



ICAS TRAINING AND  
EDUCATION COLLEGE

**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

To provide student with a higher level business skills that can be used in the Food Services industry and allow student to apply the management theories and develop their skills that required in different and often challenging situation. This course will help student grow, develop and implement management strategy to ensure business goals are reached.

### Objectives and Expected Outcomes

Upon successful completion of the program, the students will acquire:

- i) Higher Managerial Skills in Food Services management
- ii) Understanding of business environment and managerial roles
- iii) Financial competency linked to Food Services industry

### Course Duration / Mode of Delivery

**Full-Time Program** A total of 8 months of Institutional Studies.

- Theory lectures
- Workshops & Field Trips
- Assignments
- 3 Sessions per week (3 hours per session)

**Part-Time Program:** A total of 12 months of Institutional Studies;

- Theory lectures
- Workshops & Field Trips
- Assignments
- 3 Sessions per week (3 hours per session)

### Entry Requirements

- Minimum 20 years old
- Language Proficiency: A pass in English with Grade C5 and above at GCE O Level, or IELTS 6, WPLN Level 7 or equivalent
- Work Experience: Without a degree candidate must be above 30 years old with at least 8 years of working experience
- Academic Level: Degree

### 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

### Course Fee

S\$13,744.15

(\* Total Course Fee inclusive of GST)

### Assessment

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

- Class Participation;
- Assignment-Based Assessment;

ii) The Assignment will be set and marked by ICASTEC.

### Examination Schedule

Assessment will be conducted at the end of each module.

### Eligibility for Graduation

Students are expected to attain a minimum of 60% in order to pass each module.

Students who have successfully passed all required modules and achieve minimum average score of 60% will be eligible for graduation.

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

- i) Re-assessment with revision
- ii) Re-take entire module (with assessment and revision)

### Certification

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

- **GRADUATE DIPLOMA IN FOOD SERVICES**

**Module Descriptors: Total 6 modules (5 Core modules plus one specialisation module)****CORE MODULES**

- Identify, Develop, Lead and Manage Business Opportunities**  
 In this module, learners have the ability to identify, evaluate, develop, lead and manage business opportunities leveraging on the internal strength for the market. Developing a wide array of strategic business plan with a planning system and managing negotiation with business partners.
- Manage and Develop Finance in the Food Services**  
 In this module, learners have the ability to develop, implement and establish a financial budget and plan. Learner will also be monitoring, analyse and evaluate income and expenses according to the organisation requirement.
- Manage and Develop Risk Management Plan**  
 In this module, learners have the ability to develop and manage a risk management plan. Learner will also have the ability in leading the team in case of emergency according the Standard Operating Procedure and how to prevent loss or risk prevention.
- Leadership and People Management**  
 In this module, learners have the ability to lead team members to develop organisational and governance strategies and develop team members through organisational talent capability reviews. Learner will be able to champion a service excellence ethos and foster business relationships and organisational diversity.
- Work Based Learning**  
 This programme prepare learner and expose them for real or near-real workplace environment. Learner shall perform the daily routine and take on their assigned role under the supervision of trainer-supervisor. The learner shall put in practice what they learn and to work as a value member of the team.

**SPECIALISATION MODULES (Any one from below listed modules)**

- Food & Beverage Management**  
 In this module, learners have the ability to design restaurant concepts, plan and develop menus including overseeing cost controlling and food purchasing activities. Learners will also have the ability in developing business plan and strategies service operation.
- Manage and Lead Kitchen Operation**  
 In this module, learners have the ability to manage culinary operation, plan and develop menus including managing high-volume food production operations. Learners will also have the ability in developing business plan and strategies service operation.

**Address:**

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**School Of Hospitality**

**ICAS Training and Education College (ICASTEK) Pte Ltd**