



**NATIONAL COMPETENCY STANDARDS
FOR
TREKKING COOK
(NC2)**

**Department of Occupational Standards
Ministry of Labour and Human Resources
Thimphu Bhutan
(Developed-2017)**



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TABLE OF CONTENTS

FOREWORD	i
ACKNOWLEDGEMENT	ii
PACKAGING QUALIFICATION FOR TREKKING COOK	iii
OVERVIEW OF NATIONAL COMPETENCY STANDARDS	iv
Prepare for Trek	1
Prepare Camp.....	4
Prepare Appetizer	7
Prepare porridge and egg items	12
Prepare rice, pasta and flour items.....	16
Prepare Vegetable items.....	21
Prepare meat and fish items.....	25
Prepare Desserts	29
ANNEXURE	33
1.1 National Competency Standards (NCS)	33
1.2 Purpose of National Competency Standards	33
1.3 Bhutan Vocational Qualifications Framework (BVQF).....	33
1.4 BVQF Levels	35
1.5 PURPOSE	37
1.6 CODING USED FOR NCS.....	37
1.7 ASSESSMENT GUIDE	40

FOREWORD

The Department of Occupational Standards of the Ministry of Labour and Human Resources is pleased to present the revised National Competency Standards (NCSs) for Trekking Cook. The standards represent the fruits of hard work and invaluable experiences gained by the department since its establishment in the latter half of 2003. The main aim of developing NCS is to set up a well-defined nationally recognized Vocational Qualifications System that will help set a benchmark for the Technical Vocational Education and Training (TVET) System in our country aligned to international best practices.

NCS is one of the base pillars in the Bhutan Vocational Qualifications Framework (BVQF) and is the first step in its implementation. The NCS are developed and revised to ensure that employees or vocational graduates possess and acquire the desired competencies required by industries and employers. In order to ensure this close match in supply and demand of competencies, NCS have been developed and revised in close consultation and partnership with industry experts and validated by the Technical Advisory Committees of the concerned economic sectors.

A vocational education and training system based on NCS shall ensure that delivered training is of a high quality and relevant to the needs of the Labour market. As a result, future TVET graduates will be better equipped to meet the need and expectations of industries and employers. This positive impact on the employability of TVET graduates will enhance the reputation of vocational education and training and make it attractive to school leavers.

I gratefully acknowledge collaboration and the valuable contributions made by experts from industries during the consultation and validation processes of the standards. I look forward for continued engagement and participation of the industry and employers in the development of a quality assured demand driven TVET system and to build competent and productive national workforce that will contribute to the continued socio-economic progress of our country.

Director
Department of Occupational Standards
Ministry of Labour and Human Resource

ACKNOWLEDGEMENT

NATIONAL COMPETENCY STANDARDS FOR TREKKING COOK

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Packaging Qualifications for Trekking Cook

The National Competency Standards for the Trekking Cook comprises of eight units which are clustered into following level of qualification.



OVERVIEW OF NATIONAL COMPETENCY STANDARDS

UNIT TITLE	ELEMENTS OF COMPETENCE
1. Prepare for Trek	1. Arrange logistic and trekking equipment 2. Arrange transportation
2. Prepare camp	1. Set up camp 2. Dismantle camp
3. Prepare appetizers	1. Prepare starter 2. Prepare soup 3. Prepare salad
4. Prepare porridge and egg items	1. Prepare egg 2. Prepare porridge
5. Prepare rice, pasta and flour items	1. Prepare rice 2. Prepare pasta 3. Prepare flour items
6. Prepare vegetable items	1. Prepare vegetable for cooking (mise-en-place) 2. Prepare & present vegetable items
7. Prepare meat and fish items	1. Prepare to cook meat and fish items (mise-en-place) 2. Prepare meat items 3. Prepare fish items
8. Prepare dessert	1. Prepare cold dessert 2. Prepare hot dessert

UNIT TITLE: Prepare for Trek

DESCRIPTOR: This unit covers the competencies required to arrange logistic and trekking equipment. They trekking cook is also responsible in arranging the transportation.

CODE: 5172-U1-L2

ELEMENTS OF COMPETENCE	PERFORMANCE CRITERIA
1. Arrange logistic and trekking equipment	1.1 Receive briefing from relevant personnel as per the job requirement following standard procedures. 1.2 Obtain documents as per the job requirement following standard procedures. 1.3 Obtain trekking equipment as per the job requirement following standard procedures. 1.4 Estimate and procure cooking items as per the job requirement. 1.5 Maintain record of the expenditures as per the job requirement following standard procedures. 1.6 Pack the trekking equipment and cooking items as per the job requirement following standard procedures. 1.7 Settle accounts as per the job requirement following standard procedures.
2. Arrange transportation	2.1 Arrange horse/yak transportation of trekking logistics as per the job requirement following standard practices.

	<p>2.2 Arrange vehicle for transportation of trekking logistics as per the job requirement following standard practices.</p> <p>2.3 Arrange porter/staffs as per the job requirement following standard practices.</p>
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RANGE STATEMENT	
<p>Performance of this unit is expected to be carried out to the following standards.</p> <ul style="list-style-type: none"> • Occupational Health & Safety Regulation (OHS) • Environment rules and regulations 	
<p>Relevant personnel may include but not limited to:</p> <ul style="list-style-type: none"> • Trekking manager • Guide • Tour Operator 	
<p>Documents may include but not limited to:</p> <ul style="list-style-type: none"> • Itinerary • Permits • Rooming list • Shopping list 	
<p>Cooking items may include but not limited to:</p> <ul style="list-style-type: none"> • Groceries • Vegetables • Meat • Shopping 	
<p>Trekking logistics may include but not limited to:</p> <ul style="list-style-type: none"> • Camp materials • Cooking utensils • Baggage • Trekking equipment 	

Critical Aspects:

- Demonstrate compliance with occupational health and safety regulations applicable to work operations at all times.
- Obtain documents as per the job requirement following standard procedures.
- Estimate and procure cooking items as per the job requirement.
- Arrange horse/yak for transportation of trekking logistics as per the job requirement following standard practices.

UNDERPINNING KNOWLEDGE	UNDERPINNING SKILLS
<ul style="list-style-type: none">• OHS regulation• Basic First Aid• Basic costing and estimation• Trekking equipment• Trekking routes• Permits• Trekking seasons• Basic management	<ul style="list-style-type: none">• Communication• Team work• Problem solving• Time management• Negotiation• Coordination

UNIT TITLE: Prepare Camp

DESCRIPTOR: This unit covers the competencies required to set up and dismantle the camp.

CODE: 5172--U1-L2

ELEMENTS OF COMPETENCE	PERFORMANCE CRITERIA
1. Set up camp	1.1 Select the camp area at the camp site as per the job requirement following standard practices. 1.2 Prepare ground for camp as per the job requirement following standard practices. 1.3 Pitch tents as per the job requirement following standard procedures. 1.4 Provide tent lightings and beddings as per the job requirement following standard procedures. 1.5 Arrange luggage as per the job requirement following standard practices. 1.6 Set up toilets as per the job requirement following standard procedures. 1.7 Set up cooking equipment as per the job requirement following standard procedures. 1.8 Arrange the cooking items as per the job requirement following standard procedures
2. Dismantle camp	2.1 Remove and pack the tents as per the job requirement as per the standard practices. 2.2 Clean the camp site as per the job

	<p>requirement following standard practices.</p> <p>2.3 Pack and transport non-degradable waste as per the job requirement following standard procedures.</p>
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RANGE STATEMENT	
<p>Performance of this unit is expected to be carried out to the following standards.</p> <ul style="list-style-type: none"> • Occupational Health & Safety Regulation (OHS) • Environment rules and regulations 	
<p>Tents may include but not limited to:</p> <ul style="list-style-type: none"> • Sleeping tent • Dinning tent • Kitchen tent • Toilet tent • Shower tent 	
<p>Critical Aspects:</p>	
<ul style="list-style-type: none"> • Demonstrate compliance with occupational health and safety regulations applicable to work operations at all times. • Select the camp area as per the job requirement following standard practices. • Provide tent lightings and beddings as per the job requirement following standard procedures. • Set up cooking equipment as per the job requirement following standard procedures. 	

UNDERPINNING KNOWLEDGE	UNDERPINNING SKILLS
<ul style="list-style-type: none"> • OHS regulation • Basic First Aid • Trekking equipment • Trekking routes • Permits • Restricted places • Fire safety • Waste management • Types of tent • Toilet Hygiene • Relevant rules and regulation 	<ul style="list-style-type: none"> • Communication • Team work • Problem solving • Time management • Negotiation • Coordination

UNIT TITLE: Prepare Appetizer

DESCRIPTOR: This unit covers the competencies required to prepare starter, soup and salad.

CODE: 5172--U3-L2

ELEMENTS OF COMPETENCE	PERFORMANCE CRITERIA
1. Prepare starter	1.1 Select and use tools and equipment as per the requirement. 1.2 Select the ingredients as per the job requirement following standard procedure. 1.3 Pre-prepare the ingredients as per the job requirement following standard procedure. 1.4 Mix the ingredients if necessary as per the job requirement following standard procedure. 1.5 Cook the ingredients using suitable methods as per job requirement following standard procedure. 1.6 Add seasonings to the starters as per the recipe following standard procedure. 1.7 Portion and garnish the starters as per the job requirement following standard procedure. 1.8 Taste and present the starters as per the job requirement following standard procedure.
2. Prepare soup	2.1 Select and use tools and equipment as per the job requirement. 2.2 Select the ingredients as per the standard recipe following standard procedure.

	<p>2.3 Pre-prepare the ingredients as per the job requirement as per the standard procedure.</p> <p>2.4 Mix the ingredients if necessary as per the job requirement following standard procedure.</p> <p>2.5 Cook the ingredients using suitable methods as per the job requirement following standard procedure.</p> <p>2.6 Add seasonings to the soups as per the recipe following standard procedure.</p> <p>2.7 Portion and garnish the soups as per the job requirement following standard procedure.</p> <p>2.8 Taste and present the soups as per the job requirement following standard procedure.</p>
<p>3. Prepare salad</p>	<p>3.1 Select and use tools and equipment as per the job requirement.</p> <p>3.2 Select the ingredients as per the standard recipe following standard procedure.</p> <p>3.3 Pre-prepare the ingredients as per the job requirement as per the standard procedure.</p> <p>3.4 Mix the ingredients if necessary as per the job requirement following standard procedure.</p> <p>3.5 Cook the ingredients if necessary using suitable methods as per job requirement following standard procedure.</p> <p>3.6 Perform salad dressing following standard procedure.</p> <p>3.7 Portion and garnish the salad as per the job requirement following standard procedure.</p> <p>3.8 Taste and present the salad as per the job requirement following standard procedure.</p>

RANGE STATEMENT

Performance of this unit is expected to be carried out to the following standards.

- Occupational Health & Safety Regulation (OHS)
- Forest and nature conservation rules & regulation
- Environment rules and regulations

Tools and equipment may include but not limited to:

- Chopping board
- Ladles
- Knives
- Frying pans
- Cylinder
- Slicer
- Stove
- Deep trays
- Peeler

Ingredients may include but not limited to:

- Vegetables
- Meat
- Fruits
- Vinegar
- Flour
- Olives
- Capers
- Sauces

Pre-preparing the ingredients may include but not limited to:

- Cut
- Store
- Wash
- Sort

Suitable methods may include but not limited to:

- Boil
- Fry

<ul style="list-style-type: none"> • Roast • Steam 	<ul style="list-style-type: none"> • Grill • Blanch
<p>Starters must include but not limited to:</p>	
<ul style="list-style-type: none"> • Continental • Indian 	<ul style="list-style-type: none"> • Bhutanese
<p>Seasonings may include but not limited to:</p>	
<ul style="list-style-type: none"> • Salt 	<ul style="list-style-type: none"> • Pepper
<p>Salad dressing may include but not limited to:</p>	
<ul style="list-style-type: none"> • Olive oil based • Yogurt based • Vinaigrette 	<ul style="list-style-type: none"> • Mayonnaise based • Lemon
<p>Critical Aspects:</p>	
<ul style="list-style-type: none"> • Demonstrate compliance with hygiene and safety regulations applicable to work operations at all times. • Maintain hygiene while cooking at all times as per the standard practices. • Portion and garnish the appetizers as per the job requirement following standard procedure. • Perform salad dressing following standard procedure. • Plating of the salad as per standard procedure. 	

UNDERPINNING KNOWLEDGE	UNDERPINNING SKILLS
<ul style="list-style-type: none"> • Occupational Health and Safety (OHS) Regulations 	<ul style="list-style-type: none"> • Safe use and handling of tools

<ul style="list-style-type: none"> • Food safety regulation • Basic First Aid Treatment • Personal hygiene • Grooming • Shelf life • Expiry dates of ingredients • Different cooking methods • Time management • Different recipe • Types of soups • Types of appetizers • Types of salads • Types of ingredients • Product knowledge • Nutrition values • Storage • Menu • Combination of ingredients • Basic costing • Forest and nature conservation rules and regulation 	<ul style="list-style-type: none"> and equipment • Economic use of materials • Knife skills • Mixing and mincing ingredients • Team work • Interpersonal relationship • Creativity • Communication • Problem solving • Positive values
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UNIT TITLE: Prepare porridge and egg items

DESCRIPTOR: This unit covers the competencies required to prepare porridge and egg items.

CODE: 5172--U4-L2

ELEMENTS OF COMPETENCE	PERFORMANCE CRITERIA
1. Prepare porridge	1.1 Select and use tools and equipment as per the requirement. 1.2 Select and mix the ingredients as per the recipe following standard procedure. 1.3 Cook ingredients as per the job requirements following standard procedure. 1.4 Taste the porridge as per the standard practices. 1.5 Portion and present the porridge as per the job requirements following standard procedure.
2. Prepare egg items	2.1 Select and use tools and equipment as per the requirement. 2.2 Select the ingredients as per the recipe following standard procedure. 2.3 Pre-prepare egg for cooking as per the job requirements following standard procedure. 2.4 Cook egg items as per the job requirements following standard procedure. 2.5 Portion and garnish the egg items as per the job requirements following standard

	<p>procedure.</p> <p>2.6 Present the egg items as per the job requirements following standard procedure.</p>
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RANGE STATEMENT	
<p>Performance of this unit is expected to be carried out to the following standards.</p>	
<ul style="list-style-type: none"> • Occupational Health & Safety Regulation (OHS) 	<ul style="list-style-type: none"> • Environment rules and regulations
<p>Tools and equipment may include but not limited to:</p>	
<ul style="list-style-type: none"> • Whisk • Knives • Moulds 	<ul style="list-style-type: none"> • Stove • Bowls • Cylinder
<p>Ingredients may include but not limited to:</p>	
<ul style="list-style-type: none"> • Flour • Sugar • Fruits and nuts 	<ul style="list-style-type: none"> • Creams • Milk • Preservatives
<p>Preparing ingredients may include but not limited to:</p>	
<ul style="list-style-type: none"> • Cut • Wash 	<ul style="list-style-type: none"> • Sort • Weight
<p>Egg items may include but not limited to:</p>	
<ul style="list-style-type: none"> • Poached • Omelette • Boiled 	<ul style="list-style-type: none"> • Scrambled • Sunny side up • Stuffed

Porridge ingredients may include but not limited to:

- Rice
- Oats
- Corn meal
- Salt
- Sugar
- Milk

Critical Aspects:

- Demonstrate compliance with occupational health and safety regulations applicable to work operations at all times.
- Maintain hygiene while cooking at all times as per the standard practices.
- Cook egg items as per the job requirements following standard procedure.
- Select and mix the ingredients as per the recipe following standard procedure.
- Cook porridge as per the job requirements following standard procedure.
- Taste the porridge as per the standard practices.

UNDERPINNING KNOWLEDGE	UNDERPINNING SKILLS
<ul style="list-style-type: none">• OHS regulations• Food safety regulation• Shelf life• Menu planning• Basic First aid treatments• Kitchen functions• Personal hygiene	<ul style="list-style-type: none">• Safe use of tools and equipment• Team work• Communication skills• Interpersonal relationship• Economic use of ingredients• Creativity

<ul style="list-style-type: none">• Grooming• Workplace sanitation• Storage• Time management• Different recipe• Combination of ingredients	<ul style="list-style-type: none">• Problem solving• Measurement• Housekeeping• Positive work value
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UNIT TITLE: Prepare rice, pasta and flour items

DESCRIPTOR: This unit covers the competencies required to prepare rice, pasta and flour items.

CODE: 5172--U5-L3

ELEMENTS OF COMPETENCE	PERFORMANCE CRITERIA
1. Prepare rice	1.1 Select and use tools and equipment as per the requirement. 1.2 Select types of rice as per the recipe following standard procedure. 1.3 Pre-prepare rice for cooking as per the job requirement following standard procedure. 1.4 Cook the rice as per the job requirement following standard procedure. 1.5 Mix the ingredients if required following standard procedure. 1.6 Portion and garnish the rice as per the job requirement following standard procedure. 1.7 Taste and present the rice as per the job requirement following standard procedure.
2. Prepare pasta	2.1 Select and use tools and equipment as per the requirement. 2.2 Select types of pasta as per the recipe following standard procedure. 2.3 Prepare ingredients as per the job requirement following standard procedure. 2.4 Mix the ingredients as per the recipe

	<p>following standard procedure.</p> <p>2.5 Cook pasta as per the job requirement following standard procedure.</p> <p>2.6 Portion and garnish the pasta as per the job requirement following standard procedure.</p> <p>2.7 Taste and present the pasta as per the job requirement following standard procedure.</p>
<p>3. Prepare flour items</p>	<p>3.1 Select and use tools and equipment as per the requirement.</p> <p>3.2 Select types of flour and amount as per the recipe following standard procedure.</p> <p>3.3 Prepare ingredients as per the job requirement following standard procedure.</p> <p>3.4 Mix the ingredients and prepare dough as per the recipe.</p> <p>3.5 Roll and shape the dough as per the job requirement following standard procedure.</p> <p>3.6 Make flour items using suitable methods as per the job requirement following standard procedure.</p> <p>3.7 Check the texture of the flour dish following standard procedure.</p> <p>3.8 Present the flour item as per the standard procedure.</p> <p>3.9 Taste the flour items as per the standard practices.</p> <p>3.10 Portion and present the flour items as per the job requirement following standard procedure.</p>

RANGE STATEMENT

Performance of this unit is expected to be carried out to the following standards.

- Occupational Health & Safety Regulation (OHS)
- Environment rules and regulations

Tools and equipment may include but not limited to:

- Pot
- Cylinder
- Ladle
- Stove

Types of rice may include but not limited to:

- Red
- Boiled
- White
- Brown

Pre-prepare rice may include but not limited to:

- Washing
- Sieving
- Sorting

Types of pasta may include but not limited to:

- Spaghetti
- Fusilli

Ingredients may include but not limited to:

- Oil
- Salt
- Herbs
- Vegetables
- Meat
- Sauces

Tools & equipment for preparing flour items may include but not limited to:

- Frying pan
- Pot
- Pressure cooker

Ingredients in flour items may include but not limited to:

- Flour
- Oil
- Baking powder
- Sugar
- Salt

Suitable methods in preparing flour items may include but not limited to:

- Roast
- Fry
- Steam
- Grill
- Boil

Flour items may include but not limited to:

- Chappati
- Roti
- Poori
- Dumpling

Critical Aspects:

- Demonstrate compliance with hygiene and safety regulations applicable to work operations at all times.
- Maintain hygiene while cooking at all times as per the standard practices.
- Steam/boil the rice items to the required temperature/texture as per recipe following standard procedure.
- Cook pasta using suitable methods as per the job requirement following standard procedure.
- Mix the ingredients and prepare dough as per the recipe.
- Roll and shape the dough as per the job requirement following standard procedure.
- Taste and present the pasta and flour items as per the standard procedure.

UNDERPINNING KNOWLEDGE	UNDERPINNING SKILLS
<ul style="list-style-type: none"> • Occupational health and safety (OHS) Regulations. • Food safety regulation • Food cross contamination • Shelf life • Basic First aid treatments • Types of rice • Workplace sanitation • Time management • Combination of ingredients • Personal hygiene • Grooming • Different cooking methods • Basic nutrition content of different ingredients • Menu • Different recipe • Cooking method • Types of rice • Types of flours • Types of pasta 	<ul style="list-style-type: none"> • Safe use of tools and equipment • Cooking techniques • Team work • Communication skills • Interpersonal relationship • Economic use of ingredients • Creativity • Housekeeping • Fire safety measures

UNIT TITLE: Prepare vegetable items

DESCRIPTOR: This unit covers the competencies required to prepare vegetable for cooking and to prepare and present the vegetable items.

CODE: 5172--U6-L3

ELEMENTS OF COMPETENCE	PERFORMANCE CRITERIA
1. Prepare vegetable for cooking(misen -place)	1.1 Select and use tools and equipment as per the job requirement following standard procedure. 1.2 Select the ingredients as per the recipe following standard procedure. 1.3 Pre-prepare vegetables for cooking as per the job requirement following standard procedure.
2. Prepare and present vegetable items	2.1 Mix vegetables as per the job requirement following standard procedure. 2.2 Cook vegetable using suitable cooking methods as per the job requirement following standard procedure. 2.3 Add seasonings to the vegetables as per the recipe following standard procedure. 2.4 Portion and garnish the vegetable items as per the job requirement following standard procedure. 2.5 Taste & present vegetable items as per the job requirement following standard procedure.

RANGE STATEMENT

Performance of this unit is expected to be carried out to the following standards.

- Occupational Health & Safety Regulation (OHS)
- Environment rules and regulations

Tools and equipment may include but not limited to:

- Pot
- Cylinder
- Ladle
- Stove

Ingredients may include but not limited to:

- Salt
- Vegetables
- Preservatives
- Pepper
- Oil

Pre-preparing vegetable may include but not limited to:

- Sorting
- Chopping
- Washing
- Cutting
- Assembling

Suitable cooking method may include but not limited to:

- Boil
- Boil
- Roast
- Roast
- Steam
- Steam
- Fry
- Fry

Seasonings may include but not limited to:

- Salt
- Pepper

Critical Aspects:

- Demonstrate compliance with occupational health and safety regulations applicable to work operations at all times.
- Maintain hygiene while cooking at all times as per the standard practices.
- Cook vegetable using suitable cooking methods as per the job requirement following standard procedure.
- Taste and present the vegetable items as per the job requirement following standard procedure.

UNDERPINNING KNOWLEDGE	UNDERPINNING SKILLS
<ul style="list-style-type: none">• Occupational health and safety (OHS) Regulations.• Food safety regulation• Food cross contamination• Shelf life• Basic First aid treatments• Types of vegetables• Workplace sanitation• Time management• Combination of ingredients• Personal hygiene• Grooming	<ul style="list-style-type: none">• Safe use of tools and equipment• Cuttings techniques• Team work• Communication skills• Interpersonal relationship• Economic use of ingredients• Creativity• House keeping

<ul style="list-style-type: none">• Different cooking methods• Basic nutrition content of different ingredients• Menu• Different recipe• Types of vegetables• Cooking method• Different types of vegetarian dish	
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UNIT TITLE: Prepare meat and fish items

DESCRIPTOR: This unit covers the competencies required for preparing the meat and fish before the actual cooking. The unit also covers the actual cooking of meat and fish items.

CODE: 5172—U7-L3

ELEMENTS OF COMPETENCE	PERFORMANCE CRITERIA
1. Prepare to cook meat and fish items (misen-place)	1.1 Select and use tools and equipment as per the requirement. 1.2 Select the ingredients as per the recipe following standard procedure. 1.3 Pre-prepare meat and fish items for cooking to required shape and sizes as per the job requirements following standard procedure.
2. Prepare meat items	2.1 Mix ingredients as per the job requirement following standard procedure. 2.2 Cook meat items using suitable methods as per the job requirement following standard procedure. 2.3 Portion and garnish the meat dishes as per the job requirement following standard procedure. 2.4 Taste and present the meat dishes as per the job requirement following standard procedure.
3. Prepare fish items	3.1 Mix ingredients as per the job requirement following standard procedure. 3.2 Cook fish items using suitable methods as per

	<p>the job requirement following standard procedure.</p> <p>3.3 Cook fish to required temperature as per the job requirement following standard procedure.</p> <p>3.4 Portion and garnish the fish items as per the job requirement following standard procedure.</p> <p>3.5 Taste and present the fish items as per the job requirement following standard procedure.</p>
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RANGE STATEMENT	
<p>Performance of this unit is expected to be carried out to the following standards.</p>	
<ul style="list-style-type: none"> • Occupational Health & Safety Regulation (OHS) 	<ul style="list-style-type: none"> • Environment rules and regulations
<p>Tools and equipment may include but not limited to:</p>	
<ul style="list-style-type: none"> • Pot • Ladle 	<ul style="list-style-type: none"> • Cylinder • Stove
<p>Ingredients may include but not limited to:</p>	
<ul style="list-style-type: none"> • Salt • Oil • Meat • Herbs 	<ul style="list-style-type: none"> • Fish • Preservatives • Sauces
<p>Pre-preparing meat and fish may include but not limited to:</p>	
<ul style="list-style-type: none"> • Sorting • Coating • Marinating 	<ul style="list-style-type: none"> • Dicing • Slicing • Mincing

<ul style="list-style-type: none"> • Stuffing • Seasoning • De-boning 	<ul style="list-style-type: none"> • Scaling • Filleting
<p>Cooking method may include but not limited to:</p> <ul style="list-style-type: none"> • Boil • Steam • Fry • Grill • Roast • Blanch 	
<p>Critical Aspects:</p> <ul style="list-style-type: none"> • Demonstrate compliance with occupational health and safety regulations applicable to work operations at all times. • Maintain hygiene while cooking at all times as per the standard practices. • Pre-prepare meat and fish items for cooking to required shape and sizes as per the job requirements following standard procedure. • Cook meat items using suitable methods as per the job requirement following standard procedure. • Cook fish items using suitable methods as per the job requirement following standard procedure • Taste and present meat and fish items as per the standard practices. 	

UNDERPINNING KNOWLEDGE	UNDERPINNING SKILLS
<ul style="list-style-type: none"> • Occupational health and safety (OHS) Regulations. • Food safety regulation 	<ul style="list-style-type: none"> • Safe use of tools and equipment • Cuttings techniques

<ul style="list-style-type: none">• Food cross contamination• Shelf life• Basic First Aid treatments• Types of meats and fish• Workplace sanitation• Time management• Combination of ingredients• Personal hygiene• Different cooking methods• Basic nutrition content of different ingredients• Menu• Different recipe• Cooking method• Types of marinades	<ul style="list-style-type: none">• Temperature control• Team work• Communication skills• Interpersonal relationship• Economic use of ingredients• Creativity• House keeping• Positive work value
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UNIT TITLE: Prepare Desserts

DESCRIPTOR: This unit covers the competencies required to prepare both the cold and hot desserts.

CODE: 5172-U8-L3

ELEMENTS OF COMPETENCE	PERFORMANCE CRITERIA
1. Prepare cold dessert	1.1 Select and use tools and equipment as per the job requirement. 1.2 Select the ingredients as per the recipe following standard procedure. 1.3 Prepare the ingredients as per the job requirement following standard procedure. 1.4 Mix the ingredients as per the recipe following standard procedure. 1.5 Cook the mixture using suitable methods as per the job requirement following standard procedure. 1.6 Portion and garnish the cold dessert as per the job requirement following standard procedure. 1.7 Taste and present the cold dessert as per the job requirement following standard procedure
2. Prepare hot dessert	2.1 Select and use tools and equipment as per the job requirement. 2.2 Select the ingredients as per the recipe following standard procedure. 2.3 Prepare the ingredients as per the job

	<p>requirement following standard procedure.</p> <p>2.4 Mix the ingredients as per the recipe following standard procedure.</p> <p>2.5 Cook the mixture using suitable methods as per the job requirement following standard procedure.</p> <p>2.6 Portion and garnish the <i>cold dessert</i> as per the job requirement following standard procedure.</p> <p>2.7 Taste and present the cold dessert as per the job requirement following standard procedure</p>
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RANGE STATEMENT	
Performance of this unit is expected to be carried out to the following standards.	
<ul style="list-style-type: none"> • Occupational Health & Safety Regulation (OHS) 	<ul style="list-style-type: none"> • Environment rules and regulations
Tools and equipment may include but not limited to:	
<ul style="list-style-type: none"> • Whisk • Knives • Moulds • Cylinder 	<ul style="list-style-type: none"> • Stove • Thermometer • Bowls
Ingredients may include but not limited to:	
<ul style="list-style-type: none"> • Flour • Sugar • Fruits and nuts 	<ul style="list-style-type: none"> • Milk • Preservatives • Creams

<p>Preparing ingredients may include but not limited to:</p> <ul style="list-style-type: none"> • Cutting • Washing • Sorting • Weighing
<p>Cold dessert may include but not limited to:</p> <ul style="list-style-type: none"> • Chocolate • Mousse • Cream caramel • Canned fruits
<p>Hot dessert may include but not limited to:</p> <ul style="list-style-type: none"> • Hot chocolate • Jam roly poly with hit custard
<p>Critical Aspects:</p> <ul style="list-style-type: none"> • Demonstrate compliance with occupational health and safety regulations applicable to work operations at all times. • Maintain hygiene while cooking at all times as per the standard practices. • Cook/bake the mixture to the required temperature following standard procedure. • Ensure exact scaling of ingredients as per the recipe following standard procedure.

UNDERPINNING KNOWLEDGE	UNDERPINNING SKILLS
<ul style="list-style-type: none"> • Occupational health and safety (OHS) Regulations. • Food safety regulation 	<ul style="list-style-type: none"> • Safe handling of tools and equipment • Team work

<ul style="list-style-type: none">• Food cross contamination• Shelf life• Menu planning• Basic First aid treatments• Kitchen functions• Personal hygiene• Workplace sanitation• Storage• Time management• Different recipes• Types of dessert• Knowledge on temperature• Combination of ingredients• Types of desserts• Different types of cooking methods	<ul style="list-style-type: none">• Communication skills• Interpersonal relationship• Economic use of ingredients• Creativity• Problem solving• Measurement• House keeping• Positive work values
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Annexure

1.1 National Competency Standards (NCS)

The National Competency Standards specify the skill, knowledge and attitudes applied to a particular occupation. Standards also specify the standards or criteria of performance of a competent worker and the various contexts in which work may take place. Standards provide explicit advice to assessors regarding the skill and knowledge to be demonstrated by candidates seeking formal recognition either following training or through work experience.

1.2 Purpose of National Competency Standards

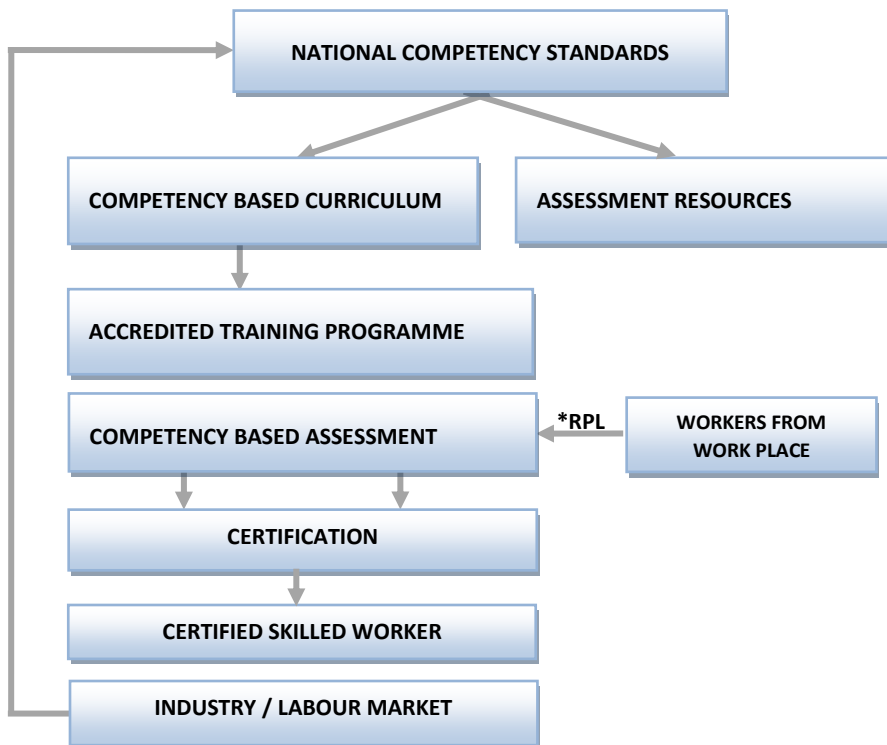
National Competency Standards serve a number of purposes including:

- Providing advice to curriculum developers about the competencies to be included in curriculum.
- Providing specifications to assessment resource developers about the competencies within an occupation to be demonstrated by candidates.
- Providing advice to industry/employers about job functions, which in turn can be used for the development of job descriptions, performance appraisal systems and work flow analysis.

1.3 Bhutan Vocational Qualifications Framework (BVQF)

Bhutan Vocational Qualifications Framework is an agreed system of Assessing, Certifying and Monitoring nationally recognized qualifications for all learning in the TVET sector against national competency standards, in training institutions, in the workplace, in schools or anywhere where learning takes place.

Components of the Bhutan Vocational Qualifications Framework (BVQF)



* RPL = Recognition of Prior Learning

1.4 BVQF Levels

The Bhutan Vocational Qualifications Framework has three levels classified based on the competency of the skilled workers. The three levels are:

- National Certificate Level 3 (NC III)
- National Certificate Level 2 (NC II)
- National Certificate Level 1 (NC I)

BVQF Level Descriptors

The qualification levels are decided based on level descriptors. The detail of the qualification level descriptor is as follows:

National Certificate Level 1

Carry out processes that:	Learning demand:	Responsibilities which are applied:
<ul style="list-style-type: none">• Are narrow in range.• Are established and familiar.• Offer a clear choice of routine responses.• Involve some prioritizing of tasks from known solutions.	<ul style="list-style-type: none">• Basic operational knowledge and skill.• Utilization of basic available information.• Known solutions to familiar problems.• Little generation of new ideas.	<ul style="list-style-type: none">• In directed activity.• Under general supervision and quality control.• With some responsibility for quantity and quality.• With no responsibility for guiding others.

National Certificate Level 2

Carry out processes that:	Learning demand:	Responsibilities which are applied:
<ul style="list-style-type: none"> • Require a range of well-developed skills. • Offer a significant choice of procedures requiring prioritization. • Are employed within a range of familiar context. 	<ul style="list-style-type: none"> • Some relevant theoretical knowledge. • Interpretation of available information. • Discretion and judgments. • A range of known responses to familiar problems 	<ul style="list-style-type: none"> • In directed activity with some autonomy. • Under general supervision and quality checking. • With significant responsibility for the quantity and quality of output. • With some possible responsibility for the output of others.

National Certificate Level 3

Carry out processes that:	Learning demand:	Responsibilities which are applied:
<ul style="list-style-type: none"> • Requires a wide range of technical or scholastic skills. • Offer a considerable choice of procedures 	<ul style="list-style-type: none"> • A broad knowledge base which incorporates some theoretical concepts. • Analytical interpretation of 	<ul style="list-style-type: none"> • In self-directed activity. • Under broad guidance and evaluation. • With complete responsibility for quantity and

<p>requiring prioritization to achieve optimum outcomes.</p> <ul style="list-style-type: none"> • Are employed in a variety of familiar and unfamiliar contexts. 	<p>information.</p> <ul style="list-style-type: none"> • Informed judgment. • A range of sometimes innovative responses to concrete but often unfamiliar problems. 	<p>quality of output.</p> <ul style="list-style-type: none"> • With possible responsibility for the output of others.
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1.5 PURPOSE

This qualification is designed for people interested in a career as a Mason at the Certificate level. It comprises of six units that cover the essential knowledge and skills required for people working as Mason.

It provides industry specific skills and demands a level of performance that will enable new recruits to the industry to be immediately productive.

1.6 CODING USED FOR NATIONAL COMPETENCY STANDARDS

The coding and classification system developed in Bhutan is logical, easy to use, and also aligned with international best practises. The Bhutanese coding and classification system is based on the International Standard Classification of Occupations, 2008 (ISCO-08) developed by the International Labour Organisation (ILO).

The coding of the National competency standards forms the basis of the identification code for the Vocational Education and Training Management Information System (VET – MIS)

both in terms of economic sector identification and that of the individual standard.

Coding the individual national competency standards

Coding the individual skills standard has a multiple purpose:

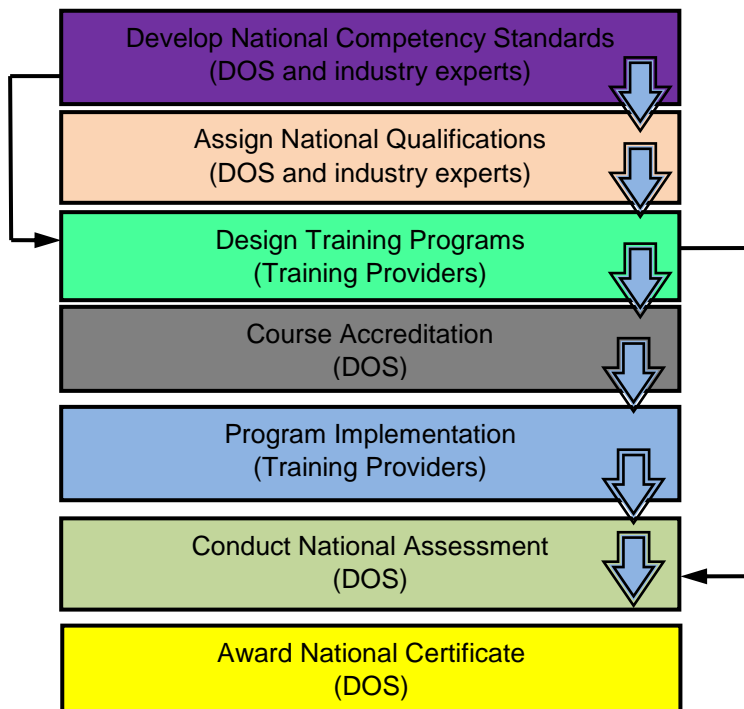
- to identify the level,
- to identify to which module the standard belongs,
- to identify in which order the standard is clustered within that module.

A job can include a number of competencies described in the national competency standards.

However, in order to follow a logical order, only national competency standards related to each other and following a logical sequence in terms of training delivery, from the simple to the complex, are clustered into a module. Some standards are so complex that they need to stand alone.

To illustrate with an example, the ILO assigns the code 7112 to the occupation Mason and related trades. Therefore, in the Bhutan's context, the occupation professional driver has been assigned the code 7112 in the National Coding System. The first unit is assigned the code U1. Levels are assigned the code L and follow a logical progression from the National Certificate Level 1 (NC I) to the National Certificate Level 3 (NC III). Therefore the National Certificate Level 1 is assigned the code L1.

Implementation and operational procedures for National Competency Standards (NCS)



Key:

- MoLHR – Ministry of Labour and Human Resources
- DOS – Department of Occupational Standards

1.7 ASSESSMENT GUIDE

Form of assessments

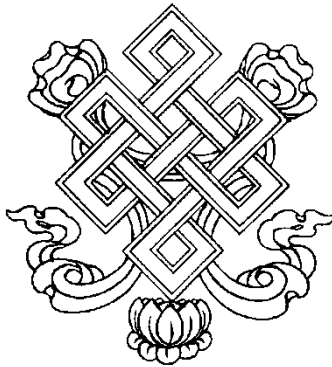
- Continuous assessment together with collected evidence of performance will be used.
- Evidence of the performance shall be based on practical demonstration.
- Knowledge can be assessed through diagrams, in writing or orally (viva-voce).

Assessment context

- Competency may be assessed in the actual work place or in a simulated workplace setting.

Assessment condition

- The candidate shall have access to all required tools, equipments, materials and documents.
- Candidate must complete the assessment in industry accepted time frame.



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