

# Program Guide

for

# Assistant Cook

*A short term Apprenticeship Curriculum  
for  
International Labour Organisation/ Time Bound Program  
and  
World Education/Brighter Future Project*



Council for Technical Education and Vocational Training  
**CURRICULUM DEVELOPMENT DIVISION**

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## **Introduction**

The International Programme on the Elimination of Child Labour (IPEC) of the International Labour Organisation (ILO) has promoted a variety of measures to progressively eliminate child labour, giving priority to the eradication of the worst forms of child labour in Nepal. IPEC's interventions are implemented in partnership with the government, trade unions, employer's associations and non-governmental organizations. One of the innovative programmes promoted by IPEC include the Time Bound Programme (TPB), which aims to prevent and eliminate selected worst forms of child labour, as defined in ILO Convention No. 182, within a defined period of time.

The objective of the Time-Bound Programme (TBP) is to contribute to the Master Plan of His Majesty's Government of Nepal for the Elimination of Child Labour. The Time-Bound Programme is going to take various steps in eliminating the identified seven worst forms of child labour in Nepal: child porters, child domestics, children in trafficking, child raggickers, children in carpet factories, children in mine/stone quarries and child bonded labour.

The educational interventions of the TBP in Nepal have been among the most effective instruments for the prevention of child labour and the rehabilitation of former child workers. The TBP & Brighter Future Programme (BFP) of World Education (WEI) measures promote access to free education and appropriate vocational training and apprenticeship opportunities for all children and youth removed from the identified worst forms of child labour. In this context, ILO and World Education (WEI) have taken the initiative to design apprenticeship-training programs in various trade areas for the older children working in the worst forms of child labour.

## **Rational of the programme**

The vocational trainings in Nepal have resulted mixed outcomes. Although, there is a rapid proliferation of the technical and vocational training providers and the youth enrolment has been in increasing trend, there are some fundamental problems. Basically, the training programmes are much structured and the training delivery is made in institution-based environment. Similarly, there are minimum standard that needs to be maintained for enrolment. Considering the low literacy background of children engaged in the identified worst forms of child labour, the standard for admission to vocational training institutes is too high. Furthermore, many vocational training institutes have a very high cost. Therefore, ILO and WEI have taken the initiative to look more carefully into apprenticeship models as an alternative to vocational training for older working children.

According to IPEC Nepal and WEI, the term apprenticeship for TBP refers to supervised on-the-job training that provides practical skills and theoretical knowledge and also the experience of a work environment. It is a learning method that prepares a young person at least 14 years of age for a real job by giving him/her a set of well-defined occupational abilities through close supervision and guidance from a potential employer, or from a mentor. Apprenticeship can build confidence in young people, and remind them that they have a positive role to play in their community, and in their country.

## **Overall objectives**

The overall objective of the programme is to eliminate exploitative and hazardous child labour by providing them with skills and knowledge to attain better employment and economic opportunities and linking them to national development efforts including economic, educational and labour market policies of Nepal.

### **Terminal objectives**

After the completion of this course an apprentice will be able:

- to assist cook,
- to perform sanitation works in the kitchen,
- to perform cutting and grinding works,
- to prepare material for cooking,
- to prepare serving items, and
- to prepare food for kitchen staff.

### **Course description**

This course is designed to help the apprentices to provide basic knowledge and skills on cooking. The apprentices will develop their competencies working in a restaurant, or a kitchen of a hotel in an unstructured way. This course especially provides skills on assisting a cook. This course also provides skills about cutting and grinding works including managing tools, equipment and utensils.

### **Target group**

This programme is targeted to the older children engaged in the worst forms of child labour who are above 14 years old. In Nepal, the worst form of child labour include;

1. Domestic child labourers,
2. Child porters,
3. Child bonded labourers,
4. Children involved in trafficking,
5. Rag picking children,
6. Child labourers in carpet industry, and
7. Child labourers in stone quarries and mines.

### **Group size**

The number of apprentice can vary depending upon the facilities available with the apprenticeship-training providers. **Ideally, this should not exceed five in numbers.**

### **Entry criteria**

An apprentice must be or have

1. Engaged in the worst form of child labour.
2. Between 14 to 18 years old.
3. Interest and commitment in apprenticeship training.
4. Current employer's/guardian's consent.
5. Basic literacy.

### **Duration**

Three to five months (2 to 3 hours per day and 5 to 6 days a week) OR as per the agreement between apprenticeship provider and TBP implementing organisation. However, the theory and practical time should be arranged in the ratio of 20:80.

**Medium of instruction** Nepali.

### **Pattern of attendance**

The apprentice should secure 90% attendance during the training period.

### **Certificate requirements**

National Skill Testing Board (The Skill Testing Division of the Council for Technical Education and Vocational Training, CTEVT) according to its requirement administers skill tests and provides certificate to apprentice.

### **Apprenticeship provider's qualification**

An apprenticeship provider must have:

1. Enthusiasm and motivation to train the older children in the worst form of child labour
2. Qualification and experience in training.
3. Proper tools, equipment and space for training.
4. Safe working environment.
5. Possibility of employment opportunity.

### **Trainees evaluation**

The apprenticeship-training providers will continuously evaluate the apprentice based on their performance.

### **Equipment, tools and materials**

Depending upon the frequency of uses and the number of apprentice the number/quantity of tools/equipment/material varies.

<b>S.No.</b>	<b>Name of the tools/equipment</b>	<b>Units</b>
1.	Chopping board	2
2.	Different kinds of Knives	5
3.	Chimney	1
4.	Electric Oven	1
5.	Gas Oven	1
6.	Dust Bin	1
7.	Refrigerator	1
8.	Grinder	1
9.	Toast cutter	1
10.	French Fry Cutter	1
11.	Puller	1
12.	Can opener	1
13.	Different Whisker	2
14.	Slicker	1
15.	Duster	1
16.	Steiner	2
17.	Coffee/Tea maker	1
18.	Different Utensils	6
19.	Flatware's	10
20.	Hollowware's	5
21.	Cutlery	10
22.	Chafing Dish	4
23.	Hot places	1
24.	Cooking Pans, pots	4
25.	Service spoon	6
26.	Surface Table	2
27.	Modern Chulo	1

<b>S.No.</b>	<b>Name of the tools/equipment</b>	<b>Units</b>
28.	Steamier Pot	1
29.	Wine Opener	1
30.	Measurement tools	1
31.	Wafer Cutter	1
32.	Tandur Oven	1
33.	Toaster	1
34.	Omelette Pan	1
35.	Rice Cooker	1
36.	Pressure Cooker	2
37.	Dish Warmer Rack	1

### Summary of Duties and Competencies

S. No	Duties and Competencies/Tasks/Skills	Time (in hours)		
		Th.	Prac.	Total
<b>A.</b>	<b>Perform sanitation works.</b>			
	A.1. Clean surface table.	½	1	1½
	A.2. Clean chopping board.	½	1	1½
	A.3. Clean house sink.	½	1	1½
	A.4. Clean kitchen wall.	½	1	1½
	A.5. Clean lower part of chimney.	½	1	1½
	A.6. Clean kitchen floor.	½	1	1½
	A.7. Remove wastages.	½	½	1
	A.8. Clean dustbin.	½	½	1
<b>B.</b>	<b>Check Tools / Equipment / utility.</b>			
	B.1. Check electricity.	½	½	1
	B.2. Check water.	½	½	1
	B.3. Check gas cylinder.	½	½	1
	B.4. Check cold store.	½	½	1
	B.5. Check stove (gas, electric, hot plats).	½	1	1½
	B.6. Check oven.	½	1	1½
	B.7. Check refrigerator.	½	½	1
	B.8. Check tanduri chulho	½	½	1
	B.9. Check fry deep.	½	½	1
	B.10. Check grinder.	½	½	1
	B.11. Check toast cutter.	½	½	1
	B.12. Check French fry cutter.	½	½	1
	B.13. Check knives.	½	½	1
	B.14. Check materials in store / frieze.	½	½	1
<b>C.</b>	<b>Manage tools / Equipment / utensils</b>			
	C.1. Clean / grease knives / puller	½	½	1
	C.2. Clean / toast cutter	½	½	1
	C.3. Clean grinder	½	½	1
	C.4. Clean OVEN	½	½	1
	C.5. Clean stoves / hot plats	½	½	1
	C.6. Clean fry deep	½	½	1
	C.7. Clean refrigerator	½	½	1
	C.8. Clean whisker	½	½	1
	C.9. Clean turner slicker	½	½	1
	C.10. Place tools & equipment in proper place	½	½	1
	C.11. Clean can cutter	½	½	1
	C.12. Clean French fry cutter	½	½	1
	C.13. Clean wafer cutter	½	½	1
	C.14. Clean duster	½	½	1
	C.15. Clean egg cutter	½	½	1
	C.16. Clean strainer (jhanjer)	½	½	1
	C.17. Clean rolling set (Belna chalka)	½	½	1
	C.18. Clean sieve	½	½	1
<b>D.</b>	<b>Perform Cutting / Grinding works</b>			
	D.1. Cut meat	1	2	3

S. No	Duties and Competencies/Tasks/Skills	Time (in hours)		
		Th.	Prac.	Total
	D.2. Grind meant meat	1	1	2
	D.3. Cut vegetable	1	2	3
	D.4. Prepare zinger garlic	½	2	2½
	D.5. Scale fish / prawn	½	2	2½
	D.6. Prepare black gravy mix	½	2	2½
	D.7. Prepare white gravy mix	½	2	2½
	D.8. Prepare red gravy mix	½	2	2½
	D.9. Prepare yellow gravy mix	½	2	2½
<b>E.</b>	<b>Prepare Food for Staff</b>			
	E.1. Cook rice	1	2	3
	E.2. Cook chapatti	½	2	2½
	E.3. Cook lintel	½	2	2½
	E.4. Prepare curry	½	2	2½
	E.5. Cook meat	½	2	2½
	E.6. Prepare pickle	½	½	1
	E.7. Prepare tea /coffee	½	½	1
<b>F.</b>	<b>Prepare Materials for cooking</b>			
	F.1. Prepare cooking utensils	½	1	1½
	F.2. Prepare cooking oil	½	1	1½
	F.3. Prepare normal spices	½	1	1½
	F.4. Prepare hot spices	½	1	1½
	F.5. Prepare corn flour	½	1	1½
	F.6. Prepare whale spices	½	1	1½
	F.7. Prepare dry fruits	½	1	1½
	F.8. Prepare fresh cream	½	1	1½
	F.9. Prepare fresh curd	½	1	1½
	F.10. Prepare testing power	½	1	1½
	F.11. Prepare stock	½	1	1½
	F.12. Boil chow mien	½	1	1½
	F.13. Clean rice	½	1	1½
	F.14. Prepare flour	½	1	1½
	F.15. Boil vegetables	½	1	1½
	F.16. Boil rice	½	1	1½
	F.17. Boil meat	½	1	1½
	F.18. Boil eggs	½	1	1½
	F.19. Boil water	½	1	1½
	F.20. Prepare wine	½	1	1½
	F.21. Prepare black /white piper	½	1	1½
	F.22. Prepare themes / oregano / rosemary / belief	½	1	1½
	F.23. Prepare mustard powder sauce / whale	½	1	1½
	F.24. Prepare vinegar	½	1	1½
	F.25. Prepare split (suiro)	½	1	1½
	F.26. Prepare rum / brandy	½	1	1½
	F.27. Boil beans	½	1	1½
	F.28. Prepare bread crumb	½	1	1½
<b>G.</b>	<b>Assist Cook</b>			
	G.1. Assist to carry heavy utensils	½	½	1

S. No	Duties and Competencies/Tasks/Skills	Time (in hours)		
		Th.	Prac.	Total
	G.2. Assist to stir for food preparation	½	½	1
	G.3. Assist to manage heat of hot plate / gas /oil / stoves	½	½	1
	G.4. Assist to prepare dough	½	½	1
	G.5. Assist to prepare mayonnaise sauce	½	½	1
	G.6. Assist to prepare /remove fry items	½	½	1
	G.7. Assist to light tanduri chulho	½	½	1
<b>H.</b>	<b>Prepare serving items.</b>			
	H.1. Prepare wiped cream.	½	1	1½
	H.2. Prepare fresh spices.	½	1	1½
	H.3. Prepare tomato sauce.	½	1	1½
	H.4. Prepare dressing.	½	1	1½
	H.5. Prepare tarter sauce.	½	1	1½
	H.6. Prepare cherry / mint / seller / pars leaf / lettuce / red cabbage.	½	1	1½
	H.7. Prepare onion / tomato.	½	1	1½
	H.8. Decorate with carrot, radices, cucumber, and tomato).	½	1	1½
	H.9. Prepare brown sauce.	½	1	1½
	H.10. Prepare Soya sauce.	½	1	1½
	H.11. Prepare Tabasco sauce.	½	1	1½
	H.12. Prepare white sauce.	½	1	1½
	H.13. Prepare chilly vinegar.	½	1	1½
	H.14. Prepare garlic sauce.	½	1	1½
	H.15. Prepare zinger sauce.	½	1	1½
	H.16. Prepare green salad.	½	1	1½
<b>I.</b>	<b>Communicate with other</b>			
	I. 1. Communicate with cook.	1	2	3
	I. 2. Communicate with client.	1	2	3
	I. 3. Communicate with employer.	1	2	3
	I. 4. Communicate with colleagues.	1	2	3
	I. 5. Communicate with supervisor.	1	2	3
	I. 6. Communicate with supplier.	1	2	3
	I. 7. Communicate with visitor.	1	2	3
	I. 8. Communicate with junior.	1	2	3
	I. 9. Communicate with ration shops.	1	2	3
	I. 10. Receive telephone call.	1	2	3
<b>J.</b>	<b>Grow professionally</b>			
	J. 1. Consult cook	1	2	3
	J. 2. Visit other's working place/ sight.	1	3	4
	J. 3. Read related materials (Documents, manuals, brochures)	1	3	4
	J. 4. Attend training/ seminar/workshops	1	4	5
	J. 5. Watch Audio-Visual.	1	2	3
	J. 6. Browse World Wide Web.			
	J. 7. Seek trainings places / programs	1	2	3
	<b>Total</b>	<b>73</b>	<b>138</b>	<b>211</b>



**Duty 1 Perform sanitation works.**

S. No	Competencies	Related Technical Knowledge	Time (in hours)		
			Th.	Prac.	Total
1.	Clean surface table.	<input type="checkbox"/> Cleaning chemicals and materials. <input type="checkbox"/> Cleaning procedure. <input type="checkbox"/> Safety precautions.	½	1	1½
2.	Clean chopping board.	<input type="checkbox"/> Cleaning chemicals and materials. <input type="checkbox"/> Cleaning procedure. <input type="checkbox"/> Safety precautions.	½	1	1½
3.	Clean house sink.	<input type="checkbox"/> Cleaning chemicals and materials. <input type="checkbox"/> Cleaning procedure. <input type="checkbox"/> Safety precautions.	½	1	1½
4.	Clean kitchen wall	<input type="checkbox"/> Cleaning chemicals and materials. <input type="checkbox"/> Cleaning procedure. <input type="checkbox"/> Safety precautions.	½	1	1½
5.	Clean lower part of chimney.	<input type="checkbox"/> Detergent and chemicals for chimney cleaning. <input type="checkbox"/> Gas bolt systems (Open and close) <input type="checkbox"/> Chimney structures and parts. <input type="checkbox"/> Cleaning procedure. <input type="checkbox"/> Safety precautions.	½	1	1½
6.	Clean kitchen floor.	<input type="checkbox"/> Cleaning chemicals and materials. <input type="checkbox"/> Cleaning procedure (using mop). <input type="checkbox"/> Safety precautions.	½	1	1½
7.	Remove wastages.	<input type="checkbox"/> Types of solid waste (vegetables and fruits peels, glass, cane, plastics) <input type="checkbox"/> Disposal procedure. <input type="checkbox"/> Safety precautions.	½	½	1
8.	Clean dust bin	<input type="checkbox"/> Structure of the dustbin. <input type="checkbox"/> Cleaning procedure. <input type="checkbox"/> Safety precautions.	½	½	1

**Duty 2: Check Tools / Equipment / utility**

S. No	Competencies	Related Technical Knowledge	Time (in hours)		
			Th.	Prac.	Total
1.	Check electricity.	<input type="checkbox"/> Basic electricity (current, voltage, resistance).	½	½	1

S. No	Competencies	Related Technical Knowledge	Time (in hours)		
			Th.	Prac.	Total
		<ul style="list-style-type: none"> <li>☒ Electrical tools and equipment (Pliers, Screw driver, Tester, Multimeter)</li> <li>☒ Checking procedure.</li> <li>☒ Safety precautions.</li> </ul>			
2.	Check water.	<ul style="list-style-type: none"> <li>☒ Supply of hot and cold water.</li> <li>☒ Concept of potable water.</li> <li>☒ Safety precautions.</li> </ul>	½	½	1
3.	Check gas cylinder	<ul style="list-style-type: none"> <li>☒ Regulator fixing system.</li> <li>☒ Checking procedure (regulator, filled cylinder weight, hose pipe).</li> <li>☒ Safety precautions.</li> </ul>	½	½	1
4.	Check cold store	<ul style="list-style-type: none"> <li>☒ Working principal of cold storage (defreezes, normal).</li> <li>☒ Checking procedure.</li> <li>☒ Safety precautions.</li> </ul>	½	½	1
5.	Check stove (gas, electric, hot plats)	<ul style="list-style-type: none"> <li>☒ Modern cooking stoves (Electric, gas, hotplate).</li> <li>☒ Checking procedure.</li> <li>☒ Safety precautions.</li> </ul>	½	1	1½
6.	Check oven.	<ul style="list-style-type: none"> <li>☒ Voltage requirment.</li> <li>☒ Checking procedure.</li> <li>☒ Safety precautions.</li> </ul>	½	1	1½
7.	Check refrigerator	<ul style="list-style-type: none"> <li>☒ Freezing system and its purpose (Normal, Cold, Defreeze).</li> <li>☒ Checking procedure.</li> <li>☒ Safety precautions.</li> </ul>	½	½	1
8.	Check tanduri <i>chulho</i>	<ul style="list-style-type: none"> <li>☒ Types of tanduri (coal or gas powered system).</li> <li>☒ Structure about Tandoori oven.</li> <li>☒ Checking procedure.</li> <li>☒ Safety precautions.</li> </ul>	½	½	1
9.	Check fry deep	<ul style="list-style-type: none"> <li>☒ Oil boiling system.</li> <li>☒ Changing of oil.</li> <li>☒ Checking procedure.</li> <li>☒ Safety precautions.</li> </ul>	½	½	1
10.	Check grinder	<ul style="list-style-type: none"> <li>☒ Grinder structure and its various parts.</li> <li>☒ Checking procedure.</li> <li>☒ Safety precautions.</li> </ul>	½	½	1
11.	Check toast cutter	<ul style="list-style-type: none"> <li>☒ Types of toast cutter.</li> <li>☒ Checking procedure.</li> <li>☒ Safety precautions.</li> </ul>	½	½	1
12.	Check French fry cutter	<ul style="list-style-type: none"> <li>☒ Structure of French fry</li> </ul>	½	½	1

S. No	Competencies	Related Technical Knowledge	Time (in hours)		
			Th.	Prac.	Total
		cutter. ☒ Checking procedure. ☒ Safety precautions.			
13.	Check knives.	☒ Identification of various types of knives. ☒ Uses. ☒ Checking procedure. ☒ Safety precautions.	½	½	1
14.	Check materials in store / frieze.	☒ Inventory of the materials. ☒ Requisition of the materials. ☒ Cold store and general store.	½	½	1

### Duty 3: Clean tools / equipment / utensils.

S. No	Competencies	Related Technical Knowledge	Time (in hours)		
			Th.	Prac.	Total
1.	Clean / grease knives / puller	☒ Cleaning procedure. ☒ Safety precautions.	½	½	1
2.	Clean / toast cutter	☒ Cleaning procedure. ☒ Safety precautions.	½	½	1
3.	Clean grinder	☒ Cleaning procedure. ☒ Safety precautions.	½	½	1
4.	Clean OVEN	☒ Cleaning procedure. ☒ Safety precautions.	½	½	1
5.	Clean stoves / hot plats	☒ Cleaning procedure. ☒ Safety precautions.	½	½	1
6.	Clean fry deep	☒ Cleaning procedure. ☒ Safety precautions.	½	½	1
7.	Clean refrigerator	☒ Cleaning procedure. ☒ Safety precautions.	½	½	1
8.	Clean whisker	☒ Cleaning procedure. ☒ Safety precautions.	½	½	1
9.	Clean turner slicker	☒ Cleaning procedure. ☒ Safety precautions.	½	½	1
10.	Place tools & equipment in proper place	☒ Cleaning procedure. ☒ Safety precautions.	½	½	1
11.	Clean can cutter	☒ Cleaning procedure. ☒ Safety precautions.	½	½	1
12.	Clean French fry cutter	☒ Cleaning procedure. ☒ Safety precautions.	½	½	1
13.	Clean wafer cutter	☒ Cleaning procedure. ☒ Safety precautions.	½	½	1
14.	Clean duster	☒ Cleaning procedure. ☒ Safety precautions.	½	½	1
15.	Clean egg cutter	☒ Cleaning procedure. ☒ Safety precautions.	½	½	1

S. No	Competencies	Related Technical Knowledge	Time (in hours)		
			Th.	Prac.	Total
16.	Clean strainer (jhanjer)	<input type="checkbox"/> Cleaning procedure. <input type="checkbox"/> Safety precautions.	½	½	1
17.	Clean rolling set (Belna chalka)	<input type="checkbox"/> Cleaning procedure. <input type="checkbox"/> Safety precautions.	½	½	1
18.	Clean sieve	<input type="checkbox"/> Cleaning procedure. <input type="checkbox"/> Safety precautions.	½	½	1

#### Duty 4: Perform Cutting / Grinding works

S. No	Competencies	Related Technical Knowledge	Time (in hours)		
			Th.	Prac.	Total
1.	Cut meat.	<input type="checkbox"/> Types and structure of meat. <input type="checkbox"/> Purpose of meat shape and cuts (for stick, grill, chop etc). <input type="checkbox"/> Cutting procedure. <input type="checkbox"/> Safety /hygiene requirement.	1	2	3
2.	Grind meant meat.	<input type="checkbox"/> Purpose of grinding. <input type="checkbox"/> Grinding procedure. <input type="checkbox"/> Safety /hygiene requirement.	1	1	2
3.	Cut vegetable.	<input type="checkbox"/> Types and structure of vegetables. <input type="checkbox"/> Purpose of vegetable shape and cuts (diamond cut, Juliana, Dice etc.) <input type="checkbox"/> Cutting procedure. <input type="checkbox"/> Safety /hygiene requirement.	1	2	3
4.	Prepare zinger garlic.	<input type="checkbox"/> Grinding procedure. <input type="checkbox"/> Safety /hygiene requirement.	½	2	2½
5.	Scale fish / prawn.	<input type="checkbox"/> Scaling procedure. <input type="checkbox"/> Safety /hygiene requirement.	½	2	2½
6.	Prepare black gravy mix.	<input type="checkbox"/> Mixing procedure. <input type="checkbox"/> Safety /hygiene requirement.	½	2	2½
7.	Prepare white gravy mix.	<input type="checkbox"/> Mixing procedure. <input type="checkbox"/> Safety /hygiene requirement.	½	2	2½
8.	Prepare red gravy mix	<input type="checkbox"/> Mixing procedure. <input type="checkbox"/> Safety /hygiene requirement.	½	2	2½
9.	Prepare yellow gravy mix	<input type="checkbox"/> Mixing procedure.	½	2	2½

S. No	Competencies	Related Technical Knowledge	Time (in hours)		
			Th.	Prac.	Total
		☒ Safety /hygiene requirement.			

#### Duty 5: Prepare Food for Staff.

S. No	Competencies	Related Technical Knowledge	Time (in hours)		
			Th.	Prac.	Total
1.	Cook rice.	<ul style="list-style-type: none"> <li>☒ Different types of rice (Basmati, Pokhrel, long grain etc).</li> <li>☒ Different style of preparing rice (steam, boil, pressure).</li> <li>☒ Safety /hygiene requirement.</li> </ul>	1	2	3
2.	Cook chapatti	<ul style="list-style-type: none"> <li>☒ Cooking procedure.</li> <li>☒ Safety /hygiene requirement.</li> </ul>	½	2	2½
3.	Cook lintel	<ul style="list-style-type: none"> <li>☒ Different types of Lintel.</li> <li>☒ Cooking time.</li> <li>☒ Lintel thickness and its purpose.</li> <li>☒ Relish of lintel (in case of fried and other types of lintel).</li> <li>☒ Cooking procedure.</li> <li>☒ Safety /hygiene requirement.</li> </ul>	½	2	2½
4.	Prepare curry	<ul style="list-style-type: none"> <li>☒ Different types of curry.</li> <li>☒ Ingredients (speices etc.)</li> <li>☒ Cooking procedure.</li> <li>☒ Safety /hygiene requirement.</li> </ul>	½	2	2½
5.	Cook meat	<ul style="list-style-type: none"> <li>☒ Different types of meat recipe.</li> <li>☒ Ingredients (species etc.)</li> <li>☒ Time of cooking.</li> <li>☒ Cooking procedure.</li> <li>☒ Safety /hygiene requirement.</li> </ul>	½	2	2½
6.	Prepare pickle	<ul style="list-style-type: none"> <li>☒ Different types of Pickle recipe.</li> <li>☒ Ingredients (spices etc.).</li> <li>☒ Garnishing procedure.</li> <li>☒ Safety /hygiene requirement.</li> </ul>	½	½	1
7.	Prepare tea /coffee	<ul style="list-style-type: none"> <li>☒ Types of tea.</li> <li>☒ Types of coffee.</li> </ul>	½	½	1

S. No	Competencies	Related Technical Knowledge	Time (in hours)		
			Th.	Prac.	Total
		<input type="checkbox"/> Procedure. <input type="checkbox"/> Safety /hygiene requirement.			

#### Duty 6: Prepare Materials for cooking

S. No	Competencies	Related Technical Knowledge	Time (in hours)		
			Th.	Prac.	Total
1.	Prepare cooking utensils	<input type="checkbox"/> Types of cooking utensils. <input type="checkbox"/> Uses.	½	1	1½
2.	Prepare cooking oil.	<input type="checkbox"/> Type and selection of cooking oil.	½	1	1½
3.	Prepare normal spices.	<input type="checkbox"/> Types of normal spices. <input type="checkbox"/> Uses <input type="checkbox"/> Ingredients of normal spices. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety /hygiene requirement.	½	1	1½
4.	Prepare hot spices.	<input type="checkbox"/> Types of normal spices. <input type="checkbox"/> Uses <input type="checkbox"/> Ingredients of normal spices. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety /hygiene requirement.	½	1	1½
5.	Prepare corn flour.	<input type="checkbox"/> Purpose of using corn flour. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety /hygiene requirement.	½	1	1½
6.	Prepare whole spices.	<input type="checkbox"/> Types of whole. <input type="checkbox"/> Uses <input type="checkbox"/> Ingredients of whole spices. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety /hygiene requirement.	½	1	1½
7.	Prepare dry fruits.	<input type="checkbox"/> Types of dry fruits. <input type="checkbox"/> Uses <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety /hygiene requirement.	½	1	1½
8.	Prepare fresh cream.	<input type="checkbox"/> Taste and colour of fresh cream. <input type="checkbox"/> Uses of fresh cream. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety /hygiene requirement.	½	1	1½

S. No	Competencies	Related Technical Knowledge	Time (in hours)		
			Th.	Prac.	Total
9.	Prepare fresh curd.	<input checked="" type="checkbox"/> Taste and colour of fresh curd. <input checked="" type="checkbox"/> Uses of fresh curd. <input checked="" type="checkbox"/> Procedure. <input checked="" type="checkbox"/> Safety /hygiene requirement.	½	1	1½
10.	Prepare testing power.	<input checked="" type="checkbox"/> Testing powder and its purpose. <input checked="" type="checkbox"/> Procedure. <input checked="" type="checkbox"/> Safety /hygiene requirement.	½	1	1½
11.	Prepare stock.	<input checked="" type="checkbox"/> Different types of stocks (Vegetable, chicken, meat etc.) <input checked="" type="checkbox"/> Cooking time for different stock. <input checked="" type="checkbox"/> Quality of meats, and vegetables for stock preparation. <input checked="" type="checkbox"/> Procedure. <input checked="" type="checkbox"/> Safety/hygiene requirement.	½	1	1½
12.	Boil chow mien.	<input checked="" type="checkbox"/> Chow mien types <input checked="" type="checkbox"/> Quantity of water required for boiling. <input checked="" type="checkbox"/> Procedure. <input checked="" type="checkbox"/> Safety /hygiene requirement.	½	1	1½
13.	Clean rice.	<input checked="" type="checkbox"/> Rice and its purity. <input checked="" type="checkbox"/> Procedure. <input checked="" type="checkbox"/> Safety /hygiene requirement.	½	1	1½
14.	Prepare flour.	<input checked="" type="checkbox"/> Flour and its types. <input checked="" type="checkbox"/> Quantity of water required for mixing. <input checked="" type="checkbox"/> Procedure. <input checked="" type="checkbox"/> Safety /hygiene requirement.	½	1	1½
15.	Boil vegetables	<input checked="" type="checkbox"/> Vegetable types <input checked="" type="checkbox"/> Quantity of water required for boiling. <input checked="" type="checkbox"/> Procedure. <input checked="" type="checkbox"/> Safety /hygiene requirement.	½	1	1½
16.	Boil rice	<input checked="" type="checkbox"/> Quantity of water required for boiling. <input checked="" type="checkbox"/> Procedure. <input checked="" type="checkbox"/> Safety /hygiene requirement.	½	1	1½

S. No	Competencies	Related Technical Knowledge	Time (in hours)		
			Th.	Prac.	Total
17.	Boil meat.	<input type="checkbox"/> Quantity of water required for boiling. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety /hygiene requirement.	½	1	1½
18.	Boil eggs.	<input type="checkbox"/> Quantity of water required for boiling. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety /hygiene requirement.	½	1	1½
19.	Boil water.	<input type="checkbox"/> Quantity of water required for boiling. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety /hygiene requirement.	½	1	1½
20.	Prepare wine	<input type="checkbox"/> Difference between white, red and rosé. <input type="checkbox"/> Wine uses. <input type="checkbox"/> Safety /hygiene requirement.	½	1	1½
21.	Prepare black /white piper.	<input type="checkbox"/> Piper uses. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety /hygiene requirement.	½	1	1½
22.	Prepare themes / oregano / rosemary / belief	<input type="checkbox"/> Different types of herb spices. <input type="checkbox"/> Its benefit and uses. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety /hygiene requirement.	½	1	1½
23.	Prepare mustard powder sauce / whale.	<input type="checkbox"/> Types of musterd powder. <input type="checkbox"/> Its uses and benefit. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety /hygiene requirement.	½	1	1½
24.	Prepare vinegar	<input type="checkbox"/> Vinegar and its uses and benefit. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety /hygiene requirement.	½	1	1½
25.	Prepare split (suiro)	<input type="checkbox"/> Procedure. <input type="checkbox"/> Safety precautions.	½	1	1½
26.	Prepare rum / brandy	<input type="checkbox"/> Alcohol and its types. <input type="checkbox"/> Uses. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety /hygiene requirement.	½	1	1½
27.	Boil beans	<input type="checkbox"/> Purpose of boiling beans.	½	1	1½



S. No	Competencies	Related Technical Knowledge	Time (in hours)		
			Th.	Prac.	Total
		<input type="checkbox"/> Procedure. <input type="checkbox"/> Safety /hygiene requirement.			
28.	Prepare bread crumb	<input type="checkbox"/> Uses of breadcrumb. <input type="checkbox"/> Colour of breadcrumb. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety /hygiene requirement.	½	1	1½

**Duty 7: Assist cook.**

S. No	Competencies	Related Technical Knowledge	Time (in hours)		
			Th.	Prac.	Total
1.	Assist to carry heavy utensils	<input type="checkbox"/> Use of trolley. <input type="checkbox"/> First aid and safety precautions.	½	½	1
2.	Assist to stir for food preparation.	<input type="checkbox"/> Stiring fry food. <input type="checkbox"/> Colour Management. <input type="checkbox"/> Safety /hygiene requirement.	½	½	1
3.	Assist to manage heat of hot plate / gas /oil / stoves	<input type="checkbox"/> Temperature management of the stoves. <input type="checkbox"/> Time for heating. <input type="checkbox"/> Safety precautions.	½	½	1
4.	Assist to prepare dough.	<input type="checkbox"/> Water adjustment in dough. <input type="checkbox"/> Selection of flour. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety /hygiene requirement.	½	½	1
5.	Assist to prepare mayonnaise sauce	<input type="checkbox"/> Recipe of mayonnaise. <input type="checkbox"/> Managing the yolk from egg. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety /hygiene requirement.	½	½	1
6.	Assist to prepare /remove fry items	<input type="checkbox"/> Colour management of different items. <input type="checkbox"/> Recipe and ingredients. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety /hygiene requirement.	½	½	1
7.	Assist to light tanduri chulho	<input type="checkbox"/> Procedure. <input type="checkbox"/> Safety precautions.	½	½	1

**Duty 8: Prepare serving items.**

S. No	Competencies	Related Technical Knowledge	Time (in hours)		
			Th.	Prac.	Total
1.	Prepare wiped cream	<input type="checkbox"/> Wiped cream and its uses. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety /hygiene requirement.	½	1	1½
2.	Prepare fresh spices	<input type="checkbox"/> Different types of sauce and spices and their uses. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety /hygiene requirement.	½	1	1½
3.	Prepare tomato sauce	<input type="checkbox"/> Ingredients and their ratios. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety /hygiene requirement.	½	1	1½
4.	Prepare dressing	<input type="checkbox"/> Dressing and garnishing purpose. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety /hygiene requirement.	½	1	1½
5.	Prepare tarter sauce	<input type="checkbox"/> Recipe of tarter sauce. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety /hygiene requirement.	½	1	1½
6.	Prepare cherry / mint / seller / pars leaf / lettuce / red cabbage	<input type="checkbox"/> Various decoration and garnish. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety /hygiene requirement.	½	1	1½
7.	Prepare onion / tomato	<input type="checkbox"/> Decorative cutting of onion and tomato. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety /hygiene requirement.	½	1	1½
8.	Decorate with carrot, radices, cucumber, and tomato.	<input type="checkbox"/> Decoration and Garnish <input type="checkbox"/> Shape of fresh vegetables. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety /hygiene requirement.	½	1	1½
9.	Prepare brown sauce	<input type="checkbox"/> Recipe of brown sauce. <input type="checkbox"/> Its uses. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety /hygiene requirement.	½	1	1½
10.	Prepare Soya sauce	<input type="checkbox"/> Different kinds of Soya sauce. <input type="checkbox"/> Its uses and contents. <input type="checkbox"/> Procedure.	½	1	1½

S. No	Competencies	Related Technical Knowledge	Time (in hours)		
			Th.	Prac.	Total
		☒ Safety /hygiene requirement.			
11.	Prepare Tabasco sauce	☒ Tabasco sauces its uses and contents. ☒ Procedure. ☒ Safety /hygiene requirement.	½	1	1½
12.	Prepare white sauce.	☒ Recipe of white sauce. ☒ Its uses. ☒ Procedure. ☒ Safety /hygiene requirement.	½	1	1½
13.	Prepare chilly vinegar.	☒ Type and size of chilly. ☒ Contents of vinegar and its uses. ☒ Procedure. ☒ Safety /hygiene requirement.	½	1	1½
14.	Prepare garlic sauce	☒ Contents of garlice sauce and its uses. ☒ Procedure. ☒ Safety /hygiene requirement.	½	1	1½
15.	Prepare zinger sauce	☒ Contents of zinger sauce and its uses. ☒ Procedure. ☒ Safety /hygiene requirement.	½	1	1½
16.	Prepare green salad	☒ Vegetable selection for green salad. ☒ Cutting shape and style. ☒ Procedure. ☒ Safety /hygiene.	½	1	1½

**Duty 9: Communicate with other.**

S. No	Competencies	Related Technical Knowledge	Time (in hrs.)		
			Th.	Prac.	Total
1.	Communicate with cook.	☒ Meaning and importance of communication. ☒ Type of communication (oral, sign/gesture and written). ☒ Oral communication techniques. ☒ Communication for cooperative/collaborative	1	2	3

S. No	Competencies	Related Technical Knowledge	Time (in hrs.)		
			Th.	Prac.	Total
		tasks. <input checked="" type="checkbox"/> Learning and information sharing. <input checked="" type="checkbox"/> Prior consultation on assigned work with the seniors. <input checked="" type="checkbox"/> Uses of appropriate communication language (with higher and lower position staffs.)			
2.	Communicate with client.	<input checked="" type="checkbox"/> Importance of listening and viewing the client's opinions (offering opinions, supporting statement and questions and clarification of the proposed job).	1	2	3
3.	Communicate with employer.	<input checked="" type="checkbox"/> Refer to task 2	1	2	3
4.	Communicate with colleagues.	<input checked="" type="checkbox"/> Importance of interpretation and explanation of the proposed job with friends.	1	2	3
5.	Communicate with supervisor.	<input checked="" type="checkbox"/> Refer to task 1	1	2	3
6.	Communicate with supplier.	<input checked="" type="checkbox"/> Refer to task 2	1	2	3
7.	Communicate with visitor.	<input checked="" type="checkbox"/> Refer to task 2	1	2	3
8.	Communicate with junior.	<input checked="" type="checkbox"/> Refer to task 4	1	2	3
9.	Communicate with ration shops.	<input checked="" type="checkbox"/> Demand and supply order. <input checked="" type="checkbox"/> Bill / invoice. <input checked="" type="checkbox"/> Material supply and delivery.	1	2	3
10.	Receive telephone call.	<input checked="" type="checkbox"/> Meaning, importance and purpose of telephone <input checked="" type="checkbox"/> Telephone receiving technique <input checked="" type="checkbox"/> Etiquette of receiving telephone call. <input checked="" type="checkbox"/> Message writing technique	1	2	3

**Duty 10: Grow professionally.**

S. No	Competencies	Related Technical Knowledge	Time (in hrs.)		
			Th.	Prac.	Total
1.	Consult cook	☒ Importance of participating in career exploration activities with the cook.	1	2	3
2.	Visit other's working place/ sight.	☒ Importance of learning from different workplaces and site visits.	1	3	4
3.	Read related materials (Documents, manuals, brochures)	☒ Importance of learning from trade relevant documents, manuals and other job related sheets.	1	3	4
4.	Attend training/ seminar/workshops	☒ Need of growing professionalism. ☒ Importance of career development opportunities inside and outside the organization.	1	4	5
5.	Watch Audio/Visual.	☒ Familiarization of TVs channel/A/V aids. ☒ Importance of leaning from A/V.	1	2	3
6.	Browse World Wide Wave.	☒ Familiarization with computer. ☒ WWW browsing techniques.			
7.	Seek trainings places / programs	☒ Importance of trainings in career development. ☒ Possible training providers/institutes for refresher trainings.	1	2	3