



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 Certificate in Food & Beverage and Catering Operation is to develop student knowledge in the field of food and beverage services and catering with strong emphasis on practical skills and requisite knowledge and understanding in the operational level in the Food and Beverage Service and Catering Operations.

Objectives and Expected Outcomes

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

- Fundamental skills in F&B Services and Catering operations
- Understanding of F&B Service environment and operations.

Course Duration / Mode of Delivery

The total duration of the program is 6 months full-time comprising 3 months of theory and practical training in school and 3 months of Industrial Attachment.

- Theory Lessons
- Practical Lessons
- Work Experience

3 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, 18 years old for foreigner
- Academic Level: Secondary School education, High School or equivalent
- Language Proficiency: IELTS 3.5 or equivalent

Course Fee

FOREIGN: S\$7,049.16

LOCAL : S\$6,363.29

(* Total Course Fee inclusive of GST)

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) 3-months Work Experience is assessed through an "Industrial Attachment" Logbook.

Examination

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

Examination Schedule

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

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

- **CERTIFICATE IN FOOD & BEVERAGE AND CATERING OPERATION**

Progression Path

Students are able to progress to ICASTEC Diploma in Food & Beverage and Catering Management (DFCM)

Core Modules

Personal Development and Hospitality English

This module incorporates personal development such as staff appearance, student service attitude, dealing with guest service etiquette, personal and interview skills via through theory and concept, personal experience and role play. Students will be taught to apply and use hospitality vocabulary, idiomatic expressions and abbreviations generally used in the Hospitality Industry which focuses on Listening, Speaking, Reading and Writing skills.

Food Safety and Hygiene

This module introduces students on how to practice and maintain good cleanliness and hygiene at all time. Students are also taught on how to prevent cross contamination.

Kitchen Safety

In this module, students will learn how to take appropriate action to care for person in the event of injury. They will be able to carry out workshop hazard inspection, check for fire safety equipment and recognize dangerous substances, handle and store appropriately

Introduction to Food and Beverage and Kitchen Operation

In this module, students will learn the different roles and responsibilities in the various departments of restaurant and kitchen operation.

Customer Care and Experience

In this module, students are taught on various methods of greeting and handling of customers, and understanding and establishing customer needs, and providing appropriate services and recovering from customer complaints.

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.

Food & Beverage and Catering Operation Modules

Billing and Checking Procedure

This module introduces students to the different methods of order taking used by different establishments. Students will also learn on how to operate a point of sale system and process payment by cheque, credit/debit card, cash and vouchers. Student will also be taught to how to handle unexpected situations that may arise in billing and checking

Understanding Basic Cooking Methods

In this module, students will learn the different types of basic cooking methods. Students will learn basic heat transfer method and the different between dry heat cooking and moist heat cooking.

Providing different Types of Services

In this module, students will be taught different types of services, including table, silver, counter and buffet services.

Preparation Serving of Alcoholic Beverages

In this module, students are taught on how to provide suitable advice to customers regarding selection of products. Student will also be taught to comply with legal issues relating to the provision of drinks service and customer orders according to the appropriate styles and establishment requirements.

Preparation Serving of Non-Alcoholic Beverages

In this module, students are taught on how to prepare and serve non-alcoholic beverages which include coffee, tea, mocktail and soda drink.

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School Of Hospitality

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