THE SYDNEY BUSINESS AND TRAVEL ACADEMY

2017

Course Guide

SIT40516 Certificate IV in Commercial Cookery

The Lan-Grove Office Training Centre Pty Ltd t/a The Sydney Business and Travel Academy and The Sydney English Language Academy
ABN 95 002 965 639 RTO ID 90412 CRICOS Provider Code 00181A
Level 2, 401 Sussex Street, Sydney, NSW 2000
SIT40516 Certificate IV in Commercial Cookery

Course Description

This qualification reflects the role of commercial cooks who use a wide range of well-developed cookery skills and sound knowledge of kitchen operations to prepare food and menu items. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities. This qualification provides a pathway to work as a commercial cook in organisations such as restaurants, hotels, clubs, pubs, cafés, and coffee shops.

Work placement?

Students are required to complete 60 service period of work placement to demonstrate they can transfer the skills they have learnt back into an actual restaurant setting.

The students need to demonstrate that they can safely and hygienically prepare, cook and present menu items for a minimum of 48 complete service periods that cover breakfast, lunch and dinner and special functions for the unit SITHCCC020 Work effectively as a cook.

Students must also demonstrate they can supervise food production processes and monitor and report on the quality of kitchen outputs for a minimum of twelve (12) complete service periods (shifts) which includes the development of kitchen workflow schedules, mise en place lists, food preparation lists and calculate and order foods supplies for the unit SITHKOP005 Coordinate cooking operations.

Career opportunities?

If you complete this qualification you could gain roles such as:

- Sous Chef
- Breakfast Chef
- Chef de Partie
- Commis Chef
- Demi Chef

Entry requirements

There are no entry requirement into this qualification, however to study this course at SBTA, the students must:

- be 18 years and over

Academic

- Have satisfactorily completed Australian Year 11 or overseas equivalent school qualifications
- Have adequate core skills of being able to learn, read, write, research, use technology, work in teams and use numeracy as these skills are embedded in the study of this program;

**English**

- Minimum score of upper intermediate level of English (IELTS 5.5) or equivalent

  - An English proficiency of upper intermediate level or above from any NEAS accredited ELICOS provider or be able to provide one of the following:
    - Academic IELTS (International English Language Testing System) overall band score of 5.5 from any NEAS approved ELICOS provider or successful completion of the SBTA English Language Entry Test.
    - TOEFL iBT (Test of English as a Foreign Language Internet-Based test) test score band: 46
    - PTE Academic (Pearson Test of English) test score band: 42
    - CAE (Cambridge English Advanced) test score band: 47
    - OET (Occupational English Test) test score band: Pass
    - TOEFL PBT (Test of English as a Foreign Language Paper-Based Test) test score band: 527

**Course duration**

This course is delivered in a structured class-room based environment over 1.5 academic year as follows:

- Duration: 1.5 academic years (includes 2 terms – 18 weeks of work placement)
- Semesters: 3 semesters
- Term: 6 terms
- No of days: 2 days per week
- Time: 8.30 am – 4.30 pm plus 5 hours self-study

**How is this course delivered?**

This course will be delivered face-to-face in a classroom environment for theory subjects plus practical lessons in a commercial kitchen environment where the students will be required to undertake several cooking activities supervised by their trainer and assessor. Students will be provided with course materials in hard copy and assessment materials via their student portal. The teacher will also be interacting with the students over their Student Portal.

**Course fees**

Course fees for the SIT40516 Certificate IV in Commercial Cookery, is made up as follows:

- Total course fee: $18,000
- Term fee: $3,000 per term
- Enrolment fee: Student Visa $250 (Other visas $100)
- Materials fee: $280
- Uniforms/tool kit: $990

Before you commence your course, you will need to purchase a commercial cookery uniform and tool kit.
### Other Miscellaneous Fees (if required)

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<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Uniform and Toolkit Fee</td>
<td>$990 (Commercial Cookery Students only)</td>
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<tr>
<td>Enrolment Fee</td>
<td>Student Visa $250 Other Visas $100</td>
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<tr>
<td>Overseas Student Health Cover</td>
<td>Single cover approx. from $47.10 p/month. Subject to change without notice</td>
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<tr>
<td>Homestay Placement Fee</td>
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<td>Homestay</td>
<td>$290 p/week (2 meals weekdays, 3 meals weekends)</td>
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<td>Homeshare</td>
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<td>Airport Pick-up Fee</td>
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<td>Late Payment Fee</td>
<td>$100, Additional fee if overdue 4 weeks or more $100</td>
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<tr>
<td>Course Change</td>
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<tr>
<td>Document Requests</td>
<td>$40 Interim Transcript, Holiday Letter, Confirmation Letter, Academic Status Letter etc</td>
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<tr>
<td>Reissue of qualification/transcript</td>
<td>$100 (or first issue more than six months after course completion)</td>
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<tr>
<td>Registered post</td>
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<td>Reassessment of an assessment task</td>
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<td>Repeating a subject or a subject cluster</td>
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<td>Repeating practical session in the commercial kitchen</td>
<td>$400 for each missed practical session</td>
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<tr>
<td>Repeating a workplace assessment</td>
<td>$200 (work placement unit SITHIND004 Work effectively in hospitality service)</td>
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<td>Assessment re-marking request</td>
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<tr>
<td>Credit Transfer (Current SBTA qualification)</td>
<td>$100, Superseded SBTA qualification $200</td>
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<td>Service</td>
<td>Fee</td>
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<td>Credit Transfer (Non-SBTA qualification)</td>
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<td>RPL Application Fee</td>
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<td>RPL Assessment Fee</td>
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<td>Replacement student ID card</td>
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<td>Verification of SBTA qualification</td>
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<td>Application for additional leave fee</td>
<td>$200</td>
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<td>Late submission of assessment</td>
<td>$100</td>
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Pathways from the qualification

After achieving this qualification, candidates may undertake a range of Diploma courses in Hospitality or Business.

Swiss Partnership

If you wish to continue your studies and achieve a tertiary qualification, you will have an opportunity to continue your studies with IMI International Management Institute Switzerland based in Luzern Switzerland to complete your Bachelor of Arts with Honours in International Culinary Arts program.
Course overview

To gain the full qualification, you will be required to undertake thirty-three (33) units of competency. If you successfully complete and gain competency in all thirty-three (33) units of competency, you will be issued with a SIT40516 Certificate IV in Commercial Cookery qualification.

If you partially complete the course or only a few units from this qualification, you will be awarded a Statement of Attainment for the units successfully completed.

Units of Competency

The candidate must complete thirty-three (33) of competency, which are made up of twenty-six (26) core units and seven (7) elective units listed below.

**SITXFSA001 Use hygienic practices for food safety**

This unit describes the performance outcomes, skills and knowledge required to use personal hygiene practices to prevent contamination of food that might cause food-borne illnesses. It requires the ability to follow predetermined organisational procedures and to identify and control food hazards. The unit applies to all organisations with permanent or temporary kitchen premises or smaller food preparation or bar areas. This includes restaurants, cafes, clubs, hotels, and bars; tour operators; attractions; function events, exhibitions and conference catering; educational institutions; aged care facilities; correctional centres; hospitals; defence forces; cafeterias, kiosks, canteens and fast food outlets; residential catering; in-flight and other transport catering. It applies to food handlers who directly handle food or food contact surfaces such as cutlery, plates and bowls during their daily work activities. This includes cooks, chefs, caterers, kitchen stewards, kitchen hands, bar, and food and beverage attendants, and sometimes room attendants and front office staff.

**SITXFSA002 Participate in safe food handling practices**

The This unit describes the performance outcomes, skills and knowledge required to handle food safely during the storage, preparation, display, service and disposal of food. It requires the ability to follow predetermined procedures as outlined in a food safety
program and it applies to all organisations with permanent or temporary kitchen premises or smaller food preparation areas. This includes restaurants, cafes, clubs, and hotels; tour operators; attractions; function, event, exhibition and conference catering; educational institutions; aged care facilities; correctional centres; hospitals; defence forces; cafeterias, kiosks, canteens and fast food outlets; residential catering; in-flight and other transport catering. Safe food handling practices are based on an organisation’s individual food safety program. The program would normally be based on the hazard analysis and critical control points (HACCP) method, but this unit can apply to other food safety systems. It applies to food handlers who directly handle food during their daily work activities. This includes cooks, chefs, caterers, kitchen hands and food and beverage attendants.

Food handlers must comply with the requirements contained within the Australia New Zealand Food Standards Code.

**SITXWS001 Participate in safe work practices**

This unit describes the performance outcomes, skills and knowledge required to incorporate safe work practices into own workplace activities. It requires the ability to follow predetermined health, safety and security procedures and to participate in organisational work health and safety (WHS) management practices. The unit applies to all tourism, travel, hospitality and event sectors and to any small, medium or large organisation. All personnel at all levels use this skill in the workplace during their daily activities. The unit incorporates the requirement for all employees under state and territory WHS legislation, to participate in the management of their own health and safety, that of their colleagues and anyone else in the workplace. They must cooperate with their employer and follow practices to ensure safety at work.

**BSBSUS201 Participate in environmentally sustainable work practices**

This unit describes the skills and knowledge required to effectively measure current resource use and carry out improvements, including reducing the negative environmental impact of work practices. It applies to individuals, working under supervision or guidance, who are required to follow workplace procedures and instructions, and work in an environmentally sustainable manner within scope of competency, authority and own level of responsibility.

**BSBWOR203 Work effectively with others**

This unit describes the skills and knowledge required to work cooperatively with others and deal effectively with issues, problems and conflict. It applies to individuals who perform a range of routine tasks using a limited range of practical skills, and a fundamental knowledge of teamwork in a defined context under direct supervision or with limited individual responsibility.

**SITHKOP001 Clean kitchen premises and equipment**

This unit describes the performance outcomes, skills and knowledge required to clean food preparation areas, storage areas, and equipment in commercial kitchens to ensure the safety of food. It requires the ability to work safely and to use resources efficiently to reduce negative environmental impacts. This unit is particularly important within a food safety regime and applies to all hospitality and catering organisations with kitchen premises, including permanent or temporary kitchens or smaller food preparation areas. These can be found within restaurants, cafes, kiosks, cafeterias, clubs, hotels, attractions and in catering facilities. The unit applies to kitchen personnel who work with very little independence and under close supervision, including kitchen attendants and stewards. It can also apply to cooks and chefs in small organisations.
SITHCCC001 Use food preparation equipment

This unit describes the performance outcomes, skills and knowledge required to safely use commercial kitchen equipment to prepare a range of different food types. The unit applies to operational personnel responsible for general food preparation tasks in hospitality and catering organisations. It applies to individuals who work with very little independence and under close supervision. They follow predefined organisational procedures and report any discrepancies to a higher level staff member for action.

SITHCCC006 Prepare appetisers and salads

This unit describes the performance outcomes, skills and knowledge required to prepare appetisers and salads following standard recipes. It requires the ability to select and prepare ingredients, and to use relevant equipment and cookery and food storage methods. The unit applies to cooks working in hospitality and catering organisations. This could include restaurants, educational institutions, health establishments, defence forces, cafeterias, kiosks, cafes, residential caterers, in flight and other transport caterers, and event and function caterers. It applies to individuals who work with very little independence and under close supervision and guidance of more senior chefs. They follow predefined organisational procedures and report discrepancies to a higher level staff member for action.

SITHCCC007 Prepare stocks, sauces and soups

This unit describes the performance outcomes, skills and knowledge required to prepare various stocks, sauces and soups following standard recipes. It requires the ability to select and prepare ingredients, and to use relevant equipment and cookery and food storage methods. The unit applies to cooks working in hospitality and catering organisations. This could include restaurants, educational institutions, health establishments, defence forces, cafeterias, kiosks, cafes, residential caterers, in flight and other transport caterers, and event and function caterers. It applies to individuals who work with very little independence and under close supervision and guidance of more senior chefs. They follow predefined organisational procedures and report any discrepancies to a higher level staff member for action.

SITHCCC008 Prepare vegetable, fruit, egg and farinaceous dishes

This unit describes the performance outcomes, skills and knowledge required to prepare and cook various vegetable, fruit, egg and farinaceous dishes following standard recipes. It requires the ability to select and prepare ingredients, and to use relevant equipment, cookery and food storage methods. The unit applies to cooks working in hospitality and catering organisations. This could include restaurants, educational institutions, health establishments, defence forces, cafeterias, kiosks, cafes, residential caterers, in flight and other transport caterers, and event and function caterers. It applies to individuals who work with very little independence and under close supervision and guidance of more senior chefs. They follow predefined organisational procedures and report any discrepancies to a higher level staff member for action.

SITHKOP002 Plan and cost basic menus

This unit describes the performance outcomes, skills and knowledge required to plan and cost basic menus for dishes or food product ranges for any type of cuisine or food service style. It requires the ability to identify customer preferences, plan menus to meet customer and business needs, cost menus and evaluate their success. The unit applies to hospitality and catering organisations. Menus can be for ongoing food service, for an event or function, or for a food product range such as patisserie products. It applies to
cooks, patissiers and catering personnel who usually work under the guidance of more senior chefs.

**SITHKOP004 Develop menus for special dietary requirements**

This unit describes the performance outcomes, skills and knowledge required to develop menus and meal plans for people who have special dietary needs for health, lifestyle and cultural reasons. It requires the ability to identify the dietary requirements of customers, develop special menus and meal plans to meet those requirements, cost menus and to monitor and evaluate the success of menu performance.

The unit applies to all hospitality and catering organisations that prepare and serve food. This includes hotels, clubs, restaurants, educational institutions, health establishments, defence forces, cafeterias, kiosks, cafes, residential caterers, in flight and other transport caterers, event and function caterers.

It applies to those people who operate independently or with limited guidance from others such as senior cooks, chefs, catering supervisors and managers.

**SITHCCC018 Prepare food to meet special dietary requirements**

This unit describes the performance outcomes, skills and knowledge required to prepare dishes for people who have special dietary needs for health, lifestyle or cultural reasons. It requires the ability to confirm the dietary requirements of customers, use special recipes, select special ingredients and produce food to satisfy special requirements. The unit applies to cooks and patissiers working in hospitality and catering organisations. This could include restaurants, educational institutions, health establishments, defence forces, cafeterias, kiosks, cafes, residential caterers, in flight and other transport caterers, and event and function caterers. It applies to individuals who work under the guidance of more senior chefs. They demonstrate autonomy and judgement to complete routine activities and take limited responsibility in known and stable contexts within established parameters.

**SITHCCC013 Prepare seafood dishes**

This unit describes the performance outcomes, skills and knowledge required to prepare and cook a range of fish and shellfish dishes following standard recipes. It requires the ability to select, prepare and portion seafood, and to use relevant equipment, cookery and food storage methods. The unit applies to cooks working in hospitality and catering organisations. This could include restaurants, educational institutions, health establishments, defence forces, cafeterias, kiosks, cafes, residential caterers, in flight and other transport caterers, and event and function caterers. It applies to individuals who work under the guidance of more senior chefs. They demonstrate autonomy and judgement to complete routine activities and take limited responsibility in known and stable contexts within established parameters.

**SITHCCC019 Produce cakes, pastries and bread**

This unit describes the performance outcomes, skills and knowledge required to produce cakes, pastries and breads in a commercial kitchen following standard recipes. It requires the ability to select, prepare and portion ingredients; and to use relevant equipment a range of cookery methods to make and decorate cakes, pastries and breads, and food storage methods. The unit applies to hospitality and catering organisations that produce and serve cakes, pastries and breads, including hotels, restaurants and patisseries. It applies to individuals who work under the guidance of more senior chefs. They demonstrate autonomy and judgement to complete routine
activities and take limited responsibility in known and stable contexts within established parameters.

**SITHPAT006 Produce desserts**

This unit describes the performance outcomes, skills and knowledge required to produce hot, cold and frozen desserts following standard and special dietary recipes. It requires the ability to select, prepare and portion ingredients and to use equipment and a range of cookery methods to make and present desserts. The unit applies to hospitality and catering organisations that produce and serve desserts, including hotels, restaurants, clubs and patisseries. It applies to patissiers who usually work under the guidance of more senior chefs.

**SITXINV001 Receive and store stock**

This unit describes the performance outcomes, skills and knowledge required to check and take delivery of stock and appropriately store, rotate and maintain the quality of stock items.

It does not include specialist stock control processes for perishable foodstuffs which are covered by SITXINV002 Maintain the quality of perishable items.

The unit is relevant to organisations where stock control is an integral and essential part of business operations, and where there are control issues to be considered. The unit is not appropriate for situations where stock management is very simple, such as controlling stationery supplies in a small office.

It applies to operational personnel who work with very little independence and under close supervision. They apply little discretion and judgement and follow predefined organisational procedures to report any stock-related discrepancies to a higher level staff member for action.

**SITXINV002 Maintain the quality of perishable items**

This unit describes the performance outcomes, skills and knowledge required to maintain the quality of perishable supplies for food and beverage, commercial cookery or catering operations. It requires the ability to store perishable supplies in optimum conditions to minimise wastage and avoid food contamination. The unit is particularly important within a food safety regime and applies to hospitality and catering organisations, including hotels, restaurants, clubs, educational institutions, health establishments, defence forces, cafeterias, residential caterers, in flight and other transport caterers, event and function caterers. Personnel at many levels use this skill in the workplace during the course of their daily activities, including cooks, chefs, caterers, and kitchen attendants.

**SITHCCC005 Prepare dishes using basic methods of cookery**

This unit describes the performance outcomes, skills and knowledge required to use a range of basic cookery methods to prepare dishes. The unit applies to cooks working in hospitality and catering organisations. This could include restaurants, educational institutions, health establishments, defence forces, cafeterias, kiosks, cafes, residential caterers, in-flight and other transport caterers, and event and function caterers. It applies to individuals who work with very little independence and under close supervision and guidance of more senior chefs. They follow predefined organisational procedures and report any discrepancies to a higher level staff member for action.
SITHCCC012 Prepare poultry dishes
This unit describes the performance outcomes, skills and knowledge required to prepare and cook a range of poultry dishes following standard recipes. It requires the ability to select, prepare and portion poultry, and to use relevant equipment, cookery and food storage methods. The unit applies to cooks working in hospitality and catering organisations. This could include restaurants, educational institutions, health establishments, defence forces, cafeterias, kiosks, cafes, residential caterers, in flight and other transport caterers, and event and function caterers. It applies to individuals who work under the guidance of more senior chefs. They demonstrate autonomy and judgement to complete routine activities and take limited responsibility in known and stable contexts within established parameters.

SITHCCC014 Prepare meat dishes
This unit describes the performance outcomes, skills and knowledge required to prepare and cook a range of meat dishes following standard recipes. It requires the ability to select, prepare and portion meat, and to use relevant equipment, cookery and food storage methods. The unit applies to cooks working in hospitality and catering organisations. This could include restaurants, educational institutions, health establishments, defence forces, cafeterias, kiosks, cafes, residential caterers, in flight and other transport caterers, and event and function caterers. It applies to individuals who work under the guidance of more senior chefs. They demonstrate autonomy and judgement to complete routine activities and take limited responsibility in known and stable contexts within established parameters.

BSBCMM201 Communicate in the workplace
This unit describes the skills and knowledge required to communicate in the workplace including gathering, conveying and receiving information and completing routine written correspondence.

It applies to individuals who perform a range of routine workplace communication tasks using a limited range of practical skills and fundamental knowledge of effective listening, questioning and non-verbal communication in a defined context under direct supervision or with limited individual responsibility.

SITXHRM001 Coach others in job skills
This unit describes the performance outcomes, skills and knowledge required to provide on-the-job coaching to colleagues. It requires the ability to explain and demonstrate specific skills, knowledge and procedures and monitor the progress of colleagues until they are able to operate independently of the coach. The unit applies to experienced operational personnel and to supervisors and managers who informally train other people in new workplace skills and procedures. It applies to all tourism, hospitality and event sectors.

SITXMGMT001 Monitor work operations
This unit describes the performance outcomes, skills and knowledge required to oversee and monitor the quality of day-to-day work. It requires the ability to communicate effectively with team members, plan and organise operational functions, and solve problems. The unit applies to all industry sectors, and to individuals operating at a team leading, supervisory or frontline management level.

SITXWHS003 Implement and monitor work health and safety practices
This unit describes the performance outcomes, skills and knowledge required to implement predetermined work health and safety practices designed, at management level, to ensure a safe workplace. It requires the ability to monitor safe work practices and coordinate consultative arrangements, risk assessments, work health and safety training, and the maintenance of records.

The unit applies to all tourism, travel, hospitality and event sectors and to any small, medium or large organisation.

It applies to those people who operate independently or with limited guidance from others. This includes supervisors and departmental managers.

This unit incorporates the requirement, under state and territory work health and safety (WHS) legislation, for businesses to take a systematic approach to managing the safety of their workers and anyone else in the workplace.

BSBSUS201 Participate in environmentally sustainable work practices

This unit describes the skills and knowledge required to effectively measure current resource use and carry out improvements, including reducing the negative environmental impact of work practices. It applies to individuals, working under or guidance, who are required to follow workplace procedures and instructions, and work in an environmentally sustainable manner within scope of competency, authority and own level of responsibility.

SITXHRM003 Lead and manage people

This unit describes the performance outcomes, skills and knowledge required to lead and manage people including in teams and support and encourage their commitment to the organisation. It requires the ability to lead by example and manage performance through effective leadership. The unit applies to individuals who operate independently and are responsible for leading and motivating people and teams. This includes supervisors, operational and senior managers.

BSBDIV501 Manage diversity in the workplace

This unit describes the skills and knowledge required to manage diversity in the workplace. It covers implementing the organisation’s diversity policy, fostering diversity within the work team and promoting the benefits of a diverse workplace.

It applies to individuals who direct the work of others in teams of variable sizes. They may work with staff from different cultures, races, religions, generations, or other forms of difference in any industry context.

SITXMGT001 Monitor work operations

This unit describes the performance outcomes, skills and knowledge required to oversee and monitor the quality of day-to-day work. It requires the ability to communicate effectively with team members, plan and organise operational functions, and solve problems. The unit applies to all industry sectors, and to individuals operating at a team leading, supervisory or frontline management level.

SITXFIN003 Manage finances within a budget

This unit describes the performance outcomes, skills and knowledge required to take responsibility for budget management where others may have developed the budget. It requires the ability to interpret budgetary requirements, allocate resources, monitor actual income and expenditure, and report on budgetary deviations.
The skills and knowledge for budget development are covered in SITXFIN004 Prepare and monitor budgets. This unit applies to all tourism, travel, hospitality and event sectors. The budget may be for an entire organisation, for a department or for a particular project or activity.

**BSBITU202 Create and use spreadsheets**

This unit describes the skills and knowledge required to correctly create and use spreadsheets and charts using spreadsheet software. It applies to individuals who perform a range of routine tasks in the workplace using a limited range of practical skills and fundamental knowledge of creating spreadsheets in a defined context under direct supervision or with limited individual responsibility.

**SITHCCC020 Work effectively as a cook**

This unit describes the performance outcomes, skills and knowledge required to work as a cook. It incorporates all aspects of organising, preparing and cooking a variety of food items across different service periods and menu types; using a range of cooking methods and team coordination skills. The unit integrates key technical and organisational skills required by a qualified commercial cook. It brings together the skills and knowledge covered in individual units and focuses on the way they must be applied in a commercial kitchen. The unit applies to cooks working in hospitality and catering organisations. This could include restaurants, educational institutions, health establishments, defence forces, cafeterias, kiosks, cafes, residential caterers, in flight and other transport caterers, and event and function caterers. Menu types may be classical, contemporary or ethnic and service may be formal or informal.

**SITHKOP005 Coordinate cooking operations**

This unit describes the performance outcomes, skills and knowledge required to coordinate the production of food in commercial kitchens. It requires the ability to plan the production of food, organise required food supplies for food production period, supervise food production processes and monitor the quality of kitchen outputs. Food production can be for any type of cuisine and food service style. It covers Asian cookery, patisserie products and bulk-cooked foods. The unit applies to hospitality and catering organisations, including hotels, restaurants, clubs, educational institutions, health establishments, defence forces, cafeterias, residential caterers, in flight and other transport caterers, event and function caterers.

**Course structure**

We have structured the course as follows:
| Term 1 | 4 weeks | **Cluster CCC4 1.1 Hygiene and food safety**  
SITXFSA001 Use hygienic practices for food safety*  
SITXFSA002 Participate in safe food handling practices  
SITXWHS001 Participate in safe work practice  
BSBSUS201 Participate in environmentally sustainable work practices |
|---|---|---|
| 5 weeks | **Cluster CCC4 1.2 Kitchen operations & Cooking techniques**  
SITHKOP001 Clean kitchen premises and equipment (Partial)  
SITHCCC001 Use food preparation equipment (Partial)  
SITHCCC005 Prepare dishes using basic methods of cookery (Partial)  
SITHCCC020 Work effectively as a cook (Partial)  
SITXINV002 Maintain the quality of perishable items (Partial)  
SITHCCC006 Prepare appetisers and salads  
SITHCCC007 Prepare stocks, sauces and soups  
SITHCCC008 Prepare vegetable, fruit, egg and farinaceous dishes |
| Term 2 | 7 weeks | **Cluster CCC4 2.1 Culinary Skills Stage 1: Cakes and desserts**  
SITXINV001 Receive and store stock (Partial)  
SITHCCC005 Prepare dishes using basic methods of cookery (Partial)  
SITHKOP001 Clean kitchen premises and equipment (Partial)  
SITHCCC001 Use food preparation equipment (Partial)  
SITHCCC020 Work effectively as a cook (Partial)  
SITXINV002 Plan and cost basic menus  
SITHKOP004 Develop menus for special dietary requirements  
SITHCCC018 Prepare food to meet special dietary requirements  
SITHCCC019 Produce cakes, pastries and bread  
SITHPATO06 Produce desserts |
| 2 weeks | **Cluster CCC4 2.2 Culinary Skills Stage 1: Seafood dishes**  
SITXINV001 Receive and store stock (Partial)  
SITHCCC005 Prepare dishes using basic methods of cookery (Partial)  
SITHKOP001 Clean kitchen premises and equipment (Partial)  
SITHCCC001 Use food preparation equipment (Partial)  
SITHCCC020 Work effectively as a cook (Partial)  
SITXINV002 Maintain the quality of perishable items (Partial)  
SITHCCC013 Prepare seafood dishes |
| Term 3 | 2 weeks | **Cluster CCC4 3.1 Culinary Skills Stage 2: Poultry dishes**  
SITXINV001 Receive and store stock (Partial)  
SITHCCC005 Prepare dishes using basic methods of cookery (Partial)  
SITHKOP001 Clean kitchen premises and equipment (Partial)  
SITHCCC001 Use food preparation equipment (Partial)  
SITXINV002 Maintain the quality of perishable items (Partial)  
SITHCCC020 Work effectively as a cook (Partial)  
SITHCCC012 Prepare poultry dishes |
| 4 weeks | **Cluster CCC4 3.2 Culinary Skills Stage 2: Meat dishes**  
SITXINV001 Receive and store stock  
SITHCCC005 Prepare dishes using basic methods of cookery  
SITHKOP001 Clean kitchen premises and equipment  
SITHCCC001 Use food preparation equipment  
SITXINV002 Maintain the quality of perishable items  
SITHCCC020 Work effectively as a cook (Partial)  
SITHCCC014 Prepare meat dishes |
| 3 weeks | **Cluster CCC4 3.3 Culinary Skills Stage 2: Coaching in the kitchen**  
SITXHMR001 Coach others in job skills  
SITXCOM005 Manage conflict  
BSBWOR203 Work effectively with others  
BSBCCM201 Communicate in the workplace  
SITHCCC020 Work effectively as a cook (Partial) |
| Term 4 | 4 weeks | **Cluster CCC4 4.1 Safety & Sustainability** |
How will you be assessed?

The purpose of assessment is to collect evidence to make a judgement that you have acquired the skills and knowledge in order to transfer these back into an actual workplace relevant to the qualification you have just undertaken. The assessment for this qualification will assess your skills and knowledge which will occur throughout the course.

Assessment will be in the form of both theory and practical tasks where you will be required to demonstrate your skills.

Listed below are the different types of assessment which will occur throughout your course, the purpose of the assessment and the type of tool we might use to assess your skills and knowledge:

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<tr>
<th>Method</th>
<th>Purpose</th>
<th>Tool</th>
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<tr>
<td>Oral questioning</td>
<td>– This is to assess your knowledge of the subject</td>
<td>One-to-one interview</td>
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<td></td>
<td>– Assess your verbal communication skills</td>
<td>Group discussion</td>
</tr>
<tr>
<td>Observation of performance</td>
<td>– Assess practical application</td>
<td>– Checklist</td>
</tr>
<tr>
<td>(in a commercial kitchen</td>
<td>– Assess underpinning skills</td>
<td>– Peer report</td>
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<tr>
<td>environment)</td>
<td>(based role plays in a simulated environments)</td>
<td>– Recording</td>
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<tr>
<td>Work placement</td>
<td>– complete forty-eight (60) service periods in a commercial kitchen</td>
<td>– Supervisor report</td>
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<td>assess how you carry out the</td>
<td>– Self-evaluation</td>
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<tr>
<td></td>
<td></td>
<td>– Workplace log book</td>
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practical cooking skills using the knowledge you have gained through this course

<table>
<thead>
<tr>
<th>Case studies</th>
<th>- Assess underpinning knowledge</th>
<th>- Scenarios</th>
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<tbody>
<tr>
<td></td>
<td>- Assess problem-solving skills</td>
<td>- Written questions</td>
</tr>
</tbody>
</table>

| Presentations         | - Assess overall underpinning skills such as active verbal and non-verbal communication skills | - Observation |
|                       | - Assess presentation techniques                                              | - Written report |
|                       |                                                                                 | - Verbal feedback    |

| Written assessments   | - Assess knowledge skills                                                      | - Multiple choice questions |
|                       |                                                                                 | - Worksheets          |
|                       |                                                                                 | - Research and written answers |

Work placement

You are required to complete 60 service period of work placement to demonstrate that you can transfer the skills they have learnt back into an actual restaurant setting.

You are required to demonstrate that you can safely and hygienically prepare, cook and present menu items for a minimum of 48 complete service periods that cover breakfast, lunch and dinner and special functions for the unit SITHCCC020 Work effectively as a cook.

You must also demonstrate that you can supervise food production processes and monitor and report on the quality of kitchen outputs for a minimum of twelve (12) complete service periods which includes the development of kitchen workflow schedules, mise en place lists, food preparation lists and calculate and order foods supplies for the unit SITHKOP005 Coordinate cooking operations.

You are allowed to work full time during your work placement for two (2) terms. You will be visited by your assessor who will observe you on the job and have a conversation with your supervisor about your progress and your colleagues.

You are required to upload the meals you prepare, your roster, menu items onto your student portal on a weekly basis.

Please note that you MUST complete all theory and practical classes before you can go for work placement therefore it is important that you attend all theory and practical classes. Refer to price list above for any missed theory and practical classes.

What resources will I be required to use during the course?

Resources you will be using are:
- Workbooks from Futura for each unit of competency
- Assessment materials available via your Student Portal
- Computer and access to the Internet to conduct research
- Handouts
- Kitchen knife set
- Chef’s Uniform
- All equipment in a commercial kitchen environment which will be provided to you.
Can I get Recognition of Prior Learning (RPL) for my other studies or work experience?

If you have already successfully completed some of the units successfully, or have gained relevant work experience over the last 3 to 5 years, you might be eligible for RPL. In order to apply for RPL, you will be required to provide valid, authentic, sufficient and current evidence, which maps to each unit of competency you wish to gain RPL in. If you wish to apply for RPL, you must complete our RPL application form prior to enrolment. The cost for RPL application is $500.00 and the RPL assessment process fee is 50% of the total course fee.

Credit Transfer (CT)

SBTA will ensure that learners will not be required to repeat any unit of competency in which they have already been assessed as competent, unless a regulatory requirement or license condition (including industry licensing schemes) requires this. Where a learner provides suitable evidence, they have successfully completed a unit of competency at any RTO, SBTA will provide credit for that unit.

The cost for processing CT applications are as follows:
- Current SBTA qualification $100
- Superseded SBTA qualification $200
- Non-SBTA qualification $300

What support will I get during my course?

You will gain a valuable experience when studying with us. Your trainer is there to support you throughout the course both via face-to-face support and via online support. We also have our sister school, The Sydney English Language Academy which has been quality endorsed by NEAS located in the same building on Level 6 which can also provide language, literacy and numeracy support if required.

Student Services Coordinator

Our Student Services Coordinator is there to assist you with any general enquiries, assessment resubmissions, leave enquiries or any other personal issues. Please go to the reception and make an appointment with the Student Services Coordinator if you have any concerns. It is important that you attend orientation the first day of your course which is presented by the Student Services Coordinator which will explain all about studying at The Academy and all the support services available.

Student Counsellor

Student counsellors play a vital role at our Academy as the counsellor is there to help our students achieve academically and also socially and emotionally whilst they are studying at SBTA. We understand that you may be feeling depressed, anxious or sometimes a bit lost. If you feel you need to speak to the counsellor, please make an appointment at the reception.

Coaching support

SBTA also provides free coaching support if you need additional coaching with your studies. Additional coaching can be organised via our Student Services Coordinator.
Internet laboratory and free WiFi
We provide free Wi-Fi and computers are available in our breakout area on level 2 and in our computer laboratory which you can use from Monday to Saturday to assist you in completing your course work.

Library
Students have access to additional resources which they can access in hard copy or via eLearning.

Industry relevance
We ensure that you are able to transfer your learning back into an actual workplace. Therefore, we ensure that we engage with our industry partners who participate in validating our resources to ensure it is relevant to current industry practices. We also engage with our industry partners who deliver guest lecturers on current industry trends. This course also includes many excursions to industries where you can relate what you are learning back into the workplace.

Assessment outcomes
Each assessment task contains several tasks. You will be given a “Satisfactory” outcome if you have undertaken the task successfully. If you do not undertake the task satisfactorily, then you will be given a “Not Satisfactory” outcome. Once you have gained satisfactory outcome in all the tasks, you will be awarded a “Competent” outcome for each unit of competency if you have demonstrated competence in. If you do not demonstrate competency in all the tasks, then you will be awarded a “Not Yet Competent” outcome. You will then have an opportunity to resubmit the task or the entire unit of competency based on your outcome.

If you do not submit an assessment task, you will be given a “Did Not Submit (DNS)” outcome. You will be required to make an appoint with the Student Services Coordinator to discuss your options and submit your assessment within a specified timeframe.

If you do not attend a unit, you will be given a “Did Not Attend (DNA)” outcome. In this instance you will be required to re-enrol in that unit again.

You will be required to demonstrate competency in some of the units over several weeks therefore you might notice these units will be assessed partially or not fully. Once you have demonstrated competency over a period of time, you will then gain full competency.

When will I get my results?
Your results will be posted onto your student portal within two weeks of submitting your tasks. You can also view your progress on your Student Portal as well.

Tuition protection service (course guarantee)
SBTA is a member of the Tuition Protection Service (TPS). TPS is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study under the Education Services for Overseas Students (ESOS) Act. The TPS ensures that international students are able to either
complete their studies in another course or with another education provider or receive a refund of their unspent tuition fees. The purpose of this policy is to ensure that SBTA/SELA abides by the Tuition Protection Service (TPS) requirements.

Refunds

Cancellation Prior to Your Scheduled Course or Package Commencement Date

If you send SBTA notification of cancellation 28 days or more before your originally accepted course or package commencement date, a refund equivalent to 75% of the tuition fees will be made. Offers for deferred commencement dates do not extend the period where a refund of 75% can be claimed.

If SBTA receives written notification of cancellation less than 28 days before your originally accepted course or package commencement date, a refund equivalent to 50% of the tuition fees will be made. Offers for deferred commencement dates do not extend the period where a refund of 50% can be claimed.

If your Australian visa application is refused, SBTA will refund all tuition fees less the lesser of 5% of the total amount of pre-paid tuition fees or the sum of $500 after receiving evidence from the relevant Australian authority that your visa application was refused. Any tuition received whilst awaiting visa approval must be paid for on a proportionate basis.

What happens if I withdraw on or after my scheduled course or package commencement date?

No refund of tuition fees will be made after the student’s scheduled course or package commencement date.

- If you wish to withdraw from a commenced course or package, you must give SBTA four weeks’ written notice prior to your next instalment due date or pay four weeks in lieu of notice. The total number of academic weeks delivered to you will form part of the withdrawal fee calculation.

- Any amounts that fall due prior to your withdrawal being submitted must be paid in full at the time your withdrawal is processed. For example, if a tuition payment or late fee is due this must be paid in full at the time you submit your withdrawal.

- Apart from refusal of your initial visa prior to course commencement, no refunds or credits will be provided for situations where your student visa or eCoE status prevents you from studying. This includes time missed where you have been reported for breaching a visa condition, irrespective of whether your visa is subsequently not cancelled.

- Please remember you must complete a minimum of six months of your principle course (being the highest qualification level in a package of courses) before you will be able to change to another provider.
Cancellation Due to Unmet Entry Requirements

It is essential that you understand and are capable of meeting all course entry requirements. If you are transferring from another provider, haven’t finished 6 months of your principle course and unable to provide a letter of release all tuition fees will be refunded less the Enrolment Fee.

Miscellaneous

The following miscellaneous information is very important. Please ensure you read this information before enrolling into any SBTA/SELA courses.

- The Enrolment Fee is non-refundable.
- Overseas Student Health Cover is non-refundable once your course or package has commenced.
- Materials fees are non-refundable once your course or package has commenced.
- Requests for refunds must be made in writing to the Registrar by mail, courier or personal delivery as soon as practicable and should include any relevant documentary evidence. Refunds will be processed within 28 days after receiving your written request and made to the payment source, i.e. directly to you or your nominated agent.
- In the unlikely event that SBTA is unable to deliver your course, you will be offered a refund of the unexpended pre-paid tuition fees which you have paid to date in accordance with the Education Services for Overseas Students Legislation Amendment (Tuition Protection Service and Other Measures) Act 2012.

All our trainers are subject matter expert with industry currency and experience who will support you throughout the course. Student support team including our Student Services Coordinator is also there to assist you with any general enquiries or personal issues. Please ensure that you maintain satisfactory course progress and contact our Student Services Coordinator if you have any questions or difficulties so that we can provide one-to-one support and coaching.

We also have our sister school, The Sydney English Language Academy (SELA) which has been quality endorsed by NEAS located in the same building on level 6. SELA offers English courses from elementary level to Upper Intermediate level which can also provide language, literacy and numeracy support if required. Please do not hesitate to contact us if you have any further questions about this qualification:

Complaints and Appeals

The Academy is committed to providing all its students the best possible environment in which to study. The Academy however understands that there may be instances where there may be dissatisfaction and acknowledges that the cause(s) must be addressed and rectified immediately. In such instances, The Academy will invite feedback from the dissatisfied party so that a resolution can be reached which will provide The Academy with an opportunity to review its policies and practices for future continuous improvement purposes.
There is no cost for lodging a complaint and/or appeal. All complaints and appeals will be treated with integrity and privacy will be maintained at all times as per the Privacy Act 1988. The complaints and appeal process will give the student the opportunity to formally present his or her case; and be accompanied or assisted by a support person. For more information, please refer to our Complaints and Appeals policy and procedure on our website http://www.sbta.com.au/wp-content/uploads/2018/01/COMPLAINTS-AND-APPEALS-POLICY.pdf

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