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Project "Integrated Culinary Arts and Restaurant Sector Employment Solutions for a Skilled and Inclusive Romania-Bulgaria Cross Border Region"
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COURSE

COOK



The course was developed in the framework of Action 4 under the project "Integrated Culinary Arts and Restaurant Sector Employment Solutions for a Skilled and Inclusive Romania-Bulgaria Cross Border Region", co-funded by the European Union through the European Regional Development Fund under the Interreg VA Program Romania -Bulgaria. The project is implemented by the Dobrudja Agrarian and Business School (DABS), Dobrich, Bulgaria in partnership with the "Choose Your Occupation" Association - Center for Vocational Training, Constanta, Romania.



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1. Training objective

After the professional training the trainee shall:

- Know the cookery legislation in Romania and Bulgaria;
- Know the rules for healthy and safe working conditions in Romania and Bulgaria and how to control their implementation by the kitchen and restaurant staff;
- Know the specifics in customers' communication in Romania and Bulgaria while in a restaurant;
- Work in a team with other nationality representatives;
- Know their rights and obligations as a working process member according to Bulgarian and Romanian legislation;
- Know the specifics of the meals typical for Romania and Bulgaria, the technology of their making and peculiarity of their serving.

In particular, the sub-objectives are as follows:

- Acquiring knowledge on the relevant legislation in cookery in Romania and Bulgaria;
- Acquiring knowledge on provision of safe and healthy environment both for the staff and the customers of the restaurant;
- Acquiring knowledge and skills related to the products specifics for preparation of typical Romanian and Bulgarian meals;
- Acquiring knowledge and skills for developing specific menu from Romanian and Bulgarian cuisine;
- Acquiring knowledge and skills on techniques and technologies for products processing for preparation of typical Romanian and Bulgarian meals;
- Acquiring knowledge and skills on design and presentation of different meals in Romania and Bulgaria.

2. Target group

Individuals participated in professional training for the cook or having professional experience in the field.

3. Duration of the training:

The training will be provided within 66 classes with the following distribution:

18 theoretical lessons

16 practical training

32 training hours in the neighboring country (Romania/Bulgaria)

4. Content

The topics in the training course "Cook" are oriented toward the specifics of the cross-border region Romania-Bulgaria. It is directed to working individuals, actively searching jobs and/or mobile employees from the both sides of the border craving to succeed in the culinary sector.

The training includes the following topics:

1. Legislative basis on bakery in Romania and Bulgaria.
2. Healthy and safe working conditions in Romania and Bulgaria.
3. Culinary techniques and technologies in Romania and Bulgaria.
4. Preparation of typical Romanian and Bulgarian meals.
5. Design and presentation of different meals in Romania and Bulgaria.



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5. Expected outcome:

The training programme provides the trainees with opportunity to:

- Be prepared for work in Romania and Bulgaria according to the relevant sectoral legislation;
- Have basic knowledge on Romanian and Bulgarian cuisine aiming professional realization on the labor market in the neighboring country;
- Acquire practical experience in Romania and Bulgaria.

6. Training plan

Profession	Cook	Code: 811070
Specialty	Production of culinary products and beverages	8110701

In order to acquire partial professional qualification in Bulgaria or specialization/professional course in Romania.

Total training hours	66 training hours
Theoretical lessons	18
Number of practical lessons in the home country	16
Number of practical lessons in Romania/Bulgaria	32
Training form:	Daily
Organizational form	Qualification course
Minimum required entry education.	Graduated the first high school level or 10 th grade.

General professional training

Name of the module:	Legislative basis on bakery in Romania and Bulgaria
Training outcome:	Knows the legislative basis on cookery in Romania and Bulgaria
Knowledge:	<ul style="list-style-type: none"> • Knows the legal acts in Romania and Bulgaria related to cook's work • Knows the specific requirements typical for the two countries
Skills:	<ul style="list-style-type: none"> • Organizes and monitors the legislation implementation • Applies the legal standards
Competence:	<ul style="list-style-type: none"> • Follows the requirements of the Bulgarian and Romanian legislation and observes their implementation by the kitchen staff
Training conditions:	<ul style="list-style-type: none"> • Classroom • Computer • Multimedia • Training materials
Assessment tools:	<ul style="list-style-type: none"> • Written exam



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Assessment conditions:	<ul style="list-style-type: none"> • Classroom • Assessment materials
Assessment criteria:	<p>For tool 1:</p> <ul style="list-style-type: none"> • Basic theoretical knowledge command on: <ul style="list-style-type: none"> - Legal framework on cookery in Romania/ Bulgaria; - Organization and control of legal requirements implementation in the public catering in Romania/ Bulgaria
Name of the module:	Healthy and safe working conditions in Romania and Bulgaria
Training outcome:	Follows the requirements for healthy and safe working conditions
Knowledge:	<ul style="list-style-type: none"> • Determines the reasons for dangerous situations, working accidents and troubles and undertakes measures for their prevention • Describes the rules and provides first aid in case of emergency
Skills:	<ul style="list-style-type: none"> • Uses the fire protection tools as required (fire pump, fire extinguisher, etc.) according to the fire safety and emergency rules • Uses working clothes and personal protection means for implementation their professional tasks, following the regulations and instructions • Keeps their working place clean according to the applicable instructions and schedule
Competence:	<ul style="list-style-type: none"> • Follows and applies the healthy and safe working conditions and environment protection rules
Training conditions:	<ul style="list-style-type: none"> • Classroom • Computer • Multimedia • Training materials
Assessment tools:	<p>Tool 1:</p> <ul style="list-style-type: none"> ▪ Written exam <p>or</p> <p>Tool 2:</p> <ul style="list-style-type: none"> • Problem solving scenario
Assessment conditions:	<ul style="list-style-type: none"> • Classroom • Assessment materials
Assessment criteria:	<p>For tool 1:</p> <ul style="list-style-type: none"> - Basic theoretical knowledge fluency on healthy and safe working place conditions. <p>For tool 2:</p> <ul style="list-style-type: none"> - Choses the most appropriate behavior in the particular risky situation;



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	- Knows the legal requirements of the Law on safe and healthy working conditions in Romania and Bulgaria.
Name of the module:	Culinary techniques and technologies in Romania and Bulgaria
Training outcome:	Knows the specifics of the Romanian and Bulgarian national cuisine
Knowledge:	<ul style="list-style-type: none"> • Knowledge on the basic characteristics of the national cuisine in both countries • Familiar is with the factors that have formed the national cuisine in Romania and Bulgaria - ethnoses, history, other influences • Knowledge on the traditional meals prepared for different occasions and holidays • Knowledge on regional national cuisine • Knowledge on specific foods processing techniques
Skills:	<ul style="list-style-type: none"> • Prepares thematic, festive or traditional menu according to country specifics - Romania and Bulgaria • Collects information about the specific products and where they could be found for preparation of Romanian and Bulgarian cuisine • Organizes the introduction of new processing methods of the food products • Organizes staff training for implementation of new recipes
Competence:	<ul style="list-style-type: none"> • Organizes the introduction of new meals for better cross-border adaptiveness
Training conditions:	<ul style="list-style-type: none"> • Classroom • Computer • Multimedia • Training materials • Training kitchen
Assessment tools	<p>Tool 1:</p> <ul style="list-style-type: none"> ▪ Written exam <p>Tool 2:</p> <ul style="list-style-type: none"> ▪ Prepares specific menu with particular ingredients
Assessment conditions:	<ul style="list-style-type: none"> • Classroom • Assessment materials • Training kitchen
Assessment criteria:	<p>For tool 1:</p> <ul style="list-style-type: none"> • Basic theoretical knowledge on the specifics of Romanian and Bulgarian national cuisine • Basic theoretical knowledge on traditional meals for different occasions and holidays in the cross-border region <p>For tool 2:</p>



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	<ul style="list-style-type: none"> • Prepares appropriate menu according to the occasion offering the necessary products for the particular region and country
Name of the module:	Preparation of culinary products in Romania and Bulgaria
Training outcome:	Knows the characteristics of products and spices typical for Romania-Bulgaria cross-border region. Ability to combine them to prepare different meals from Romanian and Bulgarian cuisine. Applies different processing techniques from the Romanian and Bulgarian national cuisine and meals design.
Knowledge:	<ul style="list-style-type: none"> • Knows the ingredients' specifics and options for combination of typical Romanian and Bulgarian meals in the menu • Knows specific Romanian and Bulgarian spices and their use in meals • Knows the ingredients' processing techniques applicable in Romanian and Bulgarian cuisine • Knows modern and specific meals design techniques
Skills:	<ul style="list-style-type: none"> • Prepares menu with meals combining ingredients and spices used in in Romanian and Bulgarian cuisine • Uses ingredients' processing techniques for preparation of typical Romanian and Bulgarian meals • Applies modern design techniques for meals from Romanian and Bulgarian cuisine
Competence:	<ul style="list-style-type: none"> • Organizes the different culinary products specific for the Romanian-Bulgarian cross-border region
	<ul style="list-style-type: none"> • Classroom • Computer • Multimedia • Training materials • Training kitchen • Practical materials
Assessment tools	<p>Tool 1:</p> <ul style="list-style-type: none"> - Written exam <p>Tool 2:</p> <ul style="list-style-type: none"> - Preparation of specific menu with the necessary ingredients; meal design
Assessment conditions:	<ul style="list-style-type: none"> • Classroom • Assessment materials • Training kitchen
Assessment criteria:	<p>For tool 1:</p> <ul style="list-style-type: none"> • Basic theoretical knowledge on Romanian and Bulgarian cuisine specifics



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	<ul style="list-style-type: none"> • Basic theoretical knowledge on the processing techniques and preparation of different meals from Romanian and Bulgarian cuisine <p>For tool 2:</p> <ul style="list-style-type: none"> • Prepares the most appropriate menu for an occasion offering particular ingredients according to the state and region • Design of a meal from Romanian and Bulgarian cuisine
Name of the module:	Design and presentation of different Romanian and Bulgaria meals
Training outcome:	Knows the specifics in combination of the typical Romanian and Bulgarian tradition elements for meals design. Mastered skills for presentation of different meals typical for Romania and Bulgaria.
Knowledge:	<ul style="list-style-type: none"> • Knows the pottery and utensils for meals design • Knows the rules for ingredients combination, color matching and traditions in Romanian and Bulgaria cuisine • Knows the typical meals design according to the occasion and purpose
Skills:	<ul style="list-style-type: none"> • Identifies the different meals indigenous for Romania and Bulgaria • Correctly uses the specific terminology according to the language • Determines the necessary time for meal decoration and decorates the dishes according to the type and occasion • able to present the meal in an innovative way using the particular country traditions
Competence:	<ul style="list-style-type: none"> • Decorates and presents different meals typical for Romania-Bulgaria cross-border region
Training conditions:	<ul style="list-style-type: none"> • Classroom • Computer • Multimedia • Training materials • Commercial hall • Practical materials
Assessment tools	<p>Tool 1:</p> <ul style="list-style-type: none"> - Written exam <p>Tool 2:</p> <ul style="list-style-type: none"> - Decoration and design of bread and bakery on set conditions typical for Romania and Bulgaria
Assessment conditions:	<ul style="list-style-type: none"> • Classroom • Assessment materials • Training kitchen • Practical exam materials
Assessment criteria:	For tool 1:



	<ul style="list-style-type: none"> - Knows different meals decoration techniques typical for both countries - Theoretical knowledge on meals design from Romanian and Bulgarian tradition <p>For tool 2:</p> <ul style="list-style-type: none"> - Prepares and decorates meals according to particular occasion - Selects appropriate meals design of Romanian and Bulgarian cuisine
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Distribution according to type of training, classes and number of lessons

No	Types of professional training, classes	Number of lessons
I.	Legal background on cookery in Romania and Bulgaria	1
II.	Healthy and safe working conditions in Romania and Bulgaria	1
III.	Culinary techniques and technologies in Romania and Bulgaria	6
IV.	Preparation of typical Romanian and Bulgarian mealsБългария	6
V.	Design and presentation of different meals in Romania and Bulgaria	4
VI.	Practical trainin in the home country	16
VII.	Practical trainin in Romania/Bulgaria	32
Theoretical lessons total		18
Practical lessons total		48
Total lessons		66

7. Training programme

Distribution according to type of training, classes and number of lessons

No	Subjects	Number of lessons
	Theoretical training	
I.	Legal background on culinary in Romania and Bulgaria	1
	<u>For Bulgarians</u>	
1.	Legal background on culinary in Romania: • Legislation on public catering • Legislative documents - structure and scope	1
	<u>For Romanians</u>	
1.	Legal background on culinary in Bulgaria: Legislation on public catering Legislative documents - structure and scope	1
II.	Healthy and safe working conditions in Romania and Bulgaria	1
	<u>For Bulgarians</u>	
1.	Healthy and safe working conditions in Romania:	1



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	<ul style="list-style-type: none"> • State policy concerning health and working safety • Labor medicine service - in employers' assistance • Employees participation in the healthy and safe working conditions provision • Professional risks • Labor traumatism 	
	<u>For Romanians</u>	
1.	Healthy and safe working conditions in Romania: <ul style="list-style-type: none"> • State policy concerning health and working safety • Labor medicine service - in employers' assistance • Employees participation in the healthy and safe working conditions provision • Professional risks • Labor traumatism 	1
III.	Culinary techniques and technologies in Romania and Bulgaria	6
	<u>For Bulgarians</u>	
1.	Specifics of Romanian national cuisine: <ul style="list-style-type: none"> - characteristics - ethnoses - food through the ages in Romanian territory - nations influenced Romanian national cuisine - factors forming the Romanian national cuisine specifics 	2
2.	Romanian cuisine - holidays, traditions, customs: <ul style="list-style-type: none"> - Typical meals - Typical ingredients - Typical products processing techniques - Typical meals preparation technologies 	2
3.	Romanian regional cuisine - specifics of the cuisine in the different Romanian regions: <ul style="list-style-type: none"> - Regional meals - Typical ingredients and processing - Specifics in meals preparation 	1
4.	Northern Dobrudja cuisine: <ul style="list-style-type: none"> - Specific meals - Ingredients processing methods - Typical meals preparation techniques 	1
	<u>For Romanians</u>	
1.	Specifics of Bulgarian national cuisine: <ul style="list-style-type: none"> - characteristics - ethnoses - food through the ages in Bulgarian territory - nations influenced Bulgarian national cuisine - factors forming the Bulgarian national cuisine specifics 	2
2.	Bulgarian cuisine - holidays, traditions, customs: <ul style="list-style-type: none"> - Typical meals 	2



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	<ul style="list-style-type: none"> - Typical ingredients - Typical products processing techniques - Typical meals preparation technologies 	
3.	Bulgarian regional cuisine - specifics of the cuisine in the different Bulgarian regions: <ul style="list-style-type: none"> - Regional meals - Typical ingredients and processing - Specifics in meals preparation 	1
4.	Southern Dobrudja cuisine: <ul style="list-style-type: none"> - Specific meals - Ingredients processing methods - Typical meals preparation techniques 	1
IV.	Preparation of culinary products in Romania and Bulgaria	6
	<u>For Bulgarians</u>	
1.	Combination of vegetable and animal products for preparation of typical Romanian cuisine meals	2
2.	Combination of basic kinds of products for preparation of typical Romanian meals, color matching and in accordance with the healthy nutrition	1
3.	Typical techniques and thermal processing of products, modern techniques in Romanian cuisine, techniques combination	2
4.	Spices and herbs used in Romanian cuisine. Combination of spices in typical Romanian meals. Color and taste matching	1
	<u>For Romanians</u>	
1.	Combination of vegetable and animal products for preparation of typical Bulgarian cuisine meals	2
2.	Combination of basic kinds of products for preparation of typical Bulgarian meals, color matching and in accordance with the healthy nutrition	1
3.	Typical techniques and thermal processing of products, modern techniques in Bulgarian cuisine, techniques combination	2
4.	Spices and herbs used in Bulgarian cuisine. Combination of spices in typical Bulgarian meals. Color and taste matching	1
V.	Design and presentation of different meals in Romania and Bulgaria	4
	<u>For Bulgarians</u>	
1.	Design of culinary products used in Romanian cuisine: <ul style="list-style-type: none"> - Appropriate dishes - Appearance of the final products - height, color matching, decoration 	1
2.	Matching and combination of typical Romanian meals, design and composition	1
3.	Presentation of meals according to the different occasions: <ul style="list-style-type: none"> - Religious holidays - Family holidays and occasions - Formal events 	2
	<u>For Romanians</u>	



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1.	Design of culinary products used in Bulgarian cuisine: - Appropriate dishes - Appearance of the final products - height, color matching, decoration	1
2.	Matching and combination of typical Bulgarian meals, design and composition	1
3.	Presentation of meals according to the different occasions: - Religious holidays - Family holidays and occasions - Formal events	2
Total number of lessons		18
Practical training in the home country		
	Practical training	
	Day 1	
I.	Culinary techniques and technologies in Romania and Bulgaria	6
	<u>For Bulgarians</u>	
1.	Preparation of thematic menu from Romanian cuisine on set criteria	2
2.	Preparation of a meal from the Romanian cuisine on particular recipe	4
	<u>For Romanians</u>	
1.	Preparation of thematic menu from Bulgarian cuisine on set criteria	2
2.	Preparation of a meal from the Bulgarian cuisine on particular recipe	4
	Day 2	
II.	Preparation of typical Romanian and Bulgarian meals	5
	<u>For Bulgarians</u>	
1.	Preparation of two specific meals from Romanian cuisine	5
III.	Design and presentation of different meals in Romania and Bulgaria	1
2.	Decoration and presentation of the final culinary products	1
II.	Preparation of typical Romanian and Bulgarian meals	5
	<u>For Romanians</u>	
1.	Preparation of two specific meals from Bulgarian cuisine	5
III.	Design and presentation of different meals in Romania and Bulgaria	1
1.	Decoration and presentation of the final culinary products	1
	Day 3	
II.	Preparation of typical Romanian and Bulgarian meals	5
	<u>For Bulgarians</u>	
1.	Preparation of two specific meals from Romanian cuisine	5
III.	Design and presentation of different meals in Romania and Bulgaria	1
2.	Decoration and presentation of the final culinary products	1
II.	Preparation of typical Romanian and Bulgarian meals	5
	<u>For Romanians</u>	
1.	Preparation of two specific meals from Bulgarian cuisine	5
III.	Design and presentation of different meals in Romania and Bulgaria	1
1.	Decoration and presentation of the final culinary products	1
Total number of lessons		16
Practical training in Romania/Bulgaria		



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	Practical training	
I.	Preparation of typical Romanian and Bulgarian meals. Design and presentation.	8
II.	Preparation of typical Romanian and Bulgarian meals. Design and presentation.	8
III.	Preparation of typical Romanian and Bulgarian meals. Design and presentation.	8
IV.	Preparation of typical Romanian and Bulgarian meals. Design and presentation.	8
	Total number of lessons	32
	Total theoretical lessons	18
	Total practical training in the home country	16
	Total practical training in Romania/Bulgaria	32
	Total lessons	66

8. „Cook“ job description

The cook alone or in a team prepares and designs the meals selecting the necessary products for the day. His responsibilities include the following activities:

- performs an initial preparation and pre-processing of the ingredients and culinary products (appetizers, soups, main dishes and desserts) following the technological process and the quantitative norms for their preparation;
- controls the quality of the ingredients and the final production and is responsible for preparation of healthy and safe food;
- designs and decorates the meals;
- participates in presentation of the culinary production and makes thematic decorations on different occasions;
- is responsible for the quantity and quality of the used ingredients according to the established recipes;
- is responsible for the quality of the technological process, the hygiene of food preparation and its taste qualities;
- fulfills qualitatively and in time the customers' orders;
- advises the visitors on the meals and beverages selection;
- plans and organizes the kitchen workflow alone or under the management of a chef;
- prepares menus;
- develops new recipes applying innovative and creative technologies;
- estimates the necessary ingredients and provides timely delivery and sufficient storage;
- accepts deliveries, controls the weight and quantity, checks for visible damages and undertakes the established company measures;
- observes the correct storage of ingredients and semi-processed products;
- checks the condition of the products and determines if they are suitable for use;
- controls the quality of the products and distributes them according to their condition and purpose;
- uses effectively the equipment and resources;
- takes care of the exploitation readiness of the equipment, premises and inventory;
- applies the rules for safe working conditions, keeps the sanitary and hygiene requirements and protects the environment.



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The cook applies all legislative regulations related to his job and the inner company rules, works with technological documentation.

(The descriptions are cited from State Educational Requirements for cook profession)

9. Facilities and equipment requirements

The theoretical classes take place in classrooms and the practical training in training kitchens, waiting and bar-keeping rooms, training restaurants, hotels, catering and entertainment facilities. The trainees are divided in groups. Providing the specific state requirements for neighboring country training (Romania/Bulgaria) the practical training will take place only in the training kitchen and restaurant when there are no visitors. Practical production is not included in the training.

- Classroom equipment - working tables, chairs, white board, technical and audio-visual equipment. Training appliances - auxiliary materials, movies about technological sequence of different meals preparation, a set of training handbooks.
- Practical training premises equipment - training kitchen/restaurant shall be equipped with tables and chairs for the trainees, working place for the teacher, sink, refrigerator, scales, separate group working places according to the number of trainees (maximum 3-4 trainees per working place), including stove with appropriate ventilation, sink, working surface, kitchen cabinet, kitchen utensils, serving dishes and utensils, guest-hall furnishing. For proper and safe practical training are required changing room and raw materials and foods storage.

(The descriptions are cited from State Educational Requirements for cook profession)

10. Requirements to theoretical and practical training providers

Professional training for Cook profession is performed by:

- The training classes and modules of the general professional education - by individuals with master degree in some of the following professional fields according to the Classifier of the university education departments and professional fields, accepted with CMD №125/2002 (State Gazette 64/2002), amended by CMD published in SG 94/25.11.2005:
 - University degree in “Social, commercial and legal sciences”;
 - Professional field „Administration and management“;
 - Professional field „Economics“;
 - University degree in „Technical sciences“;
 - University degree in „Health and sports“;
 - Professional field „Medicine“.
- The training classes or modules from the sectoral and specific professional education (professional theory and practice) - individuals with university degree in some of the following professional fields according to the Classifier of the university education departments and professional fields:
 - University degree in „Humanitarian sciences“;
 - Professional field „Philology“;
 - University degree in „Social, commercial and legal sciences“;
 - Professional field „Tourism“;



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- University degree in „Natural sciences, mathematics and informatics“;
 - Professional field „Informatics and computer sciences“;
 - University degree in „Technical sciences“;
 - Professional field „Food technologies“.
- Training class or professional education module not listed in Classifier of the university education departments and professional fields - individuals without university degree who have acquired the relevant professional qualification meeting the requirements and provisions of the Professional education and training Law.

“Teacher” professional qualification is not required.

It is recommendable that the trainers shall pass a professional knowledge, skills and competence update courses triennially.

(The descriptions are cited from State Educational Requirements for cook profession)

11. Training methods

The methods that will be applied in the training process are oriented toward achievement of maximum results within the short course and are most appropriate for the specific programme topics. In general, the methods to be applied are as follows:

- Lecture or discourse - theoretical training
- Discussion - theoretical training
- Cases solving - practical training
- Presentation - theoretical and practical training
- Learning through making - practical training

The present programme includes mainly practical classes and will apply the “learning-through-making”, presentation and cases solving methods. Providing the cross-border character of the programme applying the practical training methods may lead to better results to be implemented in real working environment.

Along with the traditional methods it is recommendable application of modern techniques and new technologies uniform for the culinary sector and is mandatory part of the work in public catering establishments. Due to the Romanian and Bulgarian cuisine similarities it is difficult to discriminate the meals, products, and their processing and preparation techniques. Unifying aspect is the application of modern and innovative methods for food preparation and presentation.

12. Soft skills necessary for the cook

According to culinary business representatives who took part in an IKAR project study on the soft skills that must be obtained by individuals working as restaurant managers, the following skills were determined: team work, food presentation skills, organization and prioritization of tasks, time management, and ability to work under pressure.

On one hand the brief “Cook” course lecturer shall direct the professional skills of the trainees toward the regional specifics of Romania-Bulgaria cross-border area. On other hand, in order to succeed in another country, the employee must possess a number of non-professional skills that will help them in the work in unfamiliar environment. The soft skills are the skills we carry everywhere we go, we use them and develop them throughout our



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whole life. A positive outcome from this project would be simultaneous teaching on the programmed subjects in combination with the soft skills would be useful to succeed outside the home country. The trainer could include the soft skills along with the main topics.

Preferable cook's soft skills

- Tasks organization and prioritization - the prioritization of the tasks is essential in the kitchen and in order to have productivity the timing for implementation of each task and the processes sequence shall be precisely estimated. In the kitchen often happens cook assistants to fail in task performance as instructed by the chef and this spoils the working organization. If the other team members have not understood something then it has not been properly explained. Therefore the experts recommend the popular and effective methodology for objectives determination S.M.A.R.T. - i.e. the objectives must be Specific, Measurable, Achievable, Realistic, and Time-bound. It is necessary to distribute the tasks on the grounds of how much time they require, what resources they involve - personnel, products, equipment and timely provision for all of the above. The tasks distribution and the individual task assignment in the kitchen are essential because it reflects on the final production. A positive effect would be achieved if the trainer stresses on this skills giving practical cases to be solved;
- Team work - this skill is important for every culinary profession including the cook's since they are responsible for the kitchen workflow and the final production that is presented to the customers. The cook's work is directly bound with the clients and if the team work in the kitchen fails the result will be immediately assessed negatively by the customers. The trainer shall apply team work during the practical training when the learning process is bound with particular results. The team working skills of every trainee can be tested and corrected through appropriate tasks;
- Communication skills - communicative skills are a set of different tools through which a person contacts the others. It is very important for the kitchen to be established a working communication and rules implemented by all staff members. Also it is important to have a common communication language understandable for everyone. Essential is to be maintained a speaking and listening hierarchy, permanent feedback, terminological knowledge, emotional maturity and following the established kitchen rules. The good communication influences directly the working organization, working effectiveness and the final results in general. Having in mind the high pressure workflow it is the key tool for additional obstacles and force major situations management. It would be useful if the trainer puts a roleplay game for development of communication rules in the group and applies them during the practical training;
- Ability to work under pressure - the work under pressure is a part of cook's daily routine especially in big restaurants with many simultaneous orders for limited preparation time of different meals. The factors helping in stressful situations prevention are good organization and tasks prioritization, effective communication and team work. Development of tension and emotional stress management ability is a process requiring long preparation and would be useful if during the training are worked out methods for stress management through cases solving in groups and discussion of the proposed solutions. On other hand stress management is an individual ability determined by many factors - emotional maturity, nervous system, personal issues, endurance level, readiness, etc. There are professional techniques helping to avoid the stress. On the first place the good organization can foresee the risky points and avoid a stressful situation.



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- Time management - the working environment chaos is pointed as a main reason for poor time management. The lack of good organization and communication leads to time loss for many people and sometimes for the whole establishment. Some of the factors creating a working chaos are lack of planning - every staff member shall know what and when should be make and who is responsible; unclear objectives and priorities - if an individual does not know the reason for doing something, he is not motivated and works poorly; insufficient instructions - clear and precise instructions at tasks assignment. During the training could be useful to work out situations for proper tasks assignment and time management with set resources.

Training methods

The training methods that could be applied are:

- discussion - theoretical training
- presentation - theoretical and practical training
- cases solving - practical training
- learning though making - practical training

Since it is most appropriate these skills to be obtained during practical training classes though cases solving and particular tasks, the third and fourth methods are most relevant. Thus it will not be necessary the trainer to spare special time during classes to work on particular soft skill but could do that along with the hard skill development process.

13. Applications

Romanian meals

CHICKEN SOUP WITH DUMPLINGS

Ingredients:

A whole chicken

2 carrots

1 bunch green onion

Parsley root

1-2 peppers

1 small celery root

Parsnip

50 g butter

1 bunch green parsley

2 green garlic sprouts

Salt

Black pepper seeds and powder

For dumplings:

2 eggs

100 g semolina

Preparation technology:

1. Wash the chicken carefully and scorch it for 203 minutes on high temperature. Wash it with cold water and boil in salted water.
2. Take off the foam while boiling and add the cleaned whole vegetables.
3. Cover the saucepan with a lid and cook the soup on medium temperature.



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4. When the chicken and the vegetables are cooked take out the vegetables from the broth.
5. Separate the onion, garlic and parsnip. Cut the carrots in circles and put them back in the soup.
6. Whip the eggs and sprinkle semolina gradually. This is the dumpling base.
7. Put the formed dumplings in the boiling soup until they puff up.
8. Add the butter, salt and black pepper together with the chopped parsley leaves.

MITITEI

The mititei are small sausages typical for Northern Dobrudja and Moldova. Can be baked in an oven or grilled but they taste better grilled.

Ingredients:

Bovine or sheep meat mixed with pork meat and bacon in ratio 9:1

Garlic - 5 cloves

Water - 100 ml

Celery - 50 g

Salt, black pepper, red pepper - at your discretion

1. Wash the meat. Put on kitchen paper to absorb extra water. Cut off the skin and the ligaments. Cut in small pieces (about 50 g each). Put in a bowl sprinkled with salt. Cover with towel and leave it for a day in a fridge or a cooler. If you do not have sufficient time or do not want to postpone the preparation of the sausages, leave the seasoned meat for at least 2-3 hours in a cool place.
2. Mince the meat twice through a hasher.
3. Mash the garlic with a press. Add it to the minced meat and the spices. Put the chopped celery.
4. Mince the bacon through hasher. Separate a tablespoon of bacon and mix the rest of it with the minced meat.
5. Add water and knead it with hands.
6. Put the mixture in a cool place for another 3-4 hours. If it is necessary the time could be reduced to hour and a half.
7. Oil your hands to avoid mince sticking to them and form 8-10 cm long and 2 cm thick sausages.
8. Put temporary the sausages on baking paper smeared with sunflower oil.
9. Bake in an oven or grill them. If you prepare mititei in the oven, pre-heat it to 200 degrees and bake for 30 minutes. Grilled they will be ready three times faster.

MAMALIGA

Mamaliga is traditional Romanian meal. It is prepared from maize farina. There are a few varieties for mamaliga serving - with red pepper, sunflower oil and white cheese topping or with milk/cream dip.

Ingredients:

300 g maize farina

200 g white cheese

60 g onion

100 g bacon

15 ml sunflower oil

1. Pour the maize farina in 1 l boiling water.



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2. Stir well and cook for about 25 minutes on low temperature.
3. Reduce the temperature and keep cooking stirring continuously to get the thick consistence of mamaliga.
4. To be sure that it is ready, dip a thick wooden skewer and roll it.
5. If the mixture does not stick to the skewer mamaliga is ready.
6. Cut it in squares.
7. Serve with grinded cheese, cream or with fried bacon and onion.

TRANSILVANIAN TRIPE SOUP

Ingredients:

- 1 kg veal tripe
- 5 l water
- 4 medium size pork legs
- 2 middle size onions
- 1 pepper
- 250 ml cream
- 1 garlic bulb
- 2 - 4 tablespoons vinegar
- 2-3 eggs
- Salt and black pepper

Preparation technology:

The difference between the Transylvanian tripe soup and the traditional one is that the first includes pork legs.

1. Wash and clean the pork legs and boil them. Take off the foam while boiling.
2. Meanwhile clean the vegetables and boil them separately.
3. Wash the tripe with vinegar and boil it.
4. Add the vegetables to the pork legs and let them boil until the meat separates from the bones.
5. Take out the pieces of meat and let them cool down. Cut them in smaller pieces and put them back in the vegetable broth.
6. Add water to the tripe if necessary. Boil it to complete readiness.
7. Peel the garlic and smash it. Mix it with salt to get a mash.
8. Whip the eggs separately with a pinch of salt and 3 tablespoons of cream.
9. Add the whipped eggs and the half of garlic mash in the broth.
10. Turn off the plate; add vinegar at your discretion.

Serve Transylvanian tripe soup hot with the rest of the garlic paste, sour cream, vinegar and black pepper.

BALMOS A LA BUKOVINA

Ingredients:

- 1 kg malay
- 350 g butter
- 2 l cream
- 1 egg
- 600 g sheep milk cheese
- 250 g cottage cheese



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Salt

Preparation technology:

1. Melt the butter in a deep saucepan and salt it.
 2. Pour the cream and cook it on low temperature.
 3. When the cream starts boiling add gradually the sifted malay. Stir permanently to avoid lumps.
 4. Boil for 15 minutes.
 5. Add the egg while stirring.
 6. Put the crushed cheese and mix well.
 7. Take off the hot plate when starts puffing.
- Serve with yogurt.

VINE-LEAVES SARMI WITH CHICKEN MEAT

Ingredients:

750 g chicken meat

1 egg

2 tablespoons rice

1 vine-leaves jar

1 bunch green onion

1 bunch parsley

3 thyme sprigs

300 ml cream

Salt

Black pepper

2 tablespoons flour

Butter

Preparation technology:

1. Rinse the vine leaves with cold water and let the water drain
2. Mix the chicken meat, rice, egg, chopped onion and parsley, add salt and black pepper.
3. Put a full teaspoon of the mixture in every leaf, fold and lay in a pan adding thyme sprigs.
4. Pour the melted butter, sour cream, flour and water to cover the sarmi.
5. Bake on low temperature for about two hours.

PORK MEAT DRUM

Ingredients:

1 pork head

Pork kidneys

Pork heart

Few pieces pork skin

3 bay leaves

2 tablespoons black pepper

Green pepper

Salt

1 pork tripe

2 tablespoons vinegar

Preparation technology:



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1. Scorch the pork head carefully, clean it and cut it in pieces.
2. Wash and clean the pork kidneys and heart and cut in pieces.
3. Put the meat in a big bowl with cold water and vinegar and leave it to soak for 30 minutes.
4. Rinse again carefully with cold water.
5. Put the meat in a big saucepan containing about 7 liters.
6. Boil it taking off the foam then add salt, bay leaves and black pepper seeds.
7. Boil for about 2 hours.
8. Meanwhile soak the pork tripe in cold water and vinegar.
9. After the head meat is cooked, chop it in small pieces and mix with salt, grinded black pepper and a little broth it's been boiled in with the kidneys and the heart
10. Put the mixture in the cleaned and washed tripe and stitch it poking a few small holes with the needle.
11. Put it again in the broth.
12. Leave it for about 30 minutes.
13. Take out the "drum", put it on a wooden plate and press it with flat weights.
14. Leave it to cool down till the next day.

BUTTER BEAN PUREE

Ingredients:

- 1 pepper
- 1 carrot
- 1 bunch celery
- 1/2 bunch dill
- 3 garlic cloves
- Butter
- 1 teaspoon pepper
- Tomato puree
- 1 thyme sprig
- 2 bay leaves
- Salt
- 2 onion bulbs
- 500 g butter bean

Preparation technology:

1. Wash the bean and boil it. Few minutes after the water starts boiling throw it out, add fresh warm water and keep boiling.
2. Chop the carrot, pepper and celery and add them to the bean together with the bay leaves and thyme sprig.
3. After the bean is ready take it off the hot plate and puree it. Add salt and chopped dill and pour it in Jena glass bowl.
4. Chop the onion and garlic and add sweet red pepper and some tomato puree. Pour in the bean puree. Serve it hot or cold on your discretion.

DROB SARMA IN VEIL

Ingredients:

- Lamb intestines and liver



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- 1 lamb veil
- 2 tablespoons vinegar
- 2 onion bulbs
- 5 eggs
- 1 piece of bread
- 50 ml milk
- Green herbs by choice
- 1 tablespoon butter
- Salt and black pepper

Preparation technology:

1. Put the lamb intestines in cold water and boil. After it starts boiling throw it out, pour cold water and boil again. Cook for about an hour.
 2. Soak the veil in cold water and vinegar.
 3. Meanwhile chop the onion and fry in butter. Add the boiled lamb intestines cut in pieces. Add the crushed bread and the milk.
 4. Spice it with salt and black pepper. Add the eggs and the green herbs at the end.
 5. Mix all ingredients to get a homogeneous mixture.
 6. Put the mixture in a pan not spreading it to the brim.
 7. Cover the mixture with the veil.
 8. Bake in an oven for about 40 minutes.
- Leave the veil to cool down in the pan.

CARP IN BRINE - recipe from Danube delta

Ingredients:

- 4 carp roundels
- 1 chili pepper
- 4 small tomatoes
- 1 dry lovage
- 2 garlic cloves
- 10 seeds black pepper
- 2 bay leaves
- Fresh dill
- Salt

Preparation technology:

1. Pour 1 l water and add black pepper, salt, bay leaves and chopped red peppers.
2. Boil it for about 10 minutes and take it off the hot plate.
3. Add the chopped dill.
4. Put the cold fish roundels on a hot grill and bake them to readiness. Put them in a bowl and sprinkle with chopped garlic.
5. Pour the broth and add the tomatoes cut in fourths.
6. Soak for about 10 minutes before serving.

Bulgarian meals

SHOPSKA SALAD

Ingredients for 3 portions:



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Tomatoes 500 g
Cucumbers 400 g
Grilled peppers 570 g
Onion 120 g
White cheese 300 g
Chili peppers 50 g
Parsley 1 bunch
Sunflower oil 80 ml
Vinegar 30 ml

Preparation technology:

1. Wash and clean the tomatoes and cucumbers. Cucumbers' peeling is mandatory.
2. Take out the seeds of the peppers and grill them. Peel them and cut in pieces.
3. Cut the tomatoes and cucumbers in medium size cubes and chop the onion and parsley.
4. Mix the vegetables and spice them.

Stack a pile of vegetables and sprinkle with grated cheese. Decorate with chili peppers - fresh or grilled. The salad may be decorated with tomato or cucumber "rose", parsley leaves or an olive.

KATINA APPETIZER

Veal or pork meat 1.5 kg.
Mushrooms 400 g
Black pepper 5 g
Chili peppers 20 g
Lemon 100 g
Butter 50 g
Brown sauce 800 g
Red wine 100 g
Flour 20 g
Baked meat sauce 500 ml

Preparation technology:

1. De-bone the meat, take off the ligaments, wash and spice it with salt and black pepper.
 2. Bake it in an oven.
 3. Cook to readiness and then cut it in smaller pieces. Put them in sahan (traditional metal plates).
 4. Prepare a brown sauce with the baked flour, some butter, and sauce from the baked meat and stir carefully to avoid lumps.
 5. Add the wine, grind black pepper and boil the sauce for about 30 minutes on low temperature.
 6. Put the mushrooms fried in butter and the cut in stripes chili peppers in the sauce.
 7. Pour the sauce on the meat.
- Serve it hot with lemon slices.

TIKVENIK (Pumpkin pastry)

Banitzia crusts 400 g



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Butter 125 g

For the filling:

Pumpkin 1000 g

Sugar 100 g

Walnuts 150 g

Cinnamon 3 g

Breadcrumbs 70 g

Sugar powder 70 g

Preparation technology:

1. Peel the pumpkin and take off the seeds, then grind it on grater.
 2. Add the sugar, breadcrumbs, crushed walnuts and the cinnamon and mix to homogeneous consistence.
 3. Lay the banitza crusts on wet towel, sprinkle them with melted butter and put the filling on one of the sides.
 4. Fold in a roll and put on oily pan. Continue with the other crusts.
 5. Bake in an oven on 180-200 degrees.
- When it is ready cut in squares and sprinkle with powdered sugar.

KATAK

Ingredients for 3 portions:

200 g Strained yogurt

1 Grilled pepper

1 garlic clove

100 g white cheese

2 tomatoes

Oregano

Preparation technique:

1. Grind the cheese and mix it with the strained yogurt.
2. Add the mashed garlic and the chopped pepper.
3. Mix the products well and serve on a tomato slice sprinkled with oregano.

MEATBALL SOUP

400 g minced meat

70 g sunflower oil

30 butter

100 g onion

100 g carrots

150 g tomatoes

80 g rice

40 g flour

2 eggs

Yogurt

2 g black pepper

50 g parsley



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Preparation technology:

1. Mix the minced meat with 1/3rd of the chopped onion, 1/4th of the semi-boiled rice, a small portion of the whipped egg, black pepper and salt.
 2. Roll little balls from the mixture.
 3. Cut the carrots and the rest of the onion and fry them in the oil and add meat broth or water.
 4. When the broth starts boiling add the small meatballs and the rest of the rice and cook for 15-20 minutes.
 5. Add the peeled and chopped tomatoes.
 6. The soup is completed with a mix of yogurt, eggs and flour whipped in a homogeneous paste and heated to thickening with permanent stirring.
 7. The ready mixture is dissolved with warm broth and is poured in the soup without further heating.
- Serve the soup with butter and parsley.

PEPPERS STUFFED WITH RICE AND MUSHROOMS/VEGETABLES

Peppers (or round peppers) - 1850 g

Sunflower oil 200 g

Rice 400 g

Fresh mushrooms 500 g

Onion 300 g

Tomatoes 500 g

Parsley 50 g

Black pepper 2 g

Salt 15 g

Preparation technology:

1. Select equal big peppers, take off the seeds, wash and salt them inside.
2. Peel and chop the onion, cook it in the part of the oil.
3. Add the rice and part of the chopped tomatoes, the sliced mushrooms and part of the chopped parsley.
4. Cook until rice absorbs the water, add black pepper, salt and hot water or vegetable broth (1:2 to the rice).
5. Cook it on low temperature until the rice absorbs the liquid again. Stuff the peppers with the filling.
6. Put the stuffed peppers in a pan or a saucepan; add the rest of the chopped tomatoes, sunflower oil and some water or broth.
7. Cook on a hot plate or bake in an oven on medium temperature until water evaporates. Sprinkle with chopped parsley before serving.

WHITE CHEESE AND EGGS APPETIZER

1300 g White sheep milk cheese

12 eggs

150 g butter

3 g red chili pepper



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20 g garlic

100 g sunflower oil

For decoration - parsley, cherry tomato, cucumber, olive

Preparation technology:

1. Grind the cheese.
 2. Add the butter mixed with grind solid-boiled eggs and spices.
 3. Mix well and gradually pour the sunflower oil and mashed garlic.
- Serve as appetizer.

KAVARMA KEBAB

1700 g chicken fillet

2000 g onion

150 g sunflower oil

630 g tomatoes

400 g red peppers

400 g green peppers

2 g black pepper

50 g parsley

3 g salt

3 g red pepper

Preparation technology:

1. Cut the meat in pieces, salt them and fry in a part of the oil.
2. Heat the rest of the oil in another saucepan and fry the sliced onion.
3. Add the peeled and chopped tomatoes and peppers and fry until water evaporates.
4. Mix the fried vegetables and spices with the meat.
5. Bake for 2-3 minutes in an oven on medium temperature.

Serve sprinkled with chopped parsley. The meal can be garnished with steamed rice, French fries or other garnishes on customer's wish.

Notice: You can add 300 g mushrooms and fry with the vegetables.

APPLES BAKED WITH WALNUTS AND RAISINS

Ingredients for 3 portions:

6 middle size apples

4 tablespoons sugar

3 tablespoons raisins

1 teaspoon cinnamon

Crushed walnuts

1 lemon

10 g butter

1/2 orange

2 tablespoons water

Preparation technology:

1. Take off the apple pod.



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2. Make a filling of sugar, walnuts and raisins and mix with the spices.
 3. Stuff the apples with the filling.
 4. Pour the orange juice.
 5. Put a small piece of butter in every apple and put the fruits in a pan with 2-3 cm water.
 6. Bake in an oven to readiness constantly sprinkling with the fruity sauce from the baking.
- Serve with the same sauce.

YOGURT SALAD

Ingredients for 10 portions:

- 1 kg cucumbers
- 700 g strained yogurt
- 30 g dill
- 15 g garlic
- 5 g salt
- 100 g walnuts
- 80 g sunflower oil

Preparation technology:

1. Wash the cucumbers, peel them and cut in small cubes.
 2. Add the strained yogurt, chopped dill, sunflower oil and the garlic mashed with salt and mix well.
- Serve the salad sprinkled with walnuts and decorate with cucumber and olive.

VRETENO FILLET

Ingredients for 3 portions:

- 2 kg pork fillet
- 10 g salt
- 3 g black pepper
- 150 g sunflower oil
- 50 g butter
- 105 g lemon
- 50 g flour
- 300 g brown sauce
- 600 Meat broth
- 100 ml red wine

For the filling:

- 370 g cheese
- 600/300 g canned mushrooms
- 40 g parsley

For the garnish - 1000 g French fries

Preparation technology:

1. Cut off the veils of the meat and cut it on stripes tapering and softening the pieces with wooden hammer and season them with salt and black pepper.
- Filling:



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2. Cut the cheese in small cubes, slice the mushrooms, chop the parsley and mix the ingredients well.
 3. Put some filling at one end of the meat stripe and fold into a roll (vreteno).
 4. Roll in flour and fry in pre-heated oil.
 5. Fry the flour in the same oil dissolving it with meat broth, add the brown sauce, wine and spices.
 6. Boil the sauce for 30 minutes.
 7. Serve the fillet with French fries or other garnish on customer's wish.
- Note: Vreteno fillet can also be grilled.

PANCAKES

Ingredients for 3 portions:

600 ml milk

350 g flour

6 eggs

5 g salt

70 g butter

100 g sunflower oil

4 g vanilla

Preparation technology:

1. Whip the eggs well.
 2. Constantly stirring add the milk, flour, salt and vanilla.
 3. The mixture must be smooth. If lumpy, percolate it.
 4. Add most of the oil stirring permanently.
 5. Pre-heat and oil the frying pan. Pour an even layer of the dough with a dipper to cover the bottom.
 6. Fry the pancake on both sides.
- Smear each ready pancake with butter and stack them. Serve with garnish by customer's wish:

Fruits and cream

Jam

Chocolate

Honey and walnuts

Ice-cream and nuts

Or any other combination

14. Assessment techniques

Title	Description	Data use
Lesson summary	The last couple of minutes of the class the trainees answer in writing the following questions: "What have I learned today?"; "What is the essence of the learned?"; "What is less clear for me?" The	Marking the useful comments and discuss the problematic answers in the following classes in order to clarify the subjects left unclear.



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	aim is to get feedback on the level of subject understanding.	
Chain answers	The trainees get an envelope with only one question. Each trainee gets the envelope, gives a brief answer to the question, puts it in the envelope and gives it to the next participant.	Review of the answers and discussion to clarify the most correct answer. This may lead to better teaching approach.
Comparable list	The trainees fulfill a comparable list of skills (soft and hard) marking on a scale what skill they have been working on most that day and have progress.	Through this technique the trainer can make a precise profile of the soft and hard skills of each trainee and assess on what skill they should work to improve.
Classroom discussions	The trainees are encouraged to share their knowledge and opinions on particular question or case put as a task to be completed.	Assessment of the general knowledge level of the group. Examples may be used for clarification.
Homework	The trainees receive homework to get prepared for the next class. The assignment includes brief practical researches.	The aim is to increase their awareness and put a ground for the forthcoming subject.
Group work	The trainees are separated in few groups and get a group task they have to solve and then present to the others.	The task requires the acquired knowledge and skills to be applied in the group work, for set period of time and a performance in front of the others.
Debate between trainees	Debates as an assessment technique not only reflect the subjects presented to the trainees but also develop skills like communicativeness, presentation ability and initiative. This is a tool proven to be successful for presenting one situation from different viewpoints. After forming the groups they are given at random the viewpoint they have to defend. A jury observes the presentation, knowledge on the subject, structure of the argument and group coordination.	Assessed is the understanding of the subject and the aim is to develop skills like communicativeness, presentation ability, team work, time management.
Test questions generated by the trainees	The trainees write the test questions themselves and formulate the answers on the grounds of the training topics. This gives them the opportunity to select and assess training topics and test the results.	Questions and answers assessment - relevant or irrelevant, good or not. The good questions could be used for participants' assessment.
Subject summary	The trainees summarize the subject thus testing the knowledge acquired during the class.	Fast assessment of each summary and evaluation whether the trainees understand



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		the basic terms related to the subject.
Cases solving	The trainer gives practical cases aiming to solve many problems during the classes.	Assessment of the subject awareness level and the necessity to work on the weak points of the topic.