

BANGLADESH TECHNICAL EDUCATION BOARD



**Tourism and Hospitality Sector Industry
Skills Council
Bangladesh**

NATIONAL COMPETENCY STANDARDS

for

COOK

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Introduction

The Technical and Vocational Education and Training (TVET) sector in Bangladesh is now implementing the reform initiatives to strengthen training, assessment and certification. One of the reforms is developing Competency Standards that responds to the needs of the industry both local and international. Strategies include using the existing international standards from Australia, the Philippines, ASEAN and SAARC as bases for developing the CS and contextualize it in the Bangladesh context.

Competency Standards are nationally agreed and industry-determined competencies required for effective work performance. These are presented in a consistent format following sequence such as:

- Unit Title
- Unit Code
- Nominal Hours
- Unit descriptor
- Elements and performance criteria
- Range of Variables
- Evidence Guide

The Competency Standards are the core element for training, assessment and certification of skilled workers. Candidates who are successful in the assessment will receive a qualification in the National Technical and Vocational Qualification Framework (NTVQF).

This document contains Course structures for each qualification. This structure contains the Unit code, unit title and nominal hours for the competencies.

The Competency Standards for COOK were developed by the Technical Sub Committee (TSC) that was established under the Industry Skills Council for Tourism and Hospitality (ISCTH). The members are primarily from industry with representatives from the Bangladesh Technical Education Board (BTEB) and the Directorate of Technical Education (DTE), Workers Association, and Training Institutions involved in this occupation. The Standards and Curriculum Development Committee (SCDC) of BTEB reviewed this document.

The development of Competency Standards was assisted by the Bangladesh Skills for Employment and Productivity Project (B-SEP) funded by the Government of Canada. The B-SEP Project is being implemented by the International Labour organization (ILO) Country Office for Bangladesh in cooperation with the Government of Bangladesh.

Endorsed by

Approved by:

Industry Skills Council
Date:

Bangladesh Technical Education Board (BTEB)
Date:

Bangladesh NTVQF with Job Classifications

NTVQF LEVELS	EDUCATION SECTORS			Job Classification
	Pre-Vocation Education	Vocational Education	Technical Education	
NTVQF 6			Diploma in engineering or equivalent	Middle Level Manager /Sub Assistant Engr. etc.
NTVQF 5		National Skill Certificate 5 (NSC 5)		Highly Skilled Worker / Supervisor
NTVQF 4		National Skill Certificate 4 (NSC 4)		Skilled Worker
NTVQF 3		National Skill Certificate 3 (NSC3)		Semi-Skilled Worker
NTVQF 2		National Skill Certificate 2 (NSC 2)		Medium-Skilled Worker
NTVQF 1		National Skill Certificate 1 (NSC 1)		Basic Skilled Worker
Pre-Voc 2	National Pre-Vocation Certificate NPVC 2			Pre-Vocation Trainee
Pre-Voc 1	National Pre-Vocation Certificate 1 NPVC 1			Pre-Vocation Trainee

The pre-vocational levels prepare the participant for training while learning programs at the various levels of the NTVQF prepare the participant for the workforce.

At the completion of the pre-vocational programs, the participants would move into training programs at the NTVQF levels.

NTVQF Level Descriptors

NTVQF Level	Knowledge	Skill	Responsibility	Job Class.
6	<ul style="list-style-type: none"> Comprehensive actual and theoretical knowledge within a specific study area with an awareness of the limits of that knowledge. 	<ul style="list-style-type: none"> Specialised and restricted range of cognitive and practical skills required to provide leadership in the development of creative solutions to defined problems 	<ul style="list-style-type: none"> Manage a team or teams in workplace activities where there is unpredictable change Identify and design learning programs to develop performance of team members 	Supervisor / Middle Level Manager / Sub Assistant Engr. etc.
5	<ul style="list-style-type: none"> Very broad knowledge of the underlying, concepts, principles, and processes in a specific study area 	<ul style="list-style-type: none"> Very broad range of cognitive and practical skills required to generate solutions to specific problems in one or more study areas. 	<ul style="list-style-type: none"> Take overall responsibility for completion of tasks in work or study Apply past experiences in solving similar problems 	Highly Skilled Worker / Supervisor
4	<ul style="list-style-type: none"> Broad knowledge of the underlying concepts, principles, and processes in a specific study area 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Take responsibility, within reason, for completion of tasks in work or study Apply past experiences in solving similar problems 	Skilled Worker
3	<ul style="list-style-type: none"> Moderately broad knowledge in a specific study area. 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Work or study under supervision with some autonomy 	Semi-Skilled Worker
2	<ul style="list-style-type: none"> Basic underpinning knowledge in a specific study area. 	<ul style="list-style-type: none"> Basic skills required to carry out simple tasks 	<ul style="list-style-type: none"> Work or study under indirect supervision in a structured context 	Medium Skilled Worker
1	<ul style="list-style-type: none"> Elementary understanding of the underpinning knowledge in a specific study area. 	<ul style="list-style-type: none"> Limited range of skills required to carry out simple tasks 	<ul style="list-style-type: none"> Work or study under direct supervision in a structured context 	Basic Skilled Worker
Pre-Voc 2	<ul style="list-style-type: none"> Limited general knowledge 	<ul style="list-style-type: none"> Very limited range of skills and use of tools required to carry out simple tasks 	<ul style="list-style-type: none"> Work or study under direct supervision in a well-defined, structured context. 	Pre-Vocational Trainee
Pre-Voc 1	<ul style="list-style-type: none"> Extremely limited general knowledge 	<ul style="list-style-type: none"> Minimal range of skills required to carry out simple tasks 	<ul style="list-style-type: none"> Simple work or study exercises, under direct supervision in a clear, well defined structured context 	Pre-Vocational Trainee

National Competency Standards For Cook

Sl. No.	Unit Code	Unit Title
Generic Competencies		
1.	GN1001A1	Use basic Mathematical concepts
2.	GN1002A1	Apply OSH practices in the workplace
3.	GN2003A1	Use English in the workplace
4.	GN2004A1	Operate in a self- directed team
5.	GN2005A1	Present and apply workplace information
Sector Specific Competencies		
6.	TOHSS1006A1	Follow workplace hygiene procedures
7.	TOHSS1007A1	Provide effective guest service
8.	TOHSS1008A1	Work in the tourism and hospitality sector
9.	TOHSS2009A1	Acquire and update industry knowledge
10.	TOHSS3010A1	Perform computer operation
Occupation Specific Competencies		
11.	TOHCOK1011A1	Clean and maintain premises
12.	TOHCOK1012A1	Organize and prepare for cooking
13.	TOHCOK1013A1	Use basic methods of cookery
14.	TOHCOK2014A1	Receive and store kitchen goods
15.	TOHCOK2015A1	Prepare stocks, soups and sauces
16.	TOHCOK2016A1	Prepare vegetables, eggs and farinaceous dishes
17.	TOHCOK2017A1	Follow food safety procedure
18.	TOHCOK3018A1	Prepare pastry, cakes and yeast –based products
19.	TOHCOK3019A1	Prepare poultry dishes
20.	TOHCOK3020A1	Prepare hot and cold desserts
21.	TOHCOK3021A1	Prepare appetizers, salads and sandwiches
22.	TOHCOK4022A1	Prepare seafood dishes
23.	TOHCOK4023A1	Prepare meat dishes
24.	TOHCOK4024A1	Plan, prepare and display a buffet
25.	TOHCOK4025A1	Prepare diet based and preserved foods
26.	TOHCOK4026A1	Apply catering control principles

**Course Structure
for
National Skill Certificate in Cook (NTVQF Level 1)**

S. No.	Unit Code	Unit Title	Nominal Duration (Hours)
Generic Competencies			140
1.	GN1001A1	Use basic Mathematical concepts	40
2.	GN1002A1	Apply OSH practices in the workplace	30
3.	GN2003A1	Use English in the workplace	70
Sector Specific Competencies			100
4.	TOHSS1006A1	Follow workplace hygiene procedures	40
5.	TOHSS1007A1	Provide effective guest service	50
6.	TOHSS1008A1	Work in the Tourism and Hospitality Sector	10
Occupation Specific Competencies			120
7.	TOHCOK1011A1	Clean and maintain premises	30
8.	TOHCOK1012A1	Organize and prepare for cooking	20
9.	TOHCOK1013A1	Use basic methods of cookery	70
On-the job training			160
Total Nominal Learning Hours			520

**Course Structure
for
National Skill Certificate in Cook (NTVQF Level 2)**

S. No.	Unit Code and Title		Nominal Duration (Hours)
Generic Competencies			60
1.	GN1004A1	Operate in a self-directed team	30
2.	GN1005A1	Present and apply workplace information	30
Sector Specific Competency			40
3.	TOHSS2009A1	Acquire and update industry knowledge	40
Occupation Specific Competencies			170
4.	TOHCOK2014A1	Receive and store kitchen goods	20
5.	TOHCOK2015A1	Prepare stocks, soups and sauces	60
6.	TOHCOK2016A1	Prepare vegetables, eggs and farinaceous dishes	60
7.	TOHCOK2017A1	Follow food safety procedure	30
On-the-job training			216
Total Nominal Duration			486

**Course Structure
for
National Skill Certificate in Cook (NTVQF Level 3)**

S. No.	Unit Code and Title		Nominal Duration (Hours)
Sector Specific Competency			60
1.	TOHSS3010A1	Perform computer operations	60
Occupation Specific Competencies			210
2.	TOHCOK3018A1	Prepare pastry, cakes and yeast-based products	50
3.	TOHCOK3019A1	Prepare poultry dishes	60
4.	TOHCOK3020A1	Prepare hot and cold desserts	40
5.	TOHCOK3021A1	Prepare appetizers, salads and sandwiches	60
On-the-job training			216
Total Nominal Duration			486

**Course Structure
for
National Skill Certificate in Cook (NTVQF Level 4)**

S. No.	Unit Code and Title		Nominal Duration (Hours)
Occupation Specific Competencies			270
1.	TOHCOK4022A1	Prepare seafood dishes	60
2.	TOHCOK4023A1	Prepare meat dishes	50
3.	TOHCOK4024A1	Plan, prepare and display a buffet	60
4.	TOHCOK4025A1	Prepare diet based and preserved foods	40
5.	TOHCOK4026A1	Apply catering control principles	60
On-the-job training			216
Total Nominal Duration			486

List of Abbreviations used in this Competency Standard.

General

ASEAN – Association of South East Asian Nations

B-SEP – Bangladesh Skills for Employability and Productivity

BTEB – Bangladesh Technical Education Board

DTE – Directorate of Technical Education

ILO – International Labour Organization

ISC – Industry Skills Council

NPVC – National Pre-Vocation Certificate

NTVQF – National Technical and Vocational Qualification Framework

SAARC – South Asian Association for Regional Cooperation

SCDC – Standards and Curriculum Development Committee

TVET – Technical and Vocational Education and Training

UoC – Unit of Competency

TSC – Technical Sub Committee

Occupation Specific Abbreviations

HACCP – Hazard Analysis and Critical Control Points

OSH – Occupational Safety and Health

PPE – Personal Protective Equipment

GENERIC COMPETENCIES

Competency Standards for Cook

Unit Title	Use Basic Mathematical Concepts
Unit Code	GN1001A1
Nominal Hours	40 hours
Unit Descriptor	This requires the knowledge, skills and attitude to apply mathematical methods in the routine tasks of a workplace.
Elements of Competency	Performance Criteria
1. Select mathematical methods for calculation	1.1 Calculation requirements are identified from workplace information 1.2 Mathematical methods are selected to carry out the calculation 1.3 System and units of measurement to be followed are determined
2. Use basic mathematical concepts for workplace calculation.	2.1 Calculations are completed using the four basic mathematical methods. 2.2 Systems and units of measurement for the task are applied to workplace calculation
Range of Variables	
Variable	Range
1. Workplace information	May include but not limited to 1.1 Project documents 1.2 Graphs 1.3 Charts 1.4 Tables 1.5 Spread sheets 1.6 Item price quotations 1.7 Equipment manuals
2. Mathematical methods	May include but not limited to: 2.1 Addition 2.2 Subtraction 2.3 Multiplication 2.4 Division
3. System and units of measurement	May include but not limited to: 3.1 Measurement 3.2 Volume (rectangular cube, cube, cylinder, prism) 3.3 Weight (kg, g) 3.4 Mass 3.5 Density 3.6 Percentage (%) 3.7 Length / Breadth / Thickness (cm, m, mm) 3.8 Capacity

	3.9 Time 3.10 Temperature (Centigrade, Fahrenheit) 3.11 Budget, Pay/ Wages, Leave entitlements 3.12 Material usage 3.13 Speed 3.14 Costing
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Evidence Guide	
<ul style="list-style-type: none"> 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	1.1 Applied mathematical methods such as addition, subtraction, division and multiplication to workplace calculations.
2. Underpinning Knowledge	2.1 Calculation requirements in the workplace 2.2 Mathematical methods 2.3 Mathematical language, symbols and terminology 2.4 Application units 2.5 Workplace information 2.6 Arithmetic processes for simple mathematical problems
3. Underpinning Skills	3.1 Ability to identify calculation requirements from workplace information 3.2 Ability to select mathematical methods 3.3 Ability to use mathematical language, symbols and terminology 3.4 Ability to use units of measurement (such as kg, meter) 3.5 Ability to include workplace information (project documents, graphs, charts, tables, spread sheets, item price quotations, equipment manuals) 3.6 Ability to use arithmetic processes to find solutions to simple mathematical problems
4. Required Attitude	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Tidiness and timeliness 4.4 Respect for rights of peers and seniors in workplace
5. Resource Implication	The following resources must be provided: 5.1 Tools ,equipment and physical facilities appropriate to perform activities 5.2 Materials, consumables to perform activities
6. Methods of Assessment	Competencies could be assessed by: 6.1 Written Test 6.2 Interview 6.3 Demonstration with oral questioning
7. Context of Assessment	Competencies may be assessed in the work place or in a simulated work place

Accreditation Requirements

Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), 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 any national qualification.

Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.

Competency Standards for Cook

Unit Title	Apply OSH practices in the workplace
Unit Code	GN1002A1
Nominal Hours	30 hours
Unit Descriptor	This unit covers the knowledge, skills and attitude required to identify and apply OSH in the workplace. This unit covers identifying, controlling and reporting OSH hazards, conduct of work in a safe manner, following emergency response procedure and maintaining and improving health and safety in the workplace.
Elements of Competency	Performance Criteria
1. Identify, control and report OSH hazards	<p>1.1 Immediate work area is routinely checked for OSH hazards prior to commencing and during work.</p> <p>1.2 Hazards and unacceptable performance are identified and corrective action is taken within the level of responsibility.</p> <p>1.3 OSH hazards and incidents are reported to appropriate personnel according to workplace procedures.</p> <p>1.4 Safety Signs and symbols are identified and followed.</p>
2. Conduct work safely	<p>2.1 OSH practices are applied in the workplace.</p> <p>2.2 Appropriate personal protective equipment (PPE) is selected and worn.</p>
3. Follow emergency response procedures	<p>3.1 Emergency situations are identified and reported according to workplace reporting requirements.</p> <p>3.2 Emergency procedures are followed as to the nature of the emergency.</p> <p>3.3 Workplace procedures for dealing with accidents, fires and emergencies are followed whenever necessary within scope of responsibilities.</p>
4. Maintain and improve health and safety in the work place	<p>4.1 Risks are identified and appropriate control measures are implemented in the work area.</p> <p>4.2 Recommendations arising from risk assessments are implemented within level of responsibility.</p> <p>4.3 Opportunities for improving OSH performance are identified and raised with relevant personnel.</p> <p>4.4 Safety records according to company policies are maintained.</p>
Range of Variables	
Variable	Range
1. Hazards	<p>May include but not limited to:</p> <p>1.1 OSH incidents include near misses, injuries, illnesses and property damage, noise, handling hazardous substances, other hazards</p> <p>1.2 Working with and near moving equipment/load shifting</p>

	<p>equipment</p> <p>1.3 Broken or damaged equipment or materials</p>
2. Workplace procedure	<p>May include but not limited to:</p> <p>2.1 OSH system and related documentation including policies and procedures, Standard Operating Procedures (SOPs), information on hazards and the work process, hazard alerts, safety signs and symbols, labels, Material Safety Data Sheets (MSDSs) and manufacturers' advice.</p>
3. Personal Protective equipment	<p>May include but not limited to:</p> <p>3.1 Goggles</p> <p>3.2 Ear muffs</p> <p>3.3 Ear plugs</p> <p>3.4 Gloves</p> <p>3.5 Clothing</p> <p>3.6 Apron</p> <p>3.7 Helmet</p> <p>3.8 Boots</p>
4. Company policies	<p>May include but not limited to:</p> <p>4.1 Job-related Standard Operating Procedures (SOPs) and OSH-specific procedures. Examples of OSH procedures include consultation and participation, emergency response, response to specific hazards, incident investigation, risk assessment, reporting arrangements and issue resolution procedures</p>

Evidence Guide	
<ul style="list-style-type: none"> 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>1.1 Identified, controlled and reported OSH hazards</p> <p>1.2 Followed work safely.</p> <p>1.3 Followed emergency response procedures.</p> <p>1.4 Maintained and improved health and safety in the workplace.</p>
2. Underpinning Knowledge	<p>2.1 Personal protective equipment</p> <p>2.2 Uses of tools and equipment</p> <p>2.3 Hazardous events</p> <p>2.4 Tools, equipment, machinery and relevant accessories.</p> <p>2.5 Communication</p> <p>2.6 Job roles, responsibilities and compliance</p>
3. Underpinning Skills	<p>3.1 Use of appropriate PPE.</p> <p>3.2 Ability to identify tools and equipment.</p> <p>3.3 Ability to response quickly and to take safety precautions for different hazardous situations.</p> <p>3.4 Ability to operate and use tools, equipment, machinery and accessories properly</p> <p>3.5 Ability to communicate with peers and supervisors.</p>
4. Required Attitude	<p>4.1 Commitment to occupational health and safety</p> <p>4.2 Environmental concerns</p> <p>4.3 Tidiness and timeliness</p>

	4.4 Respect for rights of peers and seniors in workplace
5. Resource Implication	The following resources must be provided: 5.1 Tools, equipment and physical facilities appropriate to perform activities 5.2 Materials, consumables to perform activities
6. Methods of Assessment	Competencies could be assessed by: 6.1 Written Test 6.2 Interview
7. Context of Assessment	Competencies may be assessed in the work place or in a simulated work place

Accreditation Requirements

Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), 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 any national qualification.

Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.

Competency Standards for Cook

Unit Title	Use English in the workplace
Unit Code	GN2003A1
Nominal Hours	70 hours
Unit Descriptor	This unit specifies the competency required to be able to read, write and understand basic English in the workplace.
Elements of Competency	Performance Criteria
1. Read and understand workplace documents in English	1.1 Workplace documents are read and understood. 1.2 Visual information is interpreted.
2. Write simple routine workplace documents in English	2.1 Simple routine workplace documents are prepared using key words, phrases, simple sentences and visual aids. 2.2 Key information is written in standard forms
3. Listen to conversation in English	3.1 Active listening in English language is demonstrated to the required workplace standard.
4. Perform conversation in English	4.1 Conversation is performed in English with peers, customers and management to the required workplace standard.
Range of Variables	
Variable	Range
1. Workplace documents	May include but not limited to: 1.1 Schedules and itineraries 1.2 Agenda 1.3 Simple reports such as progress and incident reports 1.4 Job sheets 1.5 Operational manuals 1.6 Brochures and promotional material 1.7 Visual and graphic materials 1.8 Standards 1.9 OSH information
2. Visual information	May include but not limited to: 2.1 Signs 2.2 Maps 2.3 Diagrams 2.4 Forms 2.5 Labels 2.6 Graphs 2.7 Charts

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	1.1 Used basic English in the workplace 1.2 Read and understood workplace documents in English 1.3 Constructed simple routine workplace documents in English 1.4 Listened to conversation in English 1.5 Communicated with peers, customers and management using English to the required workplace standard
2. Underpinning Knowledge	2.1 Workplace documents in English 2.2 Interaction skills (i.e., teamwork, interpersonal skills, etc.) 2.3 Job roles, responsibilities and compliances
3. Underpinning Skills	3.1 Ability to read and understand workplace documents in English 3.2 Ability to write simple routine workplace documents in English, such as: Schedules and agendas, job sheets, operational manuals and brochures, and promotional material 3.3 Ability to listen actively in English language 3.4 Ability to perform conversation in English with peers, customers and management in English 3.5 Work effectively with others: <ol style="list-style-type: none"> Listening and questioning skills Ability to follow simple directions
4. Required Attitude	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Tidiness and timeliness 4.4 Respect for rights of peers and seniors in workplace
5. Resource Implication	The following resources must be provided: 5.1 Tools, equipment and physical facilities appropriate to perform activities 5.2 Materials, consumables to perform activities
6. Methods of Assessment	Competencies could be assessed by: 6.1 Written and oral questions 6.2 Interview
7. Context of Assessment	Competencies may be assessed in the work place or in a simulated work place

Accreditation Requirements

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Competency Standards for Cook

Unit Title	Participate in a team environment
Unit Code	GN2004A1
Nominal Hours	30 hours
Unit Descriptor	This unit specifies the skills, knowledge and attitude to communicate and work within a team in an interactive work environment as per the workplace standard.
Elements of Competency	Performance Criteria
1. Identify team goals and processes	1.1 Team goals and processes are identified. 1.2 Roles and responsibilities of team members are identified 1.3 Relationships within team and with other work areas are identified.
2. Communicate and cooperate with team members	2.1 Effective interpersonal skills are used to interact with team members and to contribute to activities and objectives. 2.2 Formal and informal forms of communication are used effectively to support team achievement. 2.3 Views and opinions of other team members are understood and reflected accurately. 2.5 Workplace staff regulation is used correctly.
3. Work as a team member	3.1 Duties, responsibilities, authorities, objectives and task requirements are identified and clarified with team. 3.2 Tasks are performed in accordance with organizational and team requirements, specifications and workplace procedures. 3.3 Members are supported by team members to ensure team achieves goals and requirements. 3.4 Agreed reporting lines are followed using standard operating procedures
4. Solve problems as a team member	4.1 Current and potential problems faced by team are identified. 4.2 Procedures for avoiding and managing problems are identified. 4.3 Problems are solved effectively and in a manner that supports the team.
Range of Variables	
Variable	Range
1. Team goals and processes	1.1 Identifying the problem 1.2 Consider solutions 1.3 Action 1.4 Follow-up.
2. Workplace staff regulation	2.1 Organization/company's code of conduct, complaint handling/grievance policies and procedures

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	1.1 Communicated and worked within a team in an interactive work environment as per the workplace standard.
2. Underpinning Knowledge	2.1 Organization requirements for written and electronic communication methods 2.2 Effective verbal communication methods
3. Underpinning Skills	3.1 Organize information 3.2 Understand and convey intended meaning 3.3 Participate in a variety of workplace discussions 3.4 Comply with Organization's requirements in the use of written and electronic communication methods
4. Required Attitude	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Tidiness and timeliness 4.4 Respect for rights of peers and seniors in workplace
5. Resource Implication	The following resources must be provided: 5.1 Tools, equipment and physical facilities appropriate to perform activities 5.2 Materials and consumables to perform activities
6. Methods of Assessment	Competencies could be assessed by: 6.1 Written Test 6.2 Interview
7. Context of Assessment	Competencies may be assessed in the work place or in a simulated work place

Accreditation Requirements

Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), 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 any national qualification.

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Competency Standards for Cook

Unit Title	Present and apply workplace information
Unit Code	GN2005A1
Nominal Hours	30 hours
Unit Descriptor	This unit covers the skills, knowledge and attitude to communicate and deliver current information in an interactive work environment as per workplace standard.
Elements of Competency	Performance Criteria
1. Identify information requirements	1.1 Sources of information in the workplace are identified.
2. Process Data	2.1 Data is collected and correlated as per prescribed method. 2.2 Relevant data is used as references in accordance with the objectives of the program.
3. Analyse, interpret and organize information	3.1 Collected information is analysed, interpreted and organized as required for workplace.
4. Apply and present workplace information	4.1 Findings and recommendations are summarized and presented. 4.2 Draft report/ forms are prepared based on standard format. 4.3 Graphs and other visual presentations are prepared to highlight analysis/interpretation of information. 4.4 Reports/forms are submitted and distributed to relevant departments/persons.
Range of Variables	
Variable	Range
1. Sources of information	May include but not limited to: 1.1 Daily job instructions 1.2 Specifications 1.3 Standard operating procedures 1.4 Charts 1.5 Lists 1.6 Documents 1.7 Computer data 1.8 Drawings 1.9 Sketches 1.10 Tables 1.11 Technical manuals and/or charts 1.12 Surveys 1.13 Interviews 1.14 Front-end analysis 1.15 Functional analysis
2. Forms	May include but not limited to: 2.1 Questionnaires 2.2 Profile

	2.3 Accident/incident report form 2.4 Work order 2.5 Purchase order
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Evidence Guide	
<ul style="list-style-type: none"> 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	1.1 Communicated and delivered current information in an interactive work environment as per workplace standard
2. Underpinning Knowledge	2.1 Identify data 2.2 Identify information 2.3 Workplace standard
3. Underpinning Skills	3.1 Collecting data 3.2 Collecting information 3.3 Demonstrating, interpreting and/or following data sheet or instruction 3.4 Performing task as per data sheet or instruction 3.5 Keeping records and reports
4. Required Attitude	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Tidiness and timeliness 4.4 Respect for rights of peers and seniors in workplace
5. Resource Implication	The following resources must be provided: 5.1 Tools, equipment and physical facilities appropriate to perform activities 5.2 Materials and consumables to perform activities
6. Methods of Assessment	Competencies could be assessed by: 6.1 Written Test 6.2 Interview
7. Context of Assessment	Competencies may be assessed in the work place or in a simulated work place
Accreditation Requirements Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), 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 any national qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.	

SECTOR SPECIFIC COMPETENCIES

Competency Standards for Cook

Unit Title	Follow workplace hygiene procedures
Unit Code	TOHSS1006A1
Nominal Hours	40 hours
Unit Descriptor	This unit covers the knowledge, skills and attitude in following workplace hygiene procedures. It includes performing personal hygiene, well grooming standards and identifying and preventing hygiene risks.
Elements of Competency	Performance Criteria
1. Perform personal hygiene and well grooming standards	1.1 Personal hygiene and well grooming is practiced in line with workplace health and safety requirements. 1.2 Health conditions and/or illness are reported as required by the workplace. 1.3 Personal Protective Equipment (PPE) are used and applied according to the situation.. 1.4 Movement around the workplace are conducted in accordance with the procedure.
2. Identify and prevent hygiene risks	2.1 Potential hygiene risks are identified as per workplace hygiene procedures. 2.2 Actions are taken to minimize and remove risks within the scope of individual responsibility as per workplace requirements. 2.3 Hygiene risks are reported to the appropriate person, which are beyond the control of individual staff members.
Range of Variables	
Variable	Range
1. PPE (Personal Protective Equipment)	1.1 Protective clothing 1.2 Gloves 1.3 Hair net 1.4 Raincoat /umbrella 1.5 Sun cap 1.6 Walking shoes (Tour Guide) 1.7 Other PPE as per OSH requirements
2. Hygiene risk	2.1 Bacterial and other contamination arising from poor handling of food 2.2 Poor personal hygiene practices 2.3 Poor work practices <ul style="list-style-type: none"> 2.3.1 cleaning 2.3.2 housekeeping 2.3.3 food handling 2.3.4 vermin 2.3.5 airborne dust 2.4 cross-contamination through inappropriate cleaning practices 2.5 inappropriate handling of potentially infectious linen 2.6 contaminated wastes such as blood and body secretions

	2.7 disposal of garbage and contaminated or potentially contaminated wastes
3. Minimizing or removing risk	Following workplace procedures, if applicable such as: 3.1 Washing 3.2 Preparing 3.3 Mixing 3.4 Cooking 3.5 Storing 3.6 Serving 3.7 Reheating

Evidence Guide	
<ul style="list-style-type: none"> 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	1.1 Practiced personal hygiene and grooming standard 1.2 Identified and prevented hygiene risks
2. Underpinning Knowledge	2.1 Personal protective equipment 2.2 Personal hygiene practices 2.3 Rules and regulations to produce quality and safety in food 2.4 Control measures for food safety 2.5 Food hazards 2.6 Cleaning, sanitation, waste segregation and disposal practices 2.7 Food safety procedures 2.8 Cleanliness and safety of transport
3. Underpinning Skills	3.1 Use of PPE. 3.2 Practice personal hygiene and well grooming in line with workplace health and safety requirements. 3.3 Ability to control the measures for minimizing food contamination 3.4 Waste collection: recycling, handling and disposal
4. Required Attitude	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Tidiness and timeliness 4.4 Respect for rights of peers and seniors in workplace
5. Resource Implication	The following resources must be provided: 5.1 Hygiene procedures, tools, equipment and facilities appropriate to perform activities 5.2 Materials and consumables to perform activities
6. Methods of Assessment	Competencies could be assessed by: 6.1 Written Test 6.2 Interview 6.3 Demonstration with Oral Questioning 6.4 Portfolio
7. Context of Assessment	Competencies may be assessed in the work place or in a simulated work place

Accreditation Requirements

Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), 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 any national qualification.

Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.

Competency Standards for Cook

Unit Title	Provide Effective Guest Service
Unit Code	TOHSS1007A1
Nominal Hours	50 hours
Unit Descriptor	This unit of competency deals with the knowledge, skills and attitudes in providing effective guest service. It includes greeting the guest, identifying guest needs, delivering service to guests, handling queries through telephone, scanner, internet and email and handling complaints, evaluation and recommendation.
Elements of Competency	Performance Criteria
1. Greet guests	1.1 Guests are greeted in line with workplace procedure. 1.2 Verbal and non-verbal communications are applied to the given situation. 1.3 Sensitivity to cultural and social differences is demonstrated.
2. Identify guest needs	2.1 Interpersonal skills are used to ensure that guest needs are identified. 2.2 Guest with special needs is assessed for urgency so that priority for service delivery is applied. 2.3 Guests are provided with information. 2.4 Personal limitation in addressing guest needs is identified and where appropriate, assistance is sought from supervisor.
3. Deliver service to guest	3.1 Guest needs are promptly attended to in line with workplace procedure . 3.2 Rapport is maintained with guest according to workplace procedure.
4. Handle queries through telephone, scanner and internet service	4.1 Telephone, scanner and internet service are used to determine guest requirements. 4.2 Queries/ information are recorded in line with workplace requirements. 4.3 Queries are acted upon correctly in line with workplace procedure.
5. Handle complaints, evaluation and recommendation	5.1 Guest complaints are received according to workplace procedure. 5.2 Complaints are resolved within limit of responsibility. 5.3 Nature and details of complaints are established. 5.4 Action is taken to resolve the complaints to the guest's satisfaction.
Range of Variables	
Variable	Range
1. Non-verbal communication	May include but not limited to: 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	May include but 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	May include but not limited to: 3.1 interactive communication 3.2 public relation 3.3 friendly attitude 3.4 sincerity 3.5 pleasant disposition 3.6 effective communication skills
4. Guest with special needs	May include but not limited to: 4.1 those with 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 4.7 handling unusual guest (e.g. drunk)
5. Workplace procedure	Protocol and enterprise procedures may include : 5.1 modes of greeting and farewelling 5.2 time-lapse before a response 5.3 style manual requirements 5.4 standard letters and pro-forma 5.5 addressing the guest by name or appropriate title (Sir/madam, etc)

Evidence Guide	
<ul style="list-style-type: none"> 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	1.1 Promoted public relation among others 1.2 Demonstrated familiarity with company facilities, products and services 1.3 Applied workplace procedures and standards 1.4 Applied telephone ethics 1.5 Applied correct procedure in using telephone, scanner and internet service 1.6 Handled customer complaints
2. Underpinning Knowledge	2.1 Communication 2.1.1 Interactive communication with others 2.1.2 Interpersonal skills/ social graces with sincerity 2.2 Safety Procedures 2.2.1 Safe work procedures 2.2.2 Personal hygiene 2.3 Attitude 2.3.1 Attentive, patient and cordial 2.3.2 Eye-to-eye contact

	<p>2.3.3 Maintain teamwork and cooperation</p> <p>2.4 Theory</p> <p>2.4.1 Selling/upselling techniques</p> <p>2.4.2 Interview techniques</p> <p>2.4.3 Conflict resolution</p> <p>2.4.4 Communication process</p> <p>2.4.5 Communication barriers</p>
3. Underpinning Skills	<p>3.1 Effective communication skills</p> <p>3.2 Non-verbal communication skills</p> <p>3.3 Good time management</p> <p>3.4 Ability to work calmly and effectively</p> <p>3.5 Ability to handle telephone inquiries and conversation</p> <p>3.6 Ability to follow correct procedure in handling telephone inquiries use scanner and access internet service.</p> <p>3.7 Proper way of handling complaints</p>
4. Required Attitude	<p>4.1 Commitment to occupational health and safety</p> <p>4.2 Environmental concerns</p> <p>4.3 Tidiness and timeliness</p> <p>4.4 Respect for rights of peers and seniors in workplace</p>
5. Resource Implication	<p>The following resources must be provided:</p> <p>5.1 Availability of telephone, scanner, internet, etc.</p> <p>5.2 Materials and consumables needed to perform activities</p> <p>5.3 Workplace or physical facilities required to perform activities</p>
6. Methods of Assessment	<p>Competencies could be assessed by:</p> <p>6.1 Written test</p> <p>6.2 Interview</p> <p>6.3 Demonstration with oral questioning</p>
7. Context of assessment	<p>Competencies may be assessed in the work place or in a simulated work place</p>
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), 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 any national qualification.</p> <p>Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.</p>	

Competency Standards for Cook

Unit Title	Work in the tourism and hospitality sector
Unit Code	TOHSS1008A1
Nominal Hours	10 hours
Unit Descriptor	This unit specifies the knowledge, skills and attitude required to identify roles and responsibilities and work in the tourism and hospitality industry.
Elements of Competency	Performance Criteria
1. Identify job roles and responsibilities in the tourism and hospitality industry	1.1 Job roles and responsibilities in the tourism and hospitality industry are identified. 1.2 Relationships within the tourism and hospitality industry employees are identified. 1.3 Common goals, objectives and task are identified and clarified with appropriate persons.
2. Work with others	2.1 Effective interpersonal skills are applied to interact with others and to contribute to activities and objectives. 2.2 Assigned tasks are performed in accordance with job requirements, specifications and workplace environment. 2.3 Work requirements are confirmed with colleagues.
Range of Variables	
Variable	Range
1. Effective interpersonal skills	May include but not limited to the following: Basic listening and speaking skills; use of terminology and jargon, communicating and receiving feedback, interpretation of instructions, and basic principles of effective communication.
2. Requirements	Requirements as directed in verbal modes or written in specification or procedures.

Evidence Guide	
<ul style="list-style-type: none"> 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	1.1 Identified roles, and responsibilities in the tourism and hospitality industry 1.2 Worked within the tourism and hospitality industry.
2. Underpinning Knowledge	May include but not limited to: 2.1 Organizational set-up of the food production, food services Hotel Services department, Tourism Sector 2.2 Job roles and responsibilities
3. Underpinning Skills	3.1 Work with team 3.2 Non-verbal communication skills
4. Required Attitude	4.1 Commitment to occupational health and safety 4.2 Environmental concerns

	<p>4.3 Tidiness and timeliness</p> <p>4.4 Respect for rights of peers and seniors in workplace</p>
5. Resource Implication	<p>The following resources must be provided:</p> <p>5.1 Availability of telephone, scanner, internet, etc.</p> <p>5.2 Materials and consumables needed to perform activities</p>
6. Methods of assessment	<p>Competencies could be assessed by:</p> <p>6.1 Written test</p> <p>6.2 Interview</p> <p>6.3 Demonstration with oral questioning</p>
7. Context of assessment	<p>Competencies may be assessed in the work place or in a simulated work place</p>
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), 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 any national qualification.</p> <p>Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.</p>	

Competency Standards for Cook

Unit Title	Acquire and update industry knowledge
Unit Code	TOHSS2009A1
Nominal Hours	40 hours
Unit Descriptor	This unit specifies the knowledge, skills and attitude required to access and applies industry knowledge in the tourism and hospitality.
Elements of Competency	Performance Criteria
1. Collect information on the industry	1.1 Information Sources on the industry are known. 1.2 Specific information on sector of work is accessed. 1.3 Information to assist effective work performance is obtained in line with job requirements. 1.4 Industry information is correctly applied to day-to-day work activities
2. Update industry knowledge	2.1 Information are collected 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	May include but 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 1.9 Peers and colleagues
2. Information to assist effective performance	Information about different sector and industries and services may include: 2.1 Relationship between tourism and hospitality 2.2 Relationship between the industry and other industries 2.3 Industry working conditions 2.4 Legislation that affects the industry 2.4.1 alcoholic beverages/shisha 2.4.2 health and safety 2.4.3 hygiene 2.4.4 gaming 2.4.5 workers compensation 2.4.6 consumer protection 2.4.7 duty of care

	2.4.8 building regulations 2.5 trade unions 2.6 environmental issues and requirements 2.7 industrial relations issues and major organizations 2.8 career opportunities within the industry 2.9 work ethics required to work in the industry and industry expectations of staff 2.10 quality assurance 2.11 insurance
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Evidence Guide	
<ul style="list-style-type: none"> 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	1.1 Accessed key sources of information on the tourism and hospitality 1.2 Updated industry knowledge 1.3 Used industry information
2. Underpinning Knowledge	2.1 Overview of quality assurance in the industry 2.2 Role of individual staff members 2.3 Industry information sources
3. Underpinning Skills	3.1 Use of computer 3.2 Use of internet 3.3 Collecting information
4. Required Attitude	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Tidiness and timeliness 4.4 Respect for rights of peers and seniors in workplace
5. Resource Implication	The following resources must be provided: 5.1 Availability of tools, materials, equipment, internet, and physical facilities to conduct the activities in this unit of competency. 5.2 Materials and consumables to perform activities
6. Methods of Assessment	Competencies could be assessed by: 6.1 Written and oral questions 6.2 Interview 6.3 Portfolio
7. Context of Assessment	Competencies may be assessed in the work place or in a simulated work place
Accreditation Requirements Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), 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 any national qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.	

Competency Standards for Cook

Unit Title	Perform computer operations
Unit Code	TOHSS3010A1
Nominal Hours	60 hours
Unit Descriptor	This unit covers the knowledge, skills and attitudes needed to perform computer operations, which includes inputting, accessing, producing and transferring data using the appropriate hardware and software.
Elements of Competency	Performance Criteria
1. Prepare for the task	1.1 Tasks are selected as per workplace requirements. 1.2 Hardware and software is selected according to task assigned and required outcome. 1.3 OSH guidelines and procedures are followed as per workplace requirements.
2. Prepare a Word Document	2.1 Data are entered into the computer in accordance with requirements. 2.2 Information is checked and saved in accordance with standard operating procedures 2.3 Data are stored in storage media according to requirements. 2.4 Documents are printed as per requirements. 2.5 Work is performed within ergonomic guidelines .
3. Prepare a Spreadsheet document	3.1 Spreadsheet data are entered into the computer in accordance with requirements. 3.2 Information are checked and saved in accordance with standard operating procedures. 3.3 Data are stored in storage media according to requirements. 3.4 Documents are printed as per requirements. 3.5 Work is performed within ergonomic guidelines.
4. Prepare a power point presentation	4.1 Data are entered using power point. 4.2 Entered data are checked and saved. 4.3 Power point is used in accordance with workplace requirements. 4.4 Power point documents are printed as per requirements.
5. Access information using internet service	5.1 Application containing the information required is accessed according to workplace procedures. 5.2 Data are accessed and downloaded using the internet service. 5.3 Data are stored in storage media according to requirements. 5.4 Data are printed as per workplace requirements. 5.5 Communications through email are performed.
Range of Variables	
Variable	Range
1. Task	1.1 Word processing (type, save and print document including simple tables) 1.2 Spread sheets (payroll, requisition and inventory) 1.3 Internet access 1.4 Power point presentation (Word, inserting symbols)
2. Hardware and peripheral devices	May include but not limited to: 2.1 Personal computers 2.2 Networked systems

	<ul style="list-style-type: none"> 2.3 Communication equipment 2.4 Printers 2.5 Scanners 2.6 Keyboard 2.7 Mouse
3. Software	<p>Includes the following but not limited to:</p> <ul style="list-style-type: none"> 3.1 Word processing packages 3.2 Data base packages 3.3 Internet 3.4 Spreadsheets
4. OSH guidelines	<ul style="list-style-type: none"> 4.1 OSH guidelines 4.2 Workplace procedures
5. Storage media	<p>Storage media include the following but not limited to:</p> <ul style="list-style-type: none"> 5.1 CDs 5.2 zip disks 5.3 hard disk drives, local and remote
6. Ergonomic guidelines	<ul style="list-style-type: none"> 6.1 Types of equipment used 6.2 Appropriate furniture 6.3 Sitting posture 6.4 Lifting posture 6.5 Visual display unit screen brightness

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	<ul style="list-style-type: none"> 1.1. Selected and used hardware components according to the task requirement 1.2. Identified and explained 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
2. Underpinning knowledge	<ul style="list-style-type: none"> 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 Software and hardware 2.5 OSH principles and responsibilities 2.6 Computer peripherals
3. Underpinning Skills	<ul style="list-style-type: none"> 3.1 Reading skills required to interpret work instruction 3.2 Communication skills
4. Required Attitude	<ul style="list-style-type: none"> 4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Tidiness and timeliness 4.4 Respect for rights of peers and seniors in workplace
5. Resource Implication	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> 5.1 Computer hardware, facilities and relevant accessories of the computer 5.2 Materials, consumables to perform activities
6. Methods of Assessment	<p>Competencies could be assessed by:</p> <ul style="list-style-type: none"> 6.1 Written test 6.2 Interview 6.3 Demonstration with oral questioning

	6.4 Portfolio
7. Context of Assessment	Competencies may be assessed in the work place or in a simulated work place
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), 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 any national qualification.</p> <p>Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.</p>	

OCCUPATION SPECIFIC COMPETENCIES

Competency Standards for Cook

Unit Title	Clean and Maintain premises
Unit Code	TOHCOK1011A1
Nominal Hours	30 hours
Unit Descriptor	This unit covers the knowledge, skills and attitude to clean and maintain kitchen premises. It requires the ability to clean, sanitize and store equipment; clean and sanitize premises and proper disposal of waste.
Elements of Competency	Performance Criteria
1. Clean, sanitize and store equipment	1.1 PPE is worn following workplace requirements. 1.2 Chemicals are selected and used for safe cleaning and/or sanitizing kitchen equipment. 1.3 Tools and equipment are cleaned and/or sanitised according to manufacturer's instructions and without causing damage. 1.4 Equipment is assembled and disassembled in a safe manner. 1.5 Chemicals and equipment are stored safely and correctly in the correct position and area.
2. Clean and sanitize premises	2.1 Cleaning schedules are followed based on company's procedures. 2.2 Chemicals and equipment for cleaning and/or sanitizing are used safely. 2.3 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 wastes	3.1 Wastes are sorted and disposed according to sanitary regulations, company practices and standard procedures. 3.2 Cleaning chemicals are disposed safely according to standard procedures.
Range of Variables	
Variable	Range
1. Chemicals	Chemicals may include but not limited to: 1.1 Dishwashing soap 1.2 Sanitizing chemicals
2. Tools and equipment	May include but not limited to: 2.1 hand-held tools (wire whisk, measuring tools) 2.2 Equipment (cooking ranges, refrigerator, freezer, food processor)
3. Working Surfaces	May include but not limited to: 3.1 Walls 3.2 Floors 3.3 Shelves 3.4 Working tables 3.5 Ovens, stoves, cooking equipment, sink and appliances 3.6 Cold storage equipment 3.7 Store rooms and cupboards

4. Waste	4.1 Biodegradable 4.2 Non-biodegradable 4.3 Recyclable
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Evidence Guide	
<ul style="list-style-type: none"> 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	1.1 Cleaned and sanitized tools, utensils and equipment 1.2 Cleaned and sanitized premises 1.3 Disposed of wastes in accordance to industry requirements
2. Underpinning Knowledge	2.1 Principles of cleaning and sanitizing 2.2 Occupational health and safety 2.3 Various types and uses of chemicals and equipment for cleaning and sanitizing 2.4 Waste Management
3. Underpinning Skills	3.1 Handling of tools and materials 3.2 Safe work practices 3.3 Weighing/portioning 3.4 Sanitizing procedures and techniques
4. Required Attitude	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Tidiness and timeliness 4.4 Respect for rights of peers and seniors in workplace
5. Resource Implication	The following resources must be provided: 5.1 Tools ,equipment and physical facilities appropriate to perform activities 5.2 Materials, consumables to perform activities
6. Methods of Assessment	Competencies could be assessed by: 6.1 Demonstration with oral questioning 6.2 Written test 6.3 Interview
7. Context of Assessment	Competencies may be assessed in the work place or in a simulated work place
Accreditation Requirements	
<p>Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), 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 any national qualification.</p> <p>Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.</p>	

Competency Standards for Cook

Unit Title	Organize and Prepare for Cooking
Unit Code	TOHCOK1012A1
Nominal Hours	20 hours
Unit Descriptor	This unit covers the knowledge, skills and attitude to organize and prepare food according to workplace standards.
Elements of Competency	Performance Criteria
1. Prepare tools, utensils and equipment for use	1.1 PPE is worn following workplace procedures. 1.2 Tools and equipment are identified according to use. 1.2 Tools, utensils and equipment are cleaned, sanitized and prepared based on the required tasks.
2. Prepare ingredients according to menu items	2.1 Ingredients are selected for use according to standard recipes. 2.2 Workplace safety and hygienic procedures are followed according to workplace requirements.
3. Clean and maintain facilities, tools and equipment	3.1 Tools and equipment are cleaned and sanitized. 3.2 Facilities are cleaned and maintained after use. 3.3 Tools and equipment are stored in designated areas.
Range of Variables	
Variable	Range
1. Tools and equipment	May include but not limited to: 1.1 Hand-held tools (wire whisk, measuring tools, etc.) 1.2 Equipment (cooking ranges, refrigerator, freezer, food processor)
2. Ingredients	May include but not limited to: 2.1 Meat, Poultry, Seafood, Vegetable, farinaceous, eggs 2.2 Spices and herbs 2.3 Seasonings 2.4 Fats and oil

Evidence Guide	
<ul style="list-style-type: none"> 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	1.1 Organised and prepared general range of foods. 1.2 Identified and used kitchen tools and equipment.
2. Underpinning Knowledge	2.1 Basic products and types of menus 2.2 Principles and practice of hygiene 2.3 Occupational health and safety
3. Underpinning Skills	3.1 Handling of tools and materials

	3.2 Safe work practices 3.3 Weighing/portioning 3.4 Preparing for cooking
4. Required Attitude	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Tidiness and timeliness 4.4 Respect for rights of peers and seniors in workplace
5. Resource Implication	The following resources must be provided: 5.1 Tools, equipment and physical facilities appropriate to perform activities 5.2 Materials, consumables to perform activities
6. Methods of Assessment	Competencies could be assessed by: 6.1 Demonstration with oral questioning 6.2 Written Test 6.3 Interview
7. Context of Assessment	Competencies may be assessed in the work place or in a simulated work place
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), 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 any national qualification.</p> <p>Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.</p>	

Competency Standards for Cook

Unit Title	Use basic methods of cookery
Unit Code	TOHCOK1013A1
Nominal Hours	70 hours
Unit Descriptor	This unit covers the knowledge, skills and attitude to use basic methods of cookery in food production area.
Elements of Competency	Performance Criteria
1. Prepare tools, utensils and equipment for use	1.1 Personal Protective Equipment (PPE) are selected and worn for use as per standard requirement 1.2 Tools, utensils and equipment are selected according to use 1.2 Tools, utensils and equipment are cleaned, sanitized and prepared based on the required tasks.
2. Prepare ingredients according to menu items	2.1 Ingredients are selected for use according to standard recipes. 2.3 Workplace safety and hygienic procedures are followed according to workplace requirements.
3. Apply methods of cookery	3.1 Methods of cookery to prepare dishes are applied as required. 3.2 Cooking is carried out in a correct, safe and sequential manner.
4. Clean and maintain facilities, tools and equipment	4.1 Tools and equipment are cleaned and sanitized. 4.2 Facilities are cleaned and maintained after use. 4.3 Tools and equipment are stored in designated areas.
Range of Variables	
Variable	Range
1. Tools and equipment	May include but not limited to: 1.1 Hand-held kitchen tools 1.2 Electric/gas ranges, ovens, grills, deep fryers, food processors, blenders, mixers, slicers
2. Methods of cookery	The following products (Vegetable, Poultry, Egg) maybe cook through: 2.1 Blanching 2.2 Boiling 2.3 Poaching 2.4 Braising 2.5 Stewing 2.6 Steaming 2.7 Deep Frying :Shallow Frying 2.8 Roasting 2.9 Baking 2.10 Grilling 2.11 Sautéing

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	1.1 Used basic methods of cookery into range of foods 1.2 Used kitchen tools, utensils and equipment in accordance to workplace procedures
2. Underpinning Knowledge	2.1 Basic methods of cookery 2.2 Principles and practice of hygiene 2.3 Occupational health and safety
3. Underpinning Skills	3.1 Handling of tools and materials 3.2 Safe work practices 3.3 Weighing/portioning
4. Required Attitude	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Tidiness and timeliness 4.4 Respect for rights of peers and seniors in workplace
5. Resource Implication	The following resources must be provided: 5.1 Tools, equipment and physical facilities appropriate to perform activities 5.2 Materials and consumables to perform activities
6. Methods of Assessment	Competencies could be assessed by: 6.1 Demonstration and oral questioning 6.2 Written Test 6.3 Interview
7. Context of Assessment	Competencies may be assessed in the work place or in a simulated work place

Accreditation Requirements

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Competency Standards for Cook

Unit Title	Receive and store kitchen goods
Unit Code	TOHCOK2014A1
Nominal Hours	20 hours
Unit Descriptor	This unit covers the knowledge, skills and attitude to receive and store kitchen goods for operations.
Elements of Competency	Performance Criteria
1. Receive delivery of goods	1.1 Incoming goods are checked against orders and delivery documentation. 1.2 Variations are defined, recorded and communicated to the responsible person. 1.3 Items are inspected for quality, size and freshness in accordance with workplace requirement.
2. Store goods	2.1 All goods are transported timely and safely to the storage area. 2.2 Stock levels are recorded accurately in accordance with workplace procedures. 2.3 Goods are labelled in accordance with workplace procedures. 2.4 Goods are stored in accordance with standard operating procedure. 2.5 Vouchers and tickets are preserved according to workplace procedure.
Range of Variables	
Variable	Range
1. Goods	Goods may include but is not limited to: 1.1 Food 1.2 Beverage 1.3 Equipment 1.4 Stationery 1.5 Cleaning Agent 1.6 Brochures 1.7 Cleaning agents

Evidence Guide	
<ul style="list-style-type: none"> 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	1.1 Received and stored goods in accordance with workplace requirement.
2. Underpinning Knowledge	2.1 Examples of goods control documentation system 2.2 Basic stock knowledge 2.3 Occupational health and safety 2.4 Product knowledge
3. Underpinning Skills	3.1 Filling-up standard templates/forms for stocks

	3.2 Safe work practices 3.3 Weighing/portioning
4.Underpinning Attitude	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Tidiness and timeliness 4.2 Respect for rights of peers and seniors in workplace
5. Resource Implication	The following resources must be provided: 5.1 Tools, equipment and physical facilities appropriate to perform activities 5.2 Materials and consumables needed to perform activities
6. Methods of Assessment	Competencies could be assessed by: 6.1 Demonstration with oral questioning 6.2 Written test 6.5 Interview
7. Context of Assessment	Competencies may be assessed in the work place or in a simulated work place
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), 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 any national qualification.</p> <p>Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.</p>	

Competency Standards for Cook

Unit Title	Prepare Stocks, Soups and Sauces
Unit Code	TOHCOK2015A1
Nominal Hours	60 hours
Unit Descriptor	This unit covers the knowledge, skills and attitude required to prepare stocks, soups and sauces. It also covers presentation of soup and sauces; and reconstitution of stocks, soup and sauces.
Elements of Competency	Performance Criteria
1. Prepare for stocks, soups and sauces	1.1 PPE is used following workplace OSH requirements. 1.2 Tools, utensils and equipment are prepared for stocks, soups and sauces . 1.3 Ingredients are selected according to requirement. 1.4 Workplace OSH procedures followed
2. Cook and present stocks, soups and sauces	2.1 Stocks, soups and sauces are cooked following workplace standards. 2.2 Thickening agents are used as required. 2.3 Derivations from basic sauces are made.
3. Store Stocks, soups and sauces	3.1 Leftovers are stored according to standard operating procedure 3.2 Stocks, soups and sauces are stored and without compromising quality
4. Reconstitutes stocks, soups and sauces	4.1 Stocks, soup and sauces are reheated/reconstituted following standard operating procedure
5. Clean and maintain facilities, tools and equipment	5.1 Tools and equipment are cleaned and sanitized. 5.2 Facilities are cleaned and maintained after use. 5.3 Tools and equipment are stored in designated areas.
Range of Variables	
Variable	Range
1. Stocks	May include but 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 not limited to: 2.1 Clear 2.1.1 Consommé 2.1.2 Broths 2.2 Thick 2.2.1. Cream 2.2.2. Puree 2.3 Specialty soups 2.3.1. National/regional soups
3. Sauces	May include but not limited to: 3.1 Béchamel/White 3.2 Veloute 3.3 Espagnole/Brown 3.4 Tomato

	3.5 Hollandaise 3.6 Mayonnaise (Cold Sauce)
4. Thickening agents	May include but not limited to: 4.1 Roux 4.2 Flour, Corn Flour, Arrow root, 4.3 Potato Flour 4.4 Rice Flour 4.5 Egg yolk 4.6 Crème
5. Derivation from basic sauces	May include but not limited to: 5.1 Cocktail sauce 5.2 Tartar sauce 5.3 Supreme sauce 5.4 Provencale

Evidence Guide	
<ul style="list-style-type: none"> 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	1.1 Prepared, stored and reconstituted stocks, soups and sauces following workplace standards 1.2 Demonstrated safety practices in handling tools and equipment
2. Underpinning Knowledge	2.1 Basic culinary terms used in for cooking 2.2 Cooking methods for stocks, soups and sauces 2.3 Effect of thickening and clarifying agents on stocks, soups and sauces
3. Underpinning Skills	3.1 Organizational skills and teamwork 3.2 Safe work practices 3.3 Weighing/portioning of ingredients 3.4 Following logical and time efficient work flow
4. Required Attitude	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Tidiness and timeliness 4.4 Respect for rights of peers and seniors in workplace
5. Resource Implication	The following resources must be provided: 5.1 Tools, utensils and equipment; and physical facilities appropriate to perform activities 5.2 Ingredients for making variety of stocks, soups and sauces
6. Methods of assessment	Competencies could be assessed by: 6.1 Demonstration with oral questioning 6.2 Written Test 6.3 Interview
7. Context of assessment	Competencies may be assessed in the work place or in a simulated work place

Accreditation Requirements

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Competency Standard for Cook

Unit Title	Prepare Vegetables, eggs and farinaceous dishes
Unit Code	TOHCOK2016A1
Nominal Hours	60 hours
Unit Descriptor	This unit covers the knowledge, skills and attitude to prepare and present vegetables, eggs and farinaceous dishes.
Elements of Competency	Performance Criteria
1. Prepare and present vegetables dishes	1.1 PPE is worn following workplace procedures. 1.2 Vegetables are selected according to requirement. 1.3 Vegetable dishes are prepared according to recipe requirement. 1.4 Vegetable dishes are presented according to workplace procedure. 1.5 Vegetables and potato-accompaniments are selected to complement and enhance menu items 1.6 Sauces and accompaniments are selected as per recipe 1.7 Standard portion for vegetables is maintained to minimise wastage.
2. Prepare and present farinaceous dishes	2.1 Farinaceous -based foods are prepared according to standard recipes. 2.2 Sauces and accompaniments are selected as per recipe. 2.3 Farinaceous dishes are presented according to workplace requirements.
3. Prepare and present egg dishes	3.1 Egg dishes are prepared in accordance with standard recipe. 3.2 Sauces and accompaniments are selected as per recipe. 3.3 Egg dishes are presented according to workplace requirements.
4. Store vegetables, egg and farinaceous dishes	4.1 Egg dishes, vegetables dishes and farinaceous dishes are stored according to workplace procedures. 4.2 Containers are selected for storage of prepared eggs, vegetables and farinaceous dishes. 4.3 Eggs, vegetables and farinaceous dishes are stored and utilized in accordance with First In First Out (FIFO) procedures
5. Clean and maintain facilities, tools and equipment	5.1 Tools and equipment are cleaned and sanitized. 5.2 Facilities are cleaned and maintained after use. 5.3 Tools and equipment are stored in designated areas.
Range of Variables	
Variable	Range
1. Vegetable	Vegetables may include but not limited to: 1.1 Fruit 1.2 Seeds 1.3 Roots 1.4 Tubers 1.5 Bulbs 1.6 Stems 1.7 Leaves

	1.8 Flower
2. Farinaceous	May include but not limited to: 2.1 Food made from flour or meal 2.2 may contain or yield starch 2.3 pasta 2.4 rice
3. Egg	May include but not limited to: 3.1 Chicken egg 3.2 Quail egg 3.3 Duck egg

Evidence Guide	
<ul style="list-style-type: none"> 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	1.1 Prepared and presented vegetables, eggs and farinaceous dishes following workplace requirements 1.2 Prepared appropriate sauces for the prepared farinaceous and egg dishes 1.3 Stored vegetables, eggs and farinaceous dishes in accordance to workplace requirements 1.4 Demonstrated safety practices in handling tools and equipment
2. Underpinning Knowledge	2.1 Culinary terms used in the workplace 2.2 Cooking Methods 2.3 Local specialties 2.4 Classification and varieties of vegetables, eggs and farinaceous 2.5 Characteristics of fresh eggs and vegetables
3. Underpinning Skills	3.1 Working in a team 3.2 Following safe work practices 3.3 Weighing/portioning 3.4 Following logical and time efficient work flow
4. Required Attitude	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Tidiness and timeliness 4.4 Respect for rights of peers and seniors in workplace
5. Resource Implication	The following resources must be provided: 5.1 Tools ,equipment and physical facilities appropriate to perform activities 5.2 Ingredients for making variety of vegetables, eggs and farinaceous dishes
5 Methods of assessment	Competencies could be assessed by: 6.1 Demonstration with oral questioning 6.2 Written test 6.3 Interview
6 Context of assessment	Competencies may be assessed in the work place or in a simulated work place

Accreditation Requirements

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Competency Standards for Cook

Unit Title	Follow Food Safety Procedures
Unit Code	TOHCOK2017A1
Nominal Hours	30 hours
Unit Descriptor	This unit covers following Food Safety Procedures using the HACCP (Hazard Analysis and Critical Control Points)
Elements of Competency	Performance Criteria
1. Identify food safety hazards and risks	1.1 Biological, physical and chemical hazards are described and explained. 1.2 Biological, physical and chemical hazards are identified through visual inspection. .
2. Followed the workplace HACCP plan	2.1 HACCP plan is understood as per workplace procedure. 2.2 Food is prepared following workplace food safety specifications. 2.3 The Food Production System /Process Flow Chart is understood and followed. 2.4 Records of food production system are maintained. 2.5 Critical control points are monitored and maintained. 2.6 Corrective actions are taken in the event of hazard within the level of responsibility. 2.7 Auditing and validations of HACCP are participated following workplace procedures.
Range of Variables	
Variable	Range
1. Food production system	1.1 Purchasing, delivery & storage 1.2 Preparation and cooking 1.3 Cooling & storage 1.4 Holding or display 1.5 Reheating
2. Critical control points	May include but not limited to: 2.1 Temperature 2.2 Time 2.3 Light 2.4 Packaging requirements

Evidence Guide	
<ul style="list-style-type: none"> 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	1.1 Described Biological, Physical and Chemical hazards. 1.2 Followed HACCP system in accordance to workplace procedure.
2. Underpinning Knowledge	2.1 Description HACCP 2.2 Occupational health and safety on food safety procedures 2.3 Local regulations pertaining to food production and packaging
3. Underpinning Skills	3.1 Handling safe work practices 3.3 Sanitizing and disinfecting procedures and techniques

4. Required Attitude	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Tidiness and timeliness 4.4 Respect for rights of peers and seniors in workplace
5. Resource Implication	The following resources must be provided: 5.1 Tools, equipment and physical facilities appropriate to perform activities 5.2 Materials, consumables to perform activities
6. Methods of assessment	Competencies could be assessed by: 6.1 Demonstration with oral questions 6.2 Written test 6.3 Interview
7. Context of assessment	Competencies may be assessed in the work place or in a simulated work place
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), 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 any national qualification.</p> <p>Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.</p>	

Competency Standards for Cook

Unit Title	Prepare pastry, cakes and yeast-based products
Unit Code	TOHCOK3018A1
Nominal Hours	50 hours
Unit Descriptor	This unit covers the knowledge, skills and attitude required to prepare and store the range of pastries, cakes and yeast-based products.
Elements of Competency	Performance Criteria
1. Prepare and present pastries	1.1 PPE is worn following workplace requirements 1.2 Ingredients are selected, measured and weighed according to recipe requirements. 1.3 Ingredients are used to produce pastries according to workplace requirements. 1.4 Produced pastries are presented according to workplace requirements.
2. Prepare and present cakes and yeast-based products	2.1 Ingredients for cakes and yeast-based products are selected 2.2 Cakes and yeast-based products are prepared and decorated according to workplace requirements 2.3 Cakes and yeast-based products are presented following workplace requirements.
3. Store pastries, cakes and yeast-based products	3.1 Portion control is applied to minimise wastage. 3.2 Pastries, Cakes and Yeast-based products are stored in appropriate temperature zone.
4. Clean and maintain facilities, tools and equipment	4.1 Tools and equipment are cleaned and sanitized. 4.2 Facilities are cleaned and maintained after use. 4.3 Tools and equipment are stored in designated areas.
Range of Variables	
Variable	Range
1. Pastry	Pastry includes but not limited to: 1.1 Sweet paste (tart)
2. Yeast-based products	Yeast-based products (breads, yeast-based sweets)
3. Cakes	Sponges cakes, plain cake, fruit cake, Local Cakes (Pitha – bhapa, patichapta, phuli, chitoi, etc)

Evidence Guide	
<ul style="list-style-type: none"> 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	1.1 Prepared range of pastry, cakes and yeast-based products according to workplace requirements 1.2 Presented pastry, cakes and yeast-based products attractively 1.3 Stored pastry, cakes and yeast-based products appropriately

2. Underpinning knowledge	2.1 Culinary terms commonly used in preparing pastry, cakes and yeast- based products 2.2 Safe work practices on handling equipment for preparing pastry, cakes and yeast-based products 2.3 Nutrition related to pastry, cakes and yeast- based products
3. Underpinning Skills	3.1 Organizational skills and teamwork 3.2 Safe work practices 3.3 Weighing/portioning 3.4 Logical and time efficient work flow
4. Required Attitude	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Tidiness and timeliness 4.4 Respect for rights of peers and seniors in workplace
5. Resource Implication	The following resources must be provided: 5.1 Tools ,equipment and physical facilities appropriate to perform activities 5.2 Range of suitable ingredients for making variety of pastries, cakes and yeast-based products
6. Methods of Assessment	Competencies could be assessed by: 6.1 Demonstration with oral questioning 6.2 Written test 6.3 Interview
7. Context of assessment	Competencies may be assessed in the work place or in a simulated work place
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), 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 any national qualification.</p> <p>Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.</p>	

Competency Standards for Cook

Unit Title	Prepare Poultry Dishes
Unit Title	TOHCOK3019A1
Nominal Hours	60 hours
Unit Descriptor	This unit covers the knowledge, skills and attitude to prepare and store poultry dishes.
Elements of Competency	Performance Criteria
1. Prepare for cooking poultry dishes	1.1 PPE is used following workplace OSH requirements. 1.2 Tools, utensils and equipment are prepared for poultry cooking. 1.3 Ingredients are selected, measured and weighed according to recipe requirements. 1.4 Mise en place techniques are applied where appropriate.
2. Cook and present poultry dishes	2.1 Poultry is handled hygienically to minimize risk of food spoilage and cross-contamination. 2.2 Poultry dishes are cooked according to standard recipes 2.3 Service wares are selected in accordance with type of poultry dishes 2.4 Factors of success in presenting poultry dishes are observed.
3. Store poultry dishes	3.1 Leftovers are stored according to standard operating procedure 3.2 Poultry dish is 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
1. Tools, utensils and equipment	May include but 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 equipment 1.6 Food slicers and processors 1.7 Meat thermometer 1.8 Weighing scales 1.9 Kitchen twines
2. Poultry	May include but not limited to : 2.1 Chicken, turkey, duck, goose, pigeon, quail
3. Mise en place techniques	Mise en place techniques includes but not limited to: 3.1 Boning, cutting, trimming, mincing 3.2 Weighing, portioning 3.3 Larding, tenderising, rolling, trussing 3.4 Stuffing, tying and skewering, marinating
4. Cooking method	May include but not limited to:

	4.1 Roasting 4.2 Grilling 4.3 Baking 4.4 Pan frying 4.5 Braising 4.6 Stewing 4.7 Boiling 4.8 Steaming 4.9 Poaching 4.10 Deep fat frying
5. Factors of Success	Factors may include but not limited to: 5.1 Portioning 5.2 Decoration

Evidence Guide	
<ul style="list-style-type: none"> 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	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 Classification of poultry/ Basic culinary terms for cooking 2.2 Classification of cooking methods for poultry 2.3 Appropriate trade names and cooking terms in accordance with standard poultry cuts 2.4 Principles and practices of storing, freezing and aging of poultry 2.5 Safe work practices on using kitchen equipment and tools
3. Underpinning Skills	3.1 Organizational skills and teamwork 3.2 Safe work practices 3.3 Weighing/portioning 3.4 Logical and time efficient work flow in preparing poultry dishes
4. Required Attitude	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Tidiness and timeliness 4.4 Respect for rights of peers and seniors in workplace
5. Resource Implication	The following resources must be provided: 5.1 Tools ,equipment and physical facilities appropriate to perform activities 5.2 Range of suitable ingredients for making variety of poultry dishes
6. Methods of assessment	Competencies could be assessed by: 6.1 Demonstration with oral questioning 6.2 Written test 6.3 Interview
7. Context of assessment	Competencies may be assessed in the work place or in a simulated work place

Accreditation Requirements

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Competency Standards for Cook

Unit Title	Prepare Hot and Cold Desserts
Unit Code	TOHCOK3020A1
Nominal Hours	40 hours
Unit Descriptor	This unit covers the knowledge, skills and attitude required to prepare the range of hot and cold desserts.
Elements of Competency	Performance Criteria
1. Prepare hot and cold desserts	1.1 PPE is worn according to workplace OSH requirements. 1.2 Ingredients are selected, measured and weighed according to recipe requirements. 1.3 Ingredients are used to produce hot, cold and frozen desserts. 1.4 Workplace requirements are followed to produce desserts appropriately.
3. Present desserts	2.1 Desserts are portioned according to workplace standard. 2.2 Desserts are presented in a decorative way.
3. Prepare sweet sauces	3.1 Range of hot and cold sauces is produced to desired consistency. 3.2 Sauces are flavoured according to workplace requirements 3.3 Thickening agents suitable for sweet sauces are used 3.4 Sauces are stored based from workplace procedures
4. Store hot and cold desserts	4.1 Desserts are stored appropriately following workplace standards. 4.2 Desserts are packaged appropriately to maintain the quality. 4.3 Desserts are maintained following temperature requirements.
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 designated places according to workplace requirements.
Range of Variables	
Variable	Range
1. Desserts	Desserts include but not limited to: 1.1 Pudding, pies, tarts 1.2 Custards 1.3 Prepared fruit 1.4 Local dessert (Firni, payesh, jorda, etc)
2. Sauces	May include but not limited to: 2.1 Sugar syrups 2.2 Chocolate-based sauces 2.3 Custards and crèmes
3. Thickening agents for sweet sauces	May include but not limited to: 3.1 Corn starch, arrowroot 3.2 Modified starch 3.3 Liaison 3.4 Gelatin 3.5 Rice Flour 3.6 Chickpeas

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	1.1 Prepared range of hot and cold desserts according to workplace requirements 1.2 Presented desserts and sweets decoratively 1.3 Prepared sweet sauces according to workplace requirements 1.4 Stored desserts according to workplace requirements
2. Underpinning Knowledge	2.1 Culinary terms commonly used in preparing hot and cold desserts 2.2 Safe work practices on handling hot and frozen products and equipment 2.3 Various types and uses of chemicals and equipment for cleaning and sanitizing 2.4 Details and characteristics of different types of hot and cold desserts and sweets
3. Underpinning Skills	3.1 Organizational skills and teamwork 3.2 Safe work practices 3.3 Weighing/portioning 3.4 Logical and time efficient work flow
4. Required Attitude	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Tidiness and timeliness 4.4 Respect for rights of peers and seniors in workplace
5. Resource Implication	The following resources must be provided: 5.1 Tools ,equipment and physical facilities appropriate to perform activities 5.2 Range of suitable ingredients for making variety of desserts and sweets
6. Methods of Assessment	Competencies could be assessed by: 6.1 Demonstration with oral questioning 6.2 Written test 6.4 Interview
7. Context of assessment	Competencies may be assessed in the work place or in a simulated work place

Accreditation Requirements

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Competency Standards for Cook

Unit Title	Prepare appetizers, salads and sandwiches
Unit Code	TOHCOK3021A1
Nominal Hours	60 hours
Unit Descriptor	This unit covers the knowledge, skills and attitude to prepare, present and store appetizers, salads and sandwiches.
Elements of Competency	Performance Criteria
1. Prepare for appetizers, salads and sandwiches	1.1 PPE is worn following workplace OSH requirements. 1.2 Ingredients, tools and utensils for appetizers, salads and sandwiches are selected. 1.3 Tools, utensils and equipment are cleaned, sanitized and prepared based on the required tasks.
2. Make appetizers, salads and sandwiches	2.1 Appetizers, salads and sandwiches are prepared in accordance with workplace standards. 2.2 Safety and hygienic procedures are followed according to standards.
3. Present appetizers, salads and sandwiches	3.1 Plates are selected to present appetizers, salads and sandwiches 3.2 Appetizers, salads and sandwiches are presented in accordance with workplace requirements 3.3 Presentation techniques are observed in appetizers, salads and sandwiches as required. .
4. Store appetizers, salads and sandwiches	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 designated places according to workplace requirements.
Range of Variables	
Variable	Range
1. Appetizers, Salad, Sandwiches	1.1 Appetizers 1.1.1 Hot Appetizers: Prawn tempura, fish fingers 1.1.2 Cold Appetizers: Coleslaw, fresh green salad 1.2 Salads Salads maybe classical or contemporary and served cold using diverse variety of ingredients 1.3 Sandwiches Sandwiches may be classical or modern and hot or cold using a variety of fillings and/or types of bread
2. Presentation techniques	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
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Evidence Guide	
<ul style="list-style-type: none"> 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	1.1 Prepared appetizers, salads and sandwiches following workplace requirements. 1.2 Presented appetizers, salads and sandwiches according to standards. 1.3 Stored items in accordance with workplace requirements.
2. Underpinning Knowledge	2.1 Culinary terms used in preparing appetizers, salads and sandwiches 2.2 Principles and practice of hygiene 2.3 Factors affecting presentation of appetizers, salads and sandwiches
3. Underpinning Skills	3.1 Handling tools and materials 3.2 Safe work practices 3.3 Weighing/portioning
4. Required Attitude	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Tidiness and timeliness 4.4 Respect for rights of peers and seniors in workplace
5. Resource Implication	The following resources must be provided: 5.1 Tools, equipment and physical facilities appropriate to perform activities 5.2 Materials and consumables needed to perform activities
6. Methods of assessment	Competencies could be assessed by: 6.1 Demonstration with oral questions 6.2 Written test 6.3 Interview
7. Context of assessment	Competencies may be assessed in the work place or in a simulated work place
Accreditation Requirements Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), 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 any national qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.	

Competency Standards for Cook

Unit Title	Prepare Seafood Dishes
Unit Title	TOHCOK4022A1
Nominal Hours	70 hours
Unit Descriptor	This unit covers the knowledge, skills and attitude to prepare, present and store seafood dishes.
Elements of Competency	Performance Criteria
1. Prepare for seafood dishes	1.1 Personal Protective Equipment (PPE) is worn. 1.2 Tools, utensils and equipment are prepared for seafood cooking. 1.3 Seafood is selected according to quality and workplace requirement. 1.4 Ingredients are selected, measured and weighed according to recipe requirements. 1.5 Seafood is cleaned, gutted and filleted in accordance to workplace requirements
2. Cook and present fish and shellfish	2.1 Cooking methods are used for seafood dishes according to workplace standards 2.2 Fish and shellfish by-products are used appropriately for a variety of dishes and menu items 2.3 Service wares are selected in accordance with type of seafood dishes 2.4 Factors in plating dishes are observed in presenting seafood dishes
3. Store fish and shellfish	3.1 Leftovers are stored according to standard operating procedure 3.2 Seafood is stored and utilized in accordance to First In First out (FIFO) procedures
4. Clean and store tools and equipment	4.1 Tools, equipment and facility are cleaned and sanitized following workplace procedures. 4.2 Tools and equipment are stored in the designated places according to workplace requirements.
Range of Variables	
Variable	Range
1. Seafood	May include but not limited to : 1.1 Classification of Fish 1.1.1 Flat fish 1.1.2 Round fish 1.2 Water source 1.2.1 Salt water 1.2.2 Freshwater 1.3 Processed fish 1.3.1 Dried 1.3.2 Smoke 1.3.3 canned 1.4 Market form (Fish Cut) 1.4.1 Fillet 1.4.2 Whole 1.5 Shellfish

	<p>1.5.1 Mollusc: oysters, mussels</p> <p>1.5.2 Crustaceans: lobster, prawn & shrimp</p>
3. Cooking method	<p>May include but not limited to:</p> <p>3.1 Grilling</p> <p>3.2 Baking</p> <p>3.3 Pan frying</p> <p>3.4 Deep fat Frying</p> <p>3.5 Braising</p> <p>3.6 Boiling</p> <p>3.7 Steaming</p> <p>3.8 Poaching</p>

Evidence Guide	
<ul style="list-style-type: none"> 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>1.1 Prepared and presented seafood dishes following workplace standards.</p> <p>1.2 Stored seafood dishes in accordance to workplace requirements.</p> <p>1.3 Safety practices in handling tools and equipment.</p>
2. Underpinning Knowledge	<p>2.1 Culinary terms used in the workplace</p> <p>2.2 Local specialties</p> <p>2.3 Logical and time efficient work flow</p> <p>2.4 Classification and varieties of fish and shell fish</p> <p>2.5 Characteristics of fresh seafood</p> <p>2.6 Principles and practices of storing and freezing of seafood</p>
3. Underpinning Skills	<p>3.1 Organizational skills and teamwork</p> <p>3.2 Safe work practices</p> <p>3.3 Weighing/portioning</p> <p>3.4 Logical and time efficient work flow</p> <p>3.5 Skills in cookery methods for fish and shell fish</p>
4. Required Attitude	<p>4.1 Commitment to occupational health and safety</p> <p>4.2 Environmental concerns</p> <p>4.3 Tidiness and timeliness</p> <p>4.4 Respect for rights of peers and seniors in workplace</p>
5. Resource Implication	<p>The following resources must be provided:</p> <p>5.1 Tools ,equipment and physical facilities appropriate to perform activities</p> <p>5.2 Range of suitable ingredients for making variety of seafood dishes</p>
6. Methods of Assessment	<p>Competencies could be assessed by:</p> <p>6.1 Demonstration</p> <p>6.2 Written or oral questions</p> <p>6.3 Interview</p>
7. Context of Assessment	<p>Competencies may be assessed in the work place or in a simulated work place</p>

Accreditation Requirements

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Competency Standards for Cook

Unit Title	Prepare Meat Dishes
Unit Title	TOHCOK4023A1
Nominal Hours	70 hours
Unit Descriptor	This unit covers the knowledge, skills and attitude to prepare, present and store meat dishes following workplace requirements.
Elements of Competency	Performance Criteria
1. Prepare for meat dishes	<p>1.1 PPE is worn following workplace requirements.</p> <p>1.2 Tools, utensils and equipment are prepared for meat cooking</p> <p>1.3 Ingredients are selected, measured and weighed according to recipe requirements.</p> <p>1.4 Mise en place techniques are applied where appropriate.</p>
2. Cook and present meat cuts	<p>2.1 Primal, secondary and portioned cuts of lamb, beef and veal are identified in accordance with the standard meat cuts.</p> <p>2.2 Meat cuts are prepared to the correct portion according to menu requirements.</p> <p>2.3 Meat cuts are cooked to approved cooking methods and presented to standard recipe specifications.</p> <p>2.4 Suitable marinades are prepared where appropriate</p> <p>2.5 Factors in presenting meat dishes are observed.</p>
3. Store meat	<p>3.1 Leftovers are stored according to standard operating procedure</p> <p>3.2 Meat dishes are stored in appropriate temperature zones.</p> <p>3.4 Meat dishes are stored and utilized in accordance to First In First out (FIFO) procedures.</p>
4. Clean and store tools and equipment	<p>4.1 Tools, equipment and facility are cleaned and sanitized following workplace procedures.</p> <p>4.2 Tools and equipment are stored in the designated places according to workplace requirements.</p>
Range of Variables	
Variable	Range
1. Tools, utensils and equipment	<p>May include but not limited to:</p> <p>1.1 Various kitchen knives</p> <p>1.2 Meat mallet</p> <p>1.3 Meat hooks</p> <p>1.4 Knife sharpening and honing equipment</p> <p>1.5 Food slicers and processors</p> <p>1.6 Meat thermometer</p> <p>1.7 Weighing scales</p> <p>1.8 Kitchen twines</p> <p>1.9 Color-coded Cutting boards</p>
2. Mise en place techniques	<p>Preparation techniques include but not limited to:</p> <p>2.1 Boning, cutting (trimming, mincing)</p> <p>2.2 Weighing, portioning</p> <p>2.3 Larding, tenderising, rolling, trussing</p> <p>2.4 Stuffing, tying and skewering, marinating</p>

3. Meat cuts	May include but not limited to: Fillet, sirloin, T-bone, Lamb chops, cutlets, Lamb rack
4. Cooking method	May include but not limited to: 4.1.1 Roasting 4.1.2 Baking 4.1.3 Pan frying 4.1.4 Deep fat Frying 4.1.5 Grilling 4.1.6 Braising 4.1.7 Stewing 4.1.8 Boiling 4.1.9 Steaming 4.1.10 Poaching 4.1.11 Simmering

Evidence Guide	
<ul style="list-style-type: none"> 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	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 workplace requirements 1.4 Presented variety of meat dishes 1.5 Followed safety practices in handling tools and equipment
2. Underpinning Knowledge	2.1 Classification of meats/basic culinary terms for cooking 2.2 Classification of culinary methods 2.3 Characteristics of meats including type, cut, quality and fat content 2.4 Characteristics of different meat cuts including primary, secondary and portioned cuts 2.5 Appropriate trade names and cooking terms in accordance with standard meat cuts 2.6 Principles and practices of storing, freezing and aging of meats 2.7 Nutrition content and food values of meat 2.8 Cooking terms related to handling and storage of meat commonly used in the workplace 2.9 Uses and characteristics of various knives and equipment 2.10 Safe work practices on using kitchen equipment and tools 2.11 Logical and time efficient work flow in preparing meat dishes.
3. Underpinning Skills	3.1 Organizational skills and teamwork 3.2 Safe work practices 3.3 Weighing/portioning 3.4 Logical and time efficient work flow
4. Required Attitude	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Tidiness and timeliness 4.4 Respect for rights of peers and seniors in workplace
5. Resource Implication	The following resources must be provided: 5.1 Tools ,equipment and physical facilities appropriate to perform activities 5.2 Range of suitable ingredients for making variety of meat dishes

6. Method of Assessment	Competencies could be assessed by: 6.1 Demonstration with oral questioning 6.2 Written test 6.3 Interview
7. Context of Assessment	Competencies may be assessed in the work place or in a simulated work place
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), 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 any national qualification.</p> <p>Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.</p>	

Competency Standards for Cook

Unit Title	Plan, prepare and display a buffet
Unit Code	TOHCOK4024A1
Nominal Hours	40 hours
Unit Descriptor	This unit covers the knowledge, skills and attitude to plan, prepare and display a buffet
Elements of Competency	Performance Criteria
1. Plan a buffet	1.1 PPE is worn following workplace requirements. 1.2 The buffet is planned according to required theme or occasion. 1.3 Suitable range and quantity of food items is selected based on the requirements
2. Prepare decorative food presentations	2.1 Service equipment is selected and used to display food decorations. 2.2 Food presentations are prepared with artistic flair and according to workplace standards. 2.3 Garnishes and accompaniments are used to enhance taste and appeal.
3. Display food items	3.1 Food items are displayed with a sense of artistry to create customer appeal. 3.2 Tables are set up suitable for buffet display and service according to workplace standards.
4. Present buffet in a safe and hygienic manner	4.1 Potential health problems through cross contamination and food spoilage are identified and appropriate preventative measures are taken to eliminate these risks. 4.2 Food on display is kept at temperature levels as prescribed by legislation.
Range of Variables	
Variable	Range
1. Buffet	May include but is not limited to: 1.1 Functions 1.2 Breakfast 1.3 Lunch 1.4 Dinner
2. Garnishes	May include but is not limited to: 2.1 Fruits 2.2 Vegetables 2.3 Flowers 2.4 Sugar decoration 2.5 Chocolate decoration

Evidence Guide	
<ul style="list-style-type: none"> 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	1.1 Ability to plan, prepare and display a buffet as per workplace standards
2. Underpinning Knowledge	2.1 Basic products and types of menus 2.2 Principles and practice of hygiene 2.3 Occupational health and safety 2.4 Culinary terms and techniques 2.5 Principles of catering 2.6 Table set up
3. Underpinning Skills	3.1 Handling of tools and materials 3.2 Perform safe work practices 3.3 Weighing/portioning 3.4 Organising a buffet
4. Required Attitude	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Tidiness and timeliness 4.4 Respect for rights of peers and seniors in workplace
5. Resource Implication	The following resources must be provided: 5.1 Tools ,equipment and physical facilities appropriate to perform activities 5.2 Materials, consumables to perform activities
6. Methods of assessment	Competencies could be assessed by: 6.1 demonstration with oral questioning 6.2 Written test 6.3 Interview
7. Context of assessment	Competencies may be assessed in the work place or in a simulated work place
Accreditation Requirements Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), 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 any national qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.	

Competency Standards for Cook

Unit Title	Prepare diet-based and preserved foods
Unit Code	TOHCOK4025A1
Nominal Hours	60 hrs
Unit Descriptor	This unit covers the knowledge, skills and attitude required to prepare foods based on particular therapeutic or lifestyle and preserving foods as per workplace requirements.
Elements of Competency	Performance Criteria
1. Prepare and present foods to satisfy dietary needs	1.1 PPE are worn following workplace OSH requirements. 1.2 Special dietary needs for therapeutic diets are identified. 1.3 Ingredients essential for therapeutic diets are selected. 1.4 Suitable preparation and cooking techniques are employed and food texture is modified where appropriate to suit specific requirements. 1.5 An adequate range of nutritionally balanced food is presented in an appetising and appealing manner.
2. Preserve foodstuffs	2.1 Storage and preservation methods for a variety of foodstuffs are correctly identified according to health regulations 2.2 Food is preserved using methods, which take into account the effects of different methods of preservation on nutrition and quality. 2.3 Maximum nutritional value of food item is maintained in cooking procedures.
Range of Variables	
Variable	Range
1. Special Dietary needs	May include but not limited to: Vegetarian, Modified sodium, Modified potassium, Low fat
2. Ingredients	May include but not limited to: Bread and other cereals, fruits and vegetables, dairy products, meat, fish, pulses, foods containing fat, foods containing sugar.
3. Preservation methods	May include but not limited to: Freezing, drying, salting, bottling, vacuum packing, pickling, smoking, canning

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	1.1 Ability to prepare and present preserved and diet based foods according to workplace standards 1.2 Handling of each type of dietary requirements
2. Underpinning Knowledge	2.1 Culinary terms commonly used in preparing dietary and preserved foodstuff 2.2 Safe work practices in handling equipment for preparing dietary and preserved foodstuff 2.3 Nutrition needs and impact for different life stages. 2.4 Ingredients of dietary foodstuff.
3. Underpinning Skills	3.1 Organizational skills and teamwork 3.2 Safe work practices 3.3 Weighing/portioning 3.4 Logical and time efficient work flow
4. Required Attitude	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Tidiness and timeliness 4.3 Respect for rights of peers and seniors in workplace
5. Resource Implication	The following resources must be provided: 5.1 Tools ,equipment and physical facilities appropriate to perform activities 5.2 Range of suitable ingredients for making variety of diet based and preserved foodstuff
6. Method of assessment	Competencies could be assessed by: 6.1 Demonstration with oral questioning 6.2 Written test 6.3 Interview
7. Context of assessment	Competencies may be assessed in the work place or in a simulated work place

Accreditation Requirements

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Competency Standards for Cook

Unit Title	Apply catering control principles
Unit Code	TOHCOK4026A1
Nominal Hours	30 hours
Unit Descriptor	This unit covers the knowledge, skills and attitude in the application of catering control principles to ordering, storing and carrying-out catering operations.
Elements of Competency	Performance Criteria
1. Identify procedures to reduce wastage	1.1 Procedures for reducing wastage are identified. 1.2 Security measures to reduce loss are identified.
2. Carry-out catering control procedures	2.1 Portion control is carried out as per requirement. 2.2 Equipment is checked to ensure correct portion control. 2.3 Recipes are followed accurately to avoid mistakes. 2.4 Goods are received and documented. 2.5 Food is correctly and securely stored to minimise wastage and loss.
3. Dispose of waste	3.1 Wastes are sorted and disposed of according to sanitary regulations, workplace practices and standard procedures 3.2 Cleaning chemicals are disposed safely according to standard procedures
Range of Variables	
Variable	Range
1. Procedures for reducing wastage	1.1 Portion control 1.2 Ordering to specifications 1.3 Stock rotation 1.4 Using appropriate equipment and cutting systems 1.5 Appropriate storage 1.6 <i>Standard recipe cards.</i>
2. Waste	2.1 Biodegradable 2.2 Non-biodegradable 2.3 Recyclable

Evidence Guide	
<ul style="list-style-type: none"> 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	1.1 Applied catering control principles in ordering, storing and preparing foods
2. Underpinning Knowledge	2.1 Principles of cleaning and sanitizing 2.2 Occupational health and safety 2.3 Various types and uses of chemicals and equipment for cleaning and sanitizing 2.4 Waste Management
3. Underpinning Skills	3.1 Handling of tools and materials 3.2 Safe work practices 3.3 Weighing/portioning 3.4 Sanitizing procedures and techniques
4. Required Attitude	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Tidiness and timeliness 4.4 Respect for rights of peers and seniors in workplace
5. Resource Implication	The following resources must be provided: 5.1 Tools, equipment and physical facilities appropriate to perform activities 5.2 Materials and consumables needed to perform activities
6. Methods of Assessment	Competencies could be assessed by: 6.1 Demonstration with oral questions 6.2 Written test 6.3 Interview
7. Context of Assessment	Competencies may be assessed in the work place or in a simulated work place
Accreditation Requirements Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), 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 any national qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.	

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