



HORECA
ACADEMIE

DE NIEUWE
VAKSCHOOL

COURSE GUIDE

PROFESSIONAL CHEF INTERMEDIATE



Word of Welcome

Dear student,

On behalf of the Horeca Academie, I would like to welcome you as a student of our Professional Chef educational program. In the course you will participate in classes at the Horeca Academie campus one day a week. You will also work as an intern in a professional kitchen at least 20 hours a week (or at least a total of 800 hours).

In the following introduction, we will explain what you can expect from the educational program. The Horeca Academie team practices the following core values:

The Horeca Academie is:

‘Professional and Experienced’

We always strive for high quality and professional competence.
We treat each other as equals and with respect.

‘Engaged and Hospitable’

We are socially and individually engaged.
Every individual is welcome.

‘Innovative and Impressive’

We are innovative in the culinary field.
Our goal is to exceed expectations.

‘Timeless and limitless’

Everyone is capable of learning, at any time or any place.
The capacity to learn is limitless.

As a student at the Horeca Academie, you can hold us accountable to honor our core value commitments at all times. I wish you great pleasure and good luck in the process of your culinary education!

Sincerely,

Damaris Verkijk

Director Horeca Academie

Table of Contents

Word of Welcome	1
1. Admission Requirements	3
Admission Agreements	3
3. The Professional Chef Intermediate Program	4
Class Schedule.....	5
Internship/Working in a professional kitchen	6
Growth and development tracking.....	7
Tasks & Skills Book	8
Portfolio Assignments	9
Exams.....	10
Fraude	12
4. Online books and the Online Learning Environment.....	13
5. Excursions & Masterclasses	13
6. Student Guidance	14
Chef at work (internship).....	14
Teacher at the Horeca Academie	15
The Student Counselor.....	16
7. Vacation and Holidays	16
8. Absence or Tardiness	17
9. Study Duration	17
10. Study Delay	17
Contact details at the Horeca Academie	19
Program and Exam Requirements Checklist.....	21
House Rules	22

1. Admission Requirements

- High school diploma or equivalent
- Evidence of comprehension of the English language
- Minimum age of 16 years old
- Attendance at an on-campus trial cooking lesson is obligatory
- Participation in a motivation-based interview
- A job or apprenticeship in a professional kitchen (internship)

Admission Agreements

At the start of your educational program, we require the completion of the following documents.

Educational Agreement

This agreement will be valid during the entire duration of your educational program and must include your signature. If you are younger than 18 years of age, your parents or legal guardians are required to cosign the agreement. A copy of your educational agreement will be kept on record at the Administration Office of the Horeca Academie and can be accessed at any time.

Tuition Payment Agreement

You will also fill in and sign a payment agreement form in which you state your preferred tuition payment method. On the 27th of each month, the Horeca Academie reserves the right to deduct the tuition fee from your bank account prior to the beginning of the following month.

General Data Protection Regulation Agreement

Lastly, you will sign a general data protection regulation agreement (AVG in Dutch) to indicate whether you agree to permit the Horeca Academie to publish photos and/or

videos taken of you during activities on campus online. Such publication can be utilized for promotional or marketing purposes.

3. The Professional Chef Intermediate Program

Your educational program includes:

- Taking classes according to the class schedule
- Working as an intern in a professional kitchen for a minimum of 20 hours per week or a minimum of 800 hours in total
- The successful completion of all tasks and skills assignments in your Tasks & Skills Book
- The fulfillment of growth and development tracking, based on the completion of the written/signed initial assessment and reflection assessment forms
- The creation and completion of four portfolio assignments
- The successful completion of 'Prepares Various Dishes' and 'Manages Kitchen Stock' theoretical exams
- The successful completion of 'Prepares Various Dishes' and 'Manages Kitchen Stock' practical exams
- The successful execution of a Proof of Competence exam

Below, you will find an overview of the specific elements of your program. For details and specific indicators for the successful completion of assignments and exams, please consult the online learning environment. There is also a Program and Exam Requirements Checklist near the end of this guide.

Class Schedule

Our mission is to provide a comprehensive perspective on the culinary field. You will attend hands-on classes at the Horeca Academie one day a week, typically 7 hours per day. Active participation is crucial, so ensure your schedule is free on the specified dates. The class schedule is available in your online learning environment. Check it weekly for updates. If you have questions, contact your teacher.

The program is divided into 11 themes per year, based on seasonal ingredients and products. Themes include "the autumn vegetable harvest," "winter game meats," "spring fruits," and "summer ice creams." Each theme covers relevant cooking skills and tasks, including the preparation of various recipes and practice of diverse techniques. Each theme is covered in two or three lessons. Classes vary in focus, from basic techniques to creative product preparation and cooking a menu.

Our culinary education emphasizes sustainability, biodiversity, no-waste principles, plant-based cooking, and nutrition, all of which are critical for your future role in the culinary field.

You will also learn fundamental subjects, such as:

- Maintaining a clean kitchen
- Personal hygiene in a working environment
- Following food safety guidelines
- Incorporating HACCP (Hazard Analysis of Critical Control Points) regulations
- Recognizing food allergens and preventing cross-contamination

Please note:

- Arrive at least 15 minutes early to be ready in uniform (with your tools)
- Ending times may vary based on class progress
- As an example, a class may run from 10:30-18:00

Your teacher will incorporate your skills, knowledge, and experience from your internship, allowing you to share your culinary story with peers.

You and your classmates form a kitchen brigade, sharing responsibility for cleaning the kitchen to professional standards and handling food products according to safety guidelines. Every student carries equal responsibility within the team for cleaning the kitchen according to professional standards. You will also take particular care of all raw and prepared food products, according to proper food safety and HACCP guidelines.

For classes, masterclasses, or field trips, eat beforehand and it is recommended to bring your own snacks. You will taste ingredients and dishes during class as well of course.

Internship/Working in a professional kitchen

During your educational program, you will work as an intern/trainee in a professional kitchen for a minimum of 20 hours a week or a minimum of 800 hours in total. This is an integral part of your educational program, and is an official form of employment. You can find more information about potential companies to work at on www.stagemarkt.nl (unfortunately the website is only in Dutch).

As an intern you should be given the opportunity to practice the skills and knowledge that you learn during your classes at the Horeca Academie. Furthermore, you will be able to apply the culinary techniques you study through the online learning platform and literature provided during your educational program.

You will need to have a written and signed employment contract with the company of your choice as part of your educational program. As an intern you will work as an employee in an official capacity. You will work with a chef at work who will guide you in your learning process.

The employment contract you accept must include a complete description of your rights and obligations as a student/trainee employee. It must also include information

regarding mutually agreed working hours as well as communication of your monthly salary.

During the process of your educational program, you might want to work for another company. This is possible. It is important to note that before changing companies, you need to contact the Student Administration Department.

The required 20 hours a week (or 800 hours in total) for your internship are a prerequisite to attaining your diploma. If you are unable to complete the required number of hours mentioned above within the time-frame of the standard educational program at the Horeca Academie, you will need to wait to do your final exam until the required hours are met.

Growth and development tracking

Initial Assessment Form

Before starting your program, you will fill out an initial assessment form to evaluate your starting level and clarify your culinary career direction. This information will be discussed with your teacher at the Horeca Academie during an introductory meeting.

In this meeting, you can share any personal information relevant to your development. The initial assessment form is also an opportunity to set goals for yourself. Your teacher will provide support and guidance throughout the program. The discussed information will be noted on the form, which you, your teacher, and your Chef at work will sign. The signed form must be uploaded to the online learning environment.

Reflection Assessment Form

At the near completion of your educational program, you will fill in a reflection assessment form. This assignment will give you opportunity to reflect on your initial goals and compare them to your current and future goals. You will reflect on your goals and objectives at the start of your educational program, comparing them with your current and future goals.

Successful completion of this assignment will include written feedback from your teacher at the Horeca Academie as well as from your Chef at work. After all, both your teacher as well as your Chef at work have experienced your development closely, throughout the pursuit of your culinary educational program.

Tasks & Skills Book

During your educational program, the development of your culinary skills will be observed and made note of on a regular basis by your teacher at the Horeca Academie as well as by your Chef at work. For each designated skill or task, you will receive a signed endorsement recorded in your Tasks and Skills Book.

You will receive a Tasks and Skills Book on your first day of class. Please keep this booklet updated throughout your study. Your teacher will ask to consult it regularly, in order to follow your development. Your chef at work will need to observe and assess specific assignments you complete at work. Discuss the Tasks & Skills book within the first weeks of starting your course. Your teacher at the Horeca Academie will also regularly discuss your progress and development, supporting you where needed or required.

You will complete assignments to help you gain relevant skills such as:

- Food safety standards
- Employee skills
- Stock control and inventory skills
- Product and ingredient knowledge skills
- Cooking technique and preparation skills

Your Chef at work will assess whether you have mastered the skills in the above-mentioned subjects, while providing you with constructive feedback. If extra guidance is needed in these areas, you will meet with your teacher of the Horeca Academie to outline how to master the skills and successfully complete the tasks assigned to you.

Before you are able to complete the final Proof of Competence practical exam, you will need to present the completed (and signed) Tasks and Skills Book to your teacher at the Horeca Academie. Please note that you should keep a copy of completed of the Tasks & Skills assignments for your personal records.

Portfolio Assignments

A portfolio assignment showcases your skills and accomplishments during the program, capturing your culinary achievements. It is a crucial and required part of your education, refer to 'Prepares various Dishes' and 'Manages Kitchen Stock' for specific requirements.

Your portfolio can include a written report, a video or a digital design presentation. Ensure your assignments can be uploaded digitally in the online learning environment. Be creative and aim to inspire others. A well-designed portfolio can enhance your personal and professional resumé and be useful when job hunting.

Exams

The Professional Chef Intermediate program consists of two core task categories; 'Prepares Various Dishes' and 'Manages Kitchen Stock'. Each core task is subdivided into clear learning objectives and work processes. Listed below, is a description of the primary tasks, skills and work processes which are part of each core task.

Please note that prior to participation in exams you will need to successfully complete the specified portfolio assignments that are a part of each core task. See the overview of all assignments and requirements to participate in core task exams in the online learning environment.

Your portfolio assignments must be handed in and uploaded in the online learning environment at least ten days prior to participating in either a written or a theoretical exam. Each assignment must be complete, and approved as satisfactory by your teacher at the Horeca Academie in order to participate in an exam.

Prepares various dishes

- 1.1 Plans tasks
- 1.2 Prepares the Mise en Place
- 1.3 Follows and executes recipes
- 1.4 Prepares dishes and ingredients
- 1.5 Gives the finishing touch to the dishes before they are served
- 1.6 Cleans the work space, utensils and kitchen equipment in the kitchen and restaurant area according to professional standards
- 1.7 Maintains accurate kitchen inventory lists

Manages Kitchen Stock

- 2.1 Orders necessary stock
- 2.2 Receives and checks delivered stock
- 2.3 Stores the delivered stock correctly according to HACCP regulations
- 2.4 Checks stock and takes stock inventory

Both 'Prepares Various Dishes' and 'Manages Kitchen Stock' is concluded by taking and passing two exams:

- A theoretical (written) exam, and
- a practical exam

All exam dates are published in the exam schedule. Your teacher will sign you up to participate in exams once he/she has determined you have mastered the necessary skills needed to undertake a particular exam.

Please note that prior to participation in exams you will need to successfully complete the specified portfolio assignments that are a part of each core task. See the section regarding portfolio assignments in this guide.

Please note that when scheduling the exam dates throughout the year, the Horeca Academie does its utmost to take your regularly scheduled class day into account. However, it is not always possible to schedule all exams on your regularly scheduled day. Make sure to consult the exam schedule and plan accordingly.

Within ten working days after taking an exam, your grades will be published in the online learning environment.

Proof of Competence

You will conclude your educational program by taking a final practical exam, known as the Proof of Competence. Your learning objectives while taking classes, your work during your internship and your online learning materials all come together at this point of your culinary journey. Passing the Proof of Competence successfully, is a true reflection of your capabilities as a cook and is an accomplishment to be proud of!

During the Proof of Competence exam you will be required to cook a three-course menu, while:

- maintaining accuracy and efficiency during all preparations,
- maintaining and adhering to hygiene and food safety standards at all times,
- as well as executing culinary techniques properly.

The end result of each dish in the three course menu will be graded by the exam assessor. Each dish must be prepared according to the culinary techniques determined by the menu. Each dish you prepare must receive a passing grade of a minimum of 5.5. A grade lower than 5.5 for any of the three dishes, will require a resit of the exam at the next scheduled exam date.

It is important to study and above all to practice the menu well before the Proof of Competence exam. Familiarize yourself with the specific indicators of the grading method prior to participation. This will assist you in a focused approach during your exam.

To take part in the proof of competence exam, you will need to meet a number of specific requirements prior to registration for the exam. Specifically, you are required to write a detailed written format at least two weeks prior to the exam date. See the online learning environment for details, and consult with your teacher at the Horeca Academie.

Fraude

The Horeca Academie takes cheating and fraud very seriously. This means that students must always do their own work and never copy from others. With the rise of AI tools, it is important to note that these technologies cannot be used to complete assignments. If a student is caught cheating, using AI to do their work, or committing any kind of fraud, there will be serious consequences. These can include failing the assignment, failing the course, or even being expelled from the school. Additionally, students may

be tested on the content of their work to ensure they understand it. It is important to be honest and always do your best on your own.

4. Online books and the Online Learning Environment

The Horeca Academie will provide you with access to online professional culinary textbooks that supplement your education program. The information provided in the textbooks compliments your practical lessons and is an integral part of studying for theoretical exams. The knowledge and skills provided in your textbooks are relevant to your work as a student trainee, as well as to your general, professional culinary development.

As we provide hands-on classes, it is necessary to plan time in your weekly schedule to read and study online textbook materials. Consult the weekly class schedule to see which subjects are related to your textbook material, and study in advance. The more prepared you come to class, the more you can ask and learn.

You will also fulfill and upload assignments in your online learning environment (ELO) which will be graded by your teacher. Once your assignments and examens have been graded, you can find an overview of your results in the ELO.

5. Excursions & Masterclasses

During your educational program several excursions and masterclasses will be organised throughout the year. These will be communicated to you through your teacher or promotional material. We highly recommend participating in these, as much as possible, as a means of further developing your culinary knowledge. They are also a nice bonus and way to see more of what is happening in your field/in The Netherlands. If you are interested in participating in an excursion or masterclass, you will have the opportunity to sign up.

If you have tips or ideas for field trips or innovative masterclasses, we would like to receive suggestions from you! Feel free to send your ideas by email to joelle@horecaacademie.nl.

6. Student Guidance

Your teacher at the Horeca Academie and your Chef at work will offer guidance and support for the duration of your educational program.

Chef at work (internship)

Your Chef at work will guide and support you throughout your internship. He/she will be your mentor and advisor at your work. You should meet with your Chef at work on a regular basis to discuss your progress. The purpose of such meetings is:

- To help you to clarify which chef's skills and techniques you have learned during your internship,
- To guide you in which areas of knowledge and skills you still need to work on, and
- How you are tracking with the necessary assignments in your Tasks & Skills Book.

Details of your meetings with your Chef at work will be taken note of in the form of written remarks and notes in your Tasks & Skills Book. Make sure to keep track of your meetings with your Chef at work. This is an important document for the completion of your educational program.

At least one meeting will be scheduled (either on-line or in-person) with your teacher at the Horeca Academie and your Chef at work. Your presence during this meeting is required. The objective of the meeting will be to evaluate your work performance, educational development and the involvement of your Chef at work. This is also a time to ask questions.

The Horeca Academie considers close collaboration with your Chef at work as an integral part to your educational development. Our purpose in maintaining regular contact with your Chef at work is to provide optimal guidance and support to you during your educational program. In accordance with laws and regulations concerning privacy, your personal information will not be shared between your teacher and your Chef at work without your consent.

As mentioned earlier, at the conclusion of your study your Chef at work will provide written feedback in your reflection form assessment, describing how you executed your tasks and skills during your internship. The signature by your Chef at work of the completed reflection form is required.

Teacher at the Horeca Academie

Your teacher is your primary contact person at the Horeca Academie. He/she is also the primary contact for your Chef at work throughout your educational program.

Your teacher at the Horeca Academie will give instruction during the weekly scheduled classes, according to the themes described in the class schedule. Your teacher's role is to create the ideal environment for you to flourish in the culinary field. As such, he/she will teach as a coach and train you to accomplish diverse culinary tasks. The teacher's goal is to assist you in learning the skills and tools of basic culinary techniques, while providing you with the necessary background knowledge relevant to the culinary profession. Throughout your educational program, you and your teacher will have a number of one-to-one meetings to discuss your development of knowledge and skills as well as to monitor your study progress.

The Student Counselor

If you encounter problems related to your educational program that cannot be resolved by your teacher at Horeca Academie, you can contact the student counseling office. It is also possible to come past or call the student office at 070-302-99-56.

It is also possible to schedule a meeting via email. You can explain the situation and what you would like to discuss by sending an email to info@horecaacademie.nl.

7. Vacation and Holidays

National holidays as well as Christmas and New Year's celebrations, including the standard Dutch summer vacation period, are incorporated into the class schedule.

The class schedule for the academic year also includes the exam schedule. For those students not participating in a particular exam at the scheduled times, we recommend to work on assignments or studying for upcoming exams.

Please consult the class schedule to plan your holidays and vacations. The educational program is fast-paced and your active participation in scheduled classes is not only highly encouraged, it is required to take part in a minimum of 85% of all classes throughout the educational program. Please plan your vacations accordingly.

If for any reason, you need to take special leave, please consult your teacher as soon as possible.

8. Absence or Tardiness

Your presence at school will be registered each day of class. Your presence for classes is required. If you are unable to attend class due to illness or any other justifiable reason, please call and notify your teacher as soon as possible, in advance of the start of class.

Tardiness or absence without justifiable reason, will not be accepted at the Horeca Academie or at your work. Keep this in mind, and make sure to arrive on time at both locations.

9. Study Duration

The duration of the educational program for your course is one academic year, excluding the summer vacation period.

If you start your educational program in September, you could complete the program within ten months. If you start your educational program after the month of September, you will be able to complete it on an average within 12 months (this then includes the summer vacation).

10. Study Delay

If you are unable to complete your educational program within the given time frame, this will result in a study delay. A study delay involves payment of additional tuition fees, per month, for as long as you continue to follow your educational program. The amount of month tuition will be charged to your account for each additional month you continue the program.

Possible reason for study delay is due to:

- Insufficient number of hours during your internship
- Insufficient class attendance
- Insufficient skills and/or knowledge level
- Insufficient achievement of exam prerequisites
- Family circumstances or illness

If due to personal circumstances your educational program duration is delayed, please arrange a meeting with the student's office to arrange mutually agreed terms to finish your study. The projected study duration and terms agreed upon will then be put into writing.

When and if unforeseen personal circumstances arise, please communicate this and consult with your teacher at the Horeca Academie as soon as possible.

Contact details at the Horeca Academie

Head office

Horeca Academie

Anna van Hannoverstraat 4

2595 BJ Den Haag

070-3029956

info@horecaacademie.nl

www.horecaacademie.nl

Horeca Academie campuses

- Alkmaar: Olympiaweg 29, 1816 MJ Alkmaar
- Amsterdam: Nieuwe Hemweg 14c, 1013 BG Amsterdam
- Eindhoven: Hooghuisstraat 22-24, 5611 GT Eindhoven
- Houten: Sleepboot 2, 3991 CN Houten
- Rijswijk: Diepenhorstlaan 3, 2288 EW Rijswijk
- Rotterdam: Verlengde Nieuwstraat 177, 3011 GX, Rotterdam
- Zwolle: Spui 2, 8032 VS Zwolle

Teachers at the Horeca Academie

Frans Coenders	f.coenders@horecaacademie.nl
Marcel Derksen	m.derksen@horecaacademie.nl
Chris Janssen	c.janssen@horecaacademie.nl
Terri Salminen	t.salminen@horecaacademie.nl
Jörgen van der Veer	j.vanderveer@horecaacademie.nl
Paul van Waarden	p.vanwaarden@horecaacademie.nl
Ferry Wijsman	f.wijsman@horecaacademie.nl
Edgar de Wit	e.dewit@horecaacademie.nl
Jurgen Zwaan	j.zwaan@horecaacademie.nl

In addition to the teaching team, the Horeca Academie is well-staffed to assist you during your time with us.

You may contact the following Horeca Academie staff via email:

Damaris Verkijk	Director	d.verkijk@horecaacademie.nl
Joëlle Klassen	Education Manager	j.klassen@horecaacademie.nl
Inge Gesthuizen	Manager Student Affairs	i.gesthuizen@horecaacademie.nl
Lisanne Reijersen	Office Manager	l.reijersen@horecaacademie.nl
Asli Impraim	Finance Administration	a.impraim@horecaacademie.nl
Sanne Mehagnoul	Training Manager	s.mehagnoul@horecaacademie.nl
Karin Jonker	Training Officer	k.jonker@horecaacademie.nl
Michael Molema	Proces Optimalisation Officer	m.molema@horecaacademie.nl

Program and Exam Requirements Checklist

Program Requirements		Completed?
Growth and development tracking		
Initial Assessment form		
Tasks & Skills Book		
Reflection assessment form		
Portfolio-assignments		
1. Basic Techniques		
2. Product Knowledge		
3. Kitchen Stock and Inventory Management		
4. Professional Attitude		
Theoretical and Practical exams		
Prepares various dishes	Theoretical exam	
	Practical exam	
Manages Kitchen Stock	Theoretical exam	
	Practical (Product Recognition) Exam	
Proof of Competence (final practical exam)		
Proof of Competence		
- Written Format		
- Cooking a three-course meal		

House Rules

House rules are standards we expect each individual to adhere to. We strive to achieve high quality at our culinary academy. If you have any questions regarding the house rules, please feel free to consult with your teacher at the Horeca Academie.

- Always change on campus and wear your full chef's uniform (trousers, jacket, apron and kitchen shoes)
 - Long hair must be tied up
 - Do not wear jewelry in the kitchen
 - Wash your hands before cooking and after using the toilet
 - Always keep your workbench clean and tidy
 - Follow the HACCP rules carefully
-
- Be present 15 minutes before the start of the lesson
 - Notify your mentor asap if you are unable to attend class
 - Eat and drink out of sight of guests
 - Smoking is only allowed outside at the designated locations
 - Cell phone use is not allowed during class
 - Always end the lesson together with your entire class and make sure the kitchen is left tidy for the next class

Personal property

You can keep your personal belongings in our personnel's wardrobe. Do not store personal items such as clothing, jackets and backpacks in the kitchen or restaurant, or under work benches during classes. We advise you not to bring important, or costly personal belongings to class, since the Horeca Academie cannot be held responsible for any loss, theft or damage.

Most important: Have fun! Be mindful of each other and enjoy your time at the Horeca Academie. We are pleased and honored to welcome you.