



**Our Vision:** To provide quality education to foster continual growth and development for the community.

**Our Mission:** We are committed to impart quality skills to our students and to work in partnership with our accredited partners to meet the students' aspirations and goals beyond post-secondary education and to finally, provide an avenue towards a rewarding career path.

**Culture:** "Serve with pride, lead the change"

**Core Values:** Be committed to our student's performance, Life-long learning, Integrity & Ethics, Care for the Environment and Community

### Course Details

The objective of the Advanced Diploma in Restaurant and Catering Management is to develop student knowledge in the field of restaurant and catering management with strong emphasis on advanced practical skills and requisite knowledge and understanding in the mid-level to senior management of operation in the Restaurant and Catering Management context.

### Objectives and Expected Outcomes

At the end of the program, the students will have acquired:

- Advanced skills in F&B Services / Restaurant Management and Cuisines
- Understanding of business environment and managerial roles
- Financial competency linked to F&B and catering industry

### Course Duration / Mode of Delivery

The total duration of the program is 12 months full-time comprising 6 months of theory and practical training in school and 6 months of Industrial Attachment.

- Theory Lessons
- Practical Lessons
- Work Experience

6 months of Work Experience (Industrial Attachment) is mandatory

\*Subject to academic performance, interview by employer and approval from Ministry of Manpower. Should student fail to get an Industrial Attachment placement, student will have to undertake a project assignment under the supervision of trainer from the College.

### Examination Schedule

Six Times a year: Feb, Apr, Jun, Aug, Oct & Dec

### Entry Requirements

- Minimum Age: 16 years old for (local, or 18 years old for foreigner)
- Academic Level: Diploma in F&B, or Hospitality or equivalent
- Language Proficiency: A pass in English with Grade C6 and above at GCE O Level, or IELTS 5.5, or equivalent
- Work Experience (If applicable): Mature candidate who is above 18 years old with at least secondary school education and at least 5 years of relevant working experiences (with 1 year of experience in supervisory role)

### Documents Required

- ✓ Completed application forms
- ✓ Birth certificate (with parent's names indicated)
- ✓ Highest educational qualification certificate
- ✓ Financial Statement
- ✓ Photocopy of passport
- ✓ 4 recent passport-sized photographs

### Assessment

i) Each Module will be assessed via the coursework the following formats:

- Class Participation;
  - Assignments;
  - Written and/or Practical Examinations;
- ii) The examinations will be set and marked by ICASTEC.
- iii) 6-month Work Experience is assessed through an "Industrial Attachment" Logbook.

### Course Fee

FOREIGN: S\$9,389.25  
LOCAL : S\$8,551.44  
(\* Total Course Fee inclusive of GST)

### Examination

The examinations could cover both written and practical examinations, where applicable. The written paper shall comprise multiple-choice and open-ended questions.

### Eligibility for Graduation

Students are expected to attain a minimum of 40% in order to pass each examination paper.

Students who have successfully passed all required modules and achieve minimum average score of 50% will be eligible for graduation.

Should students fail in any module, one can re- register for followings with costs:

- Re-examination with revision
- Re-take entire module (with exam and revision)

### Certification

Students who have completed and passed all the required modules will be awarded

- **ADVANCED DIPLOMA IN RESTAURANT AND CATERING MANAGEMENT**

## Module Descriptors

### Restaurant Strategy Planning and Design

In this module, the students will define the strategic planning and design and leverage on the internal strength as well as the opportunities in the market. Students will learn to develop wide array of strategic management plan and objectives within strategic planning system, and to understand restaurant marketing strategy, including product development and research.

### Marketing Policy Planning and Communication

In this module, students will understand the creative nature of marketing and know how to evaluate the role and value of marketing in a variety of business contexts. They will also understand the marketing mix concept (7Ps) and its role in the formulation of an integrated marketing plan in both domestic and international markets and know how to formulate and evaluate marketing plans at domestic and international levels. Students shall learn and understand consumer and organizational buyer behavior and the main influences at individual, household and organizational level. Lastly students will understand segmentation targeting and positioning tools and techniques and be able to apply in menu planning.

### Organizational Behavior

In this module, students will understand the importance of organizational behavior in successfully managing a dynamic environment and the individual's contribution to organizational behavior and performance by recognizing the importance of personality, perception, attitudes and learning. Students will also learn about job satisfaction and its relationship to job, and to understand the nature, skills, significance and effectiveness of groups in organizations. Students shall learn and understand leadership theories and examine the key variables that determine the effectiveness of leadership in practice and the nature of conflict and various approaches to securing conflict resolution. Lastly students shall learn and understand formal and informal communication processes and networks, and examine the potential barriers to effective communication.

### Food Safety Management

This unit starts by defining food safety and its importance to hospitality industries and their customers. The science and principles of food hygiene are then explored, together with the main causes of food poisoning, contamination and spoilage. This knowledge is then applied to the study of the systems and processes to produce safe food. The practical application of food hygiene principles, and their monitoring and control, provide an important focus within this unit. The unit concludes by considering the responsibilities of management and the controls necessary to produce consistently safe food within the relevant legal framework. Students will develop an understanding of food safety and hygiene principles. They will also consider the role and responsibilities of managers in the production of safe food within the requirements of the current framework of food safety legislation.

### Advanced Operation Finance in Food and Beverage Management

The focus of this module is on the development and application of practical activities within a Food and Beverage environment. It gives an overview of the organization strategic planning, budgeting and using financial statement in Food and Beverage practices and procedures which must be followed. Students will also be able to analyze and evaluate food operations costing for a function or operations period. Student will also learn how to calculate selling price, food cost and find break-even point for an operation. Student will also be able to conduct a butcher test. This module will also introduce and defines menu and what to take into consideration when planning a menu. Students will be able to learn on the different types of menu and the uses of menu engineering.

### Cuisine Studies with Central Kitchen Production System

The course will build up on the student's basic of food preparation in an advanced level. This course emphasis on culinary art and will enable students to do the necessary mise en place in a culinary art kitchen. The students will learn the major culinary art dishes and how to prepare them. The aim is for the students to develop efficiency and increase the speed in preparing dishes as demanded in a "prepare to order" culinary art type of food services. This is accomplished by preparing complex plated appetizers, entrees and dessert under time constraints. Attention is paid to traditional and contemporary menu trends and flavour pairing. It also involves the Kitchen Planning Process and Production Orders on various sections of the department.

### Intermediate Wine and Spirit Provision (Elective)

This unit allows students to learn the grape characteristics and varieties. Students will learn pairing of food and wine as well as wine provision and services. Students will also learn about the different label terminologies and wines around the world.

### Work Experience

The Industrial Attachment is a short-term work experience for students to have an opportunity to put into practice their knowledge and skills which they have acquired during their study into the real world workplace. This allows students to gain valuable real life experience while working under the supervision of experienced supervisor(s) and thus enhancing their learning experience. A variety of skills that can be applied may include teamwork, analytical skills, knowledge & competency acquired during their study.

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