Selkirk College

School of Hospitality and Tourism

Professional Cook Training Program Policies

APPROVAL:

1.	Next Policy Review:	*2024-01-01*
2.	Admissions & Standards Committee:	*2019-11-26*
3.	Education Council Committee:	*2019-12-10*
4.	Effective:	*2020-08-01*
5.	Minor Revisions:	
6.	Credential	*Certificate*

PROGRAM OUTCOMES

Level 1

Upon successful completion of this program, learners will be able to:

- describe essential elements of trade knowledge.
- describe all relevant industry safety standards, practices, and procedures.
- describe all relevant industry sanitary standards.
- demonstrate a variety of basic production procedures.
- identify and describe elements of menu planning.
- describe ordering and inventory practices.
- describe general concepts surrounding ingredients and nutrition.
- prepare stocks, soups, sauces, and thickening and binding agents.
- prepare and process vegetables and fruit in a variety of ways.
- prepare and process a variety of starches.
- cut, process, and cook meat, poultry, and seafood.
- prepare a variety of garde manger items.
- prepare a variety of eggs dishes and breakfast items.
- describe the principles of baking.
- prepare a variety of baked goods and desserts.
- prepare and serve coffee, tea, and non-alcoholic beverages.

Level 2

Upon successful completion of this program, learners will be able to:

- describe essential elements of trade knowledge.
- identify and describe elements of menu planning.
- describe ordering and inventory practices.
- describe general concepts surrounding ingredients and nutrition.
- describe relevant human resource concepts.
- describe and perform cost management functions.

- describe front of house operations.
- prepare soups and sauces.
- prepare and process vegetables and fruit in a variety of ways.
- prepare and process a variety of starches.
- cut, process, and cook meat, poultry, and seafood.
- prepare a variety of garde manger items.
- prepare a variety of baked goods and desserts.

Level 3

Upon successful completion of this program, learners will be able to:

- prepare a food safety plan.
- describe basic production procedures.
- identify and describe elements of menu planning.
- describe relevant human resource concepts.
- describe and perform cost management functions.
- prepare a variety of sauces.
- cut, process, and cook meat, poultry, and seafood.
- prepare a variety of garde manger items.
- prepare a variety of baked goods and desserts.
- describe the selection and service of alcoholic beverages.

Students in the Professional Cook Training 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 as outlined in College *Policy 8611: Admissions*, applicants must meet the following Professional Cook Program requirements to be considered fully qualified:

1.   Academic

a)   Successful completion of Math 10 and English 10. For international applicants, IELTS 6.5 overall band score (with no band less than 6.0), or equivalent on other internationally recognized English Language Proficiency Tests. If an international student applies with an IELTS of 6.0 overall score (with no band less than 5.5), then they would need to meet the requirements of (b).

b)   Applicants who lack the specific English admission requirements may still gain admission to the program with the understanding that they will complete ENGL 66 Essential English with a minimum grade of C+ in the first year of their program. This course must be completed to be able to advance beyond 30 program credits.

2.   General

a)   Students must acknowledge that they are in good health, able to stand for long periods of time and able to lift up to 25 kg.

b) Entry to the program will be at the commencement of the Fall semester. Entry may be limited by prerequisites, space limitations, and/or completion of preadmission assessment. International entry may be limited where international student enrolment targets or limits have been met.

c) Accepted applicants will be placed in particular classes and/or sections by the School Chair or designate.

d) No class or section switches will be permitted without the express approval of the School Chair or designate and the instructor.

e) A student admitted to this program will be given preferred access to its courses.

3. Applicants who do not meet program academic admission requirements

a) Applicants who do not meet all of the academic admission requirements for Professional Cook 1 may be accepted to the program with the permission of the School Chair who will determine if the applicant has sufficient skills and experience to be successful in the program.

4. Professional Cook 2: In addition to the requirements above, admission to Professional Cook 2 requires:

a) Successful completion of ITA Professional Cook level 1.

5. Professional Cook 3: In addition to the requirements above, admission to Professional Cook 3 requires:

a) Successful completion of ITA Professional Cook level 2.

B. APPLICATION PROCESS

a) Before an applicant's file is completed, the following must be received:

*See Part I, A. 1 and I, A. 2

C. RE-ENTRY INSTRUCTIONS: *(see Policy 8615)*

1. Re-admission to the program is only permitted when space is available.

2. Students who must interrupt their program may apply for re-admission within one year of departure or with the permission of the School Chair.

PART II: ASSESSMENT, PROMOTION, AND GRADUATION

A. ASSESSMENT

1. Grading

a) A minimum grade of 70% will be required for satisfactory completion of each course.

b) The grading table used for these programs is Standard Trades Grading Table (see College Policy 8612 Grading)

c) For ITA assessment, grading will be based on provincial standards set by the Industry Training Authority of BC for Professional Cook Training. Seventy-five (75) percent of the final grade will be based on practical work and 25 percent of the final grade will be based on theory. The total

grade will be assigned a letter as per Grading Table #2.

2. Supplemental Assessment(s)

   a) Students are evaluated and graded in each subject or course topic as indicated in the respective course outline.

   b) Exams, labs, group or individual projects, assignments, presentations, class participation and other evaluative events.

   c) In addition to normal evaluation for competence in subject matter, students will be continuously evaluated on their professional conduct in classroom and field situations. A professionalism/ participation evaluation may make up to 20% of the final grade for each course in this program as specified in each course outline. Standards for the professionalism/participation evaluation will be communicated to all students.

   d) Work Term Grade:
   Work terms are graded on a "Pass or Fail" basis and are not considered when calculating a student's grade point average. The student will be given a "credit granted" or "no credit granted" for their work term.

B. PROMOTION

1. Requirement for Promotion/Continuation

   a) In order to continue in the program and/or to graduate students may not miss more than 10% of classroom and practical training in the program.

   b) A student must achieve a minimum GPA of 2.00 and can carry no more than one (1) failing grade in the previous semester courses to be promoted to subsequent semesters.

   c) A student will not be permitted to exceed a full semester course load except with the permission of the School Chair or designate.

   d) A student whose progress in a course is not satisfactory may be required to withdraw from the course and take an upgrading course which may be associated with an additional cost.

   e) Any student who has left the program because of unsatisfactory performance may be readmitted with the approval of the School Chair or designate after consultation with Faculty members and if there is space within the program.

C. GRADUATION

1. Credentials:

   a) College Certificate

   Students in the Professional Cooking Program will receive a College certificate upon successful completion of the published curriculum of each program; Professional Cook 1, Professional Cook 2, and Professional Cook 3.

   b) Industrial Training Authority Certification

   Upon successful completion of the Industry Training Authority written and practical examinations at each level of the program, the student will receive a Certificate of Qualification from the ITA.

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

   a) The requirements for graduation for the Professional Cook Training Program include the successful completion of the following courses with a cumulative GPA of 2.0 and a minimum passing grade of "P" in all courses.

Professional Cook Training Program: Professional Cook 1					
Semester 1			**Semester 2**		
Course Code	**Course**	**Hours**	**Course Code**	**Course**	**Hours**
COOK 100	Professional Cooking	420	COOK 101	Professional Cooking	420
	Total Semester Credits	14		**Total Semester Credits**	14
				Total Program Credits	28

Professional Cook Training Program: Professional Cook 2		
Semester 1		
Course Code	**Course**	**Hours**
COOK 200	Professional Cooking	420
	Total Program Credits	14

Professional Cook Training Program: Professional Cook 3		
Semester 1		
Course Code	**Course**	**Hours**
COOK 300	Professional Cooking	180
	Total Program Credits	6

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

A. ATTENDANCE

1. Punctual and regular attendance for scheduled classes, laboratory sessions and all of the scheduled learning activities is expected of all students.

2. Where absenteeism adversely affects a student's progress and performance, probation and/or withdrawal from the program may result.

3. See individual course outlines for any additional attendance and /or professional conduct requirements.

B. PROBATION

1. Refer to Selkirk College *Policy 8619: Probation* for further information.

PART IV: FIELD TRIP POLICY

Students are subject to Selkirk College *Policy 8350: Educational Field Trips.* In addition the following policies apply:

1. Students on any field trip are visible representatives of Selkirk College and their respective program. Students are expected to conduct themselves as professionals and exercise common sense, responsibility and maturity in all field trip situations. They are expected to leave a positive impression on communities and facilities with which they come in contact. Drunkenness, inappropriate behaviour, disorderly conduct, or other indications of unprofessional attitudes of any kind on a field trip will be taken seriously and may result in dismissal from the trip, the course or the program.

2. In any situation involving machinery, maintenance shops or engine rooms, students must abide by caution signage, instructor and tour guide instructions, and use common sense.

Part V: COLLEGE POLICIES RELEVANT TO ACADEMIC AND STUDENT AFFAIRS

Policy 3400: Student Code of Conduct
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