

Table of Content

Sl	Topic	Page No
01	Scope With reference to convention Imo Model Course	02
02	Objective	02
03	Entry Standard, Selection Criteria of Students	02
04	Course Intake Limitations	02
05	Faculty Requirements	02
06	Facilities and Equipment	02
07	Major Texts and References	03
08	Summary Syllabus	03
09	Course Outline Shore base & On board Training	04
10	Detailed Teaching Syllabus	05
11	Assessment Method	11
12	Maintenance of records	11
13	Internal Quality Standard System	11
14	Certificate Format	12
15	Class Routine	13
16	Instructor Class Record	14
17	Attendance of Students	15

Scope With reference to convention Imo Model Course

This course is designed to enhance the knowledge, skills and attitudes in overseeing restaurant operations in accordance with industry standards. It covers core competencies on operating a food outlet, preparing tenders for catering contracts, developing a food safety program and planning for coffee shop operations. It also includes competencies in workplace communication, teamwork, personal hygiene, safety in the use of hand tools and equipment.

Objective

After completing the course the candidates should be able to acquire the knowledge, skills and attitude for the respective units of basic, common and core competencies intended for the Ship's Catering Program

Entry Standard, Selection Criteria of Students

Education: Secondary School Certificate (SSC) any Background.

Age limits: 16-22 years

Medical: Eye sight 6/6, free of color blindness & According to STCW Convention.

Course Intake Limitations

For practical exercises student/teacher ratio should not exceed 10:1

Faculty Requirements

Bachelor Degree with Training certificate on Catering from any approved institute and at least 2(two) year service experience from any internationally recognized Hotel. For ship familiarization & safety training Minimum qualification of any instructor must be class 1 Deck Officer Certificate of Competency or equivalent with relevant sea experience.

Facilities and Equipment

Normal classroom facilities with and overhead projector must be available. VCR, television and instructional videotapes are highly recommended. The demonstration room/laboratory will be required to contain the following items/models of items cross/sectioned for inspection or poster size drawings/photographs of the same so that the main components are visible

Tools Description	Equipment Description	Cooking Utensils Description
Paring knife	Reach-in freezer	Sauce pan w/ handle
Chef's knife	Reach-in refrigerator	Stock pots
Dough cutter	Burner stove top	Frying pan
Wire whisk	Oven	Colander
Can opener	Microwave oven	Cutting board
Soup Ladle	Heavy-duty dough mixer	Baking tray - small
Kitchen spoon	Exhaust hood	Utility tray - stainless
Thermometer	Blender	
Strainer	Kitchen Furniture/Accessories	Training Materials
Tongs	Working table (stainless)	Video (CD)
Turner	Condiment cabinet	Handbook for sanitation
Spatula	Hand washing Sink	Handbook for safety
Wooden spoon	Stainless steel rack	Cleaning procedures manual
Piping bag	Weighing scale	Manuals
Pastry tubes		Safety
Measuring spoon	Cleaning Materials	First Aid Kit
Floor Squeegee	Detergent (liquid)	Fire Extinguisher
Food Thermometer	Bleach solution (sanitizer)	(PPE)
Oven Thermometer	Broom	
Soup Cup	Dust pan	Training Equipment
Flatware	Garbage bin	Audio-video equipment
	Liquid soap dispenser	White board

Major Texts and References

1. Hotel Management by **Mukul Ahmed**
2. PSSR,EFA,PST,FPFF,SAT,DSD(**Hand note by WMI**)
3. Basic Spoken and Written English by **Mohammad Rasel Akon**

Summary Syllabus

Subject Area		Hours	
		Lectures	Practical
A	BASIC SAFETY TRAINING	81.75	20.25
B.1	BASIC COMPETENCIES	43.00	
B.2	COMMON COMPETENCIES	35.00	
B.3	CORE COMPETENCIES	50.00	
B.4	VISITS		17.5
B.5	ENGLISH	34.50	
B.6	ASSESSMENT	6.00	3.00
Sub Totals		250.25	40.75
Total		291	

Course Outline Shore base & On board Training

Subject Area		Lectures	Practical
A	BASIC SAFETY TRAINING		
	1 Fire Prevention & Fire Fighting(FPFF)	16.50	10.50
	2. Personal Safety And Social Responsibility (PSSR)	18.00	
	3. Personal Survival Technique (PST)	17.25	9.75
	4. Elementary First Aid (EFA)	18.00	
	5. Designated Security Officer (DSD)	8.00	
	6. Security-Awareness Training (SAT)	4.00	
		<u>81.75</u>	<u>20.25</u>
B	PROFESSIONAL		
1	BASIC COMPETENCIES		
	1.1 Receive and Respond to workplace communication	7.00	
	1.2 Work with others	7.00	
	1.3 Demonstrate work values	14.00	
	1.4 Practice basic housekeeping procedures	17.00	
		<u>43.00</u>	
2	COMMON COMPETENCIES		
	2.1 Observe Personal Hygiene	7.00	
	2.2 Practice Food Safety, Sanitation and Hygiene	11.00	
	2.3 Observe Catering Health and Safety Practices	6.00	
	2.4 Protect Marine Environment/Waste Segregation Management	7.00	
	2.5 Work Within Multi-cultural and Religious Environment	4.00	
		<u>35.00</u>	
3	CORE COMPETENCIES		
	3.1 Perform mess hall service	16.00	
	3.2 Perform housekeeping services	27.00	
	3.3 Provide assistance in receiving and storing provisions and supplies	7.00	
		<u>50.00</u>	
4	Visits		
	4.1 Ship Visit		4.50
	4.2 Visit for practical in any Tourism Hotel & Restaurant		13.00
			<u>17.50</u>
5	English		
	5.1 Spoken English	27.0	
	5.2 Marine Vocabulary	7.50	
		<u>34.5</u>	
6	Assessment		
	6.1 Item 01 to 03	5.25	3.00
	6.2 Item 05	0.75	
		<u>6.00</u>	<u>3.00</u>
	Sub Totals	<u>250.25</u>	<u>40.75</u>
	Total	291 Hours	

Detailed Teaching Syllabus

1. <u>Basic Competencies</u> – 43 Hours		
Learning Objectives		Hours
1.1	RECEIVE AND RESPOND TO WORKPLACE	7.00
1.1.1	Follow routine spoken messages	4.00
	<ol style="list-style-type: none"> 1. Required information is gathered by listening attentively and correctly interpreting or understanding information/instructions 2. Instructions/information are properly recorded 3. Instructions are acted upon immediately in accordance with information received 4. Clarification is sought from workplace supervisor on all occasions when any instruction/information is not clear 	
1.1.2	Perform workplace duties following written notices	3.00
	<ol style="list-style-type: none"> 1. Written notices and instructions are read and interpreted correctly in accordance with organizational guidelines 2. Routine written instruction are followed in sequence 3. Feedback is given to workplace supervisor based on the instructions/information received 	
1.2	WORK WITH OTHERS	7.00
1.2.1	Develop effective workplace relationship	4.00
	<ol style="list-style-type: none"> 1. Duties and responsibilities are done in a positive manner to promote cooperation and good relationship 2. Assistance is sought from workgroup when difficulties arise and addressed through discussions 3. Feedback provided by others in the team is encouraged, acknowledged and acted upon 4. Differences in personal values and beliefs are respected and acknowledged in the development 	
1.2.2	Contribute to work group activities	3.00
	<ol style="list-style-type: none"> 1. Support is provided to team members to ensure workgroup goals are met 2. Constructive contributions to workgroup goals and tasks are made according to organizational requirements 3. Information relevant to work is shared with team members to ensure designated goals are met 	
1.3	DEMONSTRATE WORK VALUES	14.00
1.3.1	Define the purpose of work	2.00
	<ol style="list-style-type: none"> 1. One's unique sense of purpose for working and the why's of work are identified, reflected on and clearly defined for one's development as a person and as a member of society. 2. Personal mission is in harmony with company's values 	
1.3.2	Apply work values/ethics	4.00
	<ol style="list-style-type: none"> 1. Work values/ethics/concepts are classified and reaffirmed in accordance with the transparent company ethical standards, policies and guidelines. 2. Work practices are undertaken in compliance with industry work ethical standards, organizational policy and guidelines 	

		<ol style="list-style-type: none"> 3. Personal behavior and relationships with co-workers and/or clients are conducted in accordance with ethical standards, policy and guidelines. 4. Company resources are used in accordance with transparent company ethical standard, policies and guidelines 	
	1.3.3	Deal with ethical problems	3.00
		<ol style="list-style-type: none"> 1. Company ethical standards, organizational policy and guidelines on the prevention and reporting of unethical conduct are accessed and applied in accordance with transparent company ethical standard, policies and guidelines. 2. Work incidents/situations are reported and/or resolved in accordance with company protocol/guidelines. 3. Resolution and/or referral of ethical problems identified are used as learning opportunities. 	
	1.3.4	Maintain integrity of conduct in the workplace	3.00
		<ol style="list-style-type: none"> 1. Personal work practices and values are demonstrated consistently with acceptable ethical conduct and company's core values. 2. Instructions to co-workers are provided based on ethical, lawful and reasonable directives. 3. Company values/practices are shared with co-workers using appropriate behavior and language. 	
1.4	PRACTICE HOUSEKEEPING PROCEDURES		17.00
	1.4.1	Sort and remove unnecessary items	2.00
		<ol style="list-style-type: none"> 1. Reusable, recyclable materials are sorted in accordance with company/office procedures 2. Unnecessary items are removed and disposed of in accordance with company or office procedures 	
	1.4.2	Arrange items	5.00
		<ol style="list-style-type: none"> 1. Items are arranged in accordance with company/office housekeeping procedures 2. Work area is arranged according to job requirements 3. Activities are prioritized based on instructions. 4. Items are provided with clear and visible identification marks based on procedure 5. Safety equipment and evacuation passages are kept clear and accessible based on instructions 	
	1.4.3	Maintain work area, tools and equipment	4.00
		<ol style="list-style-type: none"> 1. Cleanliness and orderliness of work area is maintained in accordance with company/office procedures 2. Tools and equipment are cleaned in accordance with manufacturer's instructions/manual 3. Minor repairs are performed on tools and equipment in accordance with manufacturer's instruction/manual 4. Defective tools and equipment are reported to immediate supervisor 	
	1.4.4	Follow standardized work process and procedures	3.00
		<ol style="list-style-type: none"> 1. Materials for common use are maintained in designated area based on procedures 2. Work is performed according to standard work procedures 3. Abnormal incidents are reported to immediate supervisor 	
	1.4.5	Perform work spontaneously	3.00
		<ol style="list-style-type: none"> 1. Work is performed as per instruction 	

		2. Company and office decorum are followed and complied with 3. Work is performed in accordance with occupational health and safety (OHS) requirements	
2. <u>Common Competencies</u> – 35 Hours			
2.1	OBSERVE PERSONAL HYGINE		7.00
	2.1.1	Practice personal hygiene and grooming	3.00
		1. Personal hygiene is practiced to comply with the requirements of the ship's food safety program 2. Appropriate uniform is worn as required by ship's food safety program 3. Wearing of make-up, lipstick, nail polish, jewelry (except plain wedding band) is avoided	
	2.1.2	Comply with food handling safety practices	4.00
		1. Hand washing is practiced using prescribed procedure 2. Disposable gloves is used in handling ready to eat food 3. Cuts and sores are covered with clean water- proof dressing. 4. Health condition and/or illness is reported according to the ship's policy and procedures	
2.2	PRACTICE FOOD SAFETY, SANITATION AND HYGIENE		11.00
	2.2.1	Practice food safety sanitation	4.00
		1. Sources of food contaminants are identified. 2. Awareness of food safety practices to food contact surfaces is observed to prevent cross contamination. 3. Potentially hazardous foods are determined and appropriate measures are undertaken to prevent its consumption. 4. Cleaning and sanitizing tools and agents is maintained in accordance with ship's procedure. 5. Awareness of serving food at recommended temperature is practiced.	
	2.2.2	Store food	3.00
		1. Approved methods of refrigeration of food are complied with. 2. Dry storage of food is practiced according to instructions and procedures. 3. Food is covered and labeled prior to storage in accordance with ship's procedure.	
	2.2.3	Practice cleaning procedure	2.00
		1. Appropriate cleaning and sanitizing tools and agents are identified and handled based on cleaning requirements and manufacturer's instructions. 2. Cleaning and sanitizing is performed according to procedure	
	2.2.4	Report pest infestation	2.00
		1. Sign of pest infestation is identified and reported to concerned personnel. 2. Measures to prevent pests entering food premises are applied	
2.3	OBSERVE CATERING HEALTH AND SAFETY PRACTICES		6.00
	2.3.1	Handle catering equipment	4.00
		1. Catering equipment are cleaned and sanitized and dried in accordance with ship's standards. 2. Catering equipment is tested for functionality and breakage, malfunction or defects are reported in accordance with ship's standards and/or manufacturer's instructions.	

		3. Catering equipment are stowed in accordance with ship's standards and/or manufacturer's instructions.	
	2.3.2	Prevent common accident in the work place	2.00
		1. Common causes of accident/s in the galley are identified and preventive measures are discussed and undertaken.	
		2. In case of fire in the galley, recommended fire extinguisher is used.	
2.4	PROTECT MARINE ENVIRONMENT / WASTE SEGREGATION MANAGEMENT		7.00
	2.4.1	Segregate waste	4.00
		1. Waste is identified and sorted based on relevant regulations. 2. Sorted waste is segregated and placed in designated bins/containers in accordance with relevant MARPOL regulations and procedures. 3. Task is performed using the recommended Personal protective equipment (PPE)	
	2.4.2	Package waste	3.00
		1. Waste are sealed and packaged in accordance with MARPOL Annex V 2. Waste are labeled and placed in a location designated for the purpose	
2.5	WORK WITHIN MULTI-CULTURAL AND RELIGIOUS ENVIRONMENT		4.00
	2.5.1	Recognize cultural and religious diversity among crew	2.00
		1. Specific religious practices in terms of food preferences, prayer time and personal hygiene/ clothing are recognized and adhered to 2. Food preferences are identified and noted in accordance with crew's cultural, religious practices and beliefs	
	2.5.2	Demonstrate sensitivity to specific cultures and practices	2.00
		1. Verbal and non-verbal indecent language are known and avoided in accordance with crew's cultural, religious practices and beliefs. 2. Respect for cultural and religious diversity is shown in communication and interaction with the ship's crew	
3. Core Competencies – 50 Hours			
3.1	PERFORM MESS HALL SERVICE		16.00
	3.1.1	Set up table	3.00
		Tableware is set-up according to ship's table setting standards. Tables and chairs are cleaned and checked for damages and functionality Condiments are set up in according to ship's table setting standards	
	3.1.2	Serve food	4.00
		1. Officers and/or visitors are greeted and assisted in sitting 2. Prepared food are checked for completeness and correctness before serving 3. Prepared food are served according to ship's service standard 4. Officers/visitors needs are checked from time to time until they moved out 5. Hot holding food equipment are monitored during service time	
	3.1.3	Clear table	3.00

	<ol style="list-style-type: none"> 1. Unused/Soiled plates/ flat wares are bussed out 2. Condiments / shakers are removed from the tables and returned to designated storage 3. Tables and chairs are cleaned according ship's standard 	
3.1.4	Wash used table ware and dispose waste	3.00
	<ol style="list-style-type: none"> 1. Table ware are scraped, sorted and stocked 2. Table ware are cleaned and dried according to ship's sanitation standards 3. Cleaned table ware are secured in designated storage area 4. Waste are disposed according to relevant regulations MARPOL requirements 	
3.1.5	Prepare pantry area for service	3.00
	<ol style="list-style-type: none"> 1. Pantry area is cleaned all the time as per ship's sanitation standards 	
	<ul style="list-style-type: none"> · Availability of beverages, condiments and table ware in the pantry area is monitored daily · Pantry equipment is used properly in accordance with manufacturer's instruction or manual. 	
3.2	PERFORM HOUSEKEEPING SERVICE	27.00
3.2.1	Perform cabin services	8.00
	<ol style="list-style-type: none"> 1. Linens and towels are changed as per ship's standard 2. Headboard, furniture, appliances and port holes are dusted as per ship's standard practice 3. Glasses, coffee cups, ash trays and utensils are cleaned, dried and stored 4. Cabin and toilets are cleaned as per ship's standard procedures 5. Vacuum cleaning is performed on all carpeted areas in the cabin 6. Bed setting is performed as per ship's standard 7. Cabin and toilet amenities are replenished as per ship's standard 8. Garbage are collected and disposed as per garbage disposal regulations 9. Soiled linens and towels are collected and sorted accordingly and readied for laundry 10. Furniture, appliances, light, and air vents are checked for defects and reported to concerned personnel 	
3.2.2	Clean assigned areas	6.00
	<ol style="list-style-type: none"> 1. Appropriate cleaning materials and equipment are prepared as per ship's cleaning procedures 2. Assigned areas and its contents are cleaned using appropriate cleaning equipment 3. Stripping and waxing of deck is applied according to ship's schedule 4. Air ducts, lights, walls and ceilings are cleaned as per cleaning schedule 5. Cleaning equipment are cleaned after use as per manufacturers' instruction 6. Toilet amenities are replenished as per ship's standard 7. Safety signage are placed in the areas to be cleaned 8. Garbage are collected and disposed as per garbage disposal regulations 	
3.2.3	Handle and dispose garbage	4.00
	<ol style="list-style-type: none"> 1. Garbage collected are secured and transported to designated garbage collection area 2. Garbage is segregated and stored according to type 3. Garbage disposal procedures is applied according to type 4. Garbage containers are checked for damages and cleaned and sanitized in designated garbage cleaning area 	

3.2.4	Launder soiled linen/special laundry items	6.00
	<ol style="list-style-type: none"> 1. Soiled linen/special laundry items are collected and sorted according to ship's laundry schedule. 2. Laundry equipment is checked before operation and used in accordance with manufacturer's instructions 3. Sorted soiled linen/special laundry items is washed using designated washing machine 4. Washed linen/special laundry items are checked for stains and damages and appropriate action is applied to remove stains 5. Linen/special laundry items are pressed/ironed, folded and stored according to type or delivered to owner 6. Any damage arising from the laundering process is recorded/reported to concerned personnel/ supervisor 	
3.2.5	Store cleaning materials and equipment	3.00
	<ol style="list-style-type: none"> 1. Cleaning materials and equipment are stored in the designated areas as per ship's standard 2. Cleaning materials are kept labeled with its original container 3. Usage of cleaning materials is monitored and recorded/reported to the supervisor 	
3.3	PROVIDE ASSISTANCE IN RECEIVING AND STORING PROVISIONS AND SUPPLIES	7.00
3.3.1	Provide assistance in receiving provision and supplies	3.00
	<ol style="list-style-type: none"> 1. Trolley is prepared to transport provision and supplies as per standard operating procedures 2. Weighing scale is prepared and used in accordance with manufacturer's instructions 3. Inspected provisions and supplies are received in accordance with ship's standard 	
3.3.2	Provide assistance in storing provision and supplies	4.00
	<ol style="list-style-type: none"> 1. Storeroom are kept clean and freed from obstruction 2. Provisions and supplies are transported and arranged in First In First Out (FIFO) order 3. Stocks Control System is identified and applied in accordance with industry practice 4. Task is performed using prescribed PPEs 	

Assessment Method

Short answer, multiple choices, fill in the blanks, hot spot, true/false and sketch labeling type questions in a written test are used for assessment. Practical assessment includes direct observation, oral questioning, role-play and demonstration of ability under realistic situation.

Maintenance of records in Data-base for facilitation of checking including assessments

WMI will maintain a data-base of all the students who have completed the course. The following records for each individual will be kept so as to ensure that the certificate is issued to a candidate who has met the requirements as laid down by the governing authority regarding issuance of a certificate.

- Application form
- Assessment papers after completion of course
- Attendance Sheet
- Attested Xerox copy of the issued certificates.
- A registered data-base in hard copy and soft form.

Internal Quality Standard System

The institute maintains quality standard system ISO 9001:2008, Certified by RINA

Course Conduct Procedure

Course will be complied as per DOS Instruction and WMI operation guideline.

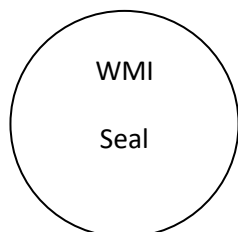
Formats of certificate to be issued with correct reference to STCW and reference to approval and authorization by the Department of Shipping and contact point of the issuing institution for verifying authenticity

Pre -Sea Saloon Ratings

Subject Name	Ref. Clause	Hours
BASIC SAFETY TRAINING (BST)	A	102
BASIC COMPETENCIES (BC)	B.1	40
COMMON COMPETENCIES (CC-1)	B.2	36
CORE COMPETENCIES (CC-2)	B.3	52
Language(English)	B5	34.5
Ship Visit & Assessment	B.4, B.6	26.5
Total		291

SALOON RATINGS CLASS ROUTINE

Time/Day	Sunday	Monday	Tuesday	Wednesday	Thursday
0930-1015	BST	BST	BST	BC	CC-1
1015-1100	BST	BST	BST	BC	CC-1
1100-1130	Tea Break				
1130-1215	CC-2	CC-2	Practical	Practical	Practical
1215-1300	CC-2	CC-2	Practical	Practical	Practical
Lunch Break					
1415-1530	English	English	English	English	Computer



Attendance of Instructors

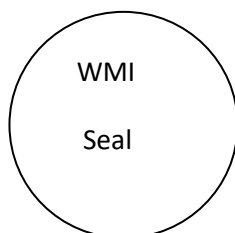
WORLD MARITIME INSTITUTE

Instructor Class Record

Course Name : Pre Sea Saloon Ratings

Date : DD/MM/YYYY to DD/MM/YYYY

Time/Day	Sunday	Monday	Tuesday	Wednesday	Thursday
0930-1015	Sub. Name				
	Signature				
1015-1100	Sub. Name				
	Signature				
1100-1130	Tea Break				
1130-1215	Sub. Name				
	Signature				
1215-1300	Sub. Name				
	Signature				
Lunch Break					
1415-1530					



Commandant

Attendance of Students

ORIENTAL GLOBAL INTERNATIONAL MARITIME ACADEMY Ratings Class Attendance Record

Name of the Course : Pre Sea Saloon Ratings

Date : DD/MM/YYYY to DD/MM/YYYY

A/N	Name	Date												

