



PROFESSIONAL CHEF

# STUDY GUIDE

Horeca Academie



## Welcome

Dear student,

A warm welcome to the Professional Chef program at the Horeca Academie! In this study guide, you will find everything you can expect this year: classes, assignments, and hands-on learning in practice. We stand for quality, professionalism, involvement, hospitality, innovation, and enjoyment. Everyone is welcome, and with us, learning knows no boundaries. Wishing you lots of success and, above all, a wonderful and inspiring year of learning!

Warm regards,  
Damaris Verkijk



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## 1. About the Professional Chef Program

The Professional Chef Program at the Horeca Academie is an industry-focused program built on four levels that seamlessly connect.

1. Junior Level – an introduction to working in a Dutch kitchen, including the “Big 5” core skills.
2. Intermediate Level – covering essential techniques, product knowledge, and stock management.
3. Advanced Level – designed for chefs who want to lead a kitchen, take responsibility for cost control, and master menu engineering.
4. Expert Level – a deep dive to develop a specialty in the kitchen and refine your skills to perfection.
5. Each level builds on the last, guiding you step by step to become a true professional chef.



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## 1. Work-Based Learning programs

Our programs are offered in a **Work-Based Learning programs** (BBL-style format). This means that during your studies you are required to **work in a training company** for at least **20 hours per week (not applicable for the Junior program)** to practice your skills. The company does not need official recognition, but it must be a place where you can learn and apply what you are taught.

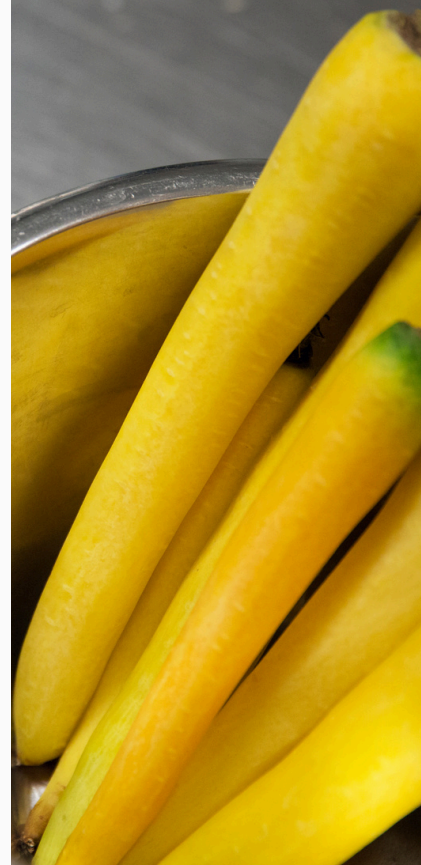
If you change training companies during your studies, you may not be without a training company for **longer than one month**. Without an active training company, you are not allowed to attend classes or take exams.

As soon as you have a new training company, you must inform us immediately by emailing [administratie@horecaacademie.nl](mailto:administratie@horecaacademie.nl).



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## About the BPVO (Vocational Training Agreement)

In the Netherlands, students in an officially recognized vocational program receive a BPVO (Beroepspraktijkvormingsovereenkomst). This agreement allows the training company to apply for government subsidies.

Because our international students follow an industry program rather than a government-recognized vocational program, **we are not able to issue a BPVO**. This means the training company cannot apply for these subsidies through our program.

If you have questions about this, feel free to ask us—we are happy to help!



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## Your Employment Agreement

Even if you are following an industry program (and not a government-recognized course), you still have rights when you work in a training company (leerbedrijf).

You should always have a written employment agreement that clearly states your working hours, salary, and conditions.

As an employee, you are entitled to:

- At least the legal minimum wage and holiday allowance.
- Safe working conditions and proper guidance.
- Rest breaks, days off, and leave according to Dutch labor law.

A training company is not allowed to treat you as free labor or deny you these rights. If something feels unclear or unfair, please reach out to us—we are here to support you.



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## 5. Your Culinary Program

You attend **hands-on classes one day a week** (about 7 hours). Be on time, ready in uniform with your tools, and check your **online schedule** weekly for updates. Active participation is essential—contact your teacher if you have questions.

The year is divided into 11 seasonal themes (e.g. autumn vegetables, winter game, spring fruits, summer ice creams). Each theme runs over 2–3 lessons, covering techniques from basic skills to creative menu preparation.

Our training focuses on sustainability, biodiversity, no-waste cooking, plant-based options, and nutrition, along with core skills like hygiene, food safety, HACCP, and allergen awareness.

In class, you work as part of a kitchen brigade, sharing responsibility for professional cleaning and safe handling of all products. Your internship experience is also part of your learning—share your skills and stories with your peers.

Class times may vary (for example, 10:30–18:00). Eat beforehand, bring snacks if needed, and enjoy tasting ingredients and dishes during lessons.



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## 6. Classes and Exams

### What to bring to class

- Chef's uniform and safety shoes (and optionally your own knife set). You can change at school.
- Lunch

### Attendance

You must attend at least 85% of your classes.

Can't come to class or an exam? Inform your mentor.

If you are frequently absent without notice, we will contact your training company.

- 1st and 2nd time: warning
- 3rd time: removal from the program or report to the compulsory education authorities.



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## Exams

- You get 3 attempts for each exam.
- If you fail 3 times, you will not graduate and will be unenrolled without a diploma.
- A 4th attempt is only possible in case of serious personal circumstances.
- No-show without notice = attempt lost.

## Clothing

During classes and practical exams you must wear a chef's uniform and kitchen shoes.

You can change at school and store your belongings safely.

You may bring your own knife set, but it is not required.

## Food and drinks

There are breaks for lunch, so please bring your own food.

Coffee, tea, and soft drinks are available at school free of charge.



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## 7. Online Books and Learning Environment

Horeca Academie provides access to online culinary textbooks via [SVH](#) that support your practical lessons and exam preparation.

Plan weekly study time to read the textbooks linked to your class topics. Being prepared helps you learn more in class.

You complete and upload assignments in the [online learning environment \(ELO\)](#).

Grades and results are available there after evaluation.

To log in to your SVH student portal, use the code:  
HA2024



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[SVH PORTAL](#)

[E-LEARNING](#)

[EXPLANATION ELO](#)





## 8. Assessment and Exams Summary

- Initial Assessment
- Reflection Assessment
- Tasks & Skills Book:
  - Tracks skill development
  - Signed regularly by teacher and chef
- Portfolio Assignments (4x):
  - Showcase your culinary skills and achievements
  - Submitted digitally before exams
  - Required for exam participation
- Exams:
  - 2 Theoretical (written) and 2 practical exams
  - Based on core tasks: “Prepares Various Dishes” and “Manages Kitchen Stock”
  - Exam dates scheduled and communicated two weeks in advance
- Proof of Competence (Final Exam):
  - Practical exam preparing a three-course menu
  - Demonstrates skills, hygiene, efficiency
  - Each dish graded; minimum 5.5 required to pass
  - Requires prior submission of written menu plan
- Results are Published within 10 working days in the online learning environment



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## 9. Fraud

Cheating and fraud are taken very seriously at Horeca Academie. Students must do their own work and may not use AI tools for assignments. If caught cheating or using AI, consequences include failing assignments, failing the course, or expulsion. Students may be tested on their work to confirm understanding. Always be honest and do your own best.



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## 10. Excursions & Masterclasses

Throughout the year, excursions and masterclasses will be offered to enhance your culinary knowledge. These will be announced by your teacher or through promotional materials.

We encourage you to join as many as possible to gain extra experience and insight into the industry in the Netherlands.

If interested, you can sign up to participate. Have ideas for trips or masterclasses? Please share them by emailing [joelle@horecaacademie.nl](mailto:joelle@horecaacademie.nl).



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## 11. Student Guidance

Your teacher and Chef at work will support you throughout your program.

- Your Chef mentors you during your internship and tracks your progress in the Tasks & Skills Book.
- You'll have regular meetings with your Chef and teacher to discuss development.
- Your Chef gives final feedback and signs your reflection form.
- Your teacher leads classes and monitors your progress.
- If you have issues, contact the student counselor via phone (070-302-99-56) or email ([info@horecaacademie.nl](mailto:info@horecaacademie.nl)).



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## 12. Vacation and Holidays

- National holidays and the Dutch summer vacation are built into the class schedule.
- Check the class and exam schedule to plan your holidays.
- You must attend at least 85% of classes, so plan vacations carefully.
- For special leave, inform your teacher early.

### Absence and Tardiness

- Attendance is registered every class day.
- Call your teacher in advance if you are sick or cannot attend.
- Being late or absent without a valid reason is not accepted at school or at work.



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## 13. Study Duration & Delay

- The program lasts one academic year (excluding summer).
- Start in September → finish in about 10 months.
- Start after September → finish in about 12 months (including summer).

### Study Delay

- Delays mean extra monthly tuition fees.
- Reasons can include:
  - Too few internship hours
  - Low attendance
  - Insufficient skills/knowledge or exam progress
  - Personal issues or illness
- If delayed, meet with the student office to agree on new terms.
- Always inform your teacher promptly about personal circumstances.



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## 14. Contact

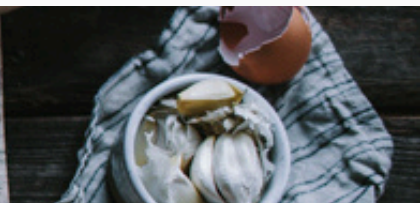
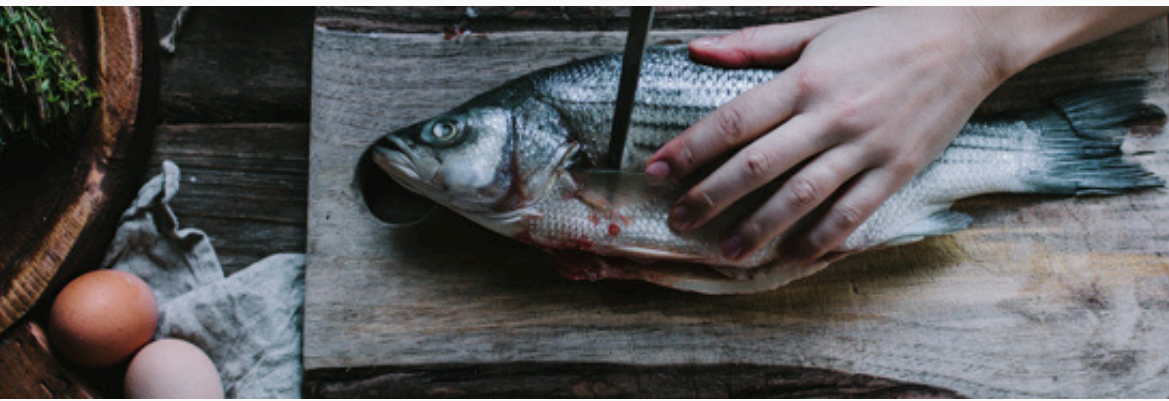
- Your mentor is your first point of contact for questions.
- Report changes (e.g. address or workplace) to [administratie@horecaacademie.nl](mailto:administratie@horecaacademie.nl).
- For financial questions, email [financieel@horecaacademie.nl](mailto:financieel@horecaacademie.nl).
- For any questions about the exams, send a mail to [i.gesthuizen@horecaacademie.nl](mailto:i.gesthuizen@horecaacademie.nl)
- For any questions about the SVH system, please contact SVH directly: 088-0501500 or via [info@svh.nl](mailto:info@svh.nl)



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## 15. House Rules

### In the kitchen:

- Always wear full chef's uniform (pants, jacket, apron, kitchen shoes).
- Tie back long hair, no jewelry.
- Wash hands before starting and after toilet use.
- Keep your workstation clean and follow HACCP rules.

### During class:

- Arrive 15 minutes before start time.
- Notify your mentor in advance if you can't attend.
- Smoking only in designated areas.
- No mobile phones during class.
- End the class together and leave the kitchen clean.

### Personal belongings:

- Store belongings in the cloakroom or changing room, not in the kitchen.
- Do not bring valuables; loss or damage is at your own risk.



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