



PROFESSIONAL PROGRAM

Become a Professional Chef





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 (IWEPP) which is optional, follows the over 620 hours of intensive on campus guided learning and industry centered training. The IWEPP 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

IWEPP 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 & 2019, are as under:

Regular (Full Time) Training - 08.15 AM to 05.00 PM Saturday to Wednesday & 08.15 AM to 01.00 PM Thursday.
2020 - January 19, February 23, April 19, May 31, July 19, August 30, October 18, November 29.

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 : enquiry@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.

Accreditation, Recognition & Awards

International Centre for Culinary Arts (ICCA) Dubai is a world-class culinary training centre, delivers programs accredited by the internationally recognized City & Guilds, London, it has been featured amongst the "Top 10 Culinary Institutes in the World" and has been awarded the "Recognition of Quality Culinary Education" by the World Association of Chefs Societies (WorldChefs), a global authority on food standards. The "Recognition of Quality Culinary Education" award seeks to recognise the training and education that meet or exceeds the culinary standards education established by WorldChefs.

The centre has won several awards, including the prestigious City & Guilds, London Lion Awards (Known as the Oscars of Skills), "International Centre of the Year Award 2016", apart from "International Centre for Excellence Award (Middle East)-2016", ProChef ME Cooking School of the Year 2016 and the Broadcast Pro Best Digital Initiative of the Year 2016, amongst several others for its application-focused innovative initiatives & continued excellence.

Knowledge and Human Development Authority (KHDA)

All programs at International Centre for Culinary Arts (ICCA) Dubai delivered are under the Knowledge and Human Development Authority (KHDA) Educational Service Permit.

Course Name:

Professional Diploma Program Cookery
(IVQ Level 2 - Diploma in Food Preparation & Cooking (Culinary Arts) (8065-02) City & Guilds London)

Overview:

If one is looking for a career in food production & catering, such as setting up a business enterprise of international standards or qualifying to take up employment as a Commis / Assistant Chef in the Hospitality Industry, this Internationally recognised Vocational Qualifications (IVQ) will initiate you on the right path.

Length of Course:

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

Course Plan:

Introduction to Hospitality And Kitchen Operations

Theory modules with practical application through the course program

Source & use information in the hospitality industry
Produce dishes using basic methods of cookery
Cutting skills
Participate in safe work practices
Use hygiene practices for food safety
Clean kitchen premises and equipment

Participate in safe food handling procedures
Receive and store stock
Produce and serve food for buffets
Plan and cost basic menus
Prepare foods to meet special dietary requirements
Sustainability in the food industry

Practical Cookery

(Classification, selection, cuts, uses, techniques, equipment and tools, accompaniments, garnishes, hygiene best practices, health and safety practices, nutrition and dietary implications and sustainability practices)

Prepare Stocks, Sauces & Soups

Prepare stocks
Prepare mother sauces & derivatives
Prepare & present soups

Select, Prepare & Cook Meat

Lamb, beef and offal cookery
Plated main courses with accompaniments
Classical preparations based on cut, method of cookery & technique.

Prepare Salads, Appetizers and Sandwiches

Vinaigrette based salads
Mayonnaise based salads
Variety of Sandwiches
Appetizers (hot, cold, fried and baked)

Select, Prepare & Cook Seafood

Selection and cleaning of different varieties of seafood (Fish, Crustaceans and Molluscs)
Plated main courses with accompaniments
Classical preparations based on type of seafood, method of cookery & technique.

Prepare Vegetable, Eggs & Farinaceous Dishes

Vegetable and fruit cookery
Pulses and legumes cookery
Eggs and breakfast cookery
Grain and farinaceous cookery
Potato cookery

Exposure in Pâtisserie for the Hot Kitchen Chefs

Introduction to baking ingredients
Production of baked goods and desserts
Short crust pastry
Puff pastry
Choux pastry
Variety of cakes using different techniques
Yeast doughs
Cold desserts
Baked desserts

Select, Prepare & Cook Poultry

Chicken, duck, quail and offal cookery
Jointing, trussing, spatchcocking and rendering
Plated main courses with accompaniments
Classical preparations based on cut of poultry, method of cookery & technique.

Course Name:

Professional Diploma Program Patisserie
(IVQ Level 2 - Diploma in Patisserie (8065 - 03) City & Guilds, London)

Overview:

If one is looking for a career in food production & catering, such as setting up a business enterprise of international standards or qualifying to take up employment as a Commis / Assistant Chef in the Hospitality Industry, this Internationally recognised Vocational Qualifications (IVQ) will initiate you on the right path.

Length of Course:

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

Course Plan

Introduction to Hospitality and Kitchen Operations

Source & use information in the hospitality industry
Produce dishes using basic methods of cookery
Cutting skills
Participate in safe work practices
Use hygiene practices for food safety
Clean kitchen premises and equipment
Participate in safe food handling procedures
Receive and store stock
Produce and serve food for buffets
Plan and cost basic menus
Prepare foods to meet special dietary requirements
Sustainability in the food industry

Introduction to Baking, Patisserie and Dessert Making

Kitchen orientation and introduction to equipments and tools
Units , conversions, metric and imperial system of measurement
Introduction to ingredients used in the production of baked goods, patisserie and desserts

Practical Baking, Patisserie and Dessert Making

Basic and intermediate skills, and advanced applications in;

Sweet and savory short crust pastry
Puff pastry
Filo pastry

Choux pastry
Meringue based products
Biscuits and cookies
Bars and slices
Confectionary
petit fours and cupcakes
Sponges, cakes and gateaux
Bread making

The science of bread making
Fermented lean doughs
Fermented enriched doughs
Fermented laminated bread
Unfermented quick doughs
Salt dough centre pieces

Chocolate artistry

History and origin
Tempering and molding
Fillings and truffles
Garnishes and frames

Hot & cold desserts

Meringue based desserts
Gelatin based desserts
Custard based desserts and puddings
Milk based desserts and puddings
Desserts and puddings served hot
Batter based desserts
Plated desserts using advanced plating and finishing techniques
Assembling a dessert buffet

Composite Package Offer - Option 1

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, Foksett, Rippington & Paskins) Chef's Kit - Chef's jacket, chef's pants, ¾ apron and chef's cap.</p>	<p>USD 10,080 (United States Dollar ten thousand eighty only)</p> <p>AED 36,290 (Arab Dirhams thirty six thousand two hundred ninety only)</p>
<p>Online Resource and City & Guilds Examination Fee, World Association of Chefs' Societies (Worldchefs) Certification and KHDA Attestation</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>USD 1,010 (United States Dollar one thousand ten only)</p> <p>AED 3,630 (Arab Dirhams three thousand six hundred thirty 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 candidates through the training, 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>USD 700 (United States Dollar seven hundred only)</p> <p>AED 2,520 (Arab Dirham two thousand five hundred twenty 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 3,220 (United States Dollar three thousand two hundred twenty only)</p> <p>AED 11,600 (Arab Dirhams eleven thousand six hundred only)</p>

Summary of Course Fees / Course Package Offer (CPO) Fees

Local UAE Admission - Course Fees		International Admission - Course Package Offer (CPO) Fees	
Course Fee along with Online Resource and Examination Fee (Without IWEP)	USD 11,090 OR AED 39,920	CPO Fees along with Online Resource, Examination Fee and Visa & Accommodation (Without IWEP)	USD 15,210
Course Fee along with Online Resource, Examination and IWEP Fee	USD 11,790 OR AED 42,440	CPO Fees along with Online Resource, Examination Fee, Visa & Accommodation and IWEP	USD 15,910

Composite Package Offer - Option 2

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, Fosskett, Rippington & Paskins) Chef's Kit - Chef's jacket, chef's pants, ¾ apron and chef's cap.</p>	<p>USD 15,015 (United States Dollar fifteen thousand fifteen only)</p> <p>AED 54,060 (Arab Dirhams fifty four thousand sixty only)</p> <p>50% Concession on second Diploma</p>
<p>Online Resource and City & Guilds Examination Fee, World Association of Chefs' Societies (Worldchefs) Certification and KHDA Attestation</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>USD 1,730 (United States Dollar one thousand seven hundred thirty only)</p> <p>AED 6,230 (Arab Dirhams six thousand two hundred thirty 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 candidates through the training, 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>USD 700 (United States Dollar seven hundred only)</p> <p>AED 2,520 (Arab Dirham two thousand five hundred twenty 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 6,390 (United States Dollar six thousand three hundred ninety only)</p> <p>AED 23,000 (Arab Dirhams twenty three thousand only)</p>

Summary of Course Fees / Course Package Offer (CPO) Fees

Local UAE Admission - Course Fees		International Admission - Course Package Offer (CPO) Fees	
Course Fee along with Online Resource and Examination Fee (Without IWEP)	USD 16,745 OR AED 60,290	CPO Fees along with Online Resource, Examination Fee and Visa & Accommodation (Without IWEP)	USD 24,035
Course Fee along with Online Resource, Examination and IWEP Fee	USD 17,445 OR AED 62,810	CPO Fees along with Online Resource, Examination Fee, Visa & Accommodation and IWEP	USD 24,735

Note:**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 Google Chrome
Microsoft Office 2010
Multimedia Minimum Adobe Flash Player <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.

c. Course Fee:**International Admission**

The course / composite package offer (CPO) fees as per the Option plan selected is payable in full, prior to the time of obtaining the Dubai, UAE visa and enrolment.

International students can also opt for an alternative plan 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 / composite package offer (CPO) fees as per the Option Plan selected 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.

d. Bank Transfer Charges:

All bank transfer charges and other incidental charges, as may be applicable, are payable extra, in actual, by the candidate.

e. Air Tickets:

Costs of air tickets are extra (exclusive of the package offer) and is payable by the candidates

f. Taxes:

Taxes as may be would be applicable, as and when enforced by Law.

Pathways ICCA, offers a range of diverse opportunities both to the Students and Alumni of ICCA and also those in the Industry seeking to move further in the world of Culinary

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

The ICCA Dubai - Industry Internship / Work Experience Placement is an industry integration program specially designed for students wishing to join the industry as Professional Chefs by way of regular employment or an internship leading to a work placement.

The said IWEP includes all aspects of employability training such as Interview preparations, personality development - all round grooming & poise, industry attitude & confidence building, technical knowledge reinforcement, and trade test groundwork to help the Student Chefs seamlessly integrate, effectively deliver and excel in the workplace.

The IWEP follows the 620 hours of intensive on-campus guided learning and training.

The IWEP 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 IWEP Program Selection Process (Terms and Conditions Apply):

Placement for the paid IWEP 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 IWEP Program 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 IWEP 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 300 to 500 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 750 to 1,100 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.

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.

2) International Internships

The ICCA Dubai International Internship Program provide students of ICCA & its Alumni with the opportunity to gain valuable international work experience, real world insights into their chosen culinary industry and provide an exciting platform to build cross-cultural work environments in the country of their choice.

International Internships are provided for the following countries

- a. USA
Eligibility: Students currently enrolled in the program or Students graduated no more than 12 months prior to his/her Internship program begin date
- b. Spain
Eligibility: Students currently enrolled in the program
- c. France
Eligibility: Students currently enrolled in the program

3) Recognition of Prior Learning for Advancement to a Bachelors Degree in Culinary

The Culinary Arts Academy (CAA), Switzerland, offers to the alumni of ICCA Dubai, an opportunity for higher education in the form of an internationally renowned Bachelor's Degree.

Alumni who have completed Level II Diploma in Culinary & Patisserie and Level III Advanced Diploma from ICCA are granted a Recognition of Prior Learning which exempts them from attending Year 1 at the Academy.

The admission to the Bachelor Program at the Academy is by direct application by the candidate and ICCA Dubai has no participation in the process.

Upon completion of the program in Switzerland, the Student Chefs will then be awarded a Dual Degree - Bachelor of Arts (Hons) in Culinary Arts by Culinary Arts Academy Switzerland and University of Derby (UK).

Eligibility:

- a. Those Student Chefs who have completed the ICCA Dubai Professional Diploma & Advanced Diploma programs
- b. ICCA Alumni who meet the pre requisites

4) Skilled Migration to Australia

ICCA Dubai together with a consortium of leading Industry specialists helps provide a total Turnkey Solution & support, for the Industry Experienced Chefs with Employment & Skilled Migration to Australia.

The initiative helps the industry experienced Chefs to chart their career advancement to a destination of their choice, wherein all necessary assistance is provided at every stage of the process until successful completion. The said service & support entails recognizing and enhancing Knowledge & Skills and language proficiency to the levels required through elaborate Gaps Training and provide a turnkey solution including but not limited to Counseling; together with complete support for taking up Trades Recognition Australia Interviews & Assessment with utmost confidence; and assured work placement in Australia for those successful.

This program is closely monitored with assistance provided at every stage of the process, together with an expert handling of all statutory documentation to ensure smooth & seamless document control and a time bound progression of the case to a successful completion.

Note : Each of the Pathways program offered is subject to respective Terms & Conditions. For more information & counseling, please contact the Pathways ICCA Team.

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.

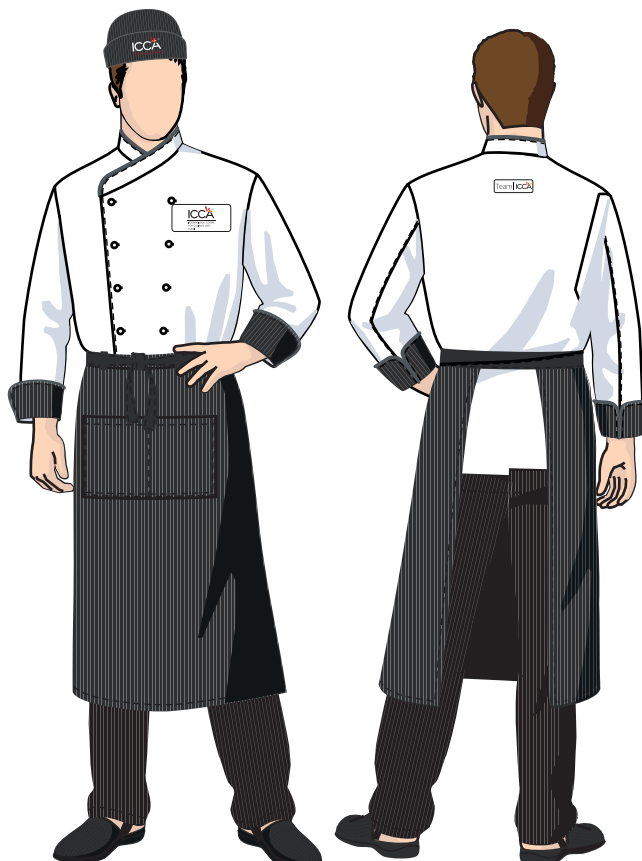
3. Student Uniform

- 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 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.



- 3.5 One set of uniform is issued as part of the student registration. Additional / extra pair of uniform can be purchased upon request.

Full Set AED - 450 (exclusive of VAT)

Chef Trouser & Chef Jacket - AED 300 (exclusive of VAT)

- 3.6 Chef's Safety Shoes is mandatory and can be bought from ICCA - AED 150 (exclusive of VAT) and if purchased anywhere else, would need to conform to the quality & standards prescribed.

- 3.7 Chef Knife:

Chef Knife (Optional) - AED 135 (exclusive of VAT)

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.

Additional information for International Students:

1. Medical Insurance

The general insurance issued along with the UAE visa cover emergency treatment in the government hospital that include emergency ambulance service and the first emergency treatment administered in the government hospital.

The insurance at the ICCA cover accidents that might happen while working within the ICCA premises.

Personal medical treatment of any kind is not covered, hence the student would have to pay for themselves or get an International 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. Further there are shorter term visas as well, that could be opted for in line with the course program duration.

Condition 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. Validity of Course Programs:

- 2.1 The ICCA Dubai Diploma Program registration is valid for a period of 2 years from the date of first course start date as reserved. In case of deferment, the remainder of the course can be completed full time, with a regular batch, subject to availability of seat or part time with the weekend batch, as may be. All classes must be completed within the given period, beyond which the program would be considered cancelled and all fees thereof, forfeited.

3. Course / Composite Package Offer (CPO) Fees:

- 3.1 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.
- 3.2 Full Course / Composite Package Offer (CPO) Fees to be paid before the commencement of Course program or optional, by way of easy installments in the case of Local / UAE Admissions, confirmed by way of Post Dated Cheques.
 - a. Three installments in the case of Regular (Full time) program.
 - b. Four installments in the case of the Weekend (Part time) Program.
- 3.3 Cheque Recall / Return - Please note a charge of AED 500 is payable if a cheque is Recalled from the bank or is Returned due to insufficient funds or anyother reasons.
 - a. If the returned / unpaid cheque is not paid/settled within 10 working days of being returned / unpaid, then the course will automatically stand cancelled.
 - b. In the case of Cancellation of Course due to Non Payment or lapse of validity, a Re-Registration Fee AED 5,000 is to be paid towards Re-Registration into the Course. In this case, the validity of the course is extended by 1 year from the first date of validity.
- 3.4 ICCA Dubai will not be responsible for any money paid to any representatives or other individuals not formally authorized by ICCA Dubai.

4. Cancellation and Refunds:

- 4.1 The Course / Composite Package Offer (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 Course / Composite Package Offer (CPO) fees on a pro rata basis within 8 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 Course / Composite Package Offer (CPO) fees towards administrative costs.
- 4.2 The Course / Composite Package Offer (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 to opt out of the IWEF Program for any reason; OR the student chooses NOT to accept the employment contract secured by the IWEF Process; OR the student is unsuccessful in interviews and/or trade tests due to personal shortcomings despite all reasonable efforts put by ICCA Dubai in helping secure an internship / employment 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. Once the student accepts their first confirmed Internship / Employment contract, or as otherwise detailed herein above or completes the Diploma course program, all Course and IWEF Program obligations of ICCA Dubai and its recruitment & placement agents will be deemed completed.
 - e. The student's first confirmed Internship / Employment contract is terminated, either by the employer or the student, during the contract period for any reason.
 - f. If in the case a course has been availed through Special Offers or Promotions, Online or Offline and Events.
- 4.3 ICCA Dubai will refund approved amounts within 8 weeks after receiving a written claim from the student.
- 4.4 Refunds will only be transferred through normal banking channels to the person who paid the Course / Composite Package Offer (CPO) fees in their country of source, e.g. if the financial sponsor of the student has paid the Course / Composite Package Offer (CPO) fees, the refund will only be transferred to their bank account in their home country.
- 4.5 Course / Composite Package Offer (CPO) fees are not tranferable to another candidate.

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 Course / Composite Package Offer (CPO) 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 submitted in writing.
- 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.

9. Re-registration and Extension of Course Validity Policy

9.1 Extension of Course Validity

- a. The Validity of Registration can be extended only for a period of One Year after the Validity Lapse Date.
- b. Re-registration is done on payment of a Re-registration Fees of AED 5000.
- c. This fees must be paid within Three Months of Course Lapse Date. After this date the validity of registration cannot be extended.

9.2 Completion of Course After Extension of Validity of Registration Lapse Date

- a. After Course Lapse Date if the above conditions have not been met, request for completion of course will be treated as a New Registration.
- b. Recognition of Prior Learning (RPL) may or may not be provided for exams done under the previous registration, depending upon a case to case basis. Which means that all exams will have to be re done after the new registration date, unless otherwise decided.
- c. RPL for examinations and attendance may be offered only within Two Years of Course Lapse Date, if and only if the learner is actively employed/working in Commercial Food Production and the same can be supported formally. Else the learner will re-do all classes examination previously done. This procedure ensures that the knowledge certified is Current and Valid.



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 _____

Please affix
your photo
here

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
_____ / _____	_____ / _____	_____ / _____
_____ / _____	_____ / _____	_____ / _____
_____ / _____	_____ / _____	_____ / _____



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

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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