

TECHNICAL DESCRIPTION

COOKING



worldskills
international

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WorldSkills International, by a resolution of the Technical Committee and in accordance with the Constitution, the Standing Orders and the Competition Rules, has adopted the following minimum requirements for this skill for the WorldSkills Competition.

The Technical Description consists of the following:

1.	INTRODUCTION	2
2.	COMPETENCY AND SCOPE OF WORK	3
3.	THE TEST PROJECT	10
4.	SKILL MANAGEMENT AND COMMUNICATION.....	12
5.	ASSESSMENT	12
6.	SKILL-SPECIFIC SAFETY REQUIREMENTS	14
7.	MATERIALS & EQUIPMENT	14
8.	MARKETING THE SKILL TO VISITORS AND MEDIA.....	17

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1. INTRODUCTION

1.1 Name and description of skill

1.1.1 The name of the skill is

Cooking

1.1.2 Description of skill

A cook is trained to plan menus, prepare a variety of foods according to health and safety regulations and manage a commercial kitchen.

The food service industry encompasses a wide and interesting range of job opportunities for cooks. While specific duties vary depending on the type of establishment, it is the cook's responsibility to prepare meals that are both appealing and nutritious. They are also responsible for food costing and safety and sanitation.

Depending on the size and type of commercial kitchen and the cook's interest and aptitude, the cook will be expected to:

- Prepare, season, cook and present a variety of dishes according to recipe and module according to given criteria.
- Create and test new recipes as per module criteria and given guidelines
- Operate machinery associated with food preparation with sufficient training given
- Carve meats, determine portion sizes, arrange foods and add sauces, gravies and garnish to
- Serve as per dish criteria and deemed appropriate.
- Understand and be able to execute confectionary and pastry commodities to given criteria
- Have an understanding of preparing buffets such as platters and showpieces when required.
- Understand balanced menu planning, estimate food cost and requirements and be able to obtain the necessary food from storage/ suppliers to maintain an inventory of kitchen provisions.
- Prepare and follow budgets as per given module criteria
- Be able to effectively communicate and lease with members of the kitchen team.

Understanding the needs of special diets due to culture, health or religion is becoming a more important part of the job. In health care facilities cooks prepare special meals for patients based on instructions from a dietitian or chef. Cooks also supervise kitchen helpers and may oversee personnel in the preparation, cooking and handling of food.

1.2 Scope of application

1.2.1 Every Expert and Competitor must know this Technical Description.

1.2.2 In the event of any conflict within the different languages of the Technical Descriptions, the English version takes precedence.

1.3 Associated documents

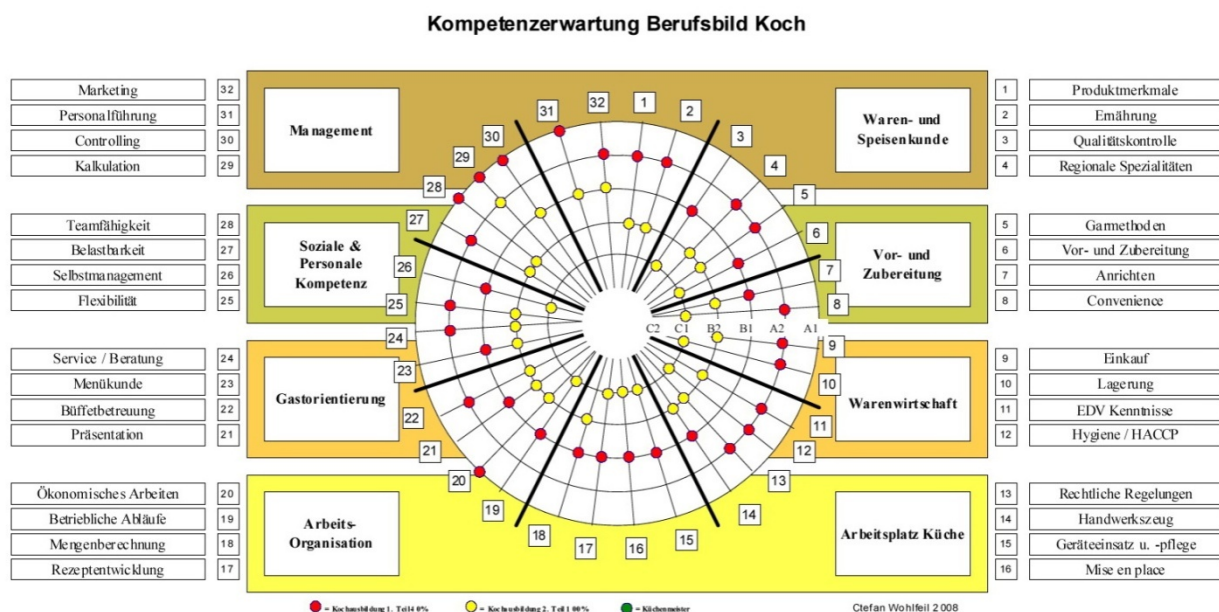
1.3.1 As this Technical Description contains only skill-specific information it must be used in association with the following:

- WSI - Competition Rules
- WSI - Online resources as indicated in this document
- Host Country - Health and Safety regulations

2. COMPETENCY AND SCOPE OF WORK

The Competition is a demonstration and assessment of the competencies associated with this skill. The Test Project consists of practical work only.

2.1 Competency specification



Competency overview for the training of cooks

The presented competency grid illustrates an overview of the development steps of a cook ranging from a novice to a master chef and beyond. Development steps are shown as competencies. A competency describes ability. Therefore, competency grid is exclusively focused on the human potential. The grids create transparency and clarity for the achievement of goals for involved individuals. The structure of the competency grid is a reference of European guidelines.

The target disk "the cook in one look" shows all topical and work related themes pertaining to the trade of cook. This is segmented into eight large sectors. These sectors are further described in four levels of work fields. The competency levels are shown in this illustration with the rings of the disk, where the outer rings indicate the novice level and the center translates into the "highest" master level.

Competency profiles can be created with this target disk. The list of these competencies (World Skills standards) refers to the content of the competency levels which have to be reached at the end of the training period.

The expectations for the trainees are transparent as they can evaluate their performances themselves. It serves as a gauging instrument with the development of trade practice competencies and engages the responsibility for their own learning progress.

Trainers are able to use the competency profile to level evaluations by trainees and others through comparison with a common standard, and talk about additional goals in the learning process.

Ingredient and menu knowledge

Identification of product specifications and application during the work process

Competitors shall be able to:

- Recognise the gastronomic level
- Know market prices of common ingredients
- Explain correlation of quality and price
- Know the correlation of ingredient quality and menu sophistication
- Make suggestions for procurement
- Know the season of products
- Know the technical properties of ingredients for kitchen use
- Can categorise ingredients according to nutritional properties and process them accordingly
- Can select the appropriate product quality for the planned menu
- Apply import regulations/restrictions of ingredient use
- Recognise/abide by ingredient grading and labeling

Nutrition

Competitors shall be able to:

- Apply common nutritional principles
- Comply with the expectation of guests for healthy nutrition
- Cook nutrition wise

Quality control

Competitors shall be able to:

- Maintain quality standards during production
- Identify the quality state of the ingredients
- Recognise the aromatic properties of typical ingredients
- Categorise market forms into quality levels
- Assign a preparation method to a meal target state
- Define quality standards for meals and ingredients
- Have a high level of quality awareness
- Apply simple sensory comparisons to arrive at inferences of quality
- Substantiate and reject sub-par goods

Handling of specialities

Competitors shall be able to:

- Know seasonal products and recognises their value
- Know regional dishes (and applies preparation of same)
- Know various eating cultures and traditions
- Define the difference of a specialty meal and a normal meal
- Select appropriate products for specialty meals
- Prepare regional and national dishes of their own country and international dishes by using recipes
- Compose theme menus
- Plan and implement meal promotions

Pre-pre and preparation

Application of cooking methods

Competitors shall be able to:

- Know the physical nutritional effects of cooking methods
- Select the appropriate cooking equipment for the cooking method
- Apply energy saving practices when using cooking equipment
- Know kitchen technological properties of food ingredients
- Know special equipment and can operate it with instructions
- Apply the correct cooking method for each ingredient and each dish
- Account for the cooking times of the meals
- Apply cooking methods for various elements of meal
- Combine and apply various cooking methods simultaneously
- Account for shrinkage during cooking
- Braise, deep-fry, steam, sauté

Preparation of food ingredients and meals

Competitors shall be able to:

- Apply common cutting techniques
- Portion the components of the meal
- Trim and tie meat cuts
- Debone meat cuts and prepare for further processing
- Prepare whole fish for further processing (scale, remove entrails, fillet)
- Prepare a work plan for single dishes
- Prepare stocks and soups, knows relevant regulations for food ingredient preparations
- Prepare all food ingredient market forms while accounting for yield loss
- Plan schedules for the preparation of a menu

Preparation of plating of meals

Competitors shall be able to:

- Produce simple pasta
- Prepare marinades
- Clarify or thicken soups
- Process all convenience products
- Produce cold cut plates and assorted salads
- Prepare standard international meat, fish and poultry dishes
- Prepare meals in accordance to menu rules
- Assign and prepare common garnishes
- Adjust preparation and plating styles to service methods
- Portion and filet kitchen meat cuts
- Apply herbs and spices professionally
- Produce derivatives
- Enhance soups and sauces
- Coordinate preparatory tasks and the preparation of meals while accounting for the cooking methods
- Apply specialty methods
- Cook in front of customers
- Produce specialty meals
- Produce a harmony of products, preparation methods and plating techniques
- Align preparation methods with a gastronomic level

Handling and utilisation of convenience products

Competitors shall be able to:

- Know suppliers of convenience products
- Evaluate advantages and disadvantages of convenience products
- Enhance convenience products
- Account for obligatory declarations
- Account expectation of customers with use of CP
- Evaluate quality of convenience products
- Optimise work flow through use of CP
- Account for time and staff resources with use of CP

Merchandise management

Purchase of goods

Competitors shall be able to:

- Prepare daily requisitions
- Complete purchase orders when instructed
- Purchase when instructed
- Know the seasonal variances of purchase prices
- Know market prices of common merchandise
- Conduct price comparisons
- Relate price and performance while accounting for the quality of the merchandise
- Check bill of sale
- Contact to delivery staff and producers
- Know common payment and shipment conditions

Storage of merchandise

Competitors shall be able to:

- Know the dangers which originate from food pests
- Store food merchandise appropriately
- Account for sanitary regulations for storage (HACCP)
- Report inventory and complete purchase orders
- Account for storage losses
- Estimate cost of storage
- Align purchase orders with storage capacity
- Store dangerous goods properly

Use of computer programs

Competitors shall be able to:

- Complete correspondence electronically
- Prepare simple lists in Excel based on templates
- Convert recipes with aid of computer
- Document schedules with computer
- Produce and administer a recipe file
- Write menus
- Know program solutions (i.e. recipe programs, menu, merchandise systems, banquet systems)
- Submit online purchase orders
- Create small calculations in Excel

Sanitary work processes and application of HACCP

Competitors shall be able to:

- Ensure all work areas are cleaned based on agreeable standards
- Ensure food merchandise is properly stored and the appropriate temperatures and maintained
- The business internal HACCP concept is applied to the last detail

Work area kitchen

Compliance with legal regulations

Competitors shall be able to:

- To be familiar with all internal business regulations
- Solve contract problems independently
- Secure social standing
- Apply valid food merchandise laws
- Know the organisation of the industry
- Uphold accident prevention regulations

Storage of merchandise

Competitors shall be able to:

- Use appropriate trade tools for products
- Utilise specialty tools
- Know specialty tools used in gastronomy
- Optimise work processes through utilisation of specialty tools

Selection, operation and care of devices

Competitors shall be able to:

- Utilise traditional kitchen devices as well as most modern kitchen technology professionally and economical, is able to explain the functionality of the devices

Organisation of mise en place

Competitors shall be able to:

- Conclude and assemble the MEP from the menu in its entirety
- Assemble correct amounts and products
- Independently take care of necessary MEP for functions
- Utilise unused MEP for other applications
- React with flexibility to unforeseen situations

Work organisation

Business procedures

Competitors shall be able to:

- Guide and implement courses of action
- Independently solve contract problems
- Make suggestions for improvement of operational procedures
- Deal with authority
- Be flexibly functional in the kitchen work stations

Handling of recipes

Competitors shall be able to:

- Optimise recipes with own ideas and develop them further
- Create recipes from self-prepared dishes
- Reflect and summarise processes
- Recall and implement standard recipes

Estimation of quantities and costing

Competitors shall be able to:

- Conclude material use for meals and dishes, calculate costs and account for material wastage

Economic work processes

Competitors shall be able to:

- Reflect on own work processes with business and environmental aspects while using materials economically
- Treat all goods with economic resourcefulness
- Calculate material costs
- Implement economic specifications of the business
- Know the factors of the menu price

Customer service

Business procedures

Competitors shall be able to:

- Pay attention to appearance
- Be courteous and friendly
- Recommend guests at buffet/breakfast
- Serve plated meals
- Differentiate common service types
- Set tables independently for simple menus
- Draw conclusions from service types for plate presentation
- Communicate with colleagues
- Coordinate kitchen and service processes
- Act customer service oriented

Menu knowledge

Competitors shall be able to:

- Under development

Planning and maintenance of buffets

Competitors shall be able to:

- Independently set-up buffets based on criteria
- Organise buffet supply self-reliantly
- Plan and maintain simple buffets
- Account for HACCP regulations

Presentation

Competitors shall be able to:

- Under development

Social and personal competency

Teamwork

Competitors shall be able to:

- Initiate discussions and listen actively
- Propose solutions and discuss with goal oriented attitude
- Arrive at common solutions
- Detect conflicts, address them and find solutions with the team

Stress capacity

Competitors shall be able to:

- Judge personal performance ability and avoid unnecessary stress
- Exhibit calmness in very stressful situations and achieve good results
- Continue goal oriented course despite constantly changing and uncertain circumstances
- Differentiate important issues from lesser important ones

Self management

Competitors shall be able to:

- Identify with tasks at hand
- Set priorities and acts accordingly
- Set goals independently and achieve them
- Find solutions for comprehensive problems and takes fundamental responsibility

Flexibility

Competitors shall be able to:

- Function in every area of the kitchen
- Open minded for new ideas
- Achieve good results in changing environments

Management

Marketing

- Under development

Staff management

- Under development

Controlling

- Under development

Calculation

- Under development

2.2 Theoretical knowledge

2.2.1 Theoretical knowledge is required but not tested explicitly.

2.2.2 Knowledge of rules and regulations is not examined.

2.3 Practical work

The Competitor has to carry out independently, the following tasks:

- Preparation of international/global dishes as determined by the Test Project including:
 - Cold and hot appetisers
 - Egg and cheese dishes
 - Stocks, hot and cold soups and sauces
 - Fish and shellfish dishes
 - Hot and cold dishes of meat, game and poultry
 - Decoration and garnishing
 - Starch and vegetable dishes
 - Salads
 - Hot, cold and frozen desserts
 - Baked products
- The appropriate tasks are:
 - Availability of the material
 - General preparations of ingredients, preparation of dishes(mise en place)
 - clearing and keeping clean the working area
 - appropriate storage of food
 - Getting ready the necessary cooking utensils etc.
 - Preparing and slicing of fruit, and vegetables
 - Butchering and portioning of raw meat, poultry(trussing) and game
 - Cutting and filleting of fish

- Preparing broth, soups ,sauce
- Preparing dough, batter, custards etc.
- Preparing hot and cold appetizers, ,
- Preparing fish and shellfish dishes
- Preparing meat and game dishes
- Poultry, vegetables, salads and desserts
- Preparing, arranging and garnishing cold dishes
- Carving, arranging and garnishing of fish, meat, game and poultry dishes
- Preparing desserts
- Preparing recipes
- Measuring ingredients and quantities according to the tasks required.

3. THE TEST PROJECT

3.1 Format / structure of the Test Project

The format of the Test Project is a series of modules over 4 days of Competition with ONE module completed concurrently each day for days 1-4.

3.2 Test Project design requirements

The Experts will decide together on the Test Project, the marking criteria and the dimensional tolerances for the Objective and Subjective Marking Forms and prepare together with the Workshop Supervisor the material list for foodstuffs and tableware.

Over the four days, the Competitor must prepare (*this list will be prepared by a working group by 31 August 2012*)

Module 1 –
Module 2 –
Module 3 –
Module 4 –

Each day the Competitor will be tasked with mystery elements in addition to the listed criteria.

50% of the Competitors will receive 1 basket of ingredients each morning, the remaining 50% in the afternoon. To complete one module for the duration of the Competition ingredients required for all Test Project modules must be ordered from the Ingredients List one month prior to the commencement to the Competition.

The prepared dishes must be arranged professionally and aesthetically on the plates/platters made available in the Infrastructure List.

Mystery box ingredients will primarily be provided by the Chief Expert, Chief Expert and Workshop Supervisor.

Extra ingredients not listed on ingredients list can be requested for consideration on the Forum via the Chief Expert 60 days before the Competition. The final complete ingredient list will be issued to all Experts and Competitors before the Competition based on digital photos for obscure ingredients. Thereafter no extra ingredients will be provided.

All ingredients provided by the Competition Organiser shall be of high international quality and standard.

All dishes should be referenced to the Pauli book, allow openness and fairness and set a minimum standard, so everybody has the same information.

3.3 Test Project development

The Test Project MUST be submitted using the templates provided by WorldSkills International (<http://www.worldskills.org/competitionpreparation>). Use the Word template for text documents and DWG template for drawings.

3.3.1 Who develops the Test Project / modules

The Test Project / modules are developed by:

The Test Project / modules are to be developed by an Expert group nominated at the previous Competition.

3.3.2 How and where is the Test Project / modules developed

The Test Project / modules are developed jointly by the nominated Expert group and will be ready 10 months prior to the Competition.

3.3.3 When is the Test Project developed

The Test Project is developed:

By 10 months prior to the Competition by the nominated Expert Group.

3.4 Test Project marking scheme

Each Test Project must be accompanied by a marking scheme proposal based on the assessment criteria defined in Section 5.

3.4.1 The marking scheme proposal is developed by the person(s) developing the Test Project. The detailed and final marking scheme is developed and agreed by all Experts at the Competition.

3.4.2 Marking schemes should be entered into the CIS prior to the Competition.

3.5 Test Project validation

The shortlisted Test Project proposals are assessed by the Experts for suitability and ability to be completed by the Competitors in the time allowed with the equipment and ingredients available. This is achieved by a majority agreement (50%+1) by the Experts.

3.6 Test Project selection

The Test Project is selected as follows:

The Test Project / modules are developed jointly by the nominated Expert group and will be ready 10 months prior to the Competition.

When successfully voted on the shortlisted, Test Projects are submitted to the WSI Secretariat.

The Technical Director randomly selects one Test Project 3 months before the current Competition.

3.7 Test Project circulation

The Test Project is circulated via WorldSkills International website as follows:

The Test Project is circulated via WorldSkills International website 3 months before the current Competition.

3.8 Test Project coordination (preparation for Competition)

Coordination of the Test Project will be undertaken by:

Coordination of the Test Project will be undertaken by the Chief Expert and the Competition Organiser.

3.9 Test Project change at the Competition

The Test Project is changed by a minimum of 30% at the Competition. Note that the mystery box constitutes the majority of this change.

3.10 Material or manufacturer specifications

Not applicable (as per the Infrastructure List).

4. SKILL MANAGEMENT AND COMMUNICATION

4.1 Discussion Forum

Prior to the Competition, all discussion, communication, collaboration and decision making regarding the skill must take place on the skill-specific Discussion Forum (<http://www.worldskills.org/forums>). All skill-related decisions and communication are only valid if they take place on the forum. The Chief Expert (or an Expert nominated by the Chief Expert) will be moderator for this forum. Refer to Competition Rules for the timeline of communication and competition development requirements.

4.2 Competitor information

All information for registered Competitors is available from the Competitor Centre (<http://www.worldskills.org/competitorcentre>).

This information includes:

- Competition Rules
- Technical Descriptions
- Test Projects
- Other Competition-related information

4.3 Test Projects

Circulated Test Projects will be available from [worldskills.org](http://www.worldskills.org) (<http://www.worldskills.org/testprojects>) and the Competitor Centre (<http://www.worldskills.org/competitorcentre>).

4.4 Day-to-day management

The day-to-day management is defined in the Skill Management Plan that is created by the Skill Management Team led by the Chief Expert. The Skill Management Team comprises the Jury President, Chief Expert and Deputy Chief Expert. The Skill Management Plan is progressively developed in the six months prior to the Competition and finalised at the Competition by agreement of the Experts. The Skill Management Plan can be viewed in the Expert Centre (<http://www.worldskills.org/expertcentre>).

5. ASSESSMENT

This section describes how the Experts will assess the Test Project / modules. It also specifies the assessment specifications and procedures and requirements for marking.

5.1 Assessment criteria

This section defines the assessment criteria and the number of marks (subjective and objective) awarded. The total number of marks for all assessment criteria must be 100.

Section	Criterion	Marks		
		Subjective (if applicable)	Objective	Total
A	Hygiene	0	10	10
B	Preparation and timing	19	11	30
C	Presentation	13	7	20
D	Tasting	40	0	40
	Total =	72	28	100

5.2 Subjective marking

Scores are awarded on a scale of 1 to 10 and points are given as listed below:

Perfect	10
Very Good	9
Good	8
Rather Good	7
Sufficient	6
Weak	5
Insufficient	4
Very Poor	2
Unsatisfactory	1

5.3 Skill assessment specification

The skill assessment criteria are clear concise Aspect specifications which explain exactly how and why a particular mark is awarded. Following is an example of Aspects which may be assessed.

Hygiene

- Personal hygiene
- Cleanliness of workstation
- Preparation
- Wastage
- Service time
- Use of compulsory ingredients
- Service temperature

Kitchen skills demonstrated

- Quality of food produced
- Organisational skills
- Presentation
- Cleanliness of presentation
- Dish meets criteria, correct elements
- Portion size
- Neatness
- Creativity
- Accuracy of following recipe

Taste

- Texture
- Taste
- Harmony and balance of flavours

Deductions

A proportion of marks is deducted for infringements to the marking Aspect as decided by the Experts. The amount of the deduction varies depending on the Aspect and is itemised on the Objective Marking Form.

5.4 Skill assessment procedures

*In the timings for service there should be no delay. Delivery of the food should be presented during the allocated time. After a 5 minute delay the Competitor will lose 0.3 points, after 8 minutes a further 0.3 points will be deducted.

After 10 minutes a deduction of all subjective tasting points will be lost, the service window will be closed.

The difference of the marking can only be a maximum of 2 points before a discussion and re-mark is to take place.

The Chief Expert and Deputy Chief Expert discuss and divide the Experts into marking teams. Usually assessed by the WorldSkills Competition experience, culture and language of the Experts.

Each team has a Team Leader who is chosen by the Chief Expert and Deputy Chief Expert. During the Competition each Expert will undertake judging in all areas, floor judging as well as blind tasting judging. This is timetabled across the four days of Competition.

Blind tasting Experts are to remain in the blind tasting room for the duration of the module and are allowed to leave only as a group with the permission of the chief expert or the chief deputy expert. When the experts are out of the tasting room they must remain out of sight of the production area. This ensures that experts do not know which work belongs to which competitor. The blind tasting Experts must return to the blind tasting room thirty minutes before service time.

6. SKILL-SPECIFIC SAFETY REQUIREMENTS

Refer to Host Country Health & Safety documentation for Host Country regulations.

Skill-specific safety requirements include:

- Fire blankets for each kitchen
- First aid kit

7. MATERIALS & EQUIPMENT

7.1 Infrastructure List

The Infrastructure List details all equipment, materials and facilities provided by the Competition Organiser.

The Infrastructure List is online (<http://www.worldskills.org/infrastructure/>).

The Infrastructure List specifies the items & quantities requested by the Experts for the next Competition. The Competition Organiser will progressively update the Infrastructure List specifying the actual quantity, type, brand/model of the items. Items supplied by the Competition Organiser are shown in a separate column.

At each Competition, the Experts must review and update the Infrastructure List in preparation for the next Competition. Experts must advise the Technical Director of any increases in space and/or equipment.

At each Competition, the Technical Observer must audit the Infrastructure List that was used at that Competition.

The Infrastructure List does not include items that Competitors and/or Experts are required to bring and items that Competitors are not allowed to bring – they are specified below.

7.2 Materials, equipment and tools supplied by Competitors in their toolbox

Toolboxes

One of the objectives of WorldSkills is the sustainability of the Competition. As a result the toolboxes brought by Competitors will be restricted to the following maximum specifications:

Box 1

Length	0.6m
Depth/width	0.7m
Height	0.6m
Total	0.25m³

Space for 2 rows of 6 GN 1/1 = 12 GN 1/1



Box 2

Length	0.45m
Depth/width	0.65m
Height	0.95m
Total	0.28m³

Space for 1 rows of 12 GN 1/1 = 12 GN 1/1



- Each Competitor can bring their own equipment of choice. Every piece of equipment (also little toolboxes) must be stored completely in the box. The box must not be bigger than 0.3 cubic metres. They should include wheels to make them easy to move. The base area must not be bigger than 0.7m x 0.7 m. Each workstation will have room for one box only.
- The boxes must not be removed during the module. The box must make it possible to leave the workstation 20 minutes after end of the module. Toolboxes cannot be used as a work surface.
- Competitors can provide for themselves table decorations for their public food display table.
- Clothing:
 - Chef jacket
 - Trousers
 - Apron white
 - Dishcloth
 - Neckerchief - optional
 - Chefs hat
 - Working shoes closed in front

7.3 Materials, equipment and tools supplied by Experts

- Clothing:
 - Professional Chef jacket
 - Black Trousers
 - Working shoes closed in front

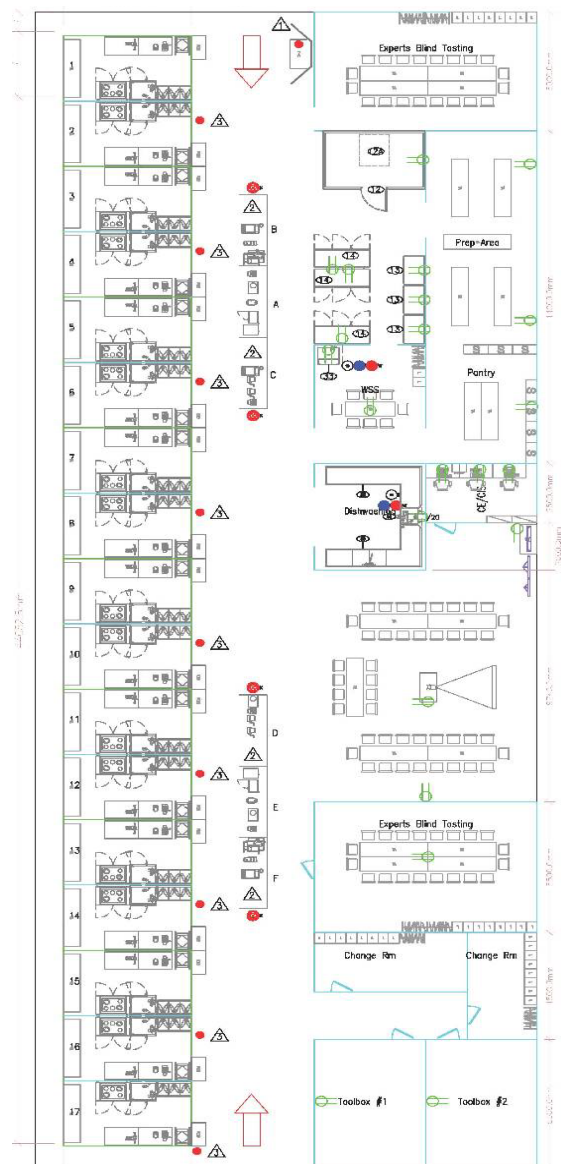
7.4 Materials & equipment prohibited in the skill area

Competitors are not allowed to bring raw materials e.g. foodstuffs or additives into the Competition. No own plates, small dishes or spoons are allowed to use for presentation.

7.5 Proposed workshop and workstation layouts

Workshop layouts from London are available at:
http://www.worldskills.org/index.php?option=com_halls&Itemid=540

Workshop layout:



8. MARKETING THE SKILL TO VISITORS AND MEDIA

8.1 Maximising visitor and media engagement

Following is a list of possible ways to maximise visitor and media engagement:

- Try a trade
- Display screens
- Test Project descriptions
- Enhanced understanding of Competitor activity
- Competitor profiles
- Career opportunities
- Daily reporting of Competition status

8.2 Sustainability

- Recycling
- Use of 'green' materials
- Use of completed Test Projects after Competition
- Sharing of workstations (2 competitors/one workstation)
- Minimising the food cost by ordering only the required ingredients and also limitation of value