

School of Academic Upgrading and Development
Commercial Kitchen Assistant Program Policies

DATE(S):		
1.	Next Policy Review:	2023/05/01
2.	Admissions & Standards Committee Approval:	2019/01/08
3.	Education Council Approval:	2019/01/15
4.	Effective:	2019/01/01
5.	Previous Revision(s):	

CREDENTIAL(S):	Certificate of Completion
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PROGRAM OUTCOMES

Learners participating in the Commercial Kitchen Assistant program at Selkirk College will finish their studies being able to demonstrate the program outcomes listed below:

1. Demonstrate increased self-confidence.
2. Manage financial matters by applying principles of numeracy.
3. Use appropriate verbal, non-verbal and written skills to communicate.
4. Develop effective learning strategies and adapt them to new situations.
5. Create realistic personal, work, and educational goals and plans to achieve them.
6. Exhibit positive professional behaviours and employment related skills that maximize opportunities for success.
7. Demonstrate resilience, creativity and critical thinking in challenging situations.
8. Participate effectively as part of a team and in society.
9. Identify personal values, make decisions, and balance responsibilities to increase well-being.
10. Practice appropriate safety procedures.
11. Use current and emerging technology effectively.

Students in the Commercial Kitchen Assistant (CKA) Program are subject to the overall policies affecting all students at Selkirk College, with the following additions. College policies may be viewed on-line at the College website (policies.selkirk.ca)

PART I: ADMISSIONS

A. ADMISSION REQUIREMENTS

In addition to meeting the general admission requirements to Selkirk College, the applicant must meet the following Commercial Kitchen Assistant Program requirements to be considered fully-qualified:

1. General

All students must:

- a) Participate in an intake interview with the instructor.
- b) Have the ability to learn and participate in a commercial kitchen setting.
- c) Have had no behavioral or emotional problems that would significantly interfere with the learning or safety of self or others.
- d) Have a commitment to learning.

2. Selection

Instructors will balance the needs of the classroom in regards to the following guidelines that determine capacity.

For a class with maximum enrollment of 12:

- a) 0 High Needs Students
- b) 2-4 Moderate Needs Students (no more than 30% of total students): mild cognitive disability and higher adaptive functioning level; no support worker required; most activities and choices made independently; physically able to perform kitchen duties with moderate supervision; and established success in interactions with others with limited supervision.
- c) 8-10 Low Needs Students (70% of total students or higher): no cognitive disability, although barriers to employment may be present; no support worker required; activities and choices made independently; physically able to perform kitchen duties independently; and established success in interactions with others.

B. APPLICATION PROCESS

1. Before an applicant's file is considered to be complete, the following must have been received by the Admissions office:

- a) Completed application form,
- b) An interview (in person or by telephone) with the CKA instructor before entry to the program
- c) A recommendation from an instructor in the School of Academic Upgrading and Development at Selkirk College, or a referral from a community agency, another college, or high school.

C. ADVANCE OR TRANSFER CREDIT AND PRIOR LEARNING ASSESSMENT

1. A student may obtain credit for a maximum of 75% of program requirements by Transfer Credit, Advanced Placement, Prior Learning Assessment or combination thereof.

D. RE-ENTRY

1. Re-entry to the Commercial Kitchen Assistant Program is permitted at any time subject to space admissibility (see above) and limitations due to changes in curriculum.

PART II: ASSESSMENT, PROMOTION AND GRADUATION

A. ASSESSMENT

1. Grading

Grading will be based on Competency Based Grades Table found in Selkirk College *Policy 8612: Grading*.

2. Types of Assessments

Progress in Commercial Kitchen Assistant courses is obtained by fulfilling the course-specific assessments which may include small group projects (e.g. poster presentations), individual projects (e.g. menu planning), written assignments, classroom-based work experiences (e.g., food preparation for commercial kitchens), and a practicum placement in a food service establishment.

B. PROMOTION

1. In the Commercial Kitchen Assistant Program, courses are sequential and must be completed in order.

C. GRADUATION

1. Credentials:

Commercial Kitchen Assistant Program offers a Certificate of Completion as a Commercial Kitchen Assistant

2. Requirements: (see *Policy 8617: Graduation*)

Commercial Kitchen Assistant Program		
Course Code	Course	Hours
CKA 20	Food Safety and Sanitation (Food Safe)	18
CKA 21	Production Procedures and Equipment	18
CKA 22	Beverages	12
CKA 23	Preparation of Fruit and Vegetables	12
CKA 24	Preparation of Starches	12
CKA 25	Breakfast Cookery	18
CKA 26	Salads and Sandwiches	18
CKA 27	Meat Preparation and Cookery	18
CKA 28	Soups, Stocks and Sauces	18
CKA 29	Baked Goods and Dessert	12
CKA 30	Practicum	96
Total Program Hours		252

PART III: STUDENT CONDUCT (See also College *Policy 3400: Student Code of Conduct*)

A. ATTENDANCE

1. Attendance at all scheduled classes, field trips and other learning experiences is mandatory. Students may risk losing their placement in a program if attendance of less than 80% and/or there is unsatisfactory progress through course activities and course skills checklists.

B. APPEAL

1. Most disagreements should be resolved through informal discussion between the parties involved before beginning the appeal procedures. This would typically involve the Instructor and the School Chair or designate. For more details refer to College Policy 8400: Student Appeals.

Part IV: COLLEGE POLICIES RELEVANT TO ACADEMIC AND STUDENT AFFAIRS

Policy 3400: Student Code of Conduct

Policy 6010: Human Rights, Harassment, & Discrimination

Policy 6030: Sexual Violence Prevention & Response

Policy 6550: Protection of Privacy

Policy 8400: Student Appeals

Policy 8600: Pre-Admissions Basic Skills Assessment

Policy 8611: Admission

Policy 8612: Grading

Policy 8613: Evaluation of Student Learning

Policy 8614: Advanced Standing – Course Challenge, PLA, Transfer Credit

Policy 8615: Standards of Academic Progress

Policy 8616: Student Withdrawals and Refunds

Policy 8617: Credentials and Graduation

Policy 8618: Cheating and Plagiarism

Policy 8619: Student Probation

Policy 8620: Interdisciplinary Studies