

NATIONAL SKILLS COMPETITION

Competitions Sub-Committee

CULINARY ARTS - (CA1)

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INTRODUCTION

WorldSkills Jamaica, by a resolution of the National Organizing Committee and in accordance with the Constitution, the Standing Orders and the Competition Rules, has adopted the following minimum requirements for this skill for the National Skills Competition.

The Technical Description consists of the following:

- Section 1 – Technical/Competition Description (TD)
- Section 2 – Project Design Criteria (PD)
- Section 3 – Skill Management Procedures (SM)
- Section 4 – Workshop Setup (WS)
- Section 5 – Infrastructure List (IL)
- Section 6 – Appendices

Effective 01.04.07

Grace Mclean (GM)

Chairman, Competition Committee

01.04.07

Daphne Simmonds

Co-chair

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The National Skills Competition Sub-Committee has adopted the following minimum requirements for applicants' entry in the National Skills Competition.

The effective date will be that date on which this document is issued, and is subject to change by the WorldSkills Jamaica Competition National Committee.

1. NAME AND DESCRIPTION OF SKILL

1.1 The Name of the Skill is:

1.1.1. Culinary Arts/Cooking

1.2 Cookery covers the preparation of all kinds of hot and cold dishes and hot and cold desserts.

1.3 This technical description must be known to every candidate.

1.4 Words imply masculine gender only shall include the feminine gender.

2. SCOPE OF WORK AT COMPETITIONS

2.1 The original meal – a colour photograph of each dish prepared should be presented.

2.2 The competitor must prepare different menus. This must not only follow a culinary artwork, but should demonstrate healthy life style.

2.3 The competitor will receive the test project including the material list and the competition schedule prior to the competition. The experts will receive the complete Technical Description and Test Project from the General Secretariat.

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- 2.4 Competitors will visit the workstations and receive detailed information about the marking criteria before the competition.

Guideline for competition

The following preliminaries are to be completed prior to:

- Completed entry documents
- Typed recipes for the dish or dishes chosen
- Criteria for the best selection of cooks will be based on submitted recipes.

- 2.5 Before the first day of the competition, competitors can do the work planning, menu and mise en place (preparations). Recipes can be taken from cookery books or from their own private recipe collection, which can be consulted during the competition. All materials and commodities listed as part of the test project shall be on the site at the beginning of day 1. No extra ingredients will be allowed. The original meal and a colour photograph of each dish prepared shall be presented.
- 2.6 Where classical dishes are requested in test project a reference will be provided as part of the test project. Raw materials for day 1 must be included in the test project.
- 2.7 On the first day, the competitor must prepare International/ global cold dishes and pastry.
- 2.8 On the second day, competitors must prepare a 4 – course menu for the mystery basket – basket to include International/global items. This menu will be planned and written as part of a menu form, which will be

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distributed by the chief judge/expert. The chief expert will be responsible for selecting the produce to be provided in the mystery box. The main produce i.e. proteins will be available on day two of the competition and must not be used in the preparation of any other dishes during the competition.

2.1. PRACTICAL WORK

Mise – en – place

2.9.1 The competitor has to carry out independently, the following tasks:

Pastry competition (Food Creation) i.e. Banana, Potato, coconut. four course or three course meals, Hors’oeuvre, entrée etc.

Preparing, cooking making and designing of:

- Cold and hot appetizers
- Egg and cheese dishes
- Soups and sauces
- Fish and shell fish dishes seafood
- Hot and cold dishes of meat, game and poultry
- Trimming and garnishing
- Starch, potato and vegetable dishes
- Salads
- Hot, cold and frozen desserts
- International/global dishes

2.9.2 The appropriate task are:

Availability of the material (miser en place) no advances preparation of/ or cooking is allowed

2.9.3 Appropriate task are:

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- General preparations, preparation of ingredients, preparation of dishes, carving and dressing, clearing and keeping clean the working area
- Getting the raw material ready, appropriate storing of food
- Getting ready the necessary cooking utensils etc.
- Preparing and slicing of potatoes and vegetables
- Boning, cutting and portioning raw meat and game
- Cutting and filleting of fish
- Trussing and cutting poultry
- Preparing broth, sauces, stuffing's, trimmings, dough, batter, custard etc.
- Preparing appetizers, soups, fish dishes, shellfishes, meat, game and poultry, vegetables, salads, and desserts
- Preparing, arranging garnishing cold dishes
- Carving, arranging and garnishing of fish, meat, game and poultry dishes
- Preparing desserts
- Preparing recipes
- Ingredients and quantities according to the task required

2.9.4 The competitor is allowed to use his books and notes during working hours throughout the competition.

3. SKILL MANAGEMENT PROCEDURES (SM)

3.1. DOCUMENTS REQUIRED

3.1.1 The Chief Expert will have available a current copy of all documents associated with this skill for the Competition.

3.1.2 The documents required are:

- Technical Description

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- Competition Rules
- Health and Safety documents
- QAMS – all documents
- Any other documents referred to in the documents listed above.

3.1.3 While it is understood that the Chief Expert will have a copy of these documents in there shall also be a complete set that is available for the experts and other competition workers.

3.1.4 The Chief Expert is expected to have a sound knowledge of the requirements and procedures specified in the documentation.

3.1.5 The Jury President is expected to have a thorough knowledge and understanding of the requirements and procedures specified in the documentation.

3.2. PRE-COMPETITION RESPONSIBILITIES

3.2.1 In the period between one National Skills Competition and the next, the elected Chief Expert is responsible to ensure that the requirements of Section 2 – Project Design Criteria are complied with.

3.3. SKILL MANAGEMENT PROCEDURES FOR THE CHIEF EXPERTS

The following speaks to the procedures prior to and during the Competition

3.3.1 The procedures specified below must be adhered to.

3.3.2 On arrival at the Competition site for the first time, the Chief Expert must:

- Welcome the experts and ensure introductions are made
- Inform them of their duties and responsibilities in terms of the Competition Rules and Standing Orders
- Ensure that the project is endorsed by all the experts and that a copy is signed by all the experts

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3.3.3 The Chief Expert will then divide the experts into teams for the following activities:

- Verify that the material on site is appropriate and sufficient
- Verify again that the quantities of material as specified on the material list is accurate
- Develop a program for the competitors to complete the modules
- Develop timetables for activities
- Set up equipment
- Confirm that the layout, work areas and equipment are in accordance with the workshop setup requirements
- Confirm that all machinery/equipment is in a safe working order
- Confirm that all workstations/machinery/equipment are in accordance with the plan, and that they are numbered
- Confirm that there is sufficient illumination
- Confirm that there is sufficient space for the competitors to work efficiently
- Confirm that the barriers are far enough removed from the competitors to ensure that there will be no interference, and if they are not, set up a roster among the experts to police the area during the Competition
- If necessary, set up duty rosters for activities during the Competition – e.g. keeping watch during lunch, preventing access of unauthorised persons, etc

3.3.4 The Chief Expert will then divide the experts into teams for purpose of marking and setting up marking schedules in accordance with the requirements.

3.3.5 Suggestions and comments for the revision and improvement of the Technical Description are to be provided to the Deputy Chief Expert in writing. The Deputy Chief Expert will reduce the information to a single typed document ready for discussion by all experts. Prior to leaving the

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Competition site, the Chief Expert, the Deputy Chief Expert and the Jury President will facilitate the discussion and revision of the Technical Description.

- 3.3.6 At any time that a unanimous decision is not achieved within a reasonable time, the Chief Expert will put the matter under discussion to the vote. A majority will be 50% of the experts present plus one. This decision will be final. In the event that an expert is absent at the time that the vote takes place, he/she has the right to be informed of the decision but the matter will not be raised again or voted upon again. The exception to this majority rule will be in the case of approval of the changes to the Technical Description, where the majority of 80% is required.
- 3.3.7 In the event that an extension of time is requested for the Competition to exceed the allotted hours, the matter must be discussed with the Jury President. All possible alternative solutions must be investigated before approval of an extension of time is requested, or will be approved.
- 3.3.8 Prior to the end of the Competition, the Jury President will facilitate the selection of the Chief Expert and Deputy Chief Expert for the next national Skills Competition.
- 3.3.9 Experts are eligible for selection as a Chief Expert if they:
- Have attended the National Skills Competition at least twice before (if less than 4 experts have been to the National Skills Competition before, this criterion may be relaxed at the discretion of the Jury President)
 - Demonstrate a high degree of expertise in the skill
 - Demonstrate leadership qualities.
 - Are competent using a computer and the Internet – specifically to facilitate the Discussion Forum for their skill category.
- 3.3.10 The process by which selection will take place is by secret ballot and is as follows:

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- Each expert present will list their choice of three experts in order of preference
 - The Jury President will allocate a score of three (3) points to each expert's first preference, two (2) points to the second preference and one (1) point to the third preference
 - The Jury President will then calculate total scores and announce the three highest scoring experts
 - The expert with the highest score will be appointed Chief Expert for the next National Skills Competition
 - If the first choice cannot attend, then the second choice will be Chief Expert
 - If the first and second choice cannot attend, then the third choice will attend
 - If none of the choices can attend, then the jury president will appoint, or facilitate the appointment of a Chief Expert
 - The names of the selected experts will be entered into the provided documentation and signed by the Jury President and returned to the co-chair of the competitions committee.
- 3.3.11 Changes to the method of Competition design or suggestions offered for the next Competition design process or tasks must be written down and signed by 80% of the experts.
- 3.3.12 The Deputy Chief Expert's primary role is to ensure that the Technical Description is updated to reflect the technological advances of the skill category and include overall improvements for the preparation and running of the Competition. He/she will ensure that all changes to the Technical Description are entered, that all experts sign it, and that it is delivered to the co-chair of the competitions committee as a hard copy and digitally.

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3.3.13 The Deputy Chief Expert also assists in the distribution and collection of the QAMS Audit Questionnaires and assists the Chief Expert where necessary.

3.4. HONESTY AND TRANSPARENCY

3.4.1 The competitors that attend the National Skills Competition have the right to expect fair and honest treatment during the Competition in terms of the following:

- Instructions that are clear and unambiguous
- Marking schedules that provide no advantage to an opposing competitor
- All necessary equipment and material specified within the skill documentation that are required to complete the Competition
- The assistance necessary from judges and officials to ensure that he is able to complete the project. (The assistance deemed necessary will be provided equally and at the same time to all competitors present)
- No undue interference by officials or spectators that may hinder them in the completion of their project

3.4.2 Every competitor has the right to expect and demand that no opposing competitors will receive undue or unfair assistance or intervention that may provide that opposing competitor with an unfair advantage.

3.4.3 All officials and judges present on the Competition site are expected to ensure that paragraphs 3.4.1 and 3.4.2 above are complied with and maintained.

3.4.4 It is the responsibility of the Chief Expert or his Deputy to ensure that all competitors, interpreters, officials and judges comply with and maintain the integrity of the Competition, and additionally ensure that all necessary steps are taken to ensure that:

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- Outside influences do not unduly improve or decrease competitors' abilities to provide a worthy performance.
- 3.4.5 A briefing will be provided to all experts and competitors on the requirements for integrity during the Competition.
- 3.4.6 Additionally, the Chief Expert is expected to identify these and any other factors that may exist on the Competition site that may result in the contravention of paragraphs 3.4.1 and 3.4.2 above, and reduce them to a checklist for continuous reference.
- 3.4.7 In the event that any competitor, judge, official, observer or competitor compatriot is found to be attempting to gain or provide assistance in any form that may result in an unfair advantage, the Chief Expert is to immediately refer the matter to the Jury President.
- 3.4.8 The Chief Expert will receive nominations and appoint a Security Officer whose responsibility it will be to ensure that these requirements are carried out.
- 3.4.9 It will be explained to all experts and competitors that nothing is to come in or out of the site unless specified by the Chief Expert as being allowed after being briefed on this topic.
- 3.4.10 Security checks will be carried out each day on experts and competitors (by experts and competitors) upon entry and exit to the site.

3.5. INFORMATION POLICY

- 3.9.1 During the competition a modified project plan without measurements is to be made available to the public.

4. THEORETICAL KNOWLEDGE

- 4.1 Knowledge of materials and preparation techniques, machinery and appliances.
 - Application in the kitchen of hygiene and safety standards.
 - Mise en place, organization and sanitation.

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- Professional preparation and work habits.
- Professional serving and working methods.
- All raw materials should be made available to the competitors at the beginning of the work on the first day with the expectation of selected raw materials chosen by the chief expert for use in the mystery basket.
- Competitors are allowed to bring raw materials e.g. foodstuffs or additives into the competition.
- The prepared dishes must be arranged expertly and pleasantly on the appropriate plates.

5. MATERIALS

The workshop master is responsible for a prompt supply of:

- Butchers meat (veal, pork, beef, lamb)
- Game, game birds
- Poultry
- Fish and shellfish
- Dairy products
- Cheese
- Eggs
- Vegetables fats and oils
- Animals fats
- Fat mixtures
- Vegetables, mushrooms
- Fruits
- Cereal products
- Spices
- Coffee, tea
- Chocolate
- Wines liqueurs

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Non-food:

- Foil, transparent foil wrap
- Grease paper,
- String twine
- Disposable cups, plates, dishes
- Cleaning materials: brush, dishcloths, sponge

6. WORKSHOP INSTALLATIONS

6.1 Each competitor must have a working area with sufficient working surface, double washbasin for washing equipment and preparation, fridge, electric or gas cookers and the remaining necessary material.

6.1.1 General layout requirements:

- Competitor's working area
- Expert's working area
- Cooking utensils, fridges, machines
- Presentation table within each competitors station
- Changing rooms and toilets for women and men
- Visitors area
- Storage room for cookery and equipment
- Pantry for dried foodstuffs
- Separate wash hand basin
- Show area for the public (minimum distance 3 m)
- Separate blind testing rooms (2) – minimum 8metres x 7 metres and a separate expert holding room in the middle of these two rooms
- Meeting room

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The following safety facilities should be available:

- First aid box
- Fire extinguishers
- Fire blanket
- Non slip floor covering for wet areas

6.1.2 The following equipment must be available for the competitors:

Baking and cooking appliances

- 1 deep fat-fryer table size, max 5 litre for each competitors
- 1 micro-wave oven for every 5 competitors
- 1 salamander for every 5 competitors

Kitchen equipment

- 1 x meat mincing machines
- 3 x slicing machines

Refrigeration equipment

- 1 cold store for every 5 competitors (GN size)
- 1 deep freeze cabinet 1 m for every 5 competitors
- 2 ice-making machine –45 Kg capacity

6.2 Work station

Overall dimensions for workstation: 6m x 3m minimum, must have the following:

- Work table with shelf below, 200 x 65 cm
- Auxiliary work surface, 200 x 65 cm
- 1 Toolbox can be bought to the competition, but shall be emptied and stored in a separate storing room during the contest.

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6.3 The following equipment will be supplied for each competitor:

The experts will check each kitchen station for working equipment included in the Skill Description. Equipment workshop manual (i.e. description of equipment available) will be distributed with the Test project.

6.3.6 Baking and cooking appliances

- 1 electric or kitchen stove or gas cooker with 4 plates per competitor
- 1 oven for each competitor, including baking tray / racks
- 1 hot combi-oven for each competitor, including 2 baking trays, and 2 racks plus 2 half-3cm deep gastro norm trays.
- 1 trolley 100 x 80 x 100cm with shelves for each competitors

6.3.2 Kitchen equipment

- 1 x mixer (Moulinex) for every competitor
- 1 x food processor (3 litre capacity) for every competitor
- 1 x scale for each competitor
- 1 x dishing machine

6.3.3 Refrigeration equipment

- 1 x 300 litre fridge with min 50 L freezer for each competitor

6.3.4 Cooking utensil for each competitor

- 2 flat pans
- 1 omelette pan
- 3 sauté pans
- 2 stew pans
- 4 two-litre saucepan
- 1 three-litre medium sized saucepans

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- 2 small three-litre cooking pots
- 1 large five-litre cooking pot
- 5 stainless steel bowls of different sizes
- 1 stew pan with lid
- 1 cake pan with springs
- 1 cake form
- 4 small pastry shells (tart letters)
- 4 small pastry pots (darioles)
- 4 round baking tins
- 1 baking trays
- 2 draining grills with edges
- 1 salad drainer

6.3.5 Utensils for each competitor, some items will be provided by each competitor

- 1 lemon squeezer
- 1 fine sieve with handle
- 3 pointed sieves
- 1 rolling pin
- 4 whisks
- 2 wooden spatulas
- 4 sauce ladles
- 1 flat skimming-ladle
- 1 frying scoop
- 3 carving board
- 2 measuring jugs
- 1 weighting scale for each competitor
- 1 hand masher (passé-vite)
- 2 plastic piping bags

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- 2 straining cloths
- 1 waste bin with lid, for compost and paper
- 4 kitchen cloths for each competitor
- Sufficient number of tea towels
- Cleaning material
- 5 soup spoons
- 5 tea or tester spoons

6.3.6 Tableware to be prepared by the organizer per competitor, competitor should prepare the following.

- 16 large, flat, white plates
- 2 sauce boats
- 2 rectangular serving dish for cold food / 6 persons – steel
- Sideboard tableware for 4 to 6 persons provided by each organizer

Competitors can provide for themselves table decorations for their public food display table.

6.4 Utensils for each competitor

Competitors are required to supply the small equipment, tools and utensils they require to complete the test project. Examples of tools include the following:

- Kitchen knife Filleting knife
- Meat (boning) knife.
- Saw-edge knife
- Vegetable knife
- Butchers knife
- Carving knife

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- Midi knife
- Round and oval coring spoons
- Corers (pastry and mosaic)
- Trimming needle
- Piping bags with nozzles
- Fish clippers
- Meat fork
- Fluting knife
- Lemon grater
- Peeling knife
- Larding pin
- Larding stick
- Brush
- Knife sharpener (steel)
- Spatulas, narrow and wide
- Pastry tips
- Pastry cutters
- Cake moulds/ Pudding moulds
- Noodle machine
- Ice cream machine is required
- Pots and pans
- Baking trays
- Mise en place containers
- Chopping boards
- Any other tools deemed necessary to complete the test project.

6.5 Clothing (to be brought by the competitors) full professional dressing

- Blouse (jacket) white
- Trousers black

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- Apron
- Chefs cap
- Dishcloth
- Working shoes

6.6 Each kitchen is to left neat and clean. Scores will be finalized after the final inspection of the kitchen area.

7. TEST PROJECT MARKING

The expert will decide together on the test project, the marking criteria and the dimensional tolerances.

7.1. MARKS:

Perfect	=	10 points
Very good	=	9 points
Good	=	8 points
Rather good	=	7 points
Sufficient	=	6 points
Medium	=	5 points
Weak	=	4 points
In sufficient	=	3 points
Very bad	=	2 points
Zero	=	1 point

The chief expert will provide clarification on marking criteria to be used during the competition.

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7.2. RATING

7.3.	SECTION	ITEM	MAXIMUM POINTS
	A	Hygiene	10
	B	Economy Time/mise en place	10
	C	Preparation	30
	D	Presentation	20
	E	Tasting	30

Points will also be awarded for creativity, innovation, speed etc. (This will be developed by the judges depending on the nature of the test project).

8. COMPETITION PROCEDURE

- 8.1 The competition will be worked on the two days on a modular basis for all competitors so that progressive marking can take place.
- 8.2 Competitors will have time made available to familiarise themselves with material and processes
- 8.3 The competitors will be given all competition documents including the marking criteria one hour prior to the commencement of the competition so that they may study the requirements
- 8.4 Prior to the start of the competition, each competitor will receive a detailed timetable reflecting the timing for completion of modules.

9. JUDGING PROCEDURAL REQUIREMENTS

- 9.1 The experts that attend the competition will be divided into marking groups to deal with each section of the marking criteria.
- 9.2 Every completed module will be marked on the same day in which it was completed.

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10. GENERAL SAFETY REQUIREMENTS

10.1 All competitors must use appropriate hand, power or machine tools according to specific use to avoid injury.

10.2 All competitors must wear appropriate clothing and safety footwear.

10.3 All competitors must wear hearing protection when necessary.

10.4 No loose clothing or jewellery is to be worn during the competition; long hair is to be tied back.

10.5 All competitors must make themselves familiar with the safe use of machinery provided before the competition starts.

10.6 Competitors must keep their workspace clear of obstacles and the floor space clean of material and equipment - any items likely to cause the competitor to trip, slip or fall.

10.7 Failure by the competitor to comply with safety directions or instructions may incur loss of marks for safety.