

# TRAINING REGULATIONS



## **SHIP'S CATERING SERVICES NC I**

### **MARITIME SECTOR**

**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**  
East Service Road, South Superhighway, Taguig City, Metro Manila

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## TRAINING REGULATIONS FOR SHIP'S CATERING SERVICES NC I

### SECTION 1 SHIP'S CATERING SERVICES NC I QUALIFICATION

The **SHIP'S CATERING SERVICES NC I** Qualification consists of competencies that a person must achieve in performing mess hall service, performing housekeeping services and providing assistance in receiving and storing provisions and supplies.

This Qualification is packaged from the competency map of the Maritime Sector as shown in Annex A and complies with **Maritime Labour Convention (MLC) 2006**.

The Units of Competency comprising this Qualification include the following:

<b>Code No.</b>	<b>BASIC COMPETENCIES</b>
500311101	Receive and Respond to workplace communication
500311102	Work with others
500311103	Demonstrate work values
500311104	Practice basic housekeeping procedures
<b>Code No.</b>	<b>COMMON COMPETENCIES</b>
MTM512208	Observe Personal Hygiene
MTM512209	Practice Food Safety, Sanitation and Hygiene
MTM512210	Observe Catering Health and Safety Practices
MTM512211	Protect Marine Environment/Waste Segregation Management
MTM512212	Work Within Multi-cultural and Religious Environment
<b>Code No.</b>	<b>CORE COMPETENCIES</b>
MTM512313	Perform mess hall service
MTM512314	Perform housekeeping services
MTM512315	Provide assistance in receiving and storing provisions and supplies

A person who has achieved this Qualification is competent to be:

- Messman

## SECTION 2 COMPETENCY STANDARDS

This section gives the details of the contents of the basic, common and core units of competency required in **SHIP'S CATERING SERVICES NC I**.

### BASIC COMPETENCIES

- UNIT OF COMPETENCY :** RECEIVE AND RESPOND TO WORKPLACE COMMUNICATION
- UNIT CODE :** 500311101
- UNIT DESCRIPTOR :** This unit covers the knowledge, skills and attitudes required to receive, respond and act on verbal and written communication.

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables
1. Follow routine spoken messages	1.1 Required information is gathered by listening attentively and correctly interpreting or understanding information/instructions 1.2 Instructions/information are properly recorded 1.3 Instructions are acted upon immediately in accordance with information received 1.4 Clarification is sought from workplace supervisor on all occasions when any instruction/information is not clear
2. Perform workplace duties following written notices	2.1 <b><i>Written notices and instructions</i></b> are read and interpreted correctly in accordance with <b>organizational guidelines</b> 2.2 Routine written instruction are followed in sequence 2.3 Feedback is given to workplace supervisor based on the instructions/information received

## RANGE OF VARIABLES

<b>VARIABLE</b>	<b>RANGE</b>
1. Written notices and instructions	It refers to : 1.1 Handwritten and printed material 1.2 Internal memos 1.3 External communications 1.4 Electronic mail 1.5 Briefing notes 1.6 General correspondence 1.7 Marketing materials 1.8 Journal articles
2. Organizational Guidelines	It may include: 2.1 Information documentation procedures 2.2 Company policies and procedures 2.3 Organization manuals 2.4 Service manual

## EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Demonstrated knowledge of organizational procedures for handling verbal and written communications</li> <li>1.2 Received and acted on verbal messages and instructions</li> <li>1.3 Demonstrated competency in recording instructions/information</li> </ul>
<p>2. Underpinning knowledge and attitudes</p>	<ul style="list-style-type: none"> <li>2.1 Knowledge of organizational policies/guidelines in regard to processing internal/external information</li> <li>2.2 Ethical work practices in handling communications</li> <li>2.3 Communication process</li> </ul>
<p>3. Underpinning skills</p>	<ul style="list-style-type: none"> <li>3.1 Conciseness in receiving and clarifying messages/information/communication</li> <li>3.2 Accuracy in recording messages/information</li> </ul>
<p>4. Resource implications</p>	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> <li>4.1 Pens</li> <li>4.2 Note pads</li> </ul>
<p>5. Methods of assessment</p>	<p>Competency must be assessed through:</p> <ul style="list-style-type: none"> <li>5.1 Direct Observation</li> <li>5.2 Oral interview</li> <li>5.3 Written Evaluation</li> <li>5.4 Third Party Report</li> </ul>
<p>6. Context for assessment</p>	<ul style="list-style-type: none"> <li>6.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions</li> </ul>

**UNIT OF COMPETENCY :** WORK WITH OTHERS

**UNIT CODE :** 500311102

**UNIT DESCRIPTOR :** This unit cover the skills, knowledge and attitudes required to develop workplace relationship and contribute in workplace activities.

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables
1. Develop effective workplace relationship	1.1 <b><i>Duties and responsibilities</i></b> are done in a positive manner to promote cooperation and good relationship 1.2 Assistance is sought from <b><i>workgroup</i></b> when difficulties arise and addressed through discussions 1.3 <b><i>Feedback</i></b> provided by others in the team is encouraged, acknowledged and acted upon 1.4 Differences in personal values and beliefs are respected and acknowledged in the development
2. Contribute to work group activities	2.1 <b><i>Support is provided to team members</i></b> to ensure workgroup goals are met 2.2 Constructive contributions to workgroup goals and tasks are made according to <b><i>organizational requirements</i></b> 2.3 Information relevant to work is shared with team members to ensure designated goals are met

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Duties and responsibilities	1.1 Job description and employment arrangements 1.2 Organization's policy relevant to work role 1.3 Organizational structures 1.4 Supervision and accountability requirements including OHS 1.5 Code of conduct
2. Work group	2.1 Supervisor or manager 2.2 Peers/work colleagues 2.3 Other members of the organization
3. Feedback on performance	3.1 Formal/Informal performance appraisal 3.2 Obtaining feedback from supervisors and colleagues and clients 3.3 Personal, reflective behavior strategies 3.4 Routine organizational methods for monitoring service delivery
4. Providing support to team members	4.1 Explaining/clarifying 4.2 Helping colleagues 4.3 Providing encouragement 4.4 Providing feedback to another team member 4.5 Undertaking extra tasks if necessary
5. Organizational requirements	5.1 Goals, objectives, plans, system and processes 5.2 Legal and organization policy/guidelines 5.3 OHS policies, procedures and programs 5.4 Ethical standards 5.5 Defined resources parameters 5.6 Quality and continuous improvement processes and standards

## EVIDENCE GUIDE

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Provided support to team members to ensure goals are met</li> <li>1.2 Acted on feedback from clients and colleagues</li> <li>1.4 Accessed learning opportunities to extend own personal work competencies to enhance team goals and outcomes</li> </ul>
2. Underpinning Knowledge	<ul style="list-style-type: none"> <li>2.1 The relevant legislation that affects operations, especially with regards to safety</li> <li>2.2 Reasons why cooperation and good relationships are important</li> <li>2.3 Knowledge of the organization's policies, plans and procedures</li> <li>2.4 Understanding how to elicit and interpret feedback</li> <li>2.5 Knowledge of workgroup member's responsibilities and duties</li> <li>2.6 Importance of demonstrating respect and empathy in dealings with colleagues</li> <li>2.7 Understanding of how to identify and prioritize personal development opportunities and options</li> </ul>
3. Underpinning Skills	<ul style="list-style-type: none"> <li>3.1 Ability to read and understand the organization's policies and work procedures</li> <li>3.2 Write simple instructions for particular routine tasks</li> <li>3.3 Interpret information gained from correspondence</li> <li>3.4 Communication skills to request advice, receive feedback and work with a team</li> <li>3.5 Planning skills to organized work priorities and arrangement</li> <li>3.6 Technology skills including the ability to select and use technology appropriate to a task</li> <li>3.7 Ability to relate to people from a range of social, cultural and ethnic backgrounds.</li> </ul>
4. Resource Implications	<p>The following resources <b>MUST</b> be provided:</p> <ul style="list-style-type: none"> <li>4.1 Access to relevant workplace or appropriately simulated environment where assessment can take place</li> <li>4.2 Materials relevant to the proposed activity or task</li> </ul>
5. Methods of Assessment	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> <li>5.1 Direct observations of work activities of the individual member in relation to the work activities of the group</li> <li>5.2 Observation of simulation and/or role play involving the participation of individual member to the attainment of organizational goal</li> <li>5.3 Case studies and scenarios as a basis for discussion of issues and strategies</li> </ul>
6. Context for Assessment	<ul style="list-style-type: none"> <li>6.1 Competency assessment may occur in workplace or any appropriately simulated environment</li> <li>6.2 Assessment shall be observed while task are being undertaken whether individually or in group</li> </ul>

**UNIT OF COMPETENCY :** DEMONSTRATE WORK VALUES

**UNIT CODE :** 500311103

**UNIT DESCRIPTOR :** This unit covers the knowledge, skills, and attitude in demonstrating proper work values.

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables
1. Define the purpose of work	1.1 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. 1.2 Personal mission is in harmony with company's values
2. Apply work values/ethics	2.1 <b>Work values/ethics/concepts</b> are classified and reaffirmed in accordance with the transparent company ethical standards, policies and guidelines. 2.2 <b>Work practices</b> are undertaken in compliance with industry work ethical standards, organizational policy and guidelines 2.3 Personal behavior and relationships with co-workers and/or clients are conducted in accordance with ethical standards, policy and guidelines. 2.4 <b>Company resources</b> are used in accordance with transparent company ethical standard, policies and guidelines.
3. Deal with ethical problems	3.1 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. 3.2 <b>Work incidents/situations</b> are reported and/or resolved in accordance with company protocol/guidelines. 3.3 Resolution and/or referral of ethical problems identified are used as learning opportunities.
4. Maintain integrity of conduct in the workplace	4.1 Personal work practices and values are demonstrated consistently with acceptable ethical conduct and company's core values. 4.2 <b>Instructions</b> to co-workers are provided based on ethical, lawful and reasonable directives. 4.3 Company values/practices are shared with co-workers using appropriate behavior and language.

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Work values/ethics/ concepts	May include but are not limited to: 1.1 Commitment/ Dedication 1.2 Sense of urgency 1.3 Sense of purpose 1.4 Love for work 1.5 High motivation 1.6 Orderliness 1.7 Reliability 1.8 Competence 1.9 Dependability 1.10 Goal-oriented 1.11 Sense of responsibility 1.12 Being knowledgeable 1.13 Loyalty to work/company 1.14 Sensitivity to others 1.15 Compassion/Caring attitude 1.16 Balancing between family and work 1.17 Pakikisama 1.18 Bayanihan spirit/teamwork 1.19 Sense of nationalism
2. Work practices	2.1 Quality of work 2.2 Punctuality 2.3 Efficiency 2.4 Effectiveness 2.5 Productivity 2.6 Resourcefulness 2.7 Innovativeness/Creativity 2.8 Cost consciousness 2.9 5S 2.10 Attention to details
3. Incidents/situations	3.1 Violent/intensed dispute or argument 3.2 Gambling 3.3 Use of prohibited substances 3.4 Pilferages 3.5 Damage to person or property 3.6 Vandalism 3.7 Falsification 3.8 Bribery 3.9 Sexual Harassment 3.10 Blackmail
4. Company resources	4.1 Consumable materials 4.2 Equipment/Machineries 4.3 Human 4.4 Time 4.5 Financial resources
5. Instructions	5.1 Verbal 5.2 Written

## EVIDENCE GUIDE

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Defined one's unique sense of purpose for working</li> <li>1.2 Clarified and affirmed work values/ethics/concepts consistently in the workplace</li> <li>1.3 Demonstrated work practices satisfactorily and consistently in compliance with industry work ethical standards, organizational policy and guidelines</li> <li>1.4 Demonstrated personal behavior and relationships with co-workers and/or clients consistent with ethical standards, policy and guidelines</li> <li>1.5 Used company resources in accordance with company ethical standard, policies and guidelines.</li> <li>1.6 Followed company ethical standards, organizational policy and guidelines on the prevention and reporting of unethical conduct/behavior</li> </ul>
<p>2. Underpinning Knowledge</p>	<ul style="list-style-type: none"> <li>2.1 Occupational health and safety</li> <li>2.2 Work values and ethics</li> <li>2.3 Company performance and ethical standards</li> <li>2.4 Company policies and guidelines</li> <li>2.5 Fundamental rights at work including gender sensitivity</li> <li>2.6 Work responsibilities/job functions</li> <li>2.7 Corporate social responsibilities</li> <li>2.8 Company code of conduct/values</li> <li>2.9 Balancing work and family responsibilities</li> </ul>
<p>3. Underpinning Skills</p>	<ul style="list-style-type: none"> <li>3.1 Interpersonal skills</li> <li>3.2 Communication skills</li> <li>3.3 Self awareness, understanding and acceptance</li> <li>3.4 Application of good manners and right conduct</li> </ul>
<p>4. Resource Implications</p>	<p>The following resources <b>MUST</b> be provided:</p> <ul style="list-style-type: none"> <li>4.1 Workplace or assessment location</li> <li>4.2 Case studies/Scenarios</li> </ul>
<p>5. Methods of Assessment</p>	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> <li>5.1 Portfolio Assessment</li> <li>5.2 Interview</li> <li>5.3 Third Party Reports</li> </ul>
<p>6. Context of Assessment</p>	<ul style="list-style-type: none"> <li>6.1 Competency may be assessed in the work place or in a simulated work place setting</li> </ul>

**UNIT OF COMPETENCY :** PRACTICE HOUSEKEEPING PROCEDURES

**UNIT CODE :** 500311104

**UNIT DESCRIPTOR :** This unit covers the knowledge, skills and attitudes required to apply the basic housekeeping procedures.

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables
1. Sort and remove unnecessary items	Reusable, recyclable materials are sorted in accordance with company/office procedures 1.2 <b>Unnecessary items</b> are removed and disposed of in accordance with company or office procedures
2. Arrange items	2.1 Items are arranged in accordance with company/office housekeeping procedures 2.2 Work area is arranged according to job requirements 2.3 Activities are prioritized based on instructions. 2.4 Items are provided with clear and visible <b>identification marks</b> based on procedure 2.5 Safety equipment and evacuation passages are kept clear and accessible based on instructions
3. Maintain work area, tools and equipment	3.1 Cleanliness and orderliness of work area is maintained in accordance with company/office procedures 3.2 Tools and equipment are cleaned in accordance with manufacturer's instructions/manual 3.3 <b>Minor repairs</b> are performed on tools and equipment in accordance with manufacturer's instruction/manual 3.4 Defective tools and equipment are reported to immediate supervisor
4. Follow standardized work process and procedures	4.1 Materials for common use are maintained in designated area based on procedures 4.2 Work is performed according to standard work procedures 4.3 Abnormal incidents are reported to immediate supervisor
5. Perform work spontaneously	5.1 Work is performed as per instruction 5.2 Company and office <b>decorum</b> are followed and complied with 5.3 Work is performed in accordance with occupational health and safety (OHS) requirements

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Unnecessary items	May include but are not limited to: 1.1 Non-recyclable materials 1.2 Unserviceable tools and equipment 1.3 Pictures, posters and other materials not related to work activity 1.4 Waste materials
2. Identification marks	2.1 Labels 2.2 Tags 2.3 Color coding
3. Decorum	3.1 Company/ office rules and regulations 3.2 Company/ office uniform 3.3 Behavior
4. Minor repair	Minor repair include but not limited to: 4.1 Replacement of parts 4.2 Application of lubricants 4.3 Sharpening of tools 4.4 Tightening of nuts, bolts and screws

## EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Practiced the basic procedures of 5S
2. Underpinning Knowledge and Attitudes	2.1 Principles of 5S 2.2 Work process and procedures 2.3 Safety signs and symbols 2.4 General OH&S principles and legislation 2.5 Environmental requirements relative to work safety 2.6 Accident/Hazard reporting procedures
3. Underpinning Skills	3.1 Basic communication skills 3.2 Interpersonal skills 3.3 Reading skills required to interpret instructions 3.4 Reporting/recording accidents and potential hazards
4. Resource Implications	The following resources <b>MUST</b> be provided: 4.1 Facilities, materials tools and equipment necessary for the activity
5. Methods of Assessment	Competency must be assessed through: 5.1 Third party report 5.2 Interview 5.3 Demonstration with questioning
6. Context for Assessment	6.1 Competency may be assessed in the work place or in a simulated work place setting

## COMMON COMPETENCIES

**UNIT OF COMPETENCY :** OBSERVE PERSONAL HYGIENE

**UNIT CODE :** MTM512208

**UNIT DESCRIPTOR :** This unit covers the knowledge, skills and attitudes in observing personal hygiene.

ELEMENTS	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Practice personal hygiene and grooming.	1.1 <b><i>Personal hygiene</i></b> is practiced to comply with the requirements of the ship's food safety program 1.2 <b><i>Appropriate uniform</i></b> is worn as required by ship's food safety program 1.3 Wearing of make-up, lipstick, nail polish, jewelry (except plain wedding band) is avoided
2. Comply with food handling safety practices	2.1 <b><i>Hand washing</i></b> is practiced using prescribed procedure 2.2 Disposable gloves is used in handling ready to eat food 2.3 Cuts and sores are covered with clean water-proof dressing. 2.4 <b><i>Health condition and/or illness</i></b> is reported according to the ship's policy and procedures

**RANGE OF VARIABLES**

<b>VARIABLES</b>	<b>RANGE</b>
1. Personal hygiene	May include: 1.1 Taking a bath daily 1.2 Brushing teeth daily 1.3 Trimming of hair and fingernails
2. Appropriate uniform	May include: 2.1 Clean company issued uniform 2.2 Hairnet or toque 2.3 Non-skid shoes 2.4 Black socks
3. Hand washing	May include: Hand washing is practiced using: 3.1 Hand washing sink 3.2 Liquid detergent dispenser 3.3 Nail Brush 3.4 Paper towel 3.5 Air dryer 3.6 Hand sanitizer
4. Health condition or illness	May include: Food poisoning symptoms: 4.1 Sore throat 4.2 Fever 4.3 Diarrhea 4.4 Vomiting

**EVIDENCE GUIDE**

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 practiced personal hygiene and grooming. 1.2 complied with food handling safety practices.
2. Required Knowledge	2.1 Hand washing procedure 2.2 Health condition and/or illness 2.2.1 Food poisoning symptoms 2.3 Personal grooming and hygiene 2.4 Reporting procedures 2.5 Safety and health conscious
3. Required Skills	3.1 Using hand washing tools and supplies 3.2 Communication skills
4. Resource Implications	The following resources should be provided: 4.1 ventilated and illuminated work place with facilities appropriate to the activity 4.2 tools and materials/supplies
5. Methods of Assessment	Competency in this unit must be assessed through: 5.1 demonstration and oral questioning of related underpinning knowledge 5.2 portfolio
6. Context of Assessment	6.1 Competency may be assessed in workplace or in a simulated workplace setting 6.2 Assessment shall be observed while task are being undertaken whether individually or in-group

**UNIT OF COMPETENCY :** PRACTICE FOOD SAFETY, SANITATION AND HYGIENE

**UNIT CODE :** MTM512209

**UNIT DESCRIPTOR :** This unit covers the knowledge, skills and attitudes in food safety, sanitation and hygiene, food storage and cleaning procedure.

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables
1. Practice food safety sanitation	1.1 <b>Sources of food contaminants</b> are identified. 1.2 Awareness of <b>food safety practices</b> to food contact surfaces is observed to prevent cross contamination. 1.3 Potentially hazardous foods are determined and appropriate measures are undertaken to prevent its consumption. 1.4 <b>Cleaning and sanitizing tools and agents is maintained</b> in accordance with ship's procedure. 1.5 Awareness of <b>servicing food at recommended temperature</b> is practiced.
2. Store food	2.1 Approved methods of refrigeration of food are complied with. 2.2 Dry storage of food is practiced according to instructions and procedures. 2.3 Food is covered and labeled prior to storage in accordance with ship's procedure.
3. Practice cleaning procedure	3.1 Appropriate cleaning and sanitizing tools and agents are identified and handled based on cleaning requirements and manufacturer's instructions. 3.2 Cleaning and sanitizing is performed according to procedure.
4. Report pest infestation	4.1 Sign of pest infestation is identified and reported to concerned personnel. 4.2 Measures to prevent pests entering food premises are applied.

**RANGE OF VARIABLES**

<b>VARIABLES</b>	<b>RANGE</b>
1. Sources of food contaminants	May include: 1.1 People 1.2 Insect 1.3 Rodent 1.4 Waste food 1.5 Refuse
2. Food safety practices	May include: 2.1 Identification of potentially hazardous foods. 2.2 Food storage procedures 2.3 Monitoring of recommended storage temperature
3. Cleaning and sanitizing tools and agents is maintained	May include: 3.1 Follow procedure in cleaning and sanitizing. 3.2 Follow manufacturer's instructions in using cleaning and sanitizing chemicals. 3.3 Cover foods while cleaning is in progress. 3.4 Practice using the three bucket system/three sink compartment.
4. Serving food at recommended temperature	May include: 4.1 Specific internal temperature of food items. 4.2 Range of temperature danger zone. 4.3 Temperature of holding equipment.

**EVIDENCE GUIDE**

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ol style="list-style-type: none"> <li>1.1 identified sources of food contaminants and applied procedures to control contamination.</li> <li>1.2 practiced wet and dry storage of food.</li> <li>1.3 used appropriate cleaning and sanitizing agents.</li> <li>1.4 identified and reported signs of pest infestation.</li> <li>1.5 applied measures to prevent pest infestation.</li> </ol>
2. Required Knowledge	<ol style="list-style-type: none"> <li>2.1 Chemical, biological and physical hazards.</li> <li>2.2 Six favorable conditions that support bacterial growth [Food Acid Time Temperature Oxygen Moisture.(FATTOM)]</li> <li>2.3 Methods in preventing food borne, illness/cross contamination.</li> <li>2.4 Food refrigeration and dry storage method.</li> <li>2.5 Cleaning methods based on international standards.</li> <li>2.6 Cleaning and sanitizing agents.</li> <li>2.7 Signs of pest infestation and access.</li> </ol>
3. Required Skills	<ol style="list-style-type: none"> <li>3.1 Communication skills</li> <li>3.2 Handling cleaning and sanitizing tools and agents.</li> <li>3.3 Operating food storage equipment</li> </ol>
4. Resource Implications	<p>The following resources should be provided:</p> <ol style="list-style-type: none"> <li>4.1 ventilated and illuminated work place with facilities appropriate to the activity</li> <li>4.2 tools and materials</li> </ol>
5. Methods of Assessment	<p>Competency in this unit must be assessed through :</p> <ol style="list-style-type: none"> <li>5.1 demonstration and oral questioning of related underpinning knowledge</li> <li>5.2 portfolio</li> </ol>
6. Context of Assessment	<ol style="list-style-type: none"> <li>6.1 Competency may be assessed in workplace or in a simulated workplace setting</li> <li>6.2 Assessment shall be observed while task are being undertaken whether individually or in-group</li> </ol>

- UNIT OF COMPETENCY :** **OBSERVE CATERING HEALTH AND SAFETY PRACTICES**
- UNIT CODE :** **MTM512210**
- UNIT DESCRIPTOR :** This unit deals with the knowledge, skills and attitudes required to observe catering health and safety practices.

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables
1. Handle catering equipment.	1.1 <b>Catering equipment</b> are cleaned and sanitized and dried in accordance with ship's standards. 1.2 Catering equipment is tested for functionality and breakage, malfunction or defects are reported in accordance with ship's standards and/or manufacturer's instructions. 1.3 Catering equipment are stowed in accordance with ship's standards and/or manufacturer's instructions.
2. Prevent common accident in the work place.	2.1 Common causes of <b>accident/s</b> in the galley are identified and preventive measures are discussed and undertaken. 2.2 In case of fire in the galley, recommended fire extinguisher is used .

**RANGE OF VARIABLES**

<b>VARIABLES</b>	<b>RANGE</b>
1. Catering equipment.	May include: 1.1 Oven/ Microwave 1.2 Hot Plate 1.3 Griller 1.4 Griddle 1.5 Deep fryer 1.6 Rice Cooker 1.7 Pots and Pans 1.8 Utensils 1.9 Knives
2. Accidents	May include: 2.1 Slips and falls 2.2 Cuts 2.3 Burns 2.4 Electrocutation 2.5 Fire 2.6 Explosion

**EVIDENCE GUIDE**

1. Critical aspects of competency	Assessment requires evidence that the candidate : 1.1 identified basic tools and equipment in the galley. 1.2 demonstrated proper cleaning and stowage of tools and equipment. 1.3 practiced proper monitoring and reporting of breakages, malfunctions and repairs. 1.4 identified common causes of accidents and preventions.
2. Required Knowledge	2.1 Catering tools and equipment 2.2 Procedure/s in cleaning and stowage of catering tools and equipment 2.3 Catering tools and equipment breakage, malfunction, defect and repair 2.4 Common causes of accidents in the galley 2.5 Different types of fire extinguisher and its uses. 2.6 Fire blanket
3. Required Skills	3.1 Handling galley tools and equipment 3.2 Communication skills 3.3 Using fire extinguishers and fire blanket
4. Resource Implications	The following resources should be provided: 4.1 ventilated and illuminated work place with facilities appropriate to the activity 4.2 tools and equipment appropriate to scheduled galleys tasks and to monitor and maintain working condition 4.3 material relevant to the proposed activity and tasks
5. Methods of Assessment	Competency in this unit must be assessed through : 5.1 demonstration and oral questioning of related underpinning knowledge 5.2 portfolio
6. Context of Assessment	6.1 Competency may be assessed in workplace or in a simulated workplace setting 6.2 Assessment shall be observed while task are being undertaken whether individually or in-group

**UNIT OF COMPETENCY :** PROTECT MARINE ENVIRONMENT/ WASTE SEGREGATION MANAGEMENT

**UNIT CODE :** MTM512211

**UNIT DESCRIPTOR :** This unit deals with the knowledge, skills and attitude required to perform waste segregation.

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables
1. Segregate waste	1.1 <b>Waste</b> is identified and sorted based on relevant regulations. 1.2 Sorted waste is segregated and placed in designated bins/containers in accordance with relevant MARPOL regulations and procedures. 1.3 Task is performed using the recommended <b>Personal protective equipment (PPE)</b>
2. Package waste	2.1 Waste are sealed and packaged in accordance with MARPOL Annex V 2.2 Waste are labeled and placed in a location designated for the purpose

#### RANGE OF VARIABLES

<b>VARIABLES</b>	<b>RANGE</b>
1. Waste	May include: 1.1 Biodegradable waste 1.2 Non-biodegradable waste and 1.3 Hazardous waste
2. Personal protective equipment (PPE)	May include: 2.1 Non-skid safety shoes 2.2 Face mask 2.3 Disposable gloves

**EVIDENCE GUIDE**

1. Critical aspects of competency	Assessment requires evidence that the candidate : 1.1 performed waste segregation procedures. 1.2 complied with relevant regulations.
2. Required Knowledge	2.1 Types of garbage 2.2 Types of labeled waste bins 2,3 Relevant regulations (MARPOL, etc...) 2.4 Waste segregation procedures 2.5 Personal protective equipment (PPE)
3. Required Skills	3.1 Communication skills. 3.2 Using waste paper bag/plastic liner 3.3 Handling waste
4. Resource Implications	The following resources should be provided: 4.1 ventilated and illuminated work place with facilities appropriate to the activity 4.2 tools and equipment appropriate to scheduled galleys tasks and to monitor and maintain working condition 4.3 material relevant to the proposed activity and tasks
5. Methods of Assessment	Competency in this unit must be assessed through : 5.1 demonstration and oral questioning of related underpinning knowledge 5.2 portfolio
6. Context of Assessment	6.1 Competency may be assessed in workplace or in a simulated workplace setting 6.2 Assessment shall be observed while task are being undertaken whether individually or in-group

<b>UNIT OF COMPETENCY :</b>	<b>WORK WITHIN MULTI-CULTURAL AND RELIGIOUS ENVIRONMENT</b>
<b>UNIT CODE :</b>	<b>MTM512212</b>
<b>UNIT DESCRIPTOR :</b>	This unit deals with the knowledge, skills and attitudes required to maintain a harmonious and effective working environment in a multi-national crew.

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables
1. Recognize cultural and religious diversity among crew	1.1 <b><i>Specific religious practices</i></b> in terms of food preferences, prayer time and personal hygiene/ clothing are recognized and adhered to 1.2 Food preferences are identified and noted in accordance with crew's cultural, religious practices and beliefs
2. Demonstrate sensitivity to specific cultures and practices	2.1 Verbal and non-verbal indecent language are known and avoided in accordance with crew's cultural, religious practices and beliefs. 2.2 Respect for cultural and religious diversity is shown in <b><i>communication</i></b> and interaction with the ship's crew

#### **RANGE OF VARIABLES**

<b>VARIABLES</b>	<b>RANGE</b>
1. Specific religious practices	May include: 1.1 Food preferences 1.2 Prayer time and 1.3 Personal hygiene/ clothing
2. Communication	May include: 2.1 Verbal 2.2 Written 2.3 Gestures and facial and body expressions 2.4 Posture 2.5 Sign language

**EVIDENCE GUIDE**

1. Critical aspects of competency	Assessment requires evidence that the candidate : 1.1. recognized cultural and religious diversity among crew. 1.2 performed tasks considering the crew's religious and cultural practices.
2. Required Knowledge	2.1 Cultural and religious diversity of different nationalities 2.2 Food preferences of different culture and religion 2.3 Professionalism in the workplace
3. Required Skills	3.1 Communication skills 3.2 Interpersonal skills
4. Resource Implications	The following resources should be provided: 4.1 ventilated and illuminated work place with facilities appropriate to the activity 4.2 tools and equipment appropriate to scheduled galleys tasks and to monitor and maintain working condition 4.3 material relevant to the proposed activity and tasks
5. Methods of Assessment	Competency in this unit must be assessed through : 5.1 demonstration and oral questioning of related underpinning knowledge 5.2 portfolio
6. Context of Assessment	6.1 Competency may be assessed in workplace or in a simulated workplace setting 6.2 Assessment shall be observed while task are being undertaken whether individually or in-group

## CORE COMPETENCIES

**UNIT OF COMPETENCY :** PERFORM MESS HALL SERVICE

**UNIT CODE :** MTM512313

**UNIT DESCRIPTOR :** This unit deals with the knowledge, skills and attitudes in performing mess hall services. It includes setting up tables, serving food, clearing the table, washing used table ware, disposing garbage and preparing the pantry area.

ELEMENTS	PERFORMANCE CRITERIA
1. Set up table	<p><i>Italicized terms</i> are elaborated in the Range of Variables</p> <p>1.1 <b>Tableware</b> is set-up according to ship's table setting standards.</p> <p>1.2 Tables and chairs are cleaned and checked for damages and functionality</p> <p>1.3 <b>Condiments</b> are set up in according to ship's table setting standards</p>
2. Serve food	<p>2.1 Officers and/or visitors are greeted and assisted in sitting</p> <p>2.2 Prepared food are checked for completeness and correctness before serving</p> <p>2.3 Prepared food are served according to ship's service standard</p> <p>2.4 Officers/visitors needs are checked from time to time until they moved out</p> <p>2.5 <b>Hot holding food equipment</b> are monitored during service time</p>
3. Clear table	<p>3.1 Unused/Soiled plates/ flat wares are bussed out</p> <p>3.2 Condiments / shakers are removed from the tables and returned to designated storage</p> <p>3.3 Tables and chairs are cleaned according ship's standard</p>
4. Wash used table ware and dispose waste	<p>4.1 Table ware are scraped, sorted and stocked</p> <p>4.2 Table ware are cleaned and dried according to ship's sanitation standards</p> <p>4.3 Cleaned table ware are secured in designated storage area</p> <p>4.4 Waste are disposed according to relevant regulations MARPOL requirements</p>
5. Prepare pantry area for service	<p>5.1 Pantry area is cleaned all the time as per ship's sanitation standards</p> <p>5.2 Availability of beverages, condiments and table ware in the pantry area is monitored daily</p> <p>5.3 Pantry equipment are used properly in accordance with manufacturer's instruction or manual.</p>

**RANGE OF VARIABLES**

<b>VARIABLES</b>	<b>RANGE</b>
1. Table ware	May include: <ul style="list-style-type: none"> <li>1.1 Plates               <ul style="list-style-type: none"> <li>1.1.1 Dinner Plate - 10 in. diameter</li> <li>1.1.2 Fish/Luncheon Plate - 8 in. diameter</li> <li>1.1.3 Dessert/Salad Plate - 7 in. diameter</li> <li>1.1.4 Cereal plate/ bowl - 5 in. diameter</li> <li>1.1.5 Side plate or bread plate – 6 in. diameter</li> <li>1.1.6 Soup plate</li> <li>1.1.7 Oval plate</li> </ul> </li> <li>1.2 Cup &amp; Saucer               <ul style="list-style-type: none"> <li>1.2.1 Soup/bouillon cup / sauce – 8 –10 oz.</li> <li>1.2.2 Teacup/ coffee cup &amp; saucer - 6 2/3 oz</li> <li>1.2.3 Tea pot - ½ pt ; 1 pt. 1 ½ pt ; 2 pt</li> <li>1.2.4 Fork &amp; spoon                   <ul style="list-style-type: none"> <li>1.2.4.1 Dinner fork &amp; spoon</li> <li>1.2.4.2 Service fork &amp; spoon</li> <li>1.2.4.3 Teaspoon</li> <li>1.2.4.4 Soup spoon</li> <li>1.2.4.5 Dessert/Salad fork</li> <li>1.2.4.6 Sauce ladle</li> <li>1.2.4.7 Soup ladle</li> </ul> </li> <li>1.2.5 Knife                   <ul style="list-style-type: none"> <li>1.2.5.1 Bread and butter knife</li> <li>1.2.5.2 Dinner knife</li> <li>1.2.5.3 Steak knife</li> </ul> </li> <li>1.2.6 Glass and pitcher                   <ul style="list-style-type: none"> <li>1.2.6.1 Water gobblet</li> <li>1.2.6.2 High ball</li> <li>1.2.6.3 Red/white wine glass</li> <li>1.2.6.4 Water Pitcher</li> </ul> </li> </ul> </li> <li>1.3 Japanese table ware               <ul style="list-style-type: none"> <li>1.3.1 Tray</li> <li>1.3.2 Rice bowl</li> <li>1.3.3 Soup bowl</li> <li>1.3.4 Pickle dish</li> <li>1.3.5 Soy dish</li> <li>1.3.6 Teacup</li> <li>1.3.7 “Shoki” (chopstick rest)</li> <li>1.3.8 Chopsticks</li> <li>1.3.9 Ramen bowl</li> <li>1.3.10 “Donburi” bowl</li> <li>1.3.11 Main dish</li> </ul> </li> </ul>

VARIABLES	RANGE
2. Condiment	May include: 2.1 Ketchup 2.2 Hot sauce 2.3 Worcestershire 2.4 Salad dressing 2.5 Spreads 2.6 Mustard 2.7 Olive oil and vinegar 2.8 Salt and pepper 2.9 Japanese condiment 2.9.1 Soy sauce 2.9.2 Tonkatsu sauce 2.9.3 Japanese pepper 2.9.3 Japanese mayonnaise 2.9.4 Wasabi
3. Hot holding food equipment	May include: 3.1 Rice cooker 3.2 Soup warmer 3.3 Food warmer

**EVIDENCE GUIDE**

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>3.1 demonstrated proper handling and care of tools and equipment.</li> <li>3.2 complied with occupational and safety practices.</li> <li>3.3 set-up and cleared the tables.</li> <li>3.4 served food.</li> <li>3.5 identified faults and problems and the necessary corrective action.</li> <li>3.6 prepared pantry area for service.</li> </ul>
2. Required Knowledge	<ul style="list-style-type: none"> <li>2.1 Types and uses of table ware</li> <li>2.2 Types and uses of condiments</li> <li>2.3 Handling of garbage/waste</li> <li>2.4 Handling of hot holding food equipment</li> <li>2.5 Types of food service</li> <li>2.6 MARPOL and relevant regulations</li> <li>2.7 Safety practices <ul style="list-style-type: none"> <li>2.7.1 Practice hygienic preparation and teamwork to colleagues</li> <li>2.7.2 Food safety hazard</li> <li>2.7.3 Providing safe food</li> </ul> </li> <li>2.8 Familiarity with food and beverage combination</li> </ul>
3. Required Skills	<ul style="list-style-type: none"> <li>3.1 Effective communication skills</li> <li>3.2 Application of food service</li> <li>3.3 Application of cleaning skills</li> <li>3.4 Operating hot holding food equipment</li> <li>3.5 Care in handling breakable items</li> </ul>
4. Resource Implications	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> <li>4.1 access to relevant workplace or appropriately simulated environment where assessment can take place</li> <li>4.2 tools, equipment and materials/supplies relevant to the activity or task</li> </ul>
5. Methods of Assessment	<p>Competency in this unit must be assessed through :</p> <ul style="list-style-type: none"> <li>5.1 demonstration and questioning of related underpinning knowledge</li> <li>5.2 written Examination</li> <li>5.3 portfolio</li> </ul>
6 Context of Assessment	<ul style="list-style-type: none"> <li>6.1 Competency may be assessed in workplace or in simulated workplace setting (accredited assessment centers)</li> <li>6.2 Assessment shall be observed while tasks are being undertaken either individually or as a team under limited supervision</li> </ul>

- UNIT OF COMPETENCY :** **PERFORM HOUSEKEEPING SERVICES**
- UNIT CODE :** **MTM512314**
- UNIT DESCRIPTOR :** This unit deals with the knowledge, skills and attitudes in performing housekeeping service. It includes performing cabin service, cleaning assigned areas, handling and disposal of garbage, laundering linen/special laundry items and storing of cleaning materials and equipment.

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables
1. Perform cabin services	1.1 <b><i>Linens and towels</i></b> are changed as per ship's standard 1.2 Headboard, <b><i>furniture, appliances</i></b> and port holes are dusted as per ship's standard practice 1.3 Glasses, coffee cups, ash trays and utensils are cleaned, dried and stored 1.4 Cabin and toilets are cleaned as per ship's standard procedures 1.5 Vacuum cleaning is performed on all carpeted areas in the cabin 1.6 Bed setting is performed as per ship's standard 1.7 <b><i>Cabin and toilet amenities</i></b> are replenished as per ship's standard 1.8 Garbage are collected and disposed as per garbage disposal regulations 1.9 Soiled linens and towels are collected and sorted accordingly and readied for laundry 1.10 Furniture, appliances, light, and air vents are checked for defects and reported to concerned personnel
2. Clean assigned areas	2.1 Appropriate <b><i>cleaning materials and equipment</i></b> are prepared as per ship's cleaning procedures 2.2 <b><i>Assigned areas</i></b> and its contents are cleaned using appropriate cleaning equipment 2.3 Stripping and waxing of deck is applied according to ship's schedule 2.4 Air ducts, lights, walls and ceilings are cleaned as per cleaning schedule 2.5 Cleaning equipment are cleaned after use as per manufacturers' instruction 2.6 Toilet amenities are replenished as per ship's standard 2.7 Safety signages are placed in the areas to be cleaned 2.8 Garbage are collected and disposed as per garbage disposal regulations

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables
3. Handle and dispose garbage	3.1 Garbage collected are secured and transported to designated garbage collection area 3.2 Garbage is segregated and stored according to type 3.3 Garbage disposal procedures is applied according to type 3.4 Garbage containers are checked for damages and cleaned and sanitized in designated garbage cleaning area
4. Launder soiled linen/special laundry items	4.1 Soiled linen/ <b><i>special laundry items</i></b> are collected and sorted according to ship's laundry schedule. 4.2 <b><i>Laundry equipment</i></b> is checked before operation and used in accordance with manufacturer's instructions 4.3 Sorted soiled linen/special laundry items is washed using designated washing machine 4.4 Washed linen/special laundry items are checked for stains and damages and appropriate action is applied to remove stains 4.5 Linen/special laundry items are pressed/ironed, folded and stored according to type or delivered to owner 4.6 Any damage arising from the laundering process is recorded/reported to concerned personnel/supervisor
5. Store cleaning materials and equipment	5.1 Cleaning materials and equipment are stored in the designated areas as per ship's standard 5.2 Cleaning materials are kept labeled with its original container 5.3 Usage of cleaning materials is monitored and recorded/reported to the supervisor

**RANGE OF VARIABLES**

<b>VARIABLES</b>	<b>RANGE</b>
1. Linens and towels	May include: 1.1 Bed covers 1.2 Bed sheets 1.3 Blankets 1.4 Comforters 1.5 Pillow cases 1.6 Bath towels 1.7 Face towels 1.8 Hand towel 1.9 Foot Mat 1.10 Curtains
2. Furniture	May include: 2.1 Side and center tables 2.2 Drawer 2.3 Sofas 2.4 Cabinets 2.5 Bar counters
3. Appliances	May include: 3.1 TV 3.2 Radio 3.3 Telephone 3.4 Refrigerator 3.5 Video Player 3.6 Computer and printer
4. Cabin and toilet amenities	May include: 4.1 Hand soap 4.2 Toilet paper
5. Cleaning materials and equipment	May include: 5.1 Wet or dry vacuum cleaner 5.2 Mops 5.3 Mop head squeezer 5.4 buckets 5.5 Squeegee 5.6 Floor polisher 5.7 Dust pan 5.8 Push brush

VARIABLES	RANGE
	5.9. Garbage bin/container 5.10. Bottle sprayer 5.11. Sponge 5.12. Clean rags 5.13. Glass cleaner 5.14. Air freshener 5.15. Furniture polisher 5.16. Toilet bowl cleaner 5.17. Laundry cleaning agents (soap, bleach, fabric conditioner)
6. Assigned areas	May include: 6.1. Recreation room 6.2. Saloon 6.3. Mess hall 6.4. Sanitary areas 6.5. Hall ways 6.6. Laundry room 6.7. Day room
7. Special laundry items	May include: 7.1. Officers' uniform 7.2. Personal clothing 7.3. Apron
8. Laundry equipment :	May include: 8.1. Washing Machine 8.2. Dryers 8.3. Steam Presses 8.4. Irons 8.5. Hangers

**EVIDENCE GUIDE**

1. Critical aspects of competency	Assessment requires evidence that the candidate : 1.1 performed cabin service. 1.2 maintained cleanliness in the assigned areas. 1.3 handled and disposed waste. 1.4 laundered linen/special laundry items. 1.5 stored cleaning materials.
2. Required Knowledge	2.1 Cabin cleaning procedure 2.2 Handling and disposing garbage according to regulations 2.3 Types and uses of laundry equipment 2.4 Types, uses and storing cleaning agents and materials 2.5 Relevant regulations pertaining to cleaning of work areas and garbage management
3. Required Skills	3.1 Communication skills 3.2 Operating cleaning equipment 3.3 Operating laundry equipment 3.4 Segregating and disposing waste 3.5 Housekeeping skills
4. Resource Implications	The following resources should be provided : 4.1 access to relevant workplace or appropriately simulated environment where assessment can take place 4.2 tools, equipment and materials/supplies relevant to the activity or task
5. Methods of Assessment	Competency in this unit must be assessed through : 5.1 demonstration and questioning of related underpinning knowledge 5.2 written Examination 5.3 portfolio
6. Context of Assessment	6.1 Competency may be assessed in workplace or in simulated workplace setting (accredited assessment centers) 6.2 Assessment shall be observed while tasks are being undertaken either individually or as a team under limited supervision

**UNIT OF COMPETENCY :** **PROVIDE ASSISTANCE IN RECEIVING AND STORING PROVISION AND SUPPLIES**

**UNIT CODE :** **MTM512315**

**UNIT DESCRIPTOR :** This unit deals with the knowledge, skills and attitudes in providing assistance in receiving and storing provision and supplies

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables
1. Provide assistance in receiving provision and supplies	1.1. Trolley is prepared to transport <b>provision</b> and <b>supplies</b> as per standard operating procedures 1.2. Weighing scale is prepared and used in accordance with manufacturer's instructions 1.3. Inspected provisions and supplies are received in accordance with ship's standard
2. Provide assistance in storing provision and supplies	2.1 <b>Storeroom</b> are kept clean and freed from obstruction 2.2 Provisions and supplies are transported and arranged in First In First Out (FIFO) order 2.3 <b>Stocks Control System</b> is identified and applied in accordance with industry practice 2.4 Task is performed using prescribed PPEs

**RANGE OF VARIABLES**

<b>VARIABLES</b>	<b>RANGE</b>
1. Provision	May include: 1.1 Meat 1.2 Poultry 1.3 Seafood 1.4 Fruits and Vegetables 1.5 Dairy products 1.6 Starches 1.7 Dry goods 1.8 Beverages
2. Supplies	May include: 2.1 Bonded items 2.2 Cleaning materials 2.3 Linen
3. Storeroom	May include: 3.1 Dry storeroom 3.2 Refrigerator 3.3 Freezer 3.4 Bonded store
4. Stock Control System	May include: 4.1 Manual 4.2 Computerized

**EVIDENCE GUIDE**

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <p>1.1 provided assistance in receiving the provision. 1.2 provided assistance in storing the provision.</p>
2. Required Knowledge	<p>2.1 Different temperatures of storerooms 2.2 Kinds of provisions 2.3 Units of measurements 2.4 Different storing methods 2.5 Storing of provision</p>
3. Required Skills	3.1 Oral and written communication skills
4. Resource Implications	<p>The following resources should be provided:</p> <p>4.1 access to relevant workplace or appropriately simulated environment where assessment can take place 4.2 tools, equipment and materials/supplies relevant to the activity or task</p>
5. Methods of Assessment	<p>Competency in this unit must be assessed through:</p> <p>5.1 demonstration and questioning of related underpinning knowledge 5.2 written Examination 5.3 portfolio</p>
6. Context of Assessment	<p>6.1 Competency may be assessed in workplace or in simulated workplace setting (accredited assessment centers) 6.2 Assessment shall be observed while tasks are being undertaken under limited supervision</p>

## SECTION 3 TRAINING STANDARDS

These guidelines are set to provide the Technical and Vocational Education and Training (TVET) providers with information and other important requirements to consider when designing training programs for Ship's Catering Services NC I.

### 3.1 CURRICULUM DESIGN

Course Title: **SHIP'S CATERING SERVICES**

NC Level: **NC I**

Suggested Nominal Training Duration: **18 HOURS (Basic Competencies)**  
**12 HOURS (Common Competencies)**  
**20 HOURS (Core Competencies)**

#### Course Description:

This course is designed to enhance the knowledge, skills and attitudes of Stewarding in accordance with industry standards. It covers core competencies such as perform mess hall service, perform housekeeping service and providing assistance in receiving and storing provision and supplies.

This course is also designed to enhance the basic and common knowledge, skills and attitudes of an individual in the field of stewarding.

To obtain this, all units prescribed for this qualification must be achieved.

#### BASIC COMPETENCIES

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1. Receive and respond to workplace communication	1.1 Explain routinary speaking & messages in a workplace. 1.2 Follow routinary speaking & message 1.3 Perform work duties following written notices.	Group discussion Interaction	Interviews/ questioning Observation
2. Work with others	2.1 Develop effective workplace relationship. 2.2 Contribute to work group activities. 2.3 Work with multi-culture and religious awareness	Group discussion Interaction	Interviews/ questioning Demonstration Observation
3. Demonstrate work values	3.1 Define the purpose of work 3.2 Apply work values/ethics 3.3 Deal with ethical problems 3.4 Maintain integrity of conduct in the workplace	Group discussion Interaction	Demonstration Observation Interviews/ questioning
4. Practice housekeeping procedures	4.1 Sort and remove unnecessary items 4.2 Arrange items 4.3 Maintain work areas, tools and equipment 4.4 Follow standardize work Process and procedures 4.5 Perform work spontaneously	Group discussion Interaction	Demonstration Observation Interviews/ questioning

## COMMON COMPETENCIES

<b>Unit of Competency</b>	<b>Learning Outcomes</b>	<b>Methodology</b>	<b>Assessment Approach</b>
1. Observe personal hygiene	1.1 Practice proper personal hygiene and grooming. 1.2 Comply with food handling safety practices	Discussion Lecture Demonstration	Written Questioning Observation Practical performance
2. Practice food safety, sanitation and hygiene	2.1 Practice food safety sanitation 2.2 Store food 2.3 Practice Cleaning Procedure 2.4 Report pest infestation	Discussion Lecture Demonstration Simulation	Observation Demonstration Practical performance
3. Observe catering health and safety practices	3.1 Handle catering equipment 3.2 Prevent common accident in the work place.	Discussion Lecture Demonstration Simulation	Observation Demonstration Practical performance
4. Protect marine environment/ waste segregation management	4.1-Segregate waste 4.2 Package waste	Discussion Lecture Demonstration Simulation	Observation Demonstration Practical performance
5. Work within multi-cultural and religious environment	5.1 Recognize cultural and religious diversity among crew 5.2 Demonstrate sensitivity to specific cultures and practices	Discussion Lecture Demonstration Simulation	Observation Demonstration Practical performance

## CORE COMPETENCIES

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1. Perform mess hall service	<ol style="list-style-type: none"> <li>1. Set up table</li> <li>2. Serve food</li> <li>3. Clear table</li> <li>4. Wash used tableware and dispose waste</li> <li>5. Prepare pantry area for service</li> </ol>	Lectures Demonstration Discussion Role Playing	Observation Written Examination Practical demonstration and oral questioning
2. Perform housekeeping service	<ol style="list-style-type: none"> <li>2.1 Perform cabin services</li> <li>2.2 Clean assigned areas</li> <li>2.3 Handle and dispose garbage</li> <li>2.4 Launder soiled linen/special laundry items</li> <li>2.5 Store cleaning materials and equipment</li> </ol>	Lectures Demonstration Discussion Role Playing	Observation Written Examination Practical demonstration and oral questioning
3. Provide assistance in receiving and storing provisions and supplies	<ol style="list-style-type: none"> <li>3.1. Provide assistance in receiving provision and supplies</li> <li>3.2. Provide assistance in storing provision and supplies</li> </ol>	Discussion Demonstration Actual Cleaning OJT	Observation Written examination Questioning/ Interview

### 3.2 TRAINING DELIVERY

The delivery of training should adhere to the design of the curriculum. Delivery should be guided by any of the 10 basic principles of competency-based TVET.

- The training is based on curriculum developed from the competency standards;
- Learning is modular in its structure;
- Training delivery is learner-centered and should accommodate individualized and self-paced learning strategies;
- Training is based on work that must be performed;
- Training materials are directly related to the competency standards and the curriculum modules;
- Assessment is based in the collection of evidence of the performance of work to the industry required standard;
- Training program is based both on and off the job components;
- Allows for recognition of prior learning (RPL) or current competencies;
- Training allows for multiple entry and exit; and
- Training programs are Nationally Accredited.

The competency-based TVET system recognizes various types of delivery modes, both on and off-the-job as long as the learning is driven by the competency standards specified by the industry. The following training modalities may be adopted when designing training programs:

- The dualized mode of training delivery is preferred and recommended. Thus programs would contain both in-school and in-industry training or fieldwork components. Details can be referred to the Dual Training System (DTS) Implementing Rules and Regulations.
- Modular/self-paced learning is a competency-based training modality wherein the trainee is allowed to progress at his own pace. The trainer facilitates the training delivery
- Peer teaching/mentoring is a training modality wherein fast learners are given the opportunity to assist the slow learners.
- Supervised industry training or on-the-job training is an approach in training designed to enhance the knowledge and skills of the trainee through actual experience in the workplace to acquire specific competencies prescribed in the training regulations.
- Distance learning is a formal education process in which majority of the instruction occurs when the students and instructor are not in the same place. Distance learning may employ correspondence study, or audio, video or computer technologies.
- Project-Based Instruction is an authentic instructional model or strategy in which students plan, implement and evaluate projects that have real world applications.

### 3.3 TRAINEE ENTRY REQUIREMENTS

This section specifies the qualifications of trainees and educational experience. Other requirements like health and physical requirements may also be stated. Passing entry written examinations may also be indicated if necessary.

- Must be High School graduate
- 18 years old and above
- Must have a good moral character
- Must be physically and mentally fit as per MLC 2006 Regulation 1.2 - Medical Certificate
- Can communicate in English both oral and written

### 3.4 LIST OF TOOLS, EQUIPMENT AND MATERIALS FOR SHIP'S CATERING SERVICES NC I

Recommended list of tools, equipment and materials for the training of 24 trainees for **SHIP'S CATERING SERVICES NC I**

TOOLS		EQUIPMENT		MATERIALS	
QTY	DESCRIPTION	QTY	DESCRIPTION	QTY	DESCRIPTION
2 pcs.	• Square table	1 unit	• 3-Compartment Sink	2 pcs.	• Hand towels
8 pcs.	• Dining Chairs	1 pc.	• Floor Squeegee	2 pcs.	• Face towels
3 pcs.	• Round Trays	1 unit	• Detergents / cleaning agents stock cabinet	6 pcs.	• Hangers
3 pcs.	• Rectangular Trays	1 unit	• Storage cabinet	3 pcs.	• Bath Towels
6 pcs.	• Cloth Table napkins	1 unit	• Bed	1 pc.	• Blanket / Comforter
2 pcs.	• Table Cloth	1 unit	• Mock Bedroom	3 pcs.	• Bed Sheets
1 pc.	• Goblet Glass rack	1 unit	• Vacuum Cleaner (wet and dry)	2 pcs.	• Pillows / pillow cases
1 pc.	• High ball Glass rack	1 unit	• Floor Polishers	1 pc.	• Foot mat
1 pc.	• Plate rack	1 unit	• Dryer		
1 pc.	• Coffee Urn	1 unit	• Washing machine		
1 pc.	• Cork screw			Training Materials: 1. Handbook for sanitation 2. Handbook for safety 3. Cleaning Procedures Manual	
1 set	• Sugar and creamer set	<b>SAFETY</b>			
2 pcs.	• Ashtray	1 set	First Aid Kit		
2 pcs.	• Toothpicks dispenser	1 pc.	Fire Extinguisher		
6 sets	• Coffee cup and saucer	1 set	Personal Protective Equipment (PPE)		

TOOLS		EQUIPMENT		MATERIALS	
QTY	DESCRIPTION	QTY	DESCRIPTION	QTY	DESCRIPTION
12 pcs.	• Show plate				
2 sets	• Salt Pepper Shaker				
6 pcs.	• Tea spoon				
6 pcs.	• Dinner Spoon				
6 pcs.	• Dinner Fork				
4 pcs	• Bread baskets				
6 pcs.	• Fish knife				
6 pcs.	• Salad knife				
6 pcs.	• Dinner Knife				
6 pcs	• Butter spreader				
6 pcs.	• Dessert spoon				
6 pcs.	• Cocktail fork				
6 pcs.	• Salad fork				
2 pcs.	• Demitasse spoon				
2 sets	• Demitasse cup and saucer				
6 pcs.	• Dinner Plate (10")				
6 pcs.	• Bread Plate				
6 pcs.	• Salad Plates				
6 pcs.	• Dessert Bowl				
6 pcs.	• Entrée plate				
6 pcs.	• Soup bowl				
6 pcs.	• Soup spoon				
3 pcs.	• Stainless water pitcher				
6 pcs.	• Water goblet				
6 pcs.	• Red wine glass				
6 pcs.	• White wine glass				
6 pcs.	• High ball glass				

**3.5 TRAINING FACILITIES  
SHIP'S CATERING SERVICES NC I**

The workshop must be of concrete structure. Based on a class size of 24 students/trainees the space requirements for the teaching/ learning and circulation areas are as follows:

<b>SPACE REQUIREMENT</b>	<b>SIZE IN METERS</b>	<b>AREA IN SQ. METERS</b>	<b>TOTAL AREA IN SQ. METERS</b>
• Lecture Room ( job site / school)			42.00
• Trainee Working Space			120.00
• Learning Resource Center	4.00 X 5.00	20.00	20.00
• Facilities / Equipment / Circulation Area			
Total Workshop Area			236.60

**3.6 TRAINER'S QUALIFICATIONS FOR MARITIME SECTOR**

**SHIP'S CATERING SERVICES – NC I**

- National TVET Trainers Certificate I (NTTC I) holder
- With 2 year relevant experience in Hotel and Restaurant **OR** 2 years on board experience as cook
- \*Must be a BS degree holder

\*An institutional requirement that may be required by the school or training center delivering the TVET program

## **SECTION 4 NATIONAL ASSESSMENT AND CERTIFICATION ARRANGEMENTS**

Assessment of an individual's competence leads to the issuance of a National Certificate (NC).

A National Certificate (NC) is issued when a candidate has demonstrated competence in all the units of competency that comprise the relevant endorsed qualification.

1. Candidate wanting to be certified shall be assessed in accordance with the requirements identified in the evidence guide of the relevant unit/s of competency. As a rule, the unit/s of competency shall be the benchmark for all assessment under the Training Regulations for Maritime Sector.
2. Candidate must have completed the prescribed course of instruction in all the units of competency contained in the **SHIP'S CATERING SERVICES NC I** or with equivalent sea service experience before applying for assessment and certification for National Certificate Level. The following are qualified to apply for assessment and certification:
  - 2.1 Those who have completed a course on Ship's Catering Services NC I;  
or
  - 2.2 Seafarers with a minimum of 6 months (relevant sea service experience) as messman.
- 3 Conduct of assessment and issuance of certificates shall follow the procedures manual and implementing guidelines developed for the purpose.

**COMPETENCY MAP  
For Maritime Sector**

<b>CORE COMPETENCIES</b>	Assist in performing deck maintenance	Perform supervisory functions	Perform engine room housekeeping	Perform mess hall service	Perform maintenance and sanitation of galley equipment and	Prepare side dishes and breakfast meal
	Assist in performing navigational watchkeeping	Perform mooring/ unmooring operations	Provide assistance in bunkering operations	Perform housekeeping services	Prepare and cook meat dishes	Prepare and cook poultry products
	Assist in performing simple splicing and canvas work	Perform marlinspike and canvas work	Use and care for hand and power tools	Provide assistance in receiving and storing provisions	Prepare stocks, sauces and soups	Prepare and cook seafood
	Perform housekeeping duties	Provide support in cargo operations	Perform engine watchkeeping duties	Supervise preparation of meals	Prepare appetizers, salads and sandwiches (hot and cold and open)	Prepare bread products and hot and cold desserts
	Perform navigational watchkeeping duties	Perform deck maintenance	Maintain/ clean engine room, machinery and spaces	Perform victualing services	Supervise the maintenance and sanitation of galley equipment and utensils and related areas	Perform stock control
	Conduct inventory of tools, equipment and facilities	Install/ reinstall/ replace piping system	Fabricate shipboard components	Assist engineer in the maintenance of main engine	Establish and maintain catering standards	
<b>COMMON COMPETENCIES</b>	Launch survival craft and rescue boats	Prevent and fight fire	Perform survival techniques during ship abandonment	Perform first-aid treatment on board	Protect marine environment	Comply with emergency procedures
	Conduct shipboard security check	Observe personal hygiene	Practice food safety, sanitation and hygiene	Observe catering health and safety practices	Protect marine environment/ waste segregation mgmt.	Work within multi-cultural and religious environment
<b>BASIC COMPETENCIES</b>	Receive and respond to workplace communication	Work with others	Participate in workplace communication	Work in team environment	Lead in workplace communication	Lead small teams
	Demonstrate work values	Practice basic housekeeping procedures	Practice career professionalism	Practice occupational health and safety procedures	Develop and practice negotiation skills	Solve problems related to work activities
					Use mathematical concepts and techniques	Use relevant technologies



Ship's Catering Services NC I

## DEFINITION OF TERMS

1. **Beverage** - any liquid for drinking.
2. **Braise** - to cook (meat and vegetables) by browning in fat, then simmering in a small quantity of liquid in a covered container.
3. **Cabin** - a room on board a ship for use of one or more officers or passengers; a space in which the accommodation for officers and / or passengers is located.
4. **Cold cuts** - variety of sliced cold meats and cheeses.
5. **Cross contamination** - the transfer of harmful micro-organism from one item of food to another.
6. **Environmental hazard** - working conditions unsafe to crew.
7. **Galley** - a cook room, kitchen or deckhouse used for cooking drippings.
8. **Griddle** - a flat metal surface used for cooking by dry heat.
9. **Hollandaise** - a permanent emulsion sauce, used for steaks, vegetables and fish.
10. **MARPOL** - abbreviation, for Marine Pollution.
11. **Meal Service** - to serve food or beverages.
12. **Menu** - a list of food available or choices given to guest before the start of a meal.
13. **Mess hall** - a dining room or space on board in which all or part of ship's crew eat their meals.
14. **Mirepoix** - a mixture of vegetables and herbs to enhance the flavor of stock, sauces and soups.
15. **Mise-en place** - is the prepared necessary raw materials, utensils , ingredients needed for cooking.
16. **Mixer** - a machine / equipment for mixing or beating foods.
17. **Oven** - an enclosed chamber for heating, roasting / baking.
18. **Pantry** - a small room or closet, usually of a kitchen where food, chine silver linens and similar items are stored.
19. **Personal Hygiene** - conditions and practices that serve to promote or preserve health.
20. **Provisions** - a store of needed materials for a voyage; especially a stock of food for use of crew and passengers (usually 3 months provision / 200 % allowance).
21. **Recipe** - procedure and direction in preparing dish or drink.
22. **Sanitation** - formulation and application of measures designed to protect public health.
23. **Stock** - broth in which meat, fish or poultry bones are simmered for a period of time.
24. **Store** - to fill or furnish with supply.
25. **Thaw** - to change from a frozen solid to a liquid by gradual warming.
26. **Victualing / Victual** - food fit for consumption; lay in food supplies or provisions; providing, storing or supplying provisions.

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