TRAINING & ASSESSMENT STRATEGY

SIT40516 Certificate IV in Commercial Cookery

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 CRICOS: 093920A		
Units of competency	**Unit Code**	**Title**		**Hours**
	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
	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
		Kitchen Skills 2		
	SITHCCC012	Prepare poultry dishes	Core	75
	SITHCCC013	Prepare seafood dishes	Core	50
	SITHCCC014	Prepare meat dishes	Core	75
	SITHKOP005	Coordinate cooking operations	Core	50
	SITHFAB002	Provide responsible service of alcohol	Elective	50
	CLUSTER	**Kitchen Skills 3**		
	SITHKOP004	Develop menus for special dietary requirements	Core	50
	SITHCCC018	Prepare food to meet special dietary requirements	Core	50
	SITHPAT006	Produce desserts	Core	75

	SITHCCC019	Produce cakes, pastries and breads	Core	75
	SITHCCC020	Work effectively as a cook	Core	Log Book
	SITHFAB005	Prepare and serve espresso coffee	Elective	50
	SITHCCC017	Handle and serve cheese	Elective	50
	CLUSTER	**Administration**		
	SITHKOP002	Plan and cost basic menus	Core	50
	SITXINV001	Receive and store stock	Elective	50
	SITXFIN003	Manage finances within a budget	Core	50
	SITHIND002	Source and use information on the hospitality industry	Elective	50
	BSBSUS401	Implement and monitor environmentally sustainable work practices	Core	50
Description		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.		
Clients		CTI's clients for this qualification are dominantly international students coming from Eastern European nations, Latin America India and Asia. Entry requirements for students: - Must be 18 years of age or over - Completed Year 12 (HSC or equivalent) - Minimum 5.5 IELTS score or equivalent (International students only) **Qualification Pathways** There are no prerequisite or entry requirements for this qualification **Pathways INTO the qualification** Preferred pathways for candidates considering this qualification include: - Individuals may enter SIT40516 Certificate IV in Commercial Cookery with limited vocational experience or a clear understanding of the course expectations 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		**Duration** The training program for Certificate IV in Commercial Cookery is delivered in 1,800 hours over a 78 weeks duration. This program is delivered from commencement to finish to a cohort with maximum capacity limited to 16 students (please review the intake schedule provided on the CTI website). This program is designed to align with and meet AQF Volume of Learning indicators. CTI students will attend class and study equivalent to 20 hours per week in full-time mode. Students may be required to complete additional hours beyond class times to complete the course. **Please contact info@cti.qld.edu.au for a copy of the timetable.**		

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 alternating "clusters" of Theory & Practical 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 schedule. For Commercial Cookery subjects CTI delivers subjects in a cohort system ensuring candidates always will have the possibility to complete the qualification within the 78 weeks period.

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
			SITXINV001
			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
			SITHFAB005
			SITHCCC017
	HR Management		SITXHRM002
			BSBDIV501
			SITXCOM005
			SITXHRM001
			SITXHRM003
			SITXMGT001

Delivery modes

This program is delivered at the CTI premises in a classroom environment (Theory clusters) and Commercial Kitchen (Practical clusters) 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, Practical 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 Commercial Kitchen/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 required.
- Consulting with others to develop a range of plans and reports pertaining to the cookery sector.
- 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 and workplace health and safety processes to Kitchen operations
- Encouraging creative and innovative workplace solutions.
- Developing personal skills and participating in team work activities
- Recognising, fostering and facilitating change as part of continuous improvement.
- Developing systems that are flexible and responsive to changing circumstances.
- Developing practical cookery skills to ensure high standards of customer satisfaction.
- Dealing with contingencies
- Managing own time and priorities taking responsibility as required by work role and ensuring all organisational polices 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.
- Planning, Creating and Executing a three course to a group of guests as per requirements.

Evidence-gathering techniques / Assessment tools

    A. Written Tools
        a) Case Study / Case Scenarios
        b) Written Assessments
        c) Individual Project
    B. Observation Tools
        a) Role Play and or Commercial Cookery workplace activity participation
        b) Practical Mid and Final Exam
        c) Presentation
        d) Discussion
        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	✓	✓	
	SITXINV001	✓		✓
	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		✓	
	SITHFAB005		✓	✓
	SITHCCC017		✓	✓
HR Management	SITXHRM002	✓	✓	✓
	BSBDIV501	✓	✓	✓
	SITXCOM005	✓	✓	✓
	SITXHRM001	✓	✓	✓
	SITXHRM003	✓	✓	✓
	SITXMGT001	✓	✓	✓

Please contact the Principal Administrator (rahul@cti.qld.edu.au) for more information on Evidence gathering techniques / Assessment tools.

Schedule

The training program is conducted in 1800 hours over a 72 weeks period. **Please contact Student Services (andrea@cti.qld.edu.au) for a copy of the timetable**.

Evidence-gathering techniques takes place throughout the whole process and units of competency are assessed individually and within the cluster organisation.

Delivery and assessment staff

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.

Any trainers currently upgrading the TAE qualification are mentored for each unit by the Head Trainer. A Trainer Mentoring Program is documented for each unit.

Assessment validation process

Student Services and Academic Manager & or head of department of CTI discuss with representatives from industry / enterprises on a regular basis to check that the performance standards required in the program are consistent with industry practice.

CTI Student Services and Academic Manager 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.

The Student Services and Academic Manager 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.

Both domestic and international students have access to on-line LMS systems to access required information.

There is a continuous feedback process in place, which involves gathering information from learners, employers and other users and stakeholders of the assessment process.

Industry Consultation

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.

Sofitel Brisbane
TBA

Frederick Marechal
Executive Chef
The Brisbane Golf Club
70 Tennyson Memorial Avenue
Yeerongpilly Qld 4105

David George
Hospitality Manager
Unit 26/172 Fryer Road
Eagleby 4207 Qld
Ph: 0424 800 020

		Other requirements
		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.
		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.
		Pathways
		All candidates who undertake the Certificate IV in Commercial Cookery are provided with advice on employment and training options.
		Candidates who successfully complete the Certificate IV in Commercial Cookery may continue to further studies at Diploma level.
		Career & Pathway Opportunities: • chef • chef de partie
		Pathways from the Qualification 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.