



CANTERBURY TECHNICAL INSTITUTE

CRICOS Code: 02938M / RTO No: 31645

TRAINING & ASSESSMENT STRATEGY

SIT40516 Certificate IV in Commercial Cookery

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Published by Canterbury Technical Institute (CTI)
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Training and Assessment Strategy

Name of RTO	Canterbury Technical Institute			
Training Package	SIT16 Tourism, Travel and Hospitality Training Package			
Code and title of qualification	SIT40516 Certificate IV in Commercial Cookery 26 Core units and 7 Elective units, Total 33 units			
Units of competency	Unit Code	Title	Hours	
	CLUSTER	Administration		
	SITHKOP002	Plan and cost basic menus	Core	25
	BSBITU306	Design and produce business documents	Elective	25
	BSBITU202	Create and use spreadsheets	Elective	25
	SITXFIN003	Manage finances within a budget	Core	25
	SITHIND002	Source and use information on the hospitality industry	Elective	25
	BSBSUS401	Implement and monitor environmentally sustainable work practices	Core	25
	CLUSTER	Work Safety		
	SITXFSA001	Use hygienic practices for food safety	Core	25
	SITXFSA002	Participate in safe food handling practices	Core	25
	SITXINV002	Maintain the quality of perishable items	Core	25
	SITXWHS003	Implement and monitor work health and safety practices	Core	25
	SITXWHS002	Identify hazards, assess and control safety risks	Elective	25
	CLUSTER	Kitchen Skills 1		
	SITHCCC001	Use food preparation equipment	Core	25
	SITHCCC006	Prepare appetisers and salads	Core	25
	SITHCCC005	Prepare dishes using basic methods of cookery	Core	25
	SITHCCC007	Prepare stocks, sauces and soups	Core	25
	SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes	Core	25
		Kitchen Skills 2		
	SITHCCC012	Prepare poultry dishes	Core	25
	SITHCCC013	Prepare seafood dishes	Core	25
	SITHCCC014	Prepare meat dishes	Core	25
	SITHKOP005	Coordinate cooking operations	Core	25
	SITHFAB002	Provide responsible service of alcohol	Elective	25
	CLUSTER	Kitchen Skills 3		
	SITHKOP004	Develop menus for special dietary requirements	Core	25
	SITHCCC018	Prepare food to meet special dietary requirements	Core	25

	SITHPAT006	Produce desserts	Core	25
	SITHCCC019	Produce cakes, pastries and breads	Core	25
	SITHCCC020	Work effectively as a cook	Core	25
	SITXCCS006	Provide Service to customers	Elective	25
	CLUSTER	HR Management		
	SITXHRM002	Roster staff	Elective	25
	BSBDIV501	Manage diversity in the workplace	Core	25
	SITXCOM005	Manage conflict	Core	25
	SITXHRM001	Coach others in job skills	Core	25
	SITXHRM003	Lead and manage people	Core	25
	SITXMGT001	Monitor work operations	Core	25
Description		<p>This qualification reflects the role of commercial cooks who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems. This qualification 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.</p>		
Clients		<p>CTI's clients for this qualification are dominantly international students coming from Eastern European nations, Latin America India and Asia. Entry requirements for students:</p> <ul style="list-style-type: none"> • Must be 18 years of age or over • Completed Year 12 (HSC or equivalent) • Minimum 5.0 IELTS score or equivalent (International students only) <p>Qualification Pathways</p> <p>There are no prerequisite or entry requirements for this qualification</p> <p>Pathways INTO the qualification</p> <p>Preferred pathways for candidates considering this qualification include:</p> <ul style="list-style-type: none"> • Individuals may enter SIT40516 Certificate IV in Commercial Cookery with limited or no vocational experience and without a lower level qualification. • OR • Providing evidence of competency in units required for the Certificate IV in Commercial Cookery or other relevant qualification/s 		
Training and assessment arrangements		<p>Duration</p> <p>The training program for Certificate IV in Commercial Cookery is delivered in 1,800 hours over a 78 weeks time period. This program is delivered with ongoing rolling intakes (please review the intake schedule provided on the CTI website). This program is designed to align with and meet AQF Volume of Learning indicators.</p> <p>CTI students will attend class equivalent to 25 hours per week in full-time mode. Students may be required to complete additional hours beyond class times to complete the course.</p> <p>Please contact info@cti.qld.edu.au for a copy of the timetable.</p>		

Organisation

Thirty Three units of competency are the minimum required for this qualification, units of competency were selected following the “Qualification Rules” consisting in select units of competency from the list provided in the SIT16 Training Package (available at training.gov.au); units of competency have been taken from: Client and Customer Service, Food and Beverage (Responsible Service of Alcohol), Food safety, Human Resource Management, Computer Operations and Work Health and Safety Units.

The program is organised in “clusters” in order to provide a strategic structure to improve effectiveness of delivery and assessment procedures and activities.

The program covers commercial cookery topics, which form the foundation & principle modules for individuals who intend to progress onto higher-level qualifications or enter the workforce.

Learners are provided with strong specific information and training on wide range of areas around involving commercial kitchens skills, such as: Creating menus, rostering staff and conflict resolution, customer service and monitoring operations.

Intakes dates are as per the published CTI ongoing (rolling intake) schedule. For Commercial Cookery subjects CTI delivers subjects in a loop system ensuring candidates always will have the possibility to complete the qualification within the 72 weeks period, no matter at which point they enter.

RPL

Students who hold a relevant certificate, will need to submit verified Certificate/Statement of Attainment (issued by an RTO) for recognition purposes. Students with either a Certificate or Statement of Attainment for Certificate II, III and IV and/or individual units will be exempted from common or elective units.

LLN

Language Literacy and Numeracy (LLN)

- Canterbury Technical Institute is committed to provide education opportunities to its students from non-English-speaking background (NESB).
- Canterbury Technical Institute will use enrolment procedures aimed at ensuring that only students with the requisite LLN skills enrol in its courses as stated in its Assessing student’s qualifications and English language proficiency Policy and Procedure.
- Canterbury Technical Institute recognises the need to pay particular attention to issues related to language in its training and assessment, in order to cater to the needs of the largest section of its target market, i.e. NESB students.
- Canterbury Technical Institute will take all reasonable measures to ensure that its staff are aware of the students’ specific learning needs and make reasonable adjustments to training and assessment practices to cater for such needs.
- Canterbury Technical Institute reserves the right to refer students whose English language proficiency is demonstrably inadequate for their course to enrol in a package course comprising an ELICOS course of sufficient duration in an approved English Language Teaching (ELT) Centre.
- If after the commencement of a program it is identified that a student has a Language, Literacy and Numeracy (LLN) issue; our staff can discuss different ways of conducting training and assessment to assist students to access additional tutorial (generally on Fridays) with the Head Trainer.

Students requiring any assistance or support with language, literacy or numeracy should speak confidentially with their trainers and assessor who will call on the Head Trainer and/or other assessors for assistance and guidance as required.

	Cluster Name	Unit (s) of Competency
	Administration	SITHKOP002
		BSBITU306
		BSBITU202
		SITXFIN003
		SITHIND002
		BSBSUS401
	Work Safety	SITXFSA001
		SITXFSA002
		SITXINV002
		SITXWHS003
		SITXWHS002
	Kitchen Skills 1	SITHCCC001
		SITHCCC006
		SITHCCC005
		SITHCCC007
		SITHCCC008
	Kitchen Skills 2	SITHCCC012
		SITHCCC013
		SITHCCC014
		SITHKOP005
		SITHFAB002
	Kitchen Skills 3	SITHKOP004
		SITHCCC018
		SITHPAT006
		SITHCCC019
		SITHCCC020
		SITXCCS006
	HR Management	SITXHRM002
		BSBDIV501
		SITXCOM005
		SITXHRM001
		SITXHRM003
		SITXMGT001

Delivery modes

This program is delivered at the CTI premises in a classroom environment in which participants attend regularly to class and an on-the-job and a component completed in a professional hospitality related working environment.

Trainers and Assessors deliver the learning sequence using methods such as: Lectures, Guest Lectures, Discussions, Case studies, Demonstrations, Assignments and research activities or via the Learning Management (LMS) system.

Students are provided with training resources for each Cluster, a student resources drive is available which includes materials used in the training sessions, assessment materials (other than tests) and reference materials.

Learners will have at their disposal a computer lab with the necessary resources, such as library, broadband internet connection, and computer equipment to create presentations or research topics using the Internet.

Student will have access to a professional Hospitality working environment in which to participate in various hospitality service related activities.

Emphasis will be made to reflect real work situations in order to develop skills identified in the “employability skills” for this qualification. Those skills may include:

- Conducting research to collect and analyse information in a range of reports
- Consulting with others to develop a range of plans and reports
- Communicating with others and promoting participative workplace practice
- Developing solutions to new and emerging issues
- Contributing to the development of other team members
- Working under supervision and completing assigned tasks
- Applying risk management processes to hospitality operations
- Encouraging creative and innovative workplace solutions
- Developing personal hospitality skills and participating in team work activities
- Recognising, fostering and facilitating change
- Developing systems that are flexible and responsive to changing circumstances
- Developing practical hospitality skills to ensure high standards of customer service
- Dealing with contingencies
- Managing own time and priorities taking responsibility as required by work role and ensuring all organisational policies and procedures are adhered to
- Assisting others to acquire new knowledge and skills to improve team and individual performance
- Using electronic communication devices and processes such as internet, intranet, email to produce written correspondence and reports
- Using technology to assist the management of information and to assist the planning process

Evidence-gathering techniques / Assessment tools

A. Written Tools

- a) Report Writing
- b) Case Study / Case Scenarios
- c) Written Exam / Written Questionnaire
- d) Individual / Group Project
- e) Research Documentation

B. Observation Tools

- a) Role Play and or Commercial Cookery workplace activity participation
- b) Presentation
- c) Discussion
- d) Research Observation
- e) Oral Questioning
- f) Workplace environment

C. On-line Tools Learning Management System (LMS)

- a) Written Reports, Multiple choice questions

Combinations of these methods will be used for most situations (eg. observations and oral questioning)

Cluster	Unit of competency	A	B	C
Administration	SITHKOP002	✓	✓	
	BSBITU306	✓		✓
	BSBITU202	✓		✓
	SITXFIN003	✓		✓
	SITHIND002	✓		✓
	BSBSUS401	✓	✓	
Work Safety	SITXFSA001	✓	✓	
	SITXFSA002	✓	✓	
	SITXINV002	✓	✓	
	SITXWHS003	✓	✓	✓
Kitchen Skills 1	SITHCCC001		✓	
	SITHCCC006		✓	
	SITHCCC005		✓	
	SITHCCC007		✓	
	SITHCCC008		✓	
Kitchen Skills 2	SITHCCC012		✓	
	SITHCCC013		✓	
	SITHCCC014		✓	
	SITHKOP005		✓	
	SITHFAB002		✓	
Kitchen Skills 3	SITHKOP004	✓	✓	
	SITHCCC018		✓	
	SITHPAT006		✓	
	SITHCCC019		✓	
	SITHCCC020		✓	
	SITXCCS006		✓	
HR Management	SITXHRM002	✓	✓	✓
	BSBDIV501	✓	✓	✓
	SITXCOM005	✓	✓	✓
	SITXHRM001	✓	✓	✓
	SITXHRM003	✓	✓	✓
	SITXMGT001	✓	✓	✓
Please contact the Principal Administrator (phil@cti.qld.edu.au) for more information on Evidence gathering techniques / Assessment tools.				

	<p>Schedule</p> <p>The training program is conducted in 1800 hours over a 72 weeks period. Please contact Student Services (rahul@cti.qld.edu.au) for a copy of the timetable.</p> <p>Evidence-gathering techniques takes place throughout the whole process and units of competency are assessed individually and within the cluster organisation.</p>
	<p>Delivery and assessment staff</p> <p>All trainers/Assessors hold Certificate IV in Training and Assessment TAE40110, vocational qualifications at least up to the same level they are delivering and assessing and proven relevant hospitality industry experience.</p>
	<p>Assessment validation process</p> <p>PAO & or head of department of CTI discuss with representatives from industry / enterprises on an annual basis to check that the performance standards required in the program are consistent with industry practice.</p> <p>CTI PAO and Trainers conduct regular moderation sessions as per the CTI moderation schedule, conducted by qualified assessors. Where updates are identified as being required moderation meetings are held confirm the evidence-gathering techniques and the required standards of performance and reviewing assessment tools and decisions.</p> <p>The PAO along with the Commercial Cookery and Hospitality department has the responsibility for developing, managing and monitoring strategies that ensure consistency in Assessment. Validation meetings are lead by PAO and or Trainers with the participation of assessors involved in a particular unit.</p> <p>Both domestic and international students have access to on-line LMS systems to access required information.</p> <p>There is a continuous feedback process in place, which involves gathering information from candidates, employers and other users and stakeholders of the assessment process.</p>
	<p>Industry Consultation</p> <p>CTI has liaised with the following organization / individuals for industry consultation for SIT16 Training Package. Validation documentation and or minutes of meetings are available for review on request.</p> <p>Sofitel Brisbane TBA</p> <p>Fortitude Valley Restaurant Brisbane TBA</p> <p>David George Hospitality Manager Unit 26/172 Fryer Road Eagleby 4207 Qld Ph: 0424 800 020</p>

	<p>Other requirements</p> <p>All staff involved in the delivery and assessment of this qualification, have direct access to the current version of the SIT16 Tourism, Travel and Hospitality Training Package, including the appropriate units of competency, assessment guidelines and qualification structure.</p> <p>All staff involved in delivering the program, have access to trainer, assessor and candidate support materials relevant to their areas of delivery and assessment. There is a dedicated trainer's resources server which includes specific documents such as: Training Program, Sessions Plans, Assessment Plan, Evidence Gathering Matrix, Marking Guide and Assessment Tools.</p> <p>Pathways</p> <p>All candidates who undertake the Diploma of Hospitality Management are provided with advice on employment and training options.</p> <p>Candidates who successfully complete the Diploma of Hospitality Management may continue to further studies at Diploma level.</p> <p>Career & Pathway Opportunities:</p> <ul style="list-style-type: none"> • chef • chef de partie <p>Pathways from the Qualification</p> <p>The course also provides a foundation and pathways for those intending to proceed to further study at Diploma level at CTI or higher level qualifications at other institutions or University. After achieving SIT40516 individuals can progress to Diploma of Hospitality Management with CTI or qualifications in any service industry field or entry into Hospitality industry employment.</p>
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