



GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP
DIRECTORATE GENERAL OF TRAINING

COMPETENCY BASED CURRICULUM

FOOD & BEVERAGES SERVICE ASSISTANT

(Duration: One Year)
Revised in July 2022

CRAFTSMEN TRAINING SCHEME (CTS)

NSQF LEVEL- 3



SECTOR – TOURISM & HOSPITALITY



Directorate General of Training

FOOD & BEVERAGES SERVICE ASSISTANT

(Non-Engineering Trade)

(Revised in July 2022)

Version: 2.0

CRAFTSMEN TRAINING SCHEME (CTS)

NSQF LEVEL - 3

Developed By

Ministry of Skill Development and Entrepreneurship

Directorate General of Training

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1. COURSE INFORMATION

During the one-year duration of “Food & Beverages Service Assistant” trade, a candidate is trained on Professional Skill, Professional Knowledge and Employability Skill related to job role. In addition to this, a candidate is entrusted to undertake project work, extracurricular activities and on-the-job training to build up confidence. The broad components covered under Professional Skill subject are as below:-

At beginning, the trainee learns about elementary first-aid, firefighting, environment regulation and housekeeping, etc. The trainee identifies trade tools, kitchen equipment and kitchen operation process. He understands the importance of personal hygiene, cleanliness of kitchen/ cooking utensils, food handling and hygiene protective clothing. He practices safe handling of cutlery/crockery/ glassware. The trainee can Carry and balance food/ beverages/equipments on a tray. Adopt methods and techniques of different styles of service – American/ French/ English/ India. Carry out room service operations. The trainee can Arrange & set up tray for room service for American/ English/ Continental/ Indian breakfast and breakfast layout in coffee. He can Arrange & set up cover for a la carte and table d’hote menu. He learns to receive the guest, seating at the table and serving water, present the menu, take order, raise KOT, BOT, food pick up service and service of food. The trainee learns to Serve non-alcoholic Beverages like Tea, Coffee, Aerated Drinks, Milk shakes, Juices, Tisanes etc. Serve Alcoholic Beverages like Red wine, White wine, Sparkling wines etc Serve fermented beverages, Beer etc Serve Spirits like Vodka/ Rum/ Whisky/ Brandy/ Tequila etc Prepare, serve and dispense mocktails, whisky based cocktails, Gin based Cocktails, Vodka based cocktails & Rum based cocktails. Serve Cigars, cigarettes and change the ash tray. Serve cheese etc Serve salads, Ice creams and Soups. Design the layout of restaurant. Separate the activities and maintain log books, records, Proformas.

2. TRAINING SYSTEM

2.1 GENERAL

The Directorate General of Training (DGT) under Ministry of Skill Development & Entrepreneurship offers a range of vocational training courses catering to the need of different sectors of economy/ Labour market. The vocational training programmes are delivered under the aegis of Directorate General of Training (DGT). Craftsman Training Scheme (CTS) with variants and Apprenticeship Training Scheme (ATS) are two pioneer schemes of DGT for strengthening vocational training.

‘Food & Beverages Service Assistant’ trade under CTS is one of the popular courses delivered nationwide through a network of ITIs. The course is of one-year duration. It mainly consists of Domain area and Core area. The Domain area (Trade Theory & Practical) imparts professional skills and knowledge, while the core area (Employability Skill) imparts requisite core skills, knowledge, and life skills. After passing out the training program, the trainee is awarded National Trade Certificate (NTC) by DGT which is recognized worldwide.

Candidates broadly need to demonstrate that they are able to:

- Read and interpret documents, plan and organize work processes, identify necessary materials and tools;
- Perform tasks with due consideration to safety rules, accident prevention regulations and environmental protection stipulations;
- Apply professional skill, knowledge & employability skills while performing jobs.
- Document the parameters related to the task undertaken.

2.2 PROGRESSION PATHWAYS

- Can join industry as Craftsman and will progress further as Senior Craftsman, Supervisor and can rise up to the level of Manager.
- Can become Entrepreneur in the related field.
- Can join Apprenticeship programs in different types of industries leading to a National Apprenticeship certificate (NAC).
- Can join Crafts Instructor Training Scheme (CITS) in the trade for becoming an instructor in ITIs.
- Can join Advanced Diploma (Vocational) courses under DGT as applicable.

2.3 COURSE STRUCTURE

Table below depicts the distribution of training hours across various course elements during a period of one year: -

S No.	Course Element	Notional Training Hours
1.	Professional Skill (Trade Practical)	840
2.	Professional Knowledge (Trade Theory)	240
3.	Employability Skills	120
	Total	1200

Every year 150 hours of mandatory OJT (On the Job Training) at nearby industry, wherever not available then group project is mandatory.

4	On the Job Training (OJT)/ Group Project	150
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Trainees of one-year or two-year trade can also opt for optional courses of up to 240 hours in each year for 10th/ 12th class certificate along with ITI certification, or, add on short term courses.

2.4 ASSESSMENT & CERTIFICATION

The trainee will be tested for his skill, knowledge and attitude during the period of course through formative assessment and at the end of the training programme through summative assessment as notified by the DGT from time to time.

a) The **Continuous Assessment** (Internal) during the period of training will be done by **Formative Assessment Method** by testing for assessment criteria listed against learning outcomes. The training institute has to maintain an individual trainee portfolio as detailed in assessment guideline. The marks of internal assessment will be as per the formative assessment template provided on www.bharatskills.gov.in

b) The final assessment will be in the form of summative assessment. The All India Trade Test for awarding NTC will be conducted by Controller of examinations, DGT as per the guidelines. The pattern and marking structure is being notified by DGT from time to time. **The learning outcome and assessment criteria will be the basis for setting question papers for final**

assessment. The examiner during final examination will also check the individual trainee’s profile as detailed in assessment guideline before giving marks for practical examination.

2.4.1 PASS REGULATION

For the purposes of determining the overall result, weightage of 100% is applied for six months and one year duration courses and 50% weightage is applied to each examination for two years courses. The minimum pass percent for Trade Practical and Formative assessment is 60% & for all other subjects is 33%.

2.4.2 ASSESSMENT GUIDELINE

Appropriate arrangements should be made to ensure that there will be no artificial barriers to assessment. The nature of special needs should be taken into account while undertaking the assessment. Due consideration should be given while assessing for teamwork, avoidance/ reduction of scrap/wastage and disposal of scrap/waste as per procedure, behavioral attitude, sensitivity to the environment and regularity in training. The sensitivity towards OSHE and self-learning attitude are to be considered while assessing competency.

Assessment will be evidence based comprising some of the following:

- Job carried out in labs/workshop
- Record book/ daily diary
- Answer sheet of assessment
- Viva-voce
- Progress chart
- Attendance and punctuality
- Assignment
- Project work
- Computer based multiple choice question examination
- Practical Examination

Evidences and records of internal (Formative) assessments are to be preserved until forthcoming examination for audit and verification by examining body. The following marking pattern to be adopted for formative assessment:

Performance Level	Evidence
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(a) Marks in the range of 60%-75% to be allotted during assessment	
<p>For performance in this grade, the candidate should produce work which demonstrates attainment of an acceptable standard of craftsmanship with occasional guidance, and due regard for safety procedures and practices</p>	<ul style="list-style-type: none"> • Demonstration of good skills and accuracy in the field of work/ assignments. • A fairly good level of neatness and consistency to accomplish job activities. • Occasional support in completing the task/ job.
(b) Marks in the range of 75%-90% to be allotted during assessment	
<p>For this grade, a candidate should produce work which demonstrates attainment of a reasonable standard of craftsmanship, with little guidance, and regard for safety procedures and practices</p>	<ul style="list-style-type: none"> • Good skill levels and accuracy in the field of work/ assignments. • A good level of neatness and consistency to accomplish job activities. • Little support in completing the task/ job.
(c) Marks in the range of more than 90% to be allotted during assessment	
<p>For performance in this grade, the candidate, with minimal or no support in organization and execution and with due regard for safety procedures and practices, has produced work which demonstrates attainment of a high standard of craftsmanship.</p>	<ul style="list-style-type: none"> • High skill levels and accuracy in the field of work/ assignments. • A high level of neatness and consistency to accomplish job activities. • Minimal or no support in completing the task/ job.

Waiter, Institutional/Food and Beverage Service-Steward; Bearer (Institutional) serves food, snacks, beverages to customers, guests in hotels, bars, and restaurants. Prepares table with clean linen, condiments containers, glasses, menu-card and obtains orders from customers. Collects food, beverages, snacks etc., from kitchen according to customers' orders from Pantry Man and serves them. Waits on customers periodically for additional requirements, of food etc. Removes used plates, cups, saucers from table and presents bill to customers and collects cash and hands it to Cashier. Is designated as WAITER (dining room) if employed in serving food in dining rooms and LOUNGE WAITER if engaged for serving beverages and snacks in lounge.

Reference NCO-2015: 5131.0401 - Waiter, Institutional/ Food and Beverage Service-Steward

Reference NOS: --

THC/Q0301,THC/N9440,THC/N9441,THC/Q0401,THC/Q0304,THC/Q0323,THC/N0301,THC/N9901,THC/Q0302,THC/N0308,THC/N9442,THC/Q0302, THC/N9902,THC/N9443.

4. GENERAL INFORMATION

Name of the Trade	FOOD & BEVERAGES SERVICE ASSISTANT
Trade Code	DGT/1056
NCO - 2015	5131.0401
NOS covered	THC/Q0301,THC/N9440,THC/N9441,THC/Q0401,THC/Q0304,THC/Q0323,THC/N0301,THC/N9901,THC/Q0302,THC/N0308,THC/N9442,THC/Q0302, THC/N9902,THC/N9443.
NSQF Level	Level-3
Duration of Craftsmen Training	One Year (1200 Hours + 150 Hours OJT/ Group project)
Entry Qualification	Passed 10 th class examination or its equivalent.
Minimum Age	14 years as on first day of academic session.
Eligibility for PwD	LD, CP, LC, DW, AA, LV, HH, DEAF, AUTISM, SLD, ID
Unit Strength (No. of Student)	20 (There is no separate provision of supernumerary seats)
Space Norms	48 Sq. m
Power Norms	8 KW
Instructors Qualification for:	
(i) Food & Beverages Service Assistant Trade	<p>B.Voc/Degree in Hotel Management/ Catering Technology from UGC recognised university/ institution with one year experience in the relevant field.</p> <p style="text-align: center;">OR</p> <p>Diploma (Minimum 2 Years) in Hotel Management/ Catering Technology from recognized board or relevant Advanced Diploma (Vocational) from DGT with two years experience in the relevant field.</p> <p style="text-align: center;">OR</p> <p>NTC/ NAC passed in the trade of “Food & Beverages Service Assistant” with three years experience in the relevant field.</p> <p><u>Essential Qualification:</u></p>

	<p>Relevant Regular / RPL variants of National Craft Instructor Certificate (NCIC) under DGT.</p> <p><u>Note:</u> Out of the two craft instructors at least one must have degree / Diploma in the relevant field. However both of them must possess NCIC in any of its variants.</p>
(ii) Employability Skill	<p>MBA/ BBA / Any Graduate/ Diploma in any discipline with Two years' experience with short term ToT Course in Employability Skills. (Must have studied English/ Communication Skills and Basic Computer at 12th / Diploma level and above)</p> <p style="text-align: center;">OR</p> <p>Existing Social Studies Instructors in ITIs with short term ToT Course in Employability Skills.</p>
(iii) Minimum Age for Instructor	21 Years
List of Tools and Equipment	As per Annexure – I

5. LEARNING OUTCOME

Learning outcomes are a reflection of total competencies of a trainee and assessment will be carried out as per the assessment criteria.

5.1 LEARNING OUTCOMES

1. Handle cutlery/crockery/ glassware, hygienically and observe do's & don't while waiting at the table. Following safety precautions.THC/Q0301)
2. Handle Flatware and Hollowware hygienically and correctly use of Linen-waiter's cloth/runner/table cloth/napkin.THC/Q0301)
3. Carry and balance equipments/ food/ beverages on a tray.THC/Q0301)
4. Adopt methods and techniques of different styles of service – American/ French/ English/ India.THC/Q0301,THC/N0301,
5. Carry out room service operations.THC/N9440
6. Arrange & set up tray for room service for American/ English/ Continental/ Indian breakfast and breakfast layout in coffee.THC/N9441
7. Arrange & set up cover for a la carte and table d'hote menu.THC/Q0301)
8. Plan a five course menu and set up the table according to the menu.THC/Q0301)
9. Plan & set up different themes of Banquets.THC/Q0401,THC/Q0304,THC/Q0323
10. Receive the guest, seating at the table and serving water, present the menu, take order, raise KOT, BOT, food pick up service and service of food.THC/Q0301,THC/N0301)
11. Check & accept the payments and practice situation handling.THC/N9901,
12. Apply methods of cooking.THC/Q0406,THC/N0415
13. Serve non-alcoholic Beverage like tea, coffee Aerated Drinks, Milk shakes, Juices, Tisanes etc. THC/Q0302,THC/N0308:
14. Serve Alcoholic Beverage like Red wine, White wine, Sparkling wines etc. THC/Q0302,THC/N0308:
15. Serve Beer/ fermented beverages.THC/Q0302,THC/N0308:
16. Serve Spirits like Vodka/ Rum/ Whisky/ Brandy/ Tequila etc.THC/Q0302,THC/N0308:
17. Prepare, serve and dispense mocktails, whisky based cocktails, Gin based Cocktails, Vodka based cocktails & Rum based cocktails.THC/Q0302,THC/N0308:
18. Serve Cigars, cigarettes and change the ash mag. Serve cheese etc.THC/N9442
19. Serve salads, Ice creams and Soups.THC/Q0301,THC/N0301
20. Design the layout of restaurant.THC/Q0301)

21. Perform group activity: Blind Guest, Invalid Guest, Drunk Guest, Without money, Spillage. THC/Q0302, THC/N9902
22. Separate the activities and maintain log books, records, Proformas. THC/N9443

6. ASSESSMENT CRITERIA

LEARNING OUTCOMES	ASSESSMENT CRITERIA
1. Handle cutlery/crockery/glassware, hygienically and observe do's & don't while waiting at the table. Following safety precautions. (THC/Q0301)	Identifications of service equipments.
	Setting up of tables - handling of service equipments.
	Care and upkeep of service equipments.
	Video /Power Point Presentation on grooming, personal hygiene, dos & don'ts by an F&B Assistant.
	Rules to be observed while waiting at the table.
	Hygienic handling of Cutlery/ Crockery/Glassware.
Demonstration and practice of laying a Table.	
2. Handle Flatware and Hollowware hygienically and correctly use of Linen-waiter's cloth/runner/table cloth/napkin. (THC/Q0301)	Hygienic handling of Flatware and Hollowware.
	Introduction to Linen.
	Correct use of Linen - waiter's cloth/Runner/ Table cloth/ Napkin etc.
	Laying and relaying table cloth.
	Napkin folding. (min. 5 types)
Laying of a cover.	
3. Carry and balance equipments/ food/ beverages on a tray. (THC/Q0301)	Correct handling and practices of using service spoon and service fork.
	Tray carrying and balancing of equipments / food / beverages on a tray.
	Balancing service tray.
	Methods and Techniques of different styles of service - American/ French/English/ In situ.
	Setting up of side station.
	Setting of room service tray & trolley for tea / coffee / pre plated food / 3 course meal.
	Practicing room service operations in the training restaurant.
4. Adopt methods and techniques of different styles of service –	Methods and Techniques of different styles of service - American/ French/English/ In situ.

American/ French/ English/ India.THC/N0301, THC/Q0301	
5. Carry out room service operations.THC/N9440	Set up of side station. Set room service tray & trolley for tea / coffee / pre plated food / 3 course meal. Practice room service operations in the training restaurant.
6. Arrange & set up tray for room service for American/ English/ Continental/ Indian breakfast and breakfast layout in coffee.THC/N9441	Set up tray for room service for English. Set up tray for room service for Continental. Set up tray for room service for Indian Breakfast. Set up tray for breakfast layout for coffee shop. Set up tray for room service for English.
7. Arrange & set up cover for a la carte and table d’hote menu (THC/Q0301)	Set up cover for a la carte and table d' hote menu. Demonstrate Methods and Techniques of different styles of service – In situ. Demonstrate on Methods and Techniques of different styles of service – American.
8. Plan a five course menu and set up the table according to the menu. (THC/Q0301)	Plan a five course menu and setting up of the table according to the menu.
9. Plan & set up different themes of Banquets. (THC/Q0401,THC/Q0304,THC/Q0323)	Set Theme for Banquets. Demonstrate through slides / video etc. for different themes.
10. Receive the guest, seating at the table and serving water, present the menu, take order, raise KOT, BOT, food pick up service and service of food. (THC/Q0301,THC/N0301)	Demonstrate receiving of guest, seating at the table and serving water. Present the menu and take order. Raise KOT, BOT and food pick up service and service of food.
11. Check & accept the payments and practice situation handling. (THC/N9901,	Present the check and accepting the payments. Demonstrate and practices on Situation handling.
12. Apply methods of cooking.	Demonstrate on methods of cooking through Power Point

THC/Q0406,THC/N0415	/ Video. Demonstrate on methods of cooking through Video.
13. Serve non-alcoholic Beverage like tea, coffee etc. THC/Q0302,THC/N0308	Prepare and Demonstrate Service of Nonalcoholic Beverages. Prepare and Demonstrate Service of tea. Prepare and Demonstrate Service of coffee. Prepare report on tea and coffee.
14. Serve Alcoholic Beverage like Red wine, White wine, Sparkling wines etc. THC/Q0302,THC/N0308:	Prepare and Demonstrate Service of red wines. Prepare and Demonstrate Service of white wines. Prepare and Demonstrate Service of sparkling wines.
15. Serve Beer/ fermented beverages.THC/Q0302,THC/N0308	Prepare and Demonstrate Service of Beer.
16. Serve Spirits like Vodka/ Rum/ Whisky/ Brandy/ Tequila etc. THC/Q0302,THC/N0308	Prepare and Demonstrate Service of Spirit.
17. Prepare, serve and dispense mocktails, whisky based cocktails, Gin based Cocktails, Vodka based cocktails & Rum based cocktails. THC/Q0302,THC/N0308	Demonstrate Preparation service and dispensing of mocktail.
18. Serve Cigars, cigarettes and change the ash mag. Serve cheese etc. THC/N9442	Prepare and Demonstrate Service of Cigars & cigarettes. Demonstrate Changing of the ash tray. Demonstrate Service of cheese.
19. Serve salads, Ice creams and Soups.THC/Q0301,THC/N0301	Prepare and Demonstrate Service of Salad. Prepare and Demonstrate Service of Ice cream. Prepare and Demonstrate Service of Soup.
20. Design the layout of restaurant. (THC/Q0301)	Draw layout of restaurant.

21. Perform group activity: Blind Guest, Invalid Guest, Drunk Guest, Without money, Spillage THC/Q0302, THC/N9902	Demonstrate situation handling group activity.
22. Separate the activities and maintain log books, records, Proformas. THC/N9443	<p>Prepare the report of visit to nearby hotels and interact with the purchasing department and the local vendors / suppliers.(Supervisor should supervise the activities and provide all the necessary inputs)</p> <p>Prepare and maintain Log Books.</p> <p>Prepare and maintain Proformas.</p> <p>Prepare and maintain KOT control.</p> <p>Maintain record keeping of a restaurant.</p> <p>Demonstrate Activity of payment.</p>

7. TRADE SYLLABUS

SYLLABUS FOR FOOD & BEVERAGES SERVICE ASSISTANT TRADE			
DURATION: ONE YEAR			
Duration	Reference Learning Outcome	Professional Skills (Trade Practical) With Indicative Hours	Professional Knowledge (Trade Theory)
Professional Skill 30 Hrs; Professional Knowledge 08 Hrs	Handle cutlery/crockery/ glassware hygienically and observe do's & don't while waiting at the table. Following safety precautions. THC/Q0301)	<ol style="list-style-type: none"> 1. Introduction to F & B Service. (3 hrs) 2. Identifications of service equipments. (4 hrs) 3. Setting up of tables - handling of service equipments. (4 hrs) 4. Care and upkeep of service equipments. (5 hrs) 5. Video /Power Point Presentation on grooming, personal hygiene, dos & don'ts by an F&B Assistant. (4 hrs) 6. Rules to be observed while waiting at the table. (2 hrs) 7. Hygienic handling of Cutlery/Crockery/Glasswar 	<p>Introduction to Catering industry / hotel industry</p> <p>An orientation programme on the course and related job opportunities by the industry expert and instructor.</p> <p>Different types of catering establishments.</p> <p>Nonprofit & profit making organizations</p> <p>Organizational hierarchy of a star hotel and F&B department in different categories of hotels.</p> <p>Attributes of F&B services personals</p> <p>Duties and responsibilities of F&B service personnel.</p>

		e. (4 hrs) 8. Demonstration and practice of laying a Table. (4 hrs)	Inter-departmental coordination. Coordination with front office, Housekeeping, F&B (Kitchen) and other ancillary departments in a Hotel. Grooming, hygiene and etiquettes. (08 Hrs)
Professional Skill 30 Hrs; Professional Knowledge 08 Hrs	Handle Flatware and Hollowware hygienically and correctly use Linen-waiter's cloth/runner/table cloth/napkin. (THC/Q0301)	9. Hygienic handling of Flatware and Hollowware. (6 hrs) 10. Introduction to Linen. (5 hrs) 11. Correct use of Linen - waiter's cloth/Runner/ Tablecloth/Napkin etc. (6 hrs) 12. Laying and relaying table cloth. (5 hrs) 13. Napkin folding (min. 5 types). (3 hrs.) 14. Laying of a cover. (5 hrs)	Points to be observed while laying a table. Rules while waiting at the table. Service equipment - Categorization of service equipment and their upkeep and maintenance such as: - <ul style="list-style-type: none"> • Glassware • Cutlery • Crockery • Silver / White metal ware Kitchen stewarding Role of Kitchen stewarding and duties & responsibilities of kitchen stewarding Different types of dish washing methods. Linen; Types, Sizes, Use & Linen Exchange procedure Care & maintenance of Linen. (08 Hrs)
Professional Skill 72 Hrs; Professional Knowledge 20 Hrs	Carry and balance food/ beverages/equipments on a tray. Adopt methods and techniques of different styles of service – American/ French/ English/ India. Carry out room service operations. (THC/Q0301)THC/N	15. Correct handling and practices of using service spoon and service fork. (12 hrs) 16. Tray carrying and balancing of equipments / food / beverages on a tray. (12 hrs) 17. Balancing service tray. (3 hrs) 18. Methods and Techniques of different styles of service - American/	Pantry & Still Room Courses of French Classical Menu and service equipment required for the same. Mise - en - scene, mise - en place, <ul style="list-style-type: none"> • Different types of services • French services, English service & American service • Guerid on service • Fast food service

	9440	<p>French/English/ In situ. (10 hrs)</p> <p>19. Setting up of side station. (5 hrs)</p> <p>20. Mise - en – scene. (3 hrs)</p> <p>21. Mise - en – place. (4 hrs)</p> <p>22. Setting of room service tray & trolley for tea / coffee / pre-plated food / 3 course meal. (08 hrs)</p> <p>23. Practicing room service operations in the training restaurant. (15 hrs)</p>	<ul style="list-style-type: none"> • Service of breakfast, brunch, lunch, hi-tea & dinner <p>Room Service</p> <p>Types of room service, Room service Hierarchy, setting of room service trays, Trolley Service for different meals.</p> <p>Total No. of shifts, Work flow of room service</p> <ul style="list-style-type: none"> • Room service order taking • Captain allocation • Setup of tray & trolley as per order • Food pickup • Inspection • Service of different meals • Billing • Clearance (20 Hrs)
Professional Skill 30 Hrs; Professional Knowledge 08 Hrs	Arrange & set up tray for room service for American/ English/ Continental/ Indian breakfast and breakfast layout in coffee. THC/N9441	24. Setting up tray for room service for English / American / continental / Indian breakfast and breakfast layout in coffee shop. (30 hrs)	<p>Types of breakfast</p> <ul style="list-style-type: none"> • English • American • Continental • Indian (08 Hrs)
Professional Skill 30 Hrs; Professional Knowledge 08 Hrs	Arrange & set up cover for a la carte and table d’hote menu. (THC/Q0301)	<p>25. Setting up cover for a la carte and table d’hote menu. (10 hrs)</p> <p>26. Practice on Methods and Techniques of different styles of service - American/French/ In situ. (20 hrs)</p>	<p>Menu Planning</p> <ul style="list-style-type: none"> • Menu types • Factors to be taken into consideration while planning the menu • Courses and terminology in French classical menu (08 Hrs)
Professional Skill 50 Hrs; Professional Knowledge	Plan a five course menu and set up the table according to the menu. (THC/Q0301)	<p>27. Plan a five course menu and setting up of the table according to the menu. (17 hrs)</p> <p>28. Theme setting for</p>	<p>Banquets Operations</p> <ul style="list-style-type: none"> • Types of seating arrangements • Taking Banquets bookings

16 Hrs	Plan & set up different themes of Banquets. THC/Q0401,THC/Q0304,THC/Q0323	Banquets. (08 hrs) 29. Demonstration through slides / video etc. for different themes. (25 hrs)	<ul style="list-style-type: none"> Banquets functions prospects Setting up of Buffet Different types of Buffets (16 Hrs)
Professional Skill 72 Hrs; Professional Knowledge 20 Hrs	Receive the guest, seating at the table and serving water, present the menu, take order, raise KOT, BOT, food pick up service and service of food. Check & accept the payments and practice situation handling. THC/Q0301,THC/N0301	30. Receiving the guest, seating at the table and serving water. (12 hrs) 31. Presenting the menu and taking order. (12 hrs) 32. Raising KOT, BOT and food pick up service and service of food. (10 hrs) 33. Presenting the check and accepting the payments. (16 hrs) 34. Demonstration and practices on Situation handling. (10 hrs) 35. Inventory of Restaurant. (12 hrs)	Receiving the Guest and seating at the table KOT, BOT, Briefing , Menu Handling and presenting the menu to guest, taking order, upselling Sequence of service (20 Hrs)
Professional Skill 30 Hrs; Professional Knowledge 08 Hrs	Apply methods of cooking.THC/Q0406,THC/N0415	36. Demonstration on methods of cooking through Power Point / Video. (30 hrs)	Methods of cooking Basic Sauces Accompaniments (08 Hrs)
Professional Skill 50 Hrs; Professional Knowledge 16 Hrs	Serve non-alcoholic Beverages like Tea, Coffee, Aerated Drinks, Milk shakes, Juices, Tisanes etc. THC/Q0302,THC/N0308	37. Services of Non alcoholic Beverages. (10 hrs) 38. Service of tea. (07 hrs) 39. Service of coffee. (08 hrs) 40. (VISIT MARKET - prepare report on tea and coffee) (25 hrs)	Beverages; Classification - i. Nonalcoholic ii. Alcoholic Nonalcoholic <ul style="list-style-type: none"> Refreshing - water aerated water Stimulating - Tea and Coffee Nourishing - Milk, shakes &juices Tisanes - health drinks Coffee - <ul style="list-style-type: none"> Types of coffee preparation Faults in coffee making Storage of coffee Tea -

			<ul style="list-style-type: none"> • Types of tea preparation • Faults in tea making • Storage of tea • Tea types (16 Hrs)
Professional Skill 72 Hrs; Professional Knowledge 20 Hrs	Serve Alcoholic Beverage like Red wine, White wine, Sparkling wines etc. THC/Q0302,THC/N 0308:	41. Service of red wines. (24 hrs) 42. Service of white wines. (24 hrs) 43. Service of sparkling wines. (24 hrs)	<p>Alcoholic Beverages: - Fermented beverages Wines; Definition & description, viticulture, Wine growing countries Special Regions (Name of some important wines from France, California, Italy, Germany, USA and India)</p> <p>Wines and food combinations Manufacturing process of wines Classification of wine</p> <ul style="list-style-type: none"> • Table wines • Sparkling wines • Fortified wines (port wine) • Aromatized Wines • Wine terminology (20 Hrs)
Professional Skill 74 Hrs; Professional Knowledge 20 Hrs	Serve Beer /fermented beverages, etc. THC/Q0302,THC/N 0308	44. Service of Beer. (74 hrs)	<p>Alcoholic Beverages: Fermented beverages Beer</p> <ul style="list-style-type: none"> • Introduction • Manufacturing • Service of beer • Storage • brands (20 Hrs)
Professional Skill 30 Hrs; Professional Knowledge 08 Hrs	Serve Spirits like Vodka/ Rum/ Whisky/ Brandy/ Tequila etc. THC/Q0302,THC/N 0308	45. Service of Spirits. (30 hrs)	<p>Alcoholic Beverages: Distilled beverages Spirits</p> <ul style="list-style-type: none"> • Vodka/Rum/Whisky/Brandy/ Tequila • Manufacturing and their services Brands (08 Hrs)
Professional Skill 50 Hrs; Professional Knowledge	Prepare, serve and dispense mocktails, whisky	46. Preparation, service and dispensing of mocktails. (50 hrs)	<p>Cocktails & Mocktail: Introduction Base</p>

Knowledge 16 Hrs	based cocktails, Gin based Cocktails, Vodka based cocktails & Rum based cocktails. THC/Q0302,THC/N 0308		Blend Garnishes Whisky based Cocktails Gin Based Cocktails Vodka Based Cocktails Rum Based Cocktails Mocktail (16 Hrs)
Professional Skill 50 Hrs; Professional Knowledge 16 Hrs	Serve Cigars, cigarettes and change the ash tray. THC/N9442	47. Service of Cigars & cigarettes. (25 hrs) 48. Changing the ash tray. (25 hrs)	Tobacco:- Introduction to Cigars:- Shapes and Sizes of cigar, Brand names, storages of cigar Cigarettes- Brand names, Service of Cigarettes (16 Hrs)
Professional Skill 30 Hrs; Professional Knowledge 08 Hrs	Serve cheese etc.	49. Service of cheese. (30 hrs)	Cheese: Classification, Selection, Manufacturing, Service (08 Hrs)
Professional Skill 50 Hrs; Professional Knowledge 16 Hrs	Serve salads, Ice creams and Soups. THC/Q0301,THC/N 0301	50. Service of Salads, Ice cream & Soups. (50 hrs)	Salads, Ice cream & Soups <ul style="list-style-type: none"> • Classification • Selection • Preparations • Service (16 Hrs)
Professional Skill 30 Hrs; Professional Knowledge 08 Hrs	Design the layout of restaurant. THC/Q0301)	51. Drawing layout of Restaurant. (30 hrs)	Restaurant Layout Duty Roaster (08 Hrs)
Professional Skill 30 Hrs; Professional Knowledge 08 Hrs	Perform group activity: Blind Guest, Invalid Guest, Drunk Guest, Without money, Spillage THC/Q0302, THC/N9902	52. Demonstration of situation handling & group activity by the students. (30 hrs)	Preparation, pickup & service time of standard international dishes <ul style="list-style-type: none"> • Situation handling • Blind Guest • Invalid Guest • Drunk Guest • Without money • Spillage (08 Hrs)
Professional Skill 30 Hrs; Professional Knowledge	Separate the activities and maintain log books, records,	53. Visit to nearby hotels and interact with the purchasing department and the local vendors /	Entrepreneurship: Specific reference to F&B service operations, Costing, Licensing Procurement of License

08 Hrs	Proformas. THC/N9443	<p>suppliers and prepare a report. (Supervisor should supervise the activities and provide all the necessary inputs) (16 hrs)</p> <p>54. Log Books. (02 hrs)</p> <p>55. Proformas. (03 hrs)</p> <p>56. KOT Control. (03 hrs)</p> <p>57. Record keeping of a restaurant. (03 hrs)</p> <p>58. Activity on payment. (03 hrs)</p>	<p>License issuing Agency</p> <p>Types of Bar License</p> <p>Inventory control -</p> <p>Human resource</p> <p>Marketing - 4P's (Product, Price, Place & Promotion)</p> <p>F&B Control</p> <p>Food Control and its importance</p> <p>Mode of accepting payment</p> <p>Records to be maintained (08 Hrs)</p>
<p>Project work/ Industrial visit</p> <p>Broad Areas:</p> <p>a) Prepare & present special different types of alcoholic beverages.</p> <p>b) Prepare & present special fermented drinks.</p> <p>c) Plan, prepare and arrange different types of food menus.</p>			

SYLLABUS FOR CORE SKILLS	
1. Employability Skills (Common for all CTS trades) (120 Hrs)	

Learning outcomes, assessment criteria, syllabus and Tool List of Core Skills subjects which is common for a group of trades, provided separately in www.bharatskills.gov.in/ www.dgt.gov.in

List of Tools & Equipment			
Food & Beverages Service Assistant (For batch of 20 Candidates)			
S No.	Name of the Tools and Equipment	Specification	Quantity
1.	Service Tables	36" x 36" x30"	6 Nos.
2.	Wooden Chairs		20 Nos.
3.	Bar Counter		1 No.
4.	Display Unit		1 No.
5.	Refrigerator	Double Door 350 ltr	1 No.
6.	Bain Marie		1 No.
7.	Side Boards		4 Nos.
8.	Storage cup Boards		2 Nos.
9.	Glass Racks		As Required
10.	Sample preparation Trolley		1 No.
11.	Wash Basin		1 No.
12.	Soap Dispenser		1 No.
13.	Electric Geyser		1 No.
14.	Micro oven		1 No.
15.	Table Cloth	54" x 54"	12 Nos.
16.	Table Napkins	18"x18"	48 Nos.
17.	Moulton		6 nos.
18.	Tea Urn		1 No.
19.	Cooking Range Fair Burner		1 No.
20.	Trainee Lockers		As Required
21.	Desktop computer	CPU: 32/64 Bit i3/i5/i7 or latest processor, Speed: 3 GHz or Higher. RAM:-4 GB DDR-III or Higher, Wi-Fi Enabled. Network Card: Integrated Gigabit Ethernet, with USB Mouse, USB Keyboard and Monitor (Min. 17 Inch. Licensed Operating System and Antivirus compatible with trade related software.	1 No.
22.	Printer		1 No.

23.	Restaurant Demo Software		1 No.
24.	Rolling white Board		1 No.
25.	Table & Chair		20 Nos.
26.	Instructor cup board, Table & Chair		1 each
27.	Trays		6 Nos.
28.	Round salvers		6 Nos.
29.	Table Accompaniments		6 each
30.	Water Jug		6 Nos.
31.	Chopping Board.		1 No.
32.	Wine Stand		1 No.
33.	Frills		6 Nos
34.	Wine Opener		2 Nos.
35.	Culling Knife		1 No.
36.	Crockery & Cutlery		As Required
37.	Tea Pot & Coffee Pot (Silver)		As Required
38.	Dish Washer Machine		1No.
39.	Hot Plate Electric		6 Nos.
40.	Plate Warmer	(25 Plate Capacity)	2 Nos.
41.	Salamender-Electric		1 No.
42.	OTG electric		1 No.
43.	Air Conditioner		As Required
44.	Sundry Equipment's		As Required
45.	Over Head Projector Ceiling Mounted		1 No.

Note: -

1. Internet facility is desired to be provided in the class room.

ABBREVIATIONS

CTS	Craftsmen Training Scheme
ATS	Apprenticeship Training Scheme
CITS	Craft Instructor Training Scheme
DGT	Directorate General of Training
MSDE	Ministry of Skill Development and Entrepreneurship
NTC	National Trade Certificate
NAC	National Apprenticeship Certificate
NCIC	National Craft Instructor Certificate
LD	Locomotor Disability
CP	Cerebral Palsy
MD	Multiple Disabilities
LV	Low Vision
HH	Hard of Hearing
ID	Intellectual Disabilities
LC	Leprosy Cured
SLD	Specific Learning Disabilities
DW	Dwarfism
MI	Mental Illness
AA	Acid Attack
PwD	Person with disabilities

