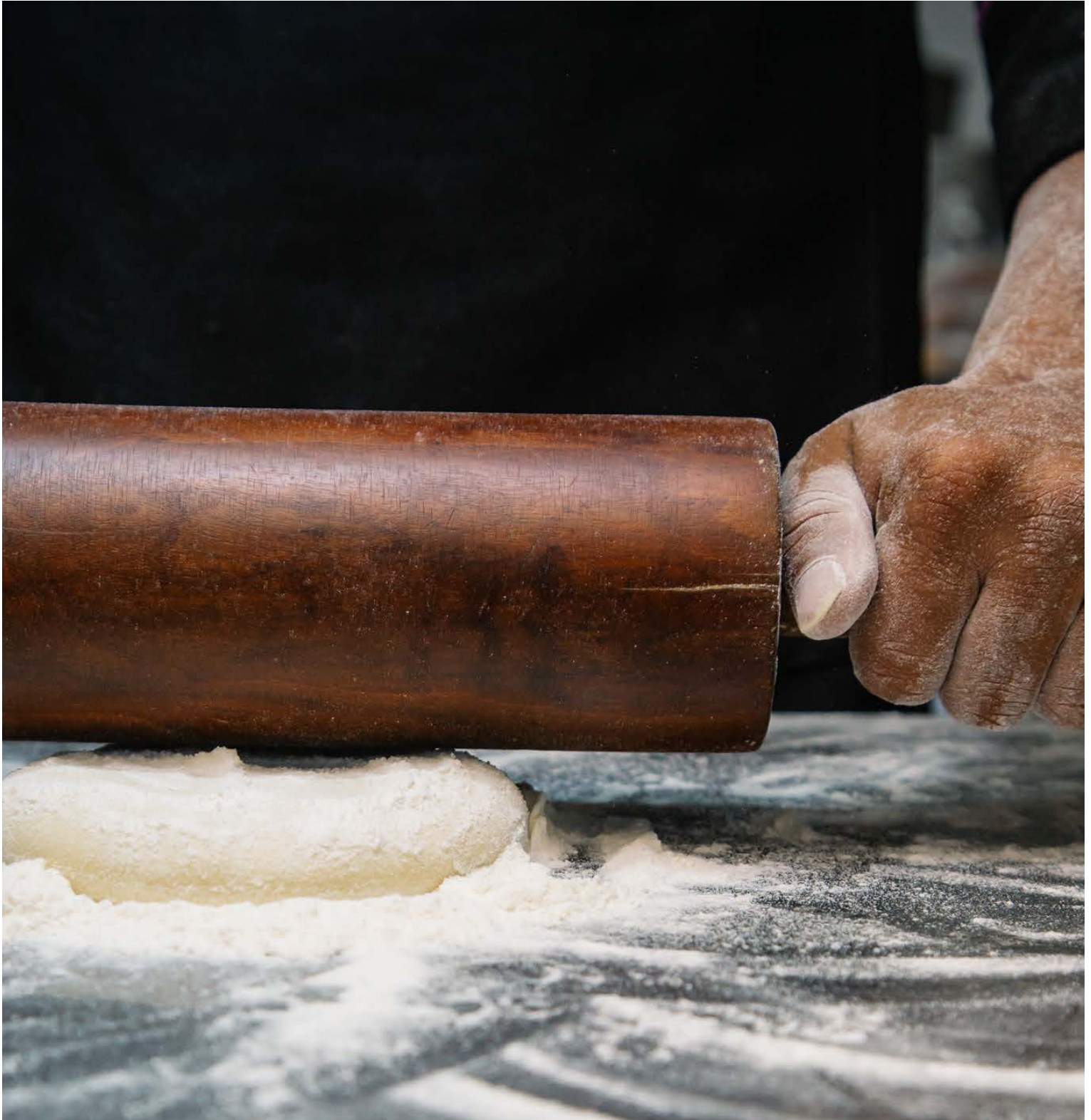




PROFESSIONAL COOKERY

LEVEL 4

SAQA ID - 14111



ADDING VALUE
CHANGING LIVES

WE SOLVE
BEE RELATED
SKILLS DEVELOPMENT CHALLENGES
IN A MEANINGFUL WAY



TABLE OF CONTENTS

Qualification Information	3
Qualification Outcome	4
Responsibilities	5
Qualification Structure and Outline	6
Notional Hours Matrix	13





NATIONAL CERTIFICATE: PROFESSIONAL COOKERY

SAQA ID - 14111
CREDITS - 148
NQF LEVEL - 4

ENTRY REQUIREMENTS:

Applicants for this learnership must have a minimum of a Grade 11 and higher and competence in National Certificate at level 3. A basic understanding of the workplace, kitchen or culinary processes as well as operations within this industry. It is assumed that an FEC certificate or equivalent has been obtained by the candidate at level 2.

- Communication at NQF Level 3.
- Mathematical Literacy at NQF Level 3.

OBJECTIVE:

The purpose of the NQF level 4 Professional Cookery qualification has been developed for professionals in the food preparation industry (hospitality). It brings together elements of food and drink preparation as well as supervision. This qualification will professionalise the industry and is applicable to all sectors, from small restaurants to large-scale hotels. The qualification provides articulation with Gaming, Travel and other Tourism industries.

This qualification is designed for learners who intend to enter a field of work pertaining to preparing food, cooking, hospitality skills or other operations such as cleaning food stations, handling of funds in a restaurant or being able to provide first aid in the workplace.

Learners attempting this qualification will be equipped with a variety of technical, basic business, hospitality and personal skills and strategies to help them succeed in the Professional Cookery industry. The successful learner will develop an overall foundation for the application of these skills as well as knowledge to explore a diverse range of job opportunities whether starting in a cleaning position at a small coffee shop or as a chef in a medium scale restaurant to even being the store manager dealing with stock/supplies, handling and recording funds etc.

EDGE TRAINING CONSULTANCY (PTY) LTD



www.edgetraining.co.za



+ 27 (0)87 13 555 43



info@edgetraining.co.za



+27 (0)86 72 507 32

Fully Accredited Training Provider

BEE Level 2

SSETA Accreditation #1135

VAT No. 4640189041

Reg No: 2017 / 349079 / 07



QUALIFICATION OUTCOME:

Achieving this Qualification, the learner will be able to:

Demonstrate competencies in New Venture Creation relating to Business Communication, Professional Behaviour, Financing in a New Venture, Business Operations, Innovation and Creativity, Managing Recourses and Marketing Management.

Overall, this qualification will ensure that learners are capable of:

- Use basic Mathematics in order to fulfil requirements needed in the business operations side of hospitality, tourism and/or within any restaurant, cafe, coffee shop etc
- Apply basic Communication skills and Customer Service skills either in person or over the phone with outgoing/incoming calls
- Determine the basic Hygiene requirements and maintain cleanliness, a professional appearance, clean food preparation areas, equipment and utensils
- Demonstrate an understanding of on-the-job coaching, growth within their job role, identifying job opportunities, applying for jobs or work experience and/or self-employment opportunities
- Determine and demonstrate all the necessary culinary practices, effective food preparation and storage skills, proper handling and cooking of different food sources (meat, poultry, fruit, vegetables, sandwiches, soups and sauces etc.)
- Manage and maintain a safe, secure working environment for yourself and other staff members. Show and practice the right First Aid skills and knowledge within the industry also pertaining to the correct safety measure precautions in the kitchen

EDGE TRAINING CONSULTANCY (PTY) LTD



www.edgetraining.co.za



+ 27 (0)87 13 555 43



info@edgetraining.co.za



+27 (0)86 72 507 32

Fully Accredited Training Provider

BEE Level 2

SSETA Accreditation #1135

VAT No. 4640189041

Reg No: 2017 / 349079 / 07



RESPONSIBILITIES:

Edge Training will provide:

- Full project management of learnership
- Monthly progress reports, quarterly reports to the SETA and handling of SETA site visits and the external verification visit at the end of the learnership
- Course material, pens, and workbooks
- Training, using a Qualified Facilitator
- Assessments and moderation
- Uploading of learners on learner registration database and learner achievements
- Certificates of completion and competence
- SETA certificate of competence

The Client will provide:

- Venue suitable for the number of delegates and required refreshments
- Email access for learners
- Workplace provision

Combined responsibilities of Edge Training and Client:

- Ensure successful completion of the learnerships

EDGE TRAINING CONSULTANCY (PTY) LTD



www.edgetraining.co.za



+ 27 (0)87 13 555 43



info@edgetraining.co.za



+27 (0)86 72 507 32

Fully Accredited Training Provider

BEE Level 2

SSETA Accreditation #1135

VAT No. 4640189041

Reg No: 2017 / 349079 / 07



QUALIFICATION STRUCTURE AND OUTLINE:

Skills Programme 1: Introduction to the Hospitality Industry

- Maintain health, hygiene and a professional appearance
- Provide Customer Service
- Prepare and clear areas for table service
- Describe layout, services and facilities of the organisation
- Describe the sectors of the Hospitality, Travel and Tourism Industries

Skills Programme 2: Communication, Cultural Awareness and Working Relationships

- Communicate verbally
- Maintain effective working relationships with other members of staff
- Display cultural awareness in dealing with customers and colleagues

Skills Programme 3: Written and Telephonic Communication and Basic Calculations

- Perform basic calculations
- Prepare written communications
- Process incoming and outgoing telephone calls

EDGE TRAINING CONSULTANCY (PTY) LTD



www.edgetraining.co.za



+ 27 (0)87 13 555 43



info@edgetraining.co.za



+27 (0)86 72 507 32

Fully Accredited Training Provider

BEE Level 2

SSETA Accreditation #1135

VAT No. 4640189041

Reg No: 2017 / 349079 / 07



QUALIFICATION STRUCTURE AND OUTLINE:

Skills Programme 4: Hygiene

- Maintain hygiene in food preparation, cooking and storage
- Maintain and promote food hygiene in the kitchen
- Clean food production areas, equipment and utensils
- Maintain the cleaning programme for kitchen areas and equipment
- Maintain the cleaning programme for own area of responsibility
- Handle and maintain utensils and equipment

Skills Programme 5: Handling of Goods and Equipment

- Handle and maintain knives
- Accept and store food deliveries
- Handle and store food L2
- Handle and store food L3
- Clean and store crockery and cutlery

Skills Programme 6: Various Cooking Methods

- Prepare fruit for hot and cold dishes
- Prepare vegetables for hot and cold dishes
- Prepare and cook basic meat, poultry, game or offal dishes
- Prepare cold and hot sandwiches and rolls
- Prepare and cook basic sauces and soups

EDGE TRAINING CONSULTANCY (PTY) LTD



www.edgetraining.co.za



+ 27 (0)87 13 555 43



info@edgetraining.co.za



+27 (0)86 72 507 32

Fully Accredited Training Provider

BEE Level 2

SSETA Accreditation #1135

VAT No. 4640189041

Reg No: 2017 / 349079 / 07



QUALIFICATION STRUCTURE AND OUTLINE:

Skills Programme 7: Operations Management

- Maintain the receipt, storage and issue of goods
- Maintain food production operations
- Maintain food production quality control systems, procedures and specifications
- Handle and record refunds
- Maintain supply levels

Skills Programme 8: Staff Induction, Training, Self-Development and Coaching

- Conduct on-the-job coaching
- Develop self within the job role
- Plan staff training and development in own area of responsibility
- Manage one's own development

Skills Programme 9: Employment and Work Opportunities

- Identify work opportunities
- Apply for a job or work experience placement
- Source information about self-employment opportunities

Skills Programme 10: Health and Safety

- Provide First Aid
- Maintain a safe working environment
- Maintain a secure working environment

EDGE TRAINING CONSULTANCY (PTY) LTD



www.edgetraining.co.za



+ 27 (0)87 13 555 43



info@edgetraining.co.za



+27 (0)86 72 507 32

Fully Accredited Training Provider

BEE Level 2

SSETA Accreditation #1135

VAT No. 4640189041

Reg No: 2017 / 349079 / 07

QUALIFICATION STRUCTURE AND OUTLINE:

Skills Programme 1: Introduction to the Hospitality Industry

US Type	NLRD	Unit Standard Title	L	CR
Functional	7800	Maintain health, hygiene and a professional appearance	1	1
Functional	7789	Provide customer service	4	8
Elective	7740	Prepare and clear areas for table service	3	1
Elective	7742	Provide a table service	3	2
Core	7793	Describe layout, services and facilities of the organisation	2	1
Core	7801	Describe the sectors of the Hospitality, Travel and Tourism Industries	2	2
			15	

Skills Programme 2: Communication, Cultural Awareness and Working Relationships

US Type	NLRD	Unit Standard Title	L	CR
Fundamental	7794	Communicate verbally	3	8
Fundamental	11235	Maintain effective working relationships with other members of staff	3	1
Fundamental	7791	Display cultural awareness in dealing with customers and colleagues	4	4
			13	

Skills Programme 3: Written and Telephonic Communication and Basic Calculations

US Type	NLRD	Unit Standard Title	L	CR
Fundamental	7812	Perform basic calculations	2	3
Fundamental	7822	Prepare written communications	4	3
Fundamental	7790	Process incoming and outgoing telephone calls	3	3
			9	



QUALIFICATION STRUCTURE AND OUTLINE:

Skills Programme 4: Hygiene

US Type	NLRD	Unit Standard Title	L	CR
Core	7637	Maintain hygiene in food preparation, cooking and storage	3	2
Core	7847	Maintain and promote food hygiene in the kitchen	5	6
Core	7749	Clean food production areas and equipment	2	3
Core	7816	Clean food production areas, equipment and utensils	2	4
Core	7845	Maintain the cleaning programme for kitchen areas and equipment	5	6
Core	7846	Maintain the cleaning programme for own area of responsibility	3	2
Core	7717	Handle and maintain utensils and equipment	2	2
			25	

Skills Programme 5: Handling of Goods and Equipment

US Type	NLRD	Unit Standard Title	L	CR
Core	7705	Handle and maintain knives	2	2
Core	7743	Accept and store food deliveries	2	3
Core	7748	Handle and store food L2	2	2
Core	14754	Handle and store food L3	3	1
Core	7751	Clean and store crockery and cutlery	2	1
			9	



QUALIFICATION STRUCTURE AND OUTLINE:

Skills Programme 6: Various Cooking Methods

US Type	NLRD	Unit Standard Title	L	CR
Core	7659	Prepare fruit for hot and cold dishes	2	1
Core	7660	Prepare vegetables for hot and cold dishes	2	2
Core	7728	Prepare and cook basic meat, poultry, game or offal dishes	4	8
Elective	7661	Prepare cold and hot sandwiches and rolls	2	2
Core	7757	Prepare and cook basic sauces and soups	3	4
			17	

Skills Programme 7: Operations Management

US Type	NLRD	Unit Standard Title	L	CR
Core	7637	Maintain the receipt, storage and issue of goods	3	5
Core	7847	Maintain food production operations	5	6
Core	7749	Maintain food production quality control systems, procedures and specifications	2	6
Core	7816	Handle and record refunds	2	2
Core	7845	Maintain supply levels	5	10
			29	



QUALIFICATION STRUCTURE AND OUTLINE:

Skills Programme 8: Staff Induction, Training, Self-Development and Coaching

US Type	NLRD	Unit Standard Title	L	CR
Core	7818	Conduct on-the-job coaching	5	5
Core	7821	Develop self within the job role	4	3
Core	7841	Plan staff training and development in own area of responsibility	4	6
Core	7873	Manage one's own development	4	3
			17	

Skills Programme 9: Employment and Work Opportunities

US Type	NLRD	Unit Standard Title	L	CR
Fundamental	7813	Identify work opportunities	2	2
Fundamental	7815	Apply for a job or work experience placement	3	2
Elective	7827	Source information about self-employment opportunities	4	3
			7	

Skills Programme 10: Health and Safety

US Type	NLRD	Unit Standard Title	L	CR
Fundamental	7854	Provide First Aid	4	4
Core	7799	Maintain a safe working environment	2	2
Core	7796	Maintain a secure working environment	3	1
			7	



NOTIONAL HOURS MATRIX:

The roll out strategy below indicates the relationship between theory, practical, workplace and FSA component:

TITLE OF UNIT STANDARD		US ID	CR	MODULE CR
MODULE	Module 1 - Introduction to the Hospitality Industry			
1	Maintain health, hygiene and a professional appearance	7800	1	15
	Provide Customer service	7789	8	
	Prepare and clear areas for table service	7740	1	
	Provide a table service	7742	2	
	Describe layout, services and facilities of the organisation	7793	1	
	Describe the sectors of the Hospitality, Travel and Tourism Industries	7801	2	
	Contact/ Facilitation Days	6 Days	Workplace Application Days 13 Days	
Practical	5 Days			
Assessments	1 Days			

TITLE OF UNIT STANDARD		US ID	CR	MODULE CR
MODULE	Module 2 - Communication, Cultural Awareness and Working Relationships			
2	Communicate verbally	7794	8	13
	Maintain effective working relationships with other members of staff	11235	1	
	Display cultural awareness in dealing with customers and colleagues	7791	4	
	Contact/ Facilitation Days	5 Days	Workplace Application Days 10 Days	
	Practical	4 Days		
Assessments	1 Days			



NOTIONAL HOURS MATRIX:

The roll out strategy below indicates the relationship between theory, practical, workplace and FSA component:

TITLE OF UNIT STANDARD		US ID	CR	MODULE CR
MODULE	Module 3 - Written & Telephonic Communication and Basic Calculations			
3	Perform basic calculations	7812	3	9
	Prepare written communications	7822	3	
	Process incoming and outgoing telephone calls	7790	3	
	Contact/ Facilitation Days	3 Days	Workplace Application Days 8 Days	
	Practical	2 Days		
	Assessments	1 Days		

TITLE OF UNIT STANDARD		US ID	CR	MODULE CR
MODULE	Module 4 - Hygiene			
4	Maintain hygiene in food preparation, cooking and storage	7637	2	25
	Maintain and promote food hygiene in the kitchen	7847	6	
	Clean food production areas and equipment	7749	3	
	Clean food productions areas, equipment and utensils	7816	4	
	Maintain the cleaning programme for kitchen areas and equipment	7845	6	
	Maintain the cleaning programme for own area of responsibility	7846	2	
	Handle and maintain utensils and equipment	7717	2	
	Contact/ Facilitation Days	9 Days	Workplace Application Days 18 Days	
	Practical	7 Days		
Assessments	2 Days			



NOTIONAL HOURS MATRIX:

The roll out strategy below indicates the relationship between theory, practical, workplace and FSA component:

TITLE OF UNIT STANDARD		US ID	CR	MODULE CR
MODULE	Module 5 - Handling of Goods and Equipment			
5	Handle and maintain knives	7705	2	9
	Accept and store food deliveries	7743	3	
	Handle and store food L2	7748	2	
	Handle and store food L3	14754	1	
	Clean and store crockery and cutlery	7751	1	
	Contact/ Facilitation Days	3 Days	Workplace Application Days 7 Days	
Practical	2 Days			
Assessments	1 Days			

TITLE OF UNIT STANDARD		US ID	CR	MODULE CR
MODULE	Module 6 - Various Cooking Methods			
6	Prepare fruit for hot and cold dishes	7659	1	17
	Prepare vegetables for hot and cold dishes	7660	2	
	Prepare and cook basic meat, poultry, game and offal dishes	7728	8	
	Prepare cold and hot sandwiches and rolls	7661	2	
	Prepare and cook basic sauces and soups	7757	4	
	Contact/ Facilitation Days	6 Days	Workplace Application Days 12 Days	
Practical	4 Days			
Assessments	2 Days			



NOTIONAL HOURS MATRIX:

The roll out strategy below indicates the relationship between theory, practical, workplace and FSA component:

TITLE OF UNIT STANDARD		US ID	CR	MODULE CR
MODULE	Module 7 - Operations Management			
7	Maintain the receipt, storage and issue of goods	7839	5	29
	Maintain food production operations	7843	6	
	Maintain food production quality control systems, procedures and specifications	7851	6	
	Handle and record refunds	7829	2	
	Maintain supply levels	7858	10	
Contact/ Facilitation Days	11 Days	Workplace Application Days 22 Days		
Practical	8 Days			
Assessments	3 Days			

TITLE OF UNIT STANDARD		US ID	CR	MODULE CR
MODULE	Module 8 - Staff Induction, Training, Self-Development and Coaching			
8	Conduct on-the-job coaching	7818	5	17
	Develop self within the job	7821	3	
	Plan staff training and development in own area of responsibility	7841	6	
	Manage one's own development	7873	3	
	Contact/ Facilitation Days	6 Days	Workplace Application Days 12 Days	
Practical	5 Days			
Assessments	1 Days			



NOTIONAL HOURS MATRIX:

The roll out strategy below indicates the relationship between theory, practical, workplace and FSA component:

TITLE OF UNIT STANDARD		US ID	CR	MODULE CR
MODULE	Module 9 - Employment and Work Opportunities			
9	Identify work opportunities	7813	2	7
	Apply for a job or work experience placement	7815	2	
	Source information about self-employment opportunities	7827	3	
	Contact/ Facilitation Days	3 Days	Workplace Application Days 6 Days	
	Practical	2 Days		
	Assessments	1 Days		

TITLE OF UNIT STANDARD		US ID	CR	MODULE CR
MODULE	Module 10 - Health and Safety			
10	Provide First Aid	7854	4	7
	Maintain a safe working environment	7799	2	
	Maintain a safe secure working environment	7796	1	
	Contact/ Facilitation Days	2 Days	Workplace Application Days 4 Days	
	Practical	1.5 Days		
	Assessments	0.5 Days		

