

Pre-Employment Plan of Training



PLAN OF TRAINING

Pre-Employment

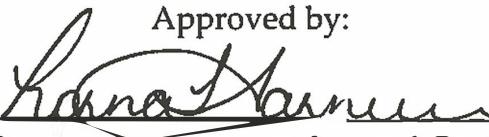
Cook

December 2023



Government of Newfoundland and Labrador
Department of Immigration, Population Growth and Skills
Apprenticeship and Trades Certification Division

Approved by:



Chairperson, Provincial Apprenticeship and Certification Board

Date: January 26 '24

Preface

This curriculum standard is aligned with the 2023 Level 1 Atlantic Apprenticeship Curriculum Standard (AACs) and the 2020 Red Seal Occupational Standard (RSOS) for the Cook trade. It describes the curriculum content for the Cook Pre-employment training program.

Acknowledgements

The Provincial Trade Advisory Committee (PTAC), industry representatives, instructors and apprenticeship staff provided valuable input to the development of this provincial plan of training. Without their dedication to quality apprenticeship training, this document could not have been produced.

We offer you a sincere thank you.

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Updated	April 2016	September 2015 – Pre-employment	Pre-employment compliant with AACS Level 1
		September 2016 – Level 2	
		September 2017 – Level 3	
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Updated	December 2023	September 2024 – Pre-employment	Pre-employment compliant with AACS Level 1
		September 2025 – Level 2	
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A. RSOS Comparison Chart

A Red Seal Occupational Standard (RSOS) comparison chart is located in the Atlantic Apprenticeship Curriculum Standard (AACS).

B. Program Structure

For each and every course, a formal assessment is required for which 70% is the pass mark. A mark of 70% must be attained in both the theory examination and the practical project assignment, where applicable as documented on an official transcript.

The order of course delivery can be determined by the educational agency, as long as pre-requisite conditions are satisfied.

Upon completion of the Pre-employment program, individuals may be required to complete other certifications (employer or job site specific) in order to gain employment.

A Pre-employment student who becomes an apprentice will also be required to complete Levels 2 and 3 in the Atlantic Apprenticeship Curriculum Standard (AACS).

Pre-Employment				
Course No.	AACS No.	Course Name	Hours	Pre-requisite(s)
TS1510	---	Occupational Health and Safety	6	None
TS1520	---	WHMIS	6	None
TS1530	---	Standard First Aid	14	None
CK1000	COO-100	The Professional Cook	15	None
CK1101	COO-110	Health and Safety	18	CK1000
CK1107	COO-105	Personal Hygiene and Kitchen Sanitation	10	CK1101
CK1115	COO-115	Kitchen Tools and Equipment	10	CK1107
CK1120	COO-120	Weights and Measures	10	CK1115
CK1130	COO-130	Receiving and Storage	10	CK1120
CK1126	COO-125	Basic Cooking Methods and Principles	30	CK1130
CK1050	---	Food Presentation	12	CK1126
CK1310	COO-135	Vegetables and Fungi	30	CK1126
CK1340	COO-140	Potatoes	30	CK1126
CK1147	COO-145	Pulses, Grains and Nuts	18	CK1126
CK1150	COO-150	Pastas and Dumplings	10	CK1126

Pre-Employment				
Course No.	AACS No.	Course Name	Hours	Pre-requisite(s)
CK1320	COO-155	Fruits	12	CK1126
CK1195	COO-160	Salads and Salad Dressings	35	CK1126
CK1204	COO-165	Sandwiches	20	CK1126
CK1156	COO-190	Stocks and Glazes	24	CK1126
CK1165	---	Soups	30	CK1156
CK1350	---	Sauces	30	CK1156
CK1177	---	Principles of Meat Cooking and Handling	30	CK1126
CK1450	---	Beef and Pork	60	CK1177
CK1178	COO-198	Poultry	60	CK1177
CK1290	COO-195	Fish	30	CK1177
CK1188	---	Seafood	30	CK1177
CK1210	COO-170	Dairy Products	30	CK1126
CK1226	COO-170	Breakfast Cookery and Eggs	30	CK1126
	COO-185			
CK1231	COO-175	Introduction to Baking	18	CK1126
CK1237	COO-180	Bread Products	24	CK1231
CK1256	---	Cookies	20	CK1231
CK1241	---	Pies, Tarts, Flans and Fillings	30	CK1231
CK1254	---	Basic Cakes and Quick Breads	30	CK1231
OT1230	---	Workplace Exposure	60	None
---	MENT-700	Mentoring I	6	None
AM1001	---	Introduction to Skills for Success	9	None
AM1101	---	Math Essentials	42	None
AM1151	---	Cook Math Fundamentals	42	AM1101

Pre-Employment				
Course No.	AACS No.	Course Name	Hours	Pre-requisite(s)
CM2161	---	Communication Essentials	36	None
SD1761	---	Workplace Essentials	24	None
MC1062	---	Computer Essentials	15	None
AP1102	---	Introduction to Apprenticeship	12	None
Total Pre-Employment Hours			1018	

*A student who can meet the mathematics requirement through an ACUPLACER® test may be exempted from AM1101 - Math Essentials. Please check with your training institution.

Required Work Experience

Pre-Employment

TS1510 Occupational Health and Safety

Learning Outcomes:

- Demonstrate knowledge of interpreting the Occupational Health and Safety Act, laws and regulations.
- Demonstrate knowledge of understanding the designated responsibilities within the laws and regulations such as the right to refuse dangerous work; and the importance of reporting accidents.
- Demonstrate knowledge of how to prevent accidents and illnesses.
- Demonstrate knowledge of how to improve health and safety conditions in the workplace.

Duration: 6 Hours

Pre-Requisite(s): None

Objectives and Content:

1. Interpret the Occupational Health and Safety Act laws and regulations.
 - i. explain the scope of the Act
 - application of the Act
 - Federal/Provincial jurisdictions
 - Canada Labour Code
 - rules and regulations
 - private home application
 - conformity of the Crown by the Act
2. Explain responsibilities under the Act and Regulations.
 - i. duties of employer, owner, contractors, sub-contractors, employees, and suppliers
3. Explain the purpose of joint health and safety committees.
 - i. formation of committee
 - ii. functions of committee
 - iii. legislated rights
 - iv. health and safety representation
 - v. reporting endangerment to health
 - vi. appropriate remedial action
 - vii. investigation of endangerment
 - viii. committee recommendation
 - ix. employer's responsibility in taking remedial action

4. Examine right to refuse dangerous work.
 - i. reasonable grounds for refusal
 - ii. reporting endangerment to health
 - iii. appropriate remedial action
 - iv. investigation of endangerment
 - v. committee recommendation
 - vi. employer's responsibility to take appropriate remedial action
 - vii. action taken when employee does not have reasonable grounds for refusing dangerous work
 - viii. employee's rights
 - ix. assigning another employee to perform duties
 - x. temporary reassignment of employee to perform other duties
 - xi. collective agreement influences
 - xii. wages and benefits
5. State examples of work situations where one might refuse work.
6. Describe discriminatory action.
 - i. definition
 - ii. filing a complaint procedure
 - iii. allocated period of time a complaint can be filed with the Commission
 - iv. duties of an arbitrator under the Labour Relations Act
 - v. order in writing inclusion
 - vi. report to Commission allocated period of time to request arbitrator to deal with the matter of the request
 - vii. notice of application
 - viii. failure to comply with the terms of an order
 - ix. order filed in the court
7. Explain duties of Commission officers.
 - i. powers and duties of officers
 - ii. procedure for examinations and inspections
 - iii. orders given by officers orally or in writing
 - iv. specifications of an order given by an officer to owner of the place of employment, employer, contractor, sub-contractor, employee, or supplier
 - v. service of an order
 - vi. prohibition of persons towards an officer in the exercise of his/her power or duties
 - vii. rescinding of an order
 - viii. posting a copy of the order
 - ix. illegal removal of an order

8. Interpret appeals of others.
 - i. allocated period of time for appeal of an order
 - ii. person who may appeal order
 - iii. action taken by commission when person involved does not comply with the order
 - iv. enforcement of the order
 - v. notice of application
 - vi. rules of court

9. Explain the process for reporting of accidents.
 - i. application of Act
 - ii. report procedure
 - iii. reporting notification of injury
 - iv. reporting accidental explosion or exposure
 - v. posting of act and regulations

Practical Requirements:

1. Conduct an interview with someone in your occupation on two or more aspects of the Act and report results.

2. Conduct a safety inspection of shop area.

TS1520 Workplace Hazardous Materials Information System (WHMIS)

Learning Outcomes:

- Demonstrate knowledge of interpreting and applying the Workplace Hazardous Materials Information System (WHMIS) regulation under the Occupational Health and Safety Act.

Duration: 6 Hours

Pre-Requisite(s): None

Objectives and Content:

1. Define WHMIS safety.
 - i. rational and key elements
 - ii. history and development of WHMIS
 - iii. WHMIS legislation
 - iv. WHMIS implementation program
 - v. definitions of legal and technical terms
2. Examine hazard identification and ingredient disclosure.
 - i. prohibited, restricted and controlled products
 - ii. classification and the application of WHMIS information requirements
 - iii. responsibilities for classification
 - the supplier
 - the employer
 - the worker - Classification: rules and criteria
 - information on classification
 - classes, divisions and subdivision in WHMIS
 - general rules for classification
 - class A - compressed gases
 - class B - flammable and combustible materials
 - class C - oxidizing material
 - class D - poisonous and infectious material
 - class E - corrosive material
 - class F - dangerously reactive material
 - iv. products excluded from the application of WHMIS legislation
 - consumer products
 - explosives
 - cosmetics, drugs, foods and devices
 - pest control products
 - radioactive prescribed substances
 - wood or products made of wood

- manufactured articles
- tobacco or products of tobacco
- hazardous wastes
- products handled or transported pursuant to the Transportation of Dangerous Goods (TDG) Act

- v. comparison of classification systems – WHMIS and TDG
- vi. general comparison of classification categories
- vii. detailed comparison of classified criteria

3. Explain labeling and other forms of warning.

- i. definition of a WHMIS label
 - supplier label
 - workplace label
 - other means of identification
- ii. responsibility for labels
 - supplier responsibility
 - employer responsibility
 - worker responsibility
- iii. introduce label content, design and location
 - supplier labels
 - workplace labels
 - other means of identification

4. Introduce material safety data sheets (MSDS).

- i. definition of a material safety data sheet
- ii. purpose of the data sheet
- iii. responsibility for the production and availability of data sheets
 - supplier responsibility
 - employer responsibility
 - workers responsibility

Practical Requirements:

1. Locate WHMIS label and interpret the information displayed.
2. Locate a MSDS sheet for a product used in the workplace and determine what personal protective equipment and other precautions are required when handling this product.

TS1530 Standard First Aid

Learning Outcomes:

- Demonstrate knowledge of recognizing situations requiring emergency action.
- Demonstrate knowledge of making appropriate decisions concerning first aid.

Duration: 14 Hours

Pre-Requisite(s): None

Objectives and Content:

1. Complete a **St. John Ambulance or Canadian Red Cross Standard First Aid Certificate** course.

CK1000 The Professional Cook

Learning Outcomes:

- Demonstrate knowledge of the structure of the cooking industry and roles of personnel.
- Demonstrate knowledge of effective communication practices.
- Demonstrate knowledge of trade related documentation and their applications.

Duration: 15 Hours

Pre-Requisite(s): None

Objectives and Content:

1. Define terminology associated with the cooking industry.
2. Identify standards for industry professionalism.
 - i. dress code
 - ii. personal conduct
3. Describe effective verbal and non-verbal communication and problem solving techniques.
 - i. co-workers
 - ii. suppliers
 - iii. supervisors
 - iv. customers
4. Explain the importance of the coaching and mentoring relationship between journeyperson and apprentice.
5. Identify methods and tools used for communication in the workplace.
 - i. computers
 - ii. faxes
 - iii. personal digital assistants (PDA)
 - iv. telephones
6. Identify types of documentation and describe their applications.
 - i. time and temperature charts
 - ii. recipe files
 - iii. schedules
 - iv. forms
 - v. reports

7. Describe the procedures used to locate and interpret documentation and resource material.
 - i. written
 - ii. electronic
8. Identify the types of food service operations, personnel and career paths within the cooking industry.
 - i. classical
 - ii. modern
9. Describe the procedures used to interpret and prepare documentation.
 - i. inventory forms
 - ii. accident reports
 - iii. requisitions

Practical Requirements:

None.

CK1101 Health and Safety

Learning Outcomes:

- Demonstrate knowledge of industry standards and safe work practices.
- Demonstrate knowledge of regulatory requirements pertaining to health and safety.

Duration: 18 Hours

Pre-Requisite(s): CK1000

Objectives and Content:

1. Identify kitchen hazards and describe safe work practices.
 - i. physical
 - ii. fire
 - iii. chemical
 - iv. environmental
2. Identify and interpret codes and regulations pertaining to health and safety.
 - i. federal
 - Material Safety Data Sheets (MSDS)
 - Workplace Hazardous Material Information System (WHMIS)
 - ii. provincial/territorial
 - Occupational Health and Safety (OHS)
 - health inspections
 - food handling training (jurisdictional requirements)
 - first aid and CPR
 - iii. municipal
 - jurisdictional requirements
3. Identify types of personal protective equipment (PPE) and describe their applications and procedures for use.

Practical Requirements:

1. Objectives applied throughout program.

CK1107 Personal Hygiene and Kitchen Sanitation

Learning Outcomes:

- Demonstrate knowledge of kitchen sanitation standards.
- Demonstrate knowledge of personal hygiene principles and practices.
- Demonstrate knowledge of food handling and storage practices.
- Demonstrate knowledge of common food allergies and intolerances.

Duration: 10 Hours

Pre-Requisite(s): CK1101

Objectives and Content:

1. Define terminology associated with personal hygiene and hygienic practices.
2. Identify and interpret codes, regulations and federal, provincial/territorial, municipal requirements pertaining to kitchen sanitation and safe food handling practices.
3. Identify sanitizing products and describe their applications and procedures for use.
4. Describe the three sink method of sanitization.
5. Describe the procedures used to disassemble and assemble kitchen tools and equipment and their accessories for sanitizing purposes.
6. Describe the procedures used to maintain a sanitary food service operation.
 - i. clean, sanitize and sterilize
 - ii. manage waste and recycle
 - iii. control pests and rodents
 - iv. prevent cross contamination
7. Identify and interpret food health regulations and guidelines associated with practice of personal hygiene.
8. Identify and interpret regulations and guidelines associated with wearing personal items.
 - i. fragrances
 - ii. hair restraints
 - iii. jewelry
 - iv. nail polish and accessories

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9. Describe the procedures used to ensure personal hygiene and clean apparel.
10. Describe the procedures used for hand washing.
11. Identify types of food-borne illnesses, their causes and prevention.
12. Identify types of food contamination, their causes and prevention.
 - i. chemical
 - ii. biological
 - iii. physical
13. Identify proper food handling and storage techniques.
 - i. cleanliness
 - ii. preventing cross-contamination
 - iii. maintaining foods at safe temperatures
 - iv. receiving and storing foods
 - first in, first out (FIFO)
14. Describe common food allergies and intolerances.
15. Describe safety analysis system standards and their use in food service operations.
 - i. Hazard Analysis Critical Control Points (HACCP)

Practical Requirements:

1. Objectives applied throughout program.

CK1115 Kitchen Tools and Equipment

Learning Outcomes:

- Demonstrate knowledge of kitchen tools and equipment, their applications, basic maintenance and procedures for use.

Duration: 10 Hours

Pre-Requisite(s): CK1107

Objectives and Content:

1. Define terminology associated with kitchen tools and equipment.
2. Describe safety practices and precautions related to the use of kitchen tools and equipment.
3. Identify types of knives and describe their characteristics, applications and procedures for use.
4. Identify the tools used to sharpen and hone knives and describe their applications and procedures for use.
5. Describe the procedures used to inspect and store knives.
6. Identify types of pots and pans and describe their characteristics, applications and procedures for use.
7. Describe the procedures used to inspect and store pots and pans.
8. Identify types of utensils and describe their characteristics, applications and procedures for use.
9. Describe the procedures used to inspect and store utensils.
10. Identify types of equipment and appliances and describe their accessories, applications and procedures for use.
11. Describe the procedures used to inspect, maintain, and store equipment and appliances.

Practical Requirements:

1. Assemble, operate and disassemble various types of equipment.
2. Demonstrate sharpening and honing knives.

CK1120 Weights and Measures

Learning Outcomes:

- Demonstrate knowledge of weighing and measuring devices, their applications and procedures for use.
- Demonstrate knowledge of increase and decrease recipe yields and portions to meet specific requirements.

Duration: 10 Hours

Pre-Requisite(s): CK1115

Objectives and Content:

1. Define terminology associated with weights and measures.
2. Identify and use metric, imperial and US systems of measure.
 - i. abbreviations
 - ii. conversion of units
 - iii. accuracy in cooking versus baking
3. Identify types of weighing and measuring devices and describe their applications and procedures for use.
 - i. categories
 - ii. volume
 - iii. weight
 - iv. zeroing
 - v. care and maintenance
4. Identify methods of cost controls and describe their characteristics.
 - i. standardized recipes
 - ii. standardized yields
 - iii. standardized portions
 - iv. wastage control
5. Describe methods used to measure ingredients for portion control.
 - i. scaling
 - ii. calculations
 - iii. baker's formulas

Practical Requirements:

1. Prepare various recipes using weights and measures.
2. Scale various recipes using conversion factors.

CK1130 Receiving and Storage

Learning Outcomes:

- Demonstrate knowledge of receiving and inspection procedures.
- Demonstrate knowledge of storage methods and their application.

Duration: 10 Hours

Pre-Requisite(s): CK1120

Objectives and Content:

1. Describe receiving and inspection methods.
 - i. dairy products
 - ii. produce
 - iii. meats
 - iv. poultry
 - v. seafood
 - vi. dry goods
 - vii. non-food items
 - viii. chemical
2. Identify forms and reports relating to receiving, inspecting and storing goods and describe the procedures used to interpret and complete them.
 - i. requisitions
 - ii. inventory forms
 - iii. credit notes/refusals
 - iv. product tracking slips
 - v. invoices
3. Describe storage methods and temperatures.
 - i. dairy products
 - ii. produce
 - iii. meats
 - iv. poultry
 - v. seafood
 - vi. dry goods
 - vii. no-food items
 - viii. chemicals
4. Describe the procedures used to label and date stock.
5. Describe procedures used to rotate stock.

6. Describe methods used to reduce waste.

Practical Requirements:

1. Demonstrate the use of a wastage form.
2. Date and label foods.
3. Demonstrate use of FIFO techniques.

CK1126 Basic Cooking Methods and Principles

Learning Outcomes:

- Demonstrate knowledge of cooking methods and their characteristics.
- Demonstrate knowledge of cooking terminology and techniques.
- Demonstrate knowledge of seasonings and flavourings, their purpose and use.

Duration: 30 Hours

Pre-Requisite(s): CK1130

Objectives and Content:

1. Describe the procedures used to plan workspace and mise en place.
2. Define terminology associated with basic cooking principles.
3. Describe basic cooking principles and the effects of heat on foods.
4. Explain the principles of heat transfer.
 - i. conduction
 - ii. convection
 - iii. radiation
 - iv. induction
5. Describe basic methods of cooking.
 - i. dry
 - ii. moist
 - iii. combination
6. Describe methods of checking for doneness.
7. Describe how to select fresh herbs and their use.
8. Describe how to select dried herbs and their use.
9. Describe the use of seasonings and flavorings to enhance foods.
 - i. types and characteristics
 - ii. shelf life
 - iii. techniques for use
10. Describe the procedures for taking temperatures of various food products.

11. Identify basic kitchen practices and describe their applications.
 - i. finishing techniques
 - ii. holding foods
 - iii. plating techniques
 - iv. re-thermalization
 - v. cooling
12. Describe food quality indicators and their applications.
 - i. indicators
 - ii. taste
 - iii. sheen
 - iv. colour
 - v. thickness
 - vi. texture
 - vii. aroma
 - viii. testing techniques
13. Describe the use of alcohol in the cooking and flavouring of foods.

Practical Requirements:

1. Demonstrate mise en place.

CK1050 Food Presentation

Learning Outcomes:

- Demonstrate knowledge of food presentation techniques.

Duration: 12 Hours

Pre-Requisite(s): CK1126

Objectives and Content:

1. Define terminology associated with food presentation.
2. Identify types of plate designs and shapes.
3. Explain the importance of colour, focal point and flow.
4. Describe plating layout such as center, stacking and flat.
5. Discuss time considerations of foods when plating product.
6. Identify types of platters such as glass, mirrors and steel.
7. Explain guidelines for assembling platters.
8. Describe types of garnishes and their applications.

Practical Requirements:

1. Objectives applied throughout program.

CK1310 Vegetables and Fungi

Learning Outcomes:

- Demonstrate knowledge of vegetables and fungi and their applications.
- Demonstrate knowledge of the procedures used to prepare vegetables and fungi and vegetable and fungi dishes.

Duration: 30 Hours

Pre-Requisite(s): CK1126

Objectives and Content:

1. Define terminology associated with vegetables and fungi.
2. Identify types of vegetables and describe their characteristics and applications.
3. Identify types of fungi and describe their characteristics and applications.
4. Identify classical cuts and describe their characteristics, applications, and associated procedures.
5. Identify factors that affect flavour, colour, texture and nutrients of vegetables.
 - i. cooking process
 - ii. acids/alkalis
 - iii. water amounts
 - iv. size of cut of vegetable
6. Identify the factors to consider when selecting vegetables and fungi.
 - i. local availability
 - ii. seasonal availability
 - iii. freshness
 - iv. storage life
 - v. certified organic
 - vi. applications
 - vii. processed
 - viii. sustainability
7. Identify market forms (pre-prepared and packaged) of vegetables and fungi and describe their characteristics and applications.

8. Describe food allergies and intolerances.
9. Identify vegetable and fungi dishes and describe their characteristics.
10. Describe the procedures used to prepare vegetables and fungi.
11. Describe the procedures used to prepare vegetable and fungi dishes.
12. Describe plating and finishing techniques.
13. Describe the procedures used to handle and store vegetables and fungi and vegetable and fungi dishes.

Practical Requirements:

1. Prepare and cook selected vegetables and fungi.
2. Prepare and cook specialty vegetable dishes.
3. Plate vegetable dishes and fungi dishes.

CK1340 Potatoes

Learning Outcomes:

- Demonstrate knowledge of potatoes, their selection, storage, preparation and availability.

Duration: 30 Hours

Pre-Requisite(s): CK1126

Objectives and Content:

1. Describe the procedures used to prepare potatoes for cooking.
 - i. peel
 - ii. wash
 - iii. cut
 - iv. soak
 - v. blanch
 - vi. storage
 - vii. handling
 - viii. rotating
2. Describe the various methods used to prepare potato dishes.
 - i. pan fried
 - ii. boiled
 - iii. mashed
 - iv. baked
 - v. scalloped
 - vi. deep fried
 - vii. steamed
3. Identify market forms (pre-prepared and packaged) of potatoes.
4. Identify the factors to consider when selecting potatoes.
 - i. local
 - ii. season
 - iii. freshness
 - iv. storage life
 - v. certified organic
 - vi. applications
 - vii. processed

Plan of Training – Cook

5. Identify the factors to consider when selecting potatoes.
 - i. local availability
 - ii. seasonal availability
 - iii. freshness
 - iv. storage life
 - v. certified organic
 - vi. applications
 - vii. processed
 - viii. sustainability
6. Describe allergies and intolerances.
7. Describe the various types of potatoes and their applications.
 - i. variety
 - ii. size
8. Identify potato specialty dishes and describe their ingredients and characteristics.
 - i. croquettes
 - ii. duchesse
 - iii. baked-stuffed
 - iv. lyonnaise
 - v. lorette
 - vi. potato pancakes
 - vii. herbed
9. Describe the procedures used to cook potatoes.
 - i. time
 - ii. water
 - iii. checking for doneness
10. Describe portion control and plating techniques.

Practical Requirements:

1. Select potatoes and prepare a variety of potato dishes including specialty potato dishes.
2. Plate potato dishes.

CK1147 Pulses, Grains and Nuts

Learning Outcomes:

- Demonstrate knowledge of pulses, grains and nuts and their applications.
- Demonstrate knowledge of the procedures used to prepare pulses, grains and nuts.

Duration: 18 Hours

Pre-Requisite(s): CK1126

Objectives and Content:

1. Define terminology associated with pulses, grains and nuts.
2. Identify types of pulses and describe their characteristics and applications.
 - i. lentils
 - ii. kidney beans
 - iii. lima beans
3. Identify types of grains and describe their characteristics and applications.
 - i. rice
 - ii. wild rice
 - iii. oats
 - iv. quinoa
4. Identify types of nuts and describe their characteristics and applications.
5. Explain liquid to product ratio.
6. Describe allergies and intolerances.
7. Describe the procedures used to prepare pulses, grains and nuts.
8. Describe the methods used to determine yields of pulses, grains and nuts.
9. Describe plating and finishing techniques.
10. Describe the procedures used to handle and store pulses, grains and nuts.

Practical Requirements:

1. Prepare various grain, rice and pulse dishes.
2. Plate grain, rice and pulse dishes.

CK1150 Pastas and Dumplings

Learning Outcomes:

- Demonstrate knowledge of various types of pasta and dumplings and their preparation.

Duration: 10 Hours

Pre-Requisite(s): CK1126

Objectives and Content:

1. Define the terminology associated with pastas.
2. Define the terminology associated with dumplings.
3. Describe methods for handling and storage of pasta.
4. Describe the types of pasta, their characteristics and applications.
 - i. fresh
 - ii. dried
 - iii. shapes
 - iv. frozen
5. Describe the ingredients and quality indicators of pasta.
6. Describe the procedures used to prepare pastas.
 - i. ingredients
 - ii. equipment
 - iii. filling
 - iv. drying
 - v. cooking
 - vi. doneness
7. Describe allergies and intolerances.
8. Describe types of dumplings, their characteristics and applications.
 - i. spätzle
 - ii. bread-style
 - iii. pasta style
 - iv. gnocchi

9. Describe the ingredients and quality indicators of dumplings.
10. Describe the procedures used to prepare dumplings.
 - i. ingredients
 - ii. equipment
 - iii. cooking
11. Describe portion control and plating techniques.

Practical Requirements:

1. Make pasta.
2. Prepare a variety of pasta dishes.
3. Prepare a variety of dumplings.
4. Plate pasta dishes.
5. Plate dumplings.

CK1320 Fruits

Learning Outcomes:

- Demonstrate knowledge of fruits and nuts, their selection, storage, preparation and availability.

Duration: 12 Hours

Pre-Requisite(s): CK1126

Objectives and Content:

1. Identify commonly used fruits and describe how they differ from vegetables.
2. Identify the factors to consider when selecting fruits.
 - i. local availability
 - ii. seasonal availability
 - iii. freshness
 - iv. storage life
 - v. certified organic
 - vi. applications
 - vii. processed
 - viii. sustainability
3. Describe fruits, their quality indicators, availability and storing methods.
 - i. advantages of using in-season fruits
 - methods of detecting spoilage
 - fresh fruit
 - canned fruit
 - frozen fruit
 - ii. storage life of fruit
 - fresh fruit
 - canned fruit
 - frozen fruit
 - iii. rotating
4. Describe the procedures used to clean and cut fruit.
 - i. clean and handle fruit
 - ii. peel, core and section fruit
 - iii. prevent discoloration of fruit
5. Describe the procedures used to prepare fruit for a variety of dishes.

6. Describe allergies and intolerances.
7. Describe the procedures used to prepare preserves.
8. Describe the methods used to cook fruit.
 - i. moist heat method
 - ii. dry heat method
 - iii. combination method

Practical Requirements:

1. Select and prepare and cook a variety of fruits.
2. Plate fruits.

CK1195 Salads and Salad Dressings

Learning Outcomes:

- Demonstrate knowledge of basic types of salads and salad dressings, their storage and preparation.

Duration: 35 Hours

Pre-Requisite(s): CK1126

Objectives and Content:

1. Define terminology associated with salads and salad dressings.
2. Describe handling and storage, labeling and dating procedures for salads and salad dressings.
3. Identify basic types of salads and describe their characteristics and applications.
 - i. green
 - ii. vegetable
 - iii. cooked
 - iv. tossed
 - v. composed
 - vi. bound
 - vii. fruit
4. Identify the factors to consider when selecting components for salads.
 - i. local availability
 - ii. seasonal availability
 - iii. freshness
 - iv. storage life
 - v. certified organic
 - vi. applications
 - vii. processed
 - viii. sustainability
5. Describe the uses for different types of hot and cold salads.
 - i. appetizers
 - ii. accompaniments
 - iii. main course
 - iv. dessert

6. Describe procedures used to prepare and combine salad ingredients.
7. Describe allergies and intolerances.
8. Describe portion control and plating/buffet techniques.
9. Identify basic types of salad dressings and describe their characteristics and applications.
 - i. mayonnaise
 - ii. basic French
 - iii. cooked salad dressings
10. Describe the procedures used to prepare and combine salad dressing ingredients.

Practical Requirements:

1. Prepare a variety of salads and dressings.
2. Prepare a composed salad.
3. Prepare a tossed salad.
4. Prepare fruit salad.
5. Prepare a bound salad.
6. Prepare basic types of salad dressings and describe their characteristics and applications.
 - i. mayonnaise
 - ii. basic French
 - iii. cooked salad dressings

CK1204 Sandwiches

Learning Outcomes:

- Demonstrate knowledge of sandwiches and their applications.
- Demonstrate knowledge of the procedures used to prepare sandwiches.

Duration: 20 Hours

Pre-Requisite(s): CK1126

Objectives and Content:

1. Define terminology associated with sandwiches.
2. Identify types of sandwiches and describe their characteristics.
3. Identify the factors to consider when selecting sandwich ingredients.
4. Identify and describe components of sandwiches.
5. Describe the procedures used to prepare sandwich ingredients.
6. Describe allergies and intolerances.
7. Describe the procedures used to assemble sandwiches.
8. Identify styles of service associated with sandwiches.
9. Describe the plating/platter and finishing techniques.
10. Describe the procedures used to handle and store sandwiches and fillings.

Practical Requirements:

1. Prepare various types of sandwiches.
2. Plate sandwiches.

CK1156 Stocks and Glazes

Learning Outcomes:

- Demonstrate knowledge of stocks, their preparation, storage and use.
- Demonstrate knowledge of glazes, their preparation, storage and use.

Duration: 24 Hours

Pre-Requisite(s): CK1126

Objectives and Content:

1. Identify types of stocks and describe their uses.
 - i. white
 - ii. brown
 - iii. fish
 - iv. vegetable
2. Describe the ingredients and quality indicators of stocks.
3. Describe the procedures used to prepare stocks.
 - i. types of bones and/or trimmings
 - ii. ratio of bones, vegetable and liquid
 - iii. length and cutting of bones
 - iv. cooking time and temperature
 - v. straining
 - vi. remouillage
4. Describe the procedures used to reduce stocks.
5. Describe allergies and intolerances.
6. Describe the procedures used to store stocks.
 - i. cooling
 - ii. handling
 - iii. storing
 - iv. maintaining quality of stored stock
7. Identify glazes and describe their purpose.
 - i. meat
 - ii. poultry
 - iii. fish

8. Describe the ingredients and quality indicators of glazes.
9. Describe the procedures used to prepare glazes.
10. Describe the procedures used to store glazes.

Practical Requirements:

1. Prepare a variety of stocks.
2. Prepare a variety of glazes.

CK1165 Soups

Learning Outcomes:

- Demonstrate knowledge of various types of soups, their storage and preparation.

Duration: 30 Hours

Pre-Requisite(s): CK1156

Objectives and Content:

1. Define terminology associated with soups.
2. Describe the procedures used to reconstitute soups.
3. Describe portion control and plating techniques.
4. Identify types of specialty national soups and describe their characteristics and serving temperatures.
5. Describe allergies and intolerances.
6. Identify the factors to consider when selecting ingredients for soups.
 - i. local availability
 - ii. seasonal availability
 - iii. freshness
 - iv. storage life
 - v. applications
 - vi. processed
 - vii. sustainability
 - viii. origin

Clear Soups and Consommés

7. Describe the types and classifications of clear soups and consommés.
8. Describe the ingredients and quality indicators of clear soups and consommés.
9. Describe methods and procedures used to prepare clear soups and consommés.
10. Describe garnishes for clear soups and consommés.

11. Describe the procedures used to cool and store clear soups and consommés.

Thickened Soups

12. Describe the types and classifications of thickened soups.

- i. cream
- ii. chowder
- iii. puree
- iv. bisque

13. Describe ingredients and quality indicators of thickened soups.

14. Describe methods and procedures used to prepare thickened soups.

15. Describe garnishes for thickened soups.

16. Describe the procedures used to cool and store thickened soups.

Practical Requirements:

1. Prepare a variety of soups.

- i. cream
- ii. chowder
- iii. puree
- iv. bisque
- v. clear
- vi. consommé
- vii. specialty/national

2. Plate soups.

CK1350 Sauces

Learning Outcomes:

- Demonstrate knowledge of thickening and binding agents and their applications.
- Demonstrate knowledge of the procedures used to prepare thickening and binding agents.
- Demonstrate knowledge of sauces and their applications.
- Demonstrate knowledge of the procedures used to prepare sauces.

Duration: 30 Hours

Pre-Requisite(s): CK1156

Objectives and Content:

1. Define terminology associated with thickening and binding agents.
2. Identify types of thickening and binding agents, and describe their applications and procedures for use.
 - i. roux
 - ii. other starches
 - iii. liaison
 - iv. beurre manie
 - v. vegetable purées
 - vi. reductions
3. Identify the factors to consider when selecting ingredients for thickening and binding agents.
4. Identify ingredients and ratios used to process thickening and binding agents.
5. Describe allergies and intolerances.
6. Describe the procedures used to prepare thickening and binding agents.
7. Define terminology associated with sauces.
8. Identify the mother sauces and their derivatives and describe their characteristics and applications.
 - i. espagnole
 - ii. béchamel
 - iii. veloute
 - iv. tomato
 - v. hollandaise

9. Identify types of non-traditional sauces and describe their characteristics and applications.
 - i. non-derivative
 - ii. international
 - iii. convenience products
 - iv. chutneys and salsas
10. Identify types of hot and cold butter sauces and describe their characteristics and applications.
11. Identify types of pan gravies, jus lié and fond and describe their characteristics and applications.
12. Identify the factors to consider when selecting ingredients for sauces.
13. Describe the procedures used to prepare hot and cold sauces.
14. Describe finishing techniques for sauces and their associated procedures.
15. Describe the procedures used to cool and store sauces.

Practical Requirements:

1. Prepare mother sauces and derivatives
2. Prepare various thickening agents.
3. Prepare a variety of non-traditional sauces.
4. Effectively use convenience products.

CK1177 Principles of Meat Cooking and Handling

Learning Outcomes:

- Demonstrate knowledge of meats and their applications.
- Demonstrate knowledge of the procedures used to prepare meats.

Duration: 30 Hours

Pre-Requisite(s): CK1126

Objectives and Content:

1. Define terminology associated with meats.
2. Describe safety practices and precautions related to serving and handling raw meat.
3. Identify Canadian Food Inspection Agency (CFIA) regulations pertaining to the inspection of meats.
4. Identify meat grades and describe their characteristics.
5. Describe allergies and intolerances.
6. Identify the factors to consider when selecting meats.
 - i. local availability
 - ii. seasonal availability
 - iii. freshness
 - iv. storage life
 - v. certified organic
 - vi. applications
 - vii. processed
 - viii. sustainability
7. Identify types of variety meats and describe their characteristics and applications.
8. Identify types of domestic meats and describe their characteristics and applications.
 - i. beef
 - ii. pork
 - iii. veal
 - iv. lamb

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9. Identify meat cuts and describe their characteristics and applications.
 - i. primal
 - ii. sub-primal
 - iii. fabricated
10. Describe the aging process for meat.
 - i. beef
 - ii. lamb
11. Describe meat ordering specifications.
12. Identify the factors to consider when defrosting meats.
13. Describe the procedures used to process meats.
 - i. marinate
 - ii. tenderize
 - iii. trim
 - iv. portion
14. Identify the factors to consider when cooking meats.
 - i. cut of meat
 - ii. muscle structure and marbling
 - iii. degree of doneness
 - iv. flavoring and seasoning
 - v. equipment
 - vi. temperature
 - vii. time
 - viii. yield
 - ix. resting
 - x. use of excess product
15. Identify methods used to cook meats and describe their associated procedures.
 - i. dry heat
 - ii. moist heat
 - iii. combination
16. Describe the procedures used to carve meats.
17. Identify market forms (pre-prepared and packaged) of meats and describe their characteristics and applications.
18. Describe plating and finishing techniques.
19. Describe the procedures used to handle and store meats.

Practical Requirements:

None.

CK1450 Beef and Pork

Learning Outcomes:

- Demonstrate knowledge of procedures used to prepare beef using a variety of recipes.
- Demonstrate knowledge of procedures used to prepare pork using a variety of recipes.

Duration: 60 Hours

Pre-Requisite(s): CK1177

Objective and Content:

1. Identify types of cuts and describe their selection for specific applications.
2. Identify the factors to consider when selecting beef and pork.
 - i. local availability
 - ii. seasonal availability
 - iii. freshness
 - iv. storage life
 - v. certified organic
 - vi. applications
 - vii. processed
 - viii. sustainability
3. Describe the tenderizing methods used for beef.
4. Identify types of marinades and describe their use.
5. Describe the procedures used to cook beef and pork using the dry heat cooking method.
6. Describe the procedures used to cook beef and pork using the moist heat cooking method.
7. Describe the procedures used to cook beef and pork using the combination cooking method.
8. Describe allergies and intolerances.
9. Describe the procedures used to portion and plate beef and pork.

10. Describe the procedures used to prepare stuffing for beef and pork.

Practical Requirements:

1. Select various cuts of beef and pork and prepare using dry heat cooking methods.
2. Select various cuts of beef and pork and prepare using moist heat cooking methods.
3. Select various cuts of beef and pork and prepare using combination cooking methods.
4. Plate beef and pork dishes.

CK1178 Poultry

Learning Outcomes:

- Demonstrate knowledge of poultry and their applications.
- Demonstrate knowledge of the procedures used to prepare poultry.
- Demonstrate knowledge of the procedure used to cook poultry.

Duration: 60 Hours

Pre-Requisite(s): CK1177

Objectives and Content:

1. Define terminology associated with poultry.
2. Describe safety practices and precautions related to handling raw poultry.
3. Identify Canadian Food Inspection Agency (CFIA) regulations pertaining to the inspection of poultry.
4. Identify types of poultry and describe their characteristics and applications.
5. Identify classifications, grades and market forms (pre-prepared and packaged) of poultry and describe their characteristics and applications.
6. Describe allergies and intolerances.
7. Identify the factors to consider when selecting poultry.
 - i. local availability
 - ii. seasonal availability
 - iii. freshness
 - iv. storage life
 - v. certified organic
 - vi. applications
 - vii. processed
 - viii. sustainability
8. Identify the factors to consider when defrosting poultry.

9. Describe the procedures used to process poultry.
 - i. marinate
 - ii. trim
 - iii. portion
 - iv. debone
 - v. truss
10. Describe the procedures to cure and smoke poultry.
11. Identify the factors to consider when cooking poultry.
 - i. cut of poultry
 - ii. muscle structure
 - iii. degree of doneness
 - iv. flavouring and seasoning
 - v. equipment
 - vi. temperature
 - vii. time
 - viii. yield
 - ix. resting
 - x. use of excess product
12. Identify methods used to cook poultry and describe their associated procedures.
 - i. dry heat
 - ii. moist heat
 - iii. combination
13. Identify types of poultry stuffing and describe their characteristics and applications.
14. Describe the procedures used to prepare poultry stuffing.
15. Describe the procedures used to carve poultry.
16. Describe plating and finishing techniques.
17. Describe the procedures used to handle and store poultry.

Practical Requirements:

1. Cut and handle poultry for a variety of recipes.
2. Prepare a variety of poultry dishes.
3. Plate various poultry dishes.

CK1290 Fish

Learning Outcomes:

- Demonstrate knowledge of fish and their applications.
- Demonstrate knowledge of the procedures used to prepare fish.

Duration: 30 Hours

Pre-Requisite(s): CK1177

Objectives and Content:

1. Define terminology associated with fish.
2. Describe safety practices and precautions related to serving and handling raw fish.
3. Identify Canadian Food Inspection Agency (CFIA) regulations pertaining to the inspection of fish.
4. Identify classifications and types of fish and describe their characteristics and applications.
5. Identify the factors to consider when selecting fish.
 - i. local availability
 - ii. seasonal availability
 - iii. freshness
 - iv. storage life
 - v. certified organic
 - vi. applications
 - vii. processed
 - viii. sustainability
6. Describe allergies and intolerances.
7. Identify market forms (pre-prepared and packaged) of fish and describe their characteristics and applications.
8. Describe the procedures used to verify quality of fish and cuts.

9. Describe the procedures used to process fish.
 - i. scale
 - ii. fillet
 - iii. debone
 - iv. skin
 - v. portion
 - vi. trim
 - vii. marinate
10. Identify the factors to consider when cooking fish.
 - i. desired degree of doneness
 - ii. flavoring and seasoning
 - iii. equipment
 - iv. temperature
 - v. cooking time
 - vi. verification of doneness
 - vii. resting
 - viii. use of excess product and trimmings
11. Describe the procedures used to cure, smoke and pickle fish.
12. Identify methods used to cook fish and describe their associated procedures.
 - i. dry heat
 - ii. moist heat
 - iii. combination
13. Describe plating and finishing techniques.
14. Describe the procedures used to handle and store fish.

Practical Requirements:

1. Fillet a round fish.
2. Fillet a flat fish.
3. Prepare a variety of fabricated cuts.
4. Prepare a variety of fish recipes.

CK1188 Seafood

Learning Outcomes:

- Demonstrate knowledge of seafood and their applications.
- Demonstrate knowledge of the procedures used to prepare seafood.

Duration: 30 Hours

Pre-Requisite(s): CK1177

Objectives and Content:

1. Define terminology associated with seafood.
2. Describe safety practices and precautions related to serving and handling raw seafood.
3. Identify Canadian Food Inspection Agency (CFIA) regulations pertaining to the inspection of seafood.
4. Identify classifications and types of seafood and describe their characteristics and applications.
5. Identify the factors to consider when selecting seafood.
 - i. local availability
 - ii. seasonal availability
 - iii. freshness
 - iv. storage life
 - v. applications
 - vi. processed
 - vii. sustainability
 - viii. origin
6. Describe allergies and intolerances.
7. Identify market forms (pre-prepared and packaged) of seafood and describe their characteristics and applications.
8. Identify regional species and describe their characteristics and applications.
9. Describe the procedures used to verify quality of seafood.

10. Describe the procedures used to hold live seafood.
11. Describe the procedures used to process seafood.
 - i. de-beard
 - ii. skin
 - iii. shuck
 - iv. shell
 - v. de-vein
 - vi. clean
 - vii. trim
 - viii. portion
 - ix. marinate
 - x. use of excess product
12. Describe the procedures used to cure, smoke and pickle seafood.
13. Identify methods used to cook seafood and describe their associated procedures.
 - i. dry heat
 - ii. moist heat
 - iii. combination
14. Describe plating and finishing techniques.
15. Describe the procedures used to handle and store seafood.

Practical Requirements:

1. Prepare and process various types of shellfish and seafood.
 - i. de-beard
 - ii. skin
 - iii. shuck
 - iv. shell
 - v. de-vein
 - vi. clean
2. Prepare a variety of seafood and shellfish recipes.

CK1210 Dairy Products

Learning Outcomes:

- Demonstrate knowledge of dairy products, their selection, applications and quality indicators.

Duration: 30 Hours

Pre-Requisite(s): CK1126

Objectives and Content:

1. Define terminology associated with dairy products.
2. Identify classifications and types of cheese and cheese products according to the Dairy Bureau of Canada and describe their characteristics and applications.
3. Describe the characteristics and applications of dairy products and non-dairy substitutes.
 - i. cheese
 - ii. milk
 - iii. cream
 - iv. sherbet
 - v. butter
 - vi. ice cream
 - vii. margarine
 - viii. yogurt
 - ix. sour cream
 - x. buttermilk
 - xi. lactose free milk products
 - xii. soy milk
4. Describe the characteristics of various cheeses and their applications.
 - i. hard
 - ii. firm
 - iii. semi-soft
 - iv. soft
 - v. fresh
 - vi. cottage
 - vii. bakers
 - viii. processed
5. Describe allergies and intolerances.

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6. Describe the types of milk, their characteristics and applications.
 - i. pasteurized
 - ii. homogenized
 - iii. whole
 - iv. skim
 - v. evaporated
 - vi. condensed
 - vii. buttermilk
 - viii. powdered milk
7. Describe types of cream, their characteristics and applications.
 - i. whipping cream
 - ii. coffee cream
 - iii. half and half cream
8. Describe types of ice cream, yogurt and sherbet, their characteristics and applications.
9. Describe the characteristics and uses of butter and margarine.
10. Identify the factors to consider when selecting dairy products and cheese.
 - i. local availability
 - ii. freshness
 - iii. storage life
 - iv. certified organic
 - v. applications
 - vi. processed
11. Describe the procedures used to store dairy products.
 - i. expiry date
 - ii. life of product
 - iii. storage methods
 - iv. rotating
12. Identify and describe international and specialty cheeses and their characteristics.
13. Identify market forms (pre-prepared and packaged) of cheese, milk, creams and butters and describe their characteristics and applications.

Practical Requirements:

1. Select and use a variety of dairy products for assigned recipes.

CK1226 Breakfast Cookery and Eggs

Learning Outcomes:

- Demonstrate knowledge of breakfast foods, their selection, preparation and storage.
- Demonstrate knowledge of eggs and their applications.
- Demonstrate knowledge of the procedures to prepare eggs and egg dishes.

Duration: 30 Hours

Pre-Requisite(s): CK1126

Objectives and Content:

General

1. Define terminology associated with breakfast cookery.
2. Define terminology associated with eggs.
3. Describe allergies and intolerances.
4. Describe handling and storage methods of breakfast items and eggs.
5. Describe portion control and plating techniques.
6. Describe continental breakfast, and procedures used for preparation and service.
7. Describe the procedures used to prepare and serve tea and coffee.

Eggs and Egg Preparation

8. Describe the characteristics, composition, grading and sizes of eggs.
9. Describe the procedures used to prepare egg dishes.
10. Describe moist and dry heat methods of cooking eggs.
 - i. stirred
 - ii. scrambled
 - iii. fried
 - iv. poached
 - v. boiled

11. Identify market forms (pre-prepared and packaged) of eggs.
12. Identify the factors to consider when selecting eggs.
 - i. local availability
 - ii. freshness
 - iii. storage life
 - iv. certified organic
 - v. applications
 - vi. processed
13. Identify types of egg substitutes and describe their characteristics and applications.

Breakfast Food Preparation

14. Describe the preparation of egg products for a la carte and banquet service.
15. Describe procedures used to prepare and cook breakfast foods.
 - i. cereals
 - ii. breakfast meats
 - iii. seafood
 - iv. waffles
 - v. French toast
 - vi. pancakes and crepes
 - vii. fruits
 - viii. vegetables
 - ix. pastries
 - x. toast
16. Describe the preparation of omelets and fillings.
17. Describe the preparation and presentation of quiches and soufflés.
18. Identify types of breads, quick breads and batters used in breakfast cookery and describe their characteristics.

Practical Requirements:

1. Prepare and plate breakfast foods.
2. Prepare eggs and egg products.

CK1231 Introduction to Baking

Learning Outcomes:

- Demonstrate knowledge of baking ingredients and techniques.
- Demonstrate knowledge of baking convenience products and their use.

Duration: 18 Hours

Pre-Requisite(s): CK1126

Objectives and Content:

1. Describe terminology associated with baking.
2. Identify bakeshop tools and equipment and describe their applications.
3. Describe allergies and intolerances.
4. Describe handling and storage methods for ingredients and baked goods.
5. Describe bakers' weights, measures, scaling and standardized recipes.
6. Identify bakeshop ingredients and describe their characteristics and applications.
 - i. flour
 - ii. fats/shortening
 - iii. sweeteners
 - iv. liquids
 - v. leavening agents
 - vi. flavourings
 - vii. chocolate
 - viii. dairy products
 - ix. specialty products
 - x. eggs
7. Describe leavening agents and their function.
 - i. air
 - ii. steam
 - iii. baking soda
 - iv. baking powder
 - v. yeast
8. Describe convenience products and the preparation required for each.

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9. Identify commonly used nuts and describe their quality indicators and applications.
 - i. storage
 - ii. allergies to nuts
10. Describe baker's formulas and baker's percentages.

Practical Requirements:

None.

CK1237 Bread Products

Learning Outcomes:

- Demonstrate knowledge of bread products and their applications.
- Demonstrate knowledge of the procedures used to prepare bread products.

Duration: 24 Hours

Pre-Requisite(s): CK1231

Objectives and Content:

1. Define terminology associated with bread products.
2. Identify types of bread products and describe their characteristics and applications.
 - i. bread dough
 - leavened
 - unleavened
 - ii. rolls/buns/loaves
3. Identify ingredients used in breads and describe their characteristics and applications.
 - i. flour
 - ii. fats/shortening
 - iii. sweeteners
 - iv. liquids
 - v. leavening agents
 - vi. dairy products
 - vii. specialty products
 - viii. salt
 - ix. eggs
4. Calculate formulas and baker's percentages.
5. Identify the factors to consider when selecting ingredients for bread products.
6. Describe allergies and intolerances.
7. Identify mixing methods used for bread products and describe their associated procedures.
8. Describe the procedures used to prepare bread products.

9. Describe the procedures used to finish bread products.
10. Describe the procedures used to handle and store bread products.

Practical Requirements:

1. Prepare yeast products.

CK1256 Cookies

Learning Outcomes:

- Demonstrate knowledge of cookies and their applications.
- Demonstrate knowledge of the procedures used to prepare cookies.

Duration: 20 Hours

Pre-Requisite(s): CK1231

Objectives and Content:

1. Define terminology associated with cookies.
2. Identify types of cookies and describe their characteristics and applications.
3. Identify characteristics of cookies and their causes.
 - i. crispness
 - ii. softness
 - iii. chewiness
 - iv. spread
4. Identify methods of mixing and make-up used to prepare cookies and describe their associated procedures.
 - i. mixing
 - creaming
 - sponge/foam
 - one staged
 - ii. make-up
 - dropped
 - bar
 - molded
 - ice box
 - sheet
 - rolled
 - bagged
5. Describe allergies and intolerances.
6. Identify market forms (pre-prepared and packaged) of cookies and describe their applications.
7. Describe plating/buffet and finishing techniques.

8. Describe the procedures used to handle and store cookies.

Practical Requirements:

1. Prepare and plate a variety of cookies.

CK1241 Pies, Tarts, Flans and Fillings

Learning Outcomes:

- Demonstrate knowledge of dessert pies, fillings and toppings and their preparation.

Duration: 30 Hours

Pre-Requisite(s): CK1231

Objectives and Content:

1. Describe terminology associated with pies, flans and tarts fillings.
2. Describe storage and handling methods.
3. Describe ingredients and quality indicators for pies, flans, and tarts.
4. Describe allergies and intolerances.
5. Describe the importance of types of flour.
6. Describe mixing procedures and steps used to prepare dough.
 - i. crumb
 - ii. flaky
 - iii. short or sweet
 - iv. mealy
7. Identify ingredients used in pies, tarts, flans and fillings and describe their characteristics and applications.
 - i. flour
 - ii. fats/shortening
 - iii. sweeteners
 - iv. liquids
 - v. leavening agents
 - vi. dairy products
 - vii. flavourings and seasonings
 - viii. chocolate
 - ix. specialty products
8. Describe the procedures used to prepare pie fillings.
 - i. fruit
 - fresh
 - convenience

- ii. gelatin-based
- iii. pudding and creams
- iv. custard
- v. baked
- vi. no baked

9. Describe procedures used to prepare pie toppings.

- i. meringue
- ii. whipped cream
- iii. stabilizers

10. Describe procedures used to bake pies, flans, tarts and fillings.

- i. temperature control
- ii. doneness

11. Describe portion control and plating techniques.

12. Describe baker's formulas and bakers percentages.

Practical Requirements:

1. Prepare and plate a variety of flans.
2. Prepare and plate a variety of tarts.
3. Prepare and plate a variety of pies.

CK1254 Basic Cakes and Quick Breads

Learning Outcomes:

- Demonstrate knowledge of basic cakes, icings and meringues, their preparation and finishing.
- Demonstrate knowledge of quick breads and their preparation.

Duration: 30 Hours

Pre-Requisite(s): CK1231

Objectives and Content:

1. Define terminology associated with cakes and icings.
2. Describe the types of basic cakes, their characteristics and uses.
3. Identify types of cheesecakes and describe their characteristics.
4. Describe ingredients and quality indicators of cakes.
5. Describe allergies and intolerances.
6. Describe the procedures used to prepare cakes.
 - i. foam
 - ii. two-stage
 - iii. creaming
7. Describe the ingredients and preparation methods for basic icings.
8. Describe the procedures used to assemble, fill and ice cakes.
9. Describe portion control and plating techniques for basic cakes.
10. Define terminology associated with quick breads.
11. Describe types of quick bread products.
12. Describe the procedures used to prepare quick breads.
13. Describe portion control and plating techniques.

Practical Requirements:

1. Prepare and plate basic cakes, icings and meringues.
2. Prepare basic icings.
3. Prepare and plate quick breads.

OT1230 Workplace Exposure

Learning Outcomes:

- Demonstrate knowledge of theory and practical applications of trade skills, safe work practices, appropriate workplace behavior, and time management through exposure to the trade in an authentic work environment.

NOTE: The pre-apprentice must be supervised at the workplace. Supervision staff must be appropriately qualified to undertake that role - preferably a certified Journeyperson for the trade.

Duration: 60 Hours

Pre-Requisite(s): None

MENT-700 Mentoring I

Learning Outcomes:

- Demonstrate knowledge of effective communication practices as a learner.
- Demonstrate knowledge of strategies for learning skills in the workplace.

Duration: 6 Hours

Pre-Requisite(s): None

Learning Objectives:

1. Describe the importance of one's own individual experiences.
2. Identify behaviours that demonstrate positive learning experiences.
3. Identify the benefits of workplace mentoring for the apprentice, mentor and employer.
4. Identify the partners involved in apprenticeship training.
5. Describe the shared responsibilities for workplace learning in apprenticeship.
6. Identify different learning needs and strategies to address challenges or barriers in the workplace.
 - i. learning disabilities
 - ii. language
 - iii. underrepresentation
7. Identify the components that create a positive and inclusive workplace culture.
 - i. workplace characteristics
 - ii. individual behaviours
8. Identify various learning styles and determine one's own learning preferences.
9. Explain how learning preferences impact learning new skills.
10. Identify different learning strategies to meet individual learning needs.
11. Describe the importance of adapting to a variety of teaching and learning methods in the workplace.

12. Identify techniques for effective communication as a learner.
 - i. verbal and non-verbal
 - ii. active listening

13. Identify and describe personal responsibilities and attitudes that contribute to on-the-job success.
 - i. self advocating
 - ii. asking questions
 - iii. accepting constructive feedback
 - iv. working safely
 - v. employing time management techniques and being punctual

Practical Objectives:

N/A

AM1001 Introduction to Skills for Success

Learning Outcomes:

- Demonstrate knowledge of the nine nationally recognized Skills for Success.
- Demonstrate knowledge of the Skills for Success / Essential Skills required for the learners chosen trade.
- Demonstrate an awareness of Skills for Success / Essential Skills assessments.

Duration: 9 Hours

Pre-Requisite(s): None

Objectives and Content:

1. Describe the new Skills for Success model and its relationship to the previous Essential Skills model¹.
2. Identify and describe the Skills for Success recognized by the Government of Canada through the Office of Skills for Success (OSS).
 - i. adaptability
 - ii. collaboration
 - iii. communication
 - iv. creativity and innovation
 - v. digital
 - vi. numeracy
 - vii. problem solving
 - viii. reading
 - ix. writing
3. Identify the Skills for Success / Essential Skills, along with their complexity level, identified as necessary for the learner's trade.
 - i. RSOS / NOA content²
 - ii. OSS Essential Skills Profiles³
 - iii. OSS tools and support for apprentices and tradespersons⁴
4. Describe the nature and purpose of Skills for Success assessment.
 - i. self-assessment & formal assessment tools
 - ii. indicators of deficiencies
 - iii. suggestions for improvement

5. Describe the benefits of Skills for Success improvement.
 - i. confidence at work
 - ii. employability
 - iii. success in apprenticeship
 - iv. wage & job advancement

Practical Requirements:

1. Complete a Skills for Success / Essential Skills self-assessment. The apprentice will use the online Skills and Competencies Canada Self Test⁵ and Essential Skills Self-Assessment for the Trades⁶ tools, or similar assessment tools as provided by the instructor.
2. Participate in a group discussion about the impact of gaps in Skills for Success / Essential Skills that may be revealed by the self-assessments completed, and the value of improving Skills for Success.

Students are graded complete or incomplete on this practical work, no grade is permitted for self-assessment performance. However, completion of the practical requirements is mandatory for completion of this unit.

Resources:

All footnotes are in the companion document, Resources for Introduction to Essential Skills, which is available online from Apprenticeship and Trades Certification.

AM1101 Math Essentials

Note: It is recommended that AM1101 be delivered in the first semester of the Pre-employment program.

Learning Outcomes:

- Demonstrate knowledge of essential numeracy skills.
- Demonstrate knowledge of mathematics as a critical element of the trade environment.
- Demonstrate knowledge of mathematical principles in trade problem solving situations.
- Demonstrate the ability to solve simple mathematical word problems.

Duration: 42 Hours

Pre-Requisite(s): None

Objectives and Content:

Wherever possible, the instructor is expected to use trade specific examples to reinforce the course objectives.

1. Describe whole number operations.
 - i. read, write, count, round off, add, subtract, multiply and divide whole numbers.
2. Describe the application of the order of operations in math problems.
3. Describe fraction and mixed number operations.
 - i. read, write, add, subtract, multiply and divide fractions.
4. Describe decimal operations.
 - i. read, write, round off, add, subtract, multiply and divide decimals.

5. Describe percent/decimal/fraction conversion and comparison.
 - i. convert between fractions, decimals and percents.
6. Identify percentage operations.
 - i. read and write percentages
 - ii. calculate base, rates and percentages
7. Identify ratio and proportion operations.
 - i. use a ratio comparing two quantities with the same units
 - ii. use a proportion comparing two ratios
8. Describe the use of the imperial measurement system in math problems.
 - i. identify units of measurement
 - length
 - mass
 - area
 - volume
 - capacity
9. Describe the use of the metric measurement system in math problems.
 - i. identify units of measurement
 - length
 - mass
 - area
 - volume
 - capacity
10. Identify angles, lines and geometric shapes.
 - i. use a protractor to measure angles
 - ii. determine whether an angle is right, acute or obtuse
 - iii. identify parallel, perpendicular, horizontal and vertical lines
 - iv. identify types of triangles, quadrilaterals, and 3-dimensional shapes
11. Describe estimation strategies.
 - i. estimate a linear measure using a referent
 - ii. estimate length, area and volume of objects in metric and imperial systems
12. Describe problem solving that involves linear measurement using instruments such as rulers or tape measures, in the metric and imperial systems.

Practical Requirements:

1. To emphasize or further develop specific knowledge objectives, students will be required to complete practical demonstrations which confirm proper application of mathematical theory to job skills.

AM1151 Cook Math Fundamentals

Learning Outcomes:

- Demonstrate knowledge of mathematical concepts in the performance of trade practices.
- Demonstrate knowledge of mathematics as a critical element of the trade environment.
- Solve mathematical word problems
- Demonstration knowledge of mathematical principles for the purposes of problem solving, job and materials estimation, measurement, calculation, system conversion, diagram interpretation and scale conversions, formulae calculations, and geometric applications.

Duration: 42 Hours

Pre-Requisite(s): AM1101

Objectives and Content:

The instructor is required to use trade specific examples to reinforce the course objectives.

1. Describe percent/decimal/fraction conversions and comparisons in trade specific situations.
2. Describe ratios and proportions as they relate to trade specific problems.
3. Describe the use of the Imperial and Metric measurement systems in trade specific applications.
4. Describe Imperial and Metric conversions in trade specific situations.
 - i. convert between imperial and metric measurements
 - ii. convert to another unit within the same measurement system
5. Describe how to manipulate formulas using cross multiplication, dividing throughout, elimination, and substitution to solve trade specific problems.
 - i. right angle triangles
 - ii. area
 - iii. volume
 - iv. perimeter
 - v. density

6. Identify calculations involving geometry that are relevant to the trade.
 - i. angle calculations
 - ii. circle calculations
7. Identify math processes used to complete administrative trade tasks.
 - i. material estimation
 - ii. material costing
 - iii. time & labour estimates
 - iv. taxes & surcharges
 - v. markup & projecting revenue

Practical Requirements:

1. To emphasize or further develop specific knowledge objectives, students will be asked to complete practical demonstrations which confirm proper application of mathematical theory to job skills.

Note: This course is NON-TRANSFERABLE to other trades programs, and NOT ELIGIBLE FOR PRIOR LEARNING ASSESSMENT. Students completing training in this trade program are required to complete this math course. Apprentice transfers under Provincial / Territorial Mobility agreements may be exempt from this requirement.

CM2161 Communication Essentials

Learning Outcomes:

- Demonstrate knowledge of the importance of well-developed writing and oral communication skills in the workplace.
- Demonstrate knowledge of the principles of effective workplace writing.
- Demonstrate knowledge of the purpose of various types of workplace documentation and workplace meetings.
- Demonstrate knowledge of the importance of effective interpersonal skills in the workplace.
- Demonstrate knowledge of effective job search techniques

Duration: 36 Hours

Pre-Requisite(s): None

Objectives and Content:

Wherever possible, the instructor is expected to use trade specific examples to reinforce the course objectives.

1. Define communications terminology used in the trade.
2. Identify the principles of effective workplace writing.
 - i. grammar, punctuation, mechanics
 - ii. sentence and paragraph construction
 - iii. tone, language, and word choice
 - iv. the writing process
 - planning
 - writing
 - editing/revising
3. Identify sources of information used to communicate in the workplace.
 - i. regulations
 - ii. codes
 - iii. OH&S requirements
 - iv. prints, drawings and specifications
 - v. company and client documentation
4. Identify types and purposes of informal workplace documents.
 - i. reports
 - incident
 - process
 - progress

- ii. common trade specific forms
- iii. primary and secondary methods of information gathering
- iv. accuracy and completeness in reports and forms

5. Demonstrate an understanding of interpersonal communications in the workplace.

- i. recognize group dynamics
- ii. contribute information and expertise
- iii. individual learning styles
 - audible
 - visual
 - experiential
 - theoretical
- iv. recognize respectful and open communication
- v. accept and provide feedback
- vi. interpret non-verbal communication cues
 - body language
 - signals

6. Demonstrate an understanding of effective oral communication skills.

- i. listening
 - receiving, understanding, remembering, reflecting, evaluating, paraphrasing, and responding
- ii. speaking
 - using clear and proper words
 - tone, style, and vocabulary
 - brevity
- iii. common workplace oral communication situations
 - introducing self and others
 - telephone conversations
 - tool box/safety talks
 - face-to-face conversations
 - communicating with co-workers, supervisors, clients, and other trades people

7. Identify common practices related to workplace meetings.

- i. meeting formats
- ii. meeting preparation
- iii. agendas and minutes
- iv. roles, responsibilities, and etiquette of meeting participants

8. Identify acceptable workplace use of communication technologies

- i. cell / smart phone etiquette
- ii. voice mail
- iii. e-mail
- iv. texting / messaging through social media

- v. teleconferencing / videoconferencing for meetings and interviews
- vi. social networking
- vii. other emerging technologies

9. Demonstrate an understanding of effective job search techniques

- i. employment trends, opportunities, and sources of employment
- ii. job ads and the importance of fitting qualifications to job requirements
- iii. resumes
 - characteristics of effective resumes
 - types of resumes
 - principles of resume formatting
- iv. effective cover letters
- v. job interview process
 - pre-interview preparation
 - interview conduct
 - post-interview follow up

Practical Requirements:

1. Write a well-developed, coherent, unified paragraph.
2. Complete a trade-related form.
3. Prepare an agenda for a toolbox safety talk.
4. Participate in a simulated oral workplace communication situation.
5. Prepare a resume.

SD1761 Workplace Essentials

Note: It is recommended that SD1761 be delivered in the second half of pre-employment training.

Learning Outcomes:

- Demonstrate knowledge of workplace requirements in the areas of personal responsibility, unions, workers compensation, workers' rights, and human rights.
- Demonstrate knowledge of quality customer service.

Duration: 24 Hours

Pre-Requisite(s): None

Objectives and Content:

Wherever possible, the instructor is expected to use trade specific examples to reinforce the course objectives.

1. Identify personal responsibilities and attitudes that contribute to on-the-job success.
 - i. asking questions
 - ii. working safely
 - iii. accepting constructive feedback
 - iv. time management & punctuality
 - v. respect for authority
 - vi. stewardship of materials, tools and properties
2. Define unions and identify their role in the workplace.
 - i. purpose of unions
 - ii. common union structure
 - iii. unions in this trade
3. Demonstrate an understanding of the Worker's Compensation process.
 - i. aims, objectives, and benefits of the Workplace Health, Safety and Compensation Commission
 - ii. role of the workers advisor
 - iii. internal review process
4. Demonstrate an understanding of worker's rights.
 - i. labour standards
 - ii. regulations, including:
 - hours of work & overtime

- termination of employment
- minimum wages & allowable deductions
- statutory holidays, vacation time, and vacation pay

5. Demonstrate an understanding of human rights issues.

- i. awareness of the Human Rights Code and the role of the Human Rights Commission
- ii. categories of discrimination and strategies for prevention
 - direct
 - systemic
 - adverse effect
- iii. types of discrimination
 - race
 - ethnic origin
 - colour
 - religion
 - age
 - gender identity
 - sexual orientation
 - marital status
 - family status
 - disability
 - criminal conviction that has been pardoned
- iv. conduct that constitutes harassment and discrimination
 - objectionable conduct
 - comments or displays made either on a one-time or continuous basis that demeans, belittles, or causes personal humiliation or embarrassment to the recipient
- v. the value of diversity in the workplace
 - culture
 - gender identity
 - sexual orientation

6. Demonstrate an understanding of quality customer service.

- i. importance of quality service
- ii. barriers to quality service
 - physical and physiological
 - cultural
 - technological
- iii. customer needs & common methods for meeting them
- iv. characteristics & importance of a positive attitude
- v. interactions with challenging customers
- vi. addressing complaints and resolve conflict

Practical Requirements:

None

MC1062 Computer Essentials

Course Outcomes:

- Demonstrate knowledge of desktop/laptop and mobile computers and their operation.
- Demonstrate knowledge of word processing and spreadsheet software, internet browsers and their applications.
- Demonstrate knowledge of e-mail applications and procedures.
- Demonstrate an awareness of security issues related to computers.
- Demonstrate an awareness of online learning using computers.

Duration: 15 Hours

Pre-Requisite(s): None

Objectives and Content:

When possible, the instructor is expected to use trade specific examples to reinforce the course objectives.

1. Identify computer types used in the workplace, and the characteristics of each.
 - i. desktop/laptop computers
 - ii. tablets
 - iii. smartphones
2. Identify common desktop and mobile operating systems.
 - i. Windows
 - ii. Mac OS
 - iii. iOS
 - iv. Android
3. Describe the use of Windows operating system software.
 - i. start and end a program
 - ii. use the help function
 - iii. use the find function
 - iv. maximize and minimize a window
 - v. open and scroll through multiple windows
 - vi. use the task bar
 - vii. adjust desktop settings such as screen savers, screen resolution, and backgrounds
 - viii. shut down a computer

4. Identify the skills necessary to perform file management commands.
 - i. create folders
 - ii. copy files and folders
 - iii. move files and folders
 - iv. rename files and folders
 - v. delete files and folders
5. Describe the use of word processing software to create documents.
 - i. enter & edit text
 - ii. indent and tab text
 - iii. change text attributes
 - bold
 - underline
 - font
 - iv. change layout format
 - margins
 - alignment
 - line spacing
 - v. spell check and proofread
 - vi. save, close & reopen a document
 - vii. print document
6. Describe the use of spreadsheet software to create documents.
 - i. enter data in cells
 - ii. format data in cells
 - iii. create formulas to add, subtract, multiply and divide
 - iv. save, close & reopen a spreadsheet
 - v. print spreadsheet
7. Describe the use of the internet in the workplace.
 - i. web browsers
 - ii. search engines
 - iii. security issues
 - iv. personal responsibility for internet use at work
8. Describe the role of e-mail.
 - i. e-mail etiquette
 - grammar and punctuation
 - privacy issues when sharing and forwarding e-mail
 - work appropriate content
 - awareness of employer policies
 - ii. managing e-mail
 - using folders
 - deleting, forwarding, replying
 - iii. adding attachments to e-mail
 - iv. view e-mail attachments

- v. printing e-mail

- 9. Describe computer use for online learning.
 - i. online training
 - ii. level exams
 - iii. study guides
 - iv. practice exams

Practical requirements:

- 1. Create, save and print a document using word processing software.
- 2. Create, save and print a document using spreadsheet software.
- 3. Send and receive an e-mail with an attachment.

AP1102 Introduction to Apprenticeship

Learning Outcomes:

- Demonstrate knowledge of how to become a registered apprentice.
- Demonstrate knowledge of the steps to complete an apprenticeship program.
- Demonstrate knowledge of various stakeholders in the apprenticeship process.
- Demonstrate knowledge of the Red Seal Program.

Duration: 12 Hours

Pre-Requisite(s): None

Objectives and Content:

1. Define terminology associated with apprenticeship.
 - i. apprentice
 - ii. registered apprentice
 - iii. trade qualifier
 - iv. journeyperson
 - v. certified journeyperson
 - vi. Certificate of Apprenticeship
 - vii. Certificate of Qualification
 - viii. dual certification
 - ix. compulsory trades
2. Explain the roles and responsibilities of those involved in the apprenticeship system in Newfoundland and Labrador.
 - i. registered apprentice
 - ii. training institution
 - iii. employer
 - iv. journeyperson
 - v. mentor
 - vi. Department of Jobs, Immigration and Growth
 - Industrial Training section
 - Standards and Curriculum section
 - vii. Provincial Trade Advisory Committees (PTAC)
 - viii. Provincial Apprenticeship and Certification Board (PACB)
3. Describe the training components of an apprenticeship.
 - i. in-school
 - pre-employment / Level 1
 - advanced levels
 - ii. workplace experience

4. Explain the steps in the registered apprenticeship process.
 - i. meet entrance requirements
 - education
 - employment
 - Recognition of Prior Learning (RPL) - if applicable
 - ii. complete the registration process
 - application
 - required documents
 - iii. complete the Memorandum of Understanding (MOU)
 - contract responsibilities
 - probation period
 - cancellation
 - iv. maintain Record of Occupational Progress (Logbook)
 - sign off skills
 - record hours
 - update Apprenticeship Program Officer (APO) on progress
 - v. class calls
 - hour requirements
 - EI eligibility
 - training schedule
 - vi. level examinations - if applicable
 - vii. progression schedule
 - apprenticeship level
 - wage rates
 - viii. certification examinations
 - Provincial
 - Red Seal
 - written
 - practical - if applicable
 - ix. certification
 - Certificate of Apprenticeship
 - Certificate of Qualification
 - Provincial journeyperson - Blue Seal
 - Interprovincial journeyperson - Red Seal endorsement (RSE)
5. Identify the Conditions Governing Apprenticeship Training.
6. Discuss cancellation of apprenticeship.
 - i. failure to notify of address change
 - ii. extended periods of unemployment
 - iii. lack of contact with an APO for an extended period
 - iv. failure to respond to class calls
 - v. declining of multiple class calls

7. Explain the Red Seal program.
 - i. designated Red Seal trades
 - ii. the Red Seal Occupational Standard (RSOS)
 - iii. relationship of RSOS to Red Seal examination
 - iv. national qualification recognition and mobility
8. Identify the current financial incentives available to apprentices.
 - i. Federal
 - ii. Provincial
9. Explain the Provincial / Territorial Apprentice Mobility Guidelines.
 - i. temporary mobility
 - ii. permanent mobility
10. Describe Atlantic and National Harmonization initiatives.

Practical Requirements:

1. Use the Provincial Apprenticeship and Trades Certification website at www.gov.nl.ca/atcd/.
 - i. locate, download, and complete the Application for Apprenticeship and Memorandum of Understanding (MOU)
 - ii. locate the address of the Industrial Training office closest to this campus
 - iii. locate the training schedule and identify the start date of the next class call for this trade
 - iv. locate and review the learning resources applicable to this trade
 - Study Guide
 - Exam Preparation Guide
 - Plan of Training
2. Use the Plan of Training applicable to this trade.
 - i. locate the hours for the trade
 - total in-school
 - total required for certification
 - ii. locate the number of levels
 - iii. locate the courses in each level
 - iv. locate the hours required for progression to a Level II apprentice and the wage percentage of that level

C. Conditions Governing Apprenticeship Training

1.0 General

The following general conditions apply to all apprenticeship training programs approved by the Provincial Apprenticeship and Certification Board (PACB) in accordance with the **Apprenticeship and Certification Act (1999)**. If an occupation requires additional conditions, these will be noted in the specific Plan of Training for the occupation. In no case should there be a conflict between these conditions and the additional requirements specified in a certain Plan of Training. All references to Memorandum of Understanding will also apply to Letter of Understanding (LOU) agreements.

2.0 Entrance Requirements

2.1 Entry into the occupation as an apprentice requires:

Indenturing into the occupation by an employer who agrees to provide the appropriate training and work experiences as outlined in the Plan of Training.

2.2 Notwithstanding the above, each candidate must have successfully completed a high school program or equivalent, and in addition may be required to have completed certain academic subjects as specified in a particular Plan of Training. Mature students, at the discretion of the Director of Apprenticeship and Trades Certification, may be registered. A mature student is defined as one who has reached the age of 19 and who can demonstrate the ability and the interest to complete the requirements for certification.

2.3 At the discretion of the Director of Apprenticeship and Trades Certification, credit toward the apprenticeship program may be awarded to an apprentice for previous work experience and/or training as validated through prior learning assessment.

2.4 An Application for Apprenticeship form must be duly completed along with a Memorandum of Understanding as applicable to be indentured into an Apprenticeship. The Memorandum of Understanding must contain signatures of an authorized employer representative, the apprentice and an official representing the Provincial Apprenticeship and Certification Board to be valid.

2.5 A new Memorandum of Understanding must be completed for each change in an employer during the apprenticeship term.

3.0 Probationary Period

The probationary period for each Memorandum of Understanding will be six months or 900 employment credit hours. Within that period the memorandum may be terminated by either party upon giving the other party and the PACB one week notice in writing.

4.0 Termination of a Memorandum of Understanding

After the probationary period referred to in Section 3.0, the Memorandum of Understanding may be terminated by the PACB by mutual consent of the parties involved, or cancelled by the PACB for proper and sufficient cause in the opinion of the PACB, such as that stated in Section 14.

5.0 Apprenticeship Progression Schedule, Wage Rates and Advanced Training Criteria

Progression Schedule

Cook - 5400 Hours			
Apprenticeship Level and Wages			
Level	Wage Rate	Requirements for Progression to Next Level	Next Level
1	60 %	<ul style="list-style-type: none"> ▪ Completion of Pre-Employment training ▪ Registration as an apprentice ▪ Pass Level 1 exam* ▪ Minimum 1800 hours of combined relevant work experience and training 	2 nd Year
2	75%	<ul style="list-style-type: none"> ▪ Completion of AACS Level 2 training ▪ Pass Level 2 exam ▪ Minimum 3600 hours of combined relevant work experience and training 	3 rd Year
3	90%	<ul style="list-style-type: none"> ▪ Completion of AACS Level 3 training ▪ Pass Level 3 exam ▪ Minimum 5400 hours of combined relevant work experience and training ▪ Sign-off of all workplace skills in apprentice logbook ▪ Pass certification exam 	Journeyperson Certification
<p>Wage Rates</p> <ul style="list-style-type: none"> ▪ Rates are percentages of the prevailing journeyperson's wage rate in the place of employment of the apprentice. ▪ Rates must not be less than the wage rate established by the Labour standards Act (1990), as now in force or as hereafter amended, or by other order, as amended from time to time replacing the first mentioned order. ▪ Rates must not be less than the wage rate established by any collective agreement which may be in force at the apprentice's workplace. ▪ Employers are free to pay wage rates above the minimums specified. <p>Level Exams</p> <ul style="list-style-type: none"> ▪ This program may not currently contain level exams, in which case this requirement will be waived until such time as level exams are available. 			

Cook - 5400 Hours		
Class Calls (After Apprenticeship Registration)		
Call Level	Requirements for Class Call	Hours Awarded for In-School Training
Direct Entry Level 1	<ul style="list-style-type: none"> ▪ Minimum of 1800 hours of relevant work experience ▪ Prior Learning Assessment (PLA) at designated college (if applicable) 	150
Level 2	<ul style="list-style-type: none"> ▪ Minimum of 3000 hours of relevant work experience and training 	150
Level 3	<ul style="list-style-type: none"> ▪ Minimum of 5000 hours of relevant work experience and training 	180

Class Calls at Minimum Hours:
<ul style="list-style-type: none"> ▪ Class calls may not always occur at the minimum hours indicated. Some variation is permitted to allow for the availability of training resources and apprentices.

6.0 Tools

Apprentices shall be required to obtain their own hand tools applicable for the designated occupation of registration or tools as specified by the PACB.

7.0 Periodic Examinations and Evaluation

- 7.1 Every apprentice shall submit to such occupational tests and examinations as the PACB shall direct. If after such occupational tests and examinations the apprentice is found to be making unsatisfactory progress, his/her apprenticeship level and rate of wage shall not be advanced as provided in Section 5 until his/her progress is satisfactory to the Director of Apprenticeship and Trades Certification and his/her date of completion shall be deferred accordingly. Persistent failure to pass required tests shall be a cause for revocation of his/her Memorandum of Understanding.
- 7.2 Upon receipt of reports of accelerated progress of the apprentice, the PACB may shorten the term of apprenticeship and advance the date of completion accordingly.
- 7.3 For each and every course, a formal assessment is required for which 70% is the pass mark. A mark of 70% must be attained in both the theory examination and the practical project assignment, where applicable as documented on an official transcript.

7.4 Course credits may be granted through the use of a PACB approved matrix which identifies course equivalencies between designated trades and between current and historical Plans of Training for the same trade.

8.0 Granting of Certificates of Apprenticeship

Upon the successful completion of apprenticeship, the PACB shall issue a Certificate of Apprenticeship.

9.0 Hours of Work

Any hours employed in the performance of duties related to the designated occupation will be credited towards the completion of the term of apprenticeship. Appropriate documentation of these hours must be provided.

10.0 Copies of the Registration for Apprenticeship

The Director of Apprenticeship and Trades Certification shall provide copies of the Registration for Apprenticeship form to all signatories to the document.

11.0 Ratio of Apprentices to Journeypersons

Under normal practice, the ratio of apprentices to journeypersons shall not exceed two apprentices to every one journeyperson employed. Other ratio arrangements would be determined and approved by the PACB.

12.0 Relationship to a Collective Bargaining Agreement

Where applicable in Section 5 of these conditions, Collective Agreements take precedence.

13.0 Amendments to a Plan of Apprenticeship Training

A Plan of Training may be amended at any time by the PACB.

14.0 Employment, Re-Employment and Training Requirements

14.1 The Plan of Training requires apprentices to regularly attend their place of employment.

14.2 The Plan of Training requires apprentices to attend training for that occupation as prescribed by the PACB.

- 14.3 Failure to comply with Sections 14.1 and/or 14.2 will result in cancellation of the Memorandum of Understanding. Apprentices may have their MOUs reinstated by the PACB but would be subject to a commitment to complete the entire program as outlined in the General Conditions of Apprenticeship. Permanent cancellation in the said occupation is the result of non-compliance.
- 14.4 Cancellation of the Memorandum of Understanding to challenge journeyperson examinations, if unsuccessful, would require an apprentice to serve a time penalty of two (2) years before reinstatement as an apprentice or qualifying to receive a class call to training as a registered Trade Qualifier. Cancellation must be mutually agreed upon by the employer and the apprentice.
- 14.5 An employer shall ensure that each apprentice is under the direct supervision of an approved journeyperson supervisor who is located at the same worksite as the apprentice, and that the apprentice is able to communicate with the journeyperson with respect to the task, activity or function that is being supervised.
- 14.6 Under the Plan of Training the employer is required to keep each apprentice employed as long as work is available, and if the apprentice is laid off due to lack of work, to give first opportunity to be hired before another is hired.
- 14.7 The employer will permit each apprentice to attend training programs as prescribed by the PACB.
- 14.8 Apprentices who cannot acquire all the workplace skills at their place of employment will have to be evaluated in a simulated work environment at a PACB authorized training institution and have sign-off done by instructors to meet the requirements for certification.

15.0 Appeals to Decisions Based on Conditions Governing Apprenticeship Training

Persons wishing to appeal any decisions based on the above conditions must do so in writing to the Minister of Education and Early Childhood Development within 30 days of the decision.

D. Requirements for Red Seal Endorsement

1. Evidence the required work experiences outlined in this Plan of Training have been obtained. This evidence must be in a format clearly outlining the experiences and must be signed by an appropriate person or persons attesting that these experiences have been obtained to the level required.
2. Successful completion of all required courses in the program.
3. A combination of training from an approved training program and suitable work experience totaling 5400 hours.

Or

A total of 8100 hours of suitable work experience.

4. Completion of a National Red Seal examination, to be set at a place and time determined by the Apprenticeship and Trades Certification Division.

E. Roles and Responsibilities of Stakeholders in the Apprenticeship Process

The apprenticeship process involves a number of stakeholders playing significant roles in the training of apprentices. This section outlines these roles and the responsibilities resulting from them.

The Apprentice:

- completes all required technical training courses as approved by the PACB.
- finds appropriate employment.
- completes all required work experiences in combination with the required hours.
- ensures work experiences are well documented.
- approaches apprenticeship training with an attitude and commitment that fosters the qualities necessary for a successful career as a qualified journeyperson.
- obtains the required hand tools as specified by the PACB for each period of training of the apprenticeship program.

The Employer:

- provides high quality work experiences in an environment conducive to learning.
- remunerates apprentices as set out in the Plan of Training or Collective Agreements.
- provides feedback to training institutions, Apprenticeship and Trades Certification Division and apprentices in an effort to establish a process of continuous quality improvement.
- where appropriate, releases apprentices for the purpose of returning to a training institution to complete the necessary technical courses.
- ensures work experiences of the apprentice are documented.
- ensures a certified journeyperson is currently on staff in the same trade area as the apprentice and whose certification is recognized by the NL Department of Education and Early Childhood Development.

The Training Institution:

- provides a high quality learning environment.
- provides the necessary student support services that will enhance an apprentice's ability to be successful.
- participates with other stakeholders in the continual updating of programs.

The Apprenticeship and Trades Certification Division:

- establishes and maintains program advisory committees under the direction of the PACB.
- promotes apprenticeship training as a viable career option to prospective apprentices and other appropriate persons involved, such as career guidance counsellors, teachers, parents, etc.
- establishes and maintains a protocol with training institutions, employers and other appropriate stakeholders to ensure the quality of apprenticeship training programs.
- ensures all apprentices are appropriately registered and records are maintained as required.
- schedules all necessary technical training periods for apprentices to complete requirements for certification.
- administers level, provincial and Red Seal examinations.

The Provincial Apprenticeship and Certification Board:

- sets policies to ensure the provisions of the **Apprenticeship and Certification Act (1999)** are implemented.
- ensures advisory and examination committees are established and maintained.
- accredits institutions to deliver apprenticeship training programs.
- designates occupations for apprenticeship training and/or certification.

Department of Education and Early Childhood Development
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