



CANTERBURY TECHNICAL INSTITUTE

CRICOS Code: 02938M / RTO No: 31645

TRAINING & ASSESSMENT STRATEGY

SIT40516 Certificate IV in Commercial Cookery

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Training and Assessment Strategy

Name of RTO	Canterbury Technical Institute			
Training Package	SIT 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	
	At Course Commencement			
	SITHCCC020	Work effectively as a cook	To Be Completed through the course duration. Regular due diligence checks by respective trainers.	
	SITHKOP005	Coordinate cooking operations (Industry Log Book Introduction and Discussion for completion requirements)		
	CLUSTER 1	Work Safety and Supplementary		
	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
	STIXWHS002	Identify hazards, assess and control safety practices.	Elective	25
	CLUSTER 2	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 3	Administration		
	SITHKOP002	Plan and cost basic menus	Core	50
	SITXFIN003	Manage finances within a budget	Core	60
	SITHIND002	Source and use information on the hospitality industry-Two Industry Tours	Elective	50
	BSBSUS401	Implement and monitor environmentally sustainable work practices	Core	60
	SITXINV001	Receive and store stock	Elective	25
	SITXINV004	Control Stock	Elective	25
CLUSTER 4	Kitchen Skills 2			
SITHCCC012	Prepare poultry dishes	Core	75	
SITHCCC013	Prepare seafood dishes	Core	60	
SITHCCC014	Prepare meat dishes	Core	75	

	SITHKOP005	Coordinate Cooking Operations (Must complete 12 shifts log book by course end date)	Core	60
	SITHFAB002	Provide responsible service of alcohol	Elective	50
Mid Term/Practice Exam (3 course plate – up)				
	CLUSTER 5	HR Management		
	SITXHRM002	Roster staff	Elective	25
	SITXCOM005	Manage conflict	Core	25
	BSBDIV501	Manage diversity in the workplace	Core	25
	SITXHRM003	Lead and manage people	Core	25
	SITXHRM001	Coach others in job skills (Theory/practical kitchen skills demonstrated during kitchen time/cultural dish presentation)	Core	25
	SITXMGT001	Monitor work operations	Core	25
	CLUSTER 6	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
	SITHCCC017	Handle and serve cheese	Elective	25
	SITHCCC020	Work effectively as a cook (Must complete 48 Shifts log book by course end date)	Core	25
Kitchen and Management Skills				
		Breakfast Buffet		
		Final Exam (5 course plate-up)		

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.</p> <p>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 domestic and international students who would like to develop their skills and knowledge in order to create further educational and employment opportunities.</p> <p>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 5.5 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 vocational experience or a clear understanding of the course expectations and without a lower level qualification. However, it is strongly recommended that individuals undertake lower level qualifications, and/or gain industry experience prior to entering the qualification. <p>OR</p> <ul style="list-style-type: none"> • Providing evidence of competency in units required for the Certificate IV in Commercial Cookery or another relevant qualification/s <p>Study Requirements:</p> <p>Work Placement is a mandatory component for both SITHKOP005 and SITHCCC020 units. SITHKOP005 requires 12 service shifts and SITHCCC020 requires 48 service shifts to be undertaken in an operational commercial kitchen.</p> <p><i>Student are required to source their own work placements. Placement for SITHCCC020 should commence after the student completed the following units from cluster 1:</i></p> <ul style="list-style-type: none"> • <i>SITXFSA001 Use hygiene practice for food safety</i> • <i>SITXFSA002 Participate in safe food handling practice</i> <p><i>and to provide details of their workplaces so that the facilities and equipment can be verified by a CTI representative.”</i></p> <p><i>Placement for SITHKOP005 should commence prior and or at the time at cluster 3 commences and SITHKOP005 Coordinate Cooking Operations is taught at CTI. The student is required to find a suitable workplace to complete the requirements of this logbook.</i></p>

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 duration (breaks included). 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.</p> <p>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.</p> <p>Please contact info@cti.qld.edu.au for a copy of the timetable.</p>
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Organisation's Delivery Plan

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)

The program is organised in alternating "clusters" of Theory & Practical 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.

As part of the practical experience, students conduct three end of course simulated services to invited guests covering breakfast, lunch, and dinner on campus within a simulated environment. This includes working within a fully equipped commercial kitchen.

The service styles of a la carte, set menu, and buffet are rotated through the simulated services for group variety.

WORK PLACEMENT

Work Placement is a mandatory component for both SITHKOP005 and SITHCCC020 units. SITHKOP005 requires 12 service shifts and SITHCCC020 requires 48 service shifts to be undertaken in an operational commercial kitchen.

Students are required to source their own work placements and to provide details of their workplaces so that the facilities and equipment can be verified by a CTI representative.

A facilities/ equipment checklist based on the full range of facilities and equipment required by the assessment conditions of the training package is included in the Work Placement Log book and is required to be completed to confirm the availability of the required facilities and equipment with supporting evidence in the form of photographs*.

Students are assessed in consultation with external third-party employers via validated student data entered into their work log books (1 per unit SITHKOP005 and SITHCCC020) provided at orientation. The logbooks are supported with student produced photographic evidence.

The two student logbooks include equipment lists and are monitored by CTI assessors.

An approved CTI assessor will visit by appointment students in their working environments to confirm the suitability of employers and assess individual students learning progress.

**where the students' workplace is unable to provide all the required facilities/equipment, students will be assessed within CTI's fully equipped kitchen on campus.*

INTAKES DATES

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.

Cluster Name	Unit (s) of Competency
At Course Commencement	SITHCCC020
	SITHKOP005
Work Safety and Supplementary	SITXFSA001
	SITXFSA002
	SITXINV002
	SITXWHS003
	SITXWHS002
	SITHCCC001
Kitchen Skills 1	SITHCCC006
	SITHCCC005
	SITHCCC007
	SITHCCC008
	SITHCCC001
Administration	SITHKOP002
	SITXFIN003
	SITHIND002
	BSBSUS401
	SITXINV001
	SITXINV004
Kitchen Skills 2	SITHCCC012
	SITHCCC013
	SITHCCC014
	SITHKOP005
	SITHFAB002
Mid Term/Practice Exam (3 course plate – up)	
HR Management	SITXHRM002
	SITXCOM005
	BSBDIV501
	SITXHRM003
	SITXHRM001
	SITXMGT001
Kitchen Skills 3	SITHKOP004
	SITHCCC018
	SITHPAT006
	SITHCCC019
	SITHCCC017
	SITHCCC020
Kitchen & Management Skills	Breakfast Buffet
	Final Exam (5 course plate-up)

Delivery modes

This program is delivered at the CTI premises in a classroom environment (Theory clusters) and Preparation Classroom & Commercial Kitchen (Practical clusters) in which the participants attend regularly at class.

Work Placement is a mandatory component for both SITHKOP005 and SITHCCC020 units. SITHKOP005 requires 12 service shifts and SITHCCC020 requires 48 service shifts to be undertaken in an operational commercial kitchen.

Students are required to source their own work placements and to provide details of their workplaces so that the facilities and equipment can be verified by a CTI representative.

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

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

Learners will have at their disposal a dedicated laptop/desktop with the necessary resources, to create presentations or research topics using the Internet and a library with Recipe books.

Students will have access to a professional Commercial Kitchen/Hospitality working environment in which to participate in various hospitality/cookery service-related activities.

Evidence-gathering techniques / Assessment tools

A. Written Tools

- a) Short-answer Assessments
- b) Multiple Choice Answer Test
- c) Third Party Report / Log Book
- d) Take Home Examination
- e) Individual Projects

B. Observation Tools

- a) Commercial Kitchen Activities / Lesson Observation
- b) Observation in Simulated Work Environment
- c) Practical Mid and Final Exam
- d) Presentation / Verbal Questioning
- e) Discussion

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

- a) eCoach Learning Content
- b) eCoach Quiz

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

Cluster	Unit of competency	A	B	C
At Course Commencement, Work Safety and Supplementary	SITHCCC020	✓		
	SITHKOP005	✓		
	SITXFSA001	✓	✓	✓
	SITXFSA002	✓	✓	✓
	SITXINV002	✓	✓	✓
	SITXWHS003	✓	✓	✓
	SITXWHS002	✓	✓	✓
Kitchen Skills 1	SITHCCC001	✓	✓	✓

		SITHCCC006	✓	✓	✓
		SITHCCC005	✓	✓	✓
		SITHCCC007	✓	✓	✓
		SITHCCC008	✓	✓	✓
	Administration	SITHKOP002	✓		✓
		SITXFIN003	✓		✓
		SITHIND002	✓		✓
		BSBSUS401	✓		✓
		SITXINV001	✓	✓	✓
		SITXINV004	✓	✓	✓
	Kitchen Skills 2	SITHCCC012	✓	✓	✓
		SITHCCC013	✓	✓	✓
		SITHCCC014	✓	✓	✓
		SITHKOP005	✓	✓	✓
		SITHFAB002	✓	✓	✓
		Mid Term/Practice Exam (3 course plate – up)		✓	
	HR Management	SITXHRM002	✓		✓
		SITXCOM005	✓	✓	✓
		BSBDIV501	✓		✓
		SITXHRM003	✓	✓	✓
		SITXHRM001	✓	✓	✓
		SITXMGT001	✓		✓
	Kitchen Skills 3	SITHKOP004	✓		✓
		SITHCCC018	✓	✓	✓
		SITHPAT006	✓	✓	✓
		SITHCCC019	✓	✓	✓
		SITHCCC017	✓	✓	✓
		SITHCCC020	✓	✓	✓
	Kitchen & Management Skills	Breakfast Buffet	✓	✓	
		Final Exam (5 course plate – up)	✓	✓	
	Please contact the Student Services and Academic Manager(andrea@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 78 weeks period (breaks included). Please contact Student Services (info@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:</p> <ol style="list-style-type: none"> 1. Either a Certificate IV in Training and Assessment TAE40116, it's equivalent or a Diploma or higher-level qualification in adult education, as per ASQA requirements listed in item 2 of schedule 1. 2. Vocational competencies and qualifications at least up to the same level they are delivering and assessing, and 3. Current relevant industry experience which informs their training and assessment. <p>Staff matrices available for review on request.</p>				

	<p>RPL and Credit Transfers</p> <p>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.</p> <p>RPL is based on a portfolio and interview approach, where students accept the main responsibility for identifying, gathering and submitting evidence about their achievement of the competencies. The RPL process may involve a practical demonstration assessment.</p> <p>Where RPL is granted to overseas students the College will notify DoHA of the change to the duration of study or ensure a full-time 20 hour per week load for the student.</p>
	<p>Language Literacy and Numeracy (LLN)</p> <ul style="list-style-type: none"> • 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. <p>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.</p>
	<p>Intervention Strategies</p> <p>An Intervention Strategy is a plan of action that anticipates barriers and resources in relation to achieving a specific objective. Canterbury Technical Institute endeavours to anticipate students' needs and implements a range of intervention strategies. Resources and facilities provide students with options to complete each unit of competency. If the student is deemed not yet competent after the second assessment resubmit or if he/she does not show an understanding of the course being taught or has demonstrated poor course progress without a valid reason; the student may be asked to:</p> <ul style="list-style-type: none"> • Discuss an intervention plan with the Trainer and or SSM or Principal. • Sit for a re-assessment • Attend a number of supervised studying hours • Repeat the 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.

1. Pre-assessment

Assessment strategies are developed through consultation with industry representatives to ensure assessment methods are consistent with industry needs.

Assessment tools and activities are validated by assessors from within the RTO or from another RTO that delivers the same or a similar course, or from external industry representatives.

Validation before assessment focuses on:

- the design of assessment activities;
- the assessment methods that are to be used;
- the benchmarks against which each participant is assessed.

2. Post-assessment

In order to ensure that assessment outcomes are reliable across a range of assessors, over a range of contexts and over time, Canterbury Technical Institute conducts post-assessment moderation and validation.

The Post-Assessment Moderation process focuses on:

- The assessment tasks and the assessment process;
- The evidence of participants' performance;
- The assessment decisions made on the samples of evidence provided;
- Reporting and record keeping.

It includes the following activities:

- Moderation and Validation meetings;
- Moderation process;
- Student and Trainer/Assessor's Feedback;

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(SSM) 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 led by SSM and or trainers with the participation of assessors involved in a particular unit.

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

	<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>Mateja Stefancic Café Diversity Redcliffe QLD</p> <p>Frederick Marechal Executive Chef The Brisbane Golf Club 70 Tennyson Memorial Avenue Yeerongpilly Qld 4105</p> <p>David George Hospitality Manager Unit 26/172 Fryer Road Eagleby 4207 Qld Ph: 0424 800 020</p>
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	<p>Other requirements</p> <ul style="list-style-type: none"> • 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. Trainers have appropriate access to Futura for training session materials and There is a dedicated trainer’s server which includes all Mapping Matrix and Marking Guides for each unit. • The RTO has access to staff and training/assessment resources to meet the requirements of students with special needs and has an assessment process that incorporates reasonable adjustment procedures. (Reasonable adjustment refers to measures or actions taken to provide a student with a disability the same educational opportunities as everyone else.) • The RTO has reviewed the equipment and facility requirements for each unit of competency in the qualification and guarantees it has access to the plant and equipment needed to implement the program. • Classrooms for the delivery of Theory component of Units <ul style="list-style-type: none"> - Tables & Chairs, Whiteboard - Computers with Internet access • Office Equipment for practical demonstration assessments <ul style="list-style-type: none"> - Desks or work stations with Ergonomic Chairs - Computers with Internet Access <p>Pathways</p> <p>All candidates who undertake the Certificate IV in Commercial Cookery are provided with advice on employment and training options.</p> <p>Candidates who successfully complete the Certificate IV in Commercial Cookery 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 followed by Advanced Diploma of Hospitality Management with CTI or qualifications in any service industry field or entry into Hospitality industry employment.</p>