

CERTIFICATE 4 IN CULINARY OPERATIONS

MODULE CATALOGUE FOR CERTIFICATE 4 IN CULINARY OPERATIONS (HOS04002RQ)		
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Module Title	Cultural Awareness and Workplace Communication		
Credit value	4	Duration (hours)	60
Aim	<p>This module is designed to provide learners with the basic knowledge and skills required to communicate effectively within Dubai's multi-cultural work environment. Learners will study various types of communication methods, including verbal, non-verbal and written. There will be a particular focus on the implications of culture in the communication process, and learners will gain the knowledge and skills to interact effectively with people from a range of different social and cultural backgrounds. The module will also define guidelines for learners to effectively research, read and reference information enabling them to communicate successfully. Learners will be equipped with the skills to create and present various types of written communication such as emails, reports and presentations to further help them to communicate successfully in the workplace.</p>		
Module Learning Outcomes			
<i>At the end of this module, learners will be able to:</i>			
1. Describe forms of communication such as verbal and non-verbal			
2. Apply considerations of culture and diversity while communicating with people from multicultural backgrounds			
3. Demonstrate effective methods of researching, reading and referencing information			
4. Use types of professional communication			

Module Title	Internship		
Credit value	8	Duration (hours)	240
Aim	<p>The internship module involves a six-week professional work placement with a Dubai business or government department in an industry that is relevant to the learner's area of study. The internship provides learners with exposure to a professional environment and an opportunity to apply the knowledge and skills they have gained throughout the certificate programme. They will set relevant objectives for their internship at the beginning of the month with their workplace supervisor and have weekly meetings to assess progress. They will be involved in a number of activities and projects depending on the business, and all learners will take part in observations, meetings, clerical work and administration, to gain a clearer insight into the day-to-day functioning of the business. Learners must complete the programme to the satisfaction of their host organisation and will be assessed against clear criteria. They will also be expected to keep a weekly diary of their activities and to complete a self-reflection at the end of the placement. Learners will complete their internship within the Culinary Industry.</p>		
Module Learning Outcomes			

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<i>At the end of this module, learners will be able to:</i>
1. Display professional attitude and presentation for a culinary workplace environment
2. Practice professional communication and teamwork in a culinary workplace environment
3. Reflect on the internship experience using a recognised reflective cycle
4. Create action plans to support personal and professional growth

Module Title	Preparing for a Career in Culinary Arts		
Credit value	3	Duration (hours)	45
Aim	The purpose of this module is to equip learners with the fundamental skills required to access and excel at jobs in the Culinary industry. Learners will understand the importance of personal branding and professionalism required in making a positive first impression to a prospective employer. They will identify and learn the key soft skills that are required to make them successful at workplace today. This module will also give them an opportunity to understand how learners can take responsibility for their own development in their career. Learners will also be given an in-depth understanding of how to apply to various jobs in the Culinary industry: from finding potential job opportunities, to setting career goals and learning the practical skills required to excel during the job application process. This includes effective CV creation, writing a cover letter and key interview skills.		
Module Learning Outcomes			
<i>At the end of this module, learners will be able to:</i>			
1. Develop a personal brand			
2. Write a CV and cover letter for a job in the Culinary industry			
3. Apply key interview skills required for a job at an entry level position within the Culinary sector			
4. Describe the personal skills and attitudes required to be successful in a workplace environment			

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Module Title	Appetisers		
Credit value	4	Duration (hours)	60
Aim	<p>This module aims to provide learners with the knowledge and skills required to prepare appetisers and to understand their use across a variety of menus and events. Learners will be able to define an appetiser, identify a selection of components and ingredients used to prepare an appetiser, and the format for service for a selection of appetisers. This module also explores the definition of salad dishes and their use as part of a set menu or the beginning of a degustation menu, as an accompaniment, a main course or as a dessert. To complete this module, learners are required to have successfully completed the Culinary Fundamentals 1 module which covers the preparation of soup, stock bases and sauce accompaniments.</p>		
Module Learning Outcomes			
<i>At the end of this module, learners will be able to:</i>			
1. Explain the basic principles of appetisers and salad dishes, their preparation, processing, service and storage			
2. Explain the use of appetisers and salad dishes in menus and at events			
3. Prepare to cook appetisers and salad dishes selecting the equipment and ingredients			
4. Cook appetisers and salad dishes using cooking methods and techniques that meet the requirements of the dish			

Module Title	Baking Fundamentals: Breads, Cakes and Pastries		
Credit value	4	Duration (hours)	60
Aim	<p>This module aims to provide learners with the knowledge and skills required to produce cakes, pastries and breads in a commercial kitchen following standard recipes. The module requires the ability to select, prepare and portion ingredients, as well how to use relevant equipment in a range of cookery methods to make and decorate cakes, pastries and breads, and their related food storage methods. The content of this module applies to hospitality and catering organisations that produce and serve cakes, pastries and breads, including hotels, restaurants and pâtisseries. It applies to individuals who work under the guidance of more senior chefs.</p>		
Module Learning Outcomes			
<i>At the end of this module, learners will be able to:</i>			
1. Explain the history of baking bread and the function of raw materials, including key dough processing techniques and basic bread varieties			
2. Identify the specialist equipment necessary for bread making			

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3. Prepare to bake breads and pastry products selecting the correct equipment and ingredients
4. Bake breads and pastry products using cooking methods and techniques that meet the requirements of the dish

Module Title	Culinary Fundamentals 1: Preparation of Soups, Stocks and Sauces		
Credit value	5	Duration (hours)	75
Aim	This module aims to provide learners with the techniques and knowledge required for the selection of ingredients, preparation, processing and service of basic stocks, soups and classic sauces. Learners will explore how to utilise standard recipes, use commercial cookery equipment safely and productively, and to carry out tasks in a hygienic manner.		
Module Learning Outcomes			
<i>At the end of this module, learners will be able to:</i>			
1. Describe the basic principles of preparing, cooking and serving basic stocks, soups and sauces.			
2. Describe specialist equipment used to make stocks, soups and sauces.			
3. Prepare to cook stocks, soups and sauces selecting the equipment and ingredients.			
4. Cook stocks, soups and sauces using cooking methods and techniques that meet the requirements of the dish.			

Module Title	Culinary Fundamentals 2: Preparation of Starch-Based Foods, Egg Dishes, Fruits and Vegetables		
Credit value	6	Duration (hours)	90
Aim	This module aims to provide learners with the knowledge and skills required to prepare and cook vegetables, fruit, egg and farinaceous (starch containing) dishes following standard recipes. Learners will develop the ability to select and prepare ingredients, and to use relevant equipment, cookery and food storage methods.		
Module Learning Outcomes			
<i>At the end of this module, learners will be able to:</i>			
1. Explain the fundamental principles of preparing, cooking and serving basic vegetable, fruit, nut, egg and farinaceous dishes			
2. Calculate yield tests for vegetables			

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3. Prepare to cook basic vegetable, fruit, nut, egg and farinaceous dishes selecting the equipment and ingredients
4. Cook basic vegetable, fruit, nut, egg and farinaceous dishes using cooking methods and techniques that meet the requirements of the dish

Module Title	Culinary Fundamentals 3: Classic Cooking Techniques		
Credit value	7	Duration (hours)	105
Aim	This module aims to introduce learners to standard cooking methods, including boiling, poaching, braising, simmering, frying, grilling, baking and roasting. Learners will discover the theory behind these techniques, what types of food and recipes they are suitable for and then practice doing them in the kitchen. This includes the selecting, preparing, producing and serving of dishes from all around the world to an accepted industry standard.		
Module Learning Outcomes			
<i>At the end of this module, learners will be able to:</i>			
1. Differentiate between cooking methods commonly used in commercial kitchen			
2. Identify the uses of specialist equipment in standard cooking methods			
3. Prepare to cook culinary dishes using classic cooking techniques, selecting the correct equipment and ingredients			
4. Cook culinary dishes using classic cooking techniques			

Module Title	Dessert Preparation		
Credit value	3	Duration (hours)	45
Aim	This module aims to provide learners with the knowledge and skills required to prepare, cook, freeze, decorate, portion and present or store hot, cold and iced desserts and to recognise the importance of applying correct hygiene and safety procedures to produce a quality product for service. The type of ingredients used to prepare desserts and how they are stored will also be covered.		
Module Learning Outcomes			
<i>At the end of this module, learners will be able to:</i>			
1. Explain the key principles of preparing plated desserts, including variety and selection, preparation methods, and techniques involved			
2. Identify the specialised equipment used for dessert preparation			

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3. Prepare to cook desserts, selecting the correct equipment and ingredients
4. Cook desserts using methods and techniques that meet the requirements of the dish

Module Title	Food Safety and Sanitation		
Credit value	2	Duration (hours)	30
Aim	This module aims to provide learners with the knowledge and skills required to follow hygiene guidelines and practices relevant to the culinary industry, in particular in situations where food is handled, either for consumption on premises or for consumption off-site. The module provides learners with information regarding the storage and handling of food in order to avoid spoilage and contamination or cross-contamination of food, so ensuring it is safe for consumption and that a quality product is being offered, as well as providing learners with guidelines for working in a hygienic manner. Learners will also be introduced to the legislation which surrounds the hygienic handling of food and food safety programmes, specifically HACCP.		
Module Learning Outcomes			
<i>At the end of this module, learners will be able to:</i>			
1. Explain the role that legislation plays in ensuring food safety in the kitchen			
2. Explain potential food safety hazards in a kitchen and hospitality environment			
3. Describe hazards and risks within the working environment in terms of storage, food hygiene and safety			
4. Explore the critical theories outlined by the Hazard Analysis Critical Control Points (HACCP) system and the Dubai Food Code			

Module Title	Introduction to Culinary Arts		
Credit value	4	Duration (hours)	60
Aim	This module aims to provide learners with an introduction to the knowledge and skills required to work in a commercial kitchen. The module provides learners with an insight into the “culinary arts” industry that includes the history of this discipline, as well as emerging trends. Learners will discover how to select and use the correct commercial kitchen equipment and tools for particular tasks and how to classify items of equipment. The module covers safety, maintenance, cleaning and energy conservation procedures used in commercial kitchens and the correct techniques to perform kitchen tasks in order to prepare simple dishes. This module also identifies and explains key industry roles and how to find employment opportunities in the culinary arts field in Dubai.		
Module Learning Outcomes			

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At the end of this module, learners will be able to:

1. Demonstrate knowledge with regards to the culinary arts industry
2. Explain the basic principles and practices of cooking
3. Prepare to cook basic culinary dishes selecting the equipment and ingredients
4. Cook basic culinary dishes such as soups, stocks and sauces; vegetables; appetisers and salads; meats; seafood; dessert dishes; pastries, cakes and breads

Module Title	Introduction to the Hospitality Industry (Short)		
Credit value	3	Duration (hours)	45
Aim	The purpose of this unit is to provide learners with an introduction to the hospitality industry, both globally and within Dubai. Learners will be introduced to the various types of hospitality establishments, including their function, structure and services offered. The importance of the industry to local and global economies will be explored, alongside key trends that are shaping the industry both locally and internationally. Learners will learn about key job roles and skill requirements within Hospitality organisations, whilst considering regional recruitment challenges and possible solutions. The hospitality industry often supports and enhances other offerings for tourism, events and retail; these relationships will be briefly introduced.		
Module Learning Outcomes			
<i>At the end of this module, learners will be able to:</i>			
1. Describe the local and global hospitality industry in terms of structure, scope and economic impact			
2. Compare common accommodation and F&B establishment types, including their ratings and the facilities and services that they offer			
3. Explain current trends in hospitality that are shaping the industry in Dubai and internationally			

Module Title	Meat Preparation		
Credit value	4	Duration (hours)	60

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Aim	This module aims to provide learners with the knowledge and skills required to prepare and cook meat dishes following standard recipes. This includes the ability to select, prepare and portion meat, and to use relevant equipment, cookery and food storage methods.
Module Learning Outcomes	
<i>At the end of this module, learners will be able to:</i>	
1. Explore the fundamentals of meat products, including how to handle them safely and hygienically	
2. Describe how to order meat in terms of purchasing specifications, determining yields and portion control	
3. Prepare to cook meat dishes, selecting the correct equipment and ingredients	
4. Cook meat dishes using cooking methods and techniques that meet the requirements of the dish	

Module Title	Poultry and Game Preparation		
Credit value	4	Duration (hours)	60
Aim	This module aims to provide learners with the knowledge and skills required to classify, prepare and cook poultry and small game dishes using correct techniques. The material covered includes how to conduct quality assessment, standard poultry and game recipes, correct portion sizes, wastage minimisation and carving techniques. The module also covers other related issues such as storage, terminology, purchasing, quality points, garnishes, accompaniments and service. In addition, defrosting, handling and storing of poultry and small game dishes are detailed, as well as appropriate safe work practices. For the purpose of this module, small furred and feathered game will be covered. Larger game animals are covered in the Meat Preparation module.		
Module Learning Outcomes			
<i>At the end of this module, learners will be able to:</i>			
1. Explain the basic principles of safely and hygienically preparing, processing and serving poultry and game products			
2. Describe the purpose and usage of equipment used in preparing poultry and game			
3. Prepare to cook basic poultry and game dishes, selecting the correct equipment and ingredients			
4. Cook basic poultry and game dishes using cooking methods and techniques that meet the requirements of the dish			

Module Title	Restaurant Operations
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Credit value	3	Duration (hours)	45
Aim	This module aims to provide learners with the knowledge and skills required to understand the hospitality industry from a chef's perspective. The module incorporates an introduction to the hospitality industry, with learners discovering the operational functions that apply to Food and Beverage (F&B) operations in Dubai, including the organisation and planning of F&B items across service periods and menu types, as well as the preparation that occurs in the kitchen areas. The module also equips learners with knowledge of the standards required for the service of food and beverages to customers in a range of dining settings. Learners will explore the roles of front of house and back of house staff, including preparing the outlet for the service period, as well as how to interact with customers, serving and clearing food and beverages, and completing end of service tasks.		
Module Learning Outcomes			
<i>At the end of this module, learners will be able to:</i>			
1. Identify the fundamental principles behind the operations of an F&B establishment			
2. Define the considerations and steps involved when planning menus for customers			
3. Describe the key functions, activities and operations of both back and front of house in order to smoothly prepare for an opening service			
4. Explain the key requirements to smoothly run operations and close the day			

Module Title	Seafood Preparation		
Credit value	4	Duration (hours)	60
Aim	This module aims to provide learners with the knowledge and skills required to prepare and cook seafood dishes following a recipe. Learners will discover how to select, prepare and portion ingredients, as well as how to use appropriate equipment, cookery techniques and food storage methods.		
Module Learning Outcomes			
<i>At the end of this module, learners will be able to:</i>			
1. Describe the basic principles of identifying, handling, cooking, serving and storing seafood products safely and hygienically			
2. Classify seafood taking into consideration identification, purchasing specifications, nutrition, yields and portion control			
3. Prepare to cook popular seafood dishes, selecting the correct equipment and ingredients			
4. Cook popular seafood dishes, using cooking methods and techniques that meet the requirements of the dish			