Student Information Handbook Contents

Document Version Control ................................................................. 3
Instructions ..................................................................................... 3
Version control record ................................................................. 3

Student Orientation ....................................................................... 4
Prior to commencement of class .................................................. 4
In your first class .......................................................................... 4
College contact details ................................................................. 4

Fees and refund arrangements ..................................................... 5
Payment schedule ......................................................................... 5
Student requested refunds ......................................................... 5
Delayed commencement or non-commencement ...................... 5
Missed payments ......................................................................... 5
Fee changes ................................................................................. 5
Other information & conditions .................................................. 5

Information for Students ............................................................ 6
Course assessment ......................................................................... 6
Course delivery ............................................................................. 6
Credit transfer .............................................................................. 6
Pathways ....................................................................................... 6
Qualifications to be issued .......................................................... 7
Recognition of prior learning (RPL) .............................................. 7

Student support, welfare and behaviour .................................... 8
Access and equity policy .............................................................. 8
Complaints and appeals procedure ............................................ 8
College Contact ........................................................................... 8
Relevant legislation ..................................................................... 8
Plagiarism and cheating ............................................................. 8
Copyright ..................................................................................... 9
Student code of behaviour ........................................................ 9

Other Information ....................................................................... 11
Change of address and contact details ....................................... 11
Student initiated deferral or suspension of enrolment .............. 11
Student cancellation of enrolment .............................................. 11
College initiated suspension or cancellation of enrolment .......... 11
College deferral of commencement ......................................... 11
Use of personal information ....................................................... 11

Qualification details and entry requirements ............................ 12
SIT30813 – Certificate III in Commercial Cookery .................. 12
Entry Requirements ..................................................................... 12
Course outcomes ........................................................................ 13
SIT40413 – Certificate IV in Commercial Cookery .................. 13
Entry Requirements ..................................................................... 13
Course outcomes ........................................................................ 13
SIT50313 – Diploma of Hospitality ........................................... 14
Entry Requirements ..................................................................... 15
Course outcomes ........................................................................ 15
Document Version Control

This section is to update version control information in accordance with the Level 1 Document Version Control Procedure located in the College Procedures & Policy Manual.

Changes to this section are only to be made by personnel approved to do so by the College and in accordance with the Version Control procedure in the Procedures and Policies Manual

Instructions

1. All changes are made in the Status column by selecting the appropriate item and then entering data directly. Be careful not to delete document property fields. Select the text in each cell not the whole cell.
2. Document title is the file name of the document.
3. Version number is a sequential number designating the version of the document.
4. Document status has 4 options. The current option is to be selected from the drop down list by the person checking, approving or publishing. The four options are:
   • Draft – selected whilst the document is being reviewed and modified
   • Awaiting approval – selected when all reviews and modifications have been completed
   • Approved for publishing – selected once the document has been approved
   • Published – selected when the document has been published and loaded onto the College Version Control folder
5. Checked by records the name(s) of the people in the RTO who have checked the document contents. Enter each name directly, separate names with commas. When all people have completed their checks the Document status is changed to “Awaiting approval”.
6. Approved by records the name of the person in the RTO who approves the document for publishing. The name is entered directly. Change the Document status to “Approved for publishing” once approval has been granted.
7. Published by records the name of the person in the RTO who publishes the document. The name is entered directly. Change the Document status to “Published” once the document is published.
8. Published Date is the date the document is published.

Version control record

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<td>Approved by</td>
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Signed ......................................................... Date ...........

Published by

Signed ......................................................... Date ...........

Published Date

TBA
Student Orientation

Students will receive a short orientation session in their first class at the College. The orientation session covers the information listed below. It is important that you attend the orientation program otherwise you may miss out on information that affects your study.

The purpose of the orientation session is to fully inform new students of most aspects of life at the College and to provide an introduction to studying at the College.

Prior to commencement of class

Please locate and read the following information in this handbook;

- Student support
- Assessment
- Recognition of prior learning / Mutual Recognition
- College contact people
- Complaints and appeals
- Plagiarism and cheating
- Student code of behaviour
- Attendance expectations
- Keeping address and contact details up-to-date
- College facilities and resources
- Student Mutual Recognition application form
- Student deferral, suspension or cancellation application form
- Student refund application form
- Student RPL application form
- Student complaints and appeals

In your first class

At the commencement of your first session your trainer will detail and explain the following;

- Learning and assessment program
- WH&S
- Facilities and equipment
- Assessment requirements
- Questions

College contact details

The Chief Executive Officer, Director of Studies and Administration Manager can be contacted as indicated below;

Head Office
Ground Floor, 38 College Street, Darlinghurst NSW 2010

Course Delivery Location
Practical: Ground Floor, 38 College Street, Darlinghurst NSW 2010
Theory: Level 3, 84-86 Mary Street, Surry Hills NSW 2010

Phone
02 9380 9888
Fax
T

Email
peo@aic.nsw.edu.au
Web
aic.nsw.edu.au

Send all documents to the Head Office address.
Fees and refund arrangements

Payment schedule
The fees applicable to each course and category of student and fee payment schedules are detailed in the applicable Student Enrolment Form. Contact the College to obtain details.

Student requested refunds
After a deposit or instalment payment is made the refund arrangements are as follows:

- Refund requests must be in writing, signed and dated by the student, and delivered to the College in person, by fax or letter.
- Once the refund request is received the refund arrangements that apply will be those that were agreed to and signed off on the Student Enrolment Form.

Delayed commencement or non-commencement
In the event that the College delays commencement is unable to commence the course or is unable to deliver your course in full, you will be offered a refund of any tuition fees you have paid in advance of course delivery. The refund amount will be:

- If the course does not commence, the initial fee payment and any instalment payments received by the College;
- If the course does not complete, any amount students have paid in excess of the total course fee multiplied by the percentage of the duration completed by the College at the time course delivery ceased.

The refund will be paid to you within 2 weeks of the day on which the course ceased being provided.

Missed payments
Students who do not make instalment payments by the due date will be excluded from attendance and have their enrolment suspended for the lesser of one week or until the missed instalment payment is made. If the missed instalment payment has not been made at the end of the one week suspension the student will have their enrolment cancelled.

Fee changes
Prior to a student enrolling fees may be altered without notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course. If a course length is extended by the student then any fee increases will be required to be paid for the extended component of the course.

Other information & conditions
Students must notify the College of changes of address, telephone number, email address and fax number within 7 days of the change. This is required so that students can be contacted and receive important information which may affect their course or their enrolment.

A written agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia’s consumer protection laws.

Students are entitled, at no additional cost, to a formal Statement of Attainment on course withdrawal or cancellation, prior to completing the qualification, provided the student has paid in full for the tuition related to the units of competency to be shown on the Statement of Attainment. Course credentials (awards, statements of attainment, transcripts) will not be issued to students who are in breach of any part of this agreement.

Students are entitled to 2 assessment attempts for each unit. If the student is unsuccessful after 2 assessment attempts they will be required to repeat the unit and pay a repeat unit fee.

Testamur Reissue
Testamurs (certificates and statements of attainment) will only be reissued after applicants:

- supply a statutory declaration indicating the reasons for applying for a reissue; and
- confirm their identity using the 100 points system of identification service provided to businesses by Australia Post - http://auspost.com.au/business/in-person-id-checks.html

The reissue is approved by the CEO or a person specifically nominated by the CEO to approve a reissued testamur. Australian International College Pty Ltd does not charge for a reissued testamur.
The quality of the training and assessment in compliance with the VET Quality Framework. More details about the VET Quality Framework can be found on the ASQA website http://www.asqa.gov.au/vet-registration/understand-the-requirements-for-registration/understand-the-requirements-for-registration.html

For the issuance of the AQF certification documentation. More details about the AQF certification standards can be found at http://www.aqf.edu.au

Advising students about their rights via the Code of Practice published on the College web site

Advising students about the complaints and appeals procedure published on the College web site

Advising students if the College, or a third party delivering services on behalf of the College, closes or ceases to deliver a unit or units that the learner is enrolled in. This will be done by an announcement on the College web site.

Advising students about any changes to services. This will be done by an announcement on the College web site.

A number of approaches to course assessment are used by College staff. Assessment approaches may include: observation of performance in class, workshops; case studies; projects; assignments; presentations; role plays; written tests and exams.

Students will be given advance warning of the time and form of any assessment and will not be expected to sit an assessment they have not prepared for.

Students are entitled to a maximum of two assessment attempts for each unit.

If after two assessment attempts students competence is “not yet competent” they will be required to repeat the unit and pay any fees associated with repeating the unit.

Not attending for a scheduled assessment will be counted as one assessment attempt for each occurrence unless:

a) the student can provide a certificate from a registered medical practitioner indicating that the student was medically unable to attend the assessment; or

b) the student can provide independent evidence of exceptional compassionate circumstances beyond the students control, such as serious illness or death of a close family member to explain the non-attendance at the assessment

A number of approaches to course delivery are used by College staff. Course delivery approaches may include teacher led classroom delivery; workshops; seminars; tutorials and supervised study. During class time students will be expected to participate by, for example, answering questions, giving opinions, demonstrating tasks, working with others in groups, making presentations and role playing situations.

Credit transfer applies to situation where students have completed units identical to those they are currently enrolled for at another provider. Credit will be granted in accordance with the Credit Transfer procedure. To apply for credit transfer students must complete the credit transfer application form and attach copies of verified documents to support the application. There is no reduction in tuition fees if Credit Transfer is applied for or granted.

Graduates of the College may seek credits to the relevant degree programs in Australian Universities. The College has no special arrangements with any Australian University and there is no guaranteed entry into University programs. As a general rule students with high marks will have the best chance of being accepted by a University.

Students completing all assessment requirements for a qualification will be awarded a certificate corresponding to the completed course. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment indicating which modules or units of competency they have completed.

Students are entitled, at no additional cost, to a formal Statement of Attainment on withdrawal, cancellation or transfer, prior to completing the qualification, provided the student has paid in full for the tuition related to the units of competency to be shown on the Statement of Attainment.

Australian International College Pty Ltd
ABN No: 17 122 041 267
RTO No: 41215 CRICOS Provider Code: XXXXXX
Address: Ground Floor, 38 College Street, Darlinghurst NSW 2010
Phone: 02 9380 9888
Email: peo@aic.nsw.edu.au
Web: www.aic.nsw.edu.au

Information for Students

RTO obligations

Australian International College Pty Ltd is responsible for:

a) The quality of the training and assessment in compliance with the VET Quality Framework. More details about the VET Quality Framework can be found on the ASQA website http://www.asqa.gov.au/vet-registration/understand-the-requirements-for-registration/understand-the-requirements-for-registration.html

b) For the issuance of the AQF certification documentation. More details about the AQF certification standards can be found at http://www.aqf.edu.au

c) Advising students, in advance, of any changes to the services, including new subcontracting arrangements or a change to existing subcontracting arrangements. This will be done by an announcement on the College web site.

d) Advising students about their rights via the Code of Practice published on the College web site

e) Advising students about the complaints and appeals procedure published on the College web site

f) Advising students if the College, or a third party delivering services on behalf of the College, closes or ceases to deliver a unit or units that the learner is enrolled in. This will be done by an announcement on the College web site.

g) Advising students about any changes to services. This will be done by an announcement on the College web site.

Course assessment

Course delivery

A number of approaches to course delivery are used by College staff. Course delivery approaches may include teacher led classroom delivery; workshops; seminars; tutorials and supervised study. During class time students will be expected to participate by, for example, answering questions, giving opinions, demonstrating tasks, working with others in groups, making presentations and role playing situations.

Credit transfer

Credit transfer applies to situation where students have completed units identical to those they are currently enrolled for at another provider. Credit will be granted in accordance with the Credit Transfer procedure. To apply for credit transfer students must complete the credit transfer application form and attach copies of verified documents to support the application. There is no reduction in tuition fees if Credit Transfer is applied for or granted.

Pathways

Graduates of the College may seek credits to the relevant degree programs in Australian Universities. The College has no special arrangements with any Australian University and there is no guaranteed entry into University programs. As a general rule students with high marks will have the best chance of being accepted by a University.

Qualifications to be issued

Students completing all assessment requirements for a qualification will be awarded a certificate corresponding to the completed course. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment indicating which modules or units of competency they have completed.

Students are entitled, at no additional cost, to a formal Statement of Attainment on withdrawal, cancellation or transfer, prior to completing the qualification, provided the student has paid in full for the tuition related to the units of competency to be shown on the Statement of Attainment.
Recognition of prior learning (RPL)

Recognition of Prior Learning (RPL) is a process designed to recognise previous formal or informal learning, work and life experiences that the student may have had to the extent that they are relevant to the course outcomes. The RPL process allows students to receive recognition under these circumstances and therefore enable them to focus more on areas they need to achieve competencies in order to gain their qualifications. Students who believe they already have some of the competencies in the course may apply for Recognition of Prior Learning (RPL). An essential requirement of RPL is that you can prove that you currently have the required competencies in the unit applied for.

An RPL application may only be made after enrolment and payment of fees and must be made using the College RPL application form which will be available during orientation. RPL in a unit will only be granted if students complete the College RPL assessment requirements for that unit. The RPL fee is $150 per unit.
Student support, welfare and behaviour

Access and equity policy
The College Code of Practice includes an access and equity policy. This document is available on request. It is the responsibility of all staff to ensure the requirements of the access and equity policy are met at all times.

Complaints and appeals procedure
The College has a complaints and appeals procedure to provide students with a fair and equitable process for resolving any complaints or appeals they may have. The complaints and appeals procedure includes a requirement that an independent mediator will be appointed if the student is dissatisfied with the process undertaken by the College. If you have a complaint or appeal you should take the following steps:

- Contact the Administration Manager to obtain a copy of the complaints and appeals procedure and the application form
- Complete the application form and lodge it with the Administration Manager
- Follow up with the Administration Manager

College Contact
Contact the College Administrator for assistance if you have any difficulties with your course, study requirements or assessment

Phone 02 9380 9888 Fax TBA
Email aicsydney@hotmail.com

Relevant legislation and information
A range of legislation is applicable to all staff and students. Information on relevant legislation can be found at the following websites.

<table>
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<tr>
<td>Equal opportunity</td>
<td><a href="http://www.lawlink.nsw.gov.au">http://www.lawlink.nsw.gov.au</a></td>
</tr>
<tr>
<td>RTO registration</td>
<td><a href="http://www.asqa.gov.au">http://www.asqa.gov.au</a></td>
</tr>
<tr>
<td>ASQA Standards</td>
<td>NVR Regulated Training Organisations</td>
</tr>
</tbody>
</table>

It is the responsibility of all staff to ensure the requirements of relevant legislation are met at all times. Use the web sites indicated, or contact the Administration Manager if you require further information.

There may be additional, course-specific, legislation that is relevant. Information about this legislation will be communicated during the course.

Plagiarism and cheating
Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own. Plagiarism is a serious act and may result in a students’ exclusion from a unit or a course. When students have any doubts about including the work of other authors in their assessments, they must consult with their trainer to discuss the matter. The following list outlines some of the activities for which a student can be suspected of plagiarism or cheating:

- Presenting any work by another individual as one's own unintentionally
- Handing in assessments markedly similar to or copied from another student.
- Presenting the work of another individual or group as their own work.
- Allowing another student to copy your work
- Handing up assessments without the adequate acknowledgement of sources used, including assessments taken totally or in part from the internet.

Legitimate cooperation between students on assignments is encouraged, since it can be a real aid to understanding. It is legitimate for students to discuss assignment questions at a general level, provided everybody involved makes some contribution. However, students must produce their own individual written solutions. Copying someone else’s work is plagiarism, and is unacceptable.

Copyright
STUDENT INFORMATION HANDBOOK – AIC Version 1.0 (Created: 17/05/2010, Printed: 8/05/2015)
This document is uncontrolled version when printed
Students must be careful when photocopying the work of others. The owner of the material may take legal action against students of the college if the owner's copyright has been infringed. Students are allowed to do a certain amount of photocopying for research or study purposes. Generally, 10% or one chapter of a book is acceptable, where the participant is studying with, or employed by, an educational institution.

**Student code of behaviour**

The Student Code of Behaviour requires the following rights and expectation to be respected and adhered to at all times.

- The right to be treated with respect from others, to be treated fairly and without discrimination, regardless of religious, cultural, racial and sexual differences, age, disability or socio-economic status
- The right to be free from all forms of intimidation
- The right to work in a safe, clean, orderly and cooperative environment
- The right to have personal property (including computer files and student work) and the Registered Training Organisation property protected from damage or other misuse
- The right to have any disputes settled in a fair and rational manner (this is accomplished by the complaints and Appeals Procedure)
- The right to work and learn in a supportive environment without interference from others
- The right to express and share ideas and to ask questions
- The right to be treated with politeness and courteously at all times
- The expectation that students will not engage in copyright breaches, cheating or plagiarism
- The expectation that students will submit work when required.
- The expectation that students will maintain consistent participation by attending all required classes and assessments.
- The expectation that students will attend all required classes and assessment as part of the requirement to progress through the course satisfactorily and complete the course in within the time frame notified on the student enrolment form.

For non-compliance with the Student Code of Behaviour the following procedure for discipline will be followed except in situations where the CEO determines that the behaviour is sufficient to warrant expulsion. Where a student has been expelled they will be unable to attend class however they will have a right of appeal under the Appeals Procedure:

- A member of the Registered Training Organisation staff will contact students in the first instance and arrange a counselling meeting to discuss the issue or behaviour & to determine how the issue might be rectified. This meeting and its outcomes will be documented, signed by all parties and included on the student’s personal file. (Step 1)
- Where there is a second breach of the Student Code of Behaviour, students will be invited for a personal interview with the Director of Studies to discuss the breaches further. This meeting and its outcomes will be documented, signed by all parties and included on the student’s personal file. (Step 2)
- Should a third breach of the Student Code of Behaviour occur after the stage 2 meeting, the student will be provided with a final warning in writing & a time frame in which to rectify the issue. A copy of this letter will be included on the student’s personal file. (Step 3)
- After the three steps in the discipline procedure have been followed, and breaches of the Code of Behaviour still continue, training services will be withdrawn and the student will be sent a student suspension or cancellation letter.
- Failure to attend scheduled meetings may result in the College deciding to suspend or cancel a student’s enrolment
- At any stage of this procedure students are able to access the College complaints and appeals procedure to settle any disputes that may arise.
**Other Information**

**Change of address and contact details**
You are required to advise the College of your residential address and telephone number and of any subsequent changes to your residential address and telephone number whilst enrolled in a course. It is your responsibility and in your own interests to ensure that you always update your address details at the College to ensure you receive important information that the College may send to you from time to time.

On commencement and at least every six months whilst you are enrolled at the College you will be asked to review and update your contact information with the College.

**Student initiated deferral or suspension of enrolment**
Students may initiate a request to defer commencement of studies or suspend their studies. Students wishing to defer the commencement of studies or suspend their studies must apply to do so in writing to the College using the student deferral, suspension or cancellation application form or in writing by email, fax or post.

**Student cancellation of enrolment**
Cancellation of enrolment will trigger the refund arrangements in the agreement between the College and the client organisation. Students who cancel their enrolment and think a refund is due must apply for a refund. Refund applications must be made in writing to the College Administration Manager. The refund application form, available from the College, may be used as the written application. Written applications for refunds will also be accepted by mail or by email. Refunds will be made within 28 days of receipt of a written application.

**College initiated suspension or cancellation of enrolment**
The College may decide to suspend or cancel a student’s enrolment on its own initiative as a response to breaching the student code of behaviour through misbehaviour, a poor academic record or poor attendance by the student. If the College is intending to initiate a suspension or cancellation of enrolment a warning letter will be sent to the student’s currently notified address and the student will have 20 working days from the date of the warning letter to complain or appeal against the College suspension or cancellation.

**College deferral of commencement**
The College may also decide to defer the commencement of a course. If the College defers the commencement of a course the provider default conditions in the agreement between the College and the client organisation will be triggered and the College will be obliged to repay any unspent pre-paid fees received by the College in respect of the student within 14 days of the date of deferral unless alternative arrangements can be made which are acceptable to students.

**Use of personal information**
It is a requirement of the Australian Quality Training Framework that students can access personal information held by the College and may request corrections to information that is incorrect or out of date. Apply to the Administration Manager using the Student records request form if you wish to view your own records. Once the request has been approved the Administration Manager will arrange a time for you to view your own records. You must view your records at the College and you cannot take records away from the College.
Qualification details and entry requirements

SIT30813 – Certificate III in Commercial Cookery - duration 48 weeks

This qualification reflects the role of commercial cooks who use a wide range of cookery skills. They use discretion and judgement and have a sound knowledge of kitchen operations. They work with some independence and under limited supervision and may provide operational advice and support to team members.

Employment Pathway

Successful completion of this qualification will provide participants with the skills to obtain the following occupational position as a qualified cook within the hospitality environment in which they are working.

This qualification provides a pathway to work as a commercial cook in organisations such as restaurants, hotels, clubs, pubs, cafes, cafeterias and coffee shops.

Pathways from the qualification


Entry Requirements

1. Be of legal working age (as this qualification is undertaken on the job);
2. have satisfactorily completed a minimum of year 10 or equivalent;
3. be sufficiently proficient in English to be able to work successfully in a highly communicative and regulated environment;

Core

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>BSBSUS201A</td>
<td>Participate in environmentally sustainable work practices</td>
</tr>
<tr>
<td>BSBWOR203B</td>
<td>Work effectively with others</td>
</tr>
<tr>
<td>HLTAID003</td>
<td>Provide first aid</td>
</tr>
<tr>
<td>SITHCCC101</td>
<td>Use food preparation equipment</td>
</tr>
<tr>
<td>SITHCCC201</td>
<td>Produce dishes using basic methods of cookery</td>
</tr>
<tr>
<td>SITHCCC202</td>
<td>Produce appetisers and salads</td>
</tr>
<tr>
<td>SITHCCC203</td>
<td>Produce stocks, sauces and soups</td>
</tr>
<tr>
<td>SITHCCC204</td>
<td>Produce vegetable, fruit, egg and farinaceous dishes</td>
</tr>
<tr>
<td>SITHCCC301</td>
<td>Produce poultry dishes</td>
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<tr>
<td>SITHCCC302</td>
<td>Produce seafood dishes</td>
</tr>
<tr>
<td>SITHCCC303</td>
<td>Produce meat dishes</td>
</tr>
<tr>
<td>SITHCCC307</td>
<td>Prepare food to meet special dietary requirements</td>
</tr>
<tr>
<td>SITHCCC308</td>
<td>Produce cakes, pastries and breads</td>
</tr>
<tr>
<td>SITHCCC309</td>
<td>Work effectively as a cook</td>
</tr>
<tr>
<td>SITHKOP101</td>
<td>Clean kitchen premises and equipment</td>
</tr>
<tr>
<td>SITHKOP302</td>
<td>Plan and cost basic menus</td>
</tr>
<tr>
<td>SITHPAT306</td>
<td>Produce desserts</td>
</tr>
<tr>
<td>SITXFSA101</td>
<td>Use hygienic practices for food safety</td>
</tr>
<tr>
<td>SITXFSA201</td>
<td>Participate in safe food handling practices</td>
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</table>
SITXHRM301  Coach others in job skills
SITXINV202  Maintain the quality of perishable items
SITXWHS101  Participate in safe work practices

Electives
SITHCCC103  Prepare sandwiches
SITHCCC104  Package prepared foodstuffs
SITHCCC306  Handle and serve cheese

SIT40413 – Certificate IV in Commercial Cookery - duration 72 weeks

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.

Employment Pathway
Successful completion of this qualification will provide participants with the skills to obtain the following occupational position as a qualified Chef or Chef de Partie within the hospitality environment in which they are working.

This qualification provides a pathway to work in various kitchen settings, such as restaurants, hotels, clubs, pubs, cafes, cafeterias and coffee shops.

Pathways from the qualification
After achieving SIT40413 Certificate IV in Commercial Cookery, individuals could progress to SIT50313 Diploma of Hospitality.

Entry Requirements
1. Be of legal working age (as this qualification is undertaken on the job);
2. have satisfactorily completed a minimum of year 10 or equivalent;
3. be sufficiently proficient in English to be able to work successfully in a highly communicative and regulated environment;

Core
BSBDIV501A  Manage diversity in the workplace
BSBSUS301A  Implement and monitor environmentally sustainable work practices
HLTAID003  Provide first aid
SITHCCC101  Use food preparation equipment
SITHCCC201  Produce dishes using basic methods of cookery
SITHCCC202  Produce appetisers and salads
SITHCCC203  Produce stocks, sauces and soups
SITHCCC204  Produce vegetable, fruit, egg and farinaceous dishes*
SITHCCC301  Produce poultry dishes
SITHCCC302  Produce seafood dishes
SITHCCC303  Produce meat dishes*
SITHCCC307  Prepare food to meet special dietary requirements
SITHCCC308  Produce cakes, pastries and breads
SIT50313 – Diploma of Hospitality - duration 78 weeks

This qualification reflects the role of individuals who use sound knowledge of industry operations and a broad range of managerial skills to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions.

Employment Pathway
Successful completion of this qualification will provide participants with the skills to obtain the one of the following occupational positions: banquet or function manager; chef de cuisine; executive housekeeper; front office manager; kitchen manager; restaurant manager; sous chef; or unit manager (catering operations).

Pathways from the qualification
After achieving SIT50313 Diploma of Hospitality, individuals could progress to SIT60313 Advanced Diploma of Hospitality or higher education qualifications in management.

Entry Requirements
1. Be of legal working age (as this qualification is undertaken on the job);
2. have satisfactorily completed a minimum of year 10 or equivalent;
3. be sufficiently proficient in English to be able to work successfully in a highly communicative and regulated environment;
Core

BSBDIV501A Manage diversity in the workplace
BSBMGT515A Manage operational plan
SITXCCS401 Enhance the customer service experience
SITXCCS501 Manage quality customer service
SITXCOM401 Manage conflict
SITXFIN402 Manage finances within a budget
SITXFIN501 Prepare and monitor budgets
SITXGLC501 Research and comply with regulatory requirements
SITXHRM401 Roster Staff
SITXHRM402 Lead and manage people
SITXMGT401 Monitor work operations
SITXMGT501 Establish and conduct business relationships
SITXWH401 Implement and monitor work health and safety practices

Electives

HLTAID003 Provide first aid
SITXFS101 Use hygienic practices for food safety
SITXFS201 Participate in safe food handling practices
SITHCCC104 Package prepared foodstuffs
SITHCCC201 Produce dishes using basic methods of cookery
SITHCCC202 Produce appetisers and salads
SITHCCC203 Produce stocks, sauces and soups
SITHCCC204 Produce vegetable, fruit, egg and farinaceous dishes
SITHCCC301 Produce poultry dishes
SITHCCC302 Produce seafood dishes
SITHCCC303 Produce meat dishes
SITHCCC306 Handle and serve cheese
SITHCCC307 Prepare food to meet special dietary requirements
SITHCCC308 Produce cakes, pastries and breads
SITHCCC309 Work effectively as a cook