



DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA
MERCHANT SHIPPING SECRETARIAT
Ministry of Ports & Civil Aviation

No.79, Technical Junction, Maradana Road, Colombo 10, Sri Lanka.
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COOK TRAINING COURSE (726 HRS) CORE SYLLABUS

Unit Breakdown

UNITS	HRS
Cookery	236
Food and Beverage	70
Housekeeping	60
On the Job Training	360
Total	726

Cookery Theory & Practical 236 Hrs

#	UNITS	Total
1	Introduction to Cruise Industry	13
2	Hygiene	8
3	Commodities (practical)	28
4	Galley Equipment	5
5	Methods of Cookery	5
6	Stock Soups Sauces	5
7	Menu Planning	10
8	Dietary Requirements	6
9	Nine Control Points	11
10	Clean Kitchen Premises	3
11	MLC and MARPOL	9
12	Observe General Galley Safety	7
13	Practical	126
	Cookery Total	236



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Cookery Theory (236Hrs) Detail Syllabus

		Theory	Practical	Exam	Total
1	Introduction to Cruise Industry	12			13
1.1	Tourism and hospitality				
1.1.1	Who is a tourist				
1.1.2	Classifications of hotels				
1.2	Catering Units				
1.2.1	Different types of catering units				
1.3	Ships				
1.3.1	Different types of ships				
1.3.2	Galley structure				
1.4	Roles and responsibilities of Galley positions				
1.4.1	Responsibilities				
1.4.2	Telephone etiquette				
	Exam	1			
2	Hygiene	6			8
2.1	Personal Hygiene				
2.2	Food Hygiene				
2.3	Equipment Hygiene				
2.4	Kitchen Hygiene				
2.5	HACCP /5S				
2.6	Micro organism				
	Recap	1			
	Exam			1	
3	Commodities (practical)				28
3.1	Poultry	2			
3.2	Veal & beef, Pork & Lamb, Butchery hygiene	4			
3.3	Fish and Shell Fish	2			
3.4	Vegetables pulses - why add vegetabels to meal/catogories / quality points /over size /over ripe/ storage requirements /FIFO/ processed veg/ vaxy and mealy potatoes		4		
3.5	Spices - types of spices / herbs / flavors / colours / aromas		1		
3.6	Fruits and nuts -soft fruits / hard fruits / stone fruits /quality points / processed - canned / bottled / frozen / storage requirements / nuts and storage		1		

3.7	Dairy Products- milk non fat/ full cream /pasteurize sterilised /cheese soft semi hard /hard /yoghurt / curd /whipped cream- single/ double		1		
3.8	Additives- colours / flavours / preservatives/ acids		1		
3.9	Rice and Pasta fresh pasta /ready made pasta/ different shapes /how to add colour /how to cook pasta /portioning /storage /types of rice /short / medium /long /cooking of rice /storage polished and brown		4		
3.10	Eggs - types of eggs hens/ quail /quality points/ structure		2		
	Recap	4			
	Exam			2	
4	Galley Equipment		2		5
4.1	Utensils				
4.2	Knives				
4.3	Small equipment				
4.4	Large Equipment				
	Recap	2			
	Exam			1	
5	Methods of Cookery				5
5.1	Introduction to Methods of Cookery		Covered in Practicals		
5.2	Grilling discuss three grilling methods				
5.3	Baking blind baking				
5.4	Roasting discuss 3 roasting methods				
5.5	Frying / microwave discuss 4 frying methods				
5.6	Microwave show dish in a microwave				
5.7	Introduction to moist heat cooking				
5.8	Boiling simmering blanching poaching sous vide discuss heat transfer methods discuss blanching and poaching methods (hot /cold)				
5.9	Braising and stewing discuss the difference between the two				
5.1	Poaching sous vide				
	Recap	4			
	Exam			1	
6	Stock Soups Sauces				5
6.1	Stocks		Covered in Practicals		
6.2	ingredients usage				
6.3	Mis en place for soup making				
6.4	Classification of soup				
6.5	Thickening agents				
6.6	Mise en place and utensils for sauces				
6.7	Mother sauces				
6.8	Derivatives				

6.9	Storage of sauces				
6.1	Convenient products				
	Recap	4			
	Exam			1	
7	Menu Planning				10
7.1	Types of Menus	2			
7.2	Menu planning	4			
7.3	Menu evaluation & description	2			
7.4	Workflow planning	1			
	Exam			1	
8	Dietary Requirements				6
8.1	Nutrients	2			
8.2	Specials Diets	1			
8.2.1	Religious Diets	1			
8.2.2	Health diets	1			
	Exam			1	
9	Nine Control Points				11
9.1	Introduction to nine control points	0.5			
9.2	Ordering	0.5			
9.3	Purchasing	0.5			
9.4	Receiving	0.5			
9.5	Storing	0.5			
9.6	Issuing	0.5			
9.7	Preparing	0.5			
9.8	Cooking	0.5			
9.9	Holding	0.5			
9.10	Serving	0.5			
9.11	Yield testing	2			
9.12	Dish costing and Standard recipes	2			
	Exam			2	
10	Clean Kitchen Premises				3
10.1	Steps to Clean Kitchen		Covered in Practicals		
10.2	Explain how clean different equipment				
10.3	Types of detergents				
10.4	Chemical Usage				
10.5	PPES				
	Recap	2			
	Exam			1	
11	MLC And MARPOL				9
11.1	MARPOL				
11.1.1	Introductions to 6 annexes				
11.1.2	Reception Facility				

11.1.3	Annex 5				
11.1.4	Garbage management plan				
11.2	MLC				
11.2.1	Introduction to MLC				
11.2.2	General Obligations (articles)				
	Exam			1	
12	Observe General Galley Safety	6			7
12.1	Safe and secure stowage of loose items				
12.2	Proper securing of doors				
12.3	Maintenance of all fitting and fixtures				
12.4	Adequate illumination within working areas				
12.5	Maintenance of Greece trap and ventilators				
12.6	Awareness of sources of fire within the galley and methods of extinguishing them using appropriate firefighting appliances				
12.7	Awareness that decks can be slippery especially when washing down or after a spillage of oil				
12.8	Awareness of operation of any electrical and mechanical cutting equipment and the dangers associated with them				
12.9	Use of storm bars and safety precautions during rough weather				
12.1	Safety related to the use of gas or electric stoves oven and microwave ovens and other electrical equipment installed in the galley				
12.1	Awareness of contents of the code of safe working practices for merchant seaman as applicable to cooks				
12.1	How to fine information from Code of Safe Working Practices for Merchant Seafarers				
	Exam			1	
13	Practical		120		126
13.1	Stocks				
13.2	Soups				
13.3	Sauces				
13.4	Appetizers and Canapés				
13.5	Salads & Sandwiches				
13.6	Fish				
13.7	Poultry				
13.8	Meat				
13.9	Potato, Rice & Pasta				
13.1	Vegetables				
	Practical Exam			6	

CORE SYLLABUS- F&B 70 Hrs

#	UNITS	Total
1	Attributes Skills & Knowledge Required by F&B Staff	4.5
2	Food & Beverage Service Area Equipment	8
3	The service sequence (table service) Part I	6
4	The service sequence (table service) Part II	6
5	The service of Breakfast & Afternoon Tea	6
6	Introduction to Non-Alcoholic Beverages	8
7	Introduction to Alcoholic Beverages	9.5
8	Food & Beverage Practical	16
8.14	Practical exam	6
	Food and Beverage Total	70

F & B Detail Syllabus

#	UNITS	Theory	Practical	Exam	Total
1	Attributes Skills & Knowledge Required by F&B Staff				4.5
1.1	Professional and Hygienic Appearance	3.5			
1.2	Attributes of a Food & Beverage Personnel				
1.3	Essential Technical Skills				
1.4	Dealing with Customers during Service				
1.5	Health, Safety and Security				
1.6	Avoiding Hazards				
1.7	Maintaining a Secure Environment				
	Exam			1	
2	Food & Beverage Service Area Equipment				8
2.1	Design and purchasing factors	3.5			
2.2	Stillroom				
2.3	Equipment in a Stillroom				
2.4	Provisions in A Stillroom				
2.5	Silver Room				
2.6	Hot Plate/Passe				
2.7	Items stored in a Hot Plate				
2.8	Menu Terminology				
2.9	Wash-up				
2.1	Dish washing methods		3.5		
2.11	Bar				
2.12	Main Equipment's in a Bar				
2.13	Other Items In A Bar				

2.14	Linen Used In A Restaurant				
2.15	Crockery				
2.16	Glassware				
2.17	Cutlery				
2.18	Furniture				
	Recap				
	Exam			1	
3	The service sequence (table service) Part I				6
3.1	Food and Beverage Service Categories		5		
3.2	Types of table services				
3.3	Buffet				
3.4	Room service				
3.5	KOT				
3.6	Enhanced service techniques				
3.7	Trolleys				
3.8	Side board				
3.9	Laying of table cloths				
3.1	Laying of table				
3.11	Napkin folding				
	Exam			1	
4	The service sequence (table service) Part II				6
4.1	Service sequence		5		
4.2	Taking bookings				
4.3	Preparation for service				
4.4	Table Service				
4.5	Silver Service				
4.6	Assisted service				
4.7	Self Service				
4.8	Counter service				
4.9	Single Point Service				
4.1	Buffet				
4.11	Room service				
	Exam			1	
5	The service of Breakfast & Afternoon Tea				6
5.1	Types of Breakfast	3			
5.2	Cover for a Breakfast Set Up				
5.3	Order of Breakfast Service				
5.4	Afternoon Tea		3		
5.5	Cover for high tea				
5.6	Cream tea service				
	Exam clustered with nonalcoholic beverages				
6	Introduction to Non Alcoholic Beverages				8

6.1	Non-Alcoholic Beverages –introduction				
6.2	Aerated Waters				
6.3	Natural Spring/Mineral Waters				
6.4	Squashes				
6.5	Juices				
6.6	Syrups	7			
6.7	Smoothies				
6.8	Mocktails				
6.9	Tea				
6.1	Coffee				
6.11	Chocolate				
	Exam together with breakfast service			1	
7	Introduction to Alcoholic Beverages				9.5
7.1	Wine Classification				
7.2	Types of wine				
7.3	Wine Production				
7.4	Factors Affecting Wine Production				
7.5	Wine Label				
7.6	Wine Serving				
7.7	Alcoholic Beverages				
7.8	Alcoholic Beverage Classification				
7.9	Beer	8.5			
7.1	Cider				
7.11	Perry				
7.12	Distilled Alcoholic Beverage				
7.13	Production of Liqueurs				
7.14	Organize a bar				
7.15	Alcohol beverage service				
7.16	Cocktails				
7.17	Irish Coffee				
	Exam			1	
8	Food & Beverage Practical				16
8.1	Identifying Cutlery				
8.2	Identifying Crockery				
8.3	Identifying Glassware				
8.4	Tray Balancing				
8.5	Welcome, Greeting , Escorting , seating , unfolding napkin and Presenting Menus		16		
8.6	Carrying Plates 2, 3 & 4				
8.7	8 Napkin Folding & laying a table for 2 covers for a four course menu				
8.8	Plated Service				
8.9	Silver Service				

8.1	Spirits service (Bar table functions)				
8.11	Red/ White/ Still wine Service				
8.12	Non-alcoholic beverage				
8.13	Juice, soft drink, water, mock tail				
8.14	Practical exam				6
8.14.1	Laying a table for a set menu for 2 covers		6		
8.14.2	Red/ White/ Still wine Service				
8.14.3	Spirits service				
8.14.4	Beverage Service - Juice/ Soft drink/ Water/ mock tail				
8.14.5	Napkin Folding				
8.14.6	Types of services				
	Each student must do 2 practicals out of 6 practical scheduled				70
	Food and Beverage Total	25.5	38.5	6	70

Housekeeping 60Hrs. Core Syllabus

#	UNITS	Duration
1	Safety at Work	6
2	Customer Service in Hospitality and Catering Industry	9
3	Accommodation Services	12
4	Cleaning Accommodation Areas	9
5	Housekeeping Practical	24
	Total	60

HOUSEKEEPING-DETAIL SYLLABUS 60 HRS

SUBJECT		Housekeeping 60Hrs.	Duration		
			Theory	Practical	Demo
1. Safety at Work	1.1	Know How to Work Safely	4.75	0.25	
	1.1.1	Identifies OH & S in the hospitality sectors			
	1.1.2	Discusses why OH & S important			
	1.1.3	Identifies safety signs			
	1.1.4	Discusses hazards in the workspace			
	1.1.5	Identifies OH & S in house keeping			
	1.1.6	Identify general safety requirements			
	1.1.7	Discusses accidents reports			
	1.2	Fire & Emergency Procedures	1.00		
	1.2.1	Explains workspace emergency procedures			
	1.2.2	Explains workspace security procedures			
2. Customer Service in Hospitality and Catering Industry	2.1	Customer Service	6.00		
	2.1.1	Discusses greeting customers			
	2.1.2	Identifies types of customers			
	2.1.3	Identifies customer needs			
	2.1.4	Discusses providing information for customers			
	2.1.5	Discusses communicating with customers			
	2.2	How to Deal with Customers	3.00		
	2.2.1	Explains customer service			
	2.2.2	Explains first impressions			
	2.2.3	Discusses excellent customer service			
2.2.4	Discusses customer needs				
2.2.5	Discusses types of problem				
2.2.6	Discusses dealing with customer complaints				
3. Accommodation Services	3.1	Caring out Duties in Accommodation Service	6.00		
	3.1.1	Introduction			
	3.1.2	Describes maintain guests rooms to a high standard			
	3.1.3	Describes maintain common areas to a high			

	standard			
3.1.4	Explains correct handling of guests and hotel property			
3.1.5	Explains manual handling techniques			
3.1.6	Procedures for unattended valuables			

3. Accommodation Services	3.2	Duties Carried out by Accommodation Services	6.00		
	3.2.1	Introduction			
	3.2.2	Describes cleaning common areas			
	3.2.3	Describes cleaning guests rooms			
	3.2.4	Describes other accommodation services duties			
	3.2.5	Explains importance of maintaining guests areas			
	3.2.6	Identifies different types of hotel property			
	3.2.7	Explains correct handling techniques of guest property			
	3.2.8	Explains organizational procedure to access areas			
	3.2.9	Explains manual handling techniques			
	3.2.10	Discusses injuries that can occur when lifting			
	3.2.11	Identifies suspicious item or packages			
	3.2.12	Procedure for unattended valuables			
4. Cleaning Accommodation Areas	4	Cleaning Accommodation Areas	9.00		
	4.1.1	Introduction to Cleaning accommodation areas			
	4.1.2	Describes cleaning areas			
	4.1.3	Identifies cleaning equipment			
	4.1.4	Identifies cleaning solutions			
	4.1.5	Explains how to clean safely			
	4.1.6	Describes equipment selection and it's use			
	4.1.7	Identifies cleaning supplies			
	4.1.8	Explain cleaning methods			
	4.1.9	Discusses work routines			
	4.1.10	Identifies checklist			
	4.1.11	Explain how to clean correctly			
	4.1.12	Discusses daily duties			
	4.1.13	Explain safe work practices			
	4.1.14	Explain how to clean properly			
	4.1.15	Explain end of shift			

5. Housekeeping Practical	5.1	Introduction to Cleaning Public areas		12.00	
	5.1.1	Describes housekeeping trolleys and their care			
	5.1.2	Identifies list of guests essential items			
	5.1.3	Practices nightly cleaning job in dining room			
	5.1.4	Practices cleaning executive / administrative rooms			
	5.1.5	Practices cleaning hard furniture			
	5.1.6	Practices cleaning soft furniture			
	5.1.7	Practices cleaning mirrors			
	5.1.8	Practices cleaning glass surfaces			
	5.1.9	Practices cleaning walls			
	5.1.10	Practices cleaning ceilings			
	5.1.11	Practices cleaning curtains			
	5.1.12	Practices cleaning ceramic surfaces			
	5.1.13	Practices cleaning metal surfaces			
	5.1.14	Practices cleaning fittings and appliances			
	5.1.15	Practices care, cleaning and maintenance of carpet			
	5.1.16	Identifies types of carpets			
	5.1.17	Practices cleaning of stairs			
	5.1.18	Practices cleaning of elevators			
		5.2	Guest Room Cleaning and Service Procedures		12.00
	5.2.1	Practice entering a room			
	5.2.2	Practice airing room/ Bed and Guest night clothes			
	5.2.3	Practice stripping a bed			
	5.2.4	Practice moving food trays & extra Bottles			
	5.2.5	Practice emptying and Cleaning waste containers			
	5.2.6	Practice bed making methods			
	5.2.7	Practice Dusting and Polishing			
	5.2.8	Practice General Area Dusting and Polishing			
	5.2.9	Practice checking and tidying Furniture			
	5.2.10	Practice evening turn down			
	5.2.11	Practice cleaning an occupied room			
	5.2.12	Practice cleaning the toilet in an occupied room			
	5.2.13	Practice cleaning a departure room			
	5.2.14	Practice toilet in a departure room			

Equipment list Cookery

- All-purpose knife
- Apple slicer
- Baba molds ‘
- Baker brush
- Banquettes
- Blender
- Boning knife
- Bread knife
- Bread molds
- Butchers knife
- Butter curler
- Cake molds
- Can opener
- Can opener
- Casserole pot
- Cheese knife
- Chef’s knife
- Chiller
- Chinese spatula
- Chinos
- Chocolate molds
- spatula
- Clever
- Conical strainer
- Cooking range
- Cooks knife
- Cooling racks
- Croissant cutter
- Cutters round
- Cutting board
- Cutting board rack
- Deck oven
- Decorating comb
- Deep frying skimmer
- Digital thermometer
- Digital weighing scale
- Dish washer
- Dockers
- Dough divider
- Dough scraper
- Dough sheerer
- Egg slicer
- Fillet knife
- Fish scalar
- Fish spatula
- Food pans
- Freezer
- Funnel
- Garbage bins
- Gas cylinders
- Gas lighter
- Gas torch
- Gloves
- Grater
- Griddles
- Grills
- Ice cream scoop
- Ladle
- Lasagna spatula
- Liquidizer
- Lobster cracker
- Measuring jug
- Measuring spoons
- Meat folk
- Meat hammer
- Meat tenderizer
- Microwave ovens
- Mixing bowls
- Mixing bowls (plastic)
- Muffin molds
- Nonstick round molds
- Non-stick pan
- Nozzles
- Oval molds
- Oyster knife
- Paring knife
- Pastry bags
- Pastry rings ‘
- Pastry trays
- Pastry wheel
- Pate molds
- Perforated spatula
- perforated spoons

Equipment list Cookery -

cont....

- Perforated trays
- Pie molds
- Pittu steamer
- Potato baller
- Revolving cake stands
- Rice steamer
- Roasting pan
- Rolling pin
- Salamander
- Sauce boats
- Sauce pan
- Sauté pan
- Savarin mold
- Saw knife
- Scissors
- Scoops with handle
- Sharpening knife
- Sharpening tool
- Sifter
- Silicon mats
- Sinks
- Skewers
- Skimmer
- Slicing knife
- Slicing knife
- Small mixing bowls
- Soufflé sups
- Soup cups
- Soup plates
- Spatula –(bowl scraper)
- Spice trays
- Spoons
- Spray cleaner
- Stainless steel bowls in different sizes
- Stainless steel tables
- Steamers
- Stock pot
- Strainer with fine mesh
- Strainer with handle
- String hopper squeezer
- Tart rings
- Tartlet molds
- Thick bottom pans
- Toaster
- Tongs
- Vegetable cutters
- Vegetable peeler
- Whisks
- Wok pans
- Wooden spatula flat
- Wooden spatula long

Equipment list Food & Beverage

- Bar Spoons
- Bar Towels
- Beverage Trays
- Blenders, Juicers And Shakers
- Bottle Opener And Wine Bottle
- Bussing Trays
- Chafing Dishes
- Chairs
- Chopping Board
- Clean Uniforms
- Cleaning Equipment
- Cocktail Recipe Books
- Cocktail Shaker
- Coffee-Making Equipment
- Condiments
- Crockery
- Cutlery
- Decorative Material
- Display Material
- Drip Mats
- Dust Pan And Brush
- Dusters And Glass Cloth
- Fire Extinguishers
- First Aid Items
- Flower Vase
- Food Covers
- Gel Fuel For Burners
- Glass Ware
- Glass Washers
- Glassware Appropriate To Beverage And Style
- Gloves
- Hand Washing Sinks
- Ice Buckets
- Ice Crushers
- Ice Pail/Tongs
- Ice Tongs
- Jiggers
- Juice Extractor
- Knives
- Linen
- Liquid Measures
- Menus And Wine Lists
- Mixing Glass
- Napkins
- Openers And Wine Knives
- Plastic Containers
- Plate Warmer
- Post Mix Systems
- Refrigeration Equipment
- Safety Signage
- Service Cutlery And Tongs
- Service Trays
- Silver Platters
- Stands
- Stirrers And Swizzles
- Strainers
- Tables And Chairs
- Tea And Coffee Making Facilities
- Toothpicks
- Trays
- Trolleys
- Utensils
- Waiter's Kit (Bottle/Wine Opener, Pen & Note Pad, Lighter, Waiter's Cloth,)
- Jugs

Equipment list Housekeeping

- Bins
- Broom or Sweeper
- Bucket (for 3- bucket system Red, yellow and green)
- Carpet blower
- Carts And Trolley
- Chemical Caddy
- Chemical Dispenser
- Cleaning Agents Used In House Keeping
- Communication Equipment
- Computer And Accessories
- Dress Hangers
- Dust Pan
- Fire Extinguisher
- First Aid Box
- Floor Care Signage
- Floor Polisher
- Floor Squeegee
- Inspection Table
- Iron And Iron Boards
- Keys
- Label Identified Areas
- Laundry Bags And Cover
- Laundry Baskets
- Laundry Control Sheets
- Linen Bins
- Linen Cart/Trolley
- Linen Racks
- Linen Room Log Book
- Linen Trolley
- Maintenance Order Forms
- Manual And Electrical Housekeeping Equipment
- Mop handle
- Mop head
- Mop Squeezer
- Office Facilities
- Personal Protective Equipment
- Public area cart
- Push Brush
- Racks And Tags
- Required Linen And Uniform Stocks
- Room Amenities
- Shampoo machine
- Spray Bottle
- Stapler
- Step Ladders
- Trolley With Wheels
- Vacuum cleaner
- Window Squeegee

Reference

1. Cookery for the Hospitality Industry
Graham Dodgshun, Michel peters David O'dea
2. Food Safety & Sanitation
David McSwane, H.S. D, Nancy Rue Richard Linton
3. Caserani & Kinton's The theory of Catering
- David Foskett and Victor Ceserani
4. Advanced Practical Cookery
John Campbell, David Foskett, Victor Ceserani
5. Practical Cookery For Level 2 NVQ & Apprenticeships
John Campbell, David Foskett, Neil Rippington, Patricia Paskins
6. MARPOL
International Maritime Organization
7. International Health Regulations, 2005