



PERSONAL RECORD BOOK

Professional Cook

This is your Record Book!

DO NOT SUBMIT TO THE ITA

This is not required to achieve certification

- **It is a record of your progress towards achieving certification in the trade**
- **It provides a record of your experience**
- **It is your responsibility to keep it up-to-date**
- **Take it with you if you change employers**

Note: Employers and supervisors are not responsible for keeping your Record Book up-to-date. They are responsible for sign-off of hours and sign-off of competencies once you have achieved the required level of skills and knowledge.

APPRENTICE IDENTIFICATION

Trade: PROFESSIONAL COOK

Legal First Name:		Legal Last Name:	
Suite Number:	Street Number and Name:		
City:		Province:	Postal Code:
Telephone Number:		Email Address:	

Work Safely!

A safe work attitude contributes to an accident free environment. Accident prevention and safe working conditions are the responsibility of both employers and employees.

Wear the required personal protective equipment, follow safe work practices and follow all safety regulations applicable to specific job activities.

Employer's responsibilities:

- Provide and maintain safety equipment and protective devices
- Ensure proper safe work clothing is worn
- Enforce safe work procedures
- Provide safeguards for machinery, equipment and tools
- Observe all accident prevention regulations
- Train employees in safe use and operation of equipment

Employee's responsibilities:

- Work in accordance with the safety regulations pertaining to job environment
- Work in such a way as not to endanger themselves or fellow workers.

CONTENTS

APPRENTICE IDENTIFICATION	2
CONTENTS.....	3
EMPLOYER INFORMATION.....	4
WORKPLACE HOURS.....	6
DATE (TO-FROM).....	7
EMPLOYER	7
HOURS	7
TOTAL HOURS.....	7
RECORD OF COMPETENCIES.....	8
PROFESSIONAL COOK 1	9
PROFESSIONAL COOK 2	20
COOK (PROFESSIONAL COOK 3).....	28
MISSING COMPETENCIES?	34
TECHNICAL TRAINING	35
COMPLETION REQUIREMENTS	36
PROFESSIONAL COOK 1	36
PROFESSIONAL COOK 2.....	36
COOK (PROFESSIONAL COOK 3).....	37
CERTIFICATIONS	38

EMPLOYER INFORMATION

Originating Employer

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journey person 1:	*TWID #:
	Phone:
	Email:
Supervisor/Journey person 2:	TWID #:
	Phone:
	Email:

*TWID # – Trade Worker Identification Number

If you have more than one employer during your apprenticeship, record the information for subsequent employers on the following page(s).

If your job ends or you change employers...

Before leaving your place of employment:

- Update Workplace Hours through a [Work-Based Training Hours form](#) for the current reporting period and get signoff by your employer.
- Update Record of Competencies with your supervisor.
- Confirm with your employer that your workplace hours have been reported to ITA, and if possible get a copy of all Work-Based Training Hours reports submitted.
- Notify the ITA of the change in your employment by submitting an [Apprentice and Sponsor Registration form](#) with your new employer.

When re-employed...

You must be registered with your new employer before submitting any work-based training hours to the ITA.

Subsequent Employers

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyperson 1:	TWID #:
	Phone:
	Email:
Supervisor/Journeyperson 2:	TWID #:
	Phone:
	Email:

Subsequent Employers

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyperson 1:	TWID #:
	Phone:
	Email:
Supervisor/Journeyperson 2:	TWID #:
	Phone:
	Email:

WORKPLACE HOURS

Instructions

Make an entry in this section each time your hours are reported to the ITA.

1. Get a copy of the *Workplace Hours Report* from your employer.
2. Fill in the dates of the reporting period and the hours reported.
3. Enter your employer name, address and phone number.
4. Keep your Record Book in a safe place.

Workplace Hours

Workplace hours must be submitted to the ITA by your employer on a regular basis. Your hours should be reported at least every six months; however, every three months is preferred.

At the beginning of your apprenticeship discuss the frequency of reporting with your employer.

Keeping Workplace hours up-to-date in your Record Book gives you the tools to better manage your apprenticeship. It provides you with the opportunity to:

- Follow up with your employer each reporting period to ensure your hours are reported on a regular basis.
- Discuss your progress with your direct supervisor/journeyperson on a regular basis.

RECORD OF COMPETENCIES

Instructions

The Record of Competencies is filled out and signed-off by the journeyperson supervising your work.

1. Know what skills are expected at each level of the program.
2. Ask the journeyperson to sign off on the competency when you have acquired the skills and are able to perform the task without supervision.
3. If the journeyperson agrees that you have the required skills, he/she will:
 - Record the date that the competency was achieved
 - Sign off on the competency
 - Enter his/her Trades Worker Identification Number (TWID #)

What is a Record of Competencies?

The Record of Competencies lists all competencies you should be knowledgeable in prior to receiving your certification. Keeping this section up to date will allow you to track your progress towards certification and demonstrate proficiency in the skills within the scope of your trade. Completion of the entire program should result in you becoming a skilled and knowledgeable journeyperson.

- Refer to this section periodically to ensure you are getting the work experience you need.
- Use the competencies as a guide to ensure work tasks are assigned so that you acquire the skills and knowledge required to be successful in the trade.

Review the Record of Competencies on a regular basis with your direct supervisor/journeyperson to ensure they have been completed.

Program Outline

The Program Outline provides detailed information on the scope of knowledge and skills expected at each level of the program, further defining the competencies listed in the Record Book. The Program Outline is a great resource for developing a training plan.

Download from: <https://www.itabc.ca/program/professional-cook-1>

<https://www.itabc.ca/program/professional-cook-2>

<https://www.itabc.ca/program/cook-professional-cook-3>

Apprenticeship Toolkit

For general information on apprenticeship and tips for navigating the apprenticeship system in BC visit ITA's website to learn about the [apprenticeship basics](#).

PROFESSIONAL COOK 1

IMPORTANT!

Download the Program Outline!

<https://www.itabc.ca/program/professional-cook-1>

Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

THEORY

LINE A: OCCUPATIONAL SKILLS

- ☐ DESCRIBE PERSONAL ATTRIBUTES AND PROFESSIONALISM IN THE WORKPLACE
- ☐ DESCRIBE ROLES AND RESPONSIBILITIES IN THE WORKPLACE
- ☐ DESCRIBE FOOD SERVICE OCCUPATIONS
- ☐ DESCRIBE FOOD SERVICE TRAINING PROGRAMS AND CERTIFICATION PATHWAYS
- ☐ DESCRIBE THE HISTORY OF THE PROFESSION AND EMERGING TRENDS
- ☐ DESCRIBE WORKPLACE HAZARDS (WHMIS)
- ☐ DESCRIBE GENERAL SAFETY PRACTICES
- ☐ DESCRIBE BASIC FIRST AID PROCEDURES
- ☐ DESCRIBE FIRE SAFETY PROCEDURES AND REGULATIONS
- ☐ DESCRIBE WORKSAFE BC REGULATIONS IN THE WORKPLACE
- ☐ DESCRIBE FOOD SAFETY PROCEDURES (FOODSAFE LEVEL 1 PREREQUISITE)
- ☐ DESCRIBE THE PRINCIPLES OF HAZARD ANALYSIS – CRITICAL CONTROL POINTS (HACCP)
- ☐ DESCRIBE GENERAL FOOD HANDLING AND STORAGE PROCEDURES
- ☐ DESCRIBE THE CAUSES AND PREVENTIONS OF FOOD BORNE ILLNESSES
- ☐ DESCRIBE PROCEDURES TO MAINTAIN WORKPLACE SANITATION AND PERSONAL HYGIENE

- ☐ IDENTIFY KITCHEN KNIVES AND COMMON TYPES OF HAND TOOLS AND THEIR USES
- ☐ DESCRIBE THE MAINTENANCE AND SAFETY PRECAUTIONS OF KITCHEN KNIVES AND HAND TOOLS
- ☐ IDENTIFY COMMON TYPES OF KITCHEN EQUIPMENT AND THEIR USE, CLEANING AND MAINTENANCE
- ☐ DESCRIBE THE GENERAL PRINCIPLES OF COOKING AND BAKING
- ☐ IDENTIFY MENU STYLES AND FORMATS
- ☐ DESCRIBE A BALANCED MENU
- ☐ DESCRIBE RECEIVING PROCEDURES
- ☐ IDENTIFY STORAGE TEMPERATURES AND PROCEDURES
- ☐ DESCRIBE THE PRINCIPLES OF REDUCING WASTE, RE-USING AND RECYCLING MATERIALS
- ☐ IDENTIFY CORRECT WASTE MANAGEMENT PROCEDURES
- ☐ DESCRIBE THE PRINCIPLES OF SEASONING AND FLAVOURING
- ☐ IDENTIFY SEASONING AND FLAVOURING INGREDIENTS
- ☐ DESCRIBE GENERAL TYPES OF INGREDIENTS AND THEIR ORIGINS
- ☐ DESCRIBE THE NUTRITIONAL ELEMENTS OF FOOD AND THEIR IMPORTANCE TO GOOD HEALTH

LINE B: STOCKS, SOUPS AND SAUCES

- ☐ IDENTIFY TYPES OF STOCKS AND THEIR USES
- ☐ DESCRIBE THE PRINCIPLES OF STOCK MAKING
- ☐ DESCRIBE STOCKS USED IN WORLD CUISINES
- ☐ DESCRIBE TYPES AND PROPERTIES OF THICKENING AND BINDING AGENTS
- ☐ DESCRIBE THE BASIC TYPES OF SOUPS
- ☐ DESCRIBE THE PRINCIPLES AND METHODS OF SAUCE MAKING
- ☐ DESCRIBE LEADING TYPES OF SAUCES

LINE C: VEGETABLES AND FRUITS

- ☐ DESCRIBE THE PROPERTIES AND COOKING POTENTIAL OF VEGETABLES
- ☐ DESCRIBE THE BASIC PRINCIPLES OF VEGETABLE PREPARATION
- ☐ DESCRIBE BASIC VEGETABLE FINISHING PROCEDURES
- ☐ UNDERSTAND THE PROPERTIES AND COOKING POTENTIAL OF FRUIT

LINE D: STARCHES

- ☐ DESCRIBE THE PROPERTIES AND COOKING POTENTIAL OF POTATOES
- ☐ DESCRIBE THE BASIC PRINCIPLES OF POTATO PREPARATION
- ☐ DESCRIBE BASIC POTATO FINISHING PROCEDURES
- ☐ IDENTIFY TYPES OF SAUCES FOR DRY PASTA AND NOODLES
- ☐ DESCRIBE BASIC COOKING METHODS FOR RICE

LINE E: MEATS

- ☐ DESCRIBE THE MUSCLE AND BONE STRUCTURE OF MEAT
- ☐ DESCRIBE THE GRADING, INSPECTION, AND STORAGE OF BEEF
- ☐ IDENTIFY PRIMAL CUTS OF BEEF
- ☐ IDENTIFY SECONDARY CUTS OF BEEF
- ☐ DESCRIBE THE BASIC PRINCIPLES OF MEAT PREPARATION
- ☐ DESCRIBE BASIC COOKING METHODS FOR MEAT
- ☐ IDENTIFY SUITABLE CUTS OF MEAT FOR VARIOUS COOKING METHODS

LINE F: POULTRY

- ☐ IDENTIFY TYPES OF POULTRY
- ☐ DESCRIBE THE GRADING, INSPECTION, AND STORAGE OF POULTRY
- ☐ IDENTIFY CUTS OF CHICKEN AND TURKEY
- ☐ DESCRIBE THE BASIC PRINCIPLES OF POULTRY COOKING

- ☐ IDENTIFY BASIC COOKING METHODS FOR POULTRY
- ☐ IDENTIFY SUITABLE CUTS OF POULTRY FOR VARIOUS COOKING METHODS

LINE G: SEAFOOD

- ☐ DESCRIBE TYPES, STORAGE, AND QUALITY INDICATORS FOR FISH
- ☐ DESCRIBE TYPES, STORAGE, AND QUALITY INDICATORS FOR SHELLFISH
- ☐ DESCRIBE BASIC PRINCIPLES OF FISH COOKING
- ☐ IDENTIFY BASIC COOKING METHODS FOR FISH
- ☐ IDENTIFY SUITABLE CUTS OF FISH FOR VARIOUS COOKING METHODS
- ☐ DESCRIBE BASIC PRINCIPLES OF SHELLFISH PREPARATION
- ☐ IDENTIFY BASIC METHODS OF SHELLFISH PREPARATION
- ☐ IDENTIFY SUITABLE TYPES OF SHELLFISH FOR VARIOUS COOKING METHODS

LINE H: GARDE MANGER

- ☐ DESCRIBE TYPES OF SALAD DRESSINGS AND THEIR USES
- ☐ IDENTIFY INGREDIENTS USED IN SALAD DRESSINGS
- ☐ DESCRIBE BASIC PRINCIPLES OF SALAD DRESSING PREPARATION
- ☐ DESCRIBE TYPES OF SALADS AND THEIR COMPONENTS
- ☐ IDENTIFY TYPES OF SALAD INGREDIENTS
- ☐ DESCRIBE TYPES OF SANDWICHES AND THEIR INGREDIENTS
- ☐ IDENTIFY INGREDIENTS USED IN SANDWICH PREPARATION

LINE I: EGGS, BREAKFAST COOKERY, AND DAIRY

- ☐ DESCRIBE THE GRADING, HANDLING AND STORAGE OF EGGS
- ☐ DESCRIBE THE COMPOSITION OF EGGS
- ☐ DESCRIBE THE BASIC COOKING METHODS FOR EGGS
- ☐ DESCRIBE BREAKFAST ACCOMPANIMENTS
- ☐ IDENTIFY TYPES OF DAIRY PRODUCTS AND THEIR USES

- ☐ DESCRIBE THE PROPERTIES OF DAIRY PRODUCTS
- ☐ DESCRIBE TYPES OF CHEESE

LINE J: BAKED GOODS AND DESSERTS

- ☐ DESCRIBE INGREDIENTS USED IN BAKING
- ☐ DESCRIBE THE TYPES AND PROPERTIES OF LEAVENERS
- ☐ DESCRIBE BASIC MIXING METHODS AND PRINCIPLES
- ☐ DESCRIBE GENERAL PRODUCTION PROCEDURES USED IN BAKING
- ☐ DESCRIBE STORAGE PROCEDURES FOR FINISHED BAKERY PRODUCTS
- ☐ DESCRIBE BASIC PASTRY AND PIE DOUGHS
- ☐ DESCRIBE BASIC PIE PREPARATION
- ☐ DESCRIBE TYPES OF FRUIT DESSERTS
- ☐ DESCRIBE TYPES OF BASIC CUSTARDS AND PUDDINGS
- ☐ DESCRIBE THE TYPES OF QUICK BREADS
- ☐ DESCRIBE THE METHODS OF PREPARATION FOR QUICK BREADS
- ☐ DESCRIBE TYPES OF COOKIES AND THEIR INGREDIENTS
- ☐ DESCRIBE THE CHARACTERISTICS OF COOKIES
- ☐ DESCRIBE THE DIFFERENT METHODS OF PREPARATION USED IN COOKIE MAKING
- ☐ DESCRIBE THE PROPERTIES AND FERMENTATION OF YEAST
- ☐ DESCRIBE THE PREPARATION OF BASIC YEAST DOUGHS
- ☐ DESCRIBE THE SHAPING OF BASIC YEAST BREADS

LINE K: BEVERAGES

- ☐ DESCRIBE TYPES OF NON-ALCOHOLIC BEVERAGES
- ☐ IDENTIFY INGREDIENTS USED IN THE PREPARATION OF NON-ALCOHOLIC BEVERAGES
- ☐ DESCRIBE THE PROPER BREWING PROCEDURES FOR COFFEE AND TEA PRODUCTS

PRACTICAL

LINE A: OCCUPATIONAL SKILLS

- ☐ DEMONSTRATE THE CORRECT USE OF THE METRIC AND IMPERIAL/US MEASURING SYSTEMS
- ☐ CONVERT RECIPES, CALCULATE AND ADJUST RECIPE YIELDS
- ☐ CORRECTLY UTILIZE COMMON MENU TERMINOLOGY

LINE B: STOCKS, SOUPS AND SAUCES

- ☐ SELECT INGREDIENTS FOR STOCKS
- ☐ PREPARE WHITE STOCKS
- ☐ PREPARE BROWN STOCKS
- ☐ SELECT THE CORRECT THICKENING AND BINDING AGENTS
- ☐ PREPARE THICKENING AND BINDING AGENTS
- ☐ IDENTIFY AND SELECT INGREDIENTS FOR SOUPS
- ☐ PREPARE CLEAR SOUPS
- ☐ PREPARE CREAM SOUPS
- ☐ PREPARE PURÉE SOUPS
- ☐ SELECT APPROPRIATE USES FOR TYPES OF SAUCES
- ☐ PREPARE WHITE SAUCES
- ☐ PREPARE BLONDE SAUCES
- ☐ PREPARE BROWN SAUCES
- ☐ PREPARE PURÉE SAUCES
- ☐ PREPARE EMULSION SAUCES

LINE C: VEGETABLES AND FRUITS

- ☐ IDENTIFY AND CORRECTLY STORE COMMON VARIETIES OF VEGETABLES
- ☐ CUT AND PROCESS COMMON VEGETABLES
- ☐ BLANCH, STEAM, AND BOIL VEGETABLES
- ☐ SAUTÉ AND STIR FRY VEGETABLES

- ☐ DEEP-FRY AND PAN-FRY VEGETABLES
- ☐ BAKE AND ROAST VEGETABLES
- ☐ GRILL AND BROIL VEGETABLES
- ☐ IDENTIFY AND CORRECTLY STORE FRUITS
- ☐ CUT AND PROCESS COMMON TYPES OF FRUIT
- ☐ PREPARE FRUIT USING A VARIETY OF METHODS
- ☐ PREPARE FRUIT JUICES

LINE D: STARCHES

- ☐ IDENTIFY AND CORRECTLY STORE POTATOES
- ☐ CUT AND PROCESS POTATOES
- ☐ STEAM AND BOIL POTATOES
- ☐ BAKE AND ROAST POTATOES
- ☐ DEEP-FRY AND PAN-FRY POTATOES
- ☐ PURÉE AND MASH POTATOES
- ☐ SAUTÉ POTATOES
- ☐ IDENTIFY AND STORE DRY PASTA AND NOODLES
- ☐ COOK DRY PASTA AND NOODLES
- ☐ PREPARE PASTA AND NOODLE DISHES
- ☐ IDENTIFY AND STORE COMMON TYPES OF RICE
- ☐ COOK RICE USING BASIC METHODS
- ☐ PREPARE RICE DISHES

LINE E: MEATS

- ☐ PORTION CUT BEEF, PORK, LAMB, AND VEAL
- ☐ PREPARE MEATS FOR COOKING
- ☐ IDENTIFY CORRECT DONENESS OF COOKED MEATS
- ☐ BAKE AND ROAST MEATS
- ☐ SAUTÉ AND STIR-FRY MEATS
- ☐ BROIL AND GRILL MEATS

- ☐ DEEP-FRY AND PAN-FRY MEATS
- ☐ BRAISE AND STEW MEATS (BROWN STEWS)

LINE F: POULTRY

- ☐ PORTION CUT CHICKEN AND TURKEY
- ☐ PREPARE CHICKEN AND TURKEY FOR COOKING
- ☐ IDENTIFY CORRECT DONENESS OF COOKED CHICKEN AND TURKEY
- ☐ BAKE AND ROAST CHICKEN AND TURKEY
- ☐ SAUTÉ AND STIR-FRY CHICKEN AND TURKEY
- ☐ BROIL AND GRILL CHICKEN AND TURKEY
- ☐ DEEP-FRY AND PAN-FRY CHICKEN AND TURKEY
- ☐ POACH AND SIMMER CHICKEN AND TURKEY
- ☐ BRAISE AND STEW CHICKEN AND TURKEY

LINE G: SEAFOOD

- ☐ CUT AND PROCESS FLAT AND ROUND FISH
- ☐ CLEAN AND PROCESS SHRIMP AND PRAWNS
- ☐ CLEAN AND PROCESS MOLLUSKS
- ☐ PREPARE ROUND AND FLAT FISH FOR COOKING
- ☐ IDENTIFY CORRECT DONENESS OF COOKED FISH
- ☐ BAKE AND ROAST FISH
- ☐ SAUTÉ AND STIR-FRY FISH
- ☐ BROIL AND GRILL FISH
- ☐ DEEP-FRY AND PAN-FRY FISH
- ☐ STEAM AND POACH FISH
- ☐ PREPARE SHELLFISH FOR COOKING
- ☐ IDENTIFY CORRECT DONENESS OF COOKED SHELLFISH
- ☐ BAKE AND ROAST SHELLFISH
- ☐ SAUTÉ AND STIR-FRY SHELLFISH
- ☐ BROIL AND GRILL SHELLFISH

- ☐ DEEP-FRY AND PAN-FRY SHELLFISH
- ☐ STEAM AND POACH SHELLFISH
- ☐ PREPARE SHELLFISH USING VARIOUS METHODS

LINE H: GARDE MANGER

- ☐ PREPARE SALAD DRESSINGS
- ☐ SELECT AND STORE SALAD INGREDIENTS
- ☐ PREPARE SIMPLE SALADS
- ☐ PREPARE BUFFET SALADS AND SET UP A SALAD BAR
- ☐ SET-UP A SANDWICH STATION
- ☐ PREPARE HOT AND COLD SANDWICHES

LINE I: EGGS, BREAKFAST COOKERY, AND DAIRY

- ☐ PREPARE EGGS USING A VARIETY OF METHODS
- ☐ PREPARE A VARIETY OF EGG DISHES AND OMELETS
- ☐ PREPARE BREAKFAST MEATS
- ☐ PREPARE AND PRESENT HOT AND COLD CEREALS
- ☐ COOK PANCAKES, WAFFLES, CREPES AND FRENCH TOAST
- ☐ PREPARE BREAKFAST ITEMS IN QUANTITY
- ☐ SELECT AND STORE DAIRY PRODUCTS AND CHEESE
- ☐ COOK WITH DAIRY PRODUCTS AND CHEESE

LINE J: BAKED GOODS AND DESSERTS

- ☐ PREPARE BASIC PIES
- ☐ PREPARE FRUIT DESSERTS
- ☐ PREPARE BASIC CUSTARDS AND PUDDINGS
- ☐ PREPARE QUICK BREADS
- ☐ PREPARE COOKIES
- ☐ PREPARE BASIC YEAST BREADS

LINE K: BEVERAGES

- ☐ PREPARE NON-ALCOHOLIC BEVERAGES
- ☐ SERVE NON-ALCOHOLIC BEVERAGES

Supervisor Signature

NOTES FROM PROFESSIONAL COOK 1

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

PROFESSIONAL COOK 2

IMPORTANT!

Download the Program Outline!

<https://www.itabc.ca/program/professional-cook-2>

Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

THEORY

LINE A: OCCUPATIONAL SKILLS

- ☐ DESCRIBE THE BC EMPLOYMENT STANDARDS ACT
- ☐ DESCRIBE THE BC HUMAN RIGHTS ACT
- ☐ DESCRIBE THE PRINCIPLES USED IN CREATING A MENU
- ☐ DESCRIBE TYPES OF MENUS
- ☐ DESCRIBE THE PURPOSE OF CROSS UTILIZATION IN MENUS
- ☐ DESCRIBE BASIC ORDERING PROCEDURES
- ☐ DESCRIBE BASIC INVENTORY PROCEDURES
- ☐ DESCRIBE THE NUTRITIONAL REQUIREMENTS OF A HEALTHY DIET
- ☐ DESCRIBE FACTORS AFFECTING FOOD CONSUMPTION BEHAVIOUR
- ☐ DESCRIBE FOOD ALLERGIES AND INTOLERANCES
- ☐ DESCRIBE NUTRIENT RETENTION TECHNIQUES
- ☐ DESCRIBE THE PRINCIPLES OF EFFECTIVE INTERPERSONAL COMMUNICATION
- ☐ DESCRIBE THE PROCEDURES FOR GIVING AND RECEIVING EFFECTIVE FEEDBACK
- ☐ DESCRIBE ASSERTIVE BEHAVIOUR
- ☐ DESCRIBE THE BASIC CALCULATION OF OPERATING COSTS
- ☐ DESCRIBE COMMON TYPES AND STYLES OF TABLE SETTINGS
- ☐ DESCRIBE BASIC TABLE SERVICE PROCEDURES
- ☐ DESCRIBE THE BASIC SERVICE PROCEDURES OF WINES AND SPIRITS

LINE B: STOCKS, SOUPS AND SAUCES

- ☐ DESCRIBE SPECIALTY SOUP TYPES AND INGREDIENTS
- ☐ DESCRIBE SPECIALTY SOUP PREPARATION METHODS
- ☐ ASSOCIATE DERIVATIVE SAUCES AND THEIR USES

LINE C: VEGETABLES AND FRUITS

- ☐ DESCRIBE THE PRINCIPLES OF ADVANCED VEGETABLE PREPARATION
- ☐ DESCRIBE THE PRINCIPLES OF VOLUME PREPARATION FOR VEGETABLES
- ☐ DESCRIBE A VARIETY OF VEGETARIAN DIETS

LINE D: STARCHES

- ☐ DESCRIBE ADVANCED METHODS OF POTATO PREPARATION
- ☐ DESCRIBE THE PRINCIPLES OF VOLUME PREPARATION FOR POTATOES
- ☐ DESCRIBE OTHER TYPES OF FARINACEOUS PRODUCTS
- ☐ DESCRIBE THE PREPARATION OF GRAINS AND LEGUMES

LINE E: MEATS

- ☐ DESCRIBE THE GRADING, INSPECTION, AND STORAGE OF LAMB, PORK, AND VEAL
- ☐ IDENTIFY PRIMAL CUTS OF LAMB, PORK, AND VEAL
- ☐ IDENTIFY SECONDARY CUTS OF LAMB, PORK, AND VEAL
- ☐ DESCRIBE THE PRINCIPLES OF DRY AND MOIST-HEAT COOKING OF MEATS
- ☐ DESCRIBE THE PRINCIPLES OF VOLUME PREPARATION FOR MEATS

LINE F: POULTRY

- ☐ DESCRIBE THE GRADING, INSPECTION, AND STORAGE OF SPECIALTY POULTRY
- ☐ IDENTIFY CUTS OF SPECIALTY POULTRY
- ☐ DESCRIBE THE PRINCIPLES OF DRY AND MOIST-HEAT COOKING OF POULTRY
- ☐ DESCRIBE THE PRINCIPLES OF VOLUME PREPARATION FOR POULTRY

LINE G: SEAFOOD

- ☐ IDENTIFY AND DESCRIBE SPECIALTY FISH AND SHELLFISH
- ☐ DESCRIBE THE PRINCIPLES OF DRY AND MOIST HEAT COOKING OF FISH
- ☐ DESCRIBE THE PRINCIPLES OF VOLUME PREPARATION FOR FISH
- ☐ DESCRIBE THE PRINCIPLES OF DRY AND MOIST HEAT COOKING OF SHELLFISH
- ☐ DESCRIBE THE PRINCIPLES OF VOLUME PREPARATION FOR SHELLFISH

LINE H: GARDE MANGER

- ☐ DESCRIBE SPECIALTY DRESSINGS
- ☐ DESCRIBE COLD SAUCES AND CONDIMENTS
- ☐ DESCRIBE THE USES OF COLD SAUCES AND CONDIMENTS
- ☐ DESCRIBE SPECIALTY SALADS
- ☐ IDENTIFY SPECIALTY SALAD INGREDIENTS
- ☐ IDENTIFY TYPES OF HORS D'OEUVRE
- ☐ DESCRIBE HOT AND COLD HORS D'OEUVRE
- ☐ DESCRIBE THE PRINCIPLES OF PLATTER PRESENTATION

LINE J: BAKED GOODS AND DESSERTS

- ☐ DESCRIBE TYPES OF PASTRIES
- ☐ DESCRIBE THE PRINCIPLES OF YEAST DOUGH PREPARATION
- ☐ DESCRIBE TYPES OF YEAST DOUGHS
- ☐ DESCRIBE THE PRINCIPLES OF CAKE PRODUCTION
- ☐ DESCRIBE CAKE PREPARATION METHODS
- ☐ DESCRIBE ICINGS AND FROSTINGS
- ☐ DESCRIBE THE PREPARATION OF CHEESECAKES
- ☐ DESCRIBE THE PREPARATION OF CHARLOTTEs

PRACTICAL

LINE A: OCCUPATIONAL SKILLS

- ☐ PLAN A BASIC TABLE D'HÔTE MENU
- ☐ TAKE A BASIC INVENTORY
- ☐ EXTEND A BASIC INVENTORY
- ☐ ANALYZE A MENU FOR NUTRITIONAL ADEQUACY
- ☐ USE INTERPERSONAL COMMUNICATION SKILLS
- ☐ APPLY PURCHASING PROCEDURES
- ☐ PERFORM YIELD AND COST CALCULATIONS
- ☐ COST AND PRICE MENU ITEMS

LINE B: STOCKS, SOUPS AND SAUCES

- ☐ PREPARE CONSOMMÉ
- ☐ PREPARE BISQUE
- ☐ PREPARE COLD AND OTHER SPECIALTY SOUPS
- ☐ PREPARE DERIVATIVE SAUCES FROM LEADING SAUCE TYPES
- ☐ PREPARE GLAZES
- ☐ PREPARE HERB PURÉES, COULIS, AND PASTES
- ☐ PREPARE ADVANCED EMULSION SAUCES

LINE C: VEGETABLES AND FRUITS

- ☐ CUT AND PROCESS VEGETABLES USING ADVANCED METHODS
- ☐ PREPARE STUFFED AND GRATINATED VEGETABLES
- ☐ PREPARE VEGETABLES USING ADVANCED METHODS SUCH AS TURNING, GLAZING, OR BRAISING
- ☐ SELECT INGREDIENTS APPROPRIATE FOR VEGETARIAN DIETS
- ☐ PREPARE VEGETARIAN DISHES

LINE D: STARCHES

- ☐ PREPARE STUFFED AND GRATINATED POTATO DISHES

- ☐ PREPARE POTATO DISHES DERIVED FROM DUCHESSE AND DAUPHINE
- ☐ PREPARE POTATOES USING ADVANCED METHODS SUCH AS TURNING, GLAZING, AND BRAISING
- ☐ PREPARE SPECIALTY POTATO DISHES SUCH AS CAKES, ROESTI, AND ANNA
- ☐ IDENTIFY, SELECT, AND STORE FRESH AND STUFFED PASTAS
- ☐ PREPARE FRESH PASTA DOUGH AND STUFFED PASTAS
- ☐ PREPARE SPECIALTY PASTA DISHES
- ☐ PREPARE GNOCCHI, POLENTA, SPAETZLE, AND DUMPLINGS
- ☐ IDENTIFY, SELECT AND STORE GRAINS AND LEGUMES
- ☐ PREPARE GRAINS AND LEGUMES

LINE E: MEATS

- ☐ DEBONE BEEF, LAMB, PORK, AND VEAL
- ☐ PROCESS BEEF, LAMB, PORK, AND VEAL
- ☐ COOK MEATS USING DRY HEAT METHODS
- ☐ COOK MEATS USING MOIST HEAT METHODS
- ☐ COOK MEATS USING COMBINATION METHODS

LINE F: POULTRY

- ☐ PORTION CUT SPECIALTY POULTRY
- ☐ DEBONE POULTRY
- ☐ PROCESS POULTRY
- ☐ COOK POULTRY USING DRY HEAT METHODS
- ☐ COOK POULTRY USING MOIST HEAT METHODS
- ☐ COOK POULTRY USING COMBINATION METHODS

LINE G: SEAFOOD

- ☐ CUT AND PROCESS SPECIALTY FISH
- ☐ CLEAN AND PROCESS SPECIALTY SHELLFISH

- ☐ COOK FISH USING DRY HEAT METHODS
- ☐ COOK FISH USING MOIST-HEAT METHODS
- ☐ COOK FISH USING COMBINATION METHODS
- ☐ COOK SHELLFISH USING DRY HEAT METHODS
- ☐ COOK SHELLFISH USING MOIST-HEAT METHODS
- ☐ COOK SHELLFISH USING COMBINATION METHODS

LINE H: GARDE MANGER

- ☐ PREPARE COLD SAUCES AND CONDIMENTS
- ☐ PREPARE SPECIALTY SALADS
- ☐ PREPARE HOT AND COLD HORS D'OEUVRE
- ☐ PREPARE VEGETABLE PLATTERS
- ☐ PREPARE FRUIT PLATTERS
- ☐ PREPARE CHEESE PLATTERS
- ☐ PREPARE COLD MEAT PLATTERS

LINE J: BAKED GOODS AND DESSERTS

- ☐ PREPARE PUFF PASTRY AND PUFF PASTRY PRODUCTS
- ☐ PREPARE CHOUX PASTE AND CHOUX PASTE PRODUCTS
- ☐ PREPARE MERINGUES AND MERINGUE PRODUCTS
- ☐ PREPARE VARIETY PASTRY PRODUCTS
- ☐ PREPARE VARIETY AND ARTISAN BREADS
- ☐ PREPARE DANISH PASTRIES AND CROISSANTS
- ☐ PREPARE CAKES
- ☐ PREPARE ICINGS AND FROSTINGS
- ☐ ASSEMBLE, ICE AND FINISH CAKES
- ☐ PREPARE CHEESECAKES
- ☐ PREPARE CHARLOTTEs

Supervisor Signature

NOTES FROM PROFESSIONAL COOK 2

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

COOK (PROFESSIONAL COOK 3)

IMPORTANT!

Download the Program Outline!

<https://www.itabc.ca/program/cook-professional-cook-3>

Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

THEORY

LINE A: OCCUPATIONAL SKILLS

- ☐ DESCRIBE THE PRINCIPLES OF A FOOD SAFETY PLAN
- ☐ DESCRIBE THE BASIC PRINCIPLES BEHIND COOK-CHILL AND COOK-FREEZE SYSTEMS
- ☐ DESCRIBE THE PRINCIPLES OF LOW TEMPERATURE AND SOUS VIDE COOKING
- ☐ DESCRIBE THE PRINCIPLES OF MARINATING AND BRINING
- ☐ DESCRIBE THE PRINCIPLES OF PLATE COMPOSITION
- ☐ DESCRIBE MODERN PREPARATION PROCEDURES AND TRENDS
- ☐ DESCRIBE MENUS FOR A VARIETY OF DIFFERENT DIETS
- ☐ DESCRIBE THE PLANNING OF AN Á LA CARTE MENU
- ☐ IDENTIFY AND DESCRIBE REGIONAL FOODS
- ☐ DESCRIBE THE PRINCIPLES OF THE SUSTAINABILITY OF OUR FOOD SUPPLY
- ☐ DESCRIBE STRESS MANAGEMENT TECHNIQUES
- ☐ DESCRIBE TEAMBUILDING AND LEADERSHIP SKILLS
- ☐ DESCRIBE CONFLICT RESOLUTION TECHNIQUES
- ☐ DESCRIBE EFFECTIVE PROBLEM-SOLVING AND DECISION-MAKING
- ☐ DESCRIBE FOOD COST CONTROLS
- ☐ DESCRIBE THE PRINCIPLES OF MENU ENGINEERING
- ☐ DESCRIBE LABOUR COST CONTROLS

- ☐ DESCRIBE THE PRINCIPLES OF PLANNING PERSONNEL REQUIREMENTS

LINE B: STOCKS, SOUPS AND SAUCES

- ☐ DESCRIBE TYPES OF SPECIALTY SAUCES

LINE E: MEATS

- ☐ DESCRIBE THE GRADING, INSPECTION, AND STORAGE OF GAME AND VARIETY MEAT
- ☐ DESCRIBE TYPES OF GAME MEATS
- ☐ DESCRIBE VARIETY MEATS AND OFFAL
- ☐ DESCRIBE SUITABLE COOKING METHODS FOR GAME
- ☐ DESCRIBE SUITABLE COOKING METHODS FOR VARIETY MEATS AND OFFAL
- ☐ DESCRIBE SPECIALTY MEAT DISHES

LINE F: POULTRY

- ☐ IDENTIFY AND DESCRIBE TYPES OF GAME BIRDS
- ☐ DESCRIBE THE GRADING, INSPECTION, AND STORAGE OF GAME BIRDS
- ☐ DESCRIBE SUITABLE COOKING METHODS FOR GAME BIRDS
- ☐ DESCRIBE SPECIALTY POULTRY DISHES

LINE G: SEAFOOD

- ☐ IDENTIFY AND DESCRIBE SPECIALTY SHELLFISH
- ☐ DESCRIBE SPECIALTY FISH DISHES
- ☐ DESCRIBE SPECIALTY SHELLFISH DISHES

LINE H: GARDE MANGER

- ☐ DESCRIBE THE PRINCIPLES OF PICKLING
- ☐ DESCRIBE THE PRINCIPLES OF INFUSED OIL AND VINEGAR PRODUCTION
- ☐ DESCRIBE THE PRINCIPLES OF BUFFET PRESENTATION
- ☐ DESCRIBE THE PRINCIPLES OF BUFFET DESIGN
- ☐ DESCRIBE SALT CURING, DRYING, AND SMOKING
- ☐ DESCRIBE THE PRINCIPLES OF FORCEMEAT PRODUCTION

LINE J: BAKED GOODS AND DESSERTS

- ☐ IDENTIFY AND DESCRIBE HOT DESSERTS
- ☐ IDENTIFY AND DESCRIBE SPECIALTY DESSERTS
- ☐ IDENTIFY AND DESCRIBE SPECIALTY CAKES AND TORTES
- ☐ IDENTIFY AND DESCRIBE FROZEN DESSERTS
- ☐ DESCRIBE TYPES AND PROPERTIES OF CHOCOLATE
- ☐ DESCRIBE THE PRINCIPLES OF SUGAR WORK

LINE K: BEVERAGES

- ☐ DESCRIBE THE SERVICE OF BEERS, WINES, SPIRITS AND LIQUEURS
- ☐ IDENTIFY MAJOR TYPES AND STYLES OF BEERS, WINES, SPIRITS AND LIQUEURS
- ☐ DESCRIBE THE PRINCIPLES OF WINE SELECTION

PRACTICAL

LINE A: OCCUPATIONAL SKILLS

- ☐ PREPARE A FOOD SAFETY PLAN
- ☐ PLAN AN À LA CARTE MENU
- ☐ SET PERSONAL GOALS
- ☐ INTERPRET POINT OF SALE INFORMATION
- ☐ INTERPRET BUDGETS AND PROFIT/LOSS STATEMENTS
- ☐ APPLY COST CONTROL PROCEDURES

LINE B: STOCKS, SOUPS AND SAUCES

- ☐ APPLY PRINCIPLES OF SAUCE SELECTION
- ☐ PREPARE SAVORY FRUIT SAUCES AND GASTRIQUE
- ☐ PREPARE SALSAS, RELISHES, AND CHUTNEYS
- ☐ PREPARE INTERNATIONAL SAUCES

LINE E: MEATS

- ☐ CUT AND PROCESS GAME
- ☐ CUT AND PROCESS VARIETY MEATS AND OFFAL
- ☐ PREPARE GAME FOR COOKING
- ☐ COOK GAME
- ☐ COOK VARIETY MEATS AND OFFAL
- ☐ PREPARE SPECIALTY MEAT DISHES

LINE F: POULTRY

- ☐ CUT AND PROCESS GAME BIRDS
- ☐ PREPARE GAME BIRDS FOR COOKING
- ☐ COOK GAME BIRDS
- ☐ PREPARE SPECIALTY POULTRY DISHES

LINE G: SEAFOOD

- ☐ CLEAN AND PROCESS SPECIALTY SHELLFISH
- ☐ PREPARE SPECIALTY FISH DISHES
- ☐ PREPARE SPECIALTY SHELLFISH DISHES

LINE H: GARDE MANGER

- ☐ PREPARE PICKLES
- ☐ PREPARE INFUSED OILS AND VINEGARS
- ☐ PREPARE AND PRESENT BUFFET AND CHARCUTERIE PLATTERS
- ☐ PREPARE PÂTÉS AND TERRINES
- ☐ PREPARE FRESH SAUSAGES
- ☐ PERFORM SALT CURING, DRYING AND SMOKING

LINE J: BAKED GOODS AND DESSERTS

- ☐ PREPARE HOT DESSERTS
- ☐ PREPARE SPECIALTY DESSERTS
- ☐ PREPARE DESSERT SAUCES
- ☐ PREPARE SPECIALTY CAKES AND TORTES
- ☐ PREPARE ICE CREAMS AND SORBETS
- ☐ PREPARE SPECIALTY FROZEN DESSERTS
- ☐ PREPARE AND TEMPER CHOCOLATE
- ☐ PREPARE SUGAR GARNISHES
- ☐ PLATE DESSERTS

Supervisor Signature

NOTES FROM COOK (PROFESSIONAL COOK 3)

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

MISSING COMPETENCIES?

To develop the best journey person possible employers should attempt to provide training in all competencies for the trade. This is not always possible.

If your employer is unable to provide training in any competency required for your trade, note that competency below.

Competencies listed here will remain unsigned until your employer can provide training in that area or until you find an alternate way to gain the experience needed.

Competency:	Date:
Reason:	
Alternate plan:	

Competency:	Date:
Reason:	
Alternate plan:	

TECHNICAL TRAINING

Instructions

Keep a record of each level of technical training completed.

Professional Cook 1

Date Completed:	Training Provider:
Mark:	Instructor:

Professional Cook 2

Date Completed:	Training Provider:
Mark:	Instructor:

Cook (Professional Cook 3)

Date Completed:	Training Provider:
Mark:	Instructor:

COMPLETION REQUIREMENTS

Instructions

Keep a record of each program completion requirement achieved.

PROFESSIONAL COOK 1

- ☐ Professional Cook 1 (PC1) – Technical Training
- ☐ 1,000 Work-Based Training Hours
- ☐ PC1 ITA Certificate of Qualification Exam
- ☐ PC1 ITA Standardized Practical Assessment
- ☐ Recommendation for Certification signed by sponsor

PROFESSIONAL COOK 2

- ✓ Professional Cook 1 Certificate of Qualification
- ☐ Professional Cook 2 (PC2) – Technical Training
- ☐ 1,000 Work-Based Training Hours (*2,000 total*)
- ☐ PC2 ITA Certificate of Qualification Exam
- ☐ PC2 ITA Standardized Practical Assessment
- ☐ Recommendation for Certification signed by sponsor

COOK (PROFESSIONAL COOK 3)

- ✓ Professional Cook 1 Certificate of Qualification
- ✓ Professional Cook 2 Certificate of Qualification

- ☐ Professional Cook 3 (PC3) – Technical Training

- ☐ 3,000 Work-Based Training Hours (*5,000 total*)

- ☐ ITA Interprovincial Red Seal Exam
- ☐ PC3 ITA Standardized Practical Assessment
- ☐ Recommendation for Certification signed by sponsor

Note: After all other completion requirements have been met, ITA sends a Recommendation for Certification form to the sponsor requesting signoff.

CERTIFICATIONS

Instructions

Keep a record of the credentials and endorsements you have earned, including the certification number and date of issue.

CREDENTIAL EARNED	NUMBER	DATE OF ISSUE

If you have any questions, please contact ITA Customer Service at customerservice@itabc.ca 778-328-8700 or toll free (within BC) at 1-800-660-6011