



INTERNATIONAL CENTRE
FOR CULINARY ARTS
DUBAI



Professional Program
Advanced Diploma - Chef Entrepreneur Program

www.iccadubai.ae

Prospectus & Application Form



Professional Program

Advanced Diploma in Kitchen Operations
& Restaurant Management

2015

Overview

The Chef Entrepreneur Program delivers real world knowledge and teaches the skills & principles of effective leadership, to enrich one's mind and thinking process for successful operations and business management.

This program is for those who have gained knowledge or experience in Food Production and wish to further their knowledge in the planning and monitoring of operations and staff within the Kitchen & Restaurant environment.

This qualification covers the supervision of food safety, food production, menu planning and control, including global influences and resource management.

Completion of this qualification helps one to progress into a supervisory post within the Food Production industry or even become a successful Chef Entrepreneur.

Minimum Entry Requirements

- Minimum Education Qualification – Should have completed City & Guilds Level 1 or Level 2 Professional Cookery / Patisserie or equivalent.
- Proficiency in English – Ability to Read, Write & Speak English fluently. Medium of instruction is English.
- Age –20 and Above

Course Start Dates

For 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 & color passport size photograph with white background. UAE residents require to submit copy of residence visa.
3. Copy of highest educational qualification & City & Guilds Level 1 or Level 2 Professional Cookery / Patisserie or equivalent vocational 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 is a City & Guilds Approved Centre, to deliver the Advanced Diploma in Kitchen Operation & Restaurant Management Program, IVQ Level 3 (8065 - 04).

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 (WACS), London, UK 

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

Composite Package Offer: 🍁

<p>Course Name: Advanced Diploma in Kitchen Operations & Restaurant Management IVQ Level 3 Advanced Diploma in Food Preparation and Cookery Supervision (8065-04), City & Guilds, London</p> <p>Course & Proficiency Training</p> <ul style="list-style-type: none"> Advanced Diploma in Kitchen Operation & Restaurant Management Food Hygiene - Level 3 Award in Supervising Food Safety for Catering and Level 3 HACCP, Highfield UK, Dubai Municipality 	<p>USD 3,500 (United States Dollar three thousand five hundred only)</p> <p>OR</p> <p>AED 12,600 (Arab Dirhams twelve thousand six hundred only)</p>
<p>Online resource & Management fee</p> <p>Advanced Diploma in Kitchen Operations & Restaurant Management</p> <p>ICCA Dubai online resource platform provides access technical knowledge, recipe cards, power point presentations and instructional videos at all times throughout the course program.</p> <p>Alumni members of this online resource platform will have continued access to the said platform for future use.</p>	<p>USD 350 (United States Dollar three hundred fifty only)</p> <p>AED 1,260 (Arab Dirhams one thousand two hundred sixty 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 1,750 (United States Dollar one thousand seven hundred fifty only)</p>
<p style="text-align: center;">Total Course Cost for Local UAE Admission (Course Fee)</p>	<p>USD 3,850 OR AED 13,860</p>
<p>Total Package Cost for International Admission (Course Fee, Visa & Accommodation)</p>	<p>USD 5,600</p>

Note:

- a. **Course Fee:**
International Admission
 The composite package offer cost of US\$ 5,600 for the Advanced Diploma in Kitchen Operation & Restaurant Management Program, 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 13,860 for the Advanced Diploma in Kitchen Operation & Restaurant Management Program 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.
- 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)
- d. **Online resource technical requirements:**
 These guidelines serve as a basic guide to running the various functions of the Online resource to an optimum level.
 Operating system : Windows XP, Vista, 7
 Browser : Internet Explorer 6 or Firefox 2
 Multimedia : Minimum Adobe Flash Player 8
 Compliance and assessment documents : Microsoft Office 2007
 Learner Guides (LG's) : Adobe PDF Reader
 Screen resolution : 1024 x 768 or higher
 Note: The online resource performs at it's full potential within a PC environment.

Course Name : Advanced Diploma in Kitchen Operations & Restaurant Management
(IVQ Level 3 Advanced Diploma in Food Preparation and
Cookery Supervision (8065-04), City & Guilds, London)

Length of Course: Theory and intensive industry centered practical sessions, delivered over a
span of 215 guided learning hours.

S No	Subject	Outcome
1	Restaurant & Kitchen Set Up	<ul style="list-style-type: none"> Develop and Implement a Business Plan Develop and Update Legal Knowledge for Business Compliance Establish and maintain a WHS System Develop and Update Food and Beverage Knowledge Recruit, Select and Induct Staff Roster Staff Plan and Set Up a Professional Kitchen Use Hospitality Skills Effectively
2	Supervising Kitchen Operations	<ul style="list-style-type: none"> Develop Operational Plans Monitor Work Operations Lead and Manage People Monitor Staff Performance Manage Work Place Diversity Coordinate Cooking Operations Receive, Store Stock Control Stock Establish Procedures For Quality Control of Food Develop and Implement a Food Safety HACCP
3	Costing, Budgeting & Operation Control	<ul style="list-style-type: none"> Develop Cost Effective Menus Manage Catering Revenue and Costs Process Financial Transactions
4	Branding, Advertising & Marketing	<ul style="list-style-type: none"> Develop and Implement Marketing Strategies Organize In House Events and Functions
5	Customer Service & Satisfaction	<ul style="list-style-type: none"> Manage Quality Customer Service

Examinations & Certifications: 

a. ICCA Dubai Certification:

This certification is obtained upon successful completion of all the modules & internal exam conducted.

b. City & Guilds, UK Certification:

This certification is obtained upon successful completion of the External -International Examination conducted by City & Guilds, UK.

The City & Guilds international examinations are conducted online at ICCA Dubai upon completion of the course program.

The Fees for the City & Guilds, UK, international examination - AED 1,500 or equivalent in USD are exclusive (not part of the course fees). The said City & Guilds, UK international examination fees is payable by cash, card, cheque or EFT (Electronic Fund Transfer).

Notes:

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 is 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. Course fees are not transferable to another candidate .
3.3 ICCA Dubai will refund approved amounts within 4 weeks after receiving a written claim from the student.
3.4 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 Advanced Diploma Program registration is valid for a period of 1 year from the date of first course start date. In case of deferral, course completion can be with subsequent batches subject to availability. 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 Advanced Diploma Program - Procedures & Policies, available in the website / provided upon request at the time of enrollment.
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*.
** Available in the website and 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 & WEP Program etc. are as further detailed in the Letter of Offer, provided upon formal application of interest to the program.

Application Form - Diploma Program

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)

Family Name _____
(Name exactly as in the passport)

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

Gender Male Female

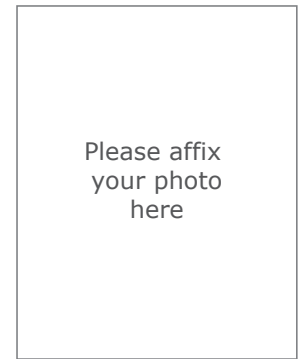
Passport No. _____ Nationality _____

Home Address _____

_____ Post Code _____

Telephone No. _____ Alternate Contact No. _____

Email _____



Choice of Program

Advanced Diploma Program

Hostel Accommodation

Student Visa

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 _____

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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

Office Use Only

Agent / Representative's details or business stamp

Date received _____ / _____ / _____

Placement offer _____ Letter sent _____

Student Number _____

Accept Reject Other

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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.



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