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9SECTION A: QUALIFICATION DETAILS

QUALIFICATION DEVELOPER (S)	**Department of Teacher Training and Technical Education (TT & TE)**				
TITLE	DIPLOMA IN CULINARY ARTS			***NCQF LEVEL***	*6*
FIELD	SERVICES	***SUB-FIELD***	CULINARY ARTS	***CREDIT VALUE***	***360***
New Qualification	✓	*Review of Existing Qualification*			
SUB-FRAMEWORK	*General Education*		*TVET*	✓	*Higher Education*

QUALIFICATION TYPE	*Certificate*	*I*		*II*		*III*		*IV*		*V*		*Diploma*	✓	*Bachelor*
	Bachelor Honours		*Post Graduate Certificate*				*Post Graduate Diploma*							
	Masters		*Doctorate/ PhD*											

RATIONALE AND PURPOSE OF THE QUALIFICATION

RATIONALE:

The field of Culinary Arts (Chefs / Executive Chef) has been identified as one of the occupations in high demand. (HRDC Occupation Code No. 3434 Chefs). This is based on the Labour Market Analysis conducted by the HRDC. The occupation was prioritized based on the sub-sectors' potential for growth and creation of employment (Page 16).

This qualification has been developed in line with the Botswana Government's National Development Plan 11 (NDP 11) which acknowledged and identified Tourism as one of the key contributors to economic growth and employment creation.

The Tourism sector has played a significant role to create an enabling environment for the investment and operations of the tourism business (page 86). Culinary Arts, which forms an integral part of the tourism sector has been listed as one of the skills in high demand.

According to the Botswana Training Authority (BOTA) report of 2010, Hotel and catering programs were amongst the training programmes forecasted and identified as priority vocational skills to be fast-tracked for skills development. Hotel and catering programmes were ranked 14 as a critical skill and priority skill (page 145-148). Professional Chef and patisserie were indicated as one of the key elements of the skill which is needed in the industry or sector such as hotels and other short-stay accommodation e.g. lodges, campsites, restaurants, cafes, canteen and hospitals. (page 155)

The report goes on to state that, even although tourism skills are forecast in the economic forecast to be oversupply by 2016, there is an apparent shortage of cooking and hospitality skills.(page 155)

High skills in cooking and other hospitality services are required to support the planned promotion of the tourism and health industries. The employer's survey also shows a high number of current vacancies and strong potential in this area. (page 155)

The Human Resources Development Council (HRDC) Interim Sector Skills in Demand report of December 2016, under the tourism sector skills section also highlighted Chefs / Executive Chef as a skill in demand in the industry.

The Human Resources Development Council (HRDC) Priority Skills and Employment Trends report also highlighted a forecast of 4 397 cooks are going to be needed in the industry from 2019 to 2028 inclusive (page 3) The report also states that for the Tourism industry, Chefs specializing as Executive Chefs, Sous Chefs, Pastry Chefs, Pastry Chefs who are trained in Culinary Arts (Food Preparation (menu, dishes), Outdoor Cooking, Food Safety and Hygiene and Managing Kitchen Staff technical skills are going to be needed in the industry (page 14).

The Botswana Tourism Board noted in its Skills Gap Analysis that there is no specific academic and training institute that provides practical and specific courses required for the tourism industry e.g. stock control, food cost, menu planning. It suggested that current institutions do not offer training appropriate to a five-star or premium establishment (BTO, 2009, page 54).

In addition to the 2009 research, the Qualification Developer researched with employers in 2013 for the Culinary Programmes at Diploma levels in collaboration with 30 companies from the Tourism Industry and 13 Organisations / Associations from the Education and Tourism Sector (DTVET Hospitality & Tourism Validation Document. Page 27,28 & 31).

A conclusion deduced from both the reports have necessitated the development of this qualification.

PURPOSE:

The purpose of this qualification is to equip students with skills and knowledge to:

- Prepare food and exhibit Culinary Expertise (Cooking / Food Preparation skills and attention to detail)
- Undertake planning and preparation activities for the provision of culinary services.
- Organise food production areas, commodities, staff and environment for the execution of culinary services.

- Execute the preparation, cooking and finishing of a variety of dishes using the correct method and techniques
- Exhibit leadership and management skills to meet customer and organisational requirements
- Organise and manage budgets and keep accurate records.
- Exhibit good organisation and communication skills.
- Manage Health and Safety guidelines for cleanliness.

ENTRY REQUIREMENTS (including access and inclusion)

Minimum entry requirement for this qualification is a:
Certificate IV, NCQF level 4 (General Education or TVET) or equivalent

Recognition of Prior Learning (RPL):
There will be access through Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT) in accordance with the RPL and CAT National Policies.

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SECTION B	***QUALIFICATION SPECIFICATION***
GRADUATE PROFILE (LEARNING OUTCOMES)	***ASSESSMENT CRITERIA***
LO 1 Apply advanced knowledge of the Hospitality sector or establishment based on their organizational structure.	1.1 Access information on the hospitality industry and career opportunities in the field. 1.2 Perform mathematical functions related to food service operations. 1.3 Implement the organisational structure of a hospitality establishment
LO 2 Demonstrate ability to Select and utilise different food commodities as they are used in a production kitchen	2.1 Classify fruits, vegetables, pulses and cereals to come up with dish items. 2.2. Use meat, poultry and offals to complement cereals, fruits, vegetables and pulses in meal preparation. 2.3 Prepare fish and shellfish in a food production kitchen 2.4 organize milk, dairy products and eggs to be used in cooking a meal. 2.5 Identify fats, oils, sugars, vinegar, spices, fresh and dried herbs, aromatics and colourings used to enhance and add flavour to food
LO 3 Demonstrate advanced skills, methods, processes and procedures of stock control in hospitality set up	3.1 Effect stock control of goods for the hospitality industry 3.3 Carry out procedures for the care and control of stock in the hospitality industry
LO 4 Apply the principles of nutrition in relation to the maintenance of good health through different nutrients in a balanced diet	4.1 Use different nutrients when preparing meals for good health 4.2 Prepare a balanced diet in relation to good health 4.3 Calculate the nutrition value of a given menu 4.4 Present the calculations with explanations to explain dietary needs
LO 5 Apply laws and regulations relating to safety, hygiene and sanitation in the food production kitchen.	5.1 Maintain general hygienic and sanitary conditions appropriate to the food production kitchen 5.2 Ensure a safe and secure environment for guests and Staff 5.3 Demonstrate the safety procedures in the event of a fire in a kitchen set up

LO 6 Demonstrate skills to deal with customers professionally through effective communication	6.1 Practice principles of customer care in the Hospitality industry 6.2 Serve customers in a professional manner 6.3 Exercise customer care principles in a given situation 6.4 Provide appropriate information to customers on products and services
LO 7 Determine the relationship between sales, costs, and the effect of control procedures on profit and Loss	7.1 Regulate elements of cost and sales in a set menu operations 7.2 Relate the cost elements to sales in a set menu 7.3 Explain the effect of changes in sales and costs of a trading session 7.4 Plan, cost and price various menus 7.5 Use point of sale in a trading session
LO 8 Demonstrate skills of food preparation for the food items in a professional kitchen using a range of food commodities.	8.1 Prepare food in a cold kitchen set up (garde manger techniques) 8.2 Cook food in a hot kitchen set up (select and cook food appropriately) 8.3 Prepare baked goods (Bakery production techniques) 8.4 Prepare plate presentations and garnishes
LO 9 Demonstrate food and beverage serving skills in hospitality set up showing appropriate service styles for different occasions	9.1 Provide food and beverage services within the food production kitchen in the hospitality industry 9.2 Operate equipment safely and correctly. 9.3 Serve Food and Beverage within the hospitality Industry'
LO 10 Apply advanced supervisory skills when leading a team in undertaking activities in different sections of the food production kitchen	10.1 Communicate effectively when leading a team 10.2 Prepare supervisory plans 10.3 Manage the preparation of a variety of dishes in the kitchen 10.4 Operate a food production kitchen
LO 11 Apply the concepts of prevention of food spoilage and food preservation	11.1 Practice safe food handling to prevent the causes of food contamination 11.2 Preserve food and environmental hygiene

	11.3 Use food spoilage prevention systems to prevent food contamination 11.5 Carry out risk assessment activities in a food production kitchen 11.6 Store food and non-food items in accordance with food storage requirements.
LO 12 Facilitate training for culinary staff in a hospitality setup	12.1 Identify training needs for the training activity 12.2 Produce a plan for the training activity 12.3 Implement the training activity 12.4 Evaluate the training activity
LO 13 Plan for a variety of events for all occasions in a Hospitality set up	13.1 Conduct research on the concepts of managing an event 13.2 Plan for an event 13.3 Implement the operational plan 13.4 Evaluate the effectiveness of the operational plan of the event
LO 14 Produce menus and match with beverages to meet gastronomic expectations of customers	14.1 Match suitable beverages to a variety of dishes 14.2 Customise a menu package with suitable accompanying beverages to satisfy a range of customer expectations 14.3 Rate the satisfaction of customers given their gastronomic expectations 14.4 Produce a menu card for different occasions
LO 15 Demonstrate the management and use of accounting systems as a means of improving the financial performance of a hospitality outlet.	15.1 Use an accounting package to produce final accounts in accordance with standard practice 15.2 Prepare a cash budget for a hospitality operation 15.3 Reconcile budgeted and actual net profit statement using variance analysis to improve performance 15.4 Employ various pricing methods for a hospitality operation
LO 16 Market and sell culinary products and services in a Hospitality set up	16.1 Apply Sales skills in a sales environment 16.2 Examine the structure of the customer-salesperson relationship 16.3 Present a sales pitch for a product using selling techniques 16.4 Establish the basis of segmenting consumer

	markets 16.5 Examine strategies to achieve competitive advantage 16.6 Develop a marketing plan
LO 17 Produce a report on culinary services in a hospitality setup	17.1 Design a data collection tool for primary data collection for the report 17.2 Review secondary data relating to the objectives of the report 17.3 Compile a report 17.4 Present a report

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SECTION C	***QUALIFICATION STRUCTURE***				
FUNDAMENTAL COMPONENT *Subjects/ Courses/ Modules/Units*	***TITLE***	***Credits Per Relevant NCQF Level***			***Total*** ***(Per Subject/ Course/ Module/ Units)***
		Level [5]	***Level [6]***	***Level [ ]***	
	Communications Skills	5			*8*
	Entrepreneurship 1	5			8
	Entrepreneurship 2		6		8
	Computer Application & Internet	*5*			4
Total Fundamental Component credits					**28**
CORE COMPONENT *Subjects/Courses/ Modules/Units*	Introduction to the Hospitality Industry	5			5
	Food Commodity Studies	5			10
	Stock Control for Hospitality	5			5
	Basic Nutrition	5			6
	Hygiene and Safety in the Hospitality Industry	5			5
	Customer Care in the Hospitality Industry	5			8
	Control of Sales and Costs	5			6
	Food Production	5			12

	Food and Beverage Service Skills	5			12
	Occupational Health and Safety	5			6
	Menu Planning Essentials	5			5
	Food and Environmental Hygiene		6		5
	Food Production – Hot Kitchen		6		23
	Research Methods		6		8
	Kitchen Activities Management		6		10
	Food Production - Bakery		6		23
	Training Skills for Hospitality Industry		6		10
	Food Production - Cold Kitchen		6		23
	Supervisory Skills		6		10
	Accounting for Hospitality		6		10
	Industrial Placement		6		60
	Integrated Project		6		40
Total Fundamental Component credits					**302**
ELECTIVE/ OPTIONAL COMPONENT *Subjects/Courses/ Modules/Units*	Customer Service Excellence		6		10
	Selling Skills		6		10
	Project Management Essentials		6		10
	Events management		6		10
	Gastronomy		6		10

	Marketing Essentials		6		10
Total Elective / Optional Componentcredits					**30**

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SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL	
TOTAL CREDITS PER NCQF LEVEL	
NCQF Level	***Credit Value***
Level 5	*100*
Level 6	*260*
TOTAL CREDITS	***360***

Rules of Combination:

(Please Indicate combinations for the different constituent components of the qualification)

The rules of combination for this qualification are defined below and cover the minimum and maximum credit values required to be accumulated, along with details of any mandatory units.

COMPONENT	LEVEL 5	LEVEL 6	TOTAL
Core	**80** credits	**222** credits	**302**
Fundamental	**20** credits	**8** credits	**28**
Elective	**0** credits	**30** credits	**30**

- The Fundamental Component consists of **28 credits** all of which are compulsory
- The Core Component consists of **302 credits** all of which are compulsory
- The Elective Component consists of **6** modules of which a candidate is to choose 3 modules worth **30 credits**.

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ASSESSMENT ARRANGEMENTS

FORMATIVE ASSESSMENT (60%)

Formative assessment or continuous assessment contributing towards the award of credits should be based on module (unit) outcomes.

The contribution of formative assessment to the final grade shall be 60%.

SUMMATIVE ASSESSMENT (40%)

Candidates may undergo assessment including written and practical examinations or projects. The final assessment for each module (unit) contributes 40% of the final mark for that module.

The assessment shall be carried out by BQA registered and accredited Assessors.

MODERATION ARRANGEMENTS

Internal and external moderators to be engaged will be BQA accredited subject specialists in relevant fields with relevant industry experience and academic qualifications.

Both internal and external moderation shall be done in accordance with applicable policies and regulations.

RECOGNITION OF PRIOR LEARNING

There shall be provision for the award of the qualification through Recognition of Prior Learning (RPL) in accordance with institutional policies in line with the National RPL Policy.

CREDIT ACCUMULATION AND TRANSFER

Candidates may submit evidence of credits accumulated in related qualifications in order to be credited for the qualification they are applying for.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

LEARNING PATHWAYS

Horizontal and/or Diagonal Articulation (related qualifications of a similar level that graduates may consider)

Horizontal Articulation (qualifications to which this qualification are equivalent)

- Diploma in Food Preparation
- Diploma in Professional Cookery
- Diploma in Professional Chefs (Kitchen and Ladder)
- Diploma in Professional Chefs (Patisserie and Confectionery)

Vertical Articulation (qualifications to which the holder may progress to

- Bachelor of Arts Degree in Culinary Arts
- Bachelor of Science in Food Technology

EMPLOYMENT PATHWAYS

On successful completion of this qualification, the holder may be absorbed in the job market as:

- Food Preparation Supervisor
- Food Craft Stylist
- Sous Chef

QUALIFICATION AWARD AND CERTIFICATION

For a Candidate to achieve this qualification they must have acquired a minimum of **360** credits. The Candidate should pass all the **CORE, FUNDAMENTAL and 3 ELECTIVES** modules.

Certification

A **Diploma in Culinary Arts** will be awarded to a candidate upon completion of the qualification in accordance with applicable policies. A certificate and transcript will be issued at award.

REGIONAL AND INTERNATIONAL COMPARABILITY

This qualification has been benchmarked against similar Regional and International Qualifications. The comparisons are as detailed in the table below:

Comparability

In general, it was noted that the Diploma in Culinary Arts was named differently by many Institutions offering the course. The Institutions used for comparability regionally and Internationally were chosen based on the modules that the courses comprised of. Food Preparation, Culinary Arts and Professional Cookery are the tittles used interchangeably by most institutions. In general, the 4 institutions' exit outcomes are similar in that they all aim at equipping the graduates with skills and knowledge of Culinary Arts and other skills such as financial management, environmental studies, health and Safety and managing information to make up a well-rounded graduate. The employment pathways are also similar.

REGIONAL

Regionally, South Africa: The Private Hotel School (Stellenbosch)- Diploma in Food Preparation and Culinary Arts and Kenya: Boma International Hospitality College (BIHC) in partnership with Business & Hotel Management School (BHMS))- Diploma in Culinary Arts

Institutions were used for comparability.

Similarities

The similarity of the two selected Institutions, compared to the proposed qualifications are components or courses making up the course structures. Both institutions include a module in Internship or Industry Attachment and food and beverage service to integrate the candidates with their counterparts in hospitality operations. Both test / assess for theory and practical examination.

Differences

The difference is the duration of the qualification. The proposed qualification is a 3-year Diploma whereas the regional ones are 2-year programmes with similar courses. The other difference is the number of modules offered. Both qualifications do not have electives while the proposed qualification has electives.

INTERNATIONAL

Internationally, Units States of America (Mississippi State University)- Diploma in Culinary Arts and United Kingdom (Dimensions International College)- Higher National Diploma in Professional Cookery Institutions were used for comparability

Similarities

The similarities are that both institutions observe RPL through instructor approval and relevant work experience. Most courses making up the structure are similar although named differently.

Differences

The difference is the duration of the programme and that they do not emphasise on the Industrial Attachment compared to the proposed qualification. Both qualifications do not have electives and an Integrated project module.

REVIEW PERIOD
The qualification will be reviewed every five **(5) years**.

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