



FULL TIME

Certificate in

# Food & Beverage Operations

Your Life Chance  
[www.stei.edu.sg](http://www.stei.edu.sg)



Cert No. : EDU-2-2078  
Validity: 18/03/2020 - 17/03/2024

Enhanced Registration Framework  
Cert No. : 200901936C  
Validity : 20/05/2018 - 19/05/2022



## VISION

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To be the preferred Private Education Institution (PEI) of choice.

## MISSION

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STeI will offer high quality, cost-effective and relevant courses to meet the needs of our clients.

## OUR VALUES - ELITE

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### PURSUIT OF EXCELLENCE

To be the best in all we do, continually striving for the highest professional standards achievable.

### LOYALTY

Being committed to the organisation, to one another and to our customers, at all times. Striving for cohesiveness and caring for one another.

### INNOVATION

Creative, being open to embrace change. Encourage, nurture ideas and initiatives to better organisational and individual performance.

### TEAMWORK

Be responsible and take accountability seriously; be reliable and dependable to the Team.

### ETHICS AND INTEGRITY

Be a role model in character and conduct; uphold STeI's Ethical standards.

## OUR CULTURE - SEARCH

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**S**hared sense of purpose and values that is consistent across all members of STeI.

**E**mphasising importance of staff learning and focusing on continuous improvement in STeI.

**A**ccentuating sense of responsibility for students' learning.

**R**ecognition of staff members' excellent effort and celebrating their successes.

**C**ollegial and collaborative relationships among staff members.

**H**arnessing strengths through professional development, staff reflection, and sharing of best practices

# WELCOME MESSAGE



A very warm welcome to STEi Institute.

As a prospective student, you may face multi-faceted challenges. A key question that typically races through one's mind is, "Where can I secure relevant, reliable and professional educational qualification?"

We are fully conscious of the immense responsibilities placed on us and we will do our utmost to build on the rich legacy and solid reputation to provide quality services.

## CHRISTINE TAN

STEi Institute  
Principal/Managing Director

## WHO WE ARE

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We are a Private Education Institution that has established itself as a credible and astute service provider with sound governance and financial standing.

Our team of dedicated lecturers are subject matter experts in both industry practices and didactic approaches to meet your learning needs. Our school also include excellent facilities in a conducive learning environment that meet the standards set by the governing authorities.

## QUALITY POLICY

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We, at STEi Institute are fully committed to the provision of high quality, cost-effective and relevant education and training courses for our students and the industries.

At STEi, quality is everyone's responsibility. We take pride in our work and emphasise on problem prevention rather than correction. We are committed to comply with the requirements of our clients, and to continually improve our service quality based on feedback and established benchmarks.

STEi adopts a comprehensive Quality Management System (QMS). All STEi staff must comply with the QMS and strive to continuously improve our quality processes in the most competitive and effective manner.

## OUR CAMPUS

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STEi Institute occupies an area of more than 10,000 sq ft and is located in the city area which is accessible by various means of transportation. All our classrooms, workshops and resource room are wireless surf-zone, students can surf the internet through computer stations, own laptops or smart phones anywhere in the institute. The Resource Room/Library is equipped with computers & resource materials for students' research and self-development purposes. STEi workshops are mock-up of restaurant setup, cocktail bar and hotel room.



# FOOD & BEVERAGE OPERATIONS

The certificate course is designed to equip students with the essential knowledge and vital vocational skills required for the operational aspects of the food and beverage industry.

This qualification establishes a progression route from Certificate to Diploma/Advanced Diploma in Food and Beverage. Hotel or Hospitality Management, giving recognition of the necessary knowledge and skills for employees whether they are starting their career in the industry or are already preparing for a supervisory role.



## CERTIFICATE IN FOOD & BEVERAGE OPERATIONS

### HM 1001 ENGLISH FOR HOSPITALITY

This module is designed to enhance student's essential communication skills in the Hospitality Industry. Students would be able to understand the "lingo" of the Industry and also to adapt to the terms of reference used amongst the staff. Students would be equipped with Hospitality English language skills to speak, read and write in proper English with confidence.

### HM 1004 FOOD & BEVERAGE OPERATIONS

This module introduces the different services and operational styles to serve different types of cuisine such as Plated Service, Gueridon Service, Buffet Service, Family Service, Counter Service, Silver Service, Carvery Service, Fast Food Service, and other services.

### HM 1007 CONFERENCE & EVENTS OPERATIONS

This module equips the students with the knowledge in various types of events. It outlines the uniqueness and importance of each event and focuses on the functions and responsibilities of the Banquet Department.

### HM 1009 QUALITY SERVICE

This module allows students to provide quality customer service to their customers. It focuses on the importance of having the right service mindset and how to present positive attitude and professional appearance in front of customers.

### HM 1019 INDUSTRIAL ATTACHMENT (IA)

Students can expect to be deployed to the Food & Beverage department of the Hospitality Industry, over 3 months of Industrial Attachment.

Industrial attachment is a compulsory and integral module of the Certificate in Food & Beverage Operations Course. In the event that a student is unable to participate in the Industrial Attachment module due to circumstances beyond the control of STEi Institute; the student will be provided as a last resort, to successfully complete the Project Work to be considered for graduation from course and be awarded the Certificate in Food & Beverage Operations.

# COURSE FEES

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## Local Students

FULL PAYMENT

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Certificate in Food &  
Beverage Operations  
3-Months Study + 3-Months  
Industrial Attachment (IA)

**S\$4,847.10**

## International Students

FULL PAYMENT

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Certificate in Food &  
Beverage Operations  
3-Months Study + 3-Months  
Industrial Attachment (IA)

**S\$4,975.50**

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All fees stated are inclusive of 7% GST.

All fees are subject to change without prior notice.

Application Fee of S\$299.60 is payable to STEi Institute Pte Ltd. This fee is **non-refundable** under all circumstances. Students can make payment via TT, bank draft or cheque.

### MEDICAL INSURANCE SCHEME

STEi hereby confirms and undertakes to students that it has in place a medical insurance scheme for all its students.

### FEE PROTECTION SCHEME

STEi provides fee protection scheme for all students as required by (CPE) and is aligned with EduTrust requirement.

### FOR ENQUIRIES

Please contact us at (65) 6559 2896 or  
[admin@stei.edu.sg](mailto:admin@stei.edu.sg)

# ENTRY & GRADUATION REQUIREMENT FOR THE PROGRAMS

## THE PRE-REQUISITES FOR CERTIFICATE IN FOOD & BEVERAGE OPERATIONS

- 16 years old and above; and
- Two GCE "N" Level with a pass in English or equivalent; or

For International Students, they must complete Secondary or High School education or equivalent with a pass in English.

- Other qualifications will be considered on a case-by-case basis.

## GRADUATION REQUIREMENT FOR ALL LEVELS

In order to be conferred the course award, the student must achieve a pass for STEi Examination, and at least 75% of class attendance. Student's Pass Holders are required to maintain a class attendance of 90% and above.

## DURATION

Certificate in Food & Beverage Operations is conducted over a period of **3 months** via Theory and Practical Lessons with **3 months** Industrial Attachment.

## MODE & METHODS OF DELIVERY

Face to face delivery via:

- Lecture
- Discussion
- Group Work
- Practical

## TEACHER STUDENT RATIO

1:60

## EXAMINATION

Examination is conducted at the end of each module.

## COMMENCEMENT & END DATE

Please refer to our website at [www.stei.edu.sg](http://www.stei.edu.sg) for latest information.

## AWARDING & RECOGNITION BODY

- STEi Certificate in Food & Beverage Operations.
- STEi Students will be sent to WSQ Approved Training Organisations to take the WSQ Food & Beverages Safety and Hygiene Policies and Procedures course.





## STeI Institute

135 Middle Road, Bylands Building, #03-03  
Singapore 188975



(65) 6559 2896



(65) 6226 2896



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