



Welcome to  
the exciting  
world  
culinary arts

HONE YOUR SKILLS FOR A FUTURE AS A PROFESSIONAL CHEF...

2018

## QCTO Occupational Certificate: Chef

It is a fast-paced environment where you are doing varied tasks each day. You are on your feet and moving around a lot which helps you think, feel, and react better. This is the world of the Hospitality professional!

### WHY BECOME A PROFESSIONAL CHEF?

There are two sides to the hospitality industry: the *operational* side, which includes front-line jobs such as: hotel manager, concierge, casino/gaming supervisor, **chef and head cook**, event planner, restaurant owner/operator, tour manager and the *corporate side* where you'll find positions in finance, human resources, information technology, sales, and marketing such as: customer service manager, human resources officer, asset manager, personnel and training officer, digital marketing executive, public relations officer, sales and supply manager.

On weighing both sides, the opportunities are equally beneficial, so think about the niche that you prefer in this industry and opt accordingly.

Individuals involved in the hospitality industry play a vital part in making

guests' experiences enjoyable. They are also trained to make sure of being hospitable to clients. In order to succeed in this career, one must use their head for business and heart for hospitality.

If you possess strong communication skills, a creative mind and a desire to provide excellent service to others, this fast-paced industry may be for you.

### WHAT IS THIS PROGRAMME ABOUT?

The aim of this programme is to prepare and equip students with the latest subject matter, which is directed at the industry, in order to send out into the workplace mature students who, with sound knowledge and skills, will provide *excellent service*.

The theoretical and practical components are enhanced with intergrated workplace-learning, which is monitored and controlled by Guvon Academy. Work-integrated learning (WIL) takes place at **Guvon Hotels and Spas** properties, ensuring that all learners are exposed to the working world of hospitality and catering.



Guvon Hotels & Spas is a leading hospitality group offering a collection of hotels in Gauteng, Northwest and Mpumalanga.

All properties offer excellent accommodation, conference, team building and wedding facilities:

- Kloofzicht Lodge & Spa,
- Glenburn Lodge & Spa,
- Askari Game Lodge & Spa,
- The Fairway Hotel, Spa & Golf Resort, and
- Royal Elephant Hotel & Conference Centre (Centurion).

## BENEFITS OF BECOMING A PROFESSIONAL CHEF

- You will have the opportunity to work in a variety of environments within the hospitality industry.
- There is ample opportunity for professional growth and career advancement.

- Learn about different cultures and cuisines
- Show your creative flair.
- Finding fulfillment in giving other people satisfaction through culinary creations.



## ABOUT THE QCTO

The Quality Council for Trades and Occupations (QCTO) was established in terms of the Skills Development Act (Act no. 97 of 1998).

It is the Quality Council responsible for the Occupational Qualifications Sub-framework, given the mandate, to quality assure occupational qualifications, and the development thereof.

## WHAT IS A TRADE?

A Trade is an occupation for which an artisan qualification is required. An artisan is a person certified as competent to undertake a listed trade in accordance with the relevant legislation.

## WHAT IS A PROFESSION?

An occupation, especially one that involves prolonged training and a formal qualification.

## WHAT IS ACCREDITATION?

Accreditation is the certification, usually for a particular period, of a body or an institution as having the capacity to fulfil a particular function in quality assurance system.

## WHY A QCTO QUALIFICATION?

All QCTO qualifications have a work experience component that increases one's probabilities of employability.

QCTO qualifications are demand driven (by industry and professions), meaning they address the needs of the labour market.

## QUALIFICATION

**3 Year, Full Time**

**94941 Occupational Certificate: Chef**

On campus training and practical lectures (18 months) + Work-integrated learning (18 months).

## DURATION

3 Years (18 months theory and 18 months practical work experience).

## ENTRY REQUIREMENT

National Senior Certificate, or equivalent.



## OVERVIEW OF SUBJECTS

- Planning and developing recipes and menus, estimating food and labour costs, and ordering food supplies.
- Monitoring quality of dishes at all stages of preparation and presentation.
- Discussing food preparation issues with managers, dieticians, kitchen and waiting staff.
- Supervising and coordinating the activities of cooks and other workers engaged in food preparation.
- Inspecting supplies, equipment, and work areas to ensure conformance to established standards.
- Determining how food should be presented, and creating decorative food displays.
- Preparing, seasoning and cooking speciality foods and complex dishes.
- **Final Practical Competency (Trade Test):** The **trade test** is a national assessment that is conducted by a trade test centre that is accredited by the National Artisan Moderation Body (NAMB). You are only a qualified artisan after passing the trade test.

# Application Process

**1. Enquire from Guvon Academy about the qualification you wish to complete.**

**2. Select the qualification you wish to complete.**

### 3-Year, Full-time qualifications:

- 90674 National N-Diploma: Hospitality and Catering Services (N4 – N6)
- 90674 National N-Diploma: Tourism (N4 – N6)
- **94941 Occupational Certificate: Chef**

**3. Complete your Application Form and pay your Administration Fee.**

### DO YOU HAVE THE FOLLOWING READY?

The following supporting documents are required:

- **Certified** ID/passport and final Grade 11 results, if you are currently in Grade 12.
- **Certified** National Senior Certificate (NSC), duly certified, if you have completed your schooling.
- **Certified** Academic Record, duly certified, and Certificate of Conduct if registered/completed at another higher education institution.

- International school-leaving certificate/s; if you hold foreign qualifications and SAQA Certificate of Equivalence.
- Curriculum Vitae if you have completed your studies prior to 2016.
- **A non-refundable Administration Fee of R500 is payable.**

**4. Your Application will be reviewed and you will be contacted about the status of your application.**

**5. Should the applicant be successful, ensure you can pay the R5000 deposit to secure a space.**

### DECLARATION AND UNDERTAKING

I, The Applicant, and I, the Parent/Guardian/ Next-of-kin of the applicant-

1. I undertake, during the orientation period and for any period during which I am a registered student, to be bound by the rules and regulations of Guvon Academy for the time being in force as a prerequisite to my registration as a student of Guvon Academy.
2. Certify that the information provided in this form and all supporting documentation is accurate and acknowledge that furnishing any false information may result in disciplinary proceedings being taken against the applicant.
3. Declare that I have furnished Guvon Academy with all the information

necessary to make an informed decision about my admission.

4. Undertake to pay unconditionally all fees, charges and equipment surcharges payable to Guvon Academy as they fall due for payment, for any period for which I am or may become a registered student or the applicant is or may become a registered student of Guvon Academy.

5. I hereby give consent from information to be shared with statutory bodies such as the Department of Higher Education and Training (DHET) and the South African Qualifications Authority (SAQA) as is required by the institution.

6. PLEASE NOTE that you as a student are personally liable for the settlement of fees.

7. I consent to my examination results being made available to the relevant bursary donor(s) and/or lenders as requested.

## CONTACT US!

Should you require more information, please feel free to contact Guvon Academy.

**Telephone:** 011 568 4967

### Email:

[sonia@guvonacademy.co.za](mailto:sonia@guvonacademy.co.za)  
[info@guvonacademy.co.za](mailto:info@guvonacademy.co.za)

**Web:** [www.guvonacademy.co.za](http://www.guvonacademy.co.za)

### Physical Address:

19 Braam Street, Honeydew Ridge,  
Roodepoort  
Gauteng