

SIT40521 Certificate IV in Kitchen Management (109505C)

QUALIFIED TRAINERS
EFFECTIVE STUDENT SUPPORT
LEADERSHIP AND MANAGEMENT
SMALL CLASS SIZE
COMPETITIVE FEES

SIT40521 Certificate IV in Kitchen Management(109505C)

ENTRY REQUIREMENTS

International Students

Academic Requirements:

- Completion of Year 12 certificate (or equivalent in-home country) or higher level qualification.

English Requirements:

Prospective learners who are exempt from the English Test requirement must undertake English Placement Test conducted by VCI. The English Placement Test will be conducted at the VCI premises under the observation of an officer of the provider. In case, student is overseas English Placement Test will be conducted at agent's office under the supervision of the Agent or its nominated officer.

Prospective learners who are not exempt from the English Test requirement must have taken any of the following test types and achieved the minimum score in the last three (3) years.

Test Type	Score or level	Minimum score and at least 10 weeks ELICOS	Minimum score and at least 20 weeks ELICOS
International English Language Testing System (IELTS)	6.0	5	4.5
TOEFL internet-based test	60	35	32
Cambridge English: Advanced (Certificate in Advanced English)	169	154	147
Pearson Test of English Academic (PTE Academic)	46	36	30
Occupational English Test	B for each test component	N/A	N/A

ELICOS – English Language Intensive Courses for Overseas Students

You are not required to provide evidence of English language requirement if one of the following applies to you:

- you are a citizen and hold a passport from UK, USA, Canada, NZ or Republic of Ireland
- you are an applicant who is a Foreign Affairs or, Defence sponsored student or a Secondary Exchange student (AASES)
- you are enrolled in a principal course of study that is a registered school course, a standalone English Language Intensive Course for Overseas Students (ELICOS), a course registered to be delivered in a

language other than English, or a registered post-graduate research course

- you have completed at least 5 years' study in English in one or more of the following countries: Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland
- in the 2 years before applying for enrolment, you completed, in Australia and in the English language, either the Senior Secondary Certificate of Education or a substantial component of a course leading to a qualification from the Australian Qualifications Framework at the Certificate IV or higher level, while you held a student visa.

Note: You may be required to provide evidence of an English test score with your visa application if you hold a British National Overseas (BNO) passport.

LLN Requirement:

All students will be required to undertake, and satisfactorily complete VCI LLN Test conducted by a qualified assessor which includes a written test and interview to complete the verbal component of the test. The test will be completed on the day of Orientation at the VCI campus. A student support officer will schedule a time between the students and the assessor to conduct this test.

The purpose of the test is to determine whether the student requires any additional support in order to complete the course successfully. Further, this helps VCI identify if we can provide the students the level of support they require prior to commencement or if they will need to seek assistance from external agencies. For learners that do not have the required LLN levels, they will be provided additional support or provided external options for accessing further training and support during the enrolment in the course. This will be in accordance with VCI's student support policy and procedures.

The following table outlines the expected entry ACSF levels for each of the core foundation skills – Learning, Writing, Oral communication, Reading and Numeracy.

Core Skill	Expected Entry Level
Oral Communication	Level 4
Learning	Level 4
Writing	Level 4
Reading	Level 4
Numeracy	Level 4

SIT40521 Certificate IV in Kitchen Management (109505C)

Expected entry levels are the minimum levels at which a student is expected to be at upon entry into the course. Students may have higher level skills which is fine. If a student is identified to not meet the minimum entry levels in any of the course skills, and where the assessor deems that VCI is able to provide additional support and has the appropriate mechanisms in place to support the student in development of the skill, then the learner can be accepted into this course. A learner strategy will be required to be put in place for the student.

Where a learner does not meet the expected entry levels for multiple core skills, it may be appropriate to refer them to a preparatory foundation skills course first prior to commencing the program.

Further information about LLN test and student support is included in the LLN Assessment Pack and the Student Support policy and procedures.

COURSE DESCRIPTION

This qualification reflects the role of chefs and 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.

The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

STUDY PATHWAY AND CAREER OPPORTUNITIES

Once students have completed the SIT40521 Certificate IV in Kitchen Management, they will be able to seek employment as a chef or chef de partie or undertake further studies.

ASSESSMENT

- Observation of the learner performing / demonstrating practical tasks
- Practical training and assessment is completed in commercial kitchens, including Vocational Careers Institute Commercial kitchen
- Written and oral questions
- Written reports
- Project
- Work-based training

RECOGNITION OF PRIOR LEARNING

RPL is the assessment process for recognizing competencies gained through previous learning, work and life experiences. Students who have completed any of the subjects or have practical experience that can be used for RPL, can contact VCI prior to enrolment. In order to be granted RPL, candidates are required to provide evidence that they are already competent in the specific subject/subjects and these evidences should be valid, authentic, current and sufficient.

WORK BASED TRAINING

SITHCCC043 Work effectively as a cook requires the completion of 48 "service periods" as a part of the performance evidence in the assessment requirements. Students are required to provide evidence of having completed this using the Student Logbook. Students are responsible for finding their own work placement. VCI has existing arrangements in place with employers for vocational placement, but these spots are limited. VCI will endeavour to support students in finding a placement, but this is the responsibility of the student.

Successful placement via VCI will be on a first-come-first-serve basis and will be conditional on the acceptance of the student by the host employer. VCI will assess the suitability of placement providers using the work placement suitability checklist.

It is noted service periods do not necessarily align with shifts worked. A service period for the purposes of assessment must include:

- start/set-up
- provision of service
- close/pack-down

The activities involved in the above will vary, depending on the context of the work skill being assessed in the unit of competency. For example, a "service period" in a cookery environment such as a restaurant, may be a breakfast service, lunch service or dinner service. A "shift" worked in a

SIT40521 Certificate IV in Kitchen Management (109505C)

restaurant relates to the number of hours worked and may incorporate one or more of these service periods. A learner may work an eight-hour shift from 7.00am to 3.00pm, that incorporates a breakfast service and a lunch service and although this is one "shift" worked, it may be recorded as two service periods for the purpose of assessment. However, the two service periods must be clearly defined and the start/set-up and finish/close of each service period must be clearly identified. A "peak" service period is one that experiences high or maximum rates of activity. This may be customers served, meals prepared, rooms cleaned, etc. For example, in a coffee shop, this may be the "morning rush" where there is a high number of customers having breakfast or purchasing a coffee on the way to work, as opposed to a mid-afternoon period where the number of customers is fewer and business is slower. The reason that the inclusion of peak service periods in training and assessment is necessary, is to ensure that graduates are able to operate competently and perform job tasks when they are under realistic industry conditions and timeframes, such as a busy, high pressure peak service period. Students must be deemed competent in the below units prior to commencement of the vocational placements:

SITXWHS007	Implement and monitor work health and safety practices
SITXFSA005	Use hygienic practices for food safety
SITHCCC023*	Use food preparation equipment
SITXFSA006	Participate in safe food handling practices
SITHCCC027*	Prepare dishes using basic methods of cookery
SITHCCC029*	Prepare stocks, sauces and soups
SITHCCC028*	Prepare appetisers and salads

COURSE DURATION/MODE/*FEE

- Full Time: 60 weeks (including 4 weeks Holidays)
- Face-to-face classroom-based learning and work based
- Tuition Fee : AUD 13,500
- Admin Fee: AUD 300.00
- **Resource Fee: AUD 800.00

COURSE STRUCTURE/UNITS OF COMPETENCY

In order to gain the certificate, 33 units must be completed for this qualification

Code	Title	Core/Elective
SITHCCC023	Use food preparation equipment	Core
SITHCCC027	Prepare dishes using basic methods of cookery	Core
SITHCCC028	Prepare appetisers and salads	Core
SITHCCC029	Prepare stocks, sauces and soups	Core
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes	Core
SITHCCC031	Prepare vegetarian and vegan dishes	Core
SITHCCC035	Prepare poultry dishes	Core
SITHCCC036	Prepare meat dishes	Core
SITHCCC037	Prepare seafood dishes	Core
SITHCCC041	Produce cakes, pastries and breads	Core
SITHCCC042	Prepare food to meet special dietary requirements	Core
SITHCCC043	Work effectively as a cook	Core
SITHKOP010	Plan and cost recipes	Core
SITHKOP012	Develop recipes for special dietary requirements	Core
SITHKOP013	Plan cooking operations	Core
SITHKOP015	Design and cost menus	Core
SITHPAT016	Produce desserts	Core
SITXCOM010	Manage conflict	Core

Note:

- *Please familiarise yourself with Vocational Careers Institute's Refund Policy
- **The Resource Fee ensures students receive printed notes, learning material, chef coat, chef pants, apron, chef cap, neck tie, knife kit & access to Wi-Fi for the duration of their course.

SIT40521 Certificate IV in Kitchen Management (109505C)

Code	Title	Core/Elective
SITXFIN009	Manage finances within a budget	Core
SITXFSA005	Use hygienic practices for food safety	Core
SITXFSA006	Participate in safe food handling practices	Core
SITXFSA008	Develop and implement a food safety program	Core
SITXHRM008	Roster staff	Core
SITXHRM009	Lead and manage people	Core
SITXINV006	Receive, store and maintain stock	Core
SITXMGTO04	Monitor work operations	Core
SITXWHS007	Implement and monitor work health and safety practices	Core
SITXCCS014	Provide service to customers	Elective
SITHCCC040	Prepare and serve cheese	Elective
SITHCCC039	Produce pates and terrines	Elective
SITHCCC026	Package prepared foodstuffs	Elective
SITXCCS015	Enhance customer service experience	Elective
SITHCCC025	Prepare and present sandwiches	Elective

PAYMENT OPTION

Payment Options

If you wish to accept the offer, you need to sign the Acceptance of Offer form together with the minimum payment of fees. You can use the following payment methods:

- Cash or EFTPOS in person at VCI's campus
- Credit Card (Visa or MasterCard) via PayPal on the student invoice

We accept credit card payments (Visa or MasterCard only) and a 2% surcharge will be added to the total amount. You can request our Credit Card Authorisation form by writing us at info@vocareersinstitute.edu.au

Bank draft or money order payable to "Vocational Careers Institute" and send to VCI's campus (all bank drafts must be in Australian dollars to an Australian bank)

Electronic Bank transfer (Telegraphic Transfer) from an overseas bank account

Bank Account Details:

Name of Bank:	Commonwealth Bank
BSB	064 000
Account	1452 5599
Swift Code	CTBAAU2S
Branch Address:	240 Queen Street Brisbane City 4000

More details are available in student handbook which can be downloaded from our website at vocareersinstitute.edu.au

Education *Redefined*

Vocational Careers Institute

📍 310 Montague Road West End QLD, 4101, Australia
📞 +61 7 3848 4354 📧 info@vocareersinstitute.edu.au

vocareersinstitute.edu.au

RTO Code: 41532
CRICOS Code: 03502J