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# Plan of Training

## COOK



**Government of Newfoundland and Labrador  
Department of Advanced Education and Skills  
Apprenticeship and Trades Certification Division**

**March 2011**

# PLAN OF TRAINING

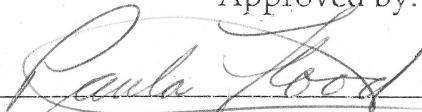
Cook

March 2011



Government of Newfoundland and Labrador  
Department of Education  
Institutional and Industrial Education Division

Approved by:



Chairperson, Provincial Apprenticeship and Certification Board

Date: March 15, 2011

## Preface

This Apprenticeship Standard is based on the 2011 edition of the National Occupational Analysis for the Cook trade.

This document describes the curriculum content for the Cook apprenticeship training program and outlines each of the technical training units necessary for the completion of apprenticeship.

## Acknowledgements

Advisory committees, industry representatives, instructors and apprenticeship staff provided valuable input to the development of this Apprenticeship Curriculum Standard. Without their dedication to quality apprenticeship training, this document could not have been produced.

We offer you a sincere thank you.

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Updated December 2012	March 2011	September 2011	- Updated Related courses - Updated Technical courses: <ul style="list-style-type: none"><li>▪ CK1271 Desserts and Sauces</li><li>▪ CK1206 Appetizers, Hors D' Oeuvres and Accompaniments</li></ul> - Updated tasks and subtasks to reflect 2011 NOA

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## A. Profile Chart

<b>Occupational Skills</b>			
<b>TS1510</b> Occupational Health and Safety	<b>TS1520</b> WHMIS	<b>TS1530</b> Standard First Aid	<b>CK1115</b> Kitchen Tools and Equipment
<b>CK1000</b> The Professional Cook	<b>CK1126</b> Basic Cooking Methods and Principles	<b>CK1281</b> Menu Planning	<b>CK1130</b> Receiving and Storage
<b>CK1231</b> Introduction to Baking	<b>CK1255</b> Cookies and Squares	<b>CK1241</b> Pies, Tarts, Flans and Fillings	<b>CK1271</b> Desserts and Sauces Pastries
<b>CK1286</b> Menu Costing	<b>CK1130</b> Receiving and Storage	<b>CK1120</b> Weights and Measures	<b>CK1106</b> Hygiene and Sanitation Awareness
<b>CK1050</b> Food Presentation	<b>CK1100</b> Kitchen Safety	<b>CK1350</b> Sauces	<b>CK1255</b> Cookies and Squares
<b>Stocks, Soups and Sauces</b>			
<b>CK1350</b> Sauces	<b>CK1165</b> Soups	<b>CK1126</b> Basic Cooking Methods and Principles	<b>CK1460</b> Marinades, Rubs and Brines
<b>Produce</b>			
<b>CK1310</b> Vegetables and Fungi	<b>CK1340</b> Potatoes	<b>CK1320</b> Fruits	
<b>Pastas, Pulses, Grains and Nuts</b>			
<b>CK1146</b> Rice, Grains and Pulses	<b>CK1231</b> Introduction to Baking		
<b>Meat, Poultry and Game</b>			
<b>CK1177</b> Principles of Meat Cooking and Handling	<b>CK1450</b> Beef and Pork	<b>CK1183</b> Veal and Lamb Preparation and Cooking	<b>CK2700</b> Game
<b>CK1178</b> Poultry	<b>CK2600</b> Charcuterie		
<b>Fish and Seafood</b>			
<b>CK1185</b> Fish and Seafood	<b>CK1186</b> Seafood Specialty Dishes		

<b>Garde-Manger</b>			
<b>CK1195</b> Salad and Salad Dressings	<b>CK1206</b> Appetizers, Hors D'oeuvres and Accompaniments	<b>CK1204</b> Sandwiches	<b>CK2600</b> Charcuterie
<b>CK2610</b> Aspics, Jellies and Glazes			
<b>Dairy and Egg Products and Alternatives</b>			
<b>CK1210</b> Dairy Products	<b>CK1225</b> Breakfast Cookery		
<b>Baked Goods and Desserts</b>			
<b>CK1231</b> Introduction to Baking	<b>CK1236</b> Yeast Products	<b>CK1245</b> Quick Breads	<b>CK1241</b> Pies, Tarts, Flans and Fillings
<b>CK1246</b> Specialty Breads	<b>CK1261</b> Pastries	<b>CK1253</b> Basic Cakes	<b>CK1225</b> Breakfast Cookery
<b>CK1271</b> Desserts and Sauces	<b>CK2500</b> Specialty Icings and Meringues	<b>CK2510</b> Specialty Cakes	<b>CK2520</b> Chocolate
<b>CK1255</b> Cookies and Squares			

**B. NOA Comparison Table**

2011 NOA Tasks and Sub-tasks		2011 POT	
<b>Task 1- Maintains Tools and Equipment</b>			
1.01	Maintains knives.	CK1115	Kitchen Tools and Equipment
1.02	Maintains pots, pans, and utensils.	CK1115	Kitchen Tools and Equipment
1.03	Maintains equipment and appliances.	CK1115	Kitchen Tools and Equipment
<b>Task 2 – Organizes work</b>			
2.01	Communicate with others.	CK1000	The Professional Cook
2.02	Organizes kitchen workplace.	CK1000	The Professional Cook
		CK1106	Hygiene and Sanitation Awareness
		CK1126	Basic Cooking Methods and Principles
		CK1000	The Professional Cook
2.03	Schedules production.	CK1000	The Professional Cook
		CK1126	Basic Cooking Methods and Principles
<b>Task 3 – Manages information</b>			
3.01	Plans menu and mise en place.	CK1126	Basic Cooking Methods and Principles
		CK1281	Menu Planning
		CK1286	Menu Costing
3.02	Uses documentation.	CK1000	The Professional Cook
		CK1130	Receiving and Storage
		CK1120	Weights and Measures
		CK1100	Kitchen Safety
<b>Task 4 – Manages products and supplies</b>			
4.01	Orders products and supplies.	CK1130	Receiving and Storage
		CK1281	Menu Planning
		CK1286	Menu Costing
		CK1120	Weights and Measures
4.02	Receives products.	CK1130	Receiving and Storage
4.03	Maintains inventory.	CK1130	Receiving and Storage



2011 NOA Tasks and Sub-tasks		2011 POT	
		CK1281	Menu Planning
		CK1286	Menu Costing
4.04	Stores products.	CK1130	Receiving and Storage
<b>Task 5 – Performs routine trade activities.</b>			
5.01	Performs portion control.	CK1120	Weights and Measures
		CK1286	Menu Costing
5.02	Uses recipes.	CK1120	Weights and Measures
		CK1286	Menu Costing
5.03	Plates finished product.	CK1050	Food Presentation
		CK1281	Menu Planning
			Throughout
5.04	Assembles hot and cold platters.	CK1050	Food Presentation
			Throughout
5.05	Uses personal protective equipment (PPE).	TS1510	Occupational Health and Safety
		CK1100	Kitchen Safety
		TS1520	WHMIS
		TS1530	Standard First Aid
		CK1115	Kitchen Tools and Equipment
5.06	Maintains safe work environment.	TS1510	Occupational Health and Safety
		CK1100	Kitchen Safety
		TS1520	WHMIS
		TS1530	Standard First Aid
5.07	Prepares convenience foods.	CK1350	Sauces
		CK1231	Introduction to Baking
		CK1255	Cookies and Squares
		CK1241	Pies, Tarts, Flans and Fillings
		CK1271	Desserts and Sauces
		CK1261	Pastries
		CK1255	Cookies and Squares
			Throughout
<b>Task 6- Practices food safety procedures</b>			
6.01	Sanitizes tools and equipment.	CK1106	Hygiene and Sanitation Awareness
6.02	Maintains safe condition and temperature of finished product.	CK1106	Hygiene and Sanitation Awareness
		CK1126	Basic Cooking Methods and Principles

2011 NOA Tasks and Sub-tasks		2011 POT	
6.03	Adapts kitchen to customers' requirements.	CK1106	Hygiene and Sanitation Awareness
		CK1000	The Professional Cook
		CK1281	Menu Planning
		CK1286	Menu Costing
6.04	Maintains personal hygiene.	CK1106	Hygiene and Sanitation Awareness
		CK1000	The Professional Cook
6.05	Re-thermalizes foods.	CK1286	Menu Costing
		CK1106	Hygiene and Sanitation Awareness
		CK1130	Receiving and Storage
		CK1126	Basic Cooking Methods and Principles
<b>Task 7- Prepares stocks</b>			
7.01	Selects stock ingredients.	CK1156	Stocks and Glazes
7.02	Processes stock ingredients.	CK1156	Stocks and Glazes
7.03	Completes stocks.	CK1156	Stocks and Glazes
<b>Task 8- Prepares thickening and binding agents</b>			
8.01	Select thickening and binding ingredients.	CK1350	Sauces
8.02	Combines thickening and binding ingredients.	CK1350	Sauces
<b>Task 9-Prepares soup</b>			
9.01	Select thickening and binding ingredients.	CK1165	Soups
9.02	Processes soup ingredients.	CK1165	Soups
9.03	Completes soups.	CK1165	Soups
<b>Task 10 – Prepares sauces</b>			
10.01	Selects sauce ingredients.	CK1350	Sauces
10.02	Adds alcohol for sauces.	CK1350	Sauces
		CK1126	Basic Cooking Methods and Principles
10.03	Processes sauce ingredients.	CK1350	Sauces
10.04	Completes sauces.	CK1350	Sauces
<b>Task 11 – Prepares marinades and brines</b>			
11.01	Selects marinade and brine	CK1460	Marinades, Rubs and Brines

2011 NOA Tasks and Sub-tasks		2011 POT	
	ingredients.		
11.02	Processes marinade and brine ingredients.	CK1460	Marinades, Rubs and Brines
<b>Task 12 – Prepares vegetables</b>			
12.01	Selects vegetables.	CK1310	Vegetables and Fungi
		CK1340	Potatoes
12.02	Cleans vegetables.	CK1310	Vegetables and Fungi
		CK1340	Potatoes
12.03	Cuts vegetables.	CK1310	Vegetables and Fungi
		CK1340	Potatoes
12.04	Finishes vegetables.	CK1310	Vegetables and Fungi
		CK1340	Potatoes
<b>Task 13 – Prepares fruits</b>			
13.01	Selects fruit.	CK1320	Fruits
13.02	Cleans fruit.	CK1320	Fruits
13.03	Cuts fruit.	CK1320	Fruits
13.04	Finishes fruit.	CK1320	Fruits
<b>Task 14 – Prepares herbs and spices</b>			
14.01	Selects herbs and spices.	CK1126	Basic Cooking Methods and Principles
14.02	Cleans herbs and spices.	CK1126	Basic Cooking Methods and Principles
14.03	Finishes herbs and spices.	CK1126	Basic Cooking Methods and Principles
<b>Task 15 – Prepares pastas</b>			
15.01	Selects pasta ingredients.	CK1150	Pastas and Dumplings
15.02	Assembles pasta dishes.	CK1150	Pastas and Dumplings
15.03	Cooks pastas.	CK1150	Pastas and Dumplings
15.04	Makes pastas.	CK1150	Pastas and Dumplings
<b>Task 16 – Prepares pulses, grains and nuts</b>			
16.01	Selects pulses, grains and nuts.	CK1146	Rice, Grains and Pulses
		CK1231	Introduction to Baking
16.02	Cooks pulses, grains and nuts.	CK1146	Rice, Grains and Pulses
		CK1231	Introduction to Baking
<b>Task 17 – Prepares meat and game meat</b>			
17.01	Selects meat and game meat.	CK1177	Principles of Meat Cooking and Handling

2011 NOA Tasks and Sub-tasks		2011 POT	
		CK1450	Beef and Pork
		CK1183	Veal and Lamb Preparation and Cooking
		CK2700	Game
17.02	Processes meat and game meat.	CK1177	Principles of Meat Cooking and Handling
		CK1450	Beef and Pork
		CK1183	Veal and Lamb Preparation and Cooking
		CK2700	Game
17.03	Cooks meat and game meat.	CK1177	Principles of Meat Cooking and Handling
		CK1450	Beef and Pork
		CK1183	Veal and Lamb Preparation and Cooking
		CK2700	Game
17.04	Carves meat and game meat.	CK1177	Principles of Meat Cooking and Handling
		CK1450	Beef and Pork
		CK1183	Veal and Lamb Preparation and Cooking
		CK2700	Game
<b>Task 18 – Prepares poultry and game birds.</b>			
18.01	Selects poultry and game birds.	CK1178	Poultry
		CK2700	Game
18.02	Processes poultry and game birds.	CK1178	Poultry
		CK2700	Game
18.03	Cooks poultry and game birds.	CK1178	Poultry
		CK2700	Game
18.04	Carves poultry and game birds.	CK1178	Poultry
		CK2700	Game
<b>Task 19 – Prepares variety meats</b>			
19.01	Selects variety meats.	CK1177	Principles of Meat Cooking and Handling
		CK2600	Charcuterie
19.02	Processes variety meats.	CK1177	Principles of Meat Cooking and Handling

2011 NOA Tasks and Sub-tasks		2011 POT	
		CK2600	Charcuterie
19.03	Cooks variety meats.	CK1177	Principles of Meat Cooking and Handling
		CK2600	Charcuterie
<b>Task 20 – Prepares fish</b>			
20.01	Selects fish.	CK1185	Fish and Seafood
		CK1186	Fish and Seafood Specialty Dishes
20.02	Processes fish.	CK1185	Fish and Seafood
		CK1186	Fish and Seafood Specialty Dishes
20.03	Cooks fish.	CK1185	Fish and Seafood
		CK1186	Fish and Seafood Specialty Dishes
20.04	Finishes fish.	CK1185	Fish and Seafood
		CK1186	Fish and Seafood Specialty Dishes
<b>Task 21 – Prepares shellfish</b>			
21.01	Selects shellfish.	CK1185	Fish and Seafood
		CK1186	Fish and Seafood Specialty Dishes
21.02	Processes shellfish.	CK1185	Fish and Seafood
		CK1186	Fish and Seafood Specialty Dishes
21.03	Cooks shellfish.	CK1185	Fish and Seafood
		CK1186	Fish and Seafood Specialty Dishes
21.04	Finishes shellfish.	CK1185	Fish and Seafood
		CK1186	Fish and Seafood Specialty Dishes
<b>Task 22 – Prepares salads</b>			
22.01	Selects salad ingredients.	CK1195	Salad and Salad Dressings
22.02	Processes salad ingredients.	CK1195	Salad and Salad Dressings
22.03	Processes dressings.	CK1195	Salad and Salad Dressings
22.04	Assembles salads.	CK1195	Salad and Salad Dressings
<b>Task 23 – Prepares hors d'oeuvres</b>			
23.01	Selects hors d'oeuvres	CK1206	Appetizers, Hors D'oeuvres and

2011 NOA Tasks and Sub-tasks		2011 POT	
	ingredients.		Accompaniments
23.02	Processes hors d'oeuvre ingredients.	CK1206	Appetizers, Hors D'oeuvres and Accompaniments
23.03	Finishes hors d'oeuvres.	CK1206	Appetizers, Hors D'oeuvres and Accompaniments
<b>Task 24 – Prepares sandwiches.</b>			
24.01	Selects sandwich ingredients.	CK1204	Sandwiches
24.02	Processes sandwich ingredients.	CK1204	Sandwiches
24.03	Assembles sandwiches.	CK1204	Sandwiches
<b>Task 25 – Prepares pâtés and terrines</b>			
25.01	Selects ingredients for pâtés and terrines.	CK2600	Charcuterie
25.02	Processes ingredients for pâtés and terrines.	CK2600	Charcuterie
25.03	Finishes pâtés and terrines.	CK2600	Charcuterie
<b>Task 26 – Prepares condiments and accompaniments</b>			
26.01	Selects ingredients for condiments and accompaniments.	CK1206	Appetizers, Hors D'oeuvres and Accompaniments
26.02	Processes ingredients for condiments and accompaniments.	CK1206	Appetizers, Hors D'oeuvres and Accompaniments
<b>Task 27 – Prepares aspics, jellies and glazes</b>			
27.01	Selects ingredients for aspics, jellies and glazes.	CK2610	Aspics, Jellies and Glazes
27.02	Processes ingredients for aspics, jellies and glazes.	CK2610	Aspics, Jellies and Glazes
<b>Task 28 – Prepares cheese and dairy-related dishes</b>			
28.01	Selects cheese and dairy-related ingredients.	CK1210	Dairy Products
28.02	Processes cheese and dairy-related ingredients.	CK1210	Dairy Products
28.03	Finishes cheese and dairy-related Products.	CK1210	Dairy Products
<b>Task 29 – Prepares eggs and egg-related dishes</b>			
29.01	Selects ingredients for eggs	CK1225	Breakfast Cookery

2011 NOA Tasks and Sub-tasks		2011 POT	
	and egg-related dishes.		
29.02	Processes ingredients for eggs and egg-related dishes	CK1225	Breakfast Cookery
29.03	Cooks ingredients for eggs and egg-related dishes.	CK1225	Breakfast Cookery
<b>Task 30 – Prepares dough</b>			
30.01	Selects ingredients for dough.	CK1231	Introduction to Baking
		CK1150	Pastas and Dumplings
		CK1236	Yeast Products
		CK1255	Cookies and Squares
		CK1245	Quick Breads
		CK1241	Pies, Tarts, Flans and Fillings
		CK1246	Specialty Breads
		CK1261	Pastries
30.02	Mixes ingredients for dough.	CK1231	Introduction to Baking
		CK1150	Pastas and Dumplings
		CK1255	Cookies and Squares
		CK1236	Yeast Products
		CK1245	Quick Breads
		CK1241	Pies, Tarts, Flans and Fillings
		CK1246	Specialty Breads
		CK1261	Pastries
30.03	Processes dough.	CK1231	Introduction to Baking
		CK1150	Pastas and Dumplings
		CK1236	Yeast Products
		CK1255	Cookies and Squares
		CK1245	Quick Breads
		CK1241	Pies, Tarts, Flans and Fillings
		CK1246	Specialty Breads
		CK1261	Pastries
30.04	Cooks dough products.	CK1231	Introduction to Baking
		CK1150	Pastas and Dumplings
		CK1236	Yeast Products
		CK1255	Cookies and Squares
		CK1245	Quick Breads
		CK1241	Pies, Tarts, Flans and Fillings
		CK1246	Specialty Breads

2011 NOA Tasks and Sub-tasks		2011 POT	
		CK1261	Pastries
<b>Task 31 – Prepares batters</b>			
31.01	Selects ingredients for batters.	CK1253	Basic Cakes
		CK1225	Breakfast Cookery
31.02	Combines ingredients for batters.	CK1253	Basic Cakes
		CK1225	Breakfast Cookery
31.03	Cooks batters.	CK1253	Basic Cakes
		CK1225	Breakfast Cookery
<b>Task 32 – Prepares creams, mousses, frozen desserts, fillings, icings, toppings and sugar works.</b>			
32.01	Selects ingredients for creams, mousses, frozen desserts, fillings, icings, toppings and sugar works.	CK1231	Introduction to Baking
		CK1241	Pies, Tarts, Flans and Fillings
		CK1271	Desserts and Sauces
		CK2500	Specialty Icings and Meringues
32.02	Processes ingredients for creams, mousses, frozen desserts and fillings.	CK1231	Introduction to Baking
		CK1241	Pies, Tarts, Flans and Fillings
		CK1271	Desserts and Sauces
		CK2500	Specialty Icings and Meringues
		CK2510	Specialty Cakes
32.03	Finishes creams, mousses and frozen desserts.	CK1271	Desserts and Sauces
		CK2500	Specialty Icings and Meringues
32.04	Prepares icings and toppings for cakes.	CK2500	Specialty Icings and Meringues
		CK2510	Specialty Cakes
32.05	Prepares sugar works.	CK2500	Specialty Icings and Meringues
<b>Task 33 – Prepares dessert sauces.</b>			
33.01	Selects ingredients for dessert sauces.	CK1271	Desserts and Sauces
33.02	Processes ingredients for dessert sauces.	CK1271	Desserts and Sauces
33.03	Finishes dessert sauces.	CK1271	Desserts and Sauces
<b>Task 34 – Assembles cakes</b>			
34.01	Selects cake components for assembly.	CK1253	Basic Cakes
		CK2510	Specialty Cakes
34.02	Decorates cakes.	CK1253	Basic Cakes
		CK2510	Specialty Cakes
		CK2500	Specialty Icings and Meringues



2011 NOA Tasks and Sub-tasks		NL Course Number and Course Name	
<b>Task 35 – Prepares pastries and pies</b>			
35.01	Selects ingredients for pastries and pies.	CK1241	Pies, Tarts, Flans and Fillings
		CK1261	Pastries
35.02	Assembles pastries and pies.	CK1241	Pies, Tarts, Flans and Fillings
		CK1261	Pastries
35.03	Finishes pastries and pies.	CK1241	Pies, Tarts, Flans and Fillings
		CK1261	Pastries
<b>Task 36 – Prepares chocolate</b>			
36.01	Selects chocolate.	CK2520	Chocolate
36.02	Processes chocolate.	CK2520	Chocolate
36.03	Stores chocolate.	CK2520	Chocolate

## C. Program Structure

For each and every course, a formal assessment is required for which 70% is the pass mark. A mark of 70% must be attained in both the theory examination and the practical project assignment, where applicable as documented on an official transcript.

The order of course delivery within each block can be determined by the educational agency, as long as pre-requisite conditions are satisfied.

Upon completion of an entry level program, individuals may be required to complete other certifications (employer or job site specific) in order to gain employment.

### Program Structure

<b>Block I</b>				
<b>Course No.</b>	<b>IPG Code</b>	<b>Course Name</b>	<b>Hours</b>	<b>Pre-requisite(s)</b>
TS1510	--	Occupational Health and Safety	6	None
TS1520	--	WHMIS	6	None
TS1530	--	Standard First Aid	14	None
CK1000	COOK-100	The Professional Cook	15	None
CK1100	COOK-110	Kitchen Safety	10	CK1000
CK1106	COOK-105	Hygiene and Sanitation Awareness	10	CK1000
CK1115	COOK-115	Kitchen Tools and Equipment	10	CK1000; CK1100; CK1106
CK1120	COOK-120	Weights and Measures	10	CK1000; CK1100; CK1106; CK1115
CK1130	COOK-130	Receiving and Storage	10	CK1000; CK1100; CK1106; CK1115; CK1120

<b>Block I</b>				
<b>Course No.</b>	<b>IPG Code</b>	<b>Course Name</b>	<b>Hours</b>	<b>Pre-requisite(s)</b>
CK1126	COOK-125	Basic Cooking Methods and Principles	30	CK1000; CK1100; CK1106; CK1115; CK1120; CK1130
CK1050	--	Food Presentation	12	CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126
CK1310	COOK-135	Vegetables and Fungi	30	CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126
CK1340	COOK-140	Potatoes	30	CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126
CK1146	COOK-145	Rice, Grains and Pulses	18	CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126
CK1150	COOK-150	Pastas and Dumplings	10	CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126
CK1320	COOK-155	Fruits	12	CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126
CK1195	COOK-160	Salads and Salad Dressings	35	CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126

<b>Block I</b>				
<b>Course No.</b>	<b>IPG Code</b>	<b>Course Name</b>	<b>Hours</b>	<b>Pre-requisite(s)</b>
CK1204	COOK-165	Sandwiches	20	CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126
CK1156	COOK-200	Stocks and Glazes	24	CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126
CK1165	COOK-200	Soups	30	CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126; CK1156
CK1350	COOK-210	Sauces	30	CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126; CK1156
	COOK-205			
CK1360	--	Stuffings	6	CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126
CK1177	COOK-215	Principles of Meat Cooking and Handling	30	CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126
CK1450	--	Beef and Pork	60	CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126; CK1177
CK1178	COOK-220	Poultry	60	CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126; CK1177

<b>Block I</b>				
<b>Course No.</b>	<b>IPG Code</b>	<b>Course Name</b>	<b>Hours</b>	<b>Pre-requisite(s)</b>
CK1185	COOK-225	Fish and Seafood	60	CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126; CK1177
	COOK-230			
CK1210	COOK-170	Dairy Products	30	CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126
CK1225	COOK-185	Breakfast Cookery	30	CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126
	COOK-170			
CK1231	COOK-175	Introduction to Baking	18	CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126
CK1236	COOK-240	Yeast Products	24	CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126; CK1231
CK1245	--	Quick Breads	10	CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126; CK1231
CK1255	COOK-245	Cookies and Squares	20	CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126; CK1231

<b>Block I</b>				
<b>Course No.</b>	<b>IPG Code</b>	<b>Course Name</b>	<b>Pre-requisite(s)</b>	<b>Hours</b>
CK1241	COOK-250	Pies, Tarts, Flans and Fillings	CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126; CK1231	30
CK1253	COOK-325	Basic Cakes	CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126; CK1231	30
AP1101	--	Introduction to Apprenticeship	None	15
AM1100	--	Math Essentials	None	30
AM1150	--	Cook Math Fundamentals	None	30
CM2160	--	Communication Essentials	None	45
SD1760	--	Workplace Essentials	None	45
MC1060	--	Computer Essentials	None	15
OT1230	--	Workplace Exposure	None	60
			<b>Total Hours</b>	<b>1020</b>

<b>Required Work Experience</b>
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<b>Block II</b>				
<b>Course No.</b>	<b>IPG Code</b>	<b>Course Name</b>	<b>Pre-Requisite(s)</b>	<b>Hours</b>
CK1183	--	Veal and Lamb Preparation and Cooking	Block I	45
CK1186	--	Fish and Seafood Specialty Dishes	Block I	55
CK1246	COOK-240	Specialty Breads	Block I	30
CK1271	COOK-335	Desserts and Sauces	Block I	32
	COOK-340			
CK1261	COOK-180	Pastries	Block I	30
CK1460	COOK-310	Marinades Rubs and Brines	Block I	12
CK1281	COOK-350	Menu Planning	Block I	36
			<b>Total Hours</b>	<b>240</b>

<b>Required Work Experience</b>
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<b>Block III</b>				
<b>Course No.</b>	<b>IPG Code</b>	<b>Course Name</b>	<b>Pre-Requisite(s)</b>	<b>Hours</b>
CK2500	COOK-330	Specialty Icings and Meringues	Block II	24
CK2510	COOK-325	Specialty Cakes	Block II	30
CK2520	COOK-345	Chocolate	Block II	18
CK2600	COOK-300	Charcuterie	Block II	45
CK2610	COOK-305	Aspics, Jellies and Glazes	Block II	12
CK2700	COOK-315	Game	Block II	45
CK1206	COOK-235	Appetizers, Hors D'oeuvres and Accompaniments	Block II	36
	COOK-320			
CK1286	COOK-350	Menu Costing	Block II	30
			<b>Total Hours</b>	<b>240</b>

<b>Total Course Credit Hours</b>	<b>1500</b>
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**\*A student who can meet the Mathematics requirement through an ACUPLACER® test may be exempted from AM1100 Math Essentials. Please check with your training institution.**



## **BLOCK I**

### **TS1510 Occupational Health and Safety**

#### **Learning Outcomes:**

- Demonstrate knowledge of interpreting the Occupational Health and Safety Act, laws and regulations.
- Demonstrate knowledge of understanding the designated responsibilities within the laws and regulations such as the right to refuse dangerous work; and the importance of reporting accidents.
- Demonstrate knowledge of how to prevent accidents and illnesses.
- Demonstrate knowledge of how to improve health and safety conditions in the workplace.

**Duration:** 6 Hours

**Pre-requisite(s):** None

#### **Objectives and Content:**

1. Interpret the Occupational Health and Safety Act laws and regulations.
  - i. explain the scope of the act
    - application of the Act
    - Federal/Provincial jurisdictions
    - Canada Labour Code
    - rules and regulations
    - private home application
    - conformity of the Crown by the Act
2. Explain responsibilities under the Act and Regulations.
  - i. duties of employer, owner, contractors, sub-contractors, employees, and suppliers
3. Explain the purpose of joint health and safety committees.
  - i. formation of committee
  - ii. functions of committee

- iii. legislated rights
  - iv. health and safety representation
  - v. reporting endangerment to health
  - vi. appropriate remedial action
  - vii. investigation of endangerment
  - viii. committee recommendation
  - ix. employer's responsibility in taking remedial action
4. Examine right to refuse dangerous work.
- i. reasonable grounds for refusal
  - ii. reporting endangerment to health
  - iii. appropriate remedial action
  - iv. investigation of endangerment
  - v. committee recommendation
  - vi. employer's responsibility to take appropriate remedial action
  - vii. action taken when employee does not have reasonable grounds for refusing dangerous work
  - viii. employee's rights
  - ix. assigning another employee to perform duties
  - x. temporary reassignment of employee to perform other duties
  - xi. collective agreement influences
  - xii. wages and benefits
5. State examples of work situations where one might refuse work.
6. Describe discriminatory action.
- i. Definition
  - ii. filing a complaint procedure
  - iii. allocated period of time a complaint can be filed with the Commission
  - iv. duties of an arbitrator under the Labour Relations Act
  - v. order in writing inclusion
  - vi. report to commission allocated period of time to request arbitrator to deal with the matter of the request
  - vii. notice of application
  - viii. failure to comply with the terms of an order
  - ix. order filed in the court
7. Explain duties of commission officers.
- i. powers and duties of officers

- ii. procedure for examinations and inspections
  - iii. orders given by officers orally or in writing
  - iv. specifications of an order given by an officer to owner of the place of employment, employer, contractor, sub-contractor, employee, or supplier
  - v. service of an order
  - vi. prohibition of persons towards an officer in the exercise of his/her power or duties
  - vii. rescinding of an order
  - viii. posting a copy of the order
  - ix. illegal removal of an order
8. Interpret appeals of others.
- i. allocated period of time for appeal of an order
  - ii. person who may appeal order
  - iii. action taken by commission when person involved does not comply with the order
  - iv. enforcement of the order
  - v. notice of application
  - vi. rules of court
9. Explain the process for reporting of accidents.
- i. application of act
  - ii. report procedure
  - iii. reporting notification of injury
  - iv. reporting accidental explosion or exposure
  - v. posting of act and regulations

**Practical Requirements:**

- 1. Conduct an interview with someone in your occupation on two or more aspects of the act and report results.
- 2. Conduct a safety inspection of shop area.

## TS1520 Workplace Hazardous Materials Information System (WHMIS)

### Learning Outcomes:

- Demonstrate knowledge of interpreting and applying the Workplace Hazardous
- Materials Information System (WHMIS) regulation under the Occupational Health and Safety Act.

**Duration:** 6 Hours

**Pre-requisite(s):** None

### Objectives and Content:

1. Define WHMIS safety.
  - i. rational and key elements
  - ii. history and development of WHMIS
  - iii. WHMIS legislation
  - iv. WHMIS implementation program
  - v. definitions of legal and technical terms
  
2. Examine hazard identification and ingredient disclosure.
  - i. prohibited, restricted and controlled products
  - ii. classification and the application of WHMIS information requirements
  - iii. responsibilities for classification
    - the supplier
    - the employer
    - the worker - Classification: rules and criteria
    - information on classification
    - classes, divisions and subdivision in WHMIS
    - general rules for classification
    - class A - compressed gases
    - class B - flammable and combustible materials
    - class C - oxidizing material
    - class D - poisonous and infectious material
    - class E - corrosive material
    - class F - dangerously reactive material
  - iv. products excluded from the application of WHMIS legislation

- consumer products
  - explosives
  - cosmetics, drugs, foods and devices
  - pest control products
  - radioactive prescribed substances
  - wood or products made of wood
  - manufactured articles
  - tobacco or products of tobacco
  - hazardous wastes
  - products handled or transported pursuant to the Transportation of Dangerous Goods (TDG) Act
  - v. comparison of classification systems – WHMIS and TDG
  - vi. general comparison of classification categories
  - vii. detailed comparison of classified criteria
3. Explain labeling and other forms of warning.
- i. definition of a WHMIS label
    - supplier label
    - workplace label
    - other means of identification
  - ii. responsibility for labels
    - supplier responsibility
    - employer responsibility
    - worker responsibility
  - iii. introduce label content, design and location
    - supplier labels
    - workplace labels
    - other means of identification
4. Introduce material safety data sheets (MSDS).
- i. definition of a material safety data sheet
  - ii. purpose of the data sheet
  - iii. responsibility for the production and availability of data sheets
    - supplier responsibility
    - employer responsibility
    - workers responsibility

**Practical Requirements:**

1. Locate WHMIS label and interpret the information displayed.
2. Locate a MSDS sheet for a product used in the workplace and determine what personal protective equipment and other precautions are required when handling this product.

TS1530 Standard First Aid

**Learning Outcomes:**

- Demonstrate knowledge of recognizing situations requiring emergency action
- Demonstrate knowledge of making appropriate decisions concerning first aid

**Duration:** 14 Hours

**Pre-requisite(s):** None

**Objectives and Content:**

1. Complete a St. John Ambulance or Canadian Red Cross Standard First Aid Certificate course.

## CK1000 The Professional Cook

### Learning Outcomes:

- Demonstrate knowledge of the structure of the cooking industry and roles of personnel.
- Demonstrate knowledge of effective communication practices.
- Demonstrate knowledge of trade related documentation and their applications.

**Duration:** 15 Hours

**Pre-requisite(s):** None

### Objectives and Content:

1. Define terminology associated with the cooking industry.
2. Identify standards for industry professionalism.
  - i. dress code
  - ii. personal conduct
3. Describe the importance of effective interpersonal communication and problem solving techniques.
  - i. verbal
  - ii. non-verbal
4. Identify types of documentation and describe their applications.
  - i. time and temperature charts
  - ii. recipe files
  - iii. schedules
  - iv. forms
  - v. reports
5. Describe the procedures used to locate and interpret documentation and resource material.
  - i. written
  - ii. electronic



6. Identify the types of food service operations, personnel and career paths within the cooking industry.
  - i. classical
  - ii. modern

**Practical Requirements:**

None

## CK1100 Kitchen Safety

### **Learning Outcomes:**

- Demonstrate safe work habits in a commercial kitchen

**Duration:** 10 Hours

**Pre-requisite(s):** CK1000

### **Objectives and Content:**

1. Describe potential kitchen hazards and common injuries.
2. Describe fire safety in the kitchen.
  - i. reporting and evacuation procedures
  - ii. classes of fire
  - iii. extinguishers (A, B, C, D & K)
3. Describe kitchen safety clothing and equipment
  - i. gloves
  - ii. pot holders
  - iii. aprons
  - iv. non-slip shoes

### **Practical Requirements:**

1. Objectives applied throughout program.

## CK1106 Hygiene and Sanitation Awareness

### Learning Outcomes:

- Demonstrate knowledge of personal hygiene, kitchen sanitation and sanitation code.

**Duration:** 10 Hours

**Pre-requisite(s):** CK1000

### Objectives and Content:

1. Identify good personal hygiene and health habits.
  - i. grooming habits
  - ii. dress requirements
  
2. Describe techniques for handling and storing potentially hazardous foods.
  - i. Hazard Analysis Critical Control Points (HACCP) Flowchart
  - ii. cook, chill, re-thermalize method
  - iii. disposal of spoiled food
  - iv. temperature control
  - v. labeling, dating and signing
  - vi. rotating
  
3. Describe the causes of food borne illness.
  - i. chemical contamination
  - ii. bacterial contamination (toxic and non-toxic)
  - iii. cook/chill method
  - iv. physical

4. Describe the procedures used to maintain a sanitary food service operation.
  - i. cleaning of tools and equipment
  - ii. storage and disposal of garbage
  - iii. control of pests and rodents
  - iv. cleaning of floors, walls, ceilings, and work surfaces
  - v. cleaning of dishes and utensils
  - vi. cleaning aids, detergent and disinfectants
  - vii. colour coding to prevent cross contamination.
  
5. Identify major elements of the sanitation code.

**Practical Requirements:**

1. Objectives applied throughout program

## CK1115 Kitchen Tools and Equipment

### Learning Outcomes:

- Demonstrate knowledge of selection, use and maintenance of kitchen tools and equipment

**Duration:** 10 Hours

**Pre-requisite(s):** CK1000; CK1100; CK1106

### Objectives and Content:

1. Identify types of kitchen tools and equipment and describe their applications.
  - i. heating and cooling appliances
  - ii. hand tools
  - iii. food preparation equipment
2. Describe safe use of kitchen tools and equipment.
  - i. heating and cooking appliances
  - ii. hand tools
  - iii. food preparation equipment
3. Identify tools used to sharpen and hone knives and describe their applications and procedures for use.
4. Describe the procedures used to maintain and store knives.
5. Describe care and storage of tools and equipment.
  - i. heating and cooling appliances
  - ii. hand tools
  - iii. food preparation equipment
6. Describe sanitation procedures associated with assembly and disassembly.
  - i. heating and cooling appliances
  - ii. hand tools
  - iii. food preparation equipment

**Practical Requirements:**

1. Assemble, operate and disassemble various types of equipment.
2. Demonstrate sharpening and honing knives.

## CK1120 Weights and Measures

### Learning Outcomes:

- Demonstrate knowledge of weighing and measuring devices, their applications and procedures for use.
- Demonstrate knowledge of increase and decrease recipe yields and portions to meet specific requirements.

**Duration:** 10 Hours

**Pre-requisite(s):** CK1000; CK1100; CK1106; CK1115

### Objectives and Content:

1. Define terminology associated with weights and measures.
2. Identify and use metric, imperial and US systems of measure.
  - i. abbreviations
  - ii. conversion of units
  - iii. accuracy in cooking versus baking
3. Identify types of weighing and measuring devices and describe their applications and procedures for use.
  - i. categories
  - ii. volume
  - iii. weight
  - iv. zeroing
  - v. care and maintenance
4. Identify methods of cost controls and describe their characteristics.
  - i. standardized recipes
  - ii. standardized yields
  - iii. standardized portions
  - iv. wastage control

5. Describe methods used to measure ingredients for portion control.
  - i. scaling
  - ii. calculations
  - iii. baker's formulas

**Practical Requirements:**

1. Prepare various recipes using weights and measures.
2. Scale various recipes using conversion factors.



## CK1130 Receiving and Storage

### Learning Outcomes:

- Demonstrate knowledge of receiving and inspection procedures.
- Demonstrate knowledge of storage methods and their application.

**Duration:** 10 Hours

**Pre-requisite(s):** CK1000; CK1100; CK1106; CK1115; CK1120

### Objectives and Content:

1. Describe receiving and inspection methods.
  - i. dairy products
  - ii. produce
  - iii. meats
  - iv. poultry
  - v. seafood
  - vi. dry goods
  - vii. non-food items
  - viii. chemical
2. Describe the contents of an invoice.
3. Describe storage methods and temperatures.
  - i. dairy products
  - ii. produce
  - iii. meats
  - iv. poultry
  - v. seafood
  - vi. dry goods
  - vii. no-food items
  - viii. chemicals
4. Describe the procedures used to label and date stock.
5. Describe procedures used to rotate stock.

6. Describe methods used to reduce waste.

**Practical Requirements:**

1. Demonstrate the use of a wastage form.
2. Date and label foods.
3. Demonstrate use of FIFO techniques.

## CK1126 Basic Cooking Methods and Principles

### Learning Outcomes:

- Demonstrate knowledge of cooking methods and their characteristics.
- Demonstrate knowledge of cooking terminology and techniques.
- Demonstrate knowledge of seasonings and flavourings, their purpose and use.

**Duration:** 30 Hours

**Pre-requisite(s):** CK1000; CK1100; CK1106; CK1115; CK1120; CK1130

### Objectives and Content:

1. Describe the procedures used to plan workspace and mise en place.
2. Define terminology associated with basic cooking principles.
3. Describe basic cooking principles and the effects of heat on foods.
4. Describe basic methods of cooking.
  - i. dry
  - ii. moist
  - iii. combination
5. Describe methods of checking for doneness.
6. Describe how to select fresh herbs and their use
7. Describe how to select dried herbs and their use.
8. Describe the use of seasonings and flavorings to enhance foods.
  - i. types and characteristics
  - ii. shelf life
  - iii. techniques for use
9. Describe the procedures for taking temperatures of various food products.

10. Describe food quality indicators and their applications.
  - i. indicators
  - ii. taste
  - iii. sheen
  - iv. colour
  - v. thickness
  - vi. texture
  - vii. aroma
  - viii. testing techniques
  
11. Describe the use of alcohol in the cooking and flavouring of foods.

**Practical Requirements:**

1. Demonstrate mise en place.

## CK1050 Food Presentation

### **Learning Outcomes:**

- Demonstrate knowledge of food presentation techniques.

**Duration:** 12 Hours

**Pre-requisite(s):** CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126

### **Objectives and Content:**

1. Define terminology associated with food presentation.
2. Identify types of plate designs and shapes.
3. Explain the importance of colour, focal point and flow.
4. Describe plating layout such as center, stacking and flat.
5. Discuss time considerations of foods when plating product.
6. Identify types of platters such as glass, mirrors and steel.
7. Explain guidelines for assembling platters.
8. Describe types of garnishes and their applications.

### **Practical Requirements:**

1. Practical's applied throughout entire program

## CK1310 Vegetables and Fungi

### Learning Outcomes:

- Demonstrate knowledge of various types of vegetables their selection, storage, rotation, preparation and availability.
- Demonstrate knowledge and selection of fungi.

**Duration:** 30 Hours

**Pre-requisite(s):** CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126

### Objectives and Content:

1. Identify the classifications of vegetables and fungi.
2. Describe vegetables and fungi, their quality indicators, availability and storage methods.
  - i. advantages of using in-season and local produce
  - ii. methods of determining freshness
  - iii. storage life
  - iv. rotating
3. Describe the procedures used to clean, refresh and cut vegetables and fungi.
  - i. cleaning
  - ii. time
  - iii. methods
  - iv. cleaning with chemicals
  - v. cutting
  - vi. forms
  - vii. techniques
  - viii. usage of trim
4. Describe the procedures used to prepare vegetables and fungi.
  - i. cooking principles
  - ii. temperature
  - iii. amount of water
  - iv. covered or uncovered

- v. checking for doneness
  - vi. cooking methods
  - vii. moist heat
  - viii. dry heat
  - ix. combination
  - x. bulk preparation
  - xi. holding methods
5. Describe presentation and finishing techniques for vegetables
  6. Describe the procedures for preparing specialty vegetable dishes.
  7. Describe the procedures used to detect spoilage in vegetables and fungi
    - i. fresh
    - ii. canned
    - iii. frozen
    - iv. dried

**Practical Requirements:**

1. Prepare and cook selected vegetables and fungi.
2. Prepare and cook specialty vegetable dishes.
3. Plate vegetable dishes and fungi dishes.

## CK1340 Potatoes

### Learning Outcomes:

- Demonstrate knowledge of potatoes, their selection, storage, preparation and availability.

**Duration:** 30 Hours

**Pre-requisite(s):** CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126

### Objectives and Content:

1. Describe the procedures used to prepare potatoes for cooking.
  - i. peel
  - ii. wash
  - iii. cut
  - iv. soak
  - v. blanch
  - vi. storage
  - vii. handling
  - viii. rotating
2. Describe the various methods used to prepare potato dishes.
  - i. pan fried
  - ii. boiled
  - iii. mashed
  - iv. baked
  - v. scalloped
  - vi. deep fried
  - vii. steamed
3. Identify market forms (pre-prepared and packaged) of potatoes.
4. Identify the factors to consider when selecting potatoes.
  - i. local
  - ii. season
  - iii. freshness



- iv. storage life
  - v. certified organic
  - vi. applications
  - vii. processed
5. Describe the various types of potatoes and their applications.
    - i. variety
    - ii. size
  6. Identify potato specialty dishes and describe their ingredients and characteristics
    - i. croquettes
    - ii. duchesse
    - iii. baked-stuffed
    - iv. lyonnaise
    - v. lorette
    - vi. potato pancakes
    - vii. herbed
  7. Describe the procedures used to cook potatoes.
    - i. time
    - ii. water
    - iii. checking for doneness
  8. Describe portion control and plating techniques.

**Practical Requirements:**

1. Select potatoes and prepare a variety of potato dishes including specialty potato dishes.
2. Plate potato dishes.

## CK1146 Rice, Grains and Pulses

### **Learning Outcomes:**

- Demonstrate knowledge of various types of rice, grains, and pulses and their selection, storage and preparation.

**Duration:** 18 Hours

**Pre-requisite(s):** CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126

### **Objectives and Content:**

1. Define terminology associated with rice, grains and pulses.
2. Describe storage and handling methods for rice, grains and pulses.
3. Describe types of rice, their characteristics and applications.
4. Explain liquid to product ratio.
5. Describe various methods used to prepare rice grains and pulses and their associated procedures.
6. Describe portion control and plating techniques.

### **Practical Requirements:**

1. Prepare various grain, rice and pulse dishes.
2. Plate grain, rice and pulse dishes.

## CK1150 Pastas and Dumplings

### Learning Outcomes:

- Demonstrate knowledge of various types of pasta and dumplings and their preparation.

**Duration:** 10 Hours

**Pre-requisite(s):** CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126

### Objectives and Content:

1. Define the terminology associated with pastas.
2. Define the terminology associated with dumplings.
3. Describe methods for handling and storage of pasta.
4. Describe the types of pasta, their characteristics and applications.
  - i. fresh
  - ii. dried
  - iii. shapes
  - iv. frozen
5. Describe the ingredients and quality indicators of pasta.
6. Describe the procedures used to prepare pastas.
  - i. ingredients
  - ii. equipment
  - iii. filling
  - iv. drying
  - v. cooking
  - vi. doneness

7. Describe types of dumplings, their characteristics and applications.
  - i. spatzle
  - ii. bread-style
  - iii. pasta style
  - iv. gnocchi
8. Describe the ingredients and quality indicators of dumplings.
9. Describe the procedures used to prepare dumplings.
  - i. ingredients
  - ii. equipment
  - iii. cooking
10. Describe portion control and plating techniques.

**Practical Requirements:**

1. Make pasta.
2. Prepare a variety of pasta dishes.
3. Prepare a variety of dumplings.
4. Plate pasta dishes.
5. Plate dumplings.

## CK1320 Fruits

### Learning Outcomes:

- Demonstrate knowledge of fruits and nuts, their selection, storage, preparation and availability.

**Duration:** 12 Hours

**Pre-requisite(s):** CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126

### Objectives and Content:

1. Identify commonly used fruits and describe how they differ from vegetables.
2. Identify the factors to consider when selecting fruit.
  - i. local
  - ii. freshness
  - iii. storage life
  - iv. season
  - v. certified organic
  - vi. applications
  - vii. processed
  - viii. frozen
3. Describe fruits, their quality indicators, availability and storing methods.
  - i. advantages of using in-season fruits
    - methods of detecting spoilage
    - fresh fruit
    - canned fruit
    - frozen fruit
  - ii. storage life of fruit
    - fresh fruit
    - canned fruit
    - frozen fruit
  - iii. rotating

4. Describe the procedures used to clean and cut fruit.
  - i. clean and handle fruit
  - ii. peel, core and section fruit
  - iii. prevent discoloration of fruit
5. Describe the procedures used to prepare fruit for a variety of dishes.
6. Describe the procedures used to prepare preserves.
7. Describe the methods used to cook fruit.
  - i. moist heat method
  - ii. dry heat method
  - iii. combination method

**Practical Requirements:**

1. Select and prepare and cook a variety of fruits.
2. Plate fruits.

## CK1195 Salads and Salad Dressings

### Learning Outcomes:

- Demonstrate knowledge of basic types of salads and salad dressings, their storage and preparation.

**Duration:** 35 Hours

**Pre-requisite(s):** CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126

### Objectives and Content:

1. Define terminology associated with salads and salad dressings.
2. Describe handling and storage, and labeling and dating procedures for salads and salad dressings.
3. Identify basic types of salads and describe their characteristics and applications.
  - i. green
  - ii. vegetable
  - iii. cooked
  - iv. tossed
  - v. composed
  - vi. bound
  - vii. fruit
4. Describe the types of hot and cold salads used for:
  - i. appetizers
  - ii. accompaniments
  - iii. main course
  - iv. dessert
5. Describe basic salad ingredients and their quality indicators.
6. Describe procedures used to prepare and combine salad ingredients.
7. Describe portion control and plating/buffet techniques.

8. Identify basic types of salad dressings and describe their characteristics and applications.
  - i. mayonnaise
  - ii. basic French
  - iii. cooked salad dressings
9. Describe ingredients and quality indicators of salad dressings and derivatives.
10. Describe the procedures used to prepare and combine salad dressing ingredients.

**Practical Requirements:**

1. Prepare a variety of salads and dressings.
2. Prepare a composed salad.
3. Prepare a tossed salad.
4. Prepare fruit salad.
5. Prepare a bound salad.
6. Prepare basic types of salad dressings and describe their characteristics and applications.
  - i. mayonnaise
  - ii. basic French
  - iii. cooked salad dressings



## CK1204 Sandwiches

### **Learning Outcomes:**

- Demonstrate knowledge of various types of sandwiches and their preparation.

**Duration:** 20 Hours

**Pre-requisites:** CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126

### **Objectives and Content:**

1. Describe terminology associated with sandwiches.
2. Describe the components of a sandwich.
  - i. breads
  - ii. fillings
  - iii. spreads
3. Describe types of sandwiches.
  - i. hot
  - ii. cold
  - iii. specialty
4. Describe a sandwich station.
5. Describe portion control, plating techniques and garnishes.
6. Describe the procedures used to handle and store sandwiches and fillings.

### **Practical Requirements:**

1. Prepare various types of sandwiches.
2. Plate sandwiches.

## CK1156 Stocks and Glazes

### Learning Outcomes:

- Demonstrate knowledge of stocks, their preparation, storage and use.
- Demonstrate knowledge of glazes, their preparation, storage and use.

**Duration:** 24 Hours

**Pre-requisites:** CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126

### Objectives and Content:

1. Identify types of stocks and describe their uses.
  - i. white
  - ii. brown
  - iii. fish
  - iv. vegetable
2. Describe the ingredients and quality indicators of stocks.
3. Describe the procedures used to prepare stocks.
  - i. types of bones and/or trimmings
  - ii. ratio of bones, vegetable and liquid
  - iii. length and cutting of bones
  - iv. cooking time and temperature
  - v. straining
  - vi. remouillage
4. Describe the procedures used to reduce stocks.
5. Describe the procedures used to store stocks.
  - i. cooling
  - ii. handling
  - iii. storing
  - iv. maintaining quality of stored stock

6. Identify glazes and describe their purpose.
  - i. meat
  - ii. poultry
  - iii. fish
7. Describe the ingredients and quality indicators of glazes.
8. Describe the procedures used to prepare glazes.
9. Describe the procedures used to store glazes.

**Practical Requirements:**

1. Prepare a variety of stocks.
2. Prepare a variety of glazes.

## CK1165 Soups

### **Learning Outcomes:**

- Demonstrate knowledge of various types of soups, their storage and preparation.

**Duration:** 30 Hours

**Pre-requisite(s):** CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126;  
CK1156

### **Objectives and Content:**

1. Define terminology associated with soups.
2. Describe the procedures used to reconstitute soups.
3. Describe portion control and plating techniques.
4. Identify types of specialty national soups and describe their characteristics and serving temperatures.

### **Clear Soups and Consommés**

5. Describe the types and classifications of clear soups and consommés.
6. Describe the ingredients and quality indicators of clear soups and consommés.
7. Describe methods and procedures used to prepare clear soups and consommés.
8. Describe garnishes for clear soups and consommés.
9. Describe the procedures used to cool and store clear soups and consommés.

## **Thickened Soups**

10. Describe the types and classifications of thickened soups.
  - i. cream
  - ii. chowder
  - iii. puree
  - iv. bisque
11. Describe ingredients and quality indicators of thickened soups.
12. Describe methods and procedures used to prepare thickened soups.
13. Describe garnishes for thickened soups.
14. Describe the procedures used to cool and store thickened soups.

## **Practical Requirements:**

1. Prepare a variety of soups.
  - i. cream
  - ii. chowder
  - iii. puree
  - iv. bisque
  - v. clear
  - vi. consommé
  - vii. specialty/national
2. Plate soups.

## CK1350 Sauces

### Learning Outcomes:

- Demonstrate knowledge of thickening and binding agents and their applications.
- Demonstrate knowledge of the procedures used to prepare thickening and binding agents.
- Demonstrate knowledge of sauces and their applications.
- Demonstrate knowledge of the procedures used to prepare sauces.

**Duration:** 30 Hours

**Pre-requisite(s):** CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126;  
CK1156

### Objectives and Content:

1. Define terminology associated with thickening and binding agents.
2. Identify types of thickening and binding agents, and describe their applications and procedures for use.
  - i. roux
  - ii. other starches
  - iii. liaison
  - iv. beurre manie
  - v. vegetable purées
  - vi. reductions
3. Identify the factors to consider when selecting ingredients for thickening and binding agents.
4. Identify ingredients and ratios used to process thickening and binding agents.
5. Describe the procedures used to prepare thickening and binding agents.
6. Define terminology associated with sauces.

7. Identify the mother sauces and their derivatives and describe their characteristics and applications.
  - i. espagnole
  - ii. béchamel
  - iii. veloute
  - iv. tomato
  - v. hollandaise
  
8. Identify types of non-traditional sauces and describe their characteristics and applications.
  - i. non-derivative
  - ii. international
  - iii. convenience products
  - iv. chutneys and salsas
  
9. Identify types of hot and cold butter sauces and describe their characteristics and applications.
  
10. Identify types of pan gravies, jus lié and fond and describe their characteristics and applications.
  
11. Identify the factors to consider when selecting ingredients for sauces.
  
12. Describe the procedures used to prepare hot and cold sauces.
  
13. Describe finishing techniques for sauces and their associated procedures.
  
14. Describe the procedures used to cool and store sauces.

**Practical Requirements:**

1. Prepare mother sauces and derivatives
  
2. Prepare various thickening agents.
  
3. Prepare a variety of non-traditional sauces.
  
4. Effectively use convenience products.

## CK1360 Stuffings

### **Learning Outcomes:**

- Demonstrate knowledge of stuffings and their ingredients.

**Duration:** 6 Hours

**Pre-requisite(s):** CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126

### **Objectives and Content:**

1. Describe types of stuffings and their ingredients.
2. Describe the procedures used to prepare stuffings.

### **Practical Requirements:**

1. Prepare stuffings for a variety of foods.



## CK1177 Principles of Meat Cooking and Handling

### Learning Outcomes:

- Demonstrate knowledge of meats and their applications.
- Demonstrate knowledge of the procedures used to prepare meats.

**Duration:** 30 Hours

**Pre-requisite(s):** CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126

### Objectives and Content:

1. Define terminology associated with meats.
2. Describe safety practices and precautions related to serving and handling raw meat.
3. Identify Canadian Food Inspection Agency (CFIA) regulations pertaining to the inspection of meats.
4. Identify meat grades and describe their characteristics.
5. Identify the factors to consider when selecting meats.
  - i. local
  - ii. season
  - iii. freshness
  - iv. storage life
  - v. certified organic
  - vi. applications
  - vii. processed
6. Identify types of variety meats and describe their characteristics and applications.

7. Identify types of domestic meats and describe their characteristics and applications.
  - i. beef
  - ii. pork
  - iii. veal
  - iv. lamb
  
8. Identify meat cuts and describe their characteristics and applications.
  - i. primal
  - ii. sub-primal
  - iii. fabricated
  
9. Describe the aging process for meat.
  - i. beef
  - ii. lamb
  
10. Describe meat ordering specifications.
  
11. Identify the factors to consider when defrosting meats.
  
12. Describe the procedures used to process meats.
  - i. marinate
  - ii. tenderize
  - iii. trim
  - iv. portion
  
13. Identify the factors to consider when cooking meats.
  - i. cut of meat
  - ii. muscle structure and marbling
  - iii. degree of doneness
  - iv. flavoring and seasoning
  - v. equipment
  - vi. temperature
  - vii. time
  - viii. yield
  - ix. resting
  - x. use of excess product

14. Identify methods used to cook meats and describe their associated procedures.
  - i. dry heat
  - ii. moist heat
  - iii. combination
15. Describe the procedures used to carve meats.
16. Identify market forms (pre-prepared and packaged) of meats and describe their characteristics and applications.
17. Describe plating and finishing techniques.
18. Describe the procedures used to handle and store meats.

**Practical Requirements:**

None

## CK1450 Beef and Pork

### Learning Outcomes:

- Demonstrate knowledge of procedures used to prepare beef using a variety of recipes.
- Demonstrate knowledge of procedures used to prepare pork using a variety of recipes.

**Duration:** 60 Hours

**Pre-requisite(s):** CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126; CK1177

### Objective and Content:

1. Identify types of cuts and describe their selection for specific applications.
2. Describe the tenderizing methods used for beef.
3. Identify types of marinades and describe their use.
4. Describe the procedures used to cook beef and pork using the dry heat cooking method.
5. Describe the procedures used to cook beef and pork using the moist heat cooking method.
6. Describe the procedures used to cook beef and pork using the combination cooking method.
7. Describe the procedures used to portion and plate beef and pork.

**Practical Requirements:**

1. Select various cuts of beef and pork and prepare using dry heat cooking methods.
2. Select various cuts of beef and pork and prepare using moist heat cooking methods
3. Select various cuts of beef and pork and prepare using combination cooking methods
4. Plate beef and pork dishes.

## CK1178 Poultry

### Learning Outcomes:

- Demonstrate knowledge of poultry and their applications.
- Demonstrate knowledge of the procedures used to prepare poultry.

**Duration:** 60 Hours

**Pre-requisite(s):** CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126;  
CK1177

### Objectives and Content:

1. Define terminology associated with poultry.
2. Describe safety practices and precautions related to handling raw poultry.
3. Identify Canadian Food Inspection Agency (CFIA) regulations pertaining to the inspection of poultry.
4. Identify types of poultry and describe their characteristics and applications.
5. Identify classifications, grades and market forms (pre-prepared and packaged) of poultry and describe their characteristics and applications.
6. Identify the factors to consider when selecting poultry.
  - i. local
  - ii. season
  - iii. freshness
  - iv. storage life
  - v. certified organic
  - vi. applications
  - vii. processed
7. Identify the factors to consider when defrosting poultry.

8. Describe the procedures used to process poultry.
  - i. marinate
  - ii. trim
  - iii. portion
  - iv. debone
  - v. truss
  
9. Describe the procedures to cure and smoke poultry.
  
10. Identify the factors to consider when cooking poultry.
  - i. cut of poultry
  - ii. muscle structure
  - iii. degree of doneness
  - iv. flavouring and seasoning
  - v. equipment
  - vi. temperature
  - vii. time
  - viii. yield
  - ix. resting
  - x. use of excess product
  
11. Identify methods used to cook poultry and describe their associated procedures.
  - i. dry heat
  - ii. moist heat
  - iii. combination
  
12. Identify types of poultry stuffing and describe their characteristics and applications.
  
13. Describe the procedures used to prepare poultry stuffing.
  
14. Describe the procedures used to carve poultry.
  
15. Describe plating and finishing techniques.
  
16. Describe the procedures used to handle and store poultry.

**Practical Requirements:**

1. Cut and handle poultry for a variety of recipes.
2. Prepare a variety of poultry dishes.
3. Plate various poultry dishes.



## CK1185 Fish and Seafood

### Learning Outcomes:

- Demonstrate knowledge of fish and shellfish and their applications.
- Demonstrate knowledge of the procedures used to prepare fish and shellfish.

**Duration:** 60 Hours

**Pre-requisite(s):** CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126;  
CK1177

### Objectives and Content:

1. Define terminology associated with fish and shellfish.
2. Describe safety practices and precautions related to serving and handling raw fish.
3. Identify Canadian Food Inspection Agency (CFIA) regulations pertaining to the inspection of fish and shellfish.
4. Identify classifications and types of fish and shellfish and describe their characteristics and applications.
5. Identify the factors to consider when selecting fish and shellfish.
  - i. local
  - ii. season
  - iii. freshness
  - iv. storage life
  - v. applications
  - vi. processed
6. Identify market forms (pre-prepared and packaged) of fish and shellfish and describe their characteristics and applications.
7. Describe the procedures used to verify quality of fish and cuts.

8. Describe the procedures used to process fish and shellfish.
  - i. scale
  - ii. fillet
  - iii. debone
  - iv. skin
  - v. portion
  - vi. trim
  - vii. marinate
  - viii. shuck
  
9. Identify the factors to consider when cooking fish and shellfish.
  - i. desired degree of doneness
  - ii. flavoring and seasoning
  - iii. equipment
  - iv. temperature
  - v. cooking time
  - vi. verification of doneness
  - vii. resting
  - viii. use of excess product
  
10. Describe the procedures used to cure, smoke and pickle fish and shellfish.
  
11. Identify methods used to cook fish and shellfish and describe their associated procedures.
  - i. dry heat
  - ii. moist heat
  - iii. combination
  
12. Describe plating and finishing techniques.
  
13. Describe the procedures used to handle and store fish.

**Practical Requirements:**

1. Fillet a round fish.
2. Fillet a flat fish.
3. Prepare a variety of fabricated cuts.
4. Prepare a variety of fish and shellfish recipes.

## CK1210 Dairy Products

### Learning Outcomes:

- Demonstrate knowledge of dairy products, their selection, applications and quality indicators.

**Duration:** 30 Hours

**Pre-requisite(s):** CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126

### Objectives and Content:

1. Define terminology associated with dairy products.
2. Describe the characteristics and applications of dairy products and non-dairy substitutes.
  - i. cheese
  - ii. milk
  - iii. cream
  - iv. sherbet
  - v. butter
  - vi. ice cream
  - vii. margarine
  - viii. yogurt
  - ix. sour cream
  - x. buttermilk
  - xi. lactose free milk products
  - xii. soy milk

3. Describe the characteristics of various cheeses and their applications.
  - i. hard
  - ii. firm
  - iii. semi-soft
  - iv. soft
  - v. fresh
  - vi. cottage
  - vii. bakers
  - viii. processed
  
4. Describe the types of milk, their characteristics and applications.
  - i. pasteurized
  - ii. homogenized
  - iii. whole
  - iv. skim
  - v. evaporated
  - vi. condensed
  - vii. buttermilk
  - viii. powdered milk
  
5. Describe types of cream, their characteristics and applications.
  - i. whipping cream
  - ii. coffee cream
  - iii. half and half cream
  
6. Describe types of ice cream, yogurt and sherbet, their characteristics and applications.
  
7. Describe the characteristics and uses of butter and margarine.
  
8. Identify the factors to consider when selecting dairy products.
  - i. local
  - ii. freshness
  - iii. storage life
  - iv. certified organic
  - v. applications
  - vi. processed

9. Describe the procedures used to store dairy products.
  - i. expiry date
  - ii. life of product
  - iii. storage methods
  - iv. rotating
  
10. Identify and describe international and specialty cheeses and their characteristics.

**Practical Requirements:**

1. Select and use a variety of dairy products for assigned recipes.

## CK1225 Breakfast Cookery

### Learning Outcomes:

- Demonstrate knowledge of breakfast foods, their selection, preparation and storage.

**Duration:** 30 Hours

**Pre-requisite(s):** CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126

### Objectives and Content:

#### General

1. Define terminology associated with breakfast cookery.
2. Describe handling and storage methods.
3. Describe portion control and plating techniques.
4. Describe continental breakfast, and procedures used for preparation and service.
5. Describe the procedures used to prepare and serve tea and coffee.

#### Egg Preparation

6. Describe the characteristics, composition and grading of eggs.
7. Describe moist and dry heat methods of cooking eggs.
8. Describe the preparation of omelets and fillings.
9. Describe the preparation and presentation of quiches and soufflés.
10. Identify market forms (pre-prepared and packaged) of eggs

11. Identify the factors to consider when selecting eggs and dairy products.
  - i. applications
  - ii. processed
  - iii. local
  - iv. freshness
  - v. storage life
  - vi. certified organic

### **Breakfast Food Preparation**

12. Describe the preparation of egg products for a la carte and banquet service.
13. Describe procedures used to prepare and cook breakfast foods.
  - i. cereals
  - ii. breakfast meats
  - iii. seafood
  - iv. waffles
  - v. French toast
  - vi. pancakes and crepes
  - vii. fruits
  - viii. vegetables
  - ix. pastries
  - x. toast

### **Practical Requirements:**

1. Prepare and plate breakfast foods.
2. Prepare eggs and egg products.



## CK1231 Introduction to Baking

### Learning Outcomes:

- Demonstrate knowledge of baking ingredients and techniques.
- Demonstrate knowledge of baking convenience products and their use.

**Duration:** 18 Hours

**Pre-requisite(s):** CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126

### Objectives and Content:

1. Describe terminology associated with baking.
2. Describe handling and storage methods for ingredients and baked goods.
3. Describe bakers' weights, measures and scaling.
4. Describe standards and grades of baking ingredients.
  - i. flour
  - ii. shortening
  - iii. sugar
  - iv. eggs
  - v. liquids
5. Describe leavening agents and their function.
  - i. air
  - ii. steam
  - iii. baking soda
  - iv. baking powder
  - v. yeast
6. Describe convenience products and the preparation required for each.

7. Identify commonly used nuts and describe their quality indicators and applications.
  - i. storage
  - ii. allergies to nuts

**Practical Requirements:**

None

## CK1236 Yeast Products

### Learning Outcomes:

- Demonstrate knowledge of yeast products and their preparation.
- Demonstrate knowledge of the procedures used to prepare bread products

**Duration:** 24 Hours

**Pre-requisite(s):** CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126;  
CK1231

### Objectives and Content:

1. Describe terminology associated with yeast products.
2. Describe types of yeast and their applications.
  - i. dry
  - ii. fresh
  - iii. instant
3. Describe the fermentation process of yeast.
4. Describe the procedures used to prepare yeast doughs.
  - i. sweet dough
  - ii. rolled in
  - iii. sponge
  - iv. straight

### Practical Requirements:

1. Prepare yeast products.

## CK1245 Quick Breads

### **Learning Outcomes:**

- Demonstrate knowledge of quick breads and their preparation.

**Duration:** 10 Hours

**Pre-requisite(s):** CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126;  
CK1231

### **Objectives and Content:**

1. Define terminology associated with quick breads.
2. Describe types of quick bread products.
3. Describe the procedures used to prepare quick breads.
4. Describe portion control and plating techniques.

### **Practical Requirements:**

1. Prepare and plate quick breads.

## CK1255 Cookies and Squares

### Learning Outcomes:

- Demonstrate knowledge of cookies and squares and their preparation.

**Duration:** 20 Hours

**Pre-requisite(s):** CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126;  
CK1231

### Objectives and Content:

1. Define terminology associated with cookies and squares.
2. Describe characteristics of cookies and squares and their causes.
  - i. crispness
  - ii. softness
  - iii. chewiness
  - iv. spread
3. Describe types of cookies and squares.
  - i. rolled
  - ii. bagged
  - iii. dropped
  - iv. moulded
  - v. ice box
  - vi. sheet
  - vii. barred
  - viii. convenience
4. Describe the mixing methods used for cookies and squares.
  - i. one-stage
  - ii. creaming
  - iii. sponge
5. Describe the procedures used to prepare cookies and squares.

6. Describe portion control and plating techniques.

**Practical Requirements:**

1. Prepare and plate a variety of cookies and squares.

## CK1241 Pies, Tarts, Flans and Fillings

### Learning Outcomes:

- Demonstrate knowledge of dessert pies, fillings and toppings and their preparation.

**Duration:** 30 Hours

**Pre-requisite(s):** CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126; CK1231

### Objectives and Content:

1. Describe terminology associated with pies, flans and tarts fillings.
2. Describe storage and handling methods.
3. Describe ingredients and quality indicators for pies, flans, and tarts.
4. Describe the importance of types of flour.
5. Describe mixing procedures and steps used to prepare dough.
  - i. crumb
  - ii. flaky
  - iii. short or sweet
  - iv. mealy
6. Identify ingredients used in pies, tarts, flans and fillings and describe their characteristics and applications.
  - i. flour
  - ii. fats/shortening
  - iii. sweeteners
  - iv. liquids

- v. leavening agents
  - vi. dairy products
  - vii. flavourings and seasonings
  - viii. chocolate
  - ix. specialty products
7. Describe the procedures used to prepare pie fillings.
- i. fruit
    - fresh
    - convenience
  - ii. gelatin-based
  - iii. pudding and creams
  - iv. custard
  - v. baked
  - vi. no baked
8. Describe procedures used to prepare pie toppings.
- i. meringue
  - ii. whipped cream
  - iii. stabilizers
9. Describe procedures used to bake pies, flans, tarts and fillings.
- i. temperature control
  - ii. doneness
10. Describe portion control and plating techniques.

**Practical Requirements:**

1. Prepare and plate a variety of flans.
2. Prepare and plate a variety of tarts.
3. Prepare and plate a variety of pies.



## CK1253 Basic Cakes

### Learning Outcomes:

- Demonstrate knowledge of basic cakes, icings and meringues, their preparation and finishing.

**Duration:** 30 Hours

**Pre-requisite(s):** CK1000; CK1100; CK1106; CK1115; CK1120; CK1130; CK1126;  
CK1231

### Objectives and Content:

1. Define terminology associated with cakes and icings
2. Describe the types of basic cakes, their characteristics and uses.
3. Identify types of cheesecakes and describe their characteristics.
4. Describe ingredients and quality indicators of cakes.
5. Describe the procedures used to prepare cakes.
  - i. foam
  - ii. two-stage
  - iii. creaming
6. Describe the ingredients and preparation methods for basic icings.
7. Describe the procedures used to assemble, fill and ice cakes.
8. Describe portion control and plating techniques for basic cakes.

### Practical Requirements:

1. Prepare and plate basic cakes, icings and meringues.
2. Prepare basic icings.

## AP1101 Introduction to Apprenticeship

### Learning Outcomes:

- Demonstrate knowledge of how to become a registered apprentice.
- Demonstrate knowledge of the steps to complete an apprenticeship program.
- Demonstrate knowledge of various stakeholders in the apprenticeship process.
- Demonstrate knowledge of the Red Seal Program.

**Duration:** 15 Hours

**Pre-Requisite(s):** None

### Objectives and Content:

1. Define the following terms:
  - i. apprenticeship
  - ii. apprentice vs. registered apprentice
  - iii. Journeyperson vs. Certified Journeyperson
  - iv. Certificate of Apprenticeship
  - v. Certificate of Qualification
  - vi. Recognition of Prior Learning
  - vii. dual certification
  
2. Explain the apprenticeship system in Newfoundland and Labrador and the roles and responsibilities of those involved.
  - i. registered apprentice
  - ii. training institution
  - iii. employer
  - iv. Journeyperson
  - v. Department of Advanced Education and Skills
    - Industrial Training Section
    - Standards and Curriculum Section
  - vi. Provincial Trade Advisory Committees
  - vii. Provincial Apprenticeship and Certification Board

3. Identify the Conditions Governing Apprenticeship.
4. Describe the training and educational requirements.
  - i. pre-employment (entry level) training
  - ii. block release
  - iii. on-the-job
5. Explain the steps in the registered apprenticeship process.
  - i. criteria for eligibility
    - entrance requirements as per Conditions of Apprenticeship
    - employment
  - ii. registration process
    - application requirements
  - iii. Memorandum of Understanding
    - probation period
    - cancellation
  - iv. Record of Occupational Progress (Logbook)
    - signing off skills
    - recording hours
    - updating PDO on progress
  - v. class calls
    - schedule
    - EI Eligibility
    - Direct Entry
    - advanced level
  - vi. Block Exams
  - vii. progression
    - schedule
    - wage rates
  - viii. cancellation of apprenticeship
  - ix. Practical Examinations
  - x. Provincial and Interprovincial examinations
  - xi. certification
    - Certification of Apprenticeship
    - Certification of Qualification
    - Provincial certification
    - Interprovincial Red Seal endorsement

6. Explain the Interprovincial Standards Red Seal Program.
  - i. designated Red Seal trade
  - ii. the National Occupational Analysis (NOA)
  - iii. Interprovincial (IP) Red Seal Endorsement Examination
  - iv. relationship of NOA to IP Examination
  - v. qualification recognition and mobility
7. Identify the current financial incentives available to apprentices.
8. Explain the NL apprenticeship and trades certification division's out-of- province apprenticeship policy.

**Practical Requirements:**

1. Use the Provincial Apprenticeship and Trades Certification web site at [www.gov.nl.ca/app](http://www.gov.nl.ca/app) to:
  - i. locate, download, and complete the Application for Apprenticeship and Memorandum of Understanding (MOU)
  - ii. locate, download, and complete the Out of Province registration forms
    - Application for Apprenticeship (out of province)
    - Letter of Understanding (LOU)
    - Acceptance of Conditions Letter
  - iii. locate, download, and complete the Work Experience Credits form
  - iv. identify the locations of all Industrial Training offices
  - v. locate and review the following learning resources relevant to the trade:
    - Study Guide
    - Exam Preparation Guide
    - Plan of Training
2. Use a logbook for this trade to:
  - i. identify the hours for the trade (in-school and on-the-job)
  - ii. identify the number of blocks
  - iii. identify the courses in each block
  - iv. identify the workplace skills to be completed and verified

3. Use the Red Seal Web site, <http://www.red-seal.ca> to retrieve the National Occupational Analyses (NOA) for this trade.
  - i. identify the following components of the NOA:
    - Trends
    - Scope
    - Key Competencies
    - Blocks
    - Tasks
    - Subtasks
    - Pie Charts
    - Table of Specifications

## AM1100 Math Essentials

Note: It is recommended that AM1100 be delivered in the first semester of the Entry Level training program.

### Learning Outcomes:

- Demonstrate knowledge of the numeracy skills required to begin the 2<sup>nd</sup> level math course.
- Demonstrate knowledge of mathematics as a critical element of the trade environment.
- Demonstrate knowledge of mathematical principles in trade problem solving situations.
- Demonstrate the ability to solve simple mathematical word problems.

**Duration:** 30 Hours

**Pre-Requisite(s):** None

### Objectives and Content:

*Wherever possible, the instructor should use trade specific examples to reinforce the course objectives*

1. Use multiplication tables from memory.
2. Perform whole number operations.
  - i. read, write, count, round off, add, subtract, multiply and divide whole numbers
3. Apply the order of operations in math problems.
4. Perform fraction and mixed number operations.
  - i. read, write, add, subtract, multiply and divide fractions

5. Perform decimal operations.
  - i. read, write, round off, add, subtract, multiply and divide decimals
6. Perform percent/decimal/fraction conversion and comparison.
  - i. convert between fractions, decimals and percents
7. Perform percentage operations.
  - i. read and write percentages
  - ii. calculate base, rates and percentages
8. Perform ratio and proportion operations.
  - i. use a ratio comparing two quantities with the same units
  - ii. use a proportion comparing two ratios
9. Use the imperial measurement system in math problems.
  - i. identify units of measurement for:
    - length
    - mass
    - area
    - volume
    - capacity
10. Use the metric measurement system in math problems.
  - i. identify units of measurement for:
    - length
    - mass
    - area
    - volume
    - capacity

**Practical Requirements:**

1. To emphasize or further develop specific knowledge objectives, students will be asked to complete practical demonstrations which confirm proper application of mathematical theory to job skills.

## AM1150 Cook Math Fundamentals

### Learning Outcomes:

- Demonstrate knowledge of mathematical concepts in the performance of trade practices.
- Demonstrate knowledge of mathematics as a critical element of the trade environment.
- Demonstrate knowledge of solving mathematical word problems.
- Demonstrate knowledge of mathematical principles for the purposes of problem solving, job and materials estimation, measurement, calculation, system conversion, diagram interpretation and scale conversions, formulae calculations, and geometric applications.

**Duration:** 30 Hours

**Pre-Requisite(s):** AM1100

### Objectives and Content:

*The instructor is required to use trade specific examples to reinforce the course objectives.*

1. Employ percent/decimal/fraction conversion and comparison in trade specific situations.
2. Apply ratios and proportions to trade specific problems.
3. Use the Imperial Measurement system in trade specific applications.
4. Use the Metric Measurement system in trade specific applications.
5. Complete Imperial/Metric conversions in trade specific situations.
  - i. convert between imperial and metric measurements
  - ii. convert to another unit within the same measurement system



6. Manipulate formulas using cross multiplication, dividing throughout, elimination, and substitution to solve trade specific problems, such as:
  - i. right angle triangles
  - ii. area
  - iii. volume
  - iv. perimeter
  
7. Perform calculations involving geometry that are relevant to the trade, such as:
  - i. angle calculations
  - ii. circle calculations
  
8. Use practical math skills to complete administrative trade tasks.
  - i. material estimation
  - ii. material costing
  - iii. time & labour estimates
  - iv. taxes & surcharges
  - v. markup & projecting revenue

**Practical Requirements:**

1. To emphasize or further develop specific knowledge objectives, students will be asked to complete practical demonstrations which confirm proper application of mathematical theory to job skills.

Note:

This course has been designated as NON-TRANSFERABLE to other trades programs, and NOT ELIGIBLE FOR PRIOR LEARNING ASSESSMENT. Students completing training in this trade program are required to complete this math course.

## CM2160 Communication Essentials

### Learning Outcomes:

- Demonstrate knowledge of the importance of well-developed writing skills in the workplace and in career development.
- Demonstrate knowledge of the purpose of various types of workplace correspondence.
- Demonstrate knowledge of the principles of effective workplace writing.
- Demonstrate knowledge of standard formats for letters and memos.
- Demonstrate knowledge of principles related to writing effective letters and memos.
- Demonstrate the ability to prepare and deliver an oral presentation.
- Demonstrate knowledge of the importance of effective interpersonal skills in the workplace.

**Duration:** 45 Hours

**Pre-Requisite(s):** None

### Objectives and Content:

*Wherever possible, the instructor is expected to use trade specific examples to reinforce the course objectives.*

1. Identify the principles for writing clear, concise, complete sentences and paragraphs which adhere to the conventions of grammar, punctuation, and mechanics.
2. Identify the principles of effective workplace writing.
  - i. describe the value of well-developed writing skills to career success
  - ii. discuss the importance of tone, and language or word choice in workplace communication, regardless of the circumstances
  - iii. demonstrate an awareness of cultural differences when preparing workplace correspondence
  - iv. describe the writing process as it applies to workplace communication
    - planning
    - writing

- editing/revising
  - v. identify the parts of a business letter and memo, and when each should be used in the workplace
  - vi. identify the standard formats for business letters and memos
  - vii. identify guidelines for writing sample letters and memos which convey:
    - acknowledgment
    - routine request
    - routine response
    - complaint
    - refusal
    - persuasive request
    - letters of appeal
3. Identify types of informal workplace documents.
- i. identify types & purposes of reports
    - incident
    - process
    - progress
  - ii. identify common trade specific forms
  - iii. describe primary and secondary methods used to gather information
  - iv. discuss the importance of accuracy and completeness in reports and forms
4. Identify the elements of presentations used in the workplace.
- i. identify presentation types
    - impromptu
    - informative
    - demonstration
    - persuasive
  - ii. identify the components of an effective presentation
    - eye contact
    - body language
    - vocal qualities
    - audience analysis
    - multimedia tools
    - keeping on topic

5. Demonstrate an understanding of interpersonal communications in the workplace.
  - i. identify listening techniques
  - ii. demonstrate an understanding of group dynamics
  - iii. describe the importance of contributing information and expertise in the workplace
  - iv. describe the importance of respectful and open communication in the workplace
  - v. identify methods to accept and provide feedback in a constructive and considerate manner
  - vi. explain the role of conflict in a group to reach solutions
  
6. Identify acceptable workplace uses of communication technologies.
  - i. cell / Smart Phone etiquette
  - ii. voice mail
  - iii. e-mail
  - iv. teleconferencing / videoconferencing for meetings and interviews
  - v. social networking
  - vi. other emerging technologies

**Practical Requirements:**

1. Write well-developed, coherent, unified paragraphs.
2. Write sample letters and memos.
3. Write one short informal report.
4. Complete a selection of at least 3 trade-related forms.
5. Deliver an effective oral presentation.

## SD1760 Workplace Essentials

Note: It is recommended that SD1760 be delivered in the second half of the Entry Level training program.

### Learning Outcomes:

- Demonstrate knowledge of workplace essentials in the areas of meetings, unions, workers compensation, workers' rights, and human rights.
- Demonstrate knowledge of good customer service practices.
- Demonstrate knowledge of effective job search techniques.

**Duration:** 45 Hours

**Pre-Requisite(s):** None

### Objectives and Content:

*Wherever possible, the instructor is expected to use trade specific examples to reinforce the course objectives.*

1. Identify common practices related to workplace meetings.
  - i. identify and discuss meeting format and preparation required for a meeting
  - ii. explain the purpose of an agenda
  - iii. explain the expected roles, responsibilities, and etiquette of meeting participants
  
2. Define unions and identify their role in the workplace.
  - i. identify the purpose of unions
  - ii. identify a common union structure
  - iii. identify the function of unions in this trade

3. Demonstrate an understanding of the Worker’s Compensation process.
  - i. describe the aims, objectives, regulations and benefits of the Workplace Health, Safety and Compensation Commission
  - ii. explain the role of the Workers Advisor
  - iii. explain the internal review process
  
4. Demonstrate an understanding of workers’ rights.
  - i. define labour standards
  - ii. identify regulations, including:
    - hours of work & overtime
    - termination of employment
    - minimum wages & allowable deductions
    - statutory holidays, vacation time, and vacation pay
  
5. Demonstrate an understanding of Human Rights issues.
  - i. examine the Human Rights Code and explain the role of the Human Rights Commission
  - ii. define harassment in various forms and identify strategies for prevention
    - direct
    - systemic
    - adverse effect
  - iii. identify gender and stereotyping issues in the workplace
  - iv. define basic concepts and terms related to workplace diversity including age, race, culture, religion, socio-economic status, and sexual orientation
  
6. Demonstrate an understanding of quality customer service.
  - i. explain why quality service is important
  - ii. identify barriers to quality customer service
  - iii. identify customer needs & common methods for meeting them
  - iv. identify and discuss the characteristics & importance of a positive attitude
  - v. identify the importance of demonstrating good communication skills including body language, listening, questioning, and when using electronic communication devices
  - vi. identify techniques for interacting with challenging customers to address complaints and resolve conflict

7. Demonstrate an understanding of effective job search techniques.
  - i. identify and explain employment trends, opportunities, and sources of employment
  - ii. identify and discuss essential skills for the trades as outlined by Human Resources and Skills Development Canada
  - iii. review job ads and identify the importance of fitting qualifications to job requirements
  - iv. identify the characteristics of effective resumes, the types of resumes, and principles of resume formatting
  - v. identify the characteristics of an effective cover letter
  - vi. identify the components of a portfolio, and discuss the value of establishing and maintaining a personal portfolio
  - vii. identify the common characteristics of the job interview process:
    - pre-interview preparation
    - interview conduct
    - post-interview follow up

**Practical Requirements:**

1. Create a resume.
2. Create a cover letter.
3. Participate in a mock job interview.

## MC1060 Computer Essentials

### Learning Outcomes:

- Demonstrate knowledge of computer systems and their operation.
- Demonstrate knowledge of popular software packages and their applications.
- Demonstrate knowledge of security issues related to computers.

**Duration:** 15 Hours

**Pre-Requisite(s):** None

### Objectives and Content:

*Wherever possible, the instructor is expected to use trade specific examples to reinforce the course objectives.*

1. Identify the major external components of a microcomputer system.
  - i. input devices
  - ii. output devices
  - iii. central control unit
  
2. Use operating system software.
  - i. start and quit a program
  - ii. use the help function
  - iii. use the find function
  - iv. maximize and minimize a window
  - v. use the task bar
  - vi. adjust desktop settings such as screen savers, screen resolution, and backgrounds
  - vii. shut down a computer



3. Perform file management commands.
  - i. create folders
  - ii. copy files and folders
  - iii. move files and folders
  - iv. rename files and folders
  - v. delete files and folders
  
4. Use word processing software to create documents.
  - i. enter text
  - ii. indent and tab text
  - iii. change text attributes (bold, underline, font, etc.)
  - iv. change layout format (margins, alignment, line spacing)
  - v. spell check and proofread
  - vi. edit text
  - vii. save document
  - viii. print document
  - ix. close document
  - x. retrieve documents
  
5. Use spreadsheet software to create spreadsheets.
  - i. enter data in cells
  - ii. create formulas to add, subtract, multiply and divide
  - iii. save spreadsheet
  - iv. print spreadsheet
  - v. close spreadsheet
  - vi. retrieve spreadsheet
  
6. Access the Internet.
  - i. access websites using the world wide web(www)
  - ii. identify examples of web browsers
  - iii. use search engines with common searching techniques
  - iv. describe security issues

7. Use electronic mail.
  - i. describe e-mail etiquette
    - grammar and punctuation
    - privacy and legal issues when sharing and forwarding e-mail
    - work appropriate content
    - awareness of employer policies
  - ii. manage e-mail using the inbox, sent, and deleted folders
  - iii. send an e-mail message with attachment(s)
  - iv. print e-mail

**Practical Requirements:**

None.

## OT1230 Workplace Exposure

### **Learning Outcomes:**

- Demonstrate knowledge of theory and practical applications of trade skills, safe work practices, appropriate workplace behaviour, and time management through exposure to the trade in an authentic work environment.

**NOTE:** The pre-apprentice must be supervised at the workplace. Supervision staff must be appropriately qualified to undertake that role – preferably a certified Journey person for the trade.

**Duration:** 60 Hours

**Pre-Requisite(s):** None

## **Block II**

### **CK1183 Veal and Lamb Preparation and Cooking**

#### **Learning Outcomes:**

- Demonstrate knowledge of procedures used to prepare veal using a variety of recipes.
- Demonstrate knowledge of procedures used to prepare lamb using a variety of recipes.

**Duration:** 45 Hours

**Pre-requisite(s):** Completion of Block I

#### **Objectives and Content:**

1. Define terminology associated with preparation and cooking of veal and lamb.
2. Identify types of cuts and describe their selection for specific applications.
3. Describe the tenderizing methods used for veal and lamb.
4. Identify types of marinades and describe their use.
5. Describe the procedures used to cook veal and lamb using dry heat cooking method.
  - i. grill
  - ii. sauté
  - iii. broil
  - iv. roast
  - v. bake
  - vi. fry

6. Describe the procedures used to cook veal and lamb using moist heat cooking methods.
  - i. simmer
  - ii. poach
  - iii. steam
  - iv. blanch
  
7. Describe the procedures used to cook veal and lamb using combination methods.
  - i. braise
  - ii. stew
  - iii. fricassee
  - iv. blanquette
  
8. Describe the procedures used to portion and plate veal and lamb.

**Practical Requirements:**

1. Select various cuts of veal and lamb and prepare according to assigned recipes.
  
2. Plate various dishes of veal and lamb.

## CK1186 Fish and Seafood Specialty Dishes

### **Learning Outcomes:**

- Demonstrate knowledge of the selection and preparation of fish and seafood for a variety of specialty dishes.

**Duration:** 55 Hours

**Pre-requisite(s):** Completion of Block I

### **Objectives and Content:**

1. Identify specialty seafood dishes and describe their ingredients and preparation.
2. Describe the procedures used to prepare non- traditional seafood dishes.
3. Identify classical seafood dishes and describe their ingredients and preparation.
4. Describe the procedures used to cure, smoke and pickle seafood.

### **Practical Requirements:**

1. Prepare a variety of seafood specialty dishes.
2. Prepare variety of classical seafood dishes.
3. Prepare variety of cured, smoked and pickled seafood dishes.
4. Prepare variety of non-traditional seafood dishes.

## CK1246 Specialty Breads

### Learning Outcomes:

- Demonstrate knowledge of bread products and their applications.
- Demonstrate knowledge of the procedures used to prepare bread products.

**Duration:** 30 Hours

**Pre-requisite(s):** Completion of Block I

### Objectives and Content:

1. Define terminology associated with specialty bread products.
2. Identify types of specialty bread products and describe their characteristics and applications.
  - i. bread dough
  - ii. leavened
  - iii. unleavened
  - iv. rolls/buns
  - v. artisan breads
3. Identify ingredients used in breads and describe their characteristics and applications.
  - i. flour
  - ii. fats/shortening
  - iii. sweeteners
  - iv. liquids
  - v. leavening agents
  - vi. dairy products
  - vii. specialty products
4. Calculate formulas and bakers percentages.
5. Identify the factors to consider when selecting ingredients for specialty bread products.

6. Identify mixing methods used for bread products and describe their associated procedures.
7. Describe the procedures used to prepare specialty bread products.
8. Describe the procedures used to finish specialty bread products.
9. Describe the procedures used to handle and store specialty bread products.

**Practical Requirements:**

1. Prepare specialty bread products.



## CK1271 Desserts and Sauces

### Learning Outcomes:

- Demonstrate knowledge of puddings, custards Bavarians, mousse and their preparation.
- Demonstrate knowledge of cold and frozen desserts, sauces and their preparation.

**Duration:** 32 Hours

**Pre-requisite(s):** Completion of Block I

### Objectives and Content:

1. Define terminology associated with the following:
  - i. puddings, Bavarian, custards and mousse
  - ii. cold desserts
  - iii. frozen desserts
  - iv. chocolate and couverture
  - v. dessert sauces
  
2. Describe ingredients and quality indicators for the following:
  - i. puddings, Bavarian, custards and mousse
  - ii. cold desserts
  - iii. frozen desserts
  - iv. chocolate and couverture
  - v. dessert sauces
  
3. Describe the procedures used to handle and store the following:
  - i. puddings, Bavarian, custards and mousse
  - ii. cold desserts
  - iii. frozen desserts
  - iv. chocolate and couverture
  - v. dessert sauces

4. Describe the types and characteristics of the following:
  - i. puddings, Bavarian, custards and mousse
  - ii. cold desserts
  - iii. chocolate and couverture
  - iv. dessert sauces
  
5. Identify types of frozen desserts and describe their characteristics.
  - i. churned
  - ii. still frozen
  
6. Describe the procedures used to prepare:
  - i. baked custards and puddings
  - ii. crème anglaise and other cream sauces
  - iii. fruit sauces and compotes
  - iv. caramel or nougat
  - v. Bavarian, chiffon and mousse
  - vi. cold desserts
  - vii. frozen desserts
  - viii. soufflés
  - ix. sabayon
  - x. bombes
  - xi. parfaits
  - xii. sorbet
  - xiii. ice cream
  - xiv. fruit
  - xv. chocolate pate
  - xvi. traditional
  
7. Describe the procedures used to prepare various dessert sauces.
  
8. Identify market forms (pre-prepared and packaged) dessert sauces and describe their applications
  
9. Describe the procedures used to handle and store dessert sauces
  
10. Describe the procedures used to temper chocolate for chocolate sauces.
  
11. Describe storage and handling methods of chocolate and chocolate products.

12. Describe portion control and plating techniques.

**Practical Requirements:**

1. Prepare and plate a variety of desserts.
2. Prepare a variety of dessert sauces.

## CK1261 Pastries

### **Learning Outcomes:**

- Demonstrate knowledge of pastries and their preparation.

**Duration:** 30 Hours

**Pre-requisite(s):** Completion of Block I

### **Objectives and Content:**

1. Define terminology associated with pastries.
2. Describe ingredients and quality indicators for pastries.
3. Describe the procedures used to prepare pastries.
  - i. puff pastry
  - ii. choux paste
  - iii. danish
  - iv. convenience
  - v. rolled-in
4. Describe portion control and plating techniques.

### **Practical Requirements:**

1. Prepare various laminated dough's
2. Prepare choux paste.
3. Prepare and plate various pastries.

## CK1460 Marinades, Rubs and Brines

### Learning Outcomes:

- Demonstrate knowledge of marinades, rubs and brines and their applications.
- Demonstrate knowledge of the procedures used to prepare marinades, rubs and brines.

**Duration:** 12 Hours

**Pre-requisite(s):** Completion of Block I

### Objectives and Content:

1. Define terminology associated with marinades, rubs and brines.
2. Identify types of marinades and rubs and describe their characteristics, applications and procedures for use.
3. Identify the factors to consider when selecting ingredients for marinades and rubs.
4. Identify ingredients and ratios used to prepare marinades and rubs.
5. Describe the procedures used to prepare marinades and rubs.
6. Describe the procedures used to handle and store marinades and rubs.
7. Identify types of brines and describe their characteristics, applications and procedures for use.
8. Identify the factors to consider when selecting ingredients for brines.
9. Identify ingredients and ratios used to prepare brines.
10. Describe the procedures used to prepare brines.
11. Describe the procedures used to handle and store brines.

**Practical Requirements:**

1. Prepare marinades, rubs and brines.
2. Use marinades, rubs and brines with a variety of foods.

## CK1281 Menu Planning

### Learning Outcomes:

- Demonstrate knowledge of effective menu planning.
- Demonstrate knowledge of the planning, preparation and presentation of a menu.
- Demonstrate knowledge of menu planning based on sound nutritional practices.

**Duration:** 36 Hours

**Pre-requisite(s):** Completion of Block I

### Objectives and Content:

1. Describe the basic principles of menu planning.
2. Describe the types of menus.
3. Describe the steps used in writing a menu (i.e. variety, color).
4. Identify types of service and describe their characteristics.
  - i. American and cafeteria
  - ii. Russian
  - iii. French
  - iv. English and buffet
5. Describe appropriate use of leftovers.
6. Describe procedures used to plan and order food to menu requirements.
7. Describe procedures used to plan meal presentation.
8. Describe macro nutrients (Heart Smart).
  - i. carbohydrates
  - ii. fats
  - iii. proteins

9. Describe micro nutrients.
  - i. vitamins
  - ii. minerals
10. Describe how to assess the nutritional adequacy of a menu.
11. Describe the personal factors that influence dietary habits.
12. Describe sensory characteristics that influence the acceptance of food products.
13. Describe techniques used to prepare a nutritious menu item.
14. Describe menus for special diet requirements.
15. Describe therapeutic diets.
16. Describe common food allergies.

**Practical Requirements:**

1. Prepare and execute various menus.



## **BLOCK III**

### **CK2500 Specialty Icings and Meringues**

#### **Learning Outcomes:**

- Demonstrate knowledge of specialty icings and meringues, their preparations and finishing.

**Duration:** 24 Hours

**Pre-requisite(s):** Completion of Block II

#### **Objectives and Content:**

1. Describe the types and characteristics of specialty icings.
  - i. butter creams
  - ii. meringue
  - iii. royal
  - iv. fondant
  - v. boiled
  - vi. ganache
  - vii. fudge
2. Describe the types and characteristics of meringues.
  - i. French
  - ii. Italian
  - iii. Swiss
  - iv. common
  - v. meringue shells
  - vi. Japonaise
3. Identify the factors to consider when selecting specialty icings, glazes, meringues
4. Identify the factors to consider when selecting specialty icings, glazes, meringues
5. Describe the procedures used to spin, caramelize and pull sugar.

6. Describe the procedures used to prepare specialty icings.
7. Describe the procedures used to prepare glazes.
8. Describe the procedures used to prepare meringues.
9. Identify market forms (pre-prepared and packaged) of icings, glazes, meringues and describe their applications.
10. Describe plating and finishing techniques.
11. Describe the procedures used to handle and store icings, glazes, meringues and dessert sauces.

**Practical Requirements:**

1. Prepare specialty icings, meringues and glazes.
2. Prepare various dessert sauces.

## CK2510 Specialty Cakes

### Learning Outcomes:

- Demonstrate knowledge of specialty cakes and their preparation.

**Duration:** 30 Hours

**Pre-requisite(s):** Completion of Block II

### Objectives and Content:

1. Define terminology associated with specialty cakes.
2. Describe ingredients and quality indicators for specialty cakes.
3. Describe the types and characteristics of specialty cakes.
4. Describe the procedures used to prepare gateau.
5. Describe the procedures used to prepare cheese cakes and charlottes.
6. Describe the procedures used to prepare tortes.
7. Describe portion control and plating techniques.
8. Describe the procedures used to assemble and decorate petit fours.
9. Identify mixing methods used for cakes and tortes and describe their associated procedures.
  - i. high fat
    - creaming
    - two-stage
  - ii. foam
    - chiffon
    - sponge - angel food

10. Identify market forms (pre-prepared and packaged) of cakes and tortes and describe their characteristics and applications.
11. Describe the procedures used to assemble and decorate cakes and tortes.
12. Describe the procedures used to assemble and decorate petit fours.
13. Describe plating/buffet and finishing techniques.
14. Describe the procedures used to handle and store cakes and tortes

**Practical Requirements:**

1. Prepare and plate specialty cakes and tortes

## CK2520 Chocolate

### **Learning Outcomes:**

- Demonstrate knowledge of chocolate and its applications.

**Duration:** 18 Hours

**Pre-requisite(s):** Completion of Block II

### **Objectives and Content:**

1. Define terminology associated with chocolate.
2. Identify types and properties of chocolate and describe their applications.
3. Describe the procedures used to temper chocolate.
4. Describe the procedures used to finish chocolate.
5. Identify market forms (pre-prepared and packaged) of chocolate and describe their characteristics and applications.
6. Describe plating and garnishing techniques.
7. Describe the procedures used to handle and store chocolate.

### **Practical Requirements:**

1. Temper chocolate.
2. Demonstrate procedures for finishing chocolate.

## CK2600 Charcuterie

### Learning Outcomes:

- Demonstrate knowledge of charcuterie and their applications.
- Demonstrate knowledge of the procedures used to prepare charcuterie.

**Duration:** 45 Hours

**Pre-requisite(s):** Completion of Block II

### Objectives and Content:

1. Define terminology associated with charcuterie.
2. Identify types of charcuterie and describe their characteristics and applications.
  - i. forcemeats
  - ii. terrines
  - iii. pâtes
  - iv. galantines and ballotines
  - v. sausages
  - vi. variety meats
3. Describe the procedures used to process charcuterie items.
4. Identify quality indicators associated with charcuterie items.
5. Identify the factors to consider when cooking charcuterie items.
  - i. degree of doneness
  - ii. flavoring and seasoning
  - iii. equipment
  - iv. temperature
  - v. time
  - vi. yield
  - vii. resting
6. Describe the procedures used to cook charcuterie items.
7. Identify styles of service associated with charcuterie items.

8. Describe plating/platter and finishing techniques.
9. Describe the procedures used to handle and store charcuterie
10. Describe procedure to hot and cold smoke food products.

**Practical Requirements:**

1. Prepare a variety of charcuterie.

## CK2610    Aspics, Jellies and Glazes

### **Learning Outcomes:**

- Demonstrate knowledge of aspics, jellies and glazes and their applications.
- Demonstrate knowledge of the procedures used to prepare aspics, jellies and glazes.

**Duration:**            12 Hours

**Pre-requisite(s):**    Completion of Block II

### **Objectives and Content:**

1. Define terminology associated with aspics, jellies and glazes.
2. Identify types of aspics and describe their characteristics and applications.
3. Identify types of jellies and describe their characteristics and applications.
4. Identify types of glazes and describe their characteristics and applications.
5. Identify factors to consider when selecting ingredients for aspics, jellies and glazes.
6. Describe the procedures used to process ingredients for aspics, jellies and glazes.
7. Describe the procedures used to prepare and apply aspics, jellies and glazes.
8. Describe the procedures used to handle and store aspics, jellies and glazes.

### **Practical Requirements:**

None



## CK2700 Game

### Learning Outcomes:

- Demonstrate knowledge of game and their applications.
- Demonstrate knowledge of the procedures used to prepare game.

**Duration:** 45 Hours

**Pre-requisite(s):** Completion of Block II

### Objectives and Content:

1. Define terminology associated with game.
2. Describe safety practices and precautions related to serving and handling raw game.
3. Identify Canadian Food Inspection Agency (CFIA) regulations pertaining to the inspection of game.
4. Identify types of game and describe their characteristics and applications.
5. Identify the factors to consider when selecting game.
  - i. local
  - ii. season
  - iii. freshness
  - iv. storage life
  - v. certified organic
  - vi. applications
  - vii. processed
6. Identify types of game cuts and describe their characteristics and applications.
  - i. primal
  - ii. sub-primal
  - iii. fabricated
7. Identify the factors to consider when freezing and defrosting game.

8. Describe the procedures used to process game.
  - i. marinate
  - ii. tenderize
  - iii. trim
  - iv. portion
  - v. debone
  - vi. truss
  
9. Describe the procedures to cure, smoke and pickle game.
  
10. Identify the factors to consider when cooking game.
  - i. cut of meat
  - ii. muscle structure and marbling
  - iii. degree of doneness
  - iv. flavoring and seasoning
  - v. equipment
  - vi. temperature
  - vii. time
  - viii. yield
  - ix. resting
  - x. utilization of excess product
  
11. Identify methods used to cook game and describe their associated procedures.
  - i. dry heat
  - ii. moist heat
  - iii. combination
  
12. Describe the procedures used to carve game.
  
13. Describe plating and finishing techniques.
  
14. Describe the procedures used to handle and store game.

**Practical Requirements:**

1. Prepare and plate a variety of game dishes.

## CK1206 Appetizers, Hors D'oeuvres and Accompaniments

### Learning Outcomes:

- Demonstrate knowledge of appetizers and hors d'oeuvres and their applications.
- Demonstrate knowledge of the procedures used to prepare appetizers and hors d'oeuvres.
- Demonstrate knowledge of condiments and accompaniments and their applications.
- Demonstrate knowledge of the procedures used to prepare condiments and accompaniments.

**Duration:** 36 Hours

**Pre-requisite(s):** Completion of Block II

### Objectives and Content:

1. Define terminology associated with hors d'oeuvres, appetizers, condiments and accompaniments.
2. Identify types of appetizers and hors d'oeuvres and describe their characteristics.
  - i. hot
  - ii. cold
3. Identify types of condiments and accompaniments and describe their characteristics and applications.
4. Identify market forms (pre-prepared and packaged) of appetizers and hors d'oeuvres and describe their characteristics and applications.
5. Identify the factors used to consider when selecting ingredients for hors d'oeuvres, appetizers, condiments and accompaniments.
6. Describe the procedures used to process hors d'oeuvres, appetizers, condiments and accompaniments.

7. Describe the procedures used to prepare hors d'oeuvres, appetizers, condiments and accompaniments.
8. Identify styles of service associated with appetizers and hors d'oeuvres.
9. Describe the plating/buffet/platter and finishing techniques for hors d'oeuvres, appetizers, condiments and accompaniments.
10. Describe the procedures used to hold and store hors d'oeuvres, appetizers, condiments and accompaniments.

**Practical Requirements:**

1. Prepare and plate a variety of appetizers, hors d'oeuvres and accompaniments.

## CK1286 Menu Costing

### Learning Outcomes:

- Demonstrate knowledge of inventory and costing procedures.
- Demonstrate knowledge of planning and ordering process.
- Demonstrate knowledge of food cost controls and their operation.

**Duration:** 30 Hours

**Pre-requisite(s):** Completion of Block II

### Objectives and Content:

1. Define terminology associated with menu costing.
2. Describe the procedures used to take an inventory.
3. Describe the procedures used to calculate food costs.
4. Describe the procedures used to calculate industry percent.
5. Describe the procedures used to purchase food.
6. Describe the procedures used to calculate As Purchased/Edible Portions requirements.
7. Describe procedures used to convert recipes.
8. Describe food costs and food cost controls.
  - i. purchase specifications
  - ii. standard recipes
  - iii. standard yields
  - iv. standard portions
9. Describe how to calculate daily and monthly food cost.
10. Identify productivity guides and controls and describe their use.

11. Describe point of sale systems.
12. Describe financial information.
13. Describe the procedures used to calculate operational cost.
  - i. food
  - ii. labour
  - iii. overhead
  - iv. profit
14. Describe the role of food preparation systems in kitchen management and cost control.
15. Describe cook chill/cook/ freeze systems, their applications and operation.
16. Describe sous vide systems, their applications and operation.
17. Demonstrate knowledge of preparation systems and their applications.

**Practical Requirements:**

None

## **D. Conditions Governing Apprenticeship Training**

### **1.0 General**

The following general conditions apply to all apprenticeship training programs approved by the Provincial Apprenticeship and Certification Board (PACB) in accordance with the *Apprenticeship Training and Certification Act (1999)*. If an occupation requires additional conditions, these will be noted in the specific Plan of Training for the occupation. In no case should there be a conflict between these conditions and the additional requirements specified in a certain Plan of Training. All references to Memorandum of Understanding will also apply to Letter of Understanding (LOU) agreements.

### **2.0 Entrance Requirements**

#### **2.1 Entry into the occupation as an apprentice requires:**

Indenturing into the occupation by an employer who agrees to provide the appropriate training and work experiences as outlined in the Plan of Training.

#### **2.2 Notwithstanding the above, each candidate must have successfully completed a high school program or equivalent, and in addition may be required to have completed certain academic subjects as specified in a particular Plan of Training. Mature students, at the discretion of the Director of Apprenticeship and Trades Certification, may be registered. A mature student is defined as one who has reached the age of 19 and who can demonstrate the ability and the interest to complete the requirements for certification.**

#### **2.3 At the discretion of the Director of Apprenticeship and Trades Certification, credit toward the apprenticeship program may be awarded to an apprentice for previous work experience and/or training as validated through prior learning assessment.**

- 2.4 An Application for Apprenticeship form must be duly completed along with a Memorandum of Understanding as applicable to be indentured into an Apprenticeship. The Memorandum of Understanding must contain signatures of an authorized employer representative, the apprentice and an official representing the Provincial Apprenticeship and Certification Board to be valid.
- 2.5 A new Memorandum of Understanding must be completed for each change in an employer during the apprenticeship term.

### **3.0 Probationary Period**

The probationary period for each Memorandum of Understanding will be six months or 900 employment credit hours. Within that period the memorandum may be terminated by either party upon giving the other party and the PACB one week notice in writing.

### **4.0 Termination of a Memorandum of Understanding**

After the probationary period referred to in Section 3.0, the Memorandum of Understanding may be terminated by the PACB by mutual consent of the parties involved, or cancelled by the PACB for proper and sufficient cause in the opinion of the PACB, such as that stated in Section 14.

### **5.0 Apprenticeship Progression Schedule, Wage Rates and Advanced Training Criteria**

Progression Schedule, Wage Rate and Advanced Training Criteria are stated in the specific occupational Plan of Training for each designated apprenticeship occupation.



**Progression Schedule**

Cook 5400 Hours			
APPRENTICESHIP LEVEL AND WAGES			
Year	Wage Rate At This Level	Requirements for progression to next level of apprenticeship	When requirements are met, the apprentice will progress to...
1 <sup>st</sup>	60 %	<ul style="list-style-type: none"> <li>▪ Completion of Block 1 training</li> <li>▪ Pass Block 1 exam</li> <li>▪ Minimum 1800 hours of combined relevant work experience and training</li> </ul>	2 <sup>nd</sup> Year
2 <sup>nd</sup>	75%	<ul style="list-style-type: none"> <li>▪ Completion of Block 2 training</li> <li>▪ Pass Block 2 exam</li> <li>▪ Minimum 3600 hours of combined relevant work experience and training</li> </ul>	3 <sup>rd</sup> Year
3 <sup>rd</sup>	90%	<ul style="list-style-type: none"> <li>▪ Completion of Block 3 training</li> <li>▪ Minimum 5400 hours of combined relevant work experience and training</li> <li>▪ Sign-off of all workplace skills in apprentice logbook</li> <li>▪ Pass certification exam</li> </ul>	Journeyman Certification
<p><b>Wage Rates</b></p> <ul style="list-style-type: none"> <li>▪ Rates are percentages of the prevailing journeyman’s wage rate in the place of employment of the apprentice.</li> <li>▪ Rates must not be less than the wage rate established by the Labour standards Act (1990), as now in force or as hereafter amended, or by other order, as amended from time to time replacing the first mentioned order.</li> <li>▪ Rates must not be less than the wage rate established by any collective agreement which may be in force at the apprentice’s workplace.</li> <li>▪ Employers are free to pay wage rates above the minimums specified.</li> </ul> <p><b>Block Exams</b></p> <ul style="list-style-type: none"> <li>▪ This program may not currently contain block exams, in which case this requirement will be waived until such time as block exams are available.</li> </ul>			

<b>Cook</b>		
5400 Hours		
<b>CLASS CALLS</b>		
Call Level	Requirements for Class Call	Hours awarded for In-School Training
Direct Entry Apprentice: PLA & / or Block 1	<ul style="list-style-type: none"> <li>▪ Minimum of 1000 hours of relevant work experience</li> <li>▪ Prior Learning Assessment (PLA) at designated college (if applicable)</li> </ul>	To be determined by the number of courses completed after each class call
Block 2	<ul style="list-style-type: none"> <li>▪ Minimum of 3000 hours of relevant work experience and training</li> </ul>	240
Block 3	<ul style="list-style-type: none"> <li>▪ Minimum of 5200 hours of relevant work experience and training</li> </ul>	240
<p><b>Direct Entry Apprentice:</b></p> <ul style="list-style-type: none"> <li>▪ Must complete Block 1 courses through PLA and / or in school training.</li> <li>▪ Block 1 training is to be completed via class calls; up to 16 weeks of training per calendar year.</li> <li>▪ Must attend in-school training until Block 1 is complete before attending Blocks 2 or higher.</li> </ul> <p><b>Class calls at Minimum Hours:</b></p> <ul style="list-style-type: none"> <li>▪ Class calls may not always occur at the minimum hours indicated. Some variation is permitted to allow for the availability of training resources and apprentices.</li> </ul>		

## **6.0 Tools**

Apprentices shall be required to obtain their own hand tools applicable for the designated occupation of registration or tools as specified by the PACB.

## **7.0 Periodic Examinations and Evaluation**

- 7.1 Every apprentice shall submit to such occupational tests and examinations as the PACB shall direct. If after such occupational tests and examinations the apprentice is found to be making unsatisfactory progress, his/her apprenticeship level and rate of wage shall not be advanced as provided in Section 5 until his/her progress is satisfactory to the Director of Apprenticeship and Trades Certification and his/her date of completion shall be deferred accordingly. Persistent failure to pass required tests shall be a cause for revocation of his/her Memorandum of Understanding.
- 7.2 Upon receipt of reports of accelerated progress of the apprentice, the PACB may shorten the term of apprenticeship and advance the date of completion accordingly.
- 7.3 For each and every course, a formal assessment is required for which 70% is the pass mark. A mark of 70% must be attained in both the theory examination and the practical project assignment, where applicable as documented on an official transcript.
- 7.4 Course credits may be granted through the use of a PACB approved matrix which identifies course equivalencies between designated trades and between current and historical Plans of Training for the same trade.

## **8.0 Granting of Certificates of Apprenticeship**

Upon the successful completion of apprenticeship, the PACB shall issue a Certificate of Apprenticeship.

## **9.0 Hours of Work**

Any hours employed in the performance of duties related to the designated occupation will be credited towards the completion of the term of apprenticeship. Appropriate documentation of these hours must be provided.

## **10.0 Copies of the Registration for Apprenticeship**

The Director of Apprenticeship and Trades Certification shall provide copies of the Registration for Apprenticeship form to all signatories to the document.

## **11.0 Ratio of Apprentices to Journeypersons**

Under normal practice, the ratio of apprentices to journeypersons shall not exceed two apprentices to every one journeyperson employed. Other ratio arrangements would be determined and approved by the PACB.

## **12.0 Relationship to a Collective Bargaining Agreement**

Where applicable in Section 5 of these conditions, Collective Agreements take precedence.

## **13.0 Amendments to a Plan of Apprenticeship Training**

A Plan of Training may be amended at any time by the PACB.

## **14.0 Employment, Re-Employment and Training Requirements**

14.1 The Plan of Training requires apprentices to regularly attend their place of employment.

14.2 The Plan of Training requires apprentices to attend training for that occupation as prescribed by the PACB.

- 14.3 Failure to comply with Sections 14.1 and/or 14.2 will result in cancellation of the Memorandum of Understanding. Apprentices may have their MOUs reinstated by the PACB but would be subject to a commitment to complete the entire program as outlined in the General Conditions of Apprenticeship. Permanent cancellation in the said occupation is the result of non-compliance.
- 14.4 Cancellation of the Memorandum of Understanding to challenge journey person examinations, if unsuccessful, would require an apprentice to serve a time penalty of two (2) years before reinstatement as an apprentice or qualifying to receive a class call to training as a registered Trade Qualifier. Cancellation must be mutually agreed upon by the employer and the apprentice.
- 14.5 An employer shall ensure that each apprentice is under the direct supervision of an approved journey person supervisor who is located at the same worksite as the apprentice, and that the apprentice is able to communicate with the journey person with respect to the task, activity or function that is being supervised.
- 14.6 Under the Plan of Training the employer is required to keep each apprentice employed as long as work is available, and if the apprentice is laid off due to lack of work, to give first opportunity to be hired before another is hired.
- 14.7 The employer will permit each apprentice to attend training programs as prescribed by the PACB.
- 14.8 Apprentices who cannot acquire all the workplace skills at their place of employment will have to be evaluated in a simulated work environment at a PACB authorized training institution and have sign-off done by instructors to meet the requirements for certification.

## **15.0 Appeals to Decisions Based on Conditions Governing Apprenticeship Training**

Persons wishing to appeal any decisions based on the above conditions must do so in writing to the Minister of Advanced Education and Skills within 30 days of the decision.

## **E. Requirements for Red Seal Endorsement**

1. Evidence the required work experiences outlined in this Plan of Training have been obtained. This evidence must be in a format clearly outlining the experiences and must be signed by an appropriate person or persons attesting that these experiences have been obtained to the level required.
2. Successful completion of all required courses in the program.
3. A combination of training from an approved training program and suitable work experience totaling 5400 hours.

### **Or**

A total of 7200 hours of suitable work experience.

4. Completion of a National Red Seal examination, to be set at a place and time determined by the Apprenticeship and Trades Certification Division.

## **F. Roles and Responsibilities of Stakeholders in the Apprenticeship Process**

The apprenticeship process involves a number of stakeholders playing significant roles in the training of apprentices. This section outlines these roles and the responsibilities resulting from them.

### **The Apprentice:**

- completes all required technical training courses as approved by the PACB.
- finds appropriate employment.
- completes all required work experiences in combination with the required hours.
- ensures work experiences are well documented.
- approaches apprenticeship training with an attitude and commitment that fosters the qualities necessary for a successful career as a qualified journey person.
- obtains the required hand tools as specified by the PACB for each period of training of the apprenticeship program.

### **The Employer:**

- provides high quality work experiences in an environment conducive to learning.
- remunerates apprentices as set out in the Plan of Training or Collective Agreements.
- provides feedback to training institutions, Apprenticeship and Trades Certification Division and apprentices in an effort to establish a process of continuous quality improvement.
- where appropriate, releases apprentices for the purpose of returning to a training institution to complete the necessary technical courses.
- ensures work experiences of the apprentice are documented.
- ensures a certified journeyman is currently on staff in the same trade area as the apprentice and whose certification is recognized by the NL Department of Advanced Education and Skills.

### **The Training Institution:**

- provides a high quality learning environment.
- provides the necessary student support services that will enhance an apprentice's ability to be successful.
- participates with other stakeholders in the continual updating of programs.



### **The Apprenticeship and Trades Certification Division:**

- establishes and maintains program advisory committees under the direction of the PACB.
- promotes apprenticeship training as a viable career option to prospective apprentices and other appropriate persons involved, such as career guidance counsellors, teachers, parents, etc.
- establishes and maintains a protocol with training institutions, employers and other appropriate stakeholders to ensure the quality of apprenticeship training programs.
- ensures all apprentices are appropriately registered and records are maintained as required.
- schedules all necessary technical training periods for apprentices to complete requirements for certification.
- administers block, provincial and interprovincial examinations.

### **The Provincial Apprenticeship and Certification Board:**

- sets policies to ensure the provisions of the *Apprenticeship and Certification Act (1999)* are implemented.
- ensures advisory and examination committees are established and maintained.
- accredits institutions to deliver apprenticeship training programs.
- designates occupations for apprenticeship training and/or certification.