



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

The objective of the Diploma in Food & Beverage and Catering Management is to develop student knowledge in the field of food and beverage services and catering management with strong emphasis on practical skills and requisite knowledge and understanding in the junior to mid-level managerial roles in the Food and Beverage and Catering Management context.

### Objectives and Expected Outcomes

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

- Intermediate skills in F&B Services Operations and Culinary Skills
- Basic understanding of business environment and supervision skills
- Basic Financial competency in the 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.*

### Entry Requirements

- Minimum Age: 16 years old for local, or 18 years old for foreigner
- Academic Level: Completed secondary school, or any 5 Subjects pass with Grade 5 and above at GCE 'N' Level, or any 3 subjects pass with C6 and above at GCE 'O' Level, or equivalent Certificate
- Language Proficiency: A pass in English with grade 5 and above at GCE N Level, or Pass in English with grade C6 and above at GCE O Level, or IELTS 4.5 or equivalent
- Work Experience (If Applicable): Matured candidate who is above 18 years old with at least lower secondary school education and at least 2 years of working experiences

### 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

FOREIGN: S\$9,496.25

LOCAL : S\$8,658.44

(\* Total Course Fee inclusive of GST)

### Assessment

- Each Module will be assessed via the coursework the following formats:
  - Class Participation;
  - Assignments;
  - Written and/or Practical Examinations;
- The examinations will be set and marked by ICASTEC.
- 6-month Work Experience is assessed through an "Industrial Attachment" Logbook.

### Examination Schedule

Bi-Monthly Exam: Feb, Apr, Jun, Aug, Oct & Dec

### 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

- **DIPLOMA IN FOOD & BEVERAGE AND CATERING MANAGEMENT**

### Progression Path

Students are able to progress to ICASTEC Advanced Diploma in Restaurant and Catering Management (ADRCM)

## Module Descriptors

### Food and Beverage Service and Operation

In this module, learners will be taught on technique to of the operational and supervisory aspects of running a food and beverage operation for a range of hospitality and leisure organizations and clients. Learners will appreciate the factors involved in meeting customer needs and also be able to produce an outline plan for specific food and beverage operations.

### Introduction to Business in Food and Beverage and Catering Industry

This Module introduced the nature, principles and concepts of business and management in the context of hospitality and F&B industry. The roles of Government and stake-holders of business, and their relationship with the larger community and society. The concept of competitive advantage, and the key success factors, and inherent challenge of business. Organisation structure and roles, management regulations and practices.

### Hospitality and Business Communication

In this module, learners will be taught how to communicate effectively in today's competitive world and how to provide effective presentation skills. The importance and barriers of communication, organisational communication procedures. How to write business letters effectively, Interview skills and techniques and how to face interview bravely.

### Nutrition Safety Hygiene & Sanitation

In this module, students are taught to plan menus for specific nutritional groups and carry out the preparation and cooking of nutritional foods without excessive destruction of nutrients. On completion of this module, students are able to use information to analyze recipe and make adjustment in relation to commodity alternatives. This unit will also provide students with the ability to undertake their work in the hospitality industry adhering to hygiene, health and safety legislation and develop an understanding of the importance of and being able to maintain a hygienic and safe working environment.

### Operation Finance in Food and Beverage Management

In this module, learners are taught on the overview of financial management, basic accounting system, menu planning and kitchen accounting, students will learn managerial, business and operational decisions based on a thorough understanding of financial analyses and techniques for future business activities.

### Gastronomy / Pastry Studies

The unit addresses essential academic and organoleptic skills, together with an appreciation of how such skills can be applied to contemporary gastronomy. Initially learners develop an overview of gastronomy, which leads to an investigation of gastronomic trends. The content is flexible, enabling learners to respond to trends as they develop and to anticipate where they may lead in the future.

Learners will use their skills and knowledge to prepare and evaluate the acceptability and quality of products prepared. This unit will also develop learners' knowledge and skills in the creative preparation of patisserie goods. Learners will also be able to apply creative flair in the preparation of patisserie dishes.

### Foundation Barista Skills (Elective)

This unit provides learners with specialist skills and knowledge in one of the major growth areas of the hospitality industry – the beverage sector. The unit is aimed at all first line operatives where coffee is served – this includes coffee bars, coffee houses, cafes, hotels and restaurants. Learners will be introduced to the full range of products used in making beverages. They will learn where the products come from, and some of the processes they go through, from growing to the final drink. They will also learn the importance of taking care of the products in order to provide an excellent final result.

### 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.

### Address:

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**School Of Hospitality**  
**ICAS Training and Education College (ICASTEK) Pte Ltd**

ICAS Training & Education College  
Co. Reg No.: 200512999K  
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