



CULINARY ARTS
STUDENT HANDBOOK
(CULINARY ARTS HOUSE GUIDELINES)
EFFECTIVE JANUARY 2024

CONTENTS



.....	Error! Bookmark not defined.
CULINARY ARTS.....	1
STUDENT HANDBOOK.....	1
(CULINARY ARTS HOUSE GUIDELINES).....	1
INTRODUCTION.....	6
ALL VCC CULINARY PROGRAMS AND COURSES.....	7
The Professional Cook 1 Plus Certificate Program.....	7
The Professional Cook 2 Advanced Certificate Program	7
Culinary Arts Diploma	7
EAL Culinary Arts Professional Cook 1 Certificate Program	7
Workplace Entry Apprentice 1, 2 or 3 Courses.....	7
YIT (Youth-Train-In-Trades) Professional Cook 1 Satellite Programs	7
Professional Cook 1 Bridging Program.....	7
ACADEMIC DOCUMENTATION.....	8
Program Documentation & Content.....	8
Program Content Guide (PCG).....	8
Course Outlines.....	8
Student Handbook	8
Content	8
Program Site.....	8
Cohort Site	8
Course Site	8
ASSESSMENT, FEEDBACK AND PROGRESSION.....	9
Feedback:	9
Missed Evaluative Instruments (tests/assessments/quizzes, etc.)	9
Progression Requirements.....	10
FAILURE, DISCONTINUATION-WITHDRAWAL-RETAKE & REINSERTION PROCESSES AND PROCEDURES.....	11
Failure in a course	11

Discontinuation in a course	11
Discontinuation in the program.....	11
Retaking a Failed Course.....	12
Readmittance into the program	12
Maximum Time Permitted to Complete Your Credential.....	12
VCC CERTIFICATION	13
EXTERNAL ACCREDITATION AND CERTIFICATIONS.....	13
Certification of Qualification for Cook 1 and Cook 2	13
Interprovincial Standards Red Seal Program Cook Certification	13
VCC STUDENT SERVICES.....	14
VCC BANNER SYSTEM	14
VCC STUDENT ID AND EMAIL.....	14
CLASS HOURS	15
ATTENDANCE	15
Tardiness and Absence Protocol:.....	16
COURSE/PROGRAM ORIENTATION: PLEASE NOTE.....	17
BC LEGISLATION:	18
Food Allergies.....	18
Religious Accommodations.....	19
HEALTH, SAFETY, SANITATION & INDUSTRY STANDARDS.....	20
PPE & CULINARY ARTS DRESS CODE	20
“In-kitchen” and Classroom Courses	20
A full uniform consists of:	20
JJ’s and Front of House Courses (FOH)	22
While attending classes in Restaurant Customer Service (CULI 2503), students are responsible for supplying their own clothing. Students are expected to attend the dining room classes in the following prescribed attire	22
The requirement to adhere to the dress code:	22
PERSONAL HYGIENE AND APPEARANCE.....	23
LANGUAGE	23
DEPARTMENTAL GUIDELINES	24
Program Food Supplies.....	24
Lockers	24
Breaks & Food & Beverage Consumption.....	25
Cell Phones.....	25
CULINARY STAFF	26

Your Culinary Chef Instructors	26
Instructor Scheduling.....	26
Departmental Teaching Philosophy.....	27
VCC Values	28
Excellence.....	28
Stewardship	28
STRATEGIES FOR SUCCESS IN THE CULINARY ARTS PROGRAMS.....	29
What is expected of students?	29
How can students learn?	29
How can students co-operate with classmates, groupmates, instructors, and support staff?	29
Why have these strategies been recommended?	29
BENEFITS, EXTRA CURRICULAR, COMMUNITY	30
Awards	30
Competitions & Community Involvement	30
PROGRAM SUPPLIES & TOOLS	31
Required Purchases Through the VCC Bookstore:.....	31
Required Tools:	31
The Following Are Required Texts:	32
KNIVES AND TOOLS.....	32
Victorinox Knife Kit \$256.99 (updated on August 26, 2024)	32
ADDITIONAL TOOLS REQUIRED FOR EACH BLOCK:	33
PROFESSIONAL COOK 1 PLUS AND DIPLOMA.....	33
Block 1.....	33
Block 2.....	33
Block 3.....	33
Block 4.....	33
Block 5.....	33
Block 6.....	33
Block 7.....	33
Block 8.....	33
PROFESSIONAL COOK 2 AND DIPLOMA.....	33
Quizine 1	33
Quizine 2	33
Block 9.....	33
Block 10.....	33
Block 11.....	34

Block 12.....	34
DIPLOMA.....	34
Modern Cuisine.....	34
Chef's Table.....	34
WORKPLACE APPRENTICE LEVEL 1 2 AND 3	34

INTRODUCTION

The Culinary Arts Programs are designed to meet the need for qualified cooks and chefs in the culinary industry. Graduates from the Level 1 and 2 certificate programs, as well as the diploma program will be able to obtain employment in hotel kitchens, restaurants, catering companies, airport flight kitchens, trains, cruise ships, camps, and institutional kitchens. Graduates of the PC1, PC2 and Diploma programs will have completed the technical training for entry into Professional Cook Levels 1 and 2 of the Skilled Trades BC Apprenticeship Programs.

ALL VCC CULINARY PROGRAMS AND COURSES

The Professional Cook 1 Plus Certificate Program

Full-time - 32 weeks/800 hours- taught in eight (4-week) blocks

The Professional Cook 2 Advanced Certificate Program

Full-time - 16 weeks/400 hours - taught in four (4-week) blocks

Culinary Arts Diploma

Full-time - 68 weeks/1700 hours - taught in seventeen (4-week) blocks

EAL Culinary Arts Professional Cook 1 Certificate Program

This is a program for English as Additional Language students, with additional English courses.

Full-time - 32 weeks/800 hours - taught in seven (5-week) blocks with two (2-week) practicums

Workplace Entry Apprentice 1, 2 or 3 Courses

Full-time – 5 weeks/125-hour courses

YIT (Youth-Train-In-Trades) Professional Cook 1 Satellite Programs

These are dual credit programs for high school students offered at partner school districts.

These are full-time programs. Depending on district location, program length may range between 550 and 700 hours.

- Samuel Roberts Technical (Maple Ridge)
- Howe Sound High School (Squamish)
- Richmond Secondary School (Richmond)
- Walnut Grove High School (Langley)
- Riverside Secondary School (Mission)
- Elphinstone Secondary School (Gibson's)
- Imagine High Integrated Arts and Technology Secondary School (Chilliwack)

Professional Cook 1 Bridging Program

These are dual credit programs for high school students offered at partner school districts.

Full-time – The VCC portion of the program is a 4-week/125-hour course.

- New Westminster
- Vancouver

ACADEMIC DOCUMENTATION

Program Documentation & Content

Programs & Courses at VCC are approved through VCC's Education Council. Each Program and Course comes with various documentation, including:

Program Content Guide (PCG)

The PCG specifies the purpose and description of the program, collective program information (including all course names and numbers), program objectives, program outcomes, instructional strategies, and assessment techniques.

Course Outlines

Course Outline provides the name, number, and description of the course, learning objectives, learning outcomes, and breakdown of the evaluation plan and assessments.

Student Handbook

The Student Handbook is an internal department document that explains the academic information, college, and departmental operational procedures, supports, and guidelines within Culinary Arts.

Content

All internal program content is located on Moodle.

[Moodle](#) is the On-line Learning Management System at VCC.

There are three specific Moodle sites for students in the Culinary Arts. Program site, Cohort site, and Course sites.

Program Site

It contains the PCG and Student Handbook and relevant college and department information.

Cohort Site

It contains the content specific to your cohort of students, such as the class list, student contact information, and consent forms. Dates for ITA practical and theory exams.

Course Site

It contains the course outlines, course overview and structure, instructor contact information, course schedule, assessment schedule, and rubrics.

ASSESSMENT, FEEDBACK AND PROGRESSION

The details of the individual course evaluation plan are available on your program and course Moodle sites. All evaluations are consistent with the college grading system [Policy C.1.1](#)

There are two types of evaluation: formative and summative assessments.

Formative assessments are informal, with no grades attached. Formative assessments can occur daily, sometimes multiple times a day. The purpose of formative assessment is to provide immediate feedback to the student, giving opportunity for improvement before being evaluated in a way that affects their grades.

Summative assessments are graded. These usually occur at the end of a topic, module, or course.

The evaluation plans for each course will vary and may be in the form of activities, assignments, presentations, projects, quizzes, practical exams, theory exams

Feedback:

- Students will receive both formative and summative feedback from the instructor throughout the course.
- Students will be made aware by midway through the course where their marks sit. If marks achieved at this point indicate a possible failure in the course. This allows the student to reflect and assess their status and provides time to improve before a final mark is submitted. This also allows the student to reach out to student services and obtain support to assist with various barriers (refer to the 'Vancouver Community College Student Services' section above).
- Within one week of the completion of each block, the instructor will submit student marks to the VCC Student Records Department, preparing a "transcript of achievement" showing the evaluations. All students will receive this transcript at the conclusion of the program.
- Students have access to their final grades either by request to the VCC Registrar's Office or via MyVCC.ca.

Missed Evaluative Instruments (tests/assessments/quizzes, etc.)

Students who are late or absent from classes in which a graded component is administered will be given a '0' grade for that component.

Progression Requirements

The passing grade in all the Culinary Arts programs and courses is 70%.

***See the 'Attendance' section.

***See the 'Health Safety Sanitation and Industry Standards' section.

A Vancouver Community College certificate/diploma will be awarded upon the successful completion of all full-time programs.

FAILURE, DISCONTINUATION-WITHDRAWAL-RETAKE & REINSERTION PROCESSES AND PROCEDURES

Failure in a course

Students may fail a course for the following reasons:

- Not submitting course projects or assignments by the due date.
- Not attending class or missing the in-class activities and assignments.
- Failure to meet the minimum grades of the course evaluations.
- Cheating and/or plagiarism, or any other action in breach of the [Academic Integrity Policy](#).

*** *Students who fail a course may submit a [Final Grade Appeal](#).*

Discontinuation in a course

<https://www.vcc.ca/media/vancouver-community-college/content-assets/documents/policies/c-1-1-grading-progression-withdrawal-policy-2020-03-30.pdf>

Students may be discontinued from a course for the following reasons:

- Absences inconsistent with the attendance requirements. See the attendance policy below.
- Failure of the course safety evaluation.
- A breach of the [Student Code of Conduct](#).
- A breach of the [Academic Integrity Policy](#).

Discontinuation in the program

<https://www.vcc.ca/media/vancouver-community-college/content-assets/documents/policies/c-1-1-grading-progression-withdrawal-policy-2020-03-30.pdf>

Students may be discontinued from the program for the following reasons:

- For PC1, PC2, and associated portions of the Diploma programs only, absences inconsistent with those programs' attendance requirements (see 'Attendance' section below).
- Failure to pass the course or program progression requirements (see 'Progression' section above).
- A breach of the [Student Code of Conduct](#).
- A breach of the [Academic Integrity Policy](#).

Retaking a Failed Course

When a student fails a course:

- A student may retake a course one time before being refused admittance into a course.
- If a student has failed the course twice and would like to retake the course again, the student is required to obtain dean approval. This student will be required to submit an Academic Success Plan.
- Students are required to pay additional tuition costs for their 'redo' courses.
- Insertion into a course is only possible when seats are available.
- All requests to insert into classes must be directed to the Culinary Arts Administrative Office.
- Students must successfully pass all failed courses within the time frame set in the respective PCG.

Readmittance into the program

- Students who are discontinued because of disciplinary actions are only allowed to re-enter the program upon approval of the Dean of Students Services, The Dean of the School of Hospitality, Foods Studies and Business Management, and the Department Head, and upon signing [a Student Code of Conduct Contract](#).

Maximum Time Permitted to Complete Your Credential

The maximum time to complete the credential is applied from DAY ONE of the original start date of the course and/or program: The Professional Cook 1 Plus Certificate Program – 3 years

The Professional Cook 2 Advanced Certificate Program - 3 years

Culinary Arts Diploma – 3 years (4 years, as of May 2025)

EAL Culinary Arts Professional Cook 1 Certificate Program – 3 years

Workplace Entry Apprentice 1, 2 or 3 Courses – timeframe as set by STBC

YIT (Youth-In-Trades) Professional Cook 1 Satellite Programs – 3 years

Professional Cook 1 Bridging Program - timeframe as set by STBC

VCC CERTIFICATION

Successful completion of all Culinary Arts programs and courses (except Workplace Entry Apprentice and Bridging) will be recognized with a VCC credential in the form of a diploma, certificate, micro-credential, or certificate of completion.

EXTERNAL ACCREDITATION AND CERTIFICATIONS

Certification of Qualification for Cook 1 and Cook 2

The STBC (Skilled Trades BC) governs all trades in BC. Certification examinations for the STBC, while administered on a VCC campus, fall outside of the programming.

Students who successfully complete any of the PC1 and PC2 Programs are eligible to take the STBC Certification of Qualification exams. There are two exams: a practical cooking exam and a theory exam. Successful completion of these exams, along with additional work training hours, will result in a Certification of Recommendation for each level. Three levels must be completed to achieve the Cook Trade Red Seal Endorsement.

Students will be granted up to a maximum of 600 hours towards their apprenticeship goals after completion of PC1 and up to 240 hours after completing PC2. These hours are based on your attendance; poor attendance will require make-up of those hours on the job under a Red Seal Chef willing to sponsor.

Interprovincial Standards Red Seal Program Cook Certification

Cook 3 apprentices who successfully complete the Workplace Apprentice 3 course are eligible to take the STBC Certification of Qualification exams. There are two exams: a practical cooking exam and a theory exam. Successful completion of these exams along with additional work-based training hours will result in a Certification of Red Seal Endorsement (RSE).

Total hours require to complete:

PC1-1000 hours,

PC2-2000 hours

PC3-5000 hours

VCC STUDENT SERVICES

Several student services are available to support students through their academic journey.

The following are a few examples of those services.

Advising, VCC Bookstore, Counselling, Disability Services, Financial Aid, Tutoring (Learning Centre) ... For a full listing and access to student services please visit the [myVCC website](#).

VCC BANNER SYSTEM

The VCC Banner system contains all student information including but not limited to, student profile, emergency contacts, student grades, student financial accounts and balances. It is the student's responsibility to keep all information pertaining to profile, contact information such as telephone numbers and home addresses, and most importantly emergency contacts, so please ensure information is up to date. When requesting paperwork from the college registrar's office, information on the paperwork submitted must match information on Banner.

VCC STUDENT ID AND EMAIL

- VCC Student Number: Every student at VCC is provided with a student number.
- BANNER ID: Your student number is their Banner ID and is required to access their MYVCC student account.
- MyVCC Student Account: XXXXXXXXXXXX..... XXXXXXXXX
- VCC Email Address: As a student at VCC you are provided with a student email address: (first.lastname@student.vcc.ca). Students are expected to use your VCC email address for communication with college employees.
- Communication and correspondence from the culinary arts department will only be sent to their VCC student email address. To ensure that the office or your instructor receive emails, students are asked to use your VCC student email address when communicating with the office and their instructors.
- If you use your personal email address, the email may be blocked, sent to junk mail or spam, and the email may not be received.
- Any changes in contact information such as home address, email address and phone numbers should be updated on **Banner** or contact **Student Records**. Updating contact information is essential in the event of an emergency. Learn how to update your contact information [here](#).

CLASS HOURS

Class hours posted in this handbook apply to all programs and courses offered at the Downtown and Broadway campuses unless otherwise advertised.

A.M. Classes are scheduled Monday to Thursday between 7:00 a.m. – 2:45 p.m.

P.M. Classes are scheduled Monday to Thursday between 1:00 p.m. – 9:30 p.m.

Classes run for 6 hours and 45 minutes. This includes a 30-minute break.

The class schedule is set and will only be altered in extreme cases. The Block 8 catering class will usually follow a 7:00 am-1:45 pm schedule; however, it may be adjusted to accommodate catering events. These events are necessary to achieve the course outcomes. Any alteration in the regular schedule will be provided before the course starts. If a new event is booked after the course has started, non-attendance of that event will not affect marks.

ATTENDANCE

VCC's Culinary Program teaches the STBC (Skilled Trades BC) Professional Cook Program, as set by the STBC. Students who enroll in the PC1 and PC2 programs will be required to achieve an attendance requirement. International students enrolled in the Diploma program who register with the STBC are subject to the same attendance requirements. Because students gain hours through the training program, and since this credential can be used against the STBC certification, (please note that) attendance is mandatory and is a **progression requirement**. A student's success and engagement in the program, while related to their attendance and participation, also directly affects the Workplace Training Hours, which are credited by the STBC for attending the program.

*****Attendance is recorded on a daily basis on Moodle. Moodle is accessed by faculty, students, and office assistants. The attendance record is used as a reference for granting progression to the next course and as a document for insurance and liability purposes.**

There is a maximum of 600 hours credited by the STBC for PC1; these hours are earned through attendance. Each Block runs for 100 hours; there is a credit of 85 hours per block. Students must attend 85 hours (13 days) per Block in PC1 to receive the maximum 600 credit hours and progress to the next Block.

There is a maximum of 240 hours credited by the STBC for PC2; these hours are earned through attendance. Each Block runs for 100 hours; there is a credit of 60 hours per block. Students must attend 60 hours (9.6 days) per Block in PC2 to receive the maximum 240 credit hours and progress to the next Block.

Students who do not attend classes on the first week of each block may not pass the individual courses' safety components and/or assessments.

Students who are late or absent and miss an in-class graded activity and/or assignment will receive a “0” mark for those assessments.

Students who are late or absent and miss their safety evaluation will receive an incomplete grade. Students will not progress to the next course until the safety evaluation has been successfully completed and passed.

Tardiness and Absence Protocol:

Students are considered “late” if they show up after the designated class start time or if they show up unprepared. Students who arrive late due to public transit issues will be excused from being late and will be given the opportunity to start any missed activities. It is the student’s responsibility to catch up to the class and complete any missed activities. The instructor will not hold the class back to accommodate a late student.

Late arrival due to public transit issues only applies to technical issues within the transit system. This would be an issue that TransLink would communicate on their media sites. A student missing their bus or connection does not apply. The student must schedule their personal lives and provide ample time for commuting to arrive on campus early.

Consistent tardiness will be treated cumulatively. Should the student’s tardiness affect the ITA credit hours, the total hours will be applied as absences.

Students may be barred from entering class late by the instructor if the instructor deems entry causes disruption to the rest of the student’s learning. The instructor is required to communicate any student barring to the department leaders via email on the same day.

For any absences, students are asked to inform the instructor via email no later than the same day. This is so that any product set aside for their use does not go to waste and to inform any classmates involved in group work may adjust their plans. Absence for any reason should be reported. It is the student’s responsibility to do so.

- Report absence for morning classes prior to 7:00 a.m.
- Report absence for evening classes prior to 1:00 p.m.

COURSE/PROGRAM ORIENTATION: PLEASE NOTE

Program Orientation Day may be one of the most important days for a student's education at VCC.

On this day, students will:

1. Receive important information about Block 1
2. For students registered for PC2 and did not complete their PC1 at VCC, receive important information about Block 9
3. Receive important information about the whole culinary arts program
4. Receive information about the larger college community
5. Have College safety protocols outlined,
6. Be provided a review of pertinent college policies
7. Be introduced to the culinary area by taking a tour
8. Learn about the STBC and create their online accounts and profiles
9. Learn how to access and use Moodle
10. Be provided with the tools to help them succeed in the program

Similarly, the first day of each course block is the most important day of the course, second only to the final exam day. On this day, students will:

- Receive important information about the course
- Be provided with a tour of the kitchen, identifying the various stations and zones
- Receive safety demonstrations on the equipment in the kitchen; how to safely operate, clean, disassemble, and reassemble appliances

Students who do not attend the Program Orientation Day or the first day of each course block may have a difficult time navigating all the procedures and systems required for success.

It is the student's responsibility to retrieve all information missed from the orientation session from fellow students, self-guided instruction, or self-access to various College information.

While the Culinary Arts department is happy to provide missed hand-outs, the department is under no obligation to supplement or remediate the student's lack of knowledge due to a missed orientation.

Please refer to the 'Program Progression Requirements' and 'Absence' sections of this Handbook for consequences to missed classes, materials, or assessments.

BC LEGISLATION:

- All VCC culinary students are required to have a current and valid [FoodSafe level 1 certificate](#) for the duration of their entire course and/or program.
- Students who are taking the PC2 or Diploma programs are required to have a current and valid [Serving It Right](#) certificate for the duration of the entire program.

Food Allergies

Students must be able to physically handle; all foods, including but not limited to fish & shellfish, beef, veal, lamb, pork, all types of poultry, all types of game, nuts, soy, wheat, all dairy products, and all associated by-products required to meet the program outcomes, gloves will be provided as needed.

If you have a food allergy, please contact Disability [Services](#), and they can work with you to draft an accommodation plan.

Students should consider the fact that hands-on lessons and practice will occur in a shared kitchen environment with potential allergens that cannot be avoided, such as, but not limited to, eggs, dairy, peanuts, tree nuts, fish, shellfish, wheat/triticale, seeds, sesame, mustard, sulphites, and soy.

We recognize your rights to medical privacy, but if you prefer, students with food allergies are encouraged to disclose this to the culinary office at the beginning of the program. Students could also communicate this to their instructors prior to beginning each course. If instructors are made aware of allergies, appropriate steps can be taken to minimize exposure when possible.

Depending on the allergy or the allergen, alternative options for achieving the learning outcome may be available if identified prior to the beginning of the course.

Students can also contact the [Disability Services Department](#), and they can assist you with putting together an accommodations plan to help you complete your studies safely.

Religious Accommodations

Students who need to take a day off for a religious holiday are asked to inform their instructor on the first day of the course. Open communication with their instructor will assist in finding options or alternatives for makeup activities and in-class assignments that the student may miss.

Students who cannot physically handle specific ingredients, such as beef, pork, or seafood, for religious reasons, are asked to disclose this to the culinary office at the beginning of the program. Students should also communicate this to their instructors prior to the beginning of each course. If instructors are aware of such accommodations in advance, appropriate steps can be taken to provide alternative options to achieve the course outcome.

HEALTH, SAFETY, SANITATION & INDUSTRY STANDARDS

Students who receive a U (unsatisfactory) mark on their safety and sanitation evaluation will not progress to the next course.

Industry Standards for Health, Safety, and Sanitation are based on the BC FoodSafe Program. Additional information is covered in class. All students must meet the Culinary Arts Department requirements and culinary program standards. Requirements are as follows:

PPE & CULINARY ARTS DRESS CODE

“In-kitchen” and Classroom Courses

Students are expected to attend kitchen classes in full uniform. This is part of the required PPE (Personal Protective Equipment) when attending any of the kitchen courses. When in a classroom setting, the apron and hat may be removed. **Students arriving in street clothes will not be permitted in the kitchen.**

Chef whites come from a long tradition in the culinary industry and are a source of pride for cooks and chefs around the world.

A full uniform consists of:

- The **Chef coats**
 - Double breasted
 - to protect from spills
 - to switch lapels easily in case of a spill or stain
 - Sleeves are long to the wrist and can be folded up when appropriate
 - The length of the sleeves serves as a shield when pulling items out of the oven or protection from splattering oil.
 - Students are asked to wear an undershirt, preferably white, underneath their chef coat.
 - This is an added layer of protection, as well, required for modesty if a coat must be removed quickly in the event of an emergency.
 - Only VCC-issued chef coats may be worn as part of the uniform
- The **neckerchief** helps cooks to stay cool in the kitchen and absorbs perspiration.
- The **chef hat**, traditionally, is the tall chef hat called a toque (with 100 folds), which signifies status. These days, chef hats such as beanies are worn for protection purposes.
 - Helps to keep hair contained and out of the food.
 - Hair that can be tied back must be contained in a tight bun or braid in addition to the beanie to minimize product contamination.
 - Hair that is unruly and cannot be tied back must be contained in a **hairnet** in addition to the beanie.
 - The VCC **beanie** is the only headwear option for students.
 - Beanies are the student’s responsibility and must always be clean and neat.
 - Replacements are available for purchase in the VCC bookstore.
- The **houndstooth pants** check pattern distracts from spills, and the loose style allows movement and breathability in hot kitchens.

- The **apron**
 - Is designed to take the impact of a spill and can be quickly pulled off to protect their legs.
- **Socks** provide a layer of protection against spills.
 - They should be long enough to cover around the ankle.
 - They should not be too long, making them cumbersome to pull off quickly in an emergency.
 - **Students must wear socks while in the kitchen.**
- **Kitchen shoes** as an employee in a professional kitchen, workers are covered by Work and, therefore, must follow the standards set by the employer; if you purchase CSA-approved footwear, you can be certain it is approved. This means that footwear must have:
 - a slip-resistant bottom
 - a closed-heel
 - closed upper made from water-resistant material

There is currently no clear requirement for cooks to wear steel toes.

While at school, students are covered by the BC UCIPP (BC University, College & Institute Protection Program), not WorkSafeBC. Therefore, the footwear they choose to wear during the program does not technically need to be work-safe. However, as culinary students are being trained to work in professional kitchens, and the goal is to acquire work in the industry, investing in the appropriate footwear is strongly recommended. The preferred colour for the culinary arts programs is black, but this is not mandatory. Shoe design should be such that it provides protection but still easily and quickly removed in the event of an emergency.

Canvas running shoes, Crocs with holes on the upper, open-toed shoes, etc., are not acceptable by WorkSafeBC regulations and are also not allowed in the VCC kitchens. *** No platform shoes of any kind are allowed.

- **Name tag**
 - Part of the student uniform.
 - Identification while on campus.
 - Name tags for the entire class will be purchased in the first week of block one.
 - If a name tag is lost over the course of the year, it is the student's responsibility to order a replacement as soon as possible from the V.C.C. Bookstore.
- ***Unauthorized pins or labels are not allowed.***

Students in the Block 5 butchery class may wear a hoody and or sweater underneath their chef coat for the duration of this class. If the student feels the need to wear fabric gloves to preserve body heat, the student must wear **latex or vinyl gloves** on top of the fabric gloves.

Students who have allergies triggered by contact with their skin may use gloves for the duration of the activity or while handling the allergen.

If a student has a slight cough or cold but is not unwell, may attend class but must wear a mask while in the presence of others. If the level and frequency of coughing or sneezing are disruptive to the class and the rest of the students, the student will be asked to leave and go home.

JJ's and Front of House Courses (FOH)

While attending classes in Restaurant Customer Service (CULI 2503), students are responsible for supplying their own clothing. Students are expected to attend the dining room classes in the following prescribed attire

- Clean and wrinkle-free **white button-down shirt** with sleeves
 - Sleeves may be short or long
 - The length of the shirt must be enough to tuck into the waist without falling out
- **Bottoms.**
 - Black, long pants or skirt
 - No jeans, joggers, leggings, or sportswear
 - Skirts, if worn, must be in a style that is comfortable, easy to move in, and does not go beyond the ankle, which may be a tripping hazard
- **Comfortable black shoes.**
 - Kitchen shoes may be worn and must be cleaned and polished if possible.
 - Shoes with heels higher than one inch are discouraged, as they may pose a safety hazard
 - No platform shoes of any kind are allowed
- A **black apron** will be provided for the duration of the course
- **Name tags**, including the FOH classes, must always be worn while in class.

The requirement to adhere to the dress code:

- Only kitchen chef uniforms issued by the College are acceptable.
- Kitchen uniforms should not be worn off-campus unless at a VCC-sanctioned event.
- Avoid wearing your kitchen uniform in transit. This is a hygiene and sanitation concern.
- Students must show respect for their fellow students and the public. Changing must take place in the changing rooms provided on the third floor and not in the hallways.

Absolutely no changing in hallways.

- Please keep the students' changing rooms orderly and clean.
- At no time should a cell phone camera feature ever be used in changerooms.
- Changing in the hallways is a breach of the [Student Code of Conduct](#)
- Coat hangers on the hallway floors are a serious safety hazard. Please remove the hangers from uniforms and deposit them on the racks provided at the laundry door or in the hallways.

PERSONAL HYGIENE AND APPEARANCE

- A student with a beard or any other facial hair should be neatly groomed and clean. A student with a beard longer than ½ inch must wear a beard net or mask when preparing food.
- Jewellery, such as earrings, watches, rings, bracelets, etc., should NOT be worn during lab times for safety and hygienic reasons. (Small stud-type earrings and wedding rings without gemstones are acceptable) No other facial jewelry is allowed for safety and sanitation reasons.
- Fingernails must be kept short and clean. Nail polish is not allowed during any of the kitchen courses. Nail polish may chip and become a contaminant in food. Students with long, fake, gel, acrylic nails and/or wearing nail polish will not be allowed to participate in any food prep and/or food prep activities for the day.
- Makeup, if worn, must not include fake eyelashes or any other adornments (like face jewels) that may come off and contaminate food.
- Safe and healthy habits that include bathing, washing hair, wearing scent-free deodorant, cleaning clothes, washing hands before and frequently when handling, preparing, and serving food & beverages are to be followed - as per the BC Provincial Health Authority FoodSafe Handbook

The Culinary area is a **fragrance-free** environment. Students should avoid wearing scented deodorant, aftershave, essential oils, perfumes, and colognes while on campus and during class time. Scents will impede the student's ability to taste and smell food, can be objectionable to others, and may trigger allergic reactions.

Health, hygiene, PPE (Personal Protective Equipment), and sanitary work habits are a way of life for all chefs, cooks, and food handlers. All students are responsible for the clean-up of their own work areas and other assigned portions of the kitchen. **Classes will not be dismissed until all stations in the lab have been cleaned to the satisfaction of the instructor.**

LANGUAGE

The official language of instruction at VCC is English. Students are asked to communicate respectfully in English while working on assignments in the classroom or interacting in an academic context.

DEPARTMENTAL GUIDELINES

Program Food Supplies

Students should not help themselves to any program food supplies. There should be no food taken out of the lab and no eating in the lab other than the routine tasting and testing of the products.

Students should not use the culinary arts kitchen equipment to store or reheat their personal food. There are microwaves in the student lounge at the downtown campus and microwaves across the Broadway campus for students to use.

Lockers

Student lockers are for **day use only**. (Maximum size of locker is 22 cm wide)

All banks of culinary student lockers are zoned, color-coded, and assigned for each block. Students should use lockers in their designated zone and color code only. Locks on lockers not designated to Culinary Arts will be removed, as will the contents.

Students should purchase a good padlock. An anti-theft lock is highly recommended. Padlocks may be purchased at the bookstore or rented from the Students' Union.

If purchasing a lock from anywhere other than the VCC bookstore, ensure that the lock chosen is durable and "break-in" resistant.

The lockers, if in use, should always be locked.

****** Do not leave valuables such as wallets and IDs in the lockers for security reasons.**

Students are asked to adhere to "day use only" guidelines for the following reasons:

- Not enough lockers for all the culinary students
- Lockers, when emptied daily, allow for routine cleaning
- Minimize the opportunity for vermin to nest
- Minimize opportunity for theft

***Personal belongings not relevant to coursework must not be brought into classrooms or kitchens. **Jackets, backpacks, knapsacks, and athletic bags are not permitted in the kitchens.** They must be stored in student lockers.

Breaks & Food & Beverage Consumption

Bio breaks should be taken as needed. Students must inform their instructor when leaving the class for a bio break. The instructor must know where students are, always, in the event of an emergency or evacuation.

Personal Food and Beverages are not permitted in Lecture Rooms or in the kitchens/labs, with the exception of water in a fracture resistant bottle.

- A ½ hour break per class is set by the home room instructor (Please check with instructors).
- All students should return to their designated workstations immediately after their break periods.

Smoke breaks are not allowed. [VCC is a smoke free campus](#). Students smoking in their chef's uniforms are highly visible to the college community and public. Please refrain from doing so, even while off campus.

Cell Phones

Cell phones can be a source of distraction and should not be used in classrooms or labs **without prior approval from the instructor**.

Due to food safety and safe food handling requirements, cell phone use within the classroom and kitchen environment will be limited. To prevent cross-contamination with food, any use of a phone during kitchen time will require proper hand washing and station sanitization protocols.

Students requiring cell phone use for recipes, translation, and other needs are encouraged to organize these items before class. Any instructor who encourages cell phone use within the kitchen learning environment will need to follow proper hand-washing procedures and station sanitization protocols.

Any recording of lectures, demonstrations, instructors, assistant instructors, etc., including faculty or staff, will require the individual's permission prior to recording.

******Cell phones should not be used to capture photos or videos of their instructor or fellow classmates without express approval. Doing so is a breach of their privacy and may result in disciplinary action.**

CULINARY STAFF

Your Culinary Chef Instructors

The VCC Culinary Arts Faculty Qualifications Summary:

- Demonstrated recent work of at least 10 years as a certified journeyman cook and a minimum of 3 years of managerial experience.
- Comprehensive knowledge of the Lower Mainland Tourism & Hospitality Industry with specific emphasis on the cooking industry
- Completion or near completion of ID program or equivalent
- Proficient computer skills
- Current and valid Food Safe Level 1 certification

<https://www.vcc.ca/media/vancouver-community-college/content-assets/documents/policies/c-3-11-qualifications-faculty-members-policy-2014-06-20.pdf>

We have three categories for faculty in the culinary department. Permanent, Term, and Auxiliary.

There are three sub-categories which are Homeroom, Tournant, Auxiliary

All Homeroom instructors are permanent faculty. Homeroom instructors teach the same courses 8 ½ months out of every calendar year.

Tournant instructors may be permanent or term faculty. Tournants will rotate through the various courses, teaching different blocks, to cover for a homeroom instructor while they are on vacation, professional development, or planned leave.

Auxiliary faculty work as part-time casual instructors. Auxiliaries cover last-minute sick calls and practical exam invigilation. An auxiliary instructor may also be a term instructor.

Instructor Scheduling

Consistency of Instructing Staff is the goal when scheduling monthly classes. However, due to the program's format, which runs all year long, with only a one-week break in the spring or summer and the December closure, having the same instructor for the course duration cannot be guaranteed. In these instances, the culinary office works to minimize the upheaval caused by doing its best to schedule the same tournant chef instructor when possible. However, there are some instances such as illness or family emergencies, which cannot be planned, wherein a class may have up to 3 different instructors in a month.

Departmental Teaching Philosophy

Your instructors are engaged in their teaching and prepare weeks in advance of the classes.

They are subject matter experts and/or engage in constant professional development to keep up to date in the courses they teach.

Instructors use official course outlines and rubrics as guides in their lesson plan and evaluation strategies.

Chef instructors have a keen interest and desire to teach and pass on their knowledge.

They listen and are open to communication and feedback and are available for consultation before or after class.

Your Culinary Instructional Assistants

The VCC Culinary Arts Instructional Assistant's Qualifications Summary:

- Red Seal is endorsed in the cook trade.
- Comprehensive knowledge of the Lower Mainland Tourism & Hospitality Industry with specific emphasis on the cooking industry
- Completion or near completion of ID program or equivalent
- Proficient computer skills
- Current and valid Food Safe Level 1 certification

VCC Values

Reconciliation & Diversity

We respect and celebrate our differences and are committed to the work of decolonization, accessibility, and inclusivity for all.

Excellence

We are committed to the highest educational quality, student support, and college operations that are responsive, innovative, and relevant.

Student Success

We create an accessible environment where students build the skills, develop the attributes, and gain the experience in the classroom, industry, and community needed for success now and in the future.

Stewardship

We are responsible for overseeing the resources that are entrusted to us and are focused on working in the best interests of the college community as a whole.

STRATEGIES FOR SUCCESS IN THE CULINARY ARTS PROGRAMS

What is expected of students?

- Attend and engage in all classes
- A keen interest and a desire to learn
- Co-operation with other students and staff
- Your best effort in all work and assignments
- Come to class prepared.
- Pre-read textbook chapters, pre-read recipes, and write out timelines.
- Present yourself well and care for your uniform.

How can students learn?

- Listen - the art of listening is a very important one
- Observe - watch what others are doing without neglecting one's own work.
- Ask - Do ask questions to clarify any instructions given
- Read - trade magazines, blogs, and books relating to the subject
- Participate as though your class is a team. Everyone needs to succeed and work together
- Study and keep one's mind open to new ideas.
- Take notes in class.
- Actively participate in peer teaching
- Use technology: internet searches, blogs, discussion forums, etc. to remain current in the industry.
- Spend extra time at home and work practicing new techniques
- Pre-reading of textbooks before new topics
- Pre-watch video demonstrations if available
- Use Student Services and the Learning Centre for support as needed

How can students co-operate with classmates, groupmates, instructors, and support staff?

- Be thoughtful and willing to help others after one's own work is complete.
- Show leadership qualities - assist others when needed
- Always think in terms of working with others
 - Ask the following questions:
 - Will it give someone else more work?
 - How can I make it easier for them?
- Follow the "Golden Rule"... Treat others as you would want to be treated in return
- Remember that cooperation creates harmony
- Always look for additional assignments - learn to see things that need to be done

Why have these strategies been recommended?

Following these suggestions will make one's courses more enjoyable

Show enthusiasm, professionalism, and commitment, and have fun!

Students will improve themselves and will have more success in their professional career

BENEFITS, EXTRA CURRICULAR, COMMUNITY

Awards

Several awards are offered by various sponsors, suppliers and industry partners. Students are encouraged to perform to their best ability to be considered for these awards.

To see a list of awards and applications available at VCC: <http://www.vcc.ca/applying/registration-services/financial-aid/>

Multiple grants and bursaries are also available from the BC Government and STBC....

Additional scholarships, bursaries and grants may also be applied for with the [Chef's Table Society](#), [BC Chefs Association](#), [BC Jr. Chefs Association](#) and [Les Dames d'Escoffier](#) among others.

Competitions & Community Involvement

Many events, workshops, festivals, and culinary competitions take place within the industry and VCC on a yearly basis. Various instructors are available to mentor, coach, & provide support.

Students who are interested in representing VCC at these competitions must meet the following minimum requirements:

- Minimum GPA of B+ or higher
- Positive and consistent attendance of all classes
- Willingness to be coached, receive feedback from mentors, and adhere to VCC standards

The Culinary Arts Department is an active member of the community. We host and support many charities and industry events. Student volunteers are always needed to help support these causes. This is a great way to meet other instructors, students, and VCC staff and network with industry and community.

Major events include the Flourish Gala, Fair in the Square, and Brewery and The Beast.

****Information provided in this handbook applies to all VCC Culinary Arts courses and programs unless otherwise stated. Schedules for classes and programs being offered at Satellite campuses will follow the district calendar. Internal guidelines and college policies apply in conjunction with the district guidelines and policies.*

PROGRAM SUPPLIES & TOOLS

Required Purchases Through the VCC Bookstore:

- one full set of VCC culinary arts uniforms and kitchen rags
- Manuals indicated by your instructors for specific courses
- Recipe booklets are available for specific courses as indicated by your instructors.

Required Tools:

Basic tool kits are prepared by the Culinary Arts Department and boxed by the bookstore. Kitchen tools may be purchased from other sources. However, students must ensure that they have all the basic tools and must be of a professional grade required to accomplish the course outcomes. A full list of the basic tools is found at the end of the Student Handbook.

Basic tools and books should be purchased before the first day of classes, and if purchased at the VCC Bookstore will cost approximately \$750. Additional tools and recipe booklets (as appropriate for each level of study) will need to be purchased later.

As students progress through their program, additional tools will be helpful. The list of these tools can be found at the end of this Students Handbook.

Each student is responsible for bringing all required tools to class and caring for their own.

Students arriving to class without the required tools and equipment are considered unprepared. Coming to class with all the appropriate knives and tools is just as important, if not more important, as coming to class having done your pre-reading and homework. If you do not have the required tools, you will be unable to complete your in-class activities and assignments for the day.

It is recommended that students purchase a toolbox for proper storage & transportation (each locker is about 22cm wide – do not purchase a toolbox that is larger than 22cm wide because it will not fit into your locker). ***Do not store your tool kits in the lockers overnight. Not only is this a breach of departmental guidelines, but you are also providing an opportunity for theft.***

Tools and boxes (wraps) must be kept clean, neat, and well organized.

Do not place or store toolboxes or knife wraps on food preparation tables or cutting boards.

The Following Are Required Texts:

- “Professional Cooking” – Gisslen (Canadian Edition) (Currently 9th edition)
- “Professional Cooking” – Gisslen - Study Guide
- Some recipe booklets for specific blocks may be required materials and must be purchased. These books are updated and revised on a regular basis, so do not purchase them until instructed to do so.

KNIVES AND TOOLS

The VCC Bookstore offers kits customized specifically for the Culinary Arts programs and courses.

Victorinox Knife Kit \$256.99 (updated on August 26, 2024)

Sharpening Steel

Chef Knife 10"

Serrated Bread Knife 10"

Flexible Fillet Knife 7"

Stiff Boning Knife 6"

Paring Knife 4"

Knife Guards for all knives in the kit

Below is the basic set of tools required for the culinary arts program, these are available to purchase as a kit or individually at the VCC bookstore; the selling price is \$490.00 (updated on August 26, 2024); if purchased from other sources, tools must be professional grade, no exceptions.

If you spend less than \$75 per knife, they will most likely not be professional grade (with the exception of pairing and turning knives).

- Bowl Scraper, Plastic
- Butter/Sandwich Spreader
- Classic Knife Cuts Model IV
- Cutter, round 11-piece set
- Dough/Bench Scraper, Metal
- Fish Tweezer
- Hair Net, Black
- Kitchen Shears
- Measuring Spoons, 1 set
- Microplane® Grater/Zester
- Pastry Brush, 2"
- Peeler
- Piping Tips, Round Tip, 1 set
- Piping Tips, Star Tip, 1 set
- Scale, Digital
- Spatula, Rubber, high heat
- Spatula, Metal, Offset 4"
- Spatula, Metal, 8"
- Tasting spoon, fork, knife, teaspoon
- Thermometer, Digital
- Tongs, 12"
- Whisk 16"
- Wooden Paddle

ADDITIONAL TOOLS REQUIRED FOR EACH BLOCK:

(This is in addition to the list of all knives and tools available as kits through the VCC Bookstore)

PROFESSIONAL COOK 1 PLUS AND DIPLOMA

Block 1

- 18" x 18" nonslip rubber mat, such as shelving liner to keep cutting boards secure
- Black permanent ink pen (Sharpie)

Block 2

- Tasting spoons (3-5)

Block 3

- The full knife and tool kit. No additional tools are required for this block.

Block 4

- The full knife and tool kit. No additional tools are required for this block.

Block 5

- Wet stone dual sided 1000/5000 grit

Block 6

- The full knife and tool kit. No additional tools are required for this block.

Block 7

- The full knife and tool kit. No additional tools are required for this block.

Block 8

- The full knife and tool kit. No additional tools are required for this block.

PROFESSIONAL COOK 2 AND DIPLOMA

Quizine 1

- Microgram scale (a scale that can measure quarter and half grams)

Quizine 2

- The full knife and tool kit. No additional tools are required for this block.

Block 9

- Wine corkscrew

Block 10

- Plating tweezers

- Japanese mandolin such as Benriner®
- Pepper mill
- Small 4-6" fine mesh strainer

Block 11

- The full knife and tool kit. No additional tools are required for this block.

Block 12

- Japanese mandolin such as Benriner®
- Microgram scale
- Plating tweezers
- Fish spatula

DIPLOMA

Modern Cuisine

- Japanese mandolin such as Benriner®
- Microplane or similar citrus zester
- Microgram scale
- Plating tweezers
- Fish spatula

Chef's Table

- Japanese mandolin such as Benriner®
- Microplane or similar citrus zester
- Microgram scale
- Plating tweezers
- Fish spatula

WORKPLACE APPRENTICE LEVEL 1 2 AND 3

- Japanese Mandolin

This page intentionally left blank