



## 1. TITLE OF THE CERTIFICATE (NL)

**Diploma Beroepsonderwijs**  
**Kwalificatie: Leidinggevende keuken**  
**Kwalificatiedossier: Kok**

In the original language

## 2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

**Certificate Senior Secondary Vocational Education**  
**Qualification: Kitchen manager**  
**Qualification file: Cook**

This translation has no legal status

## 3. PROFILE OF SKILLS AND COMPETENCES

The most important duties of a Kitchen manager are:

Core task 1: Prepares dishes

- 1.1 Plans own working duties
- 1.2 Makes the mise en place
- 1.3 Adjusts recipes
- 1.4 Prepares dishes and components
- 1.5 Makes dishes for distribution
- 1.6 Cleans workplaces, tools and machines in the kitchen
- 1.7 Carries out maintenance and kitchen inventory
- 1.8 Delegates and monitors working duties

Core task 2: Manages the kitchen stores

- 2.1 Orders necessary products
- 2.2 Receives and inspects delivered products
- 2.3 Stores the delivered products
- 2.4 Inspects products and carries out kitchen administration

Core task 3: Modernises and improves the service in the kitchen

- 3.1 Develops new recipes
- 3.2 Carries out menu engineering
- 3.3 Makes up a menu plan
- 3.4 Makes up menu cards
- 3.5 Supports the improvement of efficiency and the management of costs
- 3.6 Supports the improvement of quality

Core task 4: Supervises and carries out management tasks

- 4.1 Makes a plan for the department
- 4.2 Makes a plan for staff planning and development
- 4.3 Makes analyses for budgets and makes suggestions
- 4.4 Is responsible for purchasing materials and resources
- 4.5 Monitors the budgets

**\* Explanatory note**

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information is available at: <http://www.europass.cedefop.europa.eu/>

© European Communities 2002 - Version 2010

### 3. PROFILE OF SKILLS AND COMPETENCES

- 4.6 Provides support in the recruitment and selection of new colleagues
- 4.7 Carries out performance and assessment interviews
- 4.8 Plans and divides up the working duties
- 4.9 Supervises and manages colleagues
- 4.10 Motivates and stimulates collaboration within the team
- 4.11 Monitors and evaluates processes and procedures on the workforce
- 4.12 Holds work meeting
- 4.13 Reports to the contractor

### 4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE

The Kitchen manager works in the kitchen of a hotel/restaurant, restaurant, a pub serving food, a catering firm or concern, or a meeting/congress centre.

### 5. OFFICIAL BASIS OF THE CERTIFICATE

<b>Name and status of the body awarding the certificate</b> The certificate issued on completion of the programme is signed by the examination board at the school where the pupil attended the programme.	<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b> Ministry of Education, Culture and Science
<b>Level of the certificate (national or international)</b> Qualification level 4 of the Dutch VET qualification structure Characteristics: non-job related skills such as tactical and strategic capacities. The professional bears his or her own responsibility, which is not only related to practical implementation in terms of monitoring and supervision, but also a more formal, organisational responsibility. The range of tasks also includes drafting new procedures. NLQF level 4 - EQF level 4 - ISCED 3A	<b>Grading scale / Pass requirements</b> 10 excellent 9 very good 8 good 7 very satisfactory 6 pass 5 fail 4 unsatisfactory 3 very unsatisfactory 2 poor 1 very poor
<b>Access to next level of education/professions</b> In the job market, the Kitchen manager can develop into the position of business manager or manager of the food service of an organisation. Within the education, the Kitchen manager can horizontally specialize with the programme for Manager/entrepreneur catering or a with a higher vocational education programme, such as Higher hotel management.	<b>International agreements</b> The profession of Kitchen manager is not regulated in the Netherlands. However the education and training for this profession on qualification level 4 is regulated under the European directive 2005/36/EC, amended by directive 2013/55/EU. The regulated education and training gives access to regulated professions at the level of a diploma according to article 11 of this directive.
<b>Legal basis</b> Act on Vocational Education and Training (WEB), registered number of qualification (crebo): 93360 The education and training for this qualification is offered as of August 1, 2009.	

### 6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

Senior secondary vocational education features two learning pathways: the school-based pathway (bol) and the training on the job pathway (bbl).

In the school-based pathway, the majority of the course consists of theory at school. The extent of the practical component (vocational practice) is between 20% and 60%. In the training on the job pathway, the extent of vocational practice is at least 60% of the course. The participant works four days a week in a training company, and attends school for theory subjects just one day a week.

In principle it is possible to follow both learning pathways, but which pathway is offered will depend on the individual educational institution.

<b>Average duration of the education/ training leading to the certificate</b>	<b>4 year(s) (6400 study hours) (depending on previous education)</b>
---	---

#### Entry requirements

The certificate preparatory vocational secondary education (vmbo) advanced vocational programme, combined

#### 6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

programme, or theoretical programme, or a comparable level.

#### 7. ADDITIONAL INFORMATION

Dutch senior secondary VET is based on qualification files, that each contain one or more qualifications. The information in section 3 and 4 is drawn directly from the qualification file, that is composed by the Centre of Expertise. The complete qualification file is available at [www.kwalificatiesmbo.nl](http://www.kwalificatiesmbo.nl), only in Dutch.

Additional information, including a description of the Dutch national qualifications system, is available at the Netherlands National Reference Point (NRP) for VET: [www.nlntp.nl](http://www.nlntp.nl)

SBB has been appointed by the Ministry of Education, Culture and Science as NRP.