

**List of Competencies for On-the-Job Training (OJT)
Work-Study Diploma in Culinary Arts & Management**

Note: LOC is subject to changes due to curriculum review/ development

S/N	List of Competencies (Standard)	Company to indicate '✓' for OJT competencies it can provide
A	Kitchen Management	
A1	Organise work duties	
A2	Manage food preparation at kitchen station	
A3	Conduct hygiene and safety audit	
B	Inventory Management	
B1	Manage inventory level and quality	
B2	Handle inventory replenishment	
B3	Handle goods received	
C	Catering & Buffet Management	
C1	Manage food production for catering	
C2	Manage buffet set – up	
C3	Handle buffet stations and customer feedback	
D	Cold Cuisine	
D1	Preserve foods	
D2	Prepare appetizers	
D3	Prepare salads, dressing and forcemeat products	
E	Hot Cuisine I	
E1	Prepare stock, soup, and sauces	
E2	Prepare starch (grains, noodles, pasta, potatoes)	
E3	Prepare vegetables	
F	Hot Cuisine II	
F1	Prepare egg dishes	
F2	Prepare fish and seafood	
F3	Prepare meat and poultry	
G	Desserts & Pastries	
G1	Prepare cold desserts	
G2	Prepare hot desserts	
G3	Prepare pastries	

S/N	List of Competencies (Standard)	Company to indicate '✓' for OJT competencies it can provide
H	Organisational & Change Management	
H1	Provide guidance to staff	
H2	Manage team performance	
H3	Manage implementation of organisational changes in kitchen	
I	Menu Development & Promotion	
I1	Develop menu items	
I2	Evaluate menu items	
I3	Promote menu items on social media platforms	
	Sub-total of Competencies (Standard)	
List of Competencies (Company-specific)		
1		
2		
3		
4		
5		
6		
7		
	Sub-total of Competencies (Company-specific)	

Note:

- a) Company must be able to provide OJT for at least **75%** of the List of Competencies (Standard).
- b) If company is unable to meet the 75%, please propose alternate **course-related** competencies which are unique to company operations. Alternate competencies are capped at 25%.
[i.e. 50% of the list of competencies (standard) + 25% alternate competencies (Company-specific)].
- c) All alternate competencies (Company-specific) must be reviewed and endorsed by ITE.
- d) Trainees must receive OJT and be assessed for **All** competencies selected in this List.

Total no. of competencies selected by company for OJT

Total no. of competencies listed (*standard & company specific*)

Percentage of selected competencies

Completed By:

Name

Company

MODULE SYNOPSIS – WSDip in Culinary Arts & Management

Course Objective

The course equips trainees with the skills, knowledge and professional attributes to plan and manage the production of food in a kitchen station to meet customers' need for safe and quality food.

Modules Synopsis

Kitchen Management
On completion of this module, trainees should be able to organise work assignments, manage workflow of station, and implement kitchen safety and sanitation.
Inventory Management
On completion of the module, trainees should be able to handle goods received, monitor quality and levels of inventory and handle replenishment of inventory.
Catering & Buffet Management
On completion of the module, trainees should be able to prepare for food production for both in-house and off-site catering, and manage buffet set-up.
Cold Cuisine
On completion of the module, trainees should be able to preserve food using a variety of methods, as well as prepare a range appetizers, salads, dressings and forcemeat products.
Hot Cuisine I
On completion of the module, trainees should be able to produce a range of stocks, soups, sauces and sides such as vegetables and starches as accompaniments for the main course.
Hot Cuisine II
On completion of the module, trainees should be able to prepare, cook and plate a range of main dishes.
Desserts & Pastries
On completion of the module, trainees should be able to prepare a variety of basic desserts and pastries.
Organisational & Change Management
On completion of the module, trainees should be able to provide guidance to junior staff, manage team performance by applying systems and design thinking to enhance productivity and improve staff retention, as well as manage implementation of organisational changes in kitchen.
Menu Development & Promotion
On completion of the module, trainees should be able to develop menu, and determine cost price based on yield testing as well as promote it on social media platforms.

MODULE SYNOPSIS – WSDip in Culinary Arts & Management

Company Project

On completion of the module, trainees should be able to develop menu, and determine cost price based on yield testing as well as promote it on social media platforms.

On-the-Job Training

On completion of the module, trainees should be able to apply the skills and knowledge acquired at ITE College and workplace to take on the full job scope, including supervisory function, where appropriate, at the company.

TRAINING PATTERN SCHEDULE

WSDip in Culinary Arts & Management

Day Release - Trainees attend 1 to 2 days of lessons per week at ITE, with the remaining work-week spent at the workplace for On-the-Job Training.

April'26 Intake	April – June 2026		July – September 2026		October – December 2026		January – March 2027	
1 st Year Off-JT @ ITE	1 day/week	ITE Vacation (June) 4 weeks	1 day/week	ITE Vacation (Sept) 2 weeks	1 day/week	ITE Vacation (Dec) 4 weeks	1 day/week	ITE Vacation (March) 2 weeks
April'26 Intake	April – June 2027		July – September 2027		October – December 2027		October – December 2028	
2 nd Year Off-JT @ ITE	1 day/week	ITE Vacation (June) 4 weeks	1 day/week	ITE Vacation (Sept) 2 weeks	1 day/week	ITE Vacation (Dec) 4 weeks	1 day/week	ITE Vacation (March) 2 weeks
April'26 Intake	April – June 2028		July – September 2028		WSDip Programme 2026 Start: 1 April 2026 End: 30 September 2028 Duration: 2.5 years ⚠ Final results release may be later than programme end date			
3 rd Year Off-JT @ ITE	1 day/week	ITE Vacation (June) 4 weeks	1 day/week	ITE Vacation (Sept) 2 weeks				