



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 Housekeeping and Catering Operation is to develop student knowledge in the field of food and beverage services with strong emphasis on practical skills and requisite knowledge and understanding in the operational level in the Housekeeping and Catering.

Objectives and Expected Outcomes

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

- Skills in F&B Services and Catering operations
- Understanding of F&B Service environment and operations
- Knowledge of the housekeeping maintenance and tidiness
- 3 months work-based Learning

Course Duration / Mode of Delivery

The total duration of the program is 12 months full-time comprising 3 months of theory and practical training in school, 3 months of work based learning and 6 months of work experience (Industrial Attachment).

- Theory Lessons
- Practical Lessons
- Work Experience (Industrial Attachment)
- Work-based Learning

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, 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

- 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-months Work Experience (Industrial Attachment) 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 HOUSEKEEPING AND CATERING OPERATION**

Progression Path

Students are able to progress to ICASTEC any Diploma program.

MODULE DESCRIPTORS

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.

HOUSEKEEPING OPERATION

This unit presents a complete perspective of a hotel's Housekeeping Operation describe the various processes and procedures that the department performs to provide efficient service for restaurant and hotel guest, and recognize the inter-relationships among the housekeeping department and other departments require housekeeping example restaurant, hotel and cafeteria

WORK EXPERIENCE (INDUSTRIAL ATTACHMENT)

The Industrial Attachment is a 6-months work experience module 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.

HOUSEKEEPING AND CATERING OPERATION TOPICS

BILLING AND CHECKING PROCEDURE

This topic 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 topic, 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 topic, students will be taught different types of services, including table, silver, counter and buffet services.

PREPARATION SERVING OF ALCOHOLIC BEVERAGES

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

WORK-BASED LEARNING

In this module, students will be attached to restaurants where they are expected to apply technical knowledge and hone their skills. Learner will be tested to handle multiple tasks of a similar type or level of difficulty and blend in with the requirement of the industry. Work-based learning strategies provide overview career awareness, career opportunities and planning of career.

Address:

Admin Office and School of Management
ICAS Training and Education College (ICASTEK) Pte Ltd
1 Sophia Road, Peace Centre, #07-06/07/19, Singapore 228149

Tel: 6535 4187 Fax: 6535 9692

Our website : <http://icastec.com.sg>

Email : enquiry@icastec.com

School Of Hospitality

ICAS Training and Education College (ICASTEK) Pte Ltd



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