



COMPETENCY STANDARD

FOOD AND BEVERAGE PRODUCTION

Level: 03

(Tourism and Hospitality Sector)

Competency Standard Code: CS-TH-FBP-L3-EN-V2



National Skills Development Authority
Chief Adviser's Office
Government of the People's Republic of Bangladesh

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This Competency Standard for Food and Beverage Production is a document for the development of curricula, teaching and learning materials, and assessment tools. It also serves as the document for providing training consistent with the requirements of industry in order to meet the qualification of individuals who graduated through the established standard via competency-based assessment for a relevant job.

This document has been developed by NSDA in association with Tourism and Hospitality Sector ISC, industry representatives, academia, related specialist, trainer and related employee.

Public and private institutions may use the information contained in this standard for activities benefitting Bangladesh.

Introduction

The NSDA aims to enhance an individual's employability by certifying completeness with skills. NSDA works to expand the skilling capacity of identified public and private training providers qualitatively and quantitatively. It also aims to establish and operationalize a responsive skills ecosystem and delivery mechanism through a combination of well-defined set of mechanisms and necessary technical supports.

Key priority economic growth sectors identified by the government have been targeted by NSDA to improve current job skills along with existing workforce to ensure required skills to industry standards. Training providers are encouraged and supported to work with industry to address identified skills and knowledge to enable industry growth and increased employment through the provision of market responsive inclusive skills training program. "Food and Beverage Production" is selected as one of the priority occupations of Tourism and Hospitality Sector. This standard is developed to adopt a demand driven approach to training with effective inputs from Industry Skills Councils (ISC's), employer associations and employers.

Generally, a competency standard informs curriculum, learning materials, assessment and certification of trainees enrolled in Skills Training. Trainees who successfully pass the assessment will receive a qualification under Bangladesh National Qualification Framework (BNQF) and will be listed on the NSDA's online portal.

This competency standard is developed to improve skills and knowledge in accordance with the job roles, duties and tasks of the occupation and ensure that the required skills and knowledge are aligned to industry requirements. A series of stakeholder consultations, workshops were held to develop this document.

The document also details the format, sequencing, wording and layout of the Competency Standard for an occupation which is comprised of Units of Competence and its corresponding Elements.

Overview

A competency standard is a written specification of the knowledge, skills and attitudes required for the performance of an occupation, trade or job corresponding to the industry standard of performance required in the workplace.

The purpose of a competency standards is to:

- provide a consistent and reliable set of components for training, recognizing and assessing people's skills, and may also have optional support materials
- enable industry recognized qualifications to be awarded through direct assessment of workplace competencies
- encourage the development and delivery of flexible training which suits individual and industry requirements
- encourage learning and assessment in a work-related environment which leads to verifiable workplace outcomes

Competency standards are developed by a working group comprised of representative from NSDA, Key Institutions, ISC, and industry experts to identify the competencies required of an occupation in Informal Sector.

Competency standards describe the skills, knowledge and attitude needed to perform effectively in the workplace. CS acknowledge that people can achieve technical and vocational competency in many ways by emphasizing what the learner can do, not how or where they learned to do it.

With competency standards, training and assessment may be conducted at the workplace or at training institute or any combination of these.

Competency standards consist of a number of units of competency. A unit of competency describes a distinct work activity that would normally be undertaken by one person in accordance with industry standards.

Units of competency are documented in a standard format that comprises of:

- unit title
- nominal duration
- unit code
- unit descriptor
- elements and performance criteria
- variables and range statement
- curricular content guide
- assessment evidence guides

Together, all the parts of a unit of competency:

- describe a work activity
- guide the assessor to determine whether the candidate is competent or not yet competent

The ensuing sections of this document comprise of a description of the relevant occupation, trade or job with all the key components of a unit of competency, including:

- a chart with an overview of all Units of Competency for the relevant occupation, trade or job including the Unit Codes and the Unit of Competency titles and corresponding Elements
- the Competency Standard that includes the Unit of Competency, Unit Descriptor, Elements and Performance Criteria, Range of Variables, Curricular Content Guide and Assessment Evidence Guide.

Competency Standards for National Skills Certificate – Level-3 in Food and Beverage Production in Tourism and Hospitality Sector

Level Descriptors of BNQF 1-6

Level & Job Classification	Knowledge Domain	Skills Domain	Responsibility Domain
6-Mid-Level Manager/ Sub Assistant Engineer	Comprehensive actual and theoretical knowledge within a specific work or study area with an awareness of the validity and limits of that knowledge, able to analyze, compare, relate and evaluate.	Specialized and wider range of cognitive and practical skills required to provide leadership in the development of creative solutions to defined problems. Communicate professional issues and solutions to the team and to external partners/users.	Work under broad guidance and self-motivation to execute strategic and operational plan/s. Lead lower-level management. Diagnose and resolve problems within and among work groups.
5-Supervisor	Broad knowledge of the underlying, concepts, principles, and processes in a specific work or study area, able to scrutinize and break information into parts by identifying motives or causes.	Broad range of cognitive and practical skills required to generate solutions to specific problems in one or more work or study areas. Communicate practice-related problems and possible solutions to external partners.	Work under guidance of management and self-direction to resolve specific issues. Lead and take responsibility for the work and actions of group/team members. Bridge between management.
4-Highly Skilled Worker	Broader knowledge of the underlying, concepts, principles, and processes in a specific work or study area, able to solve problems to new situations by comparing and applying acquired knowledge.	A range of cognitive and practical skills required to accomplish tasks and solve problems by selecting and applying the full range of methods, tools, materials and information. Communicate using technical terminology and IT technology with partners and users as per workplace requirements.	Work under minimal supervision in specific contexts in response to workplace requirements. Resolve technical issues in response to workplace requirements and lead/guide a team/ group.
3-Skilled Worker	Moderately broad knowledge in a specific work or study area, able to perceive ideas and abstract from drawing and design according to workplace requirements.	Basic cognitive and practical skills required to use relevant information in order to carry out tasks and to solve routine problems using simple rules and tools. Communicate with his team and limited external partners upholding the values, nature and culture of the workplace	Work or study under supervision with considerable autonomy. Participate in teams and responsible for group coordination.
2-Semi Skilled Worker	Basic understanding of underpinning knowledge in a specific work or study area, able to interpret and apply common occupational terms and instructions.	Skills required to carry out simple tasks, communicate with his team in the workplace presenting and discussing results of his work with required clarity.	Work or study under supervision in a structured context with limited scope of manipulation
1 –Basic Skilled Worker	Elementary understanding of ability to interpret the underpinning knowledge in a specific study area, able to interpret common occupational terms and instructions.	Specific Basic skills required to carry out simple tasks. Interpret occupational terms and present the results of own work within guided work environment/ under supervision.	Work under direct supervision in a structured context with limited range of responsibilities.

List of Abbreviations

General	
NSDA	National Skills Development Authority
BMET	Bureau of Manpower Employment and Training
ILO	International Labor Organization
ISC	Industry Skills Council
NPVC	National Pre-Vocation Certificate
PPP	Public Private Partnership
SCVC	Standards and Curriculum Validation Committee
SEIP	Skills for Employment Investment Program
STP	Skills Training Provider
UoC	Unit of Competency
SWOT	Strength, Weakness, Opportunity and Threat
OSH	Occupational Health and Safety
HACCP	Hazard Analysis and Critical Control Points
SOP	Standard Operating Procedures
PPE	Personal Protective Equipment

Approved by
40th Authority Meeting of NSDA
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**Competency Standards for National Skill Certificate – 3 in
Food and Beverage Production in Tourism and Hospitality Sector**

Course Structure

SL No	Unit code and Title	UOC Level	Nominal (hours)	
Generic Units of Competencies				
1.	GU-04-L1-V1	Work in the Team Environment	1	20
2.	GU-06-L3-V1	Develop Entrepreneurship Skills	3	15
Sub Total			35	
Sector Specific Units of Competencies				
3.	SU-TH-01-L3-V1	Follow Food Safety, Hygiene and HACCP Management	3	20
Sub Total			20	
Occupation Specific Units of Competencies				
4.	OU-TH-FBP-01-L3-V2	Prepare Advanced Sauces and Soups	3	25
5.	OU-TH-FBP-02-L3-V2	Prepare Breakfast and Farinaceous Dishes	3	35
6.	OU-TH-FBP-03-L3-V2	Prepare Poultry Dishes	3	20
7.	OU-TH-FBP-04-L3-V2	Prepare Meat Dishes	3	20
8.	OU-TH-FBP-05-L3-V2	Prepare Hot & Cold Appetizers	3	20
9.	OU-TH-FBP-06-L3-V2	Prepare Bakery & Pastry Products	3	45
10.	OU-TH-FBP-07-L3-V2	Prepare Desserts	3	25
11.	OU-TH-FBP-08-L3-V2	Prepare Beverages	3	25
Sub Total			215	
Workplace Visit			20	
Total Duration			290	

Units & Elements at Glance

Generic Units of Competencies

SL	Code	Unit of competency	Elements of Competency	Duration (hours)
1.	GU-04-L1-V1	Work in a team environment	<ol style="list-style-type: none">1. Identify team goals and processes2. Communicate and cooperate with team members3. Work as a team member4. Solve problems as a team member	20
2.	GU-06-L3-V1	Develop Entrepreneurship Skills	<ol style="list-style-type: none">1. Recognize concept of Entrepreneurship2. Explain functions of Entrepreneur3. Explain role of Entrepreneur in Economic Development4. Plan for Business and marketing5. Explain small business6. Interpret reasons of failure and success in small business	15
Total hours				35

Sector Specific Units of Competencies

SL	Code	Unit of competency	Elements of Competency	Duration (hours)
1	SU-TH-04-L3-V1	Follow Food Safety, Hygiene and HACCP Management	<ol style="list-style-type: none"> 1. Practice personal hygiene and good grooming standards 2. Follow safe food handling and sanitation practices 3. Participate in a Hazard Analysis and Critical Control Points (HACCP) team 4. Monitor quality of work outcome 5. Identify and act on quality deficits and / or food safety hazards 	20
Total hours				20

Occupation-Specific Units of Competencies

SL	Code	Unit of Competency	Elements of Competency	Duration (hours)
1.	OU-TH-FBP-01-L3-EN-V2	Prepare Advanced Sauces and Soups	<ol style="list-style-type: none"> 1. Identify Advanced sauces and soups 2. Prepare stocks, roux, sauces and soups 3. Store stocks, roux, sauces and soups 4. Clean and store equipment and utensils 	25
2.	OU-TH-FBP-02-L3-EN-V2	Prepare Breakfast and Farinaceous Dishes	<ol style="list-style-type: none"> 1. Follow OSH 2. Collect bakery products for breakfast 3. Prepare and present Egg 4. Prepare and present vegetables and potato dishes 5. Prepare and present farinaceous dishes 6. Store vegetables, egg and farinaceous dishes 7. Clean & maintain facilities, tools and equipment 	35
3.	OU-TH-FBP-03-L3-V2	Prepare Poultry Dishes	<ol style="list-style-type: none"> 1. Prepare for cooking poultry dishes 2. Cook and present poultry dishes 3. Store poultry dishes 4. Clean and store tools, utensils and equipment 	20
4.	OU-TH-FBP-04-L3-V2	Prepare Meat Dishes	<ol style="list-style-type: none"> 1. Prepare for meat dishes 2. Cook and present meat dishes 3. Store meat dishes 4. Clean and store tools, equipment and utensils 	20

5.	OU-TH-FBP-05-L3-V2	Prepare Hot & Cold Appetizers	<ol style="list-style-type: none"> 1. Follow OSH 2. Prepare and make appetizers 3. Present appetizers 4. Store appetizers 5. Clean and store tools, utensils and equipment 	20
6.	OU-TH-FBP-06-L3-V2	Prepare Bakery & Pastry Products	<ol style="list-style-type: none"> 1. Prepare for mixing 2. Produce bakery and pastry products 3. Clean and store equipment, utensils and tools 	45
7.	OU-TH-FBP-07-L3-V2	Prepare Desserts	<ol style="list-style-type: none"> 1. Identify desserts 2. Prepare desserts 3. Store desserts 4. Clean and store equipment, utensils and tools 5. Clean and store tools, equipment and utensils 	25
	OU-TH-FBP-08-L3-V2	Prepare Beverages	<ol style="list-style-type: none"> 1. Identify beverage 2. Prepare beverage 3. Store beverage 4. Clean and store equipment and utensils. 	25
Total hours				215

Generic Units of Competencies

Unit Code and Title	GU-04-L1-V1: Work in a Team Environment
Unit descriptor	This unit covers the knowledge, skills and attitudes required to work in a team environment. It specifically includes identifying team goals and processes, communicating and cooperating with team members, working as a team member and solving problems as a team member.
Nominal Hours	20 Hours
Elements of Competency	Performance Criteria Bold & Underlined terms are elaborated in the Range of Variables Training Components
1. Identify team goals and processes	1.1 Team goals and collaborative decision-making processes are identified. 1.2 Role and common goals of the team are defined from available <u>sources of information</u> . 1.3 Team structure, responsibilities and reporting relations are identified from team discussions and other external sources.
2. Communicate and cooperate with team members	2.1 Communication and negotiation skills are applied and maintained in all relevant situations. 2.2 Constructive contributions are made to <u>workplace discussions</u> on such issues as production, quality and safety. 2.3 Goals/ objectives and action plans undertaken in the workplace are communicated promptly. 2.4 Information regarding problems and issues are organized coherently to ensure clear and effective communication. 2.5 Dialogue is initiated with appropriate personnel. 2.6 Communication problems and issues are raised 2.7 Barriers to communication are identified and resolved
3. Work as a team member	3.1 Effective forms of communication are used to interact with <u>team members</u> in discussing team activities and objectives. 3.2 Mutual respect, empathy and active collaboration are demonstrated 3.3 Communication channels are followed as per <u>workplace context</u> .
4. Solve problems as a team member	4.1 Current and potential problems faced by team are identified. 4.2 Problems are investigated and analyzed. 4.3 Potential solutions of problem are identified. 4.4 Recommendations about possible solutions are developed, documented, ranked and presented to team members for decision.
Range of Variables	
Variables	Range (may include but not limited to)
1. Sources of information	1.1 Organizational structures 1.2 Operations Manuals 1.3 Job description 1.4 Standard operating procedures
2. Workplace discussions	2.1 Coordination meetings 2.2 Toolbox discussion

	2.3 Peer-to-peer discussion
3. Team members	3.1 Coach / members 3.2 Supervisor / manager 3.3 Peers / colleagues 3.4 Other members /Employee representative of the organization
4. Workplace context	4.1 National Laws and Statutes 4.2 Standard Operating Procedures 4.3 Workplace Rules and Regulations
Evidence guides	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the unit of competency.	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 demonstrated knowledge in working in a team environment 1.2 satisfied the requirements mentioned in the performance criteria and range of variables
2. Underpinning knowledge	2.1 Sources of information define 2.2 Team structure, role, and responsibility 2.3 Individual member's roles and responsibilities 2.4 Effective verbal communication methods 2.5 Communication flow and reporting structures 2.6 Interpersonal communication skills 2.7 Organization requirements for written and electronic communication methods 2.8 Communication problems and issues 2.9 Barriers in communication 2.10 Team planning 2.11 Team meeting procedures 2.12 Workplace etiquette 2.13 Industry maintenance, service and helpdesk practices, processes and procedures 2.14 Industry standard diagnostic tools 2.15 Malfunctions and resolutions
3. Underpinning skill	3.1 Organizing sources of information 3.2 Identifying the role and responsibility of the team 3.3 Identifying roles and responsibilities of individual members. 3.4 Identifying effective verbal communication methods 3.5 Identifying communication flow and reporting structure. 3.6 Identifying interpersonal communication skills 3.7 Complying with organization requirements for the use of written and electronic communication methods 3.8 Negotiation and communication skills 3.9 Participating in team discussion. 3.10 Working as a team member. 3.11 Participating in a variety of workplace discussions 3.12 Effective clarifying and probing skills 3.13 Identifying issues 3.14 Identifying current industry standard diagnostic tools

	<p>3.15 Describing common malfunctions and resolutions.</p> <p>3.16 Determining the root cause of a routine malfunction</p>
4. Required attitude	<p>4.1 Commitment to occupational health and safety</p> <p>4.2 Promptness in carrying out activities</p> <p>4.3 Sincere and honest to duties</p> <p>4.4 Eagerness to learn</p> <p>4.5 Tidiness and timeliness</p> <p>4.6 Environmental concerns</p> <p>4.7 Respect for rights of peers and seniors at workplace</p> <p>4.8 Communication with peers and seniors at workplace</p>
5. Resource implication	<p>The following resources must be provided:</p> <p>5.1 Workplace (actual or simulated)</p> <p>5.2 Relevant materials and equipment</p> <p>5.3 Relevant specifications or work instructions</p>
6. Methods of assessment	<p>Methods of assessment may include but not limited to:</p> <p>6.1 Written Test</p> <p>6.2 Demonstration</p> <p>6.3 Oral questioning</p>
7. Context of assessment	<p>7.1 Competency assessment must be done in an assessment/training center or in an actual or simulated work place after Completion of the training module.</p> <p>7.2 Assessment should be done by a suitably qualified/certified assessor.</p>
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	

Unit Code and Title	GU-06-L3-V1: Develop Entrepreneurship Skills
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to develop entrepreneurship skills. It specially includes the task of recognizing concept of entrepreneurship, functions of entrepreneur explaining role of entrepreneur in economic development, planning for business and marketing, explaining small business and Interpreting reasons of failure and success in small business.
Nominal Hours	15 Hours
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables
1. Recognize concept of Entrepreneurship	1.1 Entrepreneurship is defined 1.2 Advantages of entrepreneurship is discussed 1.3 Strength, Weakness, Opportunity and Threat (SWOT) is analyzed for business 1.4 Methods of operating salon in profitable manner is discussed 1.5 Importance of controlling expenses and cost saving methods is discussed 1.6 The units of sale for different types of services are Identified 1.7 Future prospects of business are Identified
2. Explain functions of Entrepreneur	2.1 Important aspects of business including selection business place, services to render & monetary matters are discussed 2.2 Different business situation and importance of compiling data regarding clients, income, expenses are discussed 2.3 Goals for sales of business is identified 2.4 Source and way of financing in small business is identified 2.5 Method for building a professional team is discussed
3. Explain role of Entrepreneur in Economic Development	3.1 Plan to play vital role to boost economy by creating and providing new job opportunities are discussed 3.2 Method to develop hiring plan as per need of business and importance of depositing contributions in government departments are discussed 3.3 Methods to generate maximum profits and expansion plan of business is discussed
4. Plan for Business and marketing	4.1 Business plan is prepared as per market demands 4.2 Areas of business or services which are more profitable and popular in clients are identified

	<p>4.3 Services and products offered by the competitors is analyzed and business strategy is made accordingly</p> <p>4.4 Estimate of finance is prepared for required business</p> <p>4.5 Methods for attaining knowledge of current market trends are discussed</p>
5. Explain small business	<p>5.1 Small business is defined</p> <p>5.2 Money management and cash flows are explained</p> <p>5.3 Importance of customer satisfaction is discussed</p> <p>5.4 Customers comfort policies is explained</p> <p>5.5 Importance of maintenance of record of purchases, sales, inventory and list of regular customers are explained</p> <p>5.6 Branding of business is explained</p> <p>5.7 Methods to build team of honest workers on long term basis are explained</p>
6. Interpret reasons of failure and success in small business	<p>6.1 Fields of business causing loss is identified</p> <p>6.2 Key factor for selection of proper suitable location of business place easily accessible is discussed for customers</p> <p>6.3 Factors annoying customers by action of workers are Identified</p> <p>6.4 Control of utility bills especially turning off extra lights and ACs when client is not in service discussed</p> <p>6.5 Importance to make purchases of best items keeping in view quality, quantity and prices are explained</p> <p>6.6 Communicate with the customers in effective conversation and good relations are discussed</p> <p>6.7 Time schedule is prepared for self-workers and services</p>
Range of Variables	
Variables	Range (may include but not limited to):
Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical Aspects of Competency	<p>Assessment required evidence that the candidate:</p> <p>1.1 recognized concept of entrepreneurship</p> <p>1.2 functioned of entrepreneur</p> <p>1.3 explained role of entrepreneur in economic development</p> <p>1.4 planned for business and marketing</p> <p>1.5 explained small business</p> <p>1.6 interpreted reasons of failure and success in small business</p>
2. Underpinning Knowledge	<p>2.1 Describe the methods of running salon on profitable manner</p> <p>2.2 Identify the cost saving methods</p>

	<p>2.3 List the services generally offered in salon</p> <p>2.4 Illustrate factors for forecasting of future market trends</p> <p>2.5 Explain the planning techniques for services, rates and location identification for better business opportunities</p> <p>2.6 Describe the importance of client’s data and skills for efficient financial controls of business</p> <p>2.7 Define the techniques for Increasing sales of business</p> <p>2.8 Explain the Importance of team building</p> <p>2.9 Explain the role of creating job opportunities in economy</p> <p>2.10 Explain the importance of appropriate and suitable work force for the business, prevailing labor laws and prevailing taxes levied on the business</p> <p>2.11 Describe the important factors for expansion plan according to demand and supply position prevailing in market</p> <p>2.12 Explain market trends</p> <p>2.13 Define profitable and popular services of business</p> <p>2.14 Describe the procedure of implementation of business and marketing plan</p> <p>2.15 Calculate Capital requirements for business</p> <p>2.16 State the possible sources of finance</p> <p>2.17 Define the techniques of money management.</p> <p>2.18 Describe the importance of customer’s satisfaction and demands of clients</p> <p>2.19 Explain the Importance of customer’s comfort level in terms of prices and services</p> <p>2.20 Illustrate the techniques of maintaining records of purchases, sales and client’s data</p> <p>2.21 Describe the major Fields of business causing loss</p> <p>2.22 Explain the importance of easily accessible location for setting up business</p> <p>2.23 Define the importance of good behavior of workers with the customers</p> <p>2.24 Explain the methods of cost saving steps in salon</p> <p>2.25 Illustrate method of purchases of materials competitively and cost efficiently</p> <p>2.26 Describe the importance of pleasant communication skills.</p> <p>2.27 Explain the importance of time management and the role of proper time</p>
3. Underpinning Skills	<p>3.1 Applying skills of communicating</p> <p>3.2 Applying skills of literacy and numeracy</p> <p>3.3 Analyzing business environment</p> <p>3.4 Planning for own business</p>

	<ul style="list-style-type: none"> 3.5 Using the effective tools to make presentations 3.6 Identifying business places 3.7 Identifying target customers 3.8 Maintaining business plan 3.9 Handling business promoting media and equipment
4. Required Attitudes	<ul style="list-style-type: none"> 4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect for rights of peers and seniors in workplace 4.8 Communication with peers and seniors in workplace
5. Resource Implications	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> 5.1 Workplace (actual or simulated) 5.2 Fire extinguisher 5.3 Uninterrupted power supply 5.4 Internet facilities 5.5 Adequate Surveillance devices 5.6 Manuals, catalogs and magazine 5.7 Competency Based Learning Materials (CBLM)
6. Methods of Assessment	<p>Methods of assessment may include but not limited to:</p> <ul style="list-style-type: none"> 6.1 Written test 6.2 Demonstration 6.3 Oral questioning
7. Context of Assessment	<ul style="list-style-type: none"> 7.1 Competency assessment must be done in NSDA accredited center. 7.2 Assessment should be done by NSDA certified/ nominated assessor
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	

Sector Specific Units of Competencies

Unit Code and Title	SU-TH-01-L3-V1: Follow Food Safety, Hygiene and HACCP Management
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to follow food safety, hygiene and HACCP management. It specifically includes the tasks of practicing personal hygiene and good grooming standards, following safe food handling and sanitation practices, participating in a Hazard Analysis and Critical Control Points (HACCP) team, monitoring quality of work outcome, identifying and act on quality deficits and / or food safety hazards
Nominal Hours	20 Hours
Elements of Competency	Performance Criteria Bold and underlined terms are elaborated in the Range of Variables
1. Practice personal hygiene and good grooming standards	<p>1.1 Personal hygiene and good grooming are practiced in line with workplace health and safety requirements.</p> <p>1.2 Health conditions and/or illness are reported as required by the food safety program.</p> <p>1.3 <u>Clothing and footwear</u> are appropriate for the food handling task and meets the requirements of the food safety program.</p> <p>1.4 Movement around the workplace complies with the food safety program.</p>
2. Follow safe food handling and sanitation practices	<p>2.1 <u>Food handling</u> requirements are identified.</p> <p>2.2 Safe food handling practices are followed in line with workplace sanitation regulations and the food safety code.</p> <p>2.3 The workplace is maintained in a clean and tidy order to meet workplace standards.</p>
3. Participate in a Hazard Analysis and Critical Control Points (HACCP) team	<p>3.1 A HACCP team is formed following industry standard</p> <p>3.2 Potential sources of microbiological, chemical and physical hazards are identified</p> <p>3.3 Critical Control Points and critical limits for taking corrective action are set to prevent potential hazards</p> <p>3.4 Monitoring system is established according to standard operating procedures (SOP)</p> <p>3.5 Corrective action procedure and verification system are established according to standard procedures</p> <p>3.6 Paper work related to the HACCP system and all critical control points are recorded as per standard procedure.</p>

4. Monitor quality of work outcome	<p>4.1 Quality requirements are identified.</p> <p>4.2 Inputs are inspected to confirm capability to meet quality requirements.</p> <p>4.3 Work is conducted and monitored to produce required outcomes.</p>
5. Identify and act on quality deficits and / or food safety hazards	<p>5.1 Work area, materials, equipment and product are routinely checked to ensure compliance with quality and / or food safety requirements.</p> <p>5.2 <u>Processes, practices or conditions</u> that are not consistent with quality standards or food safety program are identified.</p> <p>5.3 Quality variations and / or <u>food safety</u> hazards are rectified or removed within the level of responsibility and in accordance with workplace procedures.</p> <p>5.4 Quality variations and / or food safety outside the scope of individual responsibility are reported to appropriate personnel according to workplace reporting requirements.</p>
Range of Variables	
Variable	Range (may include but not limited to):
1. Personal Protective Equipment (PPE)	<p>1.1 Apron</p> <p>1.2 Protective clothing</p> <p>1.3 Gloves</p> <p>1.4 Hair net</p> <p>1.5 Other PPE as per OSH requirements</p>
2. Clothing and footwear	<p>2.1 Purpose designed overalls or uniforms</p> <p>2.2 Hair-nets</p> <p>2.3 Beard snoods</p> <p>2.4 Gloves</p> <p>2.5 Overshoes</p>
3. Food handled and stored	<p>3.1 Raw materials</p> <p>3.2 Consumables</p> <p>3.3 Part-processed product</p> <p>3.4 Finished product</p> <p>3.5 Cleaning materials</p>
4. Processes, practices or conditions	<p>4.1 Methods of receiving and storing food</p> <p>4.2 Food preparation</p> <p>4.3 Cooking</p> <p>4.4 Holding</p> <p>4.5 Cooling</p> <p>4.6 Chilling and reheating</p> <p>4.7 Packaging</p> <p>4.8 Disposal</p>

5. Food safety	5.1 Failure to check delivery temperatures of potentially hazardous chilled food 5.2 Failure to place temperature-sensitive food in temperature-controlled storage conditions promptly 5.3 Failure to wash hands when required 5.4 Use of cloths for unsuitable purposes
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet all requirements of current version of the Units of Competency.	
1. Critical aspects of competency	Assessment required evidence that the candidate: <ol style="list-style-type: none"> 1.1 maintained housekeeping standards in workplace following OSH requirements. 1.2 maintained personal hygiene and worn PPE as per OSH requirements. 1.3 cleaned equipment and workplace for production and hygiene requirements. 1.4 rectified or removed quality variations and/or food safety hazards with the level of responsibility and in accordance with workplace procedures.
2. Underpinning knowledge	<ol style="list-style-type: none"> 2.1 Practice personal hygiene. 2.2 Rules and regulations to produce quality and safety in food. 2.3 Control measures for food safety. 2.4 Food safety hazards. 2.5 Cleaning, sanitation and waste storage and disposal practices. 2.6 Food safety procedures. 2.7 HACCP team 2.8 Monitor quality of work outcome. 2.9 Job roles, responsibilities and compliance.
3. Underpinning skills	<ol style="list-style-type: none"> 3.1 Practicing personal hygiene and good grooming in line with workplace health and safety requirements. 3.2 Identifying food rules and regulations, food grade preservatives and food additives to meet food production safety requirements according to BSTI. 3.3 Controlling the measures for minimizing food contamination for food safety (for example keeping out micro-organisms, maintenance of anaerobic conditions, use of low temperatures, drying, use of chemical preservatives etc.). 3.4 Performing waste collection, recycling, handling and disposal.

	<p>3.5 Performing food safety procedures such as: checking delivery temperatures of potentially hazardous chilled food, placing temperature-sensitive food in temperature-controlled storage conditions promptly, washing hands when required, use of cloths for unsuitable purposes.</p> <p>3.6 Performing food safety and quality responsibilities and requirements relating to the work area.</p> <p>3.7 Responding quickly and to take safety precautions for different hazardous situations.</p>
4. Required attitudes	<p>4.1 Commitment to occupational health and safety.</p> <p>4.2 Promptness in carrying out activities.</p> <p>4.3 Sincere and honest to duties.</p> <p>4.4 Eagerness to learn.</p> <p>4.5 Tidiness and timeliness.</p> <p>4.6 Environmental concern.</p> <p>4.7 Respect to peers and seniors at workplace.</p> <p>4.8 Communicate with peers and seniors at workplace.</p>
5. Resource implications	<p>The following resources must be provided:</p> <p>5.1 workplace (actual or simulated)</p> <p>5.2 tools, equipment and facilities appropriate to processes or activities</p> <p>5.3 materials relevant to the proposed activity.</p>
6. Methods of assessment	<p>Methods of assessment may include but not limited to:</p> <p>6.1 Written Test</p> <p>6.2 Demonstration</p> <p>6.3 Oral Questioning</p>
7. Context of assessment	<p>7.1 Competency assessment must be done in NSDA accredited center.</p> <p>7.2 Assessment should be done by NSDA certified/ nominated assessor</p>

Accreditation Requirements

Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

Occupation Specific Units of Competencies

Unit Code and Title	OU-TH-FBP-01-L3-EN-V2: Prepare Advanced Sauces and Soups
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to prepare advanced sauces and soups. It specifically includes identifying advanced sauces and soups, preparing stocks, roux, sauces and soups, storing stocks, roux, sauces and soups, cleaning and store equipment and utensils.
Nominal Hours	25 Hours
Elements of Competency	Performance criteria Bold and underlined terms are elaborated in the Range of Variables
1. Identify Advanced sauces and soups	1.1 OSH is followed and <u>Personal Protective Equipment (PPE)</u> is used. 1.2 <u>Advanced Sauces and soups</u> are identified. 1.3 Different types of advanced soups to be cooked are selected. 1.4 <u>Ingredients of advanced sauces and soups</u> are selected. 1.5 <u>Equipment, utensils and tools</u> are selected as required.
2. Prepare stocks, roux, sauces and soups	2.1 Vegetables and Bones are used for stocks, roux, sauces and soups as per requirements. 2.2 Variety of <u>thickening agents</u> are used as per requirement. 2.3 Procedures of making stocks, roux, sauces and soups are maintained. 2.4 Stocks, roux, sauces and soups are prepared.
3. Store stocks, roux, sauces and soups	3.1 Stocks, roux, sauces and soups are cooled and stored as per requirements. 3.2 Hygiene practices are maintained.
4. Clean and store equipment and utensils	4.1 Equipment and utensils are cleaned as per workplace standard. 4.2 Production area is cleaned as per requirements. 4.3 Defective equipment, utensils and tools are separated and reported to appropriate authority. 4.4 Equipment and utensils are wiped and stored at allocated places.
Range of Variables	
Variable	Range (may include but not limited to):
1. Personal Protective Equipment (PPE)	1.1 Mask 1.2 Chefs Jacket 1.3 Apron 1.4 Chef's Hat/ Hair net/ Beard net 1.5 Necker chief 1.6 Safety shoes 1.7 Hand Gloves/ Oven Mitt 1.8 Chefs towel
	1.1 Sauces

<p>2. Advanced Sauces and Soups</p>	<p>1.1.1 Alfredo 1.1.2 Barbecue (BBQ) 1.1.3 Pepper corn 1.1.4 Napolitana 1.1.5 Béarnaise</p> <p>1.2 Soup</p> <p>1.2.1 Minestrone 1.2.2 French Onion 1.2.3 Tom Yum Goong 1.2.4 Sea food Chowder 1.2.5 Potato and Leek (Vichyssoise)</p>
<p>3. Ingredients of advanced sauces and soups</p>	<p>3.1 Stocks</p> <p>3.1.1 Water 3.1.2 Chicken bones and trimmings 3.1.3 Beef bones and trimmings 3.1.4 Fish bones and trimmings 3.1.5 Mirepoix (onion, carrot, celery and leek) 3.1.6 Bouquet Garni (Bunch of herbs) 3.1.7 Lemon slice</p> <p>3.2 Roux</p> <p>3.2.1 Butter 3.2.2 Flour</p> <p>3.3 Sauces</p> <p>3.3.1 Alfredo</p> <p>3.3.1.1 Butter 3.3.1.2 Heavy cream 3.3.1.3 Garlic: 2 cloves, minced 3.3.1.4 Parmesan cheese 3.3.1.5 Salt: to taste 3.3.1.6 Black pepper: to taste 3.3.1.7 Nutmeg: a pinch (optional) 3.3.1.8 Parsley: chopped, for garnish (optional)</p> <p>3.3.2 Barbecue (BBQ)</p> <p>3.3.2.1 Ketchup 3.3.2.2 Brown sugar 3.3.2.3 Apple cider vinegar 3.3.2.4 Worcestershire sauce 3.3.2.5 Yellow mustard 3.3.2.6 Smoked paprika 3.3.2.7 Garlic powder/ Paste 3.3.2.8 Onion powder/ Paste 3.3.2.9 Black pepper 3.3.2.10 Salt 3.3.2.11 Hot sauce</p> <p>3.3.3 Pepper Sauce</p> <p>3.3.3.1 Espagnole sauce (a brown sauce</p>

	made with a roux, beef stock, and tomato paste)
	3.3.3.2 Herbs (thyme, bay leaf)
	3.3.3.3 Salt and pepper
	3.3.3.4 Shallots/ small onion
3.3.4	Napolitana
3.3.4.1	Olive oil
3.3.4.2	Garlic
3.3.4.3	Onion
3.3.4.4	Tomatoes
3.3.4.5	Tomato paste
3.3.4.6	Fresh basil
3.3.4.7	Salt
3.3.4.8	Black pepper
3.3.4.9	Sugar
3.3.4.10	Red pepper flakes
3.3.5	Béarnaise Sauce
3.3.5.1	Clarified butter
3.3.5.2	Egg yolks
3.3.5.3	White grape vinegar
3.3.5.4	Shallots/ small onion
3.3.5.5	Fresh tarragon
3.3.5.6	Salt and
3.3.5.7	Black pepper corn
3.4	Soups
3.4.1	Stock (Chicken, Fish)
3.4.2	Flour
3.4.3	Milk
3.4.4	Butter
3.4.5	Cream
3.4.6	Tomato paste
3.4.7	Tomato puree
3.4.8	Fresh Tomato
3.4.9	Mixed Herbs
3.4.10	Potato
3.4.11	Leeks/ Spring onion
3.4.12	Mixed Vegetable
3.4.13	Pene Pasta
3.4.14	Red kidney beans
3.4.15	Parsley
3.4.16	Fish
3.4.17	Shrimps
3.4.18	Calamari/ Squid
3.4.19	Mushroom
3.4.20	Galangal
3.4.21	Lemon Grass
3.4.22	Lime Leaves

	<ul style="list-style-type: none"> 3.4.23 Lemon juice 3.4.24 Tom Yam Paste 3.4.25 Coriander 3.4.26 Coconut milk 3.4.27 Red Chili 3.4.28 Sweet corn 3.4.29 Corn flower 3.4.30 Carrot 3.4.31 Celery 3.4.32 Cauliflower 3.4.33 Green beans
4. Equipment, utensils and tools	<ul style="list-style-type: none"> 4.1 Cooking range 4.2 Deep Fryers 4.3 Working table 4.4 Food processors 4.5 Blender Machine 4.6 Chiller and freezers 4.7 Knives and cleavers 4.8 Ladle and spoon 4.9 Kitchen scales and thermometer 4.10 Measuring Cups 4.11 Pots, pans and stock pots 4.12 Color Coded Chopping board 4.13 Strainer and Colander
5. Thickening agents	<ul style="list-style-type: none"> 5.1 Roux (Fat + Flour) 5.2 Flour 5.3 Corn flour 5.4 Rice Flour 5.5 Potato starches 5.6 Gram Flour 5.7 Egg yolk
Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet all requirements of current version of the Units of Competency.	
1. Critical aspects of competency	<p>Assessment required evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 identified Advanced sauces and soups 1.2 prepared stocks, roux, sauces and soups 1.3 stored stocks, roux, sauces and soups 1.4 cleaned and stored equipment and utensils
2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 OSH procedures 2.2 Personal hygiene 2.3 Equipment and utensils 2.4 Ingredients of advanced sauces and soups 2.5 Vegetables and Bones 2.6 Thickening agents 2.7 Stocks, roux, sauces and soups 2.8 Stocks, roux and soups ingredients

	2.9 Storing procedures of stocks, roux and soups
3. Underpinning skills	3.1 Identifying Advanced sauces and soups 3.2 Preparing stocks, roux, sauces and soups 3.3 Storing stocks, roux, sauces and soups 3.4 Cleaning and stored equipment and utensils
4. Required attitudes	4.1. Commitment to occupational health and safety 4.2. Promptness in carrying out activities 4.3. Sincere and honest to duties 4.4. Eagerness to learn 4.5. Tidiness and timeliness 4.6. Environmental concerns 4.7. Respect for rights of peers and seniors at workplace 4.8. Communication with peers and seniors at workplace
5. Resource implications	The following resources MUST be provided: 5.1 workplace (actual or simulated) 5.2 Tools, equipment and facilities appropriate to the process or activity 5.3 Materials relevant to the proposed activity
6. Method of assessment	Methods of assessment may include but not limited to: 6.1 Written Test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited center 7.2 Assessment should be done by NSDA certified/nominated assessor

Accreditation Requirements

Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

Unit Code and Title	OU-TH-FBP-02-L3-EN-V2: Prepare Breakfast and Farinaceous Dishes
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to prepare Breakfast and Farinaceous Dishes. It specifically includes following OSH, collecting bakery products for breakfast, preparing and presenting Egg, preparing and presenting vegetables and potato dishes, preparing and presenting farinaceous dishes, storing vegetables, egg and farinaceous dishes, cleaning & maintaining facilities, tools and equipment.
Nominal Hours	35 Hours
Elements of Competency	Performance criteria Bold and underlined terms are elaborated in the Range of Variables
1. Follow OSH	1.1 <u>Personal Protective Equipment (PPE)</u> is collected and used as per workplace requirements 1.2 Workplace hygiene procedures are maintained as per SOP 1.3 Safe work practices are followed as per standard procedure
2. Collect bakery products for breakfast	2.1 <u>Bakery products</u> are identified 2.2 Bakery products are selected and collected as per requirement 2.3 <u>Condiments</u> are collected as per requirement
3. Prepare and present Egg	3.1 Eggs are collected 3.2 <u>Eggs</u> are prepared for <u>Breakfast</u> in accordance with standard recipe 3.3 <u>Egg dishes</u> are prepared in accordance to breakfast menu 3.4 Egg dishes are presented according to workplace standard
4. Prepare and present vegetables and potato dishes	4.1 <u>Vegetables</u> are selected according to requirement 4.2 <u>Vegetable dishes</u> and <u>Potato dishes</u> are prepared according to recipe requirements 4.3 Vegetable and potato dishes are presented according to workplace procedure 4.4 Vegetables and potato-accompaniments are selected to complement and enhance menu items 4.5 Sausages and accompaniments are selected as per recipe 4.6 Standard portions are maintained to minimize wastage
5. Prepare and present farinaceous dishes	5.1 Farinaceous-based foods are prepared according to standard recipes 5.2 Sauces and accompaniments are selected as per recipe 5.3 <u>Farinaceous</u> dishes are presented according to workplace requirements.

6. Store vegetables, egg and farinaceous dishes	<p>6.1 Eggs, vegetables and farinaceous are stored according to workplace procedures</p> <p>6.2 Containers are selected for storage of prepared eggs, vegetables and farinaceous dishes</p> <p>6.3 Eggs, vegetables and farinaceous dishes are stored and utilized in accordance with First in First Out (FIFO) procedures.</p>
7. Clean & maintain facilities, tools and equipment	<p>7.1 Tools and equipment are cleaned and sanitized</p> <p>7.2 Facilities are cleaned and maintained after use</p> <p>7.3 Tools and equipment are stored in selected areas.</p>
Range of Variables	
Variable	Range (may include but not limited to):
1. Personal Protective Equipment (PPE)	<p>1.1 Mask</p> <p>1.2 Chefs Jacket</p> <p>1.3 Apron</p> <p>1.4 Chef's Hat/ Hair net/ Beard net</p> <p>1.5 Necker chief</p> <p>1.6 Safety shoes</p> <p>1.7 Hand Gloves/ Oven Mitt</p> <p>1.8 Chefs towel</p>
2. Bakery products	<p>2.1 White bread</p> <p>2.2 Brown bread</p> <p>2.3 Rolled bread</p> <p>2.4 Danish and croissant</p>
3. Condiments	<p>3.1 Butter</p> <p>3.2 Jam</p> <p>3.3 Marmalade</p> <p>3.4 Honey</p>
4. Vegetables	<p>4.1 Fruit</p> <p>4.2 Seeds</p> <p>4.3 Roots</p> <p>4.4 Tubers</p> <p>4.5 Bulbs</p> <p>4.6 Stems</p> <p>4.7 Leaves</p> <p>4.8 Flower</p> <p>4.9 Fungi</p>
5. Vegetable dishes	<p>5.1 Vegetable vaji</p> <p>5.2 Sautee Vegetable</p>
6. Potato dishes	<p>6.1 Hash brown potato</p> <p>6.2 Sautee potato</p>
7. Farinaceous	<p>7.1 Food made from flour and rice</p> <p>7.2 Pasta</p> <p>7.3 Noodles</p>
8. Breakfast	<p>8.1 Conational breakfast</p> <p>8.2 American breakfast</p> <p>8.3 Local breakfast</p>

9. Egg	<ul style="list-style-type: none"> 9.1 Chicken eggs 9.2 Quail egg 9.3 Duck egg
10. Egg dishes	<ul style="list-style-type: none"> 10.1 Boiled 10.2 Fried 10.3 Scrambled 10.4 Poached 10.5 Omelette
11. Tools and equipment	<ul style="list-style-type: none"> 11.1 Cooking range 11.2 Air hand dryer 11.3 Shelve 11.4 Slicer 11.5 Scale 11.6 Juicer 11.7 Mixing bowl 11.8 Stainless bowl 11.9 Main plate 11.10 Appetizer plater 11.11 Cutting board 11.12 Chafing dishes 11.13 Measuring cup 11.14 Meat fork 11.15 Steel knife sharpener 11.16 Knives 11.17 Cooking stainless thermometer 11.18 Fry pan 11.19 Sauce pan 11.20 Cooking timer 11.21 Colander 11.22 Pasta machine 11.23 Stir-fry spatula 11.24 Whisk 11.25 Service spoon 11.26 Wood spoon 11.27 Forks 11.28 Pepper mill 11.29 Tomato crusher / potato masher 11.30 Kitchen hood and ventilation 11.31 Large can opener
<p>Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet all requirements of current version of the Units of Competency.</p>	
	Assessment required evidence that the candidate:

1. Critical aspects of competency	<ul style="list-style-type: none"> 1.1 prepared and presented breakfast following workplace standard 1.2 prepared and presented farinaceous dishes 1.3 prepared and presented vegetables and potato dishes 1.4 stored breakfast and farinaceous dishes in accordance to workplace standard 1.5 demonstrated safety practices in handling tools and equipment
2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 Personal Protective Equipment (PPE) 2.2 Workplace hygiene procedures 2.3 Bakery products 2.4 Condiments 2.5 Eggs 2.6 Egg dishes 2.7 Breakfast 2.8 Vegetables 2.9 Vegetable dishes and Potato dishes 2.10 Farinaceous dishes 2.11 Clean & maintain facilities, tools and equipment
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Preparing and presented breakfast following workplace standard 3.2 Preparing and presented farinaceous dishes 3.3 Preparing and presented vegetables and potato dishes 3.4 Storing breakfast and farinaceous dishes in accordance to workplace standard 3.5 Demonstrating safety practices in handling tools and equipment
4. Required attitudes	<ul style="list-style-type: none"> 4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Eagerness to learn 4.5 Tidiness and timeliness 4.6 Environmental concerns 4.7 Respect for rights of peers and seniors at workplace 4.8 Communication with peers and seniors at workplace
5. Resource implications	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 5.1 workplace (actual or simulated) 5.2 Tools, equipment and materials appropriate to perform activities 5.3 Ingredients for making variety of vegetables, eggs and farinaceous dishes.
6. Method of assessment	<p>Methods of assessment may include but not limited to:</p> <ul style="list-style-type: none"> 6.1 Written Test

	6.2 Demonstration
	6.3 Oral Questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited center
	7.2 Assessment should be done by NSDA certified/nominated assessor
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	

Unit Code and Title	OU-TH-FBP-03-L3-EN-V2: Prepare Poultry Dishes
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to prepare poultry dishes. It includes preparing for cooking poultry dishes, cooking and presenting poultry dishes, storing poultry dishes and cleaning and storing tools, utensils and equipment.
Nominal Hours	20 Hours
Elements of Competency	Performance criteria Bold and underlined terms are elaborated in the Range of Variables
1. Prepare for cooking poultry dishes	1.1 <u>Personal Protective Equipment (PPE)</u> is used. 1.2 <u>Tools, utensils and equipment</u> are prepared for poultry cooking 1.3 Ingredients are selected, measured and weighted according to recipe requirements 1.4 <u>Mise en place techniques</u> are applied where appropriate
2. Cook and present poultry dishes	2.1 <u>Poultry</u> is handled hygienically to minimize risk of food spoilage and cross-contamination 2.2 Poultry dishes are cooked according to standard <u>cooking methods</u> 2.3 Service wares are selected in accordance with type of poultry dishes 2.4 Poultry dishes are presented as per industry requirement
3. Store poultry dishes	3.1 Leftovers are stored according to standard operating procedure 3.2 Poultry dishes are stored and utilized in accordance to First in First out (FIFO) procedures
4. Clean and store tools, utensils and equipment	4.1 Tools, utensils, equipment and facility are cleaned and sanitized following workplace procedures 4.2 Tools, utensils and equipment are stored in the designated places according to workplace requirements
Range of Variables	
Variable	Range (may include but not limited to):
1. Personal Protective Equipment (PPE)	1.1 Mask 1.2 Chefs Jacket 1.3 Apron 1.4 Chef's Hat/ Hair net/ Beard net 1.5 Necker chief 1.6 Safety shoes 1.7 Hand Gloves/ Oven Mitt 1.8 Chefs towel
2. Tools, utensils and equipment	2.1 Tandoori oven 2.2 Sanitized cutting board keeper 2.3 Universal machine 2.4 vacuum sealer

	<ul style="list-style-type: none"> 2.5 Slicer 2.6 Scale 2.7 Mixing bowl 2.8 Stainless bowl 2.9 Main plate 2.10 Appetizer plater 2.11 Soup bowl and on the liner 2.12 Cutting board 2.13 Meat fork 2.14 Steel knife sharpener 2.15 Knives 2.16 Cooking stainless thermometer 2.17 Salamander 2.18 Fry pan 2.19 Sauce pan 2.20 Roasting pan 2.21 Braising pan with lid 2.22 Wire skimmer 2.23 Sauce ladle 2.24 Soup ladle 2.25 Cooking timer 2.26 Colander 2.27 Roasting spatula 2.28 Stir-fry spatula 2.29 Whisk 2.30 Service spoon 2.31 Wood spoon 2.32 Forks 2.33 Gratinating dish 2.34 Pepper mill 2.35 Meat cleaver 2.36 Meat tenderizer 2.37 Conical strainer 2.38 Large can opener 2.39 Water filter
3. Mise and place techniques	<ul style="list-style-type: none"> 3.1 Boning, cutting, trimming, mincing, skin off 3.2 Weighing, portioning 3.3 Larding, tenderizing, rolling, trussing 3.4 Stuffing, tying and skewering, marinating
4. Poultry	<ul style="list-style-type: none"> 4.1 Chicken 4.2 Turkey 4.3 Duck 4.4 Goose 4.5 Pigeon

	4.6 Quail
5. Cooking methods	5.1 Roasting 5.2 Grilling 5.3 Baking 5.4 Pan frying 5.5 Braising 5.6 Stewing 5.7 Boiling 5.8 Steaming 5.9 Poaching 5.10 Deep frying
Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet all requirements of current version of the Units of Competency.	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 observed hygienic handling and storing of poultry 1.2 prepared a range of poultry dishes according to workplace requirements 1.3 presented variety of poultry dishes 1.4 followed workplace safety practices and hygienic procedures in preparing poultry dishes 1.5 followed safety practices in handling tools and equipment
2. Underpinning knowledge	2.1 Personal Protective Equipment (PPE) 2.2 Tools, utensils and equipment 2.3 Ingredients 2.4 Mise en place techniques 2.5 Classification of poultry 2.6 Poultry dishes 2.7 Cooking methods 2.8 Service wares 2.9 Storing 2.10 Safe work practices on using kitchen equipment and tools
3. Underpinning skills	3.1 Observing hygienic handling and storing of poultry 3.2 Preparing a range of poultry dishes according to workplace requirements 3.3 Presenting variety of poultry dishes 3.4 Following workplace safety practices and hygienic procedures in preparing poultry dishes 3.5 Following safety practices in handling tools and equipment
4. Required attitudes	4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Eagerness to learn 4.5 Tidiness and timeliness 4.6 Environmental concerns

	<p>4.7 Respect for rights of peers and seniors at workplace</p> <p>4.8 Communication with peers and seniors at workplace</p>
5. Resource implications	<p>The following resources MUST be provided:</p> <p>5.1 Workplace (actual or simulated)</p> <p>5.2 Tools, equipment and materials appropriate to perform activities</p> <p>5.3 Range of suitable ingredients for making variety of poultry dishes</p>
6. Method of assessment	<p>Methods of assessment may include but not limited to:</p> <p>6.1 Written Test</p> <p>6.2 Demonstration</p> <p>6.3 Oral Questioning</p>
7. Context of assessment	<p>7.1 Competency assessment must be done in NSDA accredited center</p> <p>7.2 Assessment should be done by NSDA certified/nominated assessor</p>

Accreditation Requirements

Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

Unit Code and Title	OU-TH-FBP-04-L3-EN-V2: Prepare Meat Dishes
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to prepare meat dishes. It includes preparing for meat dishes, cooking and presenting meat dishes, storing meat dishes and cleaning and storing tools, utensils and equipment.
Nominal Hours	20 Hours
Elements of Competency	Performance criteria Bold and underlined terms are elaborated in the Range of Variables
1. Prepare for meat dishes	1.1 Personal Protective Equipment (PPE) is used 1.2 Safe work practices are followed 1.3 <u>Tools, utensils and equipment</u> are prepared for meat cooking 1.4 Ingredients are selected, measured and weighed according to recipe requirements 1.5 <u>Mise en place techniques</u> are applied where appropriate
2. Cook and present meat dishes	2.1 Trim and portion of beef, lamb, mutton, and veal are identified in accordance with standard meat cuts 2.2 <u>Meat cuts</u> are prepared to the correct portion according to menu requirements 2.3 Meat cuts are cooked to approved <u>cooking methods</u> and presented to standard recipe specifications 2.4 Suitable marinades are prepared where appropriate 2.5 Factors in presenting meat dishes are observed
3. Store meat dishes	3.1 Leftovers are stored according to standard operating procedure 3.2 Meat dishes are stored in appropriate temperature zones 3.3 Meat dishes are stored and utilized in accordance to First in First Out (FIFO) procedures
4. Clean and store tools, utensils and equipment	4.1 Tools, utensils, equipment and facility are cleaned and sanitized following workplace procedures 4.2 Tools, utensils and equipment are stored in the selected places according to workplace requirements
Range of Variables	
Variable	Range (may include but not limited to):
1. Tools, utensils and equipment	1.1 Tandoori oven 1.2 Chinese wok 1.3 Sanitized cutting board keeper 1.4 Large low range 1.5 Universal machine 1.6 vacuum sealer 1.7 Garbage bin 1.8 Slicer 1.9 Scale

	<ul style="list-style-type: none"> 1.10 Mixing bowl 1.11 Stainless bowl 1.12 Main plate 1.13 Appetizer plater 1.14 Cutting board 1.15 Measuring cup 1.16 Meat fork 1.17 Steel knife sharpener 1.18 Knives 1.19 Cooking stainless thermometer 1.20 Salamender 1.21 Fry pan 1.22 Sauce pan 1.23 Stock pot 1.24 Roasting pan 1.25 Braising pan with lid 1.26 Ladles 1.27 Wire skimmer 1.28 Sauce ladle 1.29 Colander 1.30 Roasting spatula 1.31 Stir-fry spatula 1.32 Whisk 1.33 Service spoon 1.34 Wood spoon 1.35 Off-set spatula 1.36 Forks 1.37 Graters 1.38 Gratinating dish 1.39 Pepper mill 1.40 Meat cleaver 1.41 Meat tenderizer 1.42 Large can opener
2. Mise en place techniques	<ul style="list-style-type: none"> 2.1 Boning, cutting (trimming, mincing) 2.2 Weighing, portioning 2.3 Larding, tenderizing, rolling, trussing 2.4 Stuffing, tying and skewering, marinating
3. Meat cut	<ul style="list-style-type: none"> 3.1 Fillet of beef 3.2 Cutlets 3.3 Lamb rack 3.4 Top side
4. Cooking methods	<ul style="list-style-type: none"> 4.1 Roasting 4.2 Baking 4.3 Pan frying

	<ul style="list-style-type: none"> 4.4 Deep fat frying 4.5 Grilling 4.6 Braising 4.7 Stewing 4.8 Boiling 4.9 Steaming 4.10 Poaching 4.11 Simmering
Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet all requirements of current version of the Units of Competency.	
1. Critical aspects of competency	<p>Assessment required evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 prepared for meat dishes 1.2 applied safe and accurate cutting techniques 1.3 observed hygienic handling and storing of meat 1.4 prepared a range of meat dishes to workplace requirements 1.5 presented variety of meat dishes 1.6 followed safety practices in handling tools and equipment
2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 Safe work practices 2.2 Classification of meats 2.3 Tools, utensils and equipment 2.4 Mise en place techniques 2.5 Meat cuts 2.6 Cooking methods 2.7 Marinades 2.8 Store meat dishes 2.9 Principles and practices of storing, freezing and aging of meats 2.10 Nutrition content and food values of meat 2.11 Safe work practices on using kitchen equipment and tools
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Preparing for meat dishes 3.2 Applying safe and accurate cutting techniques 3.3 Observing hygienic handling and storing of meat 3.4 Preparing a range of meat dishes to workplace requirements 3.5 Presenting variety of meat dishes 3.6 Following safety practices in handling tools and equipment
4. Required attitudes	<ul style="list-style-type: none"> 4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Eagerness to learn 4.5 Tidiness and timeliness 4.6 Environmental concerns 4.7 Respect for rights of peers and seniors at workplace 4.8 Communication with peers and seniors at workplace

5. Resource implications	<p>The following resources MUST be provided:</p> <p>5.1 Workplace (actual or simulated)</p> <p>5.2 Tools, equipment and physical facilities appropriate to perform activities</p> <p>5.3 Range of suitable ingredients for making variety of meat dishes</p>
6. Method of assessment	<p>Methods of assessment may include but not limited to:</p> <p>6.1 Written Test</p> <p>6.2 Demonstration</p> <p>6.3 Oral Questioning</p>
7. Context of assessment	<p>7.1 Competency assessment must be done in NSDA accredited center.</p> <p>7.1. Assessment should be done by NSDA certified/nominated assessor</p>
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	

Unit Code and Title	OU-TH-FBP-05-L3-EN-V1: Prepare Hot & Cold Appetizers
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to Prepare Hot & Cold Appetizers. It includes following OSH, preparing and making appetizers, presenting appetizers, storing appetizers, cleaning and storing tools, utensils and equipment.
Nominal Hours	20 Hours
Elements of Competency	Performance criteria Bold and underlined terms are elaborated in the Range of Variables
1. Follow OSH	1.1 Personal Protective Equipment (PPE) is collected and used as per workplace requirements 1.2 Workplace hygiene procedures are maintained as per SOP 1.3 Safe work practices are followed as per standard procedure
2. Prepare and make appetizers	2.1 Ingredients, <u>tools, utensils and equipment</u> are selected 2.2 Tools, utensils and equipment are cleaned and sanitized as per industry standard 2.3 <u>Appetizers</u> are prepared in accordance with workplace standards 2.4 Safety and hygienic procedures are followed according to standards
3. Present appetizers	3.1 Plates are selected to present appetizers 3.2 Appetizers are presented in accordance with workplace requirements 3.3 <u>Presentation techniques</u> are observed in appetizers as required
4. Store appetizers	4.1 Leftovers are stored appropriately for future use. 4.2 Acceptable storage temperatures and food storage containers are maintained in accordance to workplace standard.
5. Clean and store tools, utensils and equipment	5.1 Tools, utensils, equipment and facility are cleaned and sanitized following workplace procedures. 5.2 Tools, utensils and equipment are stored in the selected places according to workplace requirements.
Range of Variables	
Variable	Range (may include but not limited to):
1. Tools, utensils and equipment	1.1 Sanitized cutting board keeper 1.2 Bread slicer 1.3 Mixer 1.4 Slicer 1.5 Small Scale 1.6 Juicer 1.7 Stainless bowl 1.8 Main plate

	<ul style="list-style-type: none"> 1.9 Appetizer plater 1.10 Cutting board 1.11 Platter 1.12 Measuring cup 1.13 Steel knife sharpener 1.14 Knives 1.15 Cooking stainless thermometer 1.16 Sauce ladle 1.17 Cooking timer 1.18 Whisk 1.19 Scooper 1.20 Service spoon 1.21 Wood spoon 1.22 Off-set spatula 1.23 Forks 1.24 Graters 1.25 Pepper mill 1.26 Pastry cutter 1.27 Pastry tubes 1.28 Flour brush 1.29 Pastry wheel 1.30 Sugar sprinkle 1.31 Pastry bag 1.32 Can opener
2. Appetizers	<ul style="list-style-type: none"> 2.1 Hot appetizers <ul style="list-style-type: none"> 2.1.1 Fish fingers 2.1.2 Prawn tempura 2.1.3 Vegetables spring roll 2.1.4 Chicken wings 2.1.5 Meat ball 2.2 Cold Appetizers <ul style="list-style-type: none"> 2.2.1 Vegetables crudités 2.2.2 Shrimp Cocktail 2.2.3 Deviled eggs 2.2.4 Assorted Canapés 2.2.5 Cheese and pineapple skewers
3. Presentation techniques	<ul style="list-style-type: none"> 3.1 Garnishing and eye appeal 3.2 Color and contrast 3.3 Temperature of food and service 3.4 Presenting wears 3.5 Innovative arrangement styles
<p>Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet all requirements of current version of the Units of Competency.</p>	

1. Critical aspects of competency	<p>Assessment required evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 prepared hot and cold appetizers 1.2 presented appetizers 1.3 stored items in accordance with workplace requirements
2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 Personal Protective Equipment (PPE) 2.2 Workplace hygiene procedures 2.3 Ingredients 2.4 Tools, utensils and equipment 2.5 Appetizers 2.6 Presentation techniques 2.7 Store appetizers
3. Underpinning skills	<ul style="list-style-type: none"> 2.8 Following OSH 2.9 Preparing and making appetizers 2.10 Presenting appetizers 2.11 Storing appetizers 2.12 Cleaning and storing tools, utensils and equipment
4. Required attitudes	<ul style="list-style-type: none"> 4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Eagerness to learn 4.5 Tidiness and timeliness 4.6 Environmental concerns 4.7 Respect for rights of peers and seniors at workplace 4.8 Communication with peers and seniors at workplace
5. Resource implications	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 5.1 Workplace (actual or simulated) 5.2 Tools, equipment and physical facilities appropriate to perform activities 5.3 Materials consumable to perform activities
6. Method of assessment	<p>Methods of assessment may include but not limited to:</p> <ul style="list-style-type: none"> 6.1 Written Test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	<ul style="list-style-type: none"> 7.1 Competency assessment must be done in NSDA accredited center 7.2 Assessment should be done by NSDA certified/ nominated assessor

Accreditation Requirements

Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

Unit Code and Title	OU-TH-FBP-06-L3-V2: Prepare Bakery & Pastry Products
Unit Descriptor	This unit covers the knowledge, skills and attitude required to prepare bakery and pastry products. It specifically includes preparing for mixing, producing bakery and pastry products, cleaning and storing equipment, utensils and tools.
Nominal Hours	45 Hours
Elements of Competency	Performance Criteria Bold and underlined terms are elaborated in the Range of Variables
1. Prepare for mixing	<p>1.1 Personal Protective Equipment (PPE) is collected and used as per workplace requirements</p> <p>1.2 Workplace hygiene procedures are maintained as per SOP</p> <p>1.3 Housekeeping standards are maintained in the workplace following OSH requirements.</p> <p>1.4 <u>Equipment, utensils and tools</u> are cleaned for production by maintaining hygiene requirements.</p> <p>1.5 <u>Bakery and pastry products</u> are described.</p> <p>1.6 <u>Ingredients</u> are identified and selected for mixing as per production requirements.</p> <p>1.7 Mixing equipment is checked and adjusted as per production requirements.</p>
2. Produce bakery and pastry products	<p>2.1 Ingredients are delivered to the mixer in the required quantities according to the recipe specifications.</p> <p>2.2 The mixing is started and operated according to workplace requirements.</p> <p>2.3 Scaling and molding are performed as per product requirement</p> <p>2.4 Bakery and pastry products are baked as per requirement.</p> <p>2.5 Flavor, color and consistency of bakery and pastry products are evaluated</p> <p>2.6 Faults are identified and rectified as per requirements.</p>
3. Clean and store equipment, utensils and tools	<p>3.1. Equipment and utensils are cleaned as per workplace standard.</p> <p>3.2. Production area is cleaned as per requirements.</p> <p>3.3. Defective equipment, utensils and tools are separated and reported to appropriate authority.</p> <p>3.4. Equipment, utensils and tools are stored at allocated places.</p>
Range of variables	
Variable	Range (may include but not limited to):

<p>1. Equipment, utensils and tools</p>	<p>1.1. Deck Oven 1.2. Dough Mixing machine 1.3. Cream Mixing machine 1.4. Chiller and Freezer 1.5. Sieves 1.6. SS working table 1.7. Turn table 1.8. Measuring Scale 1.9. Measuring Cup 1.10. Measuring Spoon 1.11. Oven tray 1.12. Scraper 1.13. Spatula 1.14. Bowl 1.15. Rolling Pin 1.16. Biscuit Cutter 1.17. Baking tray 1.18. Baking paper 1.19. Bread, cake and pie mould 1.20. Electric Egg beater 1.21. Pastry brush 1.22. Bread knife 1.23. Bread cutter 1.24. Piping bag and nozzle 1.25. Cake Board 1.26. Cooling rack 1.27. Silicon Mat</p>
<p>2. Bakery & Pastry Products</p>	<p>2.1. Butter Cookies 2.2. Burger Bun 2.3. Muffin 2.4. Lemon tart 2.5. Swiss roll</p>
<p>3. Ingredients</p>	<p>3.1. Flour 3.2. Salt 3.3. Sugar 3.4. Yeast 3.5. Soybean Oil 3.6. Butter 3.7. Egg</p>

	<ul style="list-style-type: none"> 3.8. Milk powder 3.9. Water 3.10. Bread improver 3.11. Vanilla Essence 3.12. Baking powder 3.13. Baking soda 3.14. Cocoa powder 3.15. Chocolate Syrup 3.16. Cooking chocolate 3.17. Whipped cream 3.18. Food color 3.19. Icing sugar 3.20. Brown sugar 3.21. Mixed fruits 3.22. Margarine 3.23. Corn Flour
Evidence Guide	
Evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet all requirements of current version of Units of Competency.	
1. Critical aspects of competency	<p>Assessment required evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 prepared for mixing 1.2 prepared bakery and pastry items 1.3 cleaned and maintained equipment and production area
2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 Ingredients for bakery and pastry items 2.2 Cooking methods for bakery and pastry items 2.3 Hygiene principles and practices 2.4 Logical and time efficient work flow 2.5 Best practice for temperature maintenance 2.6 Texture of consistency, color, and flavor
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Preparing for mixing 3.2 Maintaining methods of making bakery and pastry items 3.3 Preparing bakery and pastry items 3.4 Making derivations from bakery and pastry items 3.5 Using variety of thickening agents and convenience products 3.6 Identifying and rectifying faults of colors, flavors and consistency of bakery items
4. Required attitudes	<ul style="list-style-type: none"> 4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Environmental concerns

	<p>4.5 Eagerness to learn</p> <p>4.6 Tidiness and timeliness</p> <p>4.7 Respect for rights of peers and seniors in workplace</p> <p>4.8 Communication with peers and seniors in workplace</p>
5. Resource implications	<p>The following resources must be provided:</p> <p>5.1 Workplace (actual or simulated)</p> <p>5.2 Tools, equipment and facilities appropriate to the process or activity</p> <p>5.3 Materials relevant to the proposed activity</p>
6. Method of assessment	<p>Methods of assessment may include but not limited to:</p> <p>6.1 Written test</p> <p>6.2 Demonstration</p> <p>6.3 Oral Questioning</p>
7. Context of assessment	<p>7.1 Competency assessment must be done in NSDA accredited center</p> <p>7.2 Assessment should be done by NSDA certified/ nominated assessor</p>
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	

Unit Code and Title	OU-TH-FBP-07-L3-V2: Prepare Desserts
Unit Descriptor	This unit covers the knowledge, skills and attitude required to prepare desserts. It specifically includes identifying desserts, preparing desserts, storing desserts, cleaning and maintaining equipment, utensils and tools.
Nominal Hours	25 Hours
Elements of Competency	Performance Criteria Bold and underlined terms are elaborated in the Range of Variables
1. Identify desserts	1.1 Occupational Safety and Health (OSH) is followed 1.2 Personal Protective Equipment (PPE) is used 1.3 <u>Equipment, utensils and tools</u> are selected as required 1.4 <u>Desserts</u> are described 1.5 <u>Ingredients for desserts</u> are selected as per recipe
2. Prepare desserts	2.1 Procedures for preparing desserts are maintained as per requirements 2.2 Desserts from classical and contemporary recipes are prepared based on required menu 2.3 Derivations from desserts are made 2.4 Thickening agents are used as required 2.5 Flavor, color and consistency of desserts are evaluated 2.6 Faults are identified and rectified as per requirements
3. Store desserts	3.1 Hygiene practices are followed 3.2 Best practices for temperature in different storing areas are maintained 3.3 Desserts are stored maintaining optimum freshness and quality as per standard 3.4 Desserts are reconstituted to appropriate standard of consistency
4. Clean and store tools, equipment and utensils	4.1 Equipment, utensils and tools are cleaned as per workplace standard 4.2 Production area is cleaned as per requirements 4.3 Defective equipment, utensils and tools are separated and reported to appropriate authority 4.4 Equipment, utensils and tools are wiped and stored at allocated places
Range of variables	
Variable	Range (may include but not limited to):

1. Equipment, utensils and tools	<ul style="list-style-type: none"> 1.1 Working table 1.2 Knives / Chopper 1.3 Chopping board 1.4 Sauce pan 1.5 Fry pan 1.6 Flat Iron Pan 1.7 Sauce Bowl with lid 1.8 Wooden spoon 1.9 Strainer 1.10 Spider spoon 1.11 Whisk 1.12 Sauce ladle 1.13 Blender machine 1.14 Sauce gun 1.15 Cooking filter 1.16 Special cloths for Jilapi 1.17 Tong 1.18 Egg bitter 1.19 Gas Strove
2. Desserts	<ul style="list-style-type: none"> 2.1 Cream Caramel 2.2 Rice pudding 2.3 Fruit Custard 2.4 Jorda 2.5 Shahi tukra
3. Ingredients for desserts	<ul style="list-style-type: none"> 3.1 Egg 3.2 Milk / powder milk 3.3 Sugar 3.4 Rice powder 3.5 Sterilized Cream 3.6 Whipped Cream 3.7 Chocolate 3.8 Vanilla Essence 3.9 Butter 3.10 Jam 3.11 Baking Powder 3.12 Flour 3.13 Corn Flour 3.14 Cocoa powder 3.15 Water 3.16 Color 3.17 Saffron 3.18 Mixed dry fruits and nuts 3.19 Mixed fresh fruits

	3.20 Cardamom 3.21 Cinnamon 3.22 Raisin 3.23 Rose water 3.24 Rice flour 3.25 Custard Powder 3.26 Gelatin sheet 3.27 Sesame seed
Evidence Guide	
Evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet all requirements of current version of Units of Competency.	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 identified dessert items and ingredients 1.2 prepared dessert items 1.3 stored dessert items 1.4 cleaned and maintained equipment and production area
2. Underpinning knowledge	2.1 Ingredients for dessert items making 2.2 Cooking methods for dessert items 2.3 Hygiene principles and practices 2.4 Logical and time efficient work flow 2.5 Best practice for temperature maintenance 2.6 Optimum freshness and quality standards 2.7 Texture of consistency, color, and flavor
3. Underpinning skills	3.1 Maintaining methods of making desserts 3.2 Preparing desserts 3.3 Making derivations from dessert items 3.4 Using variety of thickening agents and convenience products 3.5 Identifying and rectifying faults of colors, flavors and consistency of dessert items
4. Required attitudes	4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect for rights of peers and seniors in workplace 4.8 Communication with peers and seniors in workplace
5. Resource implications	The following resources must be provided: 5.1 Workplace (actual or simulated) 5.2 Tools, equipment and facilities appropriate to the process or activity 5.3 Materials relevant to the proposed activity

6. Method of assessment	<p>Methods of assessment may include but not limited to:</p> <p>6.1 Written test</p> <p>6.2 Demonstration</p> <p>6.3 Oral questioning</p>
7. Context of assessment	<p>7.1 Competency assessment must be done in NSDA accredited center</p> <p>7.2 Assessment should be done by NSDA certified/nominated assessor</p>
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	

Unit Code and Title	OU-TH-FBP-08-L3-V2: Prepare Beverages
Unit Descriptor	This unit covers the knowledge, skills and attitude required to prepare beverages. It specifically includes identifying beverage, preparing beverage, storing beverage and cleaning and maintaining tools, equipment and utensils.
Nominal Hours	25 Hours
Elements of Competency	Performance Criteria Bold and underlined terms are elaborated in the Range of Variables
1. Identify beverage	1.1 Occupational Safety and Health (OSH) is followed 1.2 Personal Protective Equipment (PPE) is used 1.3 <u>Equipment, utensils and tools</u> are selected as required 1.4 <u>Beverages</u> is described 1.5 <u>Ingredients for beverages</u> are selected
2. Prepare beverage	2.1 Procedures for preparing beverages are maintained as per requirements 2.2 Beverages are prepared according to menu 2.3 Derivations from basic beverage are made 2.4 Flavor, color and consistency of beverage are checked and deviations are identified and rectified as per requirements
3. Store beverage	3.1 Hygiene practices are followed 3.2 Best practices for temperature in different storing areas are maintained 3.3 Beverages are stored maintaining optimum freshness and quality as per standards 3.4 Beverages are reconstituted to appropriate standard
4. Clean and store tools, equipment and utensils	4.1 Equipment, utensils and tools are cleaned as per workplace standard 4.2 Production area is cleaned as per requirements 4.3 Defective equipment, utensils and tools are separated and reported to appropriate authority 4.4 Tools, equipment and utensils are wiped and stored at allocated places.
Range of variables	
Variable	Range (may include but not limited to):

1. Equipment, utensils and tools	1.1 SS working table 1.2 Knives / Chopper 1.3 Color Coded chopping board 1.4 Sauce pan 1.5 Sauce Bowl with lid 1.6 Wooden spoon 1.7 Strainer 1.8 Whisk 1.9 Ladle 1.10 Blender machine 1.11 Kettle 1.12 Filter 1.13 Measurement cup 1.14 Mocktail Spoon 1.15 Mocktail Shaker 1.16 Orange Squeezer
2. Beverages	2.1 Tea 2.2 Coffee (hot and cold) 2.3 Fresh orange Juice 2.4 Lassi 2.5 Pineapple Blossom 2.6 Milk Shake 2.7 Vanilla Smoothy
3. Ingredients for beverages	3.1 Water 3.2 Sugar 3.3 Milk 3.4 Tea 3.5 Coffee 3.6 Cream 3.7 Hot Spice 3.8 Chocolate syrup 3.9 Cooking chocolate 3.10 Coco powder 3.11 Ice cube 3.12 Yogurts 3.13 Coriander leaves 3.14 Mint leaves 3.15 Mustards 3.16 Black salt 3.17 Salt 3.18 Chili powder 3.19 Green chili 3.20 Fried cumin powder 3.21 Fried coriander powder 3.22 White pepper 3.23 Lemon juice 3.24 Poppy seeds 3.25 Tomato sauce 3.26 Fruits

Evidence Guide	
Evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet all requirements of current version of Units of Competency.	
1. Critical aspects of competency	<p>Assessment required evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 identified beverage items and ingredients 1.2 prepared beverage items 1.3 stored beverage items 1.4 cleaned and maintained equipment and production area
2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 Ingredients for beverage making 2.2 Cooking methods for beverage making 2.3 Hygiene principles and practices 2.4 Best practice for temperature maintenance 2.5 Optimum freshness and quality standards 2.6 Texture of consistency, color, and flavor
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Maintaining methods of making beverage time. 3.2 Preparing beverage 3.3 Making derivations from beverage 3.4 Using variety of thickening agents and convenience products 3.5 Identifying and rectifying faults of colors, flavors and consistency of beverage 3.6 Reconstituting of beverage as per standards of competency
4. Required attitudes	<ul style="list-style-type: none"> 4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect for rights of peers and seniors in workplace 4.8 Communication with peers and seniors in workplace
5. Resource implications	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> 5.1 Workplace (actual or simulated) 5.2 Tools, equipment and facilities appropriate to the process or activity 5.3 Materials relevant to the proposed activity

6. Method of assessment	<p>Methods of assessment may include but not limited to:</p> <p>6.1 Written Test</p> <p>6.2 Demonstration</p> <p>6.3 Oral Questioning</p>
7. Context of assessment	<p>7.1 Competency assessment must be done in NSDA accredited center.</p> <p>7.2 Assessment should be done by NSDA certified/ nominated assessor</p>
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	

Development of Competency Standard

The Competency Standards for National Skills Certificate in Food and Beverage Production, Level-3 is developed by SEIP on 29 July 2021.

List of Members

S/N	Name and Address	Position in the committee
1.	SK Abdul Mannan, Chief Executive Officer (CEO), Construction Industry Skills Council (CISC)	Member
2.	Dr. Md. Nurul Islam, TVET Specialist, SEIP	Member
3.	Hamida Yiesmin, Entrepreneur/Industry Expert, Hello Hills	Member
4.	Mahfuza Akter, Executive Director, Women Organization for Self-Efficiency (WOSE)	Member
5.	Nazia Farhana, Food Adviser of ACI logistics, Department Shanta's Cuisine (Training center of Cooking & Baking) & Owner of Shanta's Cuisine	Member
6.	Nusrat Khan, Owner, FAAZAN Catering House	Member
7.	Md. Hasibus Sahid, Process Expert, Construction Industry Skills Council (CISC)	Member
8.	Pejush Kanti Datta, Chief Coordinator, SEIP-BWCCI Project	Member
9.	Bikash Chandra Ghatak, Coordinator (Training, Monitoring and Assessment) SEIP-BWCCI Project Asst.	Member
10.	Mr. Saifuzzaman Mia, Quality Assurance Officer, SEIP	Member
11.	B. M. Mofizur Rahman, CD&TE, Construction Industry Skills Council (CISC)	Member
12.	Engr. Md. Asaduzzaman, A&C Exe. Construction Industry Skills Council (CISC)	Member
13.	Md. Mohsin, LMI & Research, Construction Industry Skills Council (CISC)	Member

Validation of Competency Standard

The Competency Standards for National Skills Certificate in Food and Beverage Production, Level-3 is validated by NSDA on 18 July 2022.

List of Members of the SCVC

S/N	Name and Address	Position in the committee
1.	Mohiuddin Helal, Chairman, Tourism & Hospitality ISC, Email: ceo.tourismisc@gmail.com Mobile: 01819224593	Chairperson
2.	A. N. M. Shahjahan, Former Director of Food & Beverage, Dhaka Sheraton Hotel and General Manager, in Different hotels and Resorts, Email: shahjahan.jrl@gmail.com, Mobile: 01711816807	Member
3.	Mereena Khandkar, Former Manager and head of department- food & beverage production (Cooking), National Hotel & Tourism Training Institute (NHTTI) BPC, Email: mereena.khandkar@gmail.com Mobile: 01554545454	Member
4.	Daniel C. Gomes, Corporate Executive Chef , ICI- International Culinary Institute, (Former Executive Chef of different Chain hotels), Email: daniel_xmx@yahoo.com, Mobile: 01752962474	Member
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Review of Competency Standard

The Competency Standards for National Skills Certificate in Food and Beverage Production, Level-3 is reviewed by NSDA on 06 February 2025.

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