**THE PROGRAM OF PROFESSIONAL STUDENTS APPRENTICESHIP- Nutrition and catering service profession**

General objective of the programme of vocational practice: development of practical skills in the profession of nutrition and catering service technician and the qualities that are necessary to work in this profession as: independence, activity, cultural way of work, language and behaviour, communication, responsibility ability to cooperate in a team and social skills enabling the students of an active navigation on the job market

Site: kitchen restaurant – Lisbon-Portugal

Before the implementation of the program it is necessary:

- to present the organization of classes

                             - familiarize students with the rules and regulations

                             - provide instruction on health and safety

                             - provide instruction in the workplace

                             - diagnose the competence and qualifications of the participant of vocational practice

Recommendations for implementation of the program:

- activities should be carried out individually or in small teams

- activities should be carried out under the guidance of a tutor

- each task should be preceded by an initial instruction and demonstration exercise of certain actions

- more time should be given for tasks that are difficult to perform

- the skills and knowledge students already acquired by the students at school should be used during the practice

Proposals of the assessment methods of the internee

* internee should be assessed for their practical skills and their development during the practice
* achievements should be assessed on the basis of observations how they perform practical tasks
* observations should be made regularly
* the assessment of the correctness of the tasks should be carried out during and after finishing the tasks

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| **Lp.** | **The topic of the activities** | **The specific skills**  **that students should be able to gain:** | **Activities** | **Certified skills** |
| 1. | Familiarization with the organizational structure of the workplace and its functional layout. Occupational Health and Safetytraining | - To know and apply all the rules and regulations and safety regulations  - to know the organizational structure of the workplace  - to know the functional system of the workplace | To take part in occupational health training and in an occupational training  - to performing assigned activities related to the current functioning of the workplace |  |
| 2. | The responsibilities of restaurant staff and their documentation | To know the responsibilities of restaurant staff  To know how to document the work of the restaurant staff  - to know how to document the work of restaurant staff | Application of responsibilities at individual positions  - performing assigned activities related to the current functioning of the workplace |  |
| 3. | Planning menus for guests | - Plan menus for guests  - Know the rules of menu planning | - Arranging menu for guests  - quality control of nutrition  - performing assigned activities related to the current functioning of the workplace | Planning and accounting of catering production |
| 4. | Preparation of raw  material demand. | -Prepare raw materials demand for food preparation  - know computer programs for production planning | Preparing the demand for raw materials  - Using computer software for production planning  - observation of the work of the person preparing the demand  - performing assigned activities related to the current functioning of the workplace | Planning and accounting of catering production |
| 5. | Raw material storage and food storage | Know the storage areas and storage parameters of the individual raw materials  - know the rules of storing prepared meals | Cleaning operations in a storeroom  - control of storage parameters of raw materials and dishes  - performing assigned activities related to the current functioning of the plant | Hygienic safety systems of  food production |
| Summary of the first week of apprenticeship - analysis of achievement of objectives, analysis of practical performed tasks | | | | |
| 6. | Meal production - pre-treatment. | Know and apply principles of pre-treatment  - use appropriate pre-treatment equipment  - use proper pre-treatment for specific raw materials  - Know the effect of pretreatment on the nutritional value of the prepared  foods | Pre-treatment of various raw materials  - performing assigned activities related to the current functioning of the workplace | Techniques for making dishes including Portuguese cuisine dishes |
| 7. | Food production – heat treatment | Know and apply heat treatment principles  - use proper equipment for heat treatment  - use proper heat treatment for specific raw materials  - know the impact of heat treatment on the nutritional value of prepared foods | Heat treatment (various types and techniques)  - performing assigned activities related to the current functioning of the plant | Techniques for making dishes including Portuguese cuisine dishes |
| 8. | Portioning, decorating and serving meals | Know the rules of portioning dishes  - know the weight of the ready portion  - know the rules of decorating dishes  - expedition of dishes | Portioning ready meals  - decorating dishes  - expedition of dishes  - performing assigned activities related to the current functioning of the workplace | Techniques for making dishes including Portuguese cuisine dishes |
| 9 | Settlement of the production | Know the rules of settlement of production in restaurants  - know computer programs used for settlement of production | Settlement of raw materials and intermediates  - Computer software used for settlement of production  - observation of the work of the person preparing the settlement of production  - performing assigned activities related to the  current functioning of the workplace | Planning and accounting of catering production |
| 10. | Kitchen appliances | Know the rules of operation of the kitchen equipment of the holiday resort  - use the equipment at work in the kitchen | - operation of kitchen equipment  - performing activities using equipment  - performing assigned activities related to the current functioning of the workplace | Operation of equipment used in gastronomy |
| Summary of the second week of apprenticeship - analysis of achievement of objectives, analysis of practical performed tasks | | | | |
| 11. | Working with food preparation recipes | Know recipes for food preparation in the workplace  - work according to recipes when preparing food | Cooking of dishes based on recipes  - performing assigned activities related to the current functioning of the workplace | Techniques for making dishes including Portuguese cuisine dishes |
| 12. | Working with food preparation recipes | Know recipes for food preparation in the workplace  - work according to recipes when preparing food | Cooking of dishes based on recipes  - performing assigned activities related to the current functioning of the workplace | Techniques for making dishes including Portuguese cuisine dishes |
| 13 | Cleaning operations in the kitchen and dishwashing area. Appliances for washing and scalding | Know the range of cleaning procedures in the kitchen and dishwashing area  - know the rules of operation of devices for washing and scalding  - know the procedure of washing and scalding | - performing cleaning procedures  - performing cleaning operations in dishwashing area  - performing assigned activities related to the current functioning of the workplace | Operation of equipment used in gastronomy |
| 14. | Systems of protection of health quality of food | Know the rules of the food safety system  - apply the principles of food safety system | Application of health food safety rules  - performing assigned activities related to the current functioning of the workplace | Hygienic safety systems of  food production |
| 15. | Preparation of the restaurant room to accommodate guests | Be familiar with the scope of work used to prepare the restaurant room to accommodate guests | Preparing the restaurant room to host guests  - performing assigned activities related to the current functioning of the workplace | Rules of consumer service |
| Summary of the third week of apprenticeship - analysis of achievement of objectives, analysis of practical performed tasks | | | | |
| 16. | Restaurant room and bar appliances and equipment | to know how to operate the equipment of the restaurant room and a bar  - use the equipment while working | to use the equipment in a restaurant room and a bar  - performing assigned activities related to the current functioning of the workplace | The use of equipment and appliances used in gastronomy |
| 17. | Principles of serving restaurant guests | Know the rules of serving guests in the restaurant  - apply the rules of guest service in the restaurant | Serving canteen guests  - performing assigned activities related to the current functioning of the workplace | Rules of consumer service |
| 18. | Scope of cleaning work in the restaurant | Know the scope of cleaning activities in the restaurant | - performing cleaning works in a restaurant  - performing assigned activities related to the current functioning of the restaurant | Hygienic safety systems of  food production |
| 19. | Organization of additional culinary events for guests | Participate in the organization of additional occasional events | Preparing and handling additional events  - performing assigned activities related to the current functioning of the workplace | Rules of consumer service |
| 20. | Summary and evaluation of vocational practice |  | -  Filling in an evaluation questionnaire  - Completing the documentation of the practice in the journal |  |

Summary and appraisal of vocational practice: - a description of the acquired skills and experience gained

                                                                           - opinion of the tutor of the apprentice

- completing an evaluation questionnaire

                                                                           - certification of acquired skills