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INTERNATIONAL CENTRE
FOR CULINARY ARTS
DUBAI

01

Prospectus & Application Form

Professional Diploma
Food Preparation - Cooking (Culinary Arts) /
Patisserie

www.iccadubai.ae

Overview

Commercial cookery is at the heart of the thriving and expanding hospitality & tourism industry world over.

The Professional Diploma Program - Cookery / Patisserie at ICCA Dubai is accredited by City & Guilds, London and has been awarded the "Recognition of Quality Culinary Education" by the World Association of Chefs Societies (WorldChefs).

This training is based on Classical Continental Cuisine and incorporates basic to advanced skills & knowledge necessary for entry into commercial food production operations within the International Hospitality and Cruise line Industry.

This program helps create value not only to the student chefs trained but also for the employers alike, by way of a unique last mile outlet & environment specific customization training.

Industry Internship / Work Experience Placement (IWEP) which is optional, follows the over 620 hours of intensive on campus guided learning and industry centered training. The IWEP program provides student chefs with valuable hands on exposure in the industry-work environment by way of a paid work experience and paves the way for further career opportunities.

Minimum Entry Requirements

- Minimum Education Qualification – Should have passed year 12 or equivalent
- Proficiency in English – Ability to Read, Write & Speak English well. Equivalent to an IELTS score of 5.5
- Age – 16 and above

WEP Eligibility

- Age – 20 to 28 years
(Min. age for work permit in the UAE & GCC Countries is 20 years, for international cruise line is 21 years)
- Medical Fitness - Must pass a medical examination for Hepatitis B, Tuberculosis (TB), AIDS/HIV, Leprosy and Syphilis.

Course Start Dates

The student intake / course start date, for the Diploma in Hospitality (Food Production) Program for the year 2018, is as under:

Regular (Full Time) Training - 08.15 AM to 05.00 PM Saturday to Wednesday & 08.15 AM to 01.00 PM Thursday.
2018 -January 14, February 19, April 16, May 22, July 16, August 26, October 15, November 27.

Weekend Program

The Professional Diploma Programs - Cookery / Patisserie, IVQ Level 2 (8065 - 02 / 03), are also available on a weekend basis (Saturday) and take around 12 months to complete. The weekend program runs in a cycle and admission for the same is open through the year. For more information, kindly contact the Admission Office.

For more information, kindly contact ICCA Dubai Office -
Tel:+971 4 457 88 11, e-mail : info@iccadubai.ae or visit website www.iccadubai.ae

Documents Required for Admission

1. Duly filled and signed application form.
2. Colored copy of Passport / Visa & colored passport size photograph with white background.
3. Copy of highest educational qualification.

Note: A clear scan of the above documents to be sent by email to enquiry@iccadubai.ae or submitted in person.

Program Accreditation & Recognitions

Accredited by City & Guilds, London

International Centre for Culinary Arts, Dubai (ICCA Education) is a City & Guilds Approved Centre, to deliver the International Vocational Qualification (IVQ) - in Food Preparation and Cooking (Culinary Arts) 8065-02 / 03.

ICCA Dubai due to its success in delivering the highest quality of vocational training has been awarded the right to offer the prestigious City & Guilds London, International Bursary. The Bursary awards deserving candidates from financially underprivileged backgrounds in select countries around the world, to achieve a City & Guilds qualification.

Recognition by the World Association of Chefs Societies (WorldChefs), London, UK

ICCA Dubai, has been awarded the "Recognition of Quality Culinary Education" by the World Association of Chefs Societies (WorldChefs). This award seeks to recognize training and education that meets or exceeds the culinary standards education established by WorldChefs.

International Centre for Culinary Arts FZ LLC.
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Email : info@iccadubai.ae

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Course Plan

Course Name : Professional Diploma Program Cookery / Patisserie
(IVQ Level 2 - Diploma in Food Preparation & Cooking (Culinary Arts) (8065-02)
Diploma in Patisserie (8065 - 03) City & Guilds, London)

Length of Course: Theory and intensive industry centered practical sessions, delivered over a span of 620 guided learning hours.

S No	Subject	Outcome
1	Introduction to Hospitality & Kitchen Operations	Safety at Work Food Safety in Catering Healthier Foods & Special Diets Catering Operations, Costs & Menu Planning
2	Option - Food Production & Culinary Arts	Prepare food for cold presentation Prepare, cook and finish stocks, soups & sauces Prepare, cook and finish fish & shellfish Dishes Prepare, cook and finish meat, poultry & offal Prepare, cook and finish vegetables, fruit & pulses Prepare, cook and finish rice, grains, farinaceous products and egg dishes Prepare, cook and finish bakery products Prepare, cook and finish hot & cold desserts and puddings
3	Option - Patisserie	Prepare, Cook and Finish Cakes, Biscuits & Sponge Products Prepare, Cook and Finish Pastry Products Prepare, Cook and Finish Dough Products Prepare, Cook and Finish Hot Desserts & Puddings Prepare, Cook and Finish Cold Desserts
4	Industry Exposure (Mandatory for Certification)	Arranged by ICCA Dubai in the Hospitality Industry in Dubai UAE
5	IWEP - Industry Internship / Work Experience Placement Integration Program (Not mandatory for Certification)	Last mile customization, Interviews, trade test & placement process

a. Examinations & Certification - City & Guilds, UK Certification:

This certification is obtained upon successful completion of the External -International Examination conducted online at ICCA Dubai upon completion of the course.

b. Online Learning Resource Information

ICCA Dubai in its endeavour to continuously improve the teaching - learning experience, uses an online resource platform of international quality standards, that will enable students to access technical knowledge, recipe cards, power point presentations and instructional videos at all times through the course program.

Alumni members of this online resource platform will have continued access to the said platform for future use.

Additionally, to access this resource, students are requested to have PC's/tablets with the following minimum configuration:

These guidelines serve as a basic guide to running the various functions of our Online resource to an optimum level.

Operating system Windows XP, Vista, 7
Screen resolution 1024 x 768 or higher
Browser Internet Explorer 6 or Firefox 2
Microsoft Office 2007
Multimedia Minimum Adobe Flash Player 8 <http://get.adobe.com/flashplayer/>
Adobe PDF Reader <http://get.adobe.com/reader/>

Note: The Online resource performs at it's full potential within a PC environment.

Our testing process is integrated into this resource, hence making it an essential tool to the completion of this program.

Kindly bring your PC's/ tablets to the orientation, as we will help you register and get access to the resource.

Composite Package Offer

Single Diploma in Cookery OR Patisserie Duration : 3 Months

<p>Course Name : Professional Diploma Program IVQ Level 2 - Diploma in Food Preparation & Cooking (Culinary Arts) (8065-02) OR IVQ Level 2 - Diploma in Patisserie(8065-03) City & Guilds, London</p> <p>Course & Proficiency Training</p> <ul style="list-style-type: none"> • Professional Diploma Program - Cookery / Patisserie • Air-o-System - Combi Oven, Electrolux Professional S.p.A, Italy • Air-o-System - Cook & Chill Production Techniques, Electrolux Professional S.p.A, Italy • Food Hygiene - Intermediate Level and HACCP Awareness, Highfield UK, Dubai Municipality • Ideal Wash System Training, Electrolux Professional S.p.A, Italy • Total Kitchen Care Training, Sealed Air Diversey, USA <p>Course Kit</p> <p>Text Book Practical Cookery 13th Edition (Campbell, Foskett, Rippington & Paskins) Chef's Kit - Chef's jacket, chef's pants, ¾ apron and chef's cap.</p>	<p>USD 8,800 (United States Dollar eight thousand eight hundred only)</p> <p>AED 31,680 (Arab Dirhams thirty one thousand six hundred eighty only)</p>
<p>Online Resource and City & Guilds Examination Fee and World Association of Chefs' Societies (Worldchefs) Certification</p> <p>Diploma in Hospitality (Commercial Cookery) - Cookery / Patisserie ICCA Dubai online resource platform provides to access technical knowledge, recipe cards, power point presentations and instructional videos at all times throughout the course program.</p> <p>The City & Guilds International examinations are conducted online at ICCA Dubai upon completion of the course.</p> <p>Successful attainment of the City & Guilds International Certification, would entail one to get the Worldchefs – Commis Chef Certification.</p> <p><small>* Applicable for registrations from 1st October 2017 onwards.</small></p>	<p>USD 910* (United States Dollar nine hundred ten only)</p> <p>AED 3,280* (Arab Dirhams three thousand two hundred eighty only)</p>
<p>Dubai UAE Visa Dubai UAE Student Residence Visa</p>	<p>USD 900 (United States Dollar nine hundred only)</p> <p>AED 3,250 (Arab Dirhams three thousand two hundred fifty only)</p>
<p>Accommodation</p> <p>Fully furnished, serviced & air conditioned hostel accommodation facilities on a sharing basis, breakfast and lunch will be provided on working days, students will make their own arrangements for dinner and pay for their transport to and from ICCA Dubai to the accommodation.</p> <p>Note: Separate quarters for ladies & gents in the hostel accommodation facilities.</p>	<p>USD 3,500 (United States Dollar three thousand five hundred only)</p> <p>AED 12,600 (Arab Dirhams twelve thousand six hundred only)</p>
<p>ICCA Dubai - Industry Internship / Work Experience Placement (IWEP) Program</p> <p>Hospitality industry orientation & exposure in Dubai, UAE to help the Student Chefs secure an Industry Internship or confirmed supervised paid work experience placement program at the Commis Chef (III, II or I) levels in the UAE / GCC Countries or as Asst. Cooks on leading international cruise lines.</p> <p>The IWEP Training & Support includes - Employability Training, Interview Preparation, Personality Development - Grooming, Poise and Industry Attitude Development, Confidence Building Activities, Technical Knowledge Reinforcement, Trade Test Practice, Industry Trade Test and Work Placement Process Support.</p> <p>The IWEP process and work placement positions are subject to the successful completion of the course program, aptitude, attitude, skills set demonstrated by the candidate at the placement interview & trade tests and clearing the associated age, visa, statutory & medical conditions.</p> <p>Note - The Industry Internship / Work Experience Placement (IWEP) program is optional and Not mandatory for the Diploma qualification.</p> <p><small>** Applicable for registrations from 1st October 2017</small></p>	<p>USD 700** (United States Dollar seven hundred only)</p> <p>AED 2,520** (Arab Dirham two thousand five hundred twenty only)</p>
<p style="text-align: center;">Total Course Cost for Local UAE Admission (Course Fee)</p>	<p>USD 9,710 OR AED 34,960 (Without IWEP)</p>
	<p>USD 10,410 OR AED 37,480 (With IWEP)</p>
<p>Total Package Cost for International Admission (Course Fee, Visa & Accommodation)</p>	<p>USD 14,810</p>

Note

a. **Course Fee:**

International Admission

The composite package offer cost of US\$ 14,810 for the Diploma in Hospitality (Commercial Cookery) is payable in full, prior to the time of obtaining the Dubai, UAE visa and enrolment.

International students can also opt for an alternative package comprising of the Course Fee & Dubai, UAE Visa charges OR the Course Fee alone, in cases wherein the Dubai, UAE Visa is not required.

Local UAE Admission

The course fees of AED 34,960 OR AED 37,480 for the Diploma in Hospitality (Commercial Cookery) is payable in full, to be paid before the commencement of Course program or date confirmed by way of Post Dated Cheques, where the Course Fees is being paid by way of installments.

**Composite Package Offer**

Double Diploma in Cookery and Patisserie

Duration : 5 ½ Months

<p>Course Name : Professional Diploma Program IVQ Level 2 - Diploma in Food Preparation & Cooking (Culinary Arts) (8065-02) AND IVQ Level 2 - Diploma in Patisserie(8065-03) City & Guilds, London</p> <p>Course & Proficiency Training</p> <ul style="list-style-type: none"> • Professional Diploma Program - Cookery / Patisserie • Air-o-System – Combi Oven, Electrolux Professional S.p.A, Italy • Air-o-System – Cook & Chill Production Techniques, Electrolux Professional S.p.A, Italy • Food Hygiene - Intermediate Level and HACCP Awareness, Highfield UK, Dubai Municipality • Ideal Wash System Training, Electrolux Professional S.p.A, Italy • Total Kitchen Care Training, Sealed Air Diversey, USA <p>Course Kit</p> <p>Text Book Practical Cookery 13th Edition (Campbell, Foskett, Rippington & Paskins) Chef's Kit - Chef's jacket, chef's pants, ¾ apron and chef's cap.</p>	<p>USD 13,160 (United States Dollar thirteen thousand one hundred sixty only)</p> <p>AED 47,380 (Arab Dirhams forty seven thousand three hundred eighty only)</p> <p>50% Concession on second Diploma</p>
<p>Online Resource and City & Guilds Examination Fee and World Association of Chefs' Societies (Worldchefs) Certification</p> <p>Diploma in Hospitality (Commercial Cookery) - Cookery / Patisserie ICCA Dubai online resource platform provides to access technical knowledge, recipe cards, power point presentations and instructional videos at all times throughout the course program.</p> <p>The City & Guilds International examinations are conducted online at ICCA Dubai upon completion of the course.</p> <p>Successful attainment of the City & Guilds International Certification, would entail one to get the Worldchefs – Commis Chef Certification.</p> <p><i>* Applicable for registrations from 1st October 2017 onwards.</i></p>	<p>USD 1,540* (United States Dollar one thousand five hundred forty only)</p> <p>AED 5,540* (Arab Dirhams five thousand five hundred forty only)</p>
<p>Dubai UAE Visa Dubai UAE Student Residence Visa</p>	<p>USD 900 (United States Dollar nine hundred only)</p> <p>AED 3,250 (Arab Dirhams three thousand two hundred and fifty only)</p>
<p>Accommodation</p> <p>Fully furnished, serviced & air conditioned hostel accommodation facilities on a sharing basis, breakfast and lunch will be provided on working days, students will make their own arrangements for dinner and pay for their transport to and from ICCA Dubai to the accommodation.</p> <p>Note: Separate quarters for ladies & gents in the hostel accommodation facilities.</p>	<p>USD 6,515 (United States Dollar six thousand five hundred fifteen only)</p> <p>AED 23,100 (Arab Dirhams twenty three thousand one hundred only)</p>
<p>ICCA Dubai - Industry Internship / Work Experience Placement (IWEPP) Program</p> <p>Hospitality industry orientation & exposure in Dubai, UAE to help the Student Chefs secure an Industry Internship or confirmed supervised paid work experience placement program at the Commis Chef (III, II or I) levels in the UAE / GCC Countries or as Asst. Cooks on leading international cruise lines.</p> <p>The IWEPP Training & Support includes - Employability Training, Interview Preparation, Personality Development - Grooming, Poise and Industry Attitude Development, Confidence Building Activities, Technical Knowledge Reinforcement, Trade Test Practice, Industry Trade Test and Work Placement Process Support.</p> <p>The IWEPP process and work placement positions are subject to the successful completion of the course program, aptitude, attitude, skills set demonstrated by the candidate at the placement interview & trade tests and clearing the associated age, visa, statutory & medical conditions.</p> <p>Note - The Industry Internship / Work Experience Placement (IWEPP) program is optional and Not mandatory for the Diploma qualification.</p> <p><i>** Applicable for registrations from 1st October 2017</i></p>	<p>USD 700** (United States Dollar seven hundred only)</p> <p>AED 2,520** (Arab Dirham two thousand five hundred twenty only)</p>
<p style="text-align: center;">Total Course Cost for Local UAE Admission (Course Fee)</p>	<p>USD 14,700 OR AED 52,920 (Without IWEPP)</p>
	<p>USD 15,400 OR AED 55,440 (With IWEPP)</p>
<p>Total Package Cost for International Admission (Course Fee, Visa & Accommodation)</p>	<p>USD 22,815</p>

*** The prescribed standards kitchen safety shoes and the personal chef knife costing AED 250 are required to be purchased at ICCA on the orientation day.

- b. **Bank Transfer Charges:**
All bank transfer charges and other incidental charges, as may be applicable, are payable extra, in actual, by the candidate.
- c. **Air Tickets:**
Costs of air tickets are extra (exclusive of the package offer) and is payable by the candidates

Composite Package Offer

d. ICCA Dubai - Industry Internship / Work Experience Placement (IWEPP) Program:

The Industry Internship / Work Experience Placement follows the 620 hours of intensive on-campus guided learning and training.

The IWEPP arrangement could be in the form of an Industry Internship generally of 6 - 12 months duration. Successful completion of Internship would lead one to a regular Work Placement OR could be a direct Work Placement itself in the form of regular employment to begin with.

This program provides student chefs with valuable "hands-on" exposure in the industry working environment by way of a paid internship or regular work experience placement. Here the student chefs can apply their knowledge & skills gained in the training. Such industrial work experiences help increase a student chef's further skilled employment & other international opportunities.

Internship / Work Experience in Dubai - UAE has become one of the hottest tourist destinations. The Hospitality Industry here is very large with the establishment of most leading international hotel chains and the UAE also features some of the best luxury hotels in the world. The Food Industry is very competitive and highly discerning, with most international retail food concepts and specialty restaurants from the world over established here. Thus work experience in the food & hospitality industry in the UAE is highly recognized the world over.

ICCA Dubai IWEPP Program Selection Process (Terms and Conditions Apply):

Placement for the paid IWEPP Program is arranged by way of on-campus interviews. The placement contracts are directly agreed to, between the candidates and the Human Resources (HR) Department of the respective employing company.

ICCA Dubai provides all coordination & support for the first IWEPP Program on a No Cost Basis, at the Commis Chef (III, II or I) levels or as Industry Interns in the UAE / GCC Countries or as Asst. Cook on leading international cruise lines, e.g. NCL, USA.

The IWEPP process and position are subject to the successful completion of the course program, aptitude, attitude, skills set demonstrated by the candidate at the placement interview & trade tests and clearing the associated age, visa, statutory & medical conditions.

General Salary Package Offered in the UAE:

The salary offered ranges between AED 5 - 12 per hour and is paid vide Government of UAE monitored WPS (Wages Protection System), with other additional fringe benefits that may include tips and service charges, etc. The average Net Earnings, as explained above, approx. ranges between USD 350 to 750 per month or more; The salary package is offered with perquisites such as – accommodation on a sharing basis, duty meals, local conveyance facilities, work permit & residence visa, medical insurance coverage and LTA (Leave Travel Allowance) etc. to the home country included.

The salary package when valued, translates to an actual Gross Earning of approx. USD 1,100 to 1,500 per month to begin with.

Joining ticket may be provided by Dubai, UAE / GCC Country employers as part of the package, however this is subject to individual company policy.

The general employment contracts in the UAE issued are for a period of 2 years, the contract is thereafter renewed upon mutual consent, provided along with work permit & residence visa.

A monthly stipend is paid to interns during industry Internship and the package & perquisites offered along, may vary.

Employment on International Cruise Line NCL, USA:

Selections for the position of Assistant Cook, on board the world leading American cruise line NCL, USA, are conducted by the Human Resources / Authorised Recruitment Representative of NCL USA, based on English language proficiency, cruise line centered culinary skills, knowledge & aptitude demonstrated and meeting the medical requirements & cruise line country specific security risk assessments.

Candidates selected, are required to pay for the US C1D visa, NCL prescribed medical examinations and the online English language testing. The expenditure incurred towards the US C1D visa & medical examinations are reimbursed along with the first salary onboard the ship, as per NCL recruitment policies.

Salary package offered - USD 740 per month, along with free ship board accommodation & international meals, full medical care, insurance and international travel tickets.

Note: All counseling and recruitment services for placement on board the International cruise line NCL, USA, are provided by M/s Odyssey International Maritime, Dubai. www.odyssey.ae

ICCA Dubai WEP / Internship Certification:

The first 6 to 12 months of the internship or work placement / first contract (international cruise lines) would be construed as Industry Internship and ICCA Dubai will provide a formal industry internship certificate.

The industry internship certification is subject to provision of proof of continuous employment for the said period and submission of personal Work Experience report to ICCA Dubai.

Conditions of Enrollment *(Please read before you sign the application form)*

- 1) Definition:
 - 1.1 For the purpose of these conditions of enrollment, commencement of a course means:
The first day of the orientation of the course in which the student is enrolled or where a student defers the course after payment of course fee; the first day of orientation of the course which the student has deferred.
- 2) Course Fees / Composite Package Offer:
 - 2.1 May be paid in AED / USD by Cash, Cheque, Credit / Debit Card or by Electronic Fund Transfer (EFT), to ICCA Dubai account, which ever convenient.
 - 2.2 Full Course Fees to be paid before the commencement of Course program or confirmed by way of Post Dated Cheques, where the Course Fees are being paid by way of installments.
 - 2.3 ICCA Dubai will not be responsible for any money paid to any representatives or other individuals not formally authorized by ICCA Dubai.
- 3) Cancellation and Refunds:
 - 3.1 The CPO fees will be refunded only in the following circumstances, if:
 - a. ICCA Dubai cancels the course in which the student is enrolled. In this case, ICCA Dubai will refund CPO fees on a pro rata basis within 4 weeks from the date of notice of course cancellation;
 - b. ICCA Dubai receives written notice of cancellation of enrollment from the student at least 28 days before the first day of the course. Note: In the event that enrollment is cancelled by the student, ICCA Dubai may retain 20% of the CPO fees towards administrative costs.
 - 3.2 The CPO fees will NOT be refunded in the following circumstances, if:
 - a. The student cancels enrollment less than 28 days prior to the course commencement.
 - b. The student discontinues the course or leaves the hostel facilities due to personal reasons or if the course is interrupted or cancelled through an act of god or terrorism.
 - c. The student chooses NOT to take up a paid IWEF Program contract upon completion of the course; OR the student chooses NOT to accept a paid IWEF Program contract, secured by ICCA Dubai, OR the student is unsuccessful in securing a paid IWEF Program contract due to personal shortcomings, despite all reasonable efforts put by ICCA Dubai to secure a paid IWEF Program contract for them; OR the student is not eligible for a work permit in the UAE or GCC Country / International Cruise Line for any Statutory or Medical reasons.
 - d. The student's first confirmed paid IWEF Program contract is terminated, either by the employer or the student, during the contract period for any reason.
 - e. Course fees are not transferable to another candidate .
 - 3.3 Once the student accepts their first confirmed paid IWEF Program contract, or as otherwise detailed herein above or completes the Diploma course program, all training and IWEF Program obligations of ICCA Dubai and its recruitment and placement agents will be deemed satisfied.
 - 3.4 ICCA Dubai will refund approved amounts within 4 weeks after receiving a written claim from the student.
 - 3.5 Refunds will only be transferred through normal banking channels to the person who paid the CPO course fees in their country of source, e.g. if the financial sponsor of the student has paid the CPO course fees, the refund will only be transferred to their bank account in their home country.
- 4) Validity of Course Programs:
 - 4.1 The ICCA Dubai Diploma Program registration is valid for a period of 2 years from the date of first course start date. In case of deferment, course completion can only be with the weekend cycle. All classes must be completed within the given period, beyond which the program would be considered cancelled and all fees thereof, forfeited.
- 5) Standard Operating Procedures, Class Schedules, Code of Conduct & Rights:
 - 5.1 Students are requested to read the Diploma Program - Procedures & Policies, provided at orientation.
 - 5.2 Kindly adhere to the class time schedules.
 - 5.3 It is important that a student or students of a group do not disturb the other classes around in any manner.
 - 5.4 Students are requested to assist with post class clean up & wash up.
- 6) Compliance, Termination & Rights:
 - 6.1 Students must diligently attend the course program, complete all course assessments, sincerely undertake the Industry Exposure opportunities provided and follow the Professional Program - Procedures & Policies*.
** Provided at the time of program orientation.*
 - 6.2 ICCA Dubai reserves the right to expel a student for serious breach of discipline. Upon which the CPO course fee will not be refunded.
 - 6.3 As part of continuous development and quality delivery, ICCA Dubai reserves all rights to amend the course content, course cost, schedules and procedures & policies.
- 7) Grievance Resolution:
 - 7.1 ICCA Dubai has policies and procedures in place for the hearing of student difficulties and grievances.
 - 7.2 If you are not satisfied with the outcome, an independent dispute resolution can be availed, under the jurisdiction of Dubai, UAE laws and agree that damages are limited exclusively to a refund of the course fee for the course selected and that they are entitled to no other consequential, incidental or punitive damages.
- 8) Additional Details:
 - 8.1 Additional details with regards to course enrollment, course program & IWEF Program etc. are as further detailed in the Letter of Offer, provided upon formal application of interest to the program.

Additional Information

1. Course Delivery and Examinations

1.1 The Level 2 Diploma course at ICCA is intensive and focuses on the overall development of the student, not only in terms of knowledge and skills but also communication skills, attitude and leadership qualities.

1.2 As part of the curriculum, we not only have theory and practical classes, we also have daily activities to encourage leadership skill and ensure students learn kitchen management/ maintenance techniques, which will be useful when one goes to work.

1.3 Course Assessment:

The qualifications are designed to provide students with specific competencies, which meet industry standards. Each unit of competency has a number of elements. Elements are statements, which outline the competencies which the student must achieve through their studies. Elements are based on standards set by the relevant industry.

Competency-based Training:

All training delivered in the qualification offered at International Centre for Culinary Arts, Dubai (ICCA Dubai), are competency-based. Competency-based training refers to training which develops the skills, knowledge and attitude required for professional qualification / industry employment.

2. Competency-based assessment:

Competency-based assessment is the process of obtaining evidence about a student's performance and making judgments on that evidence against prescribed standards of performance.

2.1 Criterion based:

Students are not in competition with their peers but are assessed against standard criteria or benchmarks. The criteria are competency standards, learning outcomes and other performance outcomes outlined in the relevant training package.

2.2 Evidence based:

Whether a student is competent, is based upon evidence provided by him/her. The evidence may be demonstrated or produced by the student or gathered by the teacher/assessor.

2.3 Participatory:

Students are encouraged to be involved in the process of assessment. Teachers / assessors will discuss the rationale behind the outcome of the practical assessment activities.

Every student must provide evidence of competence in all units in the course qualification they are undertaking. Competence relates to the ability to perform tasks and duties to the standards expected in employment.

3. Student Uniform & Grooming Policy

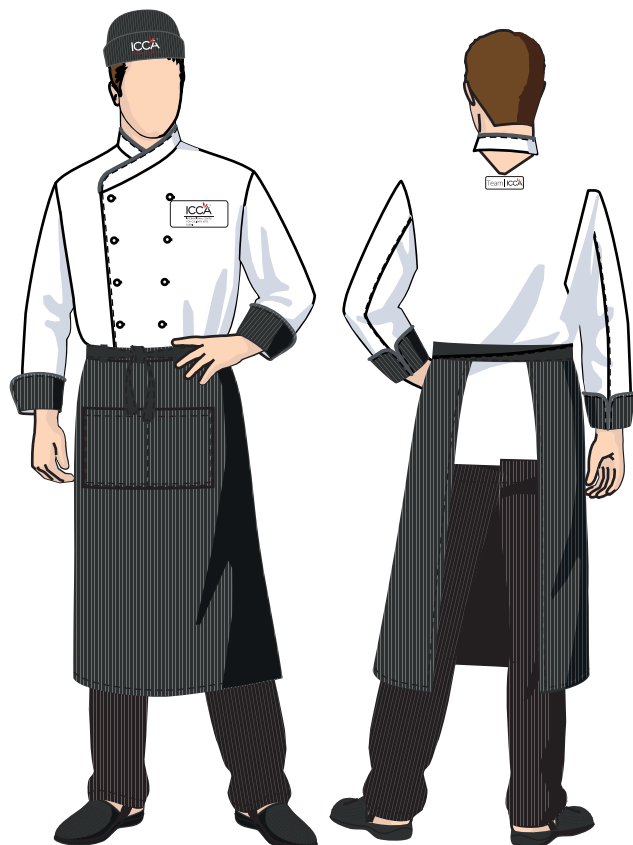
3.1 One of the most important aspects of being a professional in the hospitality industry is discipline in grooming and presentation of one self.

3.2 The ICCA Uniform & Grooming Policy require students of the Level 2 Diploma program to be in full uniform at all times.

3.3 Chef Jacket, Chef Trousers, Apron, Cap, Black Chef Shoes and Black Socks are the prescribed uniform.

3.4 One set of uniform is issued as part of the registration process. Additional sets can be bought as required.

3.5 It is mandatory to wear closed black shoes and black socks. The black shoes must be either chef clogs or leather shoes only. Sports shoes or canvas / suede / felt shoes are not allowed.



4. Student Grooming Standards

- 4.1 Hair must be neatly groomed.
- 4.2 Complete uniform (trouser, jacket, black socks and chef shoes) must be worn at all times in the school.
- 4.3 Complete uniform with cap and apron must be worn during the practical classes.
- 4.4 Uniform must be clean and ironed on all days.
- 4.5 Only black chef shoes & black socks are allowed.
- 4.6 Shoes must be clean.
- 4.7 Fragrances should be used lightly.
- 4.8 Hands should be clean, fingernails should be trimmed and no nail polish.
- 4.9 No watches, finger rings or bracelets to be worn during the practical classes.

Ladies:

1. Shoulder length or longer hair must be tied away from the face and should be properly covered with a hair net during practical classes.
2. Jewellery - One pair of small sized earrings are permitted.
3. Head coverings must be plain black or white and must be firmly fastened for fire safety purpose.

Gentlemen:

1. Must be clean shaven.
2. Hair to be well trimmed (should not touch ear lobes, should not touch collar).
3. No jewellery allowed.

5. Meal Facilities

For hostel students, breakfast and lunch are provided at ICCA Dubai on working days. Other students who wish to join the meal plan facility can pay and avail this facility.

Additional information for International Students:

1. Medical Insurance

The UAE visa issued covers emergency treatment in the government hospital which includes emergency ambulance service and the first emergency treatment administered in the government hospital.

ICCA insurance covers accidents that might happen while working at ICCA.

Personal medical treatment of any kind is not covered, hence the student has to pay for themselves or get an insurance cover from back home, that will cover overseas medical treatment.

2. Visa Information

Students who do not have UAE resident visas are required to apply for student visas, which are processed by ICCA in Dubai. This visa has a validity of one year and is cancelled when the student finishes the programs at ICCA.

Notes



Part 1

Personal Details

Please read this form carefully and complete all relevant sections. Please keep a copy for your reference.

Given Name _____
(Name exactly as in the passport)

Middle Name _____
(Name exactly as in the passport - if applicable)

Last Name _____
(Name exactly as in the passport)

Date of Birth _____ / _____ / _____
(Day) (Month) (Year)

Gender Male Female

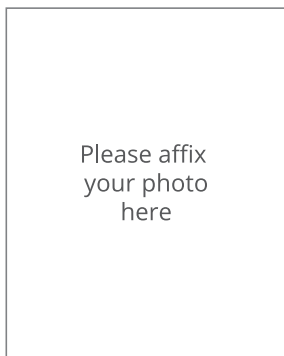
Passport No. _____ Nationality _____

Home Address _____

Post Code _____

Telephone No. _____ Alternate Contact No. _____

Email _____



Choice of Program

Professional Diploma Program Cookery Patisserie

Hostel Accommodation Student Visa

ICCA Dubai - Industry Internship / Work Experience Placement (IWEP) Program

Preferred Start Date _____

Education Background

Highest level of education completed. Attach certified copies of School / College Certificates.

Name of Examination	Year	Name of School/College/University
_____ / _____	_____ / _____	_____
_____ / _____	_____ / _____	_____
_____ / _____	_____ / _____	_____

Other relevant information e.g. work experience



Part 2

Agreement

I have read and understood the conditions of enrolment set out in the application form. By signing this application form, I agree to all the conditions of enrolment. In particular, I acknowledge agreeing to the conditions of enrolment relating to cancellations and refunds.

Signature _____ Date _____

Agent / Representative's details

Agent / Representative's details or business stamp
--

Office Use Only

Date received _____ / _____ / _____

Placement offer _____ Letter sent _____

Student Number _____

Accept Reject Other

Privacy Policy

ICCA Dubai acknowledges and respects the privacy of individuals.

We collect personal information from you for the purpose of processing your application to enroll you in our course and providing services to you.

We may have obligations to provide information to certain government departments.

Your provision of personal information is voluntary. But if it is not provided we will be unable to process your application.

You have a right to access and alter your personal information.

Please Note: Food packed and taken out of ICCA Dubai premises is at the students' risk for Food Safety purposes.

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Accreditation & Partnerships



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