

MINUTES of meeting under NAVTTC regarding "Validation/Qualification Review" of "CULINARY ARTS" 6-Month Course" (Non-CBT&A)

Agenda Items:-

Sr. No.	Item(s)
1.	Validation and approval of the subject Curriculum, which was initiated for development through input of hospitality (Hotel) industry and finalized through joint deliberative meetings of relevant experts and faculty members from market and TEVTA, Punjab, as well. The main agenda points were as under:- • Introduction of Participants from NAVTTC, TEVTA-Punjab Head office, PSDA, Industry / Market and Academia (TEVTA faculty). • Understanding & Brief Presentation of "Culinary Arts" (6-Month) Course by Mr. Umar Farooq, Lecturer, GTTI-Gulberg, Lahore (as Convener of CDC). • Briefing regarding salient features and template of 6-Month short vocational trade Certificate and accordingly the contents of programme by Director (Cur.) TEVTA. • Formally presenting the Subject-wise course contents of this 6-Month curriculum • Discussion and Q&A session, alongwith minor refinements, (if required) • Consent & Grant of approval by worthy members of validation / Qualification Review committee, alongwith List of Equipment and Teachers / Instructors qualification.

Date & Time: 13th October, 2023 (09:00 A.M to 04:00 P.M)

Venue: Conference Room of TEVTA Secretariat (Physical + Online Mode).

Participants:-

1. Wasif Zubair, Application Development CHEF, Youngs' Food & Dairy Ltd. Islamabad / Lahore.
2. Ms. Sonya Mujeeb, Executive Chef, Porter House, Lahore
3. Muhammad Hamza , Chef-dePartie, The Heritage Luxury Swiss Restaurant, Lahore
4. Mr. Muhammad Umar Farooq, Lecturer, GTTI, Gulberg, Lahore.
5. Mr. Tauqeer ul-Islam, Chief Instructor TDCP ITHM.
6. Ms. Ayesha Sandhu, Instructor, Aaryan skills College, Lahore
7. Ms. Mariyam Zahid, Consultant –Instructor, Food & Culinary Arts
8. Engr. Shahbaz Hussain, Director Curriculum PSDA, Lahore.
9. Mr. Muhammad Aasim, Dy. Director, NAVTTC Regional Office Lahore. (Coordinator)
10. Engr. Syed Waqar Uddin, Director Curriculum TEVTA (Facilitator).

The meeting started with the recitation of Holy Quran and welcoming remarks by the NAVTTC, and P-TEVTA being the host. All the participants introduced themselves to each other. The representatives from NAVTTC, TEVTA-Secretariat and PSDA thanked the participants from Industry and Academia for their extended support and visiting the venue for a just and noble TVET educational related cause.

Mr. Umar Farooq, Convener of CDC along with other members, briefed the house regarding their working and main features of Culinary Arts 6-Month Course. They also highlighted the benefits of this 6-Month Course for the training of students as well as their related job opportunities and self-Employment opportunities for passing out students of this specialized vocational trade course.

Director (Cur.) P-TEVTA furnished in-depth detail related to salient and template of this 6-Month course curriculum and related characteristics for theory and practical as per hours in Scheme of studies,

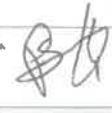
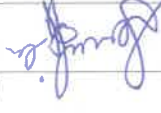
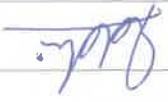
and subjects. Approval processing mechanism was also introduced to the participants. A brief on the prior activities under TEVTA was also presented, for better understanding of the participants.

Subsequent to the above, Main subjects / Skill standards were discussed w.r.t contents & sub-contents' wise by the field related validation experts belonging to Industry & Academia. Hence, the above mentioned Curriculum was totally discussed and following recommendations were furnished by the committee for better delivery of theoretical & practical aspects, to the trainee, as well as betterment in employment opportunities in various relevant sectors, after addressing and incorporation of the same, the course curriculum was recommended for the approval by validation committee of experts under NAVTTC at National level:-

- i. Addition in each proposed qualification of Teacher/ instructor was made as "preferably having proven experience of Social Media Marketing" in order to enhance the job employability options.
- ii. Enhancement in contents and hours allocation for theory & practical of subject of "Social / Digital Media Marketing" keeping in view that skilled person must be able to earn and get the job through advertisement. Resultantly, hours of some basic subjects were lowered down, while no change in contents were made at all.
- iii. Job positions / occupations were refined as per entry & vertical mobility in various hospitality industry for such courses.

Other proposals are also being furnished as under:-

- The Skill Standards/ Main subjects as per Industry requirement have been validated for the subject course, as annexed at "Annex-A"
- As a process of "Reverse Engg. regarding subject matter, NAVTTC may develop the formal detailed "Skill standards" for the same course, regarding future facilitation in qualification framework.
- The subject wise/ course wise "Question Bank" may be developed by the Qualification Review / validation committee field related experts after formal approval of this course, if desired by the quarter concerned.
- List of Tools, Equipment & Machinery has also been checked and validated, alongwith Teachers' instructor qualification for this course.

Name	Designation	Signature
Muhammad Hamza	Chef-de-Partie, The Heritage Luxury Swiss Restaurant, Lahore	
Ms. Sonya Majeed,	Executive Chef, Porter House, Lahore	
Mr. Muhammad Umar Farooq,	Lecturer, GTTI, Gulberg, Lahore	Online
Chef Wasif Zubair	Application Development CHEFYoungs' Food & Dairy Ltd. Islamabad / Lahore	Online
Mr. Tauqeer ul-Islam	TDCP-ITHM	
Mr. Mariyam Zahid,	Consultant –Instructor, Food & Culinary Arts	
Ms. Ayesha Sandhu,	Instructor, Aaryan skills College, Lahore	
Engr. Shahbaz Hussain,	Director Curriculum PSDA, Lahore	Online
Engr. Syed Waqar ud-Din	Director (Curriculum) P-TEVTA, Lahore	
Mr. Muhammad Asim Jamal	Dy. Director (SS&C) NAVTTC, Islamabad --coordinator	

“Annexure-A”

S. No.	Skill Standards / Main Modules
1.	Introduction to Hospitality Industry
2.	Role of a Chef
3.	Introduction to tools/utensils and equipment.
4.	HACCP Process in catering operations
5.	Food ingredients & their functions
6.	Fundamental of Culinary Arts
7.	Advance Skills in Culinary preparation
8.	Cuisines
9.	Food presentation & sensory skills
10.	Food Storage and Preservation
11.	Practical cookery
12.	Digital media marketing & self-employment
13.	Personality development & soft skills intervention

MAJOR OCCUPATIONS & JOB POSITIONS

(According to commonly followed Entry & vertical mobility in various hospitality industry for such courses)

1. Trainee / Helper/ Kitchen helper
2. Commis-III, II, I
3. Demi Chef dePatie (DCCDP)
4. Assistant Chef dePatie (ACDP)
5. Chef dePatie (CDP)