



# **ADMISSION FORMS & PROSPECTUS**



## ABOUT BB DECO

BB Deco seeks to provide a very conducive atmosphere to train individuals - young, matured and adults who want to develop their talents in handiworks for their livelihoods.

Our course structure is tailored towards a one - on - one based practice framework and a competency based learning where individual needs are met. At BB Deco, we believe each and everyone has their own level of understanding hence this method of teaching.

With this method learners are able to grasp the teaching very well since no one is competing with the other.

Support based programs such as kitchen hygiene; managing one's own business/ entrepreneurship are offered to equip the student for the market.

### **TRAINING CALENDAR**

We admit students throughout the year. Hence, we admit 5 to 10 students at a time for each session to begin.

We have weekday classes (Monday through to Friday)

### **VISION AND MISSION**

#### **VISION**

We work to set new standards in the catering and food industry education with the aim of meeting the sector's needs by following our education model.

#### **MISSION**

To raise and equip our students in the field of catering and hotel management with cutting edge practical approach and competencies required to enable them lead the catering and hotel management profession.

# COURSES

## CAKE MAKING AND DECORATING WITH SUGAR CRAFT

This is a six (6) months intensive course. This course offers a beginner who has no knowledge or little knowledge in this field the opportunity to learn the baking of basic cakes, how to decorate birthday cakes using butter icing and Whipped cream frosting. Decorating of wedding cakes using fondant, as well as novelty cakes. At BB Deco, creativity is our hallmark and way of doing things hence we bring creativity in our cake decorating.

## ESSENTIAL UTENSILS

### CAKE MAKING ITEMS

- One Hand Whisk
- Two Mixing bowl (different sizes)
- cling films
- One Measuring cups and spoons
- Fine Sieve
- Six napkins
- A set of pastry brushes
- Gum paste set
- Modelling tools
- One rubber spatula
- Smoother



# SUGAR CRAFT ITEMS

## ESSENTIAL UTENSILS

### ITEMS

4 Plastic bowls  
Kitchen aluminum foil,  
kitchen towel or tissues  
Fondant Rolling pin  
Tape measure  
Cello tape  
Eggs  
Baking powder  
Pastry flour  
2 wooden spoon  
Pallet knife - small & large  
1 small sauce pan  
Glass bowl  
Margarine  
Table Cloth / Mob & bucket

### ITEMS

Tracing paper/ wax  
paper  
Tweezers  
Flower scissors  
Cake colours  
Decorating tips  
Floral tape  
Cake stencils  
Quilting tools  
Sponge and soap  
Mop and mop bucket  
Tool box  
Broom  
Dust pan and bin

- ❖ All items should be packed in a jute bag
- ❖ Your name should be boldly written on all items
- ❖ Some items can be bought at BB creative and cake supplies shop at the School.

**NOTE: ALL ITEMS BOUGHT ARE FOR THE STUDENTS' USE NOT FOR THE SCHOOL**



# PASTRY ART

This is a three (3) months intensive program aimed at equipping the beginner the ability to become a Pastry Chef. The course is structured on both local and continental pastry standards. This is a practical based training program whereby the confidence of students are built to be masters on their own.

## ESSENTIAL UTENSILS – PASTRY ARTS ITEMS

1 Hand whisk  
Cling film  
Chopping board  
Biscuit cutter  
1 Set kitchen tools  
Cooking oil for frying  
2 medium size round bowls  
Can Opener  
1 sharp knife, bread knife  
6 plastic bowls with  
Covers (different sizes)  
Plate, cup  
2 Wooden Spoons  
Cocktail sticks/khebab sticks  
6 napkins Brown sugar,  
Baking powder  
Colander  
2 mixing bowls  
Tool box  
A pair of scissors  
Doily,  
Grater, Doughnut cutter and machine  
Chips cutting machine

Dustbin or dustbin rubber  
Salt Fancy pastry cutters  
Glass bowls  
Frying Basket and with its pan  
Pastry bowl or pie dish  
Liquid soap and sponge  
Jam, icing sugar,  
Sugar and cake cases  
Measuring cups and spoons  
Tooth pick, Notebook, pen and pencil  
Canned tuna  
Pastry brushes  
Kitchen foil and kitchen paper  
Eggs, spices, corn flour and milk  
Fine sieve  
Flour (pastry and hard flour)  
Rolling pin  
Margarine, flour, nutmeg and flavors  
Saucepan (small and medium)  
Food server and two serving trays  
Serving Tong, Floor cloth, Mob & bucket and  
Broom

- ❖ All items should be packed in a big check bag with padlock
- ❖ Your name should be written boldly on your items for easily Identification
- ❖ Vegetables - onion, carrot, spring onion and green pepper.  
These should be bought in smaller quantity to avoid waste.



# CATERING AND HOSPITALITY (FULL COURSE)

At BB Deco, Our Catering and Hospitality program runs for one year (1) Year. This is also a very intensive program with 90% practical work, 10% theory. The course offers the beginner the opportunity to become a Cookery Chef.

It consists of pastry making, basic cake decoration for birthday cake, sauce making, soups, and salads, dishes under fishes and meat, desserts as well as fruit decoration and many more from both the local and continental domain. This program equips you for both the formal and informal sectors.

## ESSENTIAL UTENSILS

### ITEMS

- 1 Hand Whisk
- 1 Measuring cups & spoons
- 1 Set Kitchen Tools
- 1 Sharp Knife, bread knife
- 2 Wooden Spoons
- 6 Napkins
- A Pair of Scissors
- Toothpick
- Can opener
- Cocktail stick khebab sticks
- Colander
- Dustbin small size
- Egg separator
- Egg slicer
- Frying basket
- Liquid soap, soap and sponge
- Cutlery set
- Note book, pen & pencil
- Pastry brushes
- Drinking glasses
- Frying pan
- Sauce boat
- 4 set sauce pan
- Serving tong
- Waffle machine
- Wooden tray
- Mopping bucket and mop
- Broom

### ITEMS

- Chopping board
- Soup bowl
- 4 plates, cups
- Dessert plates & cocktail
- Glasses
- 3 Mixing bowls
- Grater
- Cling film
- Cooking oil for frying
- 4 Oval plates
- Glass bowl
- Pastry bowl or pie dish
- Kitchen foil and kitchen paper or tissue
- Spices, corn flour, milk
- Food server and 2 serving tray
- Pastry cutters/cookies cutters
- Macaroni machine/cuter
- Doughnut making machine
- Salad bowl
- 6 Bowls with lids
- Spring roll cuter
- Blender
- Sterilizing Bowl
- Table napkin
- Floor cloth
- Bread toaster machine



# FLORAL & EVENTS MANAGEMENT

This is a four (4) months course program and comprises balloon, ribbon and floral art decorations. The program emphasizes on all aspects of decorations ranging from Weddings, birthdays, church, social and corporate events. Learners are taught how to use fabric to make roses in the event that where there are no flowers, Business aspects of providing decorations and event management are also taught.

## ESSENTIAL UTENSILS

### ITEMS LIST

1 Hard wire	1 bouquet holder
1 Soft wire	1 bridal fan
12 floral tape	1 bridal pillow
1 scissors	1 posy frill
Organza material 2 different colours (2 yards each)	6 bundle kebab sticks
2 boxes office pins	Presentation bouquet
5 paper Wrapper	6 pkts balloons (different colours)
6 ribbons (different colours)	Fishing line
1 Bundle cellophane	Pomander
3 napkins	Stapler
12 pieces oasis	2 Flower girl baskets
1 moss	Car net
16 bunches of flowers (different colours including white)	Electrician clips (small and big)
2 wrath frames	Flower garlands (green and gold)
	Broom
	Mob and Bucket



# SHORT COURSES

These courses are intensive program, which teaches basic cookery, and simple cocktail dishes for parties, weddings, and engagement receptions. This course is best for beginners as well as housewives who want to sharpen their cooking skills.

Short Courses: Short courses are run for people who already acquired knowledge in cake decoration, pastry, and catering but want to polish their already acquired knowledge

## SHORT COURSES ARE

BASIC COOKERY	8 weeks
COCKTAIL DISHES	4 WEEKS
JUICE AND SMOOTHIES MAKING	1 WEEK
FRUIT DECORATION	1 WEEK
BREAKFAST DISHES	4 WEEKS
WEDDING CAKES	4 WEEKS
WHIPPED CREAM FROSTING	2 WEEKS





# FINANCIAL INFORMATION

## TUITION FEE:

The tuition fee represents includes cost of the Wealth of Knowledge imparted. It also include handouts, an apron and a cap. The Fees can be paid in full or in three (3) installments (See Admission Form).

It also consists of the cost of using Water, electricity, gas, Wear and tear, maintenance and sanitary charges.

## GRADUATION FEES:

Graduation fees will be determine before the graduation ceremony

## PAYMENT PLAN:

We offer very flexible payment plans. The payment plans have been structured to enable flexible payment terms for all.

**Management, however, urges students to honor their financial obligations with strict adherence to the stipulated fee payment deadlines**

## HAND OUTS

### SUGAR CRAFT

### PASTRY

### CATERING & HOSPITALITY

### EVENTS MANAGEMENT

### SHORT COURSES

### OTHERS

TABLE CLOTH & FOOD COVER

### COURSES

PASTRY MAKING

CATERING & HOSPITALITY

CAKE DECORATIONS

FLORAL & EVENTS MANAGEMENT

SHORT COURSES

BASIC FOOD PREPARATION

COCKTAIL DISHES

JUICE & SMOOTHIE

FRUIT DECORATION

BREAKFAST DISHES

SALADS ONLY

WEDDING CAKES ONLY

# CLASSES SESSIONS

Below are our class sessions

DAYS	CAKE MAKING & DECORATION / SUGAR CRAFT	PASTRY MAKING	CATERING & HOSPITALITY	FLORAL & EVENT MANAGEMENT	SHORT COURSES
MON. 8:00 AM – 1:00 PM	✓	✓		✓	
TUES. 8:00 AM – 1:00 PM	✓	✓			
WED. 8:00 AM – 1:00 PM	✓	✓	✓	✓	
THUR. 8:00 AM – 1:00 PM	✓		✓		✓
FRI. 8:00 AM – 1:00 PM			✓	✓	✓

- MONDAY TO Thursday - CAKE DECORATIONS
- MONDAY TO WEDNESDAY - PASTRY ARTS
- WEDNESDAY TO FRIDAY - CATERING AND HOSPITALITY
- MONDAY, WEDNESDAY AND FRIDAY - FABRIC DECO
- THURSDAY AND FRIDAYS - SHORT COURSES

# GENERAL GUIDE

## DRESS CODE:

The Training Centre has prescribed dress code for all applicants/learners. These are described below:

## MALE:

To wear any coloured trousers (jeans, khaki, black or brown) and strictly the schools Lacoste, white short sleeve shirt with brown or black shoes or sandals.

## FEMALE:

To wear either a skirt or trousers (black, brown or jeans) with the schools Uniform with brown or black down shoes or sandals.

Slipped-on are not allowed.

## FOR PRACTICAL

Uniform can be bought at the school.

## REQUIREMENTS:

A prospective applicant/learner must meet the following

1. Be able to read and write.
2. Must have a minimum education of at least up to Junior High School (JHS) level.
3. Must be at least 16 years of age.

Once the prospective applicant / learner meets the above requirements, he or she has to follow these steps:

1. Submit a completed Application Form and add two-passport size photograph.
2. At least pay half of the Tuition and Utility Fees.
3. On receipt of your admission letter, the prospective applicant/learner is advised to follow the enrollment procedure.
4. Graduation Fees can be paid a month before the completion of the course.

# DRESS CODE AND UNIFORM

School T-shirt with blue or black Jeans Trousers/ skirt

Practical Dress During practical days

**N/B: UNIFORMS ARE SOLD IN THE SCHOOL**

**WHITE NON-SLIP CROSS SHOES SHOULD BE WORN IN THE KITCHEN AT ALL TIMES**

## UNIFORMS

PRACTICAL DRESS	-	200.00
APRON & CAP	-	60.00
T' SHIRT	-	70.00
<b>TOTAL</b>		<b>330.00</b>



# ADMISSION FORM

Name: \_\_\_\_\_  
Surname Other Names

Date of Birth: \_\_\_\_\_

Sex:  Male  Female

Postal Address: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Residential Tel. NO (If any): \_\_\_\_\_

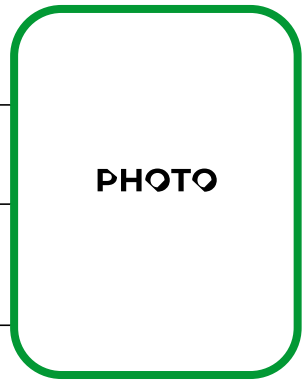
Cellular 1. \_\_\_\_\_ 2. \_\_\_\_\_

Marital Status:  Single  Married  Divorced

Children:  Yes  No

Sponsor:  Self  Parent  Guardian

Parent/Guardian Tel No: \_\_\_\_\_



## COURSES TO OFFER

- PASTRY MAKING -
- CATERING & HOSPITALITY -
- CAKE DECORATIONS -
- FLORAL & EVENTS MANAGEMENT -

## SHORT COURSES

- BASIC FOOD PREPARATION -
- COCKTAIL DISHES -
- JUICE & SMOOTHIE -
- FRUIT DECORATION -
- BREAKFAST DISHES -
- SALADS ONLY -
- WEDDING CAKES ONLY -

## DECLARATION

I \_\_\_\_\_ hereby declare that, the above information is true.

Date: \_\_\_\_\_

\_\_\_\_\_

Applicant's Signature

## OFFICIAL USE

REMARKS \_\_\_\_\_

# RULES AND REGULATIONS

1. Learners must report to school at 8.30 am and close at 2.00 pm. The learners have 45 mins lunch break from 11.45 am to 12.30pm
2. Learners must be neatly dressed in an apron and a cap always
3. Wearing slippers is not **ALLOWED** in class
4. Lateness will not be tolerated
5. No singing and eating in class
6. Learners shall be surcharged for equipment and instrument misplaced or damaged.
7. Learners should not cause any strife and misunderstanding between anyone in the school
8. Learners are expected to be obedient, punctual, respectful, and hardworking.
9. Learners are also expected to accord respect to **ALL INSTRUCTORS in the school**
10. Learners must always seek permission for being absent from school
11. Nails must be cut short at all times. Painting of nails and nail extensions are not allowed in the school

## NOTE:

- FEES PAID ARE NOT REFUNDABLE
- FLOOR CLOTHS ARE SOLD IN THE SCHOOL FOR CATERING AND PASTRY STUDENTS

