

Kenmare Adult Education Centre

Professional Cookery (QQI Level 5)

Major Award

INFORMATION FOR PROSPECTIVE STUDENTS

WHAT IS INVOLVED IN THE COURSE?

There are a total of **9 subjects** in this course and all are directly related to Professional Cookery. You will find a brief description of each subject in this pack. A few of the subjects have short exams, most are assessed by work that you do in class. (and at home) You need to be reasonably computer literate (able to send an email and word process etc.) and willing to do some extra work in your own time, when needed. This will include exam revision, research, or completing an assignment.

We do realise that many people will have other commitments in their lives outside of the course, but we need to have an **80% minimum** attendance rate for every subject. If you have to miss a class, you must inform your tutors and arrange to catch up with what you have missed. Tutors in turn will make every effort to stick to the timetable that is set at the start, and if they are unable to be there, will arrange for another tutor to take their class.

HOW DO I APPLY FOR THIS COURSE?

Course Applications by way of **CV** and completed **Application Form** (included in the back of this pack) to be delivered to Centre Office by **1 pm Friday 8th September 2017**. Selection is by means of an Interview to be held on Friday 15th September 2017 at the Kenmare Adult Education Centre. (We will let you know whether you were successful the day after interview) We are looking for people who can demonstrate an ability to successfully complete the course. This may be as much about life and work experience, as formal qualifications.

APPLICANTS FROM PEOPLE WITH DISABILITIES AND SPECIAL LEARNING NEEDS

If you are an applicant with a disability, or special learning need, you may qualify for a non-standard entry on the basis that because of that disability, or special educational need, you are not in a position to meet the standard admission criteria. You should contact the centre before you submit your application form. Arrangements for non-standard entry are made on an individual basis.

HOW IS THE COURSE STRUCTURED?

The course will begin in **Autumn 2017** and finish in late **Spring 2018**. (subject to getting sufficient numbers of applicants. Actual start date still to be confirmed as it is dependent on the instillation of a new Kitchen) Classes will be four hours long, with a short 15 minute break and run Monday - Thursday. (there may be a small few occasions during the year which may require attendance on Fridays) As far as possible we will not have classes during school holidays, mid-term break etc. but just

occasionally we might need to. All classes will take place in the Centre, except for Work Experience. (study and IT support sessions will be made available, if needed)

IT LOOKS LIKE A LOT OF WORK - WILL THERE BE ANY FUN?!

There **is** a lot of work involved in this course both for tutors and students – however, we plan to make things as easy for everyone as we can. Tutors will work as a team to make sure that all students are managing well and if any extra support is needed, we need to know as soon as possible. We will keep you up to date at all times with what is happening on the course, and in the Centre, and want you to feel that this is Your course. If you have any ideas about how we could improve things, do let us know and within the constraints of the packed timetable, we will try to accommodate them.

WHAT IF YOU HAVE ALREADY GAINED SOME FETAC QUALIFICATIONS?

If you have successfully completed some of these Modules recently you may qualify for an exemption from that subject. If so, please let us know on your application form as QQI permission is required when seeking an exemption.

WHAT CAN I DO AFTERWARDS?

This course is designed to give people a vocational qualification to gain employment, or possibly start one's own business, or go to Higher Education through the 'Links scheme'. If you have any questions about this, do let us know. Kerry Education & Training Board has an Education Guidance Service which is available to you.

WHAT IF YOU ARE CLAIMING SOCIAL WELFARE BENEFITS?

We understand from the Department of Social Protection (DSP) that doing this course should not affect your current benefits. However, we do advise you to check this out yourselves before you commit to the course. On the application form we need to know what benefits you are currently claiming as this affects the funding that the Centre receives and also whether you will need to pay any course fees. This Programme is being run under the Department of Education & Skills Back to Education Initiative Programme (BTEI) which means that it will be free to those in receipt of any form of payment from the Department of Social Protection, those that have a Medical Card or those that have not completed their Leaving Certificate (or equivalent). Those that are in employment and have their Leaving Certificate may have to pay (it is very important, however, to contact the centre if you are not sure as each person's circumstances differ) All students doing the course are required to pay **€100** to cover the cost of tea/coffee, printing, folders etc. (€50 with application with the other €50 by 2nd December 2016. If a student leaves courses within 2 weeks of start date the €50 will be refunded. Refer to Kerry ETB student handbook for further information re fees and refunds. Copy available from Centre) An equipment and ingredients charge may apply.

Requirements for the Major Award

To receive the full certificate in Professional Cookery (QQI Level 5/5M2088) a learner is required to successfully complete 9 Component Certificates. **(120 Credits*** in total - made up of 9 Subjects having a credit value varying from 5 – 30 credits)

Subject List^

- Culinary Techniques (5N0630/30 Credits)
- Meal Service (5N0635/5 Credits)
- Food Science & Technology (5N0730/5 Credits)
- Personal Effectiveness (5N1390/15 Credits)
- Work Practice (5N1433/15 Credits)
- Pastry, Baking & Desserts (5N2084/10 Credits)
- Menu Planning & Applied Nutrition (5N2085/10 Credits)
- International Cuisines (5N0632/15 Credits)
- Word Processing (5N1358/15 Credits)

*The exception here is where a learner is seeking to use other (relevant) credits from either level 4 or Level 6 (maximum of such credits being 15/two subjects at level 4 or one subject at level 6) QQI Approval is required in such cases.

^Note: There may be some change to subjects on offer for this course.

Culinary Techniques

(5N0630/30 Credits)

The learner will be able to: describe how a professional kitchen is typically and optimally organised; explain the role of effective presentation, time management, work planning & scheduling; explain the sensory properties of food including visual examination, taste, colour, texture & smell; distinguish between fresh and convenience food, organic & non-organic, mass produced and artisan food; describe a range of systems of food production; explain the physical structure, classification points, quality points of a range of meat, offal, poultry, game shellfish, fruit & veg etc.; describe the process of butchering whole carcasses and smaller cuts of meat; describe the wide range of commercial ethnic cuisines available in the market; explain contemporary issues relating to food production; explain the role of national food and health & safety agencies; use a range of knife skills required for various types of food preparation including tomato concasse, mirepoix, classified vegetable cuts & dextulle; complete a mise en place; prepare a range of classical stocks, soups, glazes, and base sauces, as well as a variety of extensions; prepare a range of classical sauces using traditional methods; prepare a range of dishes using whole fish, fish cuts and shellfish; prepare a range of large volume classical dishes for the following foods using the relevant extensions and garnishes (meat/poultry/ game/fish/veg/cereal dairy/fruit/beverages etc.); prepare fully cooked and continental breakfasts for traditional and buffet service; prepare a range of short order dishes; prepare a range of vegetarian meals, salads & hot and cold sandwiches, hors d'oeuvre and farinaceous foods; prepare a range of traditional and contemporary dishes from a selection of Irish & European cuisines; use smoking, curing, tenderising, marinating, and pickling for a range of commodities; use a range of equipment appropriate to a variety of cooking processes; implement cost & quality control considerations in menu planning, food and beverage preparation and service; implement best practice in food hygiene and workplace safety.

Meal Service

(5N0645/5 credits)

Learners will be able to: identify the factors which contribute to creating a meal experience; outline a range of service styles; relate styles of food service to customer needs and expectations; describe the mise-en-place required for a range of styles of service; explain the sequence of service; record reservations; meet and greet customers, implementing the various aspects of an Irish welcome; serve plated food and wine using appropriate communication skills; handle customer complaints and compliments; present

a bill to customer; evaluate guest feedback; implement best practice in food hygiene and food safety.

Food Science & Technology **(5N0730/5 Credits)**

Learners will be able to: explain the scientific principles which underpin the properties of natural food; research scientific approaches to cookery processes using a range of commodities; describe the effect of a range of variables on the properties of natural food, including temperatures, air, moisture, other ingredients; explain how the storage, preparation, cooking and service stages in the food preparation cycle affect the stability and overall nutritional content of food; explain the key features, working principles, user benefits of modern kitchen and catering equipment and technology; describe a range of food production systems, their associated safety measures and their applications; describe recent developments in equipment, processes and food production systems; explain the principles and applications of slow cooking in culinary techniques; outline emerging trends in food production and the role of functional foods, for example: genetic modification (GM) and irradiation; describe emerging culinary processes and their application to food preparation, for example, jellification and molecular gastronomy; use a range of equipment appropriate to a variety of volume and small scale cookery processes, selecting and maintaining the equipment where appropriate; assessing catering systems for their energy efficiency, sustainability and environmental impact.

Pastry, Baking & Desserts **(5N2084/10 Credits)**

Learners will be able to: explain the scientific principles underpinning the processes used in baking and pastry production; describe standards and grades for baking ingredients and products including flours, starches, fats, sugars, sweeteners, liquids, eggs gelatine etc.; describe the products, both fresh and convenience, used in the production of hot and cold deserts including fruits, flavouring, colourings and chocolate; prepare a range of baked dishes; prepare a range of breads including brown & white soda breads, muffins, sweet and savoury scones, basic and enriched yeast breads; prepare a range of products using fresh and convenience pastry including short, sweet, choux and puff; prepare a range of sponges and sponge products; prepare a range of cold desserts; prepare a range of hot desserts; describe a range of Irish cheeses and their quality points; prepare a cheese

board; implement cost and quality control considerations in the production and service of pastry, baking and desserts.

Menu Planning & Applied Nutrition **(5N2085/10 Credits)**

Learners will be able to: describe the influences of tradition, culture and trends on food choice and menu planning; explain key nutritional influences on contemporary menu design; describe a range of different types and styles of menus and their uses; describe the role of ethics in menu planning; explain how menus and dishes are constructed, and the role of variety, balancing ingredients, flavours and textures; describe the role of the menu as a marketing tool; list the principal nutrients in food, for example: proteins, lipids, and carbohydrates, and the general features, functions and food sources of each; list the energy value of different food types; describe how natural foods are processed and the effects of processing on the properties of the foods; explain the stages of food preparation cycle affect the stability and overall nutritional content of food; describe the effect of additives and supplements in food; outline common food allergies and intolerances, identifying ingredients relevant to these; understand the role of nutrients in relation to diseases, including obesity, heart disease and cancer; identify a comprehensive range of dishes to meet special dietary needs and reflect current dietary trends; compile a range of menus to suit different types of meals for different categories of consumers; outline the current and future role of genetically modified, irradiated, functional, organic, biodynamic and whole foods.

International Cuisines **(5N0632/15 Credits)**

Learners' will be able to: describe the relationship of food culture, religion and history; describe the role of food in transmitting culture; identify factors that determine the availability of foods in a variety of cultures including climate, geography, staple foods etc.; describe the ingredients, commodities, dishes, and cooking styles of authentic European, Indian, Japanese, Chinese this and a range of others; describe aesthetic flavour combinations and preparation techniques for a variety of cuisines; select key herbs, spices and seasonings relevant to specific world cuisines; prepare a range of authentic dishes with appropriate presentation techniques for European, Mediterranean, Asian (indian/Chinese/thi/Japanese) and other world cuisines.

Personal Effectiveness (5N1390/15 Credits)

The Learner will be able to: explain the principles and practice of personal effectiveness; comment on the structure and purpose of a chosen organisation; reflect on their own role in an organisation including the skills needed for the job, personal strengths and weaknesses; explore the concept of problem-solving to include distinction between different types of problems; investigate the features of objectives of meetings, the role of key participants and the impact of personal attitudes and participation; examine the objectives of working in groups and what may contribute to their success or not; develop a range of problem solving techniques.

Work Experience (15 Credits/5N1356)

The Learners will be able to: examine work organisations and personal career opportunities in a particular vocational area, to include consideration of work-related issues and needs; analyse key challenges and opportunities facing a particular vocational area; summarise the basic rights and responsibilities of employees and employers in a particular work, organisational or institutional context, to include health, safety and welfare at work, equality legislation, union representation and regulations relating to pay; compile a personal and vocational skills audit and career plan for a specific vocational area, to include goals and action points for the period of work experience; present relevant work experience material, to include observation of good timekeeping, working independently while under general direction, meeting deadlines, personal presentation, communications, adherence to health, safety and other relevant regulations; demonstrate effective communication skills in the workplace, to include personal, interpersonal and technological communication skills; reflect on workplace experiences, to include feedback by supervisor(s) or mentor(s) on personal performance and challenges such as conflict, criticism, meeting new people and learning in relation to quality management; explore options for future education, training

Word Processing (5N1358/15 Credits)

Learners will be able to: describe a typical word processing application in terms of common uses and features including – text manipulation, document formatting, graphics, tabs, tables, mail merge and label printing; identify frequently-used toolbars icons and related functions associated with file

handling and text formatting; create documents applying a range of text processing features including – margins, and line spacing, indenting text and paragraphs, borders and shading, numbering and bullets, copying and pasting text, enhancing text; perform initial document configuration using page setup features to include – headers and footers, page numbering, page size and orientation; use a range of proofing tools including – spell check, thesaurus, search and replace; apply file management facilities, including – creating files and folders, saving files in different formats, copying files and folders, renaming files, accessing file details, finding files using search facility; apply a range of table features including – creating tables, resizing, merging cells, inserting or deleting columns and rows, aligning text, applying borders and shading to tables and sorting table content; create mail merge and labels; use mark-up capabilities to make track changes to documents; produce a range of different types of documents using common word processing features including – manual text formatting, applying styles, creating tables, inserting and manipulating graphics; use a word processing application to create a file from a document template by performing all required steps including creating and storing the template, entering data, and printing and storing the file appropriately for subsequent retrieval; improve personal performance by using additional resources such as the help facility to solve familiar and unfamiliar word processing problems.

KENMARE ADULT EDUCATION CENTRE

**Professional Cookery
(QQI Level 5)**

APPLICATION FORM

NAME:

ADDRESS:

CONTACT TELEPHONE NUMBER:

- 1. Explain in 300-400 words why you would like to do this course**

2. **Previous Qualifications** (including QQI/FETAC qualifications)

Subject	Level	Year awarded	Centre*
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**If you did the course in Kenmare Adult Education Centre and are not sure of the exact details, do call us as we will have your details on record. If you did a course elsewhere we will need evidence of that if you wish to claim exemption from a particular subject.*

3. Social Welfare Benefits

Please let us know what benefits, if any, you are currently claiming. *(Under the BTEI programme we have to have a certain number of students in each class who are in receipt of social benefits):*

Signature: _____ **Date:** _____

This form (these two pages only) and **CV** to be returned to: Kenmare Adult Education Centre, Bell Height, Kenmare, Co. Kerry, or via email: info@kenmareaec.ie to arrive not later than 1 pm **Friday 8th September 2017.**