

Purpose:

This information sheet intended to provide additional information for candidates who are willing to enrol in SIT40521 Certificate IV in Kitchen Management as it provides further information regarding the extra training and assessment requirements that ATCWA has put in place so the learner can be aware of the structure of the course before accepting the course offer.

Introduction:

With the rapid growth and global trend, this qualification provides you a great pathway to enter into the hospitality industry pursuing your career mainly as a chef or cook in your chosen area of interest. This qualification reflects the role of chefs and cooks who have a supervisory or team leading role in the kitchen thus, you will develop required knowledge and skills throughout the study period of this qualification.

The skills you develop through this qualification help you work independently or with limited guidance from others and use discretion to solve non-routine problems. Studying in this qualification in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice. provides a pathway to work in organisations such as restaurants, hotels, clubs, pubs, cafes and coffee shops, or to run a small business in these sectors.

Course Duration:

You will complete this course within 104 weeks which inclusive of;

- 66 Weeks of delivery &
- 12 weeks of Holidays/Term breaks

The above course duration varies if you are eligible to receive credits for the applicable units that you may have achieved competency in any other SIT qualifications that you have completed prior to enrol in this qualification. You must have considered this option at the time of submitting your course enrolment. If you need further information regarding your eligibility for Credit Transfer Units, please contact our Admin/enrolment team via email at admin@atc.wa.edu.au. Also, please visit college website on www.atc.wa.edu.au to download our credit transfer policy and procedure for your reference.

Weekly Delivery Schedule:

Units without practical components:

- 2 Days: Face-to-Face in class and;
- 5 hours of supervised self-paced learning

Units with practical components:

- Day 1: Face-to-Face in class and;
- Day 2: In the training kitchen
- 2.5 hours of supervised self-paced learning

Current Delivery and Assessment Locations:

- Main campus at 8 Francis Street, Perth, WA 6000
- ATCWA Commercial Training Kitchen located at Unit 2, 2324 Albany Hwy, Gosnells, WA 6110
- Work-Based Assessment: At a venue assigned for you to conduct assessment for the unit
SITHCCC043* Work effectively as a cook

Resources to be self-supplied:

Prior to studying any practical training and assessment, you are required to have self-supplied the following mandatory resources.

- Kitchen tool kit
- Chef uniform kit
- Chef shoes with anti-slip soles

Please note that the costs of the above resources are not included in the enrolment fee, resource fee, or tuition fee so you must be able to self-manage.

Units you will study:

1. SITHCCC023* Use food preparation equipment
2. SITHCCC027* Prepare dishes using basic methods of cookery
3. SITHCCC028* Prepare appetisers and salads
4. SITHCCC029* Prepare stocks, sauces and soups
5. SITHCCC030* Prepare vegetable, fruit, eggs and farinaceous dishes
6. SITHCCC031* Prepare vegetarian and vegan dishes
7. SITHCCC035* Prepare poultry dishes
8. SITHCCC036* Prepare meat dishes
9. SITHCCC037* Prepare seafood dishes
10. SITHCCC041* Produce cakes, pastries and breads
11. SITHCCC042* Prepare food to meet special dietary requirements
12. SITHCCC043* Work effectively as a cook
13. SITHKOP010 Plan and cost recipes
14. SITHKOP012* Develop recipes for special dietary requirements
15. SITHKOP013* Plan cooking operations
16. SITHKOP015* Design and cost menus
17. SITHPAT016* Produce desserts
18. SITXCOM010 Manage conflict
19. SITXFIN009 Manage finances within a budget
20. SITXFSA005 Use hygienic practices for food safety
21. SITXFSA006 Participate in safe food handling practices
22. SITXFSA008* Develop and implement a food safety program
23. SITXHRM008 Roster staff

24. SITXHRM009 Lead and manage people
25. SITXINV006* Receive, store and maintain stock
26. SITXMGT004 Monitor work operations
27. SITXWHS007 Implement and monitor work health and safety practices
28. SITHCCC026* Package prepared foodstuffs
29. SITHCCC040* Prepare and serve cheese
30. SITHKOP014 Plan catering for events or functions
31. BSBTWK501 Lead diversity and inclusion
32. SITXHRM010 Recruit, select and induct staff
33. SITXCCS015 Enhance customer service experiences

Units marked with an *asterisk have one or more prerequisites

Work-place Based Assessment

The unit SITHCCC043 Work effectively as a cook requires you to demonstrate skills in a real workplace with access to all required facilities, equipment and documentation. Thus, the assessments for this unit will be conducted in an actual hospitality establishment that ATCWA will assign to you.

Aims:

- Develop employability skills
- “Hands-on” experience in the workplace
- Knowledge of employers’ and industry expectations and standards
- Opportunity to gain confidence and better communication skills through learning and engagement
- Exposure to the real world of work and the opportunity to learn about the hospitality industry
- Raise awareness and employment prospects

- Fulfil the assessment requirements and conditions of the unit SITHCCC020 Work Effectively as a Cook

Industry Placement Plan

Unit:	SITHCCC043 Work effectively as a cook Click the link below to access the unit details. https://training.gov.au/Training/Details/SITHCCC043
Total Number of Weeks	<ul style="list-style-type: none"> • 11 Weeks
Minimum Number of IP Hours to be completed:	<ul style="list-style-type: none"> • 200 Hours
Total Number of Hours Allocated: (Amount of Training)	<ul style="list-style-type: none"> • 220 Hours including induction (20 hours x 11 weeks)
Expected Number of Self-study Hours:	<ul style="list-style-type: none"> • 30 Hours (3 Hours per week for minimum of 10 Weeks)
Volume of Learning:	<ul style="list-style-type: none"> • 250 Hours

IP Induction and introduction to the unit: SITHCCC020 Work effectively as a cook

Students who commence IP are required to attend the ATCWA's compulsory IP induction in the first weeks of their IP term. This session is considered as the initial part of the work placement and the total number of hours allocated for the session is 20 hours.

At the induction, students will be provided and guided with the following.

- Details of the work place
- A copy of the signed IP agreement
- The ATCWA assessment strategy that will be used to assess their performance and competency including timelines and conditions
- ATCWA IP assessor and their responsibilities

- Student's and ATCWA's responsibilities
- Workplace responsibilities
- IP Logbook and evidence to be provided
- Discontinuity of IP
- Other important information such as insurance cover during the IP
- Overview of the unit SITHCCC043 WORK EFFECTIVELY AS A COOK including the assessment requirements and conditions.

IP Venue:

In selecting hospitality venues, ATCWA considers the following key requirements to determine their appropriateness

- Services and service styles they offer
- Kitchen facilities to meet the assessment conditions of the unit SITHCCC020 WORK EFFECTIVELY AS A COOK
- Kitchen Capacity
- Availability of transport and other facilities
- Availability of workplace supervisor
- Workplace conditions such as insurance, minimum work hours and WHS practices etc.

After gathering the above information, ATCWA assessor and the Academic Coordinator will conduct workplace visits to finalise the industry placement venues and then proceed with the venue allocation.

Learners who wish to use their workplaces for completing the IP, they must liaise with the Academic Coordinator in advance to assess the eligibility of the workplace.

During work placement:

During this period, the nominated ATCWA Assessor will conduct workplace visits and observations as of the following specifications and requirements.

- Visit each IP student at least 3 times as a minimum.
- These 3 visits to cover a minimum of 3 service periods / 3 service styles.

- Collect evidence of workplace visits (photos, videos and notes/minutes etc.)
- Complete and sign learner IP logbook at each visit
- Meet with the workplace supervisor and other team members for collecting feedback for assessment evidence

Students must complete all assigned tasks and record all required information in their Logbook and obtain the workplace supervisor's signature at the end of each service period. This is a compulsory requirement thus, students who fail to provide required evidence will be assessed as deemed "Not Yet Competent".

Evidence to be provided in the IP Logbook

- Fully completed 48 service summary sheets
- Where possible, relevant recipes of the dishes made along with the ingredient and the cooking methods
- Relevant photos – (Photos without ATCWA uniform and taken during the practical sessions in the ATCWA training kitchen will not be accepted).
- Photos of the dishes made and equipment used
- If accessible, photos or copies of other workplace documents which were accessible (i.e. WHS policy and procedure, Safety Data Sheet etc.)

Final Outcome of the unit SITHCCC043 Work effectively as a cook

The final outcome of this unit will be determined according to the following evidence gathered throughout the industry placement period and the portfolio evidence provided by the learner.

1. Workplace Observations conducted by the ATCWA Assessor
2. Feedback collected from the work-place supervisor and team
3. Verbal/Knowledge based assessment conducted at workplace or in class
4. IP Logbook/ Portfolio evidence submitted by you

SIT40521 Supplementary Information Sheet

Further information regarding the IP arrangement will be provided to you at the orientation and the IP induction. Also the portfolio that you will receive contains further information that you must be aware of prior to commencing your work placement.