider when designing training programs **COOKERY NC II**.

They include information on curriculum design, training delivery, trainee entry requirements, tools and equipment, training facilities, and trainers qualifications, among others.

3.1   CURRICULUM DESIGN

Course Title: COOKERY   **NC Level: NC II**

Nominal Training Duration: **18 Hrs. (Basic)**
                                                 18 Hrs. (Common)
                                                 280 Hrs. (Core)

Course Description:

The **COOKERY NC II** Qualification consists of competencies   that a person must achieve to clean kitchen areas, cook/prepare hot, cold meals and desserts for guests in various food and beverage service facilities

BASIC COMPETENCIES

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1. Participate in workplace communication	1.1 Obtain and convey workplace information 1.2 Complete relevant work related documents 1.3 Participate in workplace meeting and discussion	Group Discussion Interaction	• Demonstration • Observation • Interviews/ Questioning
2. Work in a team environment	2.1 Describe and identify team role and responsibility in a team 2.2 Describe work as a team member	Discussion Interaction	• Demonstration • Observation • Interviews/ Questioning

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
3. Practice career professionalism	3.1 Integrate personal objectives with organizational goals 3.2 Set and meet work priorities 3.3 Maintain professional growth and development	Discussion Interaction	• Demonstration • Observation • Interviews/ questioning
4. Practice occupational health and safety	4.1 Evaluate hazard and risks 4.2 Control hazards and risks 4.3 Maintain occupational health and safety awareness	Discussion Plant tour Symposium	• Observation • Interview

COMMON COMPETENCIES

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1. Develop and update industry knowledge	1.1 Identify and access key sources of information on the industry 1.2 Access, apply and share industry information 1.3 Update continuously relevant industry knowledge	Lecture Group Discussion Individual/Group Assignment	Interviews/ Questioning Individual/Group Project or Report
2. Observe workplace hygiene procedures	2.1 Practice personal grooming and hygiene 2.2 Practice safe and hygienic handling, storage and disposal of food, beverage and materials	Lecture Demonstration Role-play	Demonstration Written Examination Interviews/ Questioning

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
3. Perform computer operations	3.1 Identify and explain the functions, general features and capabilities of both hardware and software 3.2 Prepare and use appropriate hardware and software according to task requirement 3.3 Use appropriate devices and procedures to transfer files/data 3.4 Produce accurate and complete data according to the requirements 3.5 Maintain computer system	Lecture Group Discussion Tutorial or self-pace	Interviews/ Questioning Demonstration Observation
4. Perform workplace and safety practices	4.1 Practice workplace safety, security and hygiene systems, processes and operations 4.2 Respond appropriately to faults, problems and emergency situations in line with enterprise guidelines 4.3 Maintain safe personal presentation standards	Lecture Demonstration Role-play Simulation	Demonstration Interviews/ Questioning Written Examination

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
5. Provide effective customer service	5.1 Apply effective verbal and non-verbal communication skills to respond to customer needs 5.2 Provide prompt and quality service to customer 5.3 Handle queries promptly and correctly in line with enterprise procedures 5.4 Handle customer complaints, evaluation and recommendations 5.5 Provide prompt and quality service to customer 5.6 Handle queries promptly and correctly in line with enterprise procedures 5.7 Handle customer complaints, evaluation and recommendations	Lecture Demonstration Role-play Simulation	Demonstration Interviews/ Questioning Observation

CORE COMPETENCIES

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1. Clean and maintain kitchen premises	1.1 Clean, sanitize and store equipment 1.2 Clean and sanitize premises 1.3 Dispose of waste	Discussion/ Demonstration Video viewing	• Written Examination • Demonstration • Observation in workplace OJT

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
2. Prepare stocks, sauces and soups	2.1 Prepare stocks, glazes and essences required for menu items 2.2 Prepare soups required for menu items 2.3 Prepare sauces required for menu items 2.4 Store and reconstitute stocks, sauces and soups	Discussion/ Demonstration Video viewing	• Written examination • Demonstration • Observation in workplace OJT
3. Prepare appetizers	3.1 Perform Mise' en place 3.2 Prepare a range of appetizers 3.3 Present a range of appetizers 3.4 Store appetizers	Discussion/ Demonstration Video viewing	• Written examination • Demonstration • Observation in workplace OJT
4. Prepare salads and dressings	4.1 Perform Mise en place 4.2 Prepare a variety salads and dressings 4.3 Present a variety of salads and dressings 4.4 Store salads and dressings	Discussion/ Demonstration Video viewing	• Written examination • Demonstration • Observation in workplace OJT
5. Prepare sandwiches	5.1 Perform Mise en place 5.2 Prepare a variety of sandwiches 5.3 Present a variety of sandwiches 5.4 Store sandwiches	Discussion/ Demonstration Video viewing	• Written examination • Demonstration • Observation in workplace OJT
6. Prepare meat dishes	6.1 Perform Mise en place 6.2 Cook meat cuts for service 6.3 Present meat cuts for service 6.4 Store meat	Discussion/ Demonstration Video viewing	• Written examination • Demonstration • Observation in workplace OJT

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
7. Prepare vegetables dishes	7.1 Perform Mise en place 7.2 Prepare vegetable dishes 7.3 Present vegetable dishes 7.4 Store vegetables dishes	Discussion/ Demonstration Video viewing	• Written examination • Demonstration • Observation in workplace OJT
8. Prepare egg dishes	8.1 Perform Mise en place 8.2 Prepare and cook egg dishes 8.3 Present egg dishes 8.4 Store egg dishes	Discussion/ Demonstration Video viewing	• Written examination • Demonstration • Observation in workplace OJT
9. Prepare starch dishes	9.1 Perform Mise en place 9.2 Prepare starch dishes 9.3 Present Starch dishes 9.4 Store Starch dishes	Discussion/ Demonstration Video viewing	• Written examination • Demonstration • Observation in workplace OJT
10. Preparepoultry and game dishes	10.1 Perform mise en place 10.2 Cook poultry and game dishes 10.3 Plate/present poultry and game dishes 10.4 Store poultry and game	Discussion/ Demonstration Video viewing	• Written examination • Demonstration • Observation in workplace OJT
11. Prepare seafood dishes	11.1 Perform mise en place 11.2 Handle fish and seafood 11.3 Cook fish and shellfish 11.4 Plate/Present fish and seafood 11.5 Store fish and seafood	Discussion/ Demonstration Video viewing	• Written examination • Demonstration • Observation in workplace OJT
12. Prepare desserts	12.1 Perform mise en place 12.2 Prepare desserts and sweet sauces 12.3 Plate/Present desserts 12.4 Store desserts	Discussion/ Demonstration Video viewing	• Written examination • Demonstration • Observation in workplace OJT

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
13. Package prepared food	13.1 Select packaging materials 13.2 Package food	Discussion/ Demonstration Video viewing	• Written examination • Demonstration • Observation in workplace OJT

TRAINING DELIVERY

The delivery of training should adhere to the design of the curriculum. Delivery should be guided by the 10 basic principles of competency-based TVET.

- The training is based on curriculum developed from the competency standards;
- Learning is modular in its structure;
- Training delivery is individualized and self-paced;
- Training is based on work that must be performed;
- Training materials are directly related to the competency standards and the curriculum modules;
- Assessment is based in the collection of evidence of the performance of work to the industry required standard;
- Training is based both on and off-the-job components;
- Allows for recognition of prior learning (RPL) or current competencies;
- Training allows for multiple entry and exit; and
- Approved training programs are Nationally Accredited

The competency-based TVET system recognizes various types of delivery modes, both on and off-the-job as long as the learning is driven by the competency standards specified by the industry. The following training modalities may be adopted when designing training programs:

- The dualized mode of training delivery is preferred and recommended. Thus programs would contain both in-school and in-industry training or fieldwork components. Details can be referred to the Dual Training System (DTS) Implementing Rules and Regulations
- Modular/self-paced learning is a competency-based training modality wherein the trainee is allowed to progress at his own pace. The trainer just facilitates the training delivery
- Peer teaching/mentoring is a training modality wherein fast learners are given the opportunity to assist the slow learners
- Supervised industry training or on-the-job training is an approach in training designed to enhance the knowledge and skills of the trainee through actual experience in the workplace to acquire specific competencies prescribed in the training regulations

- Distance learning is a formal education process in which majority of the instruction occurs when the students and instructor are not in the same place. Distance learning may employ correspondence study, audio, video or computer technologies

3.3   TRAINEE ENTRY REQUIREMENTS

Trainees or students wishing to gain entry into this course should possess the following requirements:

- can communicate both in oral and written;
- physically and mentally fit;
- with good moral character; and
- can perform basic mathematical computation

This list does not include specific institutional requirements such as **educational attainment, appropriate work experience, and other**s that may be required of the trainees by the school or training center delivering the TVET program.

3.4   LIST OF TOOLS AND EQUIPMENT

COOKERY – NC II

Recommended list of tools, equipment and materials for the training of a maximum of 25 trainees for COOKERY NC II are as follows:

TOOLS		OFFICE EQUIPMENT		MATERIALS	
QTY		QTY		QTY	MEAT
		1unit	Electric fan		Beef
10 pcs	Chef's knife	3 unit	First aid cabinet		Pork
8 pcs	Boning knife	1 unit	Filing cabinet 3 Layers compartmen		Lamb/mutton
4 pcs	Oysters knife	1 unit	TV		Veal
2 pcs	Cleaver knife	2 unit	Video player		**POULTRY**
8 pcs	Tenderizer, medium,small	1 unit	Fire extinguisher		Chicken
8 pcs	Skimmer, fine	1 unit	Emergency light		Duck
8 pcs	Wire skimmer, small	1 pc	directional signage/s for each rooms		Turkey

8 pcs	Skimmers, spider	1 unit	air condition		Pigeon, etc.
8 pcs	Strainer,small,fine	1 unit	telephones		**SEAFOOD**
8 pcs	Siever,small	3 unit	computers with internet connection		Fish
8 pcs	Strainer,medium fine	1 unit	Fax machine		Shellfish
8 pcs	Turner,3" x 6"	2 unit	LCD		Crustacean
8 pcs	Spatula		**LABORATORY EQUIPMENTS**		**PERISHABLES**
8 pcs	Wooden spoon	1 unit	Air conditioner		Vegetables
8 pcs	Parisienne spoon	2 unit	Fire extinguisher		Fruits
8 pcs	Zester	1 unit	Emergency light		Dairy products
8 pcs	Piping bag	1 unit	Combination of broiler and griddle - small		Processed food
8 pcs	Pastry tubes	3 unit	Exhaust hood		**DRY GOODS (GROCERIES)**
3 pcs	Strainer Chinois,small	1 unit	Dish washing machine (optional		Sauces
2 pcs	Strainer Chinois, medium	1 unit	Blender machine		Spices and herbs
4 pcs	Funnel, small	1 unit	Pressure cooker medium Salamander, griller		Seasoning
4 pcs	Funnel, medium	8 unit	Braising pan - medium		Canned fruits
6 sets	Measuring spoon	1 unit	Meat slicer - small		Canned vegetables
10 pcs	Tongs, 8 inches	1 unit	Meat chopper machine		Noodles
8 pcs	Tongs, 12 inches	8 unit	Preparation table with sink & shelves (approx. 45x28")		Pasta
8 sets	Measuring cup	1 unit	Bain Marie – table w/4 compartments		Rice
4	Measuring urn	2	Working s/s table (fabricated)		Flour

pcs		unit				
2 pcs	Ice cream scoop	2 unit	Condiment cabinet		Sugar	
10 pcs	Cheese Cloth	1 unit	Washing sink tables w/3 compartments		Beans	
24 pcs	Serving spoon	1 unit	Soak sink, optional		**FACILITIES**	
4 sets	Pepper and salt mill	8 unit	Utility shelving		Workshop	
2 unit	Weighing scale, 5 kgs	2 unit	Stainless steel rack (5 shelves		Laboratory	
4 unit	Weighing scale, 1000 grams	1 unit	Utility cart		Audio-visual room	
8 pcs	Apple corer	4 pcs	Floor mops		Lecture room	
8 pcs	Wire whisk,small	2 unit	Mop Squeezer		Storage/stock room	
8 pcs	Wire whisk, medium	4 pcs	Broom (tambo)		Research room/Library	
2 pcs	Wire whisk, heavy duty	4 pcs	Dust pan		**REFERENCES**	
1 pc	Can opener	4 unit	Garbage bin (4 gals.)		Books	
8 pcs	Kitchen scissors	8 pcs	Liquid soap dispenser		Manuals	
8 pcs	Soup Ladle, 3 oz	4 pcs	Paper towel dispenser		Charts	
8 pcs	Soup Ladle, 6 oz	1 unit	Reach-in freezer		CD's	
3 pcs	Soup Ladle, 8 oz	2 unit	Reach-in refrigerator		Video tapes	
2 pcs	Soup Ladle, 12 oz	4 unit	4 burner gas range w/ oven		Pictures	
8 pcs	Kitchen spoon	1 unit	Stock pan burner		Magazines	
8 pcs	Kitchen spoon, slotted				**MISCELLANEOUS**	
8 pcs	Kitchen forl				Charcoal	

3 pcs	Carving fork					Toothpicks
3 pcs	Pocket/pin thermometer					Aluminum foil
8 pcs	Peelers					Wax paper
2 pcs	Stock pot, large					Cling wrap
12 pcs	Frying pan, small					Tissue paper
8 pcs	Frying pan, medium					Paper towel
2 pcs	Frying pan, large					Liquid soap
4 pcs	Colander, small					
2 pcs	Colander, medium					
16 pcs	Cutting board					
1 pc	Fish poacher, medium					
12 pcs	Casserole, small					
4 pcs	Casserole, medium					
4 pcs	Wok, small					
1 pc	Wok, medium					
1 pc	Double Boiler, medium					
8 pc	Paellara					
12 pcs	Glass rack					
12 pcs	Soup cup rack					
12 pcs	Plate rack					
8 pcs	Baking tray, small					
12 pcs	Utility tray, stainless					
4 pcs	Roasting pan					

NOTE: Implementation of the training program can be made possible through a **MOA** between the **Training school** and **Industry** for the use of the facilities. This is in response to the school limitation on the high cost of equipment.

3.5   TRAINING FACILITIES

Based on a class intake of 25 students/trainees.

Space Requirement	Size in Meters	Area in Sq. Meters	Total Area in Sq. Meters
Student/Trainee Working Space	1 x 1 m.	1 sq. m.	25 sq. m
Lecture/Demo Room	(8 x 5 m.)x2	(40sq.m.)x2	(40 sq. m).x2
Laboratory	8 x 5 m.	40 sq. m.	40 sq. m.
Learning Resource Center	3 x 5 m.	15 sq. m.	15 sq. m.
Facilities/Equipment/ Circulation Area			36 sq. m.
		Total workshop area:	**156 sq. m. +40sq.m.**

3.6   TRAINER'S QUALIFICATIONS FOR TOURISM (HOTEL AND RESTAURANT) SECTOR

COOKERY NC II

TRAINER QUALIFICATION I (TQ II)

- Must be a holder of NC III or its equivalent
- Must have undergone training on Training Methodology II (TM II)
- Must be physically and mentally fit
- *Must have at least **3-5 years** job/industry experience on Supervisory/managerial level

*Optional. Only when required by the hiring institution.
Reference: TESDA Board Resolution No. 2004 <u>03</u>

3.7   INSTITUTIONAL ASSESSMENT

Institutional assessment is undertaken by trainees to determine their achievement of units of competency. A certificate of achievement is issued for each unit of competency.

SECTION 4   NATIONAL ASSESSMENT AND CERTIFICATION ARRANGEMENTS

4.1   To attain the National Qualification of **COOKERY NC II,** the candidate must demonstrate competence in all the units of competency listed in Section l. Successful candidates shall be awarded a National Certificate signed by the TESDA Director General.

4.2   Individuals aspiring to be awarded the qualification of **COOKERY NC II** must acquire Certificates of Competency in all the following groups or clusters of core units of the Qualification. Candidates may apply for assessment in any accredited assessment center.

4.2.1 Prepare and cook hot meals

4.2.1.1 Clean and maintain kitchen premises
4.2.1.2 Prepare stocks, sauces and soups
4.2.1.3 Prepare poultry and game dishes
4.2.1.4 Prepare seafood dishes
4.2.1.5 Prepare eggs dishes
4.2.1.6 Prepare starch dishes
4.2.1.7 Prepare vegetable dishes
4.2.1.8 Package prepared food

4.2.2 Prepare Cold Meals

4.2.2.1 Clean and maintain kitchen premises
4.2.2.2 Prepare appetizers
4.2.2.3 Prepare salads and dressings
4.2.2.4 Package prepared food

4.2.3 Prepare Sweets

4.2.3.1 Clean and maintain kitchen premises
4.2.3.2 Prepare desserts
4.2.3.3 Package prepared food

Successful candidates shall be awarded Certificates of Competency (COC).

4.2   Upon accumulation and submission of all the above COCs acquired for the relevant units of competency comprising this qualification, an individual shall be issued the corresponding National Certificate.

4.3   Assessment shall focus on the core units of competency. The basic and common units shall be integrated or assessed concurrently with the core units.

4.4   The following are qualified to apply for assessment and certification:

4.5.1   Graduates of formal, non-formal and informal including enterprise-based training programs.

4.5.2   Experienced Workers (wage employed or self-employed)

4.5   The guidelines on assessment and certification are discussed in detail in the "Procedures Manual on Assessment and Certification" and "Guidelines on the Implementation of the Philippine TVET Qualification and Certification System (PTQCS)".

CORE COMPETENCIES

Clean and maintain kitchen premises	Prepare poultry and game dishes	Select, prepare and serve specialty cuisine's	Manage facilities associated with commercial catering contracts	Direct and lead service team in the dining area/restaurant	Prepare and present gateaux, tortes and cakes	Provide accommodation reception services	Plan and schedule routine maintenance, repairs and modifications
Prepare stocks, sauces and soups	Prepare seafood dishes	Monitor catering revenue and costs	Plan the catering for an event or function	Oversee dining area operations	Prepare and display petits fours	Conduct night audit	Contribute to the implementation of emergency procedures
Prepare appetizers	Prepare desserts	Establish and maintain quality control	Design menus to meet market needs	Oversee banquet and/or catering function	Present desserts	Provide club reception services	Observe and monitor people
Prepare salads and dressings	Package prepared food	Apply cook-chill-freeze production process	Develop a food safety program	Operate a food outlet	Clean bar areas	Provide porter services	Escort, carry and store valuable items
Prepare sandwiches	Plan and prepare food for ala carte and buffets	Prepare foods according to dietary and cultural needs	Prepare the dining room/restaurant area for service	Prepare tenders for catering contracts	Operate bar	Provide housekeeping services to guests	Manage physical assets
Prepare meat dishes	Plan and control menu-based catering	Transport and store food in a safe and hygienic manner	Provide preliminary dining room/restaurant service procedures	Develop a food safety program	Prepare and mix cocktails and non-alcoholic concoctions and hot drinks	Prepare rooms for guests	Manage stock purchases and inventory
Prepare vegetable dishes	Organize bulk cooking operations	Apply catering control principles	Prepare food and beverage service to guests	Plan coffee shop layout, menu and storage (Coffee Shop)	Provide wine service	Clean premises	Provide for the safety of Very Important Persons (VIP)

Prepare egg dishes	Prepare pates and terrines	Develop menus to meet special dietary and cultural needs	Provide room service	Prepare and produce bakery products	Receive and process reservations	Provide valet services	Provide a lost and found facility
Prepare starch dishes	Plan, prepare and serve specialized food items	Select catering system	Receive and handle guest concerns	Prepare and produce pastry products	Operate a computerized reservations system	Launder linen and guest clothes	

COMMON COMPETENCIES

Develop and update industry knowledge	Observe workplace hygiene procedures	Perform computer operations	Perform workplace and safety practices	Provide effective customer service
Roster staff	Control and order stock	Train small group	Establish and conduct business relationships	
Manage workplace diversity	Manage finances within a budget	Manage quality customer service	Conduct assessment	

BASIC COMPETENCIES

Receive and respond to workplace communication	Work with others	Demonstrate work values	Practice basic housekeeping procedures	Participate in workplace communication	Work in a team environment	Practice career professionalism
Lead workplace communication	Lead small teams	Develop and practice negotiation skills	Solve problems related to work activities	Use mathematical concepts and techniques	Use relevant technologies	Practice occupational health and safety procedures
Utilize specialized communication skills	Develop teams and individuals	Apply problem solving techniques in the workplace	Collect, analyze and organize information	Plan and organize work	Promote environmental protection	

ACKNOWLEDGEMENTS

The Technical Education and Skills Development Authority (TESDA) wishes to extend thanks and appreciation to the many representatives of business, industry, academe and government agencies who donated their time and expertise to the development and validation of these Training Regulations.

INDUSTRY EXPERTS

Review Panel (2011-2012)

The Participants in the Validation of this Training Regulation

The Members of the TESDA Board and Secretariat

The MANAGEMENT and Staff of the TESDA Secretariat

- **Qualifications and Standards Office (QSO)**