



THEME Competence Matrix – Hospitality/Cook with Partial competences/ Units of learning outcomes



COMPETENCE AREAS	STEPS OF COMPETENCE DEVELOPMENT						
1. Purchasing, costing and stocking	He/She is able to identify basic products.	He/She is able to work applying the economic and environmental aspects of kitchen costs and purchasing.	He/She is able to purchase the respective seasonal food independently, compare different offers and identify the best offer according to price and quality.	He/She is able to contact the regional food suppliers and to bargain/negotiate for product quality and prices independently. He/She is able to plan the short and long term requirement of food for an establishment with the help of special computer programs and is able to stay within budgetary limits. He/She is able to instruct and manage the purchasing and costing process.			
	He/She is able to check incoming products in matters of quality and store them properly.						
	He/She is able to follow the hygienic standards regarding the purchase and storage of all kinds of food.						
	Partial competences/ Units of learning outcomes:						
	He/She is able to identify the products belonging to the dry storage.						
	He/She is able to identify how to store refrigerated foods (separate storage: meat, fruits and vegetables).						
	He/She is able to identify how to store deep-frozen foods.						
	He/She is able to assist in checking the documents and the products by the type, quantity, quality and traceability, based on the rules of purchasing.						
He/She is able to apply the hygienic rules e.g. correct storage, first in first out etc. (HACCP).							
He/She is able to apply the safety rules at work.							

Gastronome-hotel manager Gastronom hotelir / gastronomka hotelirka (3 years,): <http://www.nok.si/register/gastronome-hotel-manager/> EQF 4, SQF 4

Gastronomy technician Gastronomski tehnik / gastronomska tehtnica (2 years): <http://www.nok.si/register/gastronomy-technician/> EQF 4, SQF 5

Short cycle higher vocational diploma Organizator poslovanja v gostinstvu in turizmu: <http://www.nok.si/register/organizator-poslovanja-v-gostinstvu-in-turizmuorganizator-ka-poslovanja-v-gostinstvu-in-turizmu/> EQF 5, SQF 6



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1. Purchasing, costing and stocking	<p>He/She is able to identify basic products.</p> <p>He/She is able to check incoming products in matters of quality and store them properly.</p> <p>He/She is able to follow the hygienic standards regarding the purchase and storage (of fresh and conserved foods).</p>	<p>He/She is able to work applying the economic and environmental aspects of kitchen and purchasing costs.</p>	<p>He/She is able to purchase the respective seasonal food independently, compare different offers and identify the best offer according to price and quality.</p>	<p>He/She is able to contact the regional food suppliers and to bargain/negotiate for product quality and prices independently.</p> <p>He/She is able to plan the short and long term requirement of food for an establishment with the help of special computer programmes and is able to stay within budget-ary limits.</p> <p>He/She is able to instruct and manage the purchasing and costing process.</p>
	Partial competences/ Units of learning outcomes:			
	<p>He/She is able to assist in composing simple written orders and to carry out the purchase.</p>			
	<p>He/She is able to calculate the costs for dishes.</p>			
	<p>He/She is able to assist in controlling the minimum stock.</p>			
<p>He/She is able to store products (fresh and conserved foods) and to assist identifying hygienic and safety risks.</p>				



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	Partial competences/ Units of learning outcomes:			
	<p>He/She is able to write orders and to carry out the purchase.</p>			
	<p>He/She is able to identify products with the best quality/price ratio according to the season and quality standards and production conditions.</p>			
	<p>He/She is able to estimate the adequate need of the necessary quantity of foods for single menus on the basis of the recipe instructions.</p>			
	<p>He/She is able to store products (fresh and conserved foods) and to identify hygienic and safety risks.</p>			
	<p>He/She is able to calculate the costs for dishes and menus.</p>			



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<p>Partial competences/ Units of learning outcomes:</p>				
<p>He/She is able to detect trends for regional, national and international food.</p>				
<p>He/She is able to control the storage of products and avoid hygienic and safety risks.</p>				
<p>He/She is able to calculate costs, revenues and budgets and deal on a proactive way from budget to actual costs.</p>				
<p>He/She is able to work with computer programs like Excel and Word.</p>				



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2. Composition and planning of menus	He/She is able to compose courses of a menu and present it to the mentor and/or colleagues in the kitchen.	He/She is able to compose a simple menu according to the most important recipes of the local kitchen and present it to the mentor and/or colleagues in the kitchen.	He/She is able to compose a complex, European and international menu and choose the suitable beverages. He/She is able to communicate with waiters and guests and present offers according to special occasions (buffets, events, catering...).	He/She is able to compose and offer menus according to various situations on the market and the needs of the guests.
	Partial competences/ Units of learning outcomes:			
	He/She is able to choose the recipe with regard to seasonal and regional products.			
	He/She is able to choose the adequate amount of ingredients.			
	He/She is able to plan and organize the working steps (mise-en-place).			
	He/She is able to explain the ingredients and the arrangements of the course to the mentor and/or colleagues in the kitchen.			



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	Partial competences/ Units of learning outcomes:			
	<p>He/She is able to combine the different courses by respecting the rules of creating menus.</p>			
	<p>He/She is able to choose the adequate amount of ingredients for a menu.</p>			
	<p>He/She is able to plan and organize the working steps for a simple menu.</p>			
	<p>He/She is able to explain the ingredients and the arrangements of a simple menu to the mentor and/or colleagues in the kitchen.</p>			



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	Partial competences/ Units of learning outcomes:			
	He/She is able to choose the recipe with regard to European and international arrangements.			
	He/She is able to select adequate beverages matching the course/menu in cooperation with waiters.			
	He/She is able to recommend menus and special combinations of components regarding the guests wishes.			
	He/She is able to offer and discuss with guests menus for special occasions.			
	He/She is able to plan and organize the working steps in the kitchen for special events.			



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	Partial competences/ Units of learning outcomes:			
	He/She is able to take nutritional information and knowledge into consideration (nutritive value of food, energy demand), and also the different forms of diets such as raw vegetarian food, light forms of diet, whole foods and dietary foods.			
	He/She is able to create new recipes.			
	He/She is able to create new offers and therefore is able to reach new target groups.			
	He/She is able to promote the restaurant to guests.			
He/She is able to plan and organize the working steps in close cooperation with the restaurant manager for special events.				



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3. Production of menus	<p>He/She is able to execute simple kinds of preparation works independently.</p> <p>He/She is able to communicate with colleagues and superiors by using the relevant technical gastronomic terms.</p> <p>He/She is able to use the basic technical professional machines and devices by considering safety and hygienic standards (food, personal, company).</p>	<p>He/She is able to prepare and decorate simple menus as well as side dishes, sauces, soups and starters according to instructions.</p> <p>He/She is able to work considering the measures to protect the environment and the rules of waste management.</p>	<p>He/She is able to plan all steps of preparing, cooking and post-processing of menus (time, quantity of food, cooperation with colleagues).</p> <p>He/She is able to deal with the stress of preparing a great number of menus within a short space of time.</p> <p>He/She is able communicate with guests and to attend to the guests wishes.</p>	<p>He/She is able to lead the kitchen area and to coordinate the tasks of the kitchen team.</p>
	Partial competences/ Units of learning outcomes:			
	<p>He/She is able to use the kitchen utensils (machinery and equipment) in a proper way and the right cutting techniques.</p>			
	<p>He/She is able to prepare the raw vegetable food for roasting and cooking.</p>			
	<p>He/She is able to cook and decorate simple side dishes.</p>			
	<p>He/She is able to assist to finish the dishes, courses and menus.</p>			
	<p>He/She is able to keep the work place and the devices clean respecting the safety standards.</p>			



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<p>3. Production of menus</p>	<p>He/She is able to execute simple kinds of preparation works independently.</p> <p>He/She is able to communicate with colleagues and superiors by using the relevant gastro-nomic technical terms.</p> <p>He/She is able to use the basic technical professional machines and devices by considering safety and hygienic standards.</p>	<p>He/She is able to prepare and decorate simple menus as well as side dishes, sauces, soups and starters according to instructions.</p> <p>He/She is able to work considering the measures to protect the environment and the rules of waste management.</p>	<p>He/She is able to plan all steps of preparing, cooking and post-processing of menus (time, quantity of food, cooperation with colleagues).</p> <p>He/She is able to deal with the stress of preparing a great number of menus within a short space of time.</p> <p>He/She is able communicate with guests and to attend to the guests wishes.</p>	<p>He/She is able to lead the kitchen area and to coordinate the tasks of the kitchen team.</p>
<p>Partial competences/ Units of learning outcomes:</p>				
<p>He/She is able - under supervision - to choose among the respective products, quantities, utensils and devices the right ones.</p>				
<p>He/She is able to execute all kinds of preparation works independently by using the right cutting techniques.</p>				
<p>He/She is able to prepare all raw food for roasting and cooking.</p>				
<p>He/She is able to efficiently operate the preparation and production of menus in coordination with other participating colleagues.</p>				
<p>He/She is able to use the specific technical professional machines and devices.</p>				
<p>He/She is able to use the adequate cooking process (particularly baking, roasting, stewing, barbecuing, toasting, sautéing, braising, cooking and boiling).</p>				



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	Partial competences/ Units of learning outcomes:			
	<p>He/She is able to plan simple menus with the help of recipe instructions.</p>			
	<p>He/She is able to prepare main dishes, sophisticated starters and dessert independently.</p>			
	<p>He/She is able to prepare meat, fish, poultry and game professionally.</p>			
	<p>He/She is able to recommend special menus to the guests.</p>			
	<p>He/She is able to deal with complaints.</p>			



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	Partial competences/ Units of learning outcomes:			
	<p>He/She is able to control the goods in stock and the equipment.</p>			
	<p>He/She is able to plan the order of complex menus.</p>			
	<p>He/She is able to organise the roster.</p>			
	<p>He/She is able to deal with unexpected situations and motivate his/her team and guarantee the compliance with quality standards.</p>			
	<p>He/She is able to be responsible for the budget planning and the efficient deployment of staff and resources.</p>			
	<p>He/She is able to calculate the respective profit margin of single offers in coordination with the management.</p>			

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Gastronomy technician Gastronomski tehnik / gastronomska tehtnica (2 years): <http://www.nok.si/register/gastronomy-technician//> EQF 4, SQF 5

Short cycle higher vocational diploma Organizator poslovanja v gostinstvu in turizmu: <http://www.nok.si/register/organizator-poslovanja-v-gostinstvu-in-turizmuorganizator-ka-poslovanja-v-gostinstvu-in-turizmu//> EQF 5, SQF 6