



COMPETENCY STANDARD

FOOD AND BEVERAGE PRODUCTION

Level: 04

(Tourism and Hospitality Sector)

Competency Standard Code: CS-TH-FBP-L4-EN-V1



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

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

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

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

Approved by
40th Authority Meeting of NSDA
Held on 26 February 2025

Introduction

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

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

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

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

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

Overview

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

The purpose of a competency standards is to:

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

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

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

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

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

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

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

Together, all the parts of a unit of competency:

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

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

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

Competency Standards for National Skills Certificate – Level-4 in Food and Beverage Production in Tourism and Hospitality Sector

Level Descriptors of BNQF 1-6

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

List of Abbreviations

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

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**Competency Standards for National Skill Certificate – 4 in
Food and Beverage Production in Tourism and Hospitality Sector**

Course Structure

SL No	Unit code and Title		UOC Level	Nominal (hours)
Occupation Specific Units of Competencies				
1.	OU-TH-FBP-01-L4-V1	Follow Food Safety Procedure with Legislation	4	20
2.	OU-TH-FBP-02-L4-V1	Prepare Fish and Sea Food Dishes	4	50
3.	OU-TH-FBP-03-L4-V1	Plan and Organize Buffet	4	20
4.	OU-TH-FBP-04-L4-V1	Produce Diet-based and Processed Food	4	60
5.	OU-TH-FBP-05-L4-V1	Prepare Desserts	4	60
6.	OU-TH-FBP-06-L4-V1	Perform Menu Planning and Costing	4	40
Sub Total				250
Workplace Visit				20
Total Duration				270

Units & Elements at Glance

Occupation-Specific Units of Competencies

SL	Code	Unit of Competency	Elements of Competency	Duration (hours)
1.	OU-TH-FBP-01-L4-V1	Follow Food Safety Procedure with Legislation	<ol style="list-style-type: none"> 1. Identify and control food safety hazards and risks 2. Ensure Hazard Analysis and Critical Control Points (HACCP) based on food safety plan 3. Follow legislations of food safety 	20
2.	OU-TH-FBP-02-L4-V1	Prepare Fish and Sea Food Dishes	<ol style="list-style-type: none"> 1. Prepare for fish and shellfish dishes 2. Cook and present fish 3. Cook and Process shellfish 4. Clean and store tools, utensils and equipment 	50
3.	OU-TH-FBP-03-L4-V1	Plan and Organize Buffet	<ol style="list-style-type: none"> 1. Plan for buffet setup 2. Display food items 3. Present buffet in a safe and hygienic manner 4. Clean and store tools, utensils and equipment 	20
4.	OU-TH-FBP-04-L4-V1	Produce Diet-based and Processed Food	<ol style="list-style-type: none"> 1. Prepare diet based foods 2. Make processed foods 3. Clean and store tools, utensils and equipment 	60
5.	OU-TH-FBP-05-L4-V1	Prepare Advanced Desserts	<ol style="list-style-type: none"> 1. Produce hot and cold desserts 2. Present desserts 3. Make desserts sauces 4. Clean and store tools, utensils and equipment 	60
6.	OU-TH-FBP-06-L4-V1	Perform Menu Planning and Costing	<ol style="list-style-type: none"> 1. Plan menu 2. Develop recipe 3. Estimate cost 4. Control catering cost 5. Minimize waste 	40
Total hours				250

Occupation Specific Units of Competencies

Unit Code and Title	OU-TH-FBP-01-L4-V1: Follow Food Safety Procedure with Legislation
Unit Descriptor	This unit covers the knowledge, skills and attitudes (KSA) required to Follow Food Safety Procedure with Legislation. It specifically includes Identifying and controlling food safety hazards and risks, Ensuring Hazard Analysis and Critical Control Points (HACCP) based on food safety plan and Following legislations of food safety.
Nominal Hours	20 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Identify and control food safety hazards and risks	1.1 Food safety hazards are interpreted 1.2 Biological, physical and chemical hazards are identified as per industry standard 1.3 Food safety hazards are assessed to determine risk level and control requirements 1.4 Allergenic foods are identified 1.5 Allergenic food safety hazards are assessed and controlled 1.6 Pest control is interpreted 1.7 Pest control schedule is ensured as per workplace standard
2. Ensure Hazard Analysis and Critical Control Points (HACCP) based on food safety plan	2.1 Hazard Analysis and Critical Control Points (HACCP) plan is understood as per industry standard 2.2 Food is prepared as per industry standard 2.3 <u>Food production system</u> is followed as per HACCP policy 2.4 Records of food production system are maintained 2.5 <u>Critical control points</u> are monitored and maintained 2.6 Corrective actions are taken in the event of hazard within level of responsibility 2.7 Auditing and validations of HACCP are participated as per workplace procedures
3. Follow legislations of food safety	3.1 Legal requirements for food business are interpreted 3.2 <u>Legislations</u> of food safety in Bangladesh are interpreted 3.3 Legislations are identified as per workplace requirement 3.4 <u>Legislation authorities</u> in Bangladesh are identified 3.5 Procedure for ensuring food safety compliance are interpreted 3.6 Legislations of food safety are followed
Range of Variables	
Variables	Range (may include but not limited to):
1. Food production system	1.1 Purchasing, receiving & storage 1.2 Preparation and cooking

	1.3 Cooling and storage 1.4 Reheating procedures 1.5 Holding temperature and display
2. Critical control points	2.1 Temperature 2.2 Time 2.3 Light 2.4 Packaging requirements 2.5 Ventilation 2.6 Heat 2.7 Pressure
3. Legislations	3.1 Food Safety Act, 2013 3.2 BSTI Act, 2003
4. Legislation authorities	4.1 Bangladesh Food Safety Authorities 4.2 BSTI 4.3 National Consumers' Right Protection
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidences that the candidate: 1.1 described biological, physical and chemical hazards 1.2 followed Hazard Analysis and Critical Control Points (HACCP) system in accordance with industry standard. 1.3 Interpreted international and local legislation.
2. Underpinning knowledge	2.1 Description Hazard Analysis and Critical Control Points (HACCP). 2.2 Occupational Safety and Health (OSH) on food safety procedures. 2.3 International and local regulations for preparing food production and packaging.
3. Underpinning skills	3.1 Following safe work practice. 3.2 Sanitizing and disinfecting procedures and techniques. 3.3 Interpreting international and local legislation
4. Required attitude	4.1 Commitment to occupational safety and health. 4.2 Promptness in carrying out activities. 4.3 Sincere and honest to duties. 4.4 Eagerness to learn. 4.5 Tidiness and timeliness. 4.6 Environmental concerns. 4.7 Respect for rights of peers and seniors at workplace. 4.8 Communication with peers and seniors at workplace.
5. Resource implications	The following resources must be available: 5.1 workplace (actual or simulated) 5.2 tools, equipment and materials appropriate to perform activities

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

Unit Code and Title	OU-TH-FBP-02-L4-V1: Prepare Fish and Shellfish Dishes
Unit Descriptor	This unit covers the knowledge, skills and attitudes (KSA) required to Prepare Fish and Shellfish Dishes. It specifically includes Preparing for shellfish dishes, Cooking and presenting fish, Cooking and Processing shellfish and Cleaning and storing tools, utensils and equipment.
Nominal Hours	50 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Prepare for fish and shellfish dishes	1.1 Personal Protective Equipment (PPE) is collected and used 1.2 <u>Tools, utensils and equipment</u> are prepared for fish and shellfish cooking 1.3 <u>Fish and shellfish classification</u> is interpreted 1.4 Fish and shellfish is selected and collected according to job requirement 1.5 Ingredients are selected, measured and weighed according to the recipe 1.6 <u>Fish and shellfish</u> are cleaned, gutted and filleted in accordance with workplace standard 1.7 <u>Fish cuts</u> are performed as per standard procedure
2. Cook and present fish	2.1 <u>Cooking methods</u> are selected as per recipe 2.2 Fishes are cooked as per recipe 2.3 Taste, temperature and presentation is ensured as per recipe 2.4 Cooked fishes are stored and served as per workplace standard 2.5 By-products of fish are used appropriately for a variety of dishes and menu items 2.6 Leftovers are stored according to SOP
3. Cook and Process shellfish	3.1 Cooking methods are selected as per recipe 3.2 Shellfish are cooked as per recipe 3.3 <u>Selected shellfish</u> are processed as per recipe 3.4 Taste, temperature and presentation is ensured as per recipe 3.5 Cooked and processed shellfish are stored and served as per workplace standard 3.6 By-products of shellfish are used appropriately for a variety of dishes and menu items 3.7 Leftovers are stored according to SOP
4. Clean and store tools, utensils and equipment	4.1 Tools, utensils, equipment and facility are cleaned and sanitized following workplace procedures.

	4.2 Tools, utensils and equipment are stored in the selected places according to workplace requirements.
Range of Variables	
Variables	Range (may include but not limited to):
1. Tools, utensils and equipment	1.1 Steam kettle 1.2 Chinese wok 1.3 Chopping board holder 1.4 Color coded chopping board 1.5 Mixer 1.6 Garbage bin 1.7 Slicer 1.8 Scale 1.9 Stainless bowl 1.10 Serving plate 1.11 Appetizer plater 1.12 Measuring cup 1.13 Steel knife sharpener 1.14 Knives 1.15 Cooking thermometer 1.16 Salamander 1.17 Fry pan 1.18 Sauce pan 1.19 Sauce pot 1.20 Stock pot 1.21 Roasting pan 1.22 Ladles 1.23 Wire skimmer 1.24 Sauce ladle 1.25 Colander 1.26 Spatula 1.27 Fish lifter 1.28 Whisk 1.29 Service spoon 1.30 Wooden spoon 1.31 Graters 1.32 Oval fish pan 1.33 Pepper mill 1.34 Fish scissors 1.35 Fish scaler 1.36 Conical strainer 1.37 Can opener

2. Fish and shellfish classification	2.1 Classification of fish 2.1.1 Flat fish 2.1.2 Round fish 2.2 Source of fish 2.2.1 Salt water fish 2.2.2 Fresh water fish 2.3 Fresh fish 2.4 Frozen fish 2.5 Processed fish 2.5.1 Dried 2.5.2 Smoked 2.5.3 Canned 2.6 Classification of shellfish 2.6.1 Crustacean 2.6.2 Mollusk
3. Fish and shellfish	3.1 Hilsha 3.2 Coral 3.3 Loitta 3.4 Tuna 3.5 Mackerel 3.6 Snapper 3.7 Sardine 3.8 Oyster 3.9 Mussels 3.10 Lobster 3.11 Prawn 3.12 Shrimp 3.13 Crab
4. Fish cuts	4.1 Fillet 4.2 Supremes 4.3 Goujons 4.4 Darnes 4.5 Troncons 4.6 Delice 4.7 Paupiettes
5. Cooking methods	5.1 Boiling 5.2 Steaming 5.3 Poaching 5.4 Stewing 5.5 Braising 5.6 Grilling 5.7 Baking 5.8 Shallow frying 5.9 Deep Frying

	5.10 Stir frying
6. Selected shellfish	6.1 Crab 6.2 Shrimp/ Prawn 6.3 Squid
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidences that the candidate: 1.1 prepared and presented seafood dishes following workplace standards 1.2 stored fish and seafood dishes in accordance to workplace requirements 1.3 safety practices in handling tools and equipment.
2. Underpinning knowledge	2.1 Culinary terms used in the workplace. 2.2 Local specialties. 2.3 Logical and time efficient work flow. 2.4 Classification and varieties of fish and seafood. 2.5 Characteristics of fish and seafood. 2.6 Principles and practices of storing and freezing of fish and seafood.
3. Underpinning skills	3.1 Organizational skills and teamwork. 3.2 Following safe work practices. 3.3 Weighing, portioning. 3.4 Maintaining logical and time efficient work flow. 3.5 Maintaining temperature. 3.6 Applying cooking techniques for preparing fish and seafood .
4. Required attitude	4.1 Commitment to occupational safety and health. 4.2 Promptness in carrying out activities. 4.3 Sincere and honest to duties. 4.4 Eagerness to learn. 4.5 Tidiness and timeliness. 4.6 Environmental concerns. 4.7 Respect for rights of peers and seniors at workplace. 4.8 Communication with peers and seniors at workplace.
5. Resource implications	The following resources must be available: 5.1 workplace (actual or simulated) 5.2 tools, equipment and physical facilities appropriate to perform activities 5.3 Range of suitable ingredients for making variety of seafood dishes.

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

Unit Code and Title	OU-TH-FBP-03-L4-V1: Plan and Organize Buffet
Unit Descriptor	This unit covers the knowledge, skills and attitudes (KSA) required to Plan and Organize Buffet. It specifically includes planning for buffet setup, displaying food items and presenting buffet in a safe and hygiene manner, cleaning and storing tools, utensils and equipment.
Nominal Hours	20 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Plan for buffet setup	1.1 <u>Personal Protective Equipment (PPE)</u> is used 1.2 <u>Tools, utensils and equipment</u> are selected in accordance with work requirement 1.3 The <u>buffet</u> is planned according to required theme or occasion 1.4 Variety and quantity of food items are selected based on the requirements
2. Display food items	2.1 Service equipment is selected and used to display food items 2.2 Foods are displayed and presented as per workplace standards 2.3 <u>Decoration and Garnishes</u> are used to enhance taste and appeal 2.4 Food presentations are performed with artistic flair
3. Present buffet in a safe and hygienic manner	3.1 Potential health problems through cross contamination and food spoilage is identified 3.2 Appropriate preventative measures are taken to eliminate risks 3.3 Food on display is kept at a certain temperature as per workplace standard
4. Clean and store tools, utensils and equipment	4.3 Tools, utensils, equipment and facility are cleaned and sanitized following workplace procedures. 4.4 Tools, utensils and equipment are stored in the selected places according to workplace requirements.
Range of Variables	
Variables	Range (may include but not limited to):
1. Personal Protective Equipment (PPE)	1.1 Chef hat/ hair net 1.2 Chef jacket 1.3 Apron 1.4 Chef Necker 1.5 Food-graded hand gloves 1.6 Safety shoes

	1.7 Beard net
	1.8 Trouser
2. Tools, utensils and equipment	2.1 Induction cooker 2.2 Cooking range 2.3 Hot plate 2.4 Char griller 2.5 Deep fryer 2.6 Microwave oven 2.7 Combi oven 2.8 Tandoori oven 2.9 Salamander 2.10 Under counter chiller 2.11 Under counter freezer 2.12 SS working table 2.13 Salad display chiller 2.14 Sushi bar 2.15 Sushi display chiller 2.16 Juice dispenser 2.17 Serial dispenser 2.18 Milk dispenser 2.19 Bread warmer 2.20 Curving trolley 2.21 Heat lamp 2.22 Chinese wok 2.23 Food trolley 2.24 Color coded chopping board 2.25 Gastro norm insert 2.26 Stainless bowl 2.27 Appetizer plater 2.28 Chafing dishes 2.29 Soup tureen 2.30 Tong 2.31 Meat fork 2.32 Knives 2.33 Fry pan 2.34 Sauce pan 2.35 Sauce pot 2.36 Sauce ladle 2.37 Soup ladle 2.38 Ice cream scooper 2.39 Service spoon 2.40 Dinner forks, spoons and knives 2.41 Dessert forks, spoons and knives 2.42 Tea/ coffee spoon

	2.43 Hot water urn 2.44 Coffee brewer 2.45 Soup spoon 2.46 Pepper mill 2.47 Sugar sprinkle 2.48 Rolling pin 2.49 Pastry bag 2.50 Can opener 2.51 Water filter 2.52 Chinaware 2.53 Tableware 2.54 Glassware 2.55 Service tray 2.56 Garbage bin
3. Buffet	3.1 Functions 3.2 Breakfast 3.3 Lunch 3.4 Dinner
4. Decoration and Garnishes	4.1 Fruits 4.2 Vegetables 4.3 Vegetables and fruits carvings 4.4 Sugar decoration 4.5 Chocolate decoration
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidences that the candidate: 1.1 planed a buffet as per workplace requirements 1.2 prepared a buffet as per workplace standards 1.3 display a buffet as per workplace standards.
2. Underpinning knowledge	2.1 Personal Protective Equipment (PPE) 2.2 Tools, utensils and equipment 2.3 Buffet 2.4 Variety and quantity of food 2.5 Basic products and types of menus 2.6 Food display 2.7 Table setup
3. Underpinning skills	3.1 Handling of tools and materials 3.2 Following safe work practices 3.3 Weighing, portioning 3.4 Organizing a buffet 3.5 Maintaining temperature 3.6 Applying techniques of preparing a buffet dishes and buffet setup

4. Required attitude	4.1 Commitment to occupational safety and health. 4.2 Promptness in carrying out activities. 4.3 Sincere and honest to duties. 4.4 Eagerness to learn. 4.5 Tidiness and timeliness. 4.6 Environmental concerns. 4.7 Respect for rights of peers and seniors at workplace. 4.8 Communication with peers and seniors at workplace.
5. Resource implications	The following resources must be available: 5.1 Workplace (actual or simulated) 5.2 Tools, equipment and physical facilities appropriate to perform activities 5.3 Materials consumable to perform activities
6. Methods of Assessment	Methods of assessment may include but not limited to: 6.1 Written test 6.2 Demonstration 6.3 Oral questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
Accreditation Requirements Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

Unit Code and Title	OU-TH-FBP-04-L4-V1: Produce Diet-based and Processed Food
Unit Descriptor	This unit covers the knowledge, skills and attitudes (KSA) required to Produce Diet-based and Processed Food. It specifically includes preparing diet based foods and making processed foods.
Nominal Hours	60 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Prepare diet based foods	1.1 Personal Protective Equipment (PPE) is collected and used 1.2 Diet and nutrition based foods are interpreted 1.3 <u>Special dietary needs</u> for advised diets are identified 1.4 <u>Ingredients for prescribed diets</u> are selected 1.5 Suitable preparation and cooking techniques are applied 1.6 Adequate range of nutritionally balanced food is presented as per SOP
2. Make processed foods	2.1 <u>Processed foods</u> are identified 2.2 <u>Tools and equipment</u> are selected and collected for making processed food 2.3 <u>Ingredients for processed foods</u> are selected and collected as per recipe 2.4 Processed foods are prepared as per recipe 2.5 Storage and <u>preservation methods</u> are applied 2.6 Processed foods are presented as per workplace standard
3. Clean and store tools, utensils and equipment	3.1 Tools, utensils, equipment and facility are cleaned and sanitized following workplace procedures. 3.2 Tools, utensils and equipment are stored in the selected places according to workplace requirements.
Range of Variables	
Variables	Range (may include but not limited to):
1. Special dietary needs	1.1 Vegetarians 1.2 Vegans 1.3 Modified sodium 1.4 Modified potassium 1.5 Low fat 1.6 Lactose intolerant 1.7 Gluten free
2. Ingredients for prescribed diets	2.1 Bread and other cereals 2.2 Fruits and vegetables 2.3 Dairy products 2.4 Meat

	2.5 Fish 2.6 Egg 2.7 Poultry 2.8 Pulses 2.9 Sugar free foods 2.10 Cooking margarine 2.11 Vegetable oil 2.12 Olive oil 2.13 Sunflower oil 2.14 Corn oil 2.15 Brown flour
3. Processed foods	3.1 Hot Pickles 3.2 Sweet pickles/ Chatni 3.3 Jam 3.4 Marmalade 3.5 Pickled vegetables
4. Tools and equipment	4.1 Trolley 4.2 Color coded cutting board 4.3 Vacuum sealer 4.4 Mixer 4.5 Gastro norm insert 4.6 Garbage bin 4.7 Slicer 4.8 Scale 4.9 Juicer 4.10 Mixing bowl 4.11 Stainless bowl 4.12 Stainless cup 4.13 Measuring cup 4.14 Steel knife sharpener 4.15 Knives 4.16 Sauce pan 4.17 Sauce pot 4.18 Cooking pot 4.19 Ladles 4.20 Cooking timer 4.21 Colander 4.22 Whisk 4.23 Service spoon 4.24 Wooden spoon 4.25 Conical strainer 4.26 Can opener 4.27 Water filter

5. Ingredients for processed foods	5.1 Green mango 5.2 Pine apple 5.3 Strawberry 5.4 Orange 5.5 Guava 5.6 Olive 5.7 Lemon 5.8 Elephant apple (Chalta) 5.9 Cucumber 5.10 Cauliflower 5.11 Green chili 5.12 Red chili 5.13 Dried chili 5.14 Onion 5.15 Garlic 5.16 Ginger 5.17 Salt 5.18 Sugar 5.19 Brown sugar 5.20 Vegetable gelatin 5.21 Mixed spice 5.22 Vinegar 5.23 Tamarind pulp 5.24 Turmeric powder 5.25 Mustard oil 5.26 Fresh tarragon 5.27 Rose merry 5.28 Five spice (panch foron) 5.29 Mustard seed 5.30 Fenugreek seed
6. Preservation methods	6.1 Freezing 6.2 Chilling 6.3 Drying 6.4 Salting 6.5 Bottling 6.6 Vacuum packing 6.7 Pickling 6.8 Smoking 6.9 Canning
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidences that the candidate:

	1.1 prepared and presented diet-based foods according to workplace standards 1.2 handled of each type of dietary requirements 1.3 prepared processed foods
2. Underpinning knowledge	2.1 Personal Protective Equipment (PPE) 2.2 Diet and nutrition based foods 2.3 Special dietary needs 2.4 Ingredients for prescribed diets 2.5 Processed foods 2.6 Ingredients for processed foods 2.7 Storage and preservation methods
3. Underpinning skills	3.1 Preparing and presenting diet-based foods according to workplace standards 3.2 Handling of each type of dietary requirements 3.3 Preparing processed foods
4. Required attitude	4.1 Commitment to occupational safety and health. 4.2 Promptness in carrying out activities. 4.3 Sincere and honest to duties. 4.4 Eagerness to learn. 4.5 Tidiness and timeliness. 4.6 Environmental concerns. 4.7 Respect for rights of peers and seniors at workplace. 4.8 Communication with peers and seniors at workplace.
5. Resource implications	The following resources must be available: 5.1 workplace (actual or simulated) 5.2 tools, equipment and physical facilities appropriate to perform activities 5.3 materials consumable to perform activities.
6. Methods of Assessment	Methods of assessment may include but not limited to: 6.1 Written test 6.2 Demonstration 6.3 Oral questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor

Accreditation Requirements

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

Unit Code and Title	OU-TH-FBP-05-L4-V1: Prepare Advanced Desserts
Unit Descriptor	This unit covers the knowledge, skills and attitudes (KSA) required to Prepare Advanced Desserts. It specifically includes producing hot and cold desserts, presenting desserts, making desserts sauces, cleaning and storing tools, utensils and equipment.
Nominal Hours	60 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Produce hot and cold desserts	1.1 Personal Protective Equipment (PPE) is collected and used 1.2 Necessary <u>tools, utensils and equipment</u> are selected and collected as per job requirement 1.3 <u>Types of Desserts</u> are interpreted 1.4 <u>Ingredients</u> are selected, measured and weighed according to recipe requirements 1.5 Ingredients are used to produce hot, cold and frozen desserts 1.6 <u>Desserts</u> are produced as per recipe 1.7 Taste and temperature are ensured as per recipe
2. Present desserts	2.1 Desserts are portioned as per recipe 2.2 Desserts are presented with accompaniment and garnishes in a decorative way 2.3 Desserts are stored as per workplace standards 2.4 Desserts are packed to maintain quality as per standard procedure
3. Make desserts sauces	3.1 Ingredients for desserts sauces are collected and measured according to recipe 3.2 Sauces are prepared to desired consistency as per recipe 3.3 <u>Sauces</u> are flavored as per recipe 3.4 <u>Thickening agents</u> are used for sauces as required 3.5 Sauces are stored as per workplace procedures
4. Clean and store tools, utensils and equipment	4.1 Tools, utensils, equipment and facility are cleaned and sanitized following workplace procedures 4.2 Tools, utensils and equipment are stored in the selected places according to workplace requirements 4.3 Clean store area and dispose of or store surplus and re-usable by-products according to workplace procedures.
Range of Variables	
Variables	Range (may include but not limited to):

1. Tools, utensils and equipment	1.1 Trolley 1.2 Color coded chopping board 1.3 Universal machine 1.4 Mixer 1.5 Slicer 1.6 Scale 1.7 Mixing bowl 1.8 Stainless bowl 1.9 Platter 1.10 Pie pan 1.11 Measuring cup 1.12 Fry pan 1.13 Sauce pan 1.14 Ladles 1.15 Sauce ladle 1.16 Cooking timer 1.17 Colander 1.18 Whisk 1.19 Scooper 1.20 Service spoon 1.21 Wooden spoon 1.22 Spatula 1.23 Graters 1.24 Pastry cutter 1.25 Pastry tubes 1.26 Flour brush 1.27 Pastry brush 1.28 Pastry wheel 1.29 Sugar sprinkler 1.30 Rolling pin 1.31 Dough scrapers 1.32 Roller docker 1.33 Cake divider 1.34 Rolling pin 1.35 Pastry bag 1.36 Can opener 1.37 Flour sifter/ Sieve
2. Types of Desserts	2.1 Vanilla cake 2.2 Strawberry cake 2.3 Red velvet cake 2.4 Chocolate cake 2.5 Black forest cake 2.6 Opera cake 2.7 Baked and non-baked cheese cake

	2.8 English Trifle 2.9 Golab jamon 2.10 Roshmalai 2.11 Sweet Yoghurt 2.12 Omali 2.13 Creme brulee 2.14 Tiramisu 2.15 Chocolate mousse 2.16 Strawberry mousse 2.17 Apple pie
3. Ingredients	3.1 Flour 3.2 Eggs 3.3 Milk 3.4 Sugar 3.5 Salt 3.6 Gelatin sheet/ powder 3.7 Cream 3.8 Fruits jam 3.9 Butter 3.10 Margarine 3.11 Baking powder 3.12 Baking soda 3.13 Cocoa powder 3.14 Coffee powder 3.15 Oil 3.16 Vanilla extract 3.17 Cream cheese 3.18 Mascarpone cheese 3.19 Dark chocolate 3.20 Milk chocolate 3.21 Glucose 3.22 Honey 3.23 Ghee 3.24 Almond 3.25 Cashew nut 3.26 Wall nut 3.27 Pistachio 3.28 Raisin 3.29 Mixed dry fruits 3.30 Icing sugar 3.31 Brown sugar 3.32 Canned fruits 3.33 Fresh fruits 3.34 Fruits pulp

	3.35 Cheery 3.36 Food colors 3.37 Essence
4. Desserts	4.1 Tiramisu cake 4.2 Black forest cake 4.3 English Trifle 4.4 Omali 4.5 Kunafeh 4.6 Crepes with fresh seasonal fruits
5. Sauces	5.1 Orange sauce 5.2 Chocolate-based sauces 5.3 Crème sauce 5.4 Caramel 5.5 Vanilla sauce
6. Thickening agents	6.1 Corn flour 6.2 Liaison 6.3 Gelatin
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidences that the candidate: 1.1 prepared range of hot and cold desserts according to workplace requirements 1.2 presented desserts and sweets decoratively 1.3 prepared sauces according to workplace requirements 1.4 stored desserts according to workplace requirements
2. Underpinning knowledge	3.1 Personal Protective Equipment (PPE) 3.2 Tools, utensils and equipment 3.3 Types of Desserts 3.4 Ingredients 3.5 Desserts 3.6 Taste and temperature 3.7 Present desserts 3.8 Desserts sauces 3.9 Thickening agents
3. Underpinning skills	3.1 Preparing range of hot and cold desserts according to workplace requirements 3.2 Presenting desserts and sweets decoratively 3.3 Preparing sauces according to workplace requirements 3.4 Storing desserts according to workplace requirements

4. Required attitude	4.1 Commitment to occupational safety and health. 4.2 Promptness in carrying out activities. 4.3 Sincere and honest to duties. 4.4 Eagerness to learn. 4.5 Tidiness and timeliness. 4.6 Environmental concerns. 4.7 Respect for rights of peers and seniors at workplace. 4.8 Communication with peers and seniors at workplace.
5. Resource implications	The following resources must be available: 5.1 Workplace (actual or simulated) 5.2 Tools, equipment and physical facilities appropriate to perform activities 5.3 Range of suitable ingredients for making variety of desserts and sweets
6. Methods of Assessment	Methods of assessment may include but not limited to: 6.1 Written test 6.2 Demonstration 6.3 Oral questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
Accreditation Requirements Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

Unit Code and Title	OU-TH-FBP-06-L4-V1: Perform Menu Planning and Costing
Unit Descriptor	This unit covers the knowledge, skills and attitude required to Perform Menu Planning and Costing. It specifically includes planning menu, developing recipe, estimating cost, controlling catering cost and minimizing waste.
Nominal Hours	40 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Plan menu	1.1 <u>Menus</u> are interpreted 1.2 <u>Principles of menu planning</u> are recognized 1.3 Demands from customers and enterprises are identified 1.4 Menus are selected 1.5 Availability of ingredients and costing are considered 1.6 Menu plan is carried out
2. Develop recipe	2.1 Menu items are determined 2.2 Portions are identified 2.3 Preparation and cooking time to be determined as per item 2.4 Ingredients are listed 2.5 Quantity and measurements are set as per menu item 2.6 Required tools, utensils and equipment are considered 2.7 Step by step preparation and production procedures are described 2.8 Presentation guideline is described
3. Estimate cost	3.4 <u>Menu and related costs</u> are interpreted 3.5 Costs are calculated as per selected menu 3.6 Profitability of dishes are ensured 3.7 Menu price is fixed as per industry standard
4. Control catering cost	4.1 Portion control is carried out as per requirement 4.2 Equipment is checked and calibrated to ensure correct portion control 4.3 Goods are ordered, received and documented properly 4.4 Recipes are followed to avoid mistakes 4.5 Goods are stored correctly and securely to minimize contamination, wastage, loss and theft
5 Minimize waste	5.1 Wastes are identified 5.2 Inventory systems are monitored to minimize waste 5.3 Reusable by-products are used effectively as

	per workplace standard 5.4 Disposable products are sorted and disposed in an environmentally appropriate way
Range of Variables	
Variables	Range (may include but not limited to):
1. Menus	1.1 A La Carte 1.2 Table d'hote
2. Principles of menu planning	2.1 Cooking methods 2.2 Colors 2.3 Tastes and textures 2.4 Nutritional values 2.5 Seasonal availability 2.6 Results of sales analysis 2.7 Customer feedback
3. Menu and related costs	3.1 Ingredients cost 3.2 Wages and salaries 3.3 Overhead cost 3.4 Transportation cost 3.5 Packaging cost 3.6 Venue rent 3.7 Utility cost 3.8 Marketing cost 3.9 Housekeeping cost
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidences that the candidate: 1.1 planned menu 1.2 developed recipe 1.3 estimated cost 1.4 controlled catering cost 1.5 minimized waste
2. Underpinning knowledge	2.1 Menu 2.2 Menu planning 2.3 Portion 2.4 Ingredients 2.5 Quantity and measurements 2.6 tools, utensils and equipment 2.7 Step by step preparation and production procedures 2.8 Presentation guideline 2.9 Menu and related costs 2.10 Profitability

	2.11 Menu price 2.12 catering cost control 2.13 Minimize waste
3. Underpinning skills	3.1 Planning menu 3.2 Developing recipe 3.3 Estimating cost 3.4 Controlling catering cost 3.5 Minimizing waste
4. Required attitude	4.1 Commitment to occupational safety and health 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Eagerness to learn 4.5 Tidiness and timeliness 4.6 Environmental concerns 4.7 Respect for rights of peers and seniors at workplace 4.8 Communication with peers and seniors at workplace
5. Resource implications	The following resources must be available: 5.1 Workplace (actual or simulated) 5.2 Tools, equipment and physical facilities appropriate to perform activities 5.3 Paper, Pen 5.4 Format 5.5 Calculator
6. Methods of Assessment	Methods of assessment may include but not limited to: 6.1 Written test 6.2 Demonstration 6.3 Oral questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor

Accreditation Requirements

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Development of Competency Standard

The Competency Standards for National Skills Certificate in Food and Beverage Production, Level-4 is developed by NSDA on 10-11 February 2025.

List of Members

SL	Name and Address	Position in the committee
1.	A.M. Zahirul Islam Chief Instructor & Head of the Department (Retd.) Food Technology, Dhaka Polytechnic Institute, Tejgaon, Dhaka Contact No: 01740920809 E-mail: zahirdpi89@gmail.com	Member
2.	A. T. M Ahmed Hossain Director, Food & Beverage, Dhaka Regency Hotel & Resort, Nikunja-2, Dhaka Contact: 01713458905 Email: hotelierahmed@gmail.com	Member
3.	Shaheen Afroz Ex. GM and Head of the Department Bakery and Pastry Production, NHTTI, Bangladesh Parjatan Corporation, Mobile: 01711261739 Email: shaheenafroz57@gmail.com	Member
4.	Humayun Kabir Manager, Food & Beverage Operations, Vawal Resort & Spa, Gazipur Contact: 01841332565 Email: hkabirtongi@gmail.com	Member
5.	Nurul Islam Pre-voc Curriculum Consultant, Tourism & Hospitality Sector, UNICEF SKILFO Project, Dhaka Mobile. 01717826793 E-mail. nurul.islam@gmail.com	Member
7.	Shamima Akter Senior Instructor, Bangladesh -Korea Technical Training Centre, Dhaka Mobile no-01710068613 Email- aktarshamima17@gmail.com	Member
8.	Syed Azharul Haque Competency Standard Expert, National Skills Development Authority (NSDA) Cell: +880 1711047815 Email: azharulhaque2008@gmail.com	Member

Validation of Competency Standard

The Competency Standards for National Skills Certificate in Food and Beverage Production, Level-4 is validated by NSDA on 18 February 2025.

List of Members

SL	Name and Address	Position in the committee	Signature and Date
1.	Mohiuddin Helal Chairman, Tourism & Hospitality ISC Mobile: 01819224593 Email: ceo.tourismisc@gmail.com	Chairman	
2.	Mereena Khandkar Former Manager and Head of department- food & beverage production (Cooking), National Hotel & Tourism Training Institute (NHTTI) BPC, Dhaka, Mobile: 01554545454 Email: mereena.khandkar@gmail.com	Member	
3.	Shaheen Afroz Ex. GM and Head of the Department Bakery and Pastry Production, NHTTI, Bangladesh Parjatan Corporation, Mobile: 01711261739 Email: shaheenafroz57@gmail.com	Member	
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5.	Nafiz Islam Lipi CEO & Owner Food Cadets Lipi's Euphoria, Institute of Culinary Arts Mobile: 01684549901, Email: lipieuphoria@gmail.com	Member	
6.	Md. Ohiduzzaman , Executive Director and Training Coordinator, RN Tourism & Hospitality Management Institute, Aftabnagar, Dhaka Mobile: 01913566547 Email: mdohiduzzaman547@gmail.com	Member	
7.	Md. Mahmudullah Al Mamun , Sr. Instructor (F&B Department), UPDATE Hotel Management Institute, Panthapath, Dhaka. Mobile: 01911915425 Email: mamun_diu85@yahoo.com	Member	
8.	Syed Azharul Haque Competency Standard Expert, National Skills Development Authority (NSDA) Cell: +880 1711047815 Email: azharulhaque2008@gmail.com	Member	

Workshop Minutes

Government of the People's Republic of Bangladesh
Chief advisor's Office
National Skills Development Authority
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E-6 / B, Agargaon, Sher-E-Bangla Nagar Dhaka-1207, Bangladesh.
Email: ec@nsda.gov.bd
Website: www.nstda.gov.bd.

Minutes of the Competency Standard Validation Workshop on “Food & Beverage Production, Level-4” Occupation.

Chairman	: Mr. Mohiuddin Helal, Chairman, TH ISC
Date	: 18 February, 2025
Time	: 9:00 am - 5:00 pm
Place	: ISC Conference Room, NSDA, Biniyog Bhaban, Agargaon, Dhaka-1207

The Chairman welcomed all those present and started the work of the workshop. During the day-long workshop, the competency standard of Food & Beverage Production, Level-2 was reviewed and finalized in detail. The activities related to the finalized standard through validation workshop are presented below:

Serial No.	Content of validation	Whether it was appropriate		What actions have been taken if not appropriate?
		Yes	No.	
1	Name and level of occupation		No.	The name of the occupation has been un-changed as Food & Beverage Production. Level of this CS was considered Level 4.
2	Nominal Hour	Yes		270 hours
3	Unit of Competency	Yes		Name of the units were validated without any change.
4	Element	Yes		Name of the Elements were validated without any change.
5	Performance Criteria		No.	Relevant performance criteria were updated for changed element and some other elements.
3	Variables		No.	Relevant variables were added, changed and updated.
3	Critical Aspect of Competence		No.	Appropriate changes have been made in the critical aspect of competency as per the change of element and performance criteria.
3	Underpinning knowledge		No.	Necessary addition, changings and refinements have been made.
9	Underpinning Skills		No.	Necessary addition, changes and refinements have been made.
10	Attitude	Yes		
11	Resources	Yes		
12	Assessment methods	Yes		
13	Others			<ul style="list-style-type: none"> ▪ The nominal hours of the units of competencies have been readjusted for content consideration. ▪ Overall, the occupation has been included in Level-4 according to BNQF (1-6).

Through the above activities, the Competency Standard has been finalized and validated as “**Food & Beverage Production**” Level-4.

Chairman
Committee on Standard and
Curriculum Validation,
Chairman - TH ISC