

CURRICULUM OF COMPETENCY UNIT (CoCU)

Sub Sector		KITCHEN						
Job Area		FOOD PREPARATION AND PRODUCTION						
Competency Unit Title		CATERING SET-UP ACTIVITIES						
Learning Outcome		<p>The person who is competent in this CU shall be able to perform complete catering setup activities in accordance with establishment requirement. Upon completion of this competency unit, trainee will be able to:-</p> <ul style="list-style-type: none"> • Identify venue and space allocation for catering setting activities • Identify type of buffet display, menu and setting for catering activities. • Select equipment and utensils need • Carry out catering setting activities 						
Competency Unit ID		HT-012-2:2012-C09	Level	2	Training Duration	84	Credit Value	8
Work Activities	Related Knowledge	Related Skills		Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify venue and space allocation for setting catering activities	i. Overview of Catering / Banquet Department and its activities. ii. Types of catering activities <ul style="list-style-type: none"> • On-site & Off-site catering iii. Catering Department organization / Banquet Kitchen iv. Centralized and decentralized operations v. Working with other departments vi. Introduction to catering set-up and activities				4	Lecture & Presentation	i. Catering / Banquet Department and its activities interpreted ii. Types of catering activities determined iii. Centralized and decentralized operations interpreted iv. Working with other departments executed	

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	vii. Sites and the impact of location and space to catering service operations					vii. Sites and the impact of location and space to catering service operations determined
		i. lay-out plan ii. Determine the basic logistic requirement availability v. Work with other departments vi. Determine centralized and decentralized operations	<u>Attitude:</u> i. Meticulous in identifying type of kitchen equipment maintenance. <u>Safety:</u> i. Adhere to Standard Operating Procedure (SOP).	8	Demonstration, Observation & Hand-on Practices	viii. Basic logistic requirement availability determined
2. Identify type of buffet display, menu and setting for catering activities	i. Event order <ul style="list-style-type: none"> • Styles of catering / banquet service <ul style="list-style-type: none"> - Set - Buffet - Stall • Customer's needs 			8	Lecture, Video Presentation & Observation	i. Event order interpreted. ii. Catering setup guidelines interpreted iii. Manpower planning interpreted.

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Occasion • Menu • Number of pax • Theme • Timing • Types of setting • Special service ii. Type of catering set-up guidelines <ul style="list-style-type: none"> • Guides in setting up stalls • Stall items display techniques • Guides in preparing raw ingredients for stalls set-up • Stalls display guidelines • Catering / banquet checklist iii. Manpower planning <ul style="list-style-type: none"> • Staff function • Team operation • Job schedule 					
		i. Determine event order <ul style="list-style-type: none"> • Type of function • Type of setting • Method of display • Setting the arrangement 		16	Demonstration, Observation & Hand-on Practices	

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		ii. Determine catering setup guidelines <ul style="list-style-type: none"> • Guides in setting up stalls • Stall items display techniques • Guides in preparing raw ingredients for stalls set-up • Stalls display guidelines • Catering / banquet checklist iii. Determine manpower planning	<u>Attitude:</u> i. Meticulous in identifying type of buffet display, menu and setting for catering activities <u>Safety:</u> i. Adhere to Standard Operating Procedure (SOP).			
3. Select equipment and utensil need	i. Equipment, utensils and tool used for catering setup <ul style="list-style-type: none"> • Buffet display arrangement • Display item and their usage 					

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Standard method of buffet display arrangement ii. Guide in selecting equipment and utensils • Equipment and utensil need iii. Safety requirements in arranging buffet display 			8	Lecture, Video Presentation & Observation	<ul style="list-style-type: none"> i. Equipment, utensils and tool used for catering setup interpreted. ii. Correct equipment and utensil chosen iii. Buffet display arrangement interpreted iv. Display item and their usage determined v. Safety requirements adhered
		<ul style="list-style-type: none"> i. Identify type of utensils and equipment ii. Identify types of display item iii. Identify types of setting dishes equipment and utensils iv. Identify usage of setting dishes equipment and utensils 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in selecting equipment and utensil need . <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to Standard Operating Procedure (SOP 	16	Demonstration, Observation & Hand-on Practices	

Work Activities	Related Knowledge	Related Skills	Attitude /Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Carry out catering setting activities	<ul style="list-style-type: none"> i. Manpower and its requirements ii. Centralised work allocations vs. Decentralised work allocations iii. Selection of buffet display arrangement iv. Guidelines for catering buffet v. Logistic planning vi. HACCP guidelines in catering operations 			8	Lecture, Video Presentation & Observation	<ul style="list-style-type: none"> i. Works allocations identified. ii. Catering setting activities applied iii. Buffet display and setting dishes arrangement performed iv. Stalls arrangement concept and stalls items display technique performed v. Hygiene and safety requirements demonstrated
		<ul style="list-style-type: none"> i. Perform catering activities set-up ii. Apply method of buffet display and setting dishes arrangement iii. Apply stalls arrangement concept and stalls items display technique. iv. Apply safety requirements in setting up catering activities 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in carrying out catering setting activities. <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to Standard Operating Procedure (SOP) 	16	Demonstration, Observation & Hand-on Practices	

Employability Skills

CORE ABILITIES	SOCIAL SKILLS
<p>01.01 Identify and gather information 01.02 Document information, procedures or processes 01.03 Utilize basic IT applications 01.04 Analyze information 01.05 Utilize the Internet to locate and gather information 01.06 Utilize word processor to process information</p> <p>02.01 Interpret and follow manuals, instructions and SOP's 02.02 Follow telephone/ telecommunication procedures 02.03 Communicate clearly 02.04 Prepare brief reports and checklists using standard forms 02.05 Read/interpret flowcharts and pictorial information 02.06 Write memos and letters 02.07 Utilize Local Area Network (LAN)/Intranet to exchange information 02.08 Prepare pictorial and graphic information</p> <p>03.01 Apply cultural requirements to the workplace 03.02 Demonstrate integrity and apply ethical practices 03.03 Accept responsibility for own work and work area 03.04 Seek and act constructively upon feedback about performance 03.05 Demonstrate safety skills 03.06 Respond appropriately to people and situations 03.07 Resolve interpersonal conflicts 03.08 Develop and maintain a cooperation within work group</p> <p>04.01 Organize own work activities 04.02 Set and revise own objectives and goals 04.03 Organize and maintain own workplace 04.04 Apply problem solving strategies 04.05 Demonstrate initiative and flexibility</p> <p>06.01 Understand systems 06.02 Comply with and follow chain of command 06.03 Identify and highlight problems 06.04 Adapt competencies to new situations/systems 06.05 Analyze technical systems 06.06 Monitor and correct performance of systems</p>	<ol style="list-style-type: none"> 1. Communication Skills 2. Conceptual Skills 3. Interpersonal Skills 4. Learning Skills 5. Leadership Skills 6. Multitasking and prioritizing 7. Self-discipline 8. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : TRAINEES)
1. Kitchen Equipment	1 : 5
2. Kitchen Utensils	1 : 1
3. Ingredients	1 : 1
4. Checklist	1 : 1
5. Standard Operation Procedure (SOP)/Manual	1 : 5
6. Standard Form	1 : 1
7. Menu	1 : 1
8. Event order	1 : 1

References

REFERENCES
<ol style="list-style-type: none">1. The Culinary Institute of America, 2011. The Professional Chef. 9th Edition. Wiley. ISBN: 978-0-470-42135-22. Wayne Gisslen, 2011. Professional Cooking. 7th Edition. Wiley. ISBN 978-0-470-19752-33. The Culinary Institute of America, In the Hands of a Chef: The Professional Chef's Guide to Essential Kitchen Tools. Wiley. ISBN: 978-0-470-08026-94. Wayne Gisslen, 2004. Essentials of Professional Cooking. Wiley. ISBN: 978-0-471-20202-85. Online Video Resources<ul style="list-style-type: none">• Roux-Be (The Reluctant Chef online resources) - http://www.reluctantgourmet.com/rouxbe.htm• About.com. Culinary Arts - http://culinaryarts.about.com/od/culinaryreference/tp/culinaryvideos.htm• Stella Culinary - http://www.stellaculinary.com/• The Culinary Institute of America (more than 86,000 culinary & related resources) - http://www.ciachef.edu/