

# Bartending NC II

## Course Description

The BARTENDING NC II Qualification consists of competencies that a person must achieve to operate a bar, prepare and mix cocktails and non-alcoholic concoctions and provide basic wine service to guests in all food and beverage service providers except for “Specialty Coffee Shops.”

### Nominal Duration

- Basic Competencies 68 hrs.
- Common Competencies 80 hrs.
- Core Competencies 260 hrs.
- Elective 16 hrs.
- Institutional Assessment 16 hrs.

**TOTAL 440 hrs.**

A person who has achieved this qualification is competent to be:

***Bartender/Barkeeper  
Bar Utility/Back***

### TRAINEE ENTRY REQUIREMENTS:

- Physically and mentally fit
- With good moral character
- Can communicate in English. Both Oral and Written
- Can perform basic mathematical computations
- Must undergo Career Profiling and Trainability Evaluation

TWC Training is guided by the ten (10) basic principles of Competency-Based Training (CBT) delivery.

1. The training is based on curriculum developed from the competency standards;
2. Learning is modular in its structure;
3. Training delivery is individualized and self-paced;
4. Training is based on work that must be performed;
5. Training materials are directly related to the competency standards and the curriculum modules;
6. Assessment is based in the collection of evidence of the performance of work to the industry required standard;
7. Training is based on both on and off-the-job components;
8. Allows for recognition of prior learning (RPL) or current competencies;
9. Training allows for multiple entry and exit; and
10. Approved training programs are Nationally Accredited

## Course Structure

### BASIC COMPETENCIES

Unit of Competency	Module Title	Learning Outcomes	Nominal Duration
• Participate in workplace communications	• Participating in workplace communications	<ul style="list-style-type: none"> <li>• Follow routine spoken messages</li> <li>• Perform workplace duties following written notices</li> <li>• Obtain and convey workplace information</li> <li>• Complete relevant work-related documents</li> <li>• Participate in workplace meeting and discussion applying gender-fair language</li> </ul>	20 hrs
• Work in a team environment	<ul style="list-style-type: none"> <li>• Observing gender sensitivity in the workplace</li> <li>• Working in a team environment</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss the differences between sex and gender</li> <li>• Discuss gender identity and sexual orientation</li> <li>• Analyze the different manifestations of gender inequality in TVET, in society and in enterprises</li> <li>• Discuss gender and rights based approach to sexual and reproductive health including HIV-AIDS awareness and prevention</li> <li>• Describe team role and scope</li> <li>• Identify individual role and responsibilities within a team</li> <li>• Develop effective workplace relationship including personal values and beliefs related to gender</li> <li>• Work as team member</li> <li>• Contribute to work group activities</li> </ul>	12 hrs
• Practice career professionalism	<ul style="list-style-type: none"> <li>• Demonstrating work values and gender sensitivity</li> <li>• Practicing career professionalism</li> </ul>	<ul style="list-style-type: none"> <li>• Describe the purpose of work/enterprise</li> <li>• Identify and deal with ethical problems</li> <li>• Apply work/entrepreneurship values and gender/ethics sensitivity</li> <li>• Maintain integrity of conduct in the workplace</li> <li>• Integrate gender perspectives with personal and organizational goals</li> <li>• Set and meet work priorities</li> <li>• Maintain professional growth and development</li> </ul>	4 hrs

## Course Structure

### BASIC COMPETENCIES

Unit of Competency	Module Title	Learning Outcomes	Nominal Duration
• Practice occupational health and safety procedures	• Practicing basic housekeeping procedures	<ul style="list-style-type: none"> <li>• Sort and remove unnecessary items</li> <li>• Arrange items</li> <li>• Maintain work area, tools and equipment</li> <li>• Follow standardized work process and procedures</li> <li>• Perform work spontaneously</li> </ul>	12 hrs
	• Practicing occupational health and safety procedures	<ul style="list-style-type: none"> <li>• Identify hazards and risks including those from climate change</li> <li>• Evaluate hazards and risks including those from climate change</li> <li>• Control hazards and risks including those from climate change</li> <li>• Maintain occupational health and safety awareness including women's issues/ concerns relative to OSH</li> </ul>	12 hrs

### COMMON COMPETENCIES

Unit of Competency	Module Title	Learning Outcomes	Nominal Duration
• Develop and update industry knowledge	• Developing and updating industry knowledge	<ul style="list-style-type: none"> <li>• Identify and access key resources of information on the industry</li> <li>• Access apply and share industry information</li> <li>• Update continuously relevant industry knowledge</li> </ul>	8 hrs
• Observe workplace hygiene procedures	• Observing workplace hygiene procedures	<ul style="list-style-type: none"> <li>• Practice personal grooming and hygiene</li> <li>• Practice safe and hygienic handling, storage and disposal of food, beverage and materials</li> </ul>	16 hrs
• Perform computer operations	• Performing computer operations	<ul style="list-style-type: none"> <li>• Identify and explain the functions, general features and capabilities of both hardware and software undertaken</li> <li>• Prepare and use appropriate hardware and software according to task requirement</li> <li>• Use appropriate devices and procedures to transfer files/data</li> <li>• Produce accurate and complete data according to the requirements</li> <li>• Maintain computer system</li> </ul>	24 hrs

## Course Structure

### COMMON COMPETENCIES

Unit of Competency	Module Title	Learning Outcomes	Nominal Duration
• Perform workplace and safety practices	• Performing workplace and safety practices	<ul style="list-style-type: none"> <li>Practice workplace safety, security and hygiene systems, processes and operation</li> <li>Respond appropriately to faults, problems and emergency situations</li> <li>Maintain safe personal presentation standards</li> </ul>	16 hrs
• Provide effective customer service	• Providing effective customer service	<ul style="list-style-type: none"> <li>Apply effective verbal and non-verbal communication skills to respond to customer needs</li> <li>Provide prompt and quality service to customer</li> <li>Handle queries promptly and correctly in line with enterprise procedures</li> <li>Handle customer complaints, evaluation and recommendations</li> </ul>	16 hrs

### CORE COMPETENCIES

Unit of Competency	Module Title	Learning Outcomes	Nominal Duration
• Clean bar areas	• Cleaning bar areas	<ul style="list-style-type: none"> <li>Clean bar, equipment and tools</li> <li>Clean and maintain public areas</li> </ul>	16 hrs
• Operate bar	• Operating bar	<ul style="list-style-type: none"> <li>Prepare bar for service</li> <li>Take drink orders</li> <li>Serve drinks</li> <li>Identify and deals customer affected with alcohol</li> <li>Maintain proper bar operation control procedures</li> <li>Close/turn over bar operations</li> </ul>	28 hrs
• Prepare and mix-cocktails and non-alcoholic concoctions	• Preparing and mixing-cocktails and non-alcoholic concoctions	<ul style="list-style-type: none"> <li>Prepare and mix a range of cocktails</li> <li>Prepare and mix a variety of non-alcoholic concoctions</li> <li>Use, clean and maintain bar tools, equipment and machineries for mixing cocktails and non alcoholic concoctions</li> </ul>	176 hrs
• Provide basic wine service	• Providing basic wine service	<ul style="list-style-type: none"> <li>Explain different types of wines to customer</li> <li>Recommend appropriate wine and food combinations to customers</li> <li>Prepare wine glasses and accessories for service</li> <li>Open and serve wine</li> <li>Check wine for faults</li> </ul>	40 hrs

## Course Structure

### ELECTIVE

Unit of Competency	Module Title	Learning Outcomes	Nominal Duration
• Prepare espresso	<ul style="list-style-type: none"> <li>Set up and prepare machine and equipment</li> <li>Dose and tamp coffee</li> <li>Extract espresso</li> </ul>	<ul style="list-style-type: none"> <li>Set up and prepare machine and equipment</li> <li>Dose and tamp coffee</li> <li>Extract espresso</li> </ul>	4 hrs
• Texture milk	<ul style="list-style-type: none"> <li>Prepare milk and equipment</li> <li>Foam milk</li> <li>Texture milk</li> </ul>	<ul style="list-style-type: none"> <li>Prepaer milk and equipment</li> <li>Foam milk</li> <li>Texture milk</li> </ul>	4 hrs
• Prepare and serve coffee beverages	<ul style="list-style-type: none"> <li>Take orders of guests</li> <li>Prepare espresso based beverages</li> <li>Prepare and serve brewed coffee</li> </ul>	<ul style="list-style-type: none"> <li>Take orders of guests</li> <li>Prepare espresso based beverages</li> <li>Prepare and serve brewed coffee</li> </ul>	8 hrs



## TESDA Women's Center

### VISION

*“TESDA Women's Center is the lead TVET Institution of excellence in empowering Filipino women.”*

### MISSION

*“As the lead TVET Institution of excellence in women empowerment, TESDA Women's Center advocates and provides programs and services geared towards quality-assured, inclusive and gender-fair TVET.”*

## BARTENDING NC II



For inquiries, please call us at

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