



RECOGNITION OF PRIOR LEARNING

HEALTH CARE COOK

EXISTING HEALTH CARE EMPLOYEES

Health Care Cook - Training for Existing Employees

As we move forward with the implementation of this new credential there are opportunities for existing staff to gain credit for previous training and employment. This is a list of the courses that make up Health Care Cook. In order to receive a certificate, you must have credit for all courses. If you have current knowledge/training for any of the courses, credit may be achieved in a number of ways.

Course Code	Course Title	Hours	Units
SANT 111	<p>Safe Food Management</p> <p>You will learn sanitary food handling techniques that reduce the risk of food poisoning. You will develop management skills and tools to foster a culture of food safety.</p>	15	1
SFTY XXX	<p>Kitchen Safety</p> <p>You will gain an understanding of the procedures related to safety in a professional kitchen. This will include the handling of workplace hazardous materials. You will learn how to prepare foods for customers while avoiding injury to yourself and your colleagues.</p>	15	1
BAKE 105	<p>Bakery Production</p> <p>You will be introduced to the principles and procedures of preparing various yeast doughs, pastries, quick breads, pies and pie fillings. You will prepare quick breads, make pie fillings, make baked and unbaked pies, prepare puff pastry and its products and produce and prepare a wide variety of bakery products.</p>	60	4
CKNG 103	<p>Cold Foods</p> <p>You will prepare hot and cold sandwiches, fruits, salads and salad dressings.</p>	30	2
CKNG 139	<p>Introduction to Cooking</p> <p>The course provides an introduction to the fundamental principles and methods that are the foundation of the cooking trade. You will study the major cooking methods and preliminary seasoning, flavouring, cooking, mise en place and pre-preparation techniques. You will learn the principles and procedures for the safe handling of tools and equipment and the principles of safety and sanitation.</p>	45	3
CKNG 119	<p>Breakfast Cooking Fundamentals</p> <p>You will prepare breakfast and dairy products. This includes cooking eggs using a variety of methods; preparing omelets, frittatas, pancakes, waffles and French toast, cooking breakfast meats and potatoes.</p>	60	4

FOOD 102	Short Order Production You will prepare a variety of meals and food items appropriate for a short order cooking environment. You will integrate a wide range of skills you have learned in previous courses.	60	4
FOOD 103	Quantity Food Production You will prepare foods in quantity. You will perform in a safe manner and comply with sanitation legislation. You will be required to adhere to portion and quality controls for all types of food preparation.	60	4
FOOD 104	Quantity Meat Preparation You will be exposed to volume cooking and service techniques for meat, poultry, fish and seafood. You will use a variety of cooking techniques to prepare meals using these meats.	60	4
FOOD 105	Quantity Preparation of Vegetables and Starches You will be exposed to volume cooking and service techniques for potatoes, vegetables, starches and pasta. You will use a variety of cooking techniques to prepare meals using these ingredients.	45	3
FOOD 106	Quantity Preparation of Soups and Sauces You will be exposed to volume cooking and service techniques for soups and sauces. You create a variety of soups and sauces in large quantities.	45	3
FOOD 110	Regional and Cultural Foods You will learn how to adapt menus to incorporate Indigenous, regional and cultural food practices.	45	3
PLAN 100	Special Event Planning You will plan special events involving food service suitable for health care settings. This will include a catering function.	30	2
HLTH 200	Health Care Operations You will examine the unique inner workings of health care facilities and how they operate with focus on Lean concepts, customer service, mental health and safety and security.	45	3
NUTR 180	Nutrition and Healthy Living You will study the fundamental principles of the science of human nutrition. How nutritional intake affects health will be emphasized. Contemporary issues in nutrition will be discussed.	60	4

NUTR 102	Special Diets 1 You will learn about various disease states and their required specialized diets. You will apply menu modification techniques in the lab and will gain practical experience writing special diets and making menus.	60	4
NUTR 103	Special Diets 2 Building on the skills you developed in Clinical Nutrition 1, you will continue to learn about various disease states and required specialized diets. You will continue to gain practical experience cooking for special diets, writing special diets and making menus.	60	4
PLAN 179	Menu Development You will learn the basic principles of menu planning and standardizing recipes as a tool for maintaining quality, controlling production, and simplifying purchasing. You will also plan various types of menus.	45	3
PLAN 101	Kitchen Operations in Health Care Settings You will learn the procedures necessary to manage a kitchen in a health care setting. Your studies will include purchasing and inventory functions in a health care setting. You will also study the process of preparing and delivering food services off site (Meals on Wheels) and you will have an opportunity to plan and schedule staff and other functions. You will understand the principles of cook/chill and re-therming foods.	60	4
PROF 101	Professionalism in the Food Service Sector You will learn strategies to effectively lead and coach employees in the food services industry. You will also develop a resume and apply job search skills relevant to the field of food services and hospitality.	60	4
CLTR 100	Diversity You will examine the elements of cultural, gender and disability diversity in Canada and how it impacts legislation in the workplace. You will explore elements of Indigenous culture with a view to understanding both historical elements and contemporary issues in Canada. Your studies will also provide opportunities to participate in current Indigenous cultural practices.	45	3
	TOTAL	1005	67

Gaining Credit for Prior Learning

Advance Credit options at Saskatchewan Polytechnic

There are **three ways** to get advance credit for what you already know. You can combine them for credit in the same program, but not for the same course.

1. **Transfer credit** for courses taken from another college or university. Transfer credit is an option if...
 - One or two courses you took closely match one or two of our courses.
 - The school you attended is a recognized or authorized post-secondary institution.
 - Completed the course(s) or certified training within the last five years

***For example:** If you took a university nutrition course, you may get transfer credit for a similar chemistry course at Sask Polytech.*

If you have completed prior training at Sask Polytech you will be recognized for completing that training.

2. **Equivalency credit** for one or more Sask Polytech courses you took before. You may have taken it from one of our campuses, at a regional college, or for dual credit in high school. Equivalency Credit is an option if...
 - The course is the same or equal to a course in your current program.
 - You passed the course within the last 5 years. Ask for an exception if you have been using the knowledge since taking the course.
 - ***For example:*** *If you took a portion of the Hybrid Cook Apprenticeship program you can apply for equivalency in those courses. These will be assessed individually.*

Health Care Cook (HCC) Transfer Credit (TC) / Equivalency Credit (EC) Guide – To HCC only

****Must have all listed courses for TC and / or EC**

Health Care Cook Courses	Equivalent Food Service Cook Courses	Equivalent Institutional Cooking Courses	Equivalent Professional Cooking Courses	Equivalent Culinary Arts Courses	Equivalent Level 1 Cook Apprentice Courses
SFTY XXX Kitchen Safety	SFTY 111	SFTY 111	SFTY 111	CKNG 148	CKNG 136
SANT 111 Safe Food Management	SFTY 111	SFTY 111	SFTY 111	CKNG 148	CKNG 136
BAKE 105 Bakery Production	NA	BAKE 112, BAKE 113	BAKE 106, BAKE 109, BAKE 114, BAKE115, BAKE 116, BAKE 117	CKNG 141, CKNG 182	CKNG 124, CKNG 125
CKNG 103 Garde Manger	CKNG 103	CKNG 103	CKNG 103 Garde Manger	CKNG 144	CKNG 128, CKNG129
CKNG 139 Introduction to Cooking	CKNG 139	CKNG 110, EQPT 108	CKNG 110, EQPT 108	CKNG 138, EQPY 119	CKNG 136
CKNG 119 Breakfast Cooking Fundamentals	CKNG 119	CKNG 108, CKNG 109	CKNG 108, CKNG 109	CKNG 145	CKNG 126, CKNG 127
FOOD 102 Short Order Production	NA	NA	FOOD 102	CKNG 217	CKNG 135, CKNG 131, CKNG 129, CKNG 122
FOOD 103 Quantity Food Production	FOOD 103	CKNG 103, CKNG 105, CKNG 107, CKNG 109, CKNG 103	FOOD 100	CKNG 143, CKNG 144, CKNG, PLAN 179, CKNG 147, CKNG 285, CKNG 145, CKNG 218, CKNG 221,	CKNG 135, CKNG 131, CKNG 129, CKNG 122, CKNG 128, CKNG 127, CKNG 133
FOOD 104 Quantity Meat Preparation	FOOD 104	MEAT 100, MEAT 101, MEAT 102, MEAT 103	MEAT 100, MEAT 101, MEAT 102, MEAT 103	CKNG 147	CKNG 134, CKNG 135
FOOD 105 Quantity Preparation of Vegetables and Starches	FOOD 105	CKNG 104, CKNG 105	CKNG 104, CKNG 105	CKNG 142	CKNG 122, CKNG 123
FOOD 106 Quantity Preparation of Soups and Sauces	FOOD 106	CKNG 106, CKNG107	CKNG 106, CKNG107	CKNG 143	CKNG 130, CKNG 133

3. **PLAR credit** for proving what you know that matches one or more of our courses. It does not matter where you learned it (school, on the job, or on your own). First apply for all possible transfer and/or equivalency credit because PLAR is more work and cost.

PLAR is an option if...

- You cannot get transfer or equivalency credit for the same course(s).
- What you already know matches one or more courses in your program.
- You are willing and able to prove what you know.
- **For example:** *If you have never taken a Baking or Short Order Cooking course but having been doing these tasks as part of your regular job you could ask to PLAR the course.*

All the courses in the Health Care Cook program have a PLAR option with the exception of SANT 185 FOODSAFE Level 2. We would ask for current certification for this course or an equivalent.

For an employee to access PLAR they must have completed 900 hours of ongoing employment in the last three years.

The following courses will only be available to PLAR as group.

CKNG 103	Cold Foods
CKNG 139	Introduction to Cooking
CKNG 119	Breakfast Cooking Fundamentals
FOOD 103	Quantity Food Production
FOOD 104	Quantity Meat Preparation
FOOD 105	Quantity Preparation of Vegetables and Starches
FOOD 106	Quantity Preparation of Soups and Sauces
SFTY 111	Safety, Sanitation and WHMIS

These courses are available to PLAR as a unit by writing one exam and having a Manager in your area complete a practical skills checklist

Bakery105 - Baking and FOOD 102 - Short order Food Production will each have an exam and a practical skills checklist.

The remainder of the courses will have PLAR assessments available . Please contact cheryl.dahl@saskpolytech.ca if you wish to pursue PLAR options or transfer credit in the remaining courses.

The remainder of the courses will be available to you via various methods of distance delivery.



PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR) APPLICATION

SEE SASKPOLYTECH.CA/ADMISSIONS/GET-CREDIT

Process for applicants/students:

1. Complete this application form in consultation with Program Head, including necessary signatures (consultation can be by phone, email or in person).
2. Submit completed form and pay the PLAR fee to Registration Services.
3. Follow up on your PLAR application status, if needed, with your Program Head.

Applicant/Student Information

Applicant/student must complete this section. Clear and legible handwriting or a typewritten format is acceptable.

Last Name			First Name		Middle Name
Former Name (if applicable)			Date of Birth (dd/mmm/year)		Sask Polytechnic ID No.
Mailing Address			Phone (current)		Phone (permanent)
City/Town	Province	Postal Code	Email address		
Program registered/enrolled			Program Head Name		

PLAR Information

To be checked by the Program Head.

- Domestic student (Canadian or Permanent Resident) PLAR: 75% domestic course tuition
- International Student PLAR (prior to course undertaken): 75% international course tuition
- International Student *Remedial* PLAR (after course completed or undertaken): 75% domestic course tuition

PLAR Courses

1. If Arts and Sciences (A&S) course/s, Program Head (PH) must initial to confirm awareness of the student's intention to PLAR A&S course/s.
2. Approval and signature must be from the Program who owns the course. PH initial is required before A&S Department Head approval for A&S course/s PLAR.
3. If PLAR fee is to be less than 75% of tuition that would regularly be paid (including International student seeking remedial PLAR), Program Academic Chair or A&S Department Chair approval is required (PLAR fee waiver).
4. Assessment not completed by the deadline requires re-registration and payment. No refund will take place.

A. Student and Program Head to complete these columns		B. Program Head/A&S Department Head to complete these columns ONLY IF APPROVED for PLAR				
Course code - Course title	PH initials ¹	Approval signature ² (put a bracket and sign once)	Faculty member assessing for PLAR	PLAR fee ³	Org code to receive fee	Completion deadline ⁴

PLAR Fee Waiver³

_____ and/or _____
 Program Academic Chair Signature Date A&S Department Chair Signature Date

Submission

I certify that the above information I have provided is accurate.

 Applicant/Student Signature Date

Registration Services Moose Jaw Campus Fax 306-691-8578 RegInbox.MooseJaw@saskpolytech.ca	Registration Services Prince Albert Campus, Tech Building Fax 306-765-1838 RegInbox.PrinceAlbert@saskpolytech.ca	Registration Services Regina Campus Fax 306-775-7760 RegInbox.Regina@saskpolytech.ca	Registration Services Saskatoon Campus, Idylwyld Dr. Fax 306-659-4067 RegInbox.Saskatoon@saskpolytech.ca
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Health Care Cook - Skills Checklist

Skills checklists for the Health Care Cook program can be signed by the following:

- Saskatchewan Health Authority Nutrition and Food Services on site managers

Name of Candidate:

Course Block PLAR for:

CKNG 103 Garde Manger

CKNG 139 Introduction to Cooking

CKNG 119 Breakfast Cooking Fundamentals

FOOD 103 Quantity Food Production

FOOD 104 Quantity Meat Preparation

FOOD 105 Quantity Preparation of Vegetables and Starches

FOOD 106 Quantity Preparation of Soups and Sauces

Skill	Satisfactory	Incomplete	Observer's Initials	Comments
Demonstrate safe handling and storage of food.				
Demonstrate safe handling of tools and equipment				
Demonstrates cleaning and sanitizing practices.				
Prepare a variety of sandwich spreads and fillings in quantity (including hot sandwiches).				
Prepare sandwiches to order.				
Clean and prepare fruit.				
Prepare a variety of salads including green, vegetable, cooked and fruit.				
Prepare salad dressings.				
Prepare eggs including boiled, fried, poached, scrambled and omelets.				

Skill	Satisfactory	Incomplete	Observer's Initials	Comments
Prepare pancakes, waffles and French toast.				
Cook breakfast meats including bacon, ham and sausage.				
Cook breakfast potatoes.				
Prepare meat items using moist and dry heat cooking methods.				
Prepare seafood using moist and dry heat methods.				
Prepare poultry using moist and dry heat methods.				
Prepare vegetables using moist and dry heat methods.				
Prepare potatoes using moist and dry heat methods.				
Prepare meal items that include pasta, rice and dumplings.				
Prepare a variety of sauces including: tomato, brown sauce, white sauce and butter sauce.				
Prepare thickening agents.				
Carve meat and poultry.				
Prepare stock.				
Prepare clear, cream, and pureed soups.				
Cook rice, pasta and dumplings.				

I have observed the above named candidate demonstrates the skills initialed on this checklist.

Name:

Position:

Signature:

Date:



Health Care Cook - Skills Checklist

Skills checklists for the Health Care Cook program can be signed by the following:

- Saskatchewan Health Authority Nutrition and Food Services on site managers

Name of Candidate:

Course:

Skill	Satisfactory	Incomplete	Observer's Initials	Comments
Demonstrates preparation for short order menus including breakfast, sandwiches and salad				
Demonstrates a la carte frying				
Demonstrates the ability to set up food stations (sandwich stations etc)				
Demonstrates the ability to maintain short order food production to meet customer demands				
Demonstrates the ability to establish a safe food flow				
Demonstrates the ability to maintain quality control				
Demonstrates the ability to maintain cost control				

I have observed the above named candidate demonstrates the skills initialed on this checklist.

Name:

Position:

Signature:

Date:



Health Care Cook - Skills Checklist

Skills checklists for the Health Care Cook program can be signed by the following:

- Saskatchewan Health Authority Nutrition and Food Services on site managers

Name of Candidate:

Course:

Skill	Satisfactory	Incomplete	Observer's Initials	Comments
Demonstrate preparation of biscuit and muffins				
Demonstrate preparation/production of yeast dough products				
Demonstrate production of assorted pies and pie fillings				
Demonstrate assembly and icing of cakes				
Demonstrate preparation and baking of cookies				
Demonstrate understanding of baking ingredients and their functions				

I have observed the above named candidate demonstrates the skills initialed on this checklist.

Name:

Position:

Signature:

Date:



Employment Verification Letter - Health Care Cook PLAR

_____ has been employed with Saskatchewan Health Authority for _____ years and has completed _____ hours in the following positions _____ .

- This employee has worked a minimum of 900 hours in a cook position in the last three (3) years.
- This employee has **not** worked a minimum of 900 hours in a cook position in the last three (3) years but has _____ hours of employment in a cook position between _____ and _____ .
- This employee currently holds a valid certificate in Food Safety and WHMIS.

Name:

Position:

Signature:

Date:

[Type here]