



**Recognition of Prior Learning
Teacher Upskill Program**

**SIT30921
Certificate III in Catering**

Name

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Recognition of Prior Learning (RPL) Assessment

SIT30921 Certificate III in Catering

Food Futures has developed this program specifically for teacher/trainers who have industry currency and experience. This program includes RPL, Practical Demonstration of Skills and Gap Training.

The first step is to complete the self-assessment and submit a portfolio of evidence. This will be assessed prior to undertaking the practical sessions.

Any gaps identified will be discussed with the candidate and an assessment only option will be negotiated with the trainer/assessor.

This recognition program requires candidates to have the existing skills, hold the previous Certificate II in Kitchen Operations or units of competency or can map their industry experience to the unit requirements.

Participants must have industry currency and workplace experience.

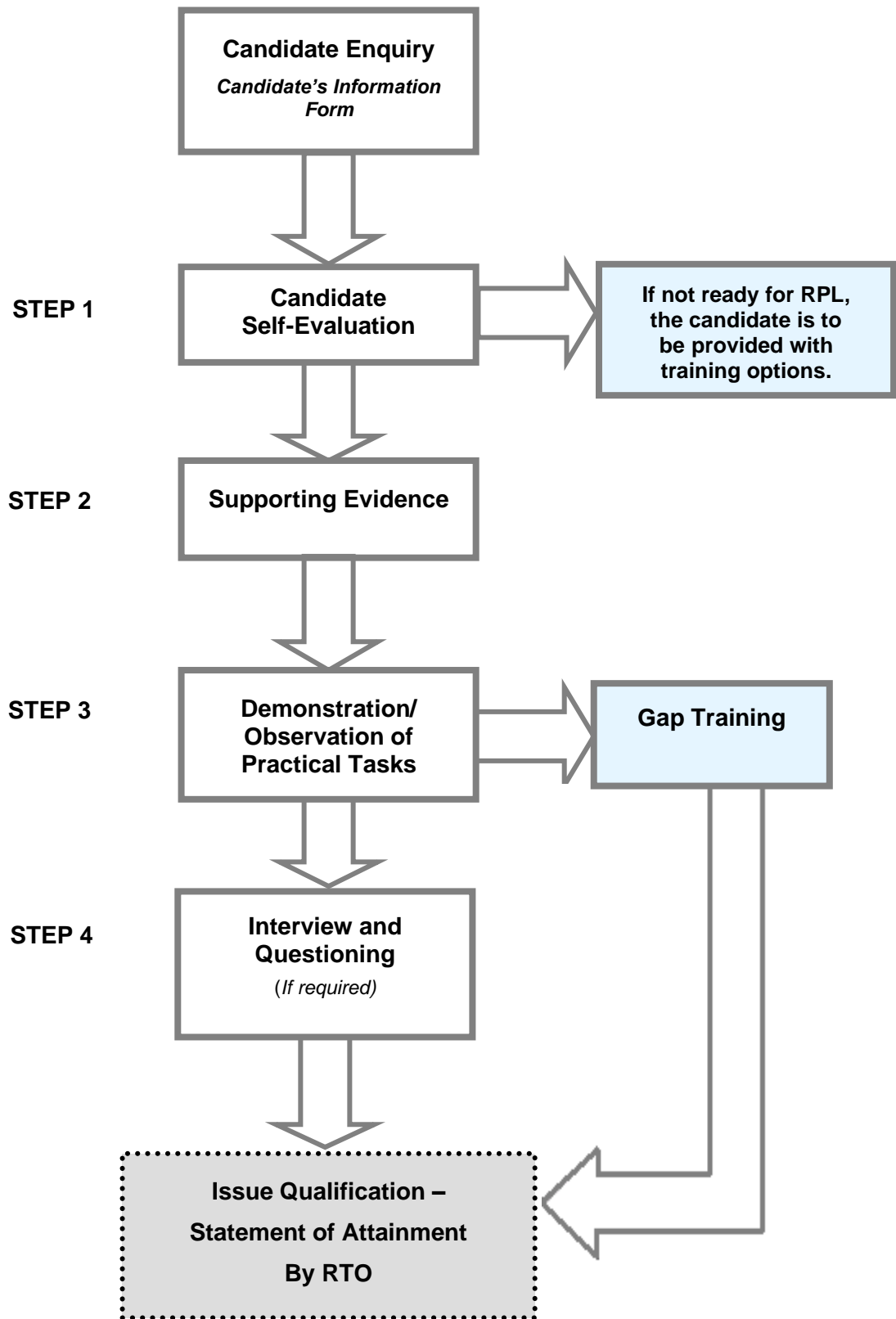
This kit has been contextualised and validated to ensure it meets the VET Quality Framework, relevant Training Package requirements and Registered Training Organisation (RTO) policies.

A task-based model for RPL

A process for RPL has been developed that promotes holistic, task-based assessment, and which focuses on relating assessment activities to actual job tasks. The intention of this model is to streamline and simplify recognition processes for prospective candidates. This RPL Assessment Tool Kit has been developed to support this task-based model.

The focus of the new streamlined holistic assessment process is to focus on demonstrated skills and knowledge and is not reliant on documentary evidence as the main source of evidence.

Overview of the Recognition Process



What is Recognition of Prior Learning (RPL)?

RPL is the acknowledgment of skills and knowledge obtained through learning achieved outside the formal education and training system and includes work and life experience including paid and volunteer work and skills attained through leisure pursuits such as musical, mechanical or linguistic abilities.

RPL recognises any prior knowledge and experience and measures it against the qualification in which students are enrolled. The individual may not need to complete all of a training program if he or she already possesses some of the competencies taught in the program.

Why you should apply for RPL

If you apply for RPL and your application is successful you could:

- reduce or eliminate the need for any training in skills and knowledge you already have
- save time by not needing to attend any or a reduced number of classes and completing unnecessary work
- save money because you will not have to buy textbooks and other learning material
- complete your qualification in a shorter time
- advance to a higher level qualification in a shorter time if desired.

Some terms you need to understand

It is important that you understand the following terms to assist you with your RPL application.

Competence

Competence is the demonstration of skills and knowledge that you have gained through life and work experiences as well as any training that you have successfully completed that can be matched against a set of industry performance standards referred to as **units of competency**.

Each unit of competency is divided into elements (a set of activities that lead to an overall achievement or demonstration of competence). Each of these elements is further broken down into a set of performance criteria which give a more detailed description of the skills and knowledge you need to be able to demonstrate.

Matching your evidence against each of the elements/performance criteria will help you to reach your qualification more quickly.

How to prepare for your RPL assessment

For your skills to be formally recognised as part of a national qualification, Assessors must make sure that you (the candidate) have the required skills and knowledge to meet the industry standard as specified in the relevant Training Package.

You must be involved in the RPL process so that all the experience, skills and knowledge you have gained over time can be correctly identified and suitably demonstrated. This evidence is gathered and used in recognition of all or some of the units for the qualification you wish to gain.

All assessment requirements will be discussed with you in advance and you will be given the opportunity to ask questions and clarify requirements. Being prepared for the assessment process and knowing what you need to provide can save you valuable time and ensure that the RPL assessment is as simple and stress-free as possible.

Here are some tips to make the application process and interview easier for you.

1. Your Assessor will ask you to talk about your work roles and your employment history.

Bring a copy of your résumé. You might like to write down any work you have done in the past (paid or unpaid) and where this took place.

2. If you have certificates from any training courses you have completed, bring along either certified copies or the originals to the interview with the Assessor and they can make a copy of them.
3. Bring along any other documentation that you think would support your claim that you have done this work overtime.

The following is a list of some of the documents you can provide as examples of your work history:

- brief CV
- certificates/results of assessment
- any licences
- tickets held, eg forklift, crane
- photographs of work undertaken
- diaries/task sheets/job sheets/logbooks
- site training records
- site competencies held record
- membership of relevant professional associations
- hobbies/interests/special skills outside work
- references/letters from previous employers/supervisors
- industry awards
- any other documentation that may demonstrate your trade or industry experience or support your claim.

Depending on where you have worked and what the work may have included, you may or may not have documentary evidence. Do not be put off if you do not have documentary evidence, as the Assessor will work with you during the assessment process.

You can speak with your Assessor about other ways you can show your skills for the trade or industry in which you are seeking recognition.

These could include letters from employers, records of any training courses or professional development sessions attended, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as there are no confidentiality issues – see below) or any other relevant documents.

Confidentiality issues

It is important that sensitive information is not included as part of your Supporting Documentation. You may need authorisation from your supervisor to use some of your evidence, so it is always best to check the privacy and confidentiality policies of the organisation. Client names should be deleted, and financial figures or other personal details should be blacked out and made unidentifiable.

Qualification Rules

SIT30921 Certificate III in Catering

This qualification reflects the role of individuals working in catering operations who use a range of cookery skills and sound knowledge of kitchen operations to prepare food items. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities.

This qualification does not meet the requirements for trade recognition as a cook, but can provide a pathway towards achieving that.

This qualification provides a pathway to work in various catering settings, such as hospitals and aged care facilities, sporting and entertainment venues, hotel banqueting departments, cook–chill production kitchens, and mobile catering businesses of varying size.

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

Requirements

Successful completion of a total of twenty (20) units of competency made up of:

- 10 core units
- 10 elective units, consisting of:
 - 6 units from Group A or Group B.
 - 4 units from Group A, Group B, Group C or Group D.

All electives chosen must contribute to a valid, industry-supported vocational outcome.

Note:

List of competencies in this RPL Assessment Tool Kit

This section identifies the units contained in this Assessment Tool Kit.

Units of competency covered in this RPL Assessment Tool Kit

The candidate may select units of competency which appropriately reflect their skills and experience.

CORE UNITS	
Unit Code	Unit Title
SITHCCC023*	Use food preparation equipment
SITHCCC024*	Prepare and present simple dishes
SITHCCC027*	Prepare dishes using basic methods of cookery
SITHCCC034*	Work effectively in a commercial kitchen
SITHKOP009*	Clean kitchen premises and equipment
SITXFSA005	Use hygienic practices for food safety
SITXFSA006	Participate in safe food handling practices
SITXHRM007	Coach others in job skills
SITXINV006*	Receive, store and maintain stock
SITXWHS005	Participate in safe work practices
SITHCCC023*	Use food preparation equipment
ELECTIVE UNITS	
Unit Code	Unit Title
SITHCCC025*	Prepare and present sandwiches
SITHCCC028*	Prepare appetisers and salads
SITHCCC029*	Prepare stocks, sauces and soups
SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC035*	Prepare poultry dishes
SITHKOP010	Plan and cost recipes
SITHPAT011*	Produce cakes
SITHFAB021	Provide responsible service of alcohol
SITXINV007	Purchase goods
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms

* denotes pre-requisite unit(s) required

PROGRAM

There will be a commitment of TWO FULL DAYS of face-to-face training and assessment, along with gathering suitable workplace evidence of skills and knowledge and completing a skills recognition questionnaire. While performing the various practical tasks, it is important that the principles of Occupational Health and Safety, and workplace safety requirements be met at all times.

Candidates who hold a superseded “EQUIVALENT” (E below in status) unit of competency can be provided with a credit transfer for the new UoC by providing a statement of attainment or certificate and unit results from an RTO.

Where the unit has been deemed “NOT EQUIVALENT” (NE below in status) additional evidence collected through the RPL process will be provided.

If the candidate does not hold the previous version of the UoC, RPL process and the collection of evidence and currency is required.

UNITS		SUPERSEDED UOC		STATUS	DETAILS
SITHCCC023*	Use food preparation equipment	SITHCCC001	Use food preparation equipment	E	CT
SITHCCC024*	Prepare and present simple dishes	SITHCCC002	Prepare and present simple dishes	E	CT
SITHCCC027*	Prepare dishes using basic methods of cookery	SITHCCC005	Prepare dishes using basic methods of cookery	E	CT
SITHCCC034*	Work effectively in a commercial kitchen	SITHCCC011	Use cookery skills effectively	NE	Minor Additional evidence - KE
SITHKOP009*	Clean kitchen premises and equipment	SITHKOP001	Clean kitchen premises and equipment	E	CT
SITXFSA005	Use hygienic practices for food safety	SITXFSA001	Use hygienic practices for food safety	E	CT
SITXFSA006	Participate in safe food handling practices	SITXFSA002	Participate in safe food handling practices	E	CT
SITXHRM007	Coach others in job skills	SITXHRM001	Coach others in job skills	E	CT

**SIT30921 Certificate III in Catering
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SITXINV006*	Receive, store and maintain stock		Unit supersedes and merges content from two previous units.	NE	RPL Required
SITXWHS005	Participate in safe work practices	SITXWHS001	Participate in safe work practices	E	CT
SITHCCC025*	Prepare and present sandwiches	SITHCCC003	Prepare and present sandwiches	E	CT
SITHCCC028*	Prepare appetisers and salads	SITHCCC006	Prepare appetisers and salads	E	CT
SITHCCC029*	Prepare stocks, sauces and soups	SITHCCC007	Prepare stocks, sauces and soups	E	CT
SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes	SITHCCC008	Prepare vegetable, fruit, eggs and farinaceous dishes	NE	Evidence required - some additional evidence if previous unit
SITHKOP010	Plan and cost recipes	SITHKOP002	Plan and cost basic menus	NE	RPL Required
SITHPAT011*	Produce cakes	SITHPAT011	Produce cakes	E	CT These units will be delivered in the practical sessions
SITHFAB021	Provide responsible service of alcohol	SITHFAB002	Provide responsible service of alcohol	E	
CHOOSE 3 UNITS FROM BELOW					
SITHFAB023*	Operate a bar	SITHFAB003	Operate a bar	E	CT
SITHFAB024*	Prepare and serve non-alcoholic beverages	SITHFAB004	Prepare and serve non-alcoholic beverages	E	CT
SITHFAB025*	Prepare and serve espresso coffee	SITHFAB005	Prepare and serve espresso coffee	E	CT
SITHFAB027*	Serve food and beverage	SITHFAB007	Serve food and beverage	E	CT
SITHCCC035*	Prepare poultry dishes	SITHCCC012	Prepare poultry dishes	NE	RPL Required
SITXINV007	Purchase goods	SITXINV003	Purchase goods	E	CT
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms			NEW UOC	RPL Required

The three steps in the RPL assessment process

Once your training organisation has provided you with the information you need to apply for RPL, you need to follow these four steps in order to complete the process.

<p>Step 1 – Self-Evaluation</p>	<p>Before you decide to apply for RPL you need to assess your current competence for one or several units of competency.</p> <p>Complete the candidate information and self-evaluation forms provided with as much information of your previous work experience as you can.</p> <p>This will allow for an initial assessment of your experience and a check to see whether you can demonstrate the required skills and knowledge. You can discuss this with an RPL Assessor if you want.</p> <p>You must be able to provide evidence against the elements/performance criteria for the relevant unit/s of competency.</p> <p>It is not enough to simply state that you possess the skills and knowledge required. You must be able to demonstrate competence.</p> <p>This is your opportunity to provide as much proof as you can of the variety of experience you have had. You should supply examples of your work history if you have any.</p> <p>Depending on the trade or industry you have worked in, you may or may not have documentary evidence available. This should not deter you from seeking RPL, as your Assessor will work with you throughout the RPL process.</p> <p>You will also be provided with a list of suggested evidence that you could use to demonstrate that you are competent in a particular unit or units of competency. This list is a guide only. If you have other suitable evidence to support your claim for RPL then you are encouraged to share this with your Assessor.</p> <p>If you do not believe that you have any suitable evidence, then you should discuss your options with your Assessor.</p> <p>Once you have completed the self-evaluation and made the decision that you would like to continue with the RPL process, make an appointment for an interview and enrol for RPL.</p> <p>Note: <i>It is possible to gain RPL for an entire qualification.</i></p>
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Step 2 – Practical demonstration of your skills	<p>Food Futures has designed a two-day practical, face to face session that allows you to demonstrate your level of competence on a practical level. The assessment will focus on the skills required in the work activities which relate to the qualification in which you are applying for recognition.</p> <p>You will be completing skills from various units focussing on cookery and new performance requirements. The two-day session will include theory assessment and practical observation of skills.</p>
Step 3 – Provision of further supporting evidence	<p>After the assessment, your Assessor will advise you of the units of competency you have successfully completed. You will also be advised whether you have gained the full qualification or if gaps have been identified during the recognition process.</p> <p>If necessary, your assessor may require additional evidence or to speak with an employer who can vouch for your skills over a period of time.</p> <p>Any gaps identified will be discussed with you and the option of an assessment only pathway will be made available.</p>

Candidate's Information Form

SIT30921 Certificate III in Catering		
Personal details		
Surname		
First name/s		
Any other name/s used		
USI		
Home address		
Postal address <i>(if different from above)</i>		
Telephone numbers	Home:	Work:
	Mobile:	Fax:
Email address		
Are you a permanent resident of Australia?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you need an interpreter to help you with an interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have a disability which we should be aware of?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Will you need special aids if you are required to undertake a practical assessment?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please provide details of special needs so that we can assist you if required.		
Current employment		
Are you currently employed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If 'yes', in which occupation are you currently employed?		
What is your current job title?		
Who is your current employer?		
How long have you worked in this job approximately?	year/s	month/s

Rate your knowledge and skills against the qualification/industry relevant to your RPL application.			
Industry area: Cookery / Hospitality	Yes	No	Possibly
I think my cooking experience is of an industry standard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I think I have the skills to obtain this qualification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know how to do the work tasks well.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can explain my experience and provide documentary evidence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have undertaken much of this work without supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Further training			
I have attended training courses in this area of work.	<input type="checkbox"/>	<input type="checkbox"/>	
If 'yes', what training did you undertake? Include date training completed (month, year).			
Is there any further information you wish to give in support of your application?			

DOCUMENTS REQUIRED	TICK
Resume / CV	<input type="checkbox"/>
Relevant Certificates / Statements of Attainment (must list any units)	<input type="checkbox"/>
Trainer matrix / mapping document	<input type="checkbox"/>

Declaration

I declare that the information contained in this application is true and correct and that all documents are genuine.

Candidate's signature		Date	
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Selection of Units

Indicate whether or not you hold the equivalent UoC. These are outlined on pages 10-11.

- If **YES** – you must provide a copy of the official unit transcript
- If **NO** – you must complete the unit questionnaire on the following pages

SELECT	UNITS		HOLD EQUIVELANT UoC	
			YES	NO
✓	SITHCCC023	Use food preparation equipment	<input type="checkbox"/>	<input type="checkbox"/>
✓	SITHCCC024	Prepare and present simple dishes	<input type="checkbox"/>	<input type="checkbox"/>
✓	SITHCCC027	Prepare dishes using basic methods of cookery	<input type="checkbox"/>	<input type="checkbox"/>
✓	SITHCCC034	Work effectively in a commercial kitchen	<input type="checkbox"/>	<input type="checkbox"/>
✓	SITHKOP009	Clean kitchen premises and equipment	<input type="checkbox"/>	<input type="checkbox"/>
✓	SITXFSA005	Use hygienic practices for food safety	<input type="checkbox"/>	<input type="checkbox"/>
✓	SITXFSA006	Participate in safe food handling practices	<input type="checkbox"/>	<input type="checkbox"/>
✓	SITXHRM007	Coach others in job skills	<input type="checkbox"/>	<input type="checkbox"/>
✓	SITXINV006	Receive, store and maintain stock	<input type="checkbox"/>	<input type="checkbox"/>
✓	SITXWHS005	Participate in safe work practices	<input type="checkbox"/>	<input type="checkbox"/>
✓	SITHCCC025	Prepare and present sandwiches	<input type="checkbox"/>	<input type="checkbox"/>
✓	SITHCCC028	Prepare appetisers and salads	<input type="checkbox"/>	<input type="checkbox"/>
✓	SITHCCC029	Prepare stocks, sauces and soups	<input type="checkbox"/>	<input type="checkbox"/>
✓	SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes	<input type="checkbox"/>	<input type="checkbox"/>
✓	SITHKOP010	Plan and cost recipes	<input type="checkbox"/>	<input type="checkbox"/>
✓	SITHPAT011	Produce cakes	<input type="checkbox"/>	<input type="checkbox"/>
✓	SITHFAB021	Provide responsible service of alcohol	<input type="checkbox"/>	<input type="checkbox"/>
SELECT 3 BELOW ONLY				
<input type="checkbox"/>	SITHFAB023	Operate a bar	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	SITHFAB024	Prepare and serve non-alcoholic beverages	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	SITHFAB025	Prepare and serve espresso coffee	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	SITHFAB027	Serve food and beverage	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	SITHCCC035	Prepare poultry dishes	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	SITXINV007	Purchase goods	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Self-Evaluation Form

Completion instructions

The purpose of completing the Self-Evaluation Form is to enable candidates who believe that they already possess the competencies, to assess their skills and knowledge against the qualification.

Complete the following pages and identify your capacity to perform the tasks described. Be honest in your appraisal. By completing this self-evaluation you will be identifying the areas where you may be able to apply for recognition.

Identify your level of experience in performing each competency/task by using the following:

- not well – I do the task but not well.
- well – I do the task well.
- very well – I do the task really well.

See example below.

Competency	I perform these tasks			Evidence to support claim	
	Daily	Weekly	Never	Doc No.	Documentation provided (Number and name the document you are providing for easy reference.)
1. safely and hygienically prepare food using each of the following fixed and hand-held commercial equipment: a. blender b. deep-fryer c. food processor d. grater e. cryovac machine*				1	<i>Photograph of me using the equipment</i>
	✓			2	<i>Reference from local chef that I have worked with</i>
		✓			
		✓			
		✓		✓	

*NOTE: Using a cryovac machine will be included in the practical training session

Candidate's Self-Evaluation

Unit – SITXFSA005 Use hygienic practices for food safety

Candidate's name		Date completed			
Competency	I perform these tasks			Evidence to support claim	
	Daily	Weekly	Never	Doc No.	Documentation provided (Number and name the document you are providing for easy reference.)
1. use hygienic food handling practices in line with organisational procedures					
2. correct hand-washing procedures in the workplace during food preparation / handling					
3. appropriate use of uniform and personal protective equipment in the workplace during food preparation / handling					
4. effective personal health and hygiene practices in the workplace during food preparation / handling					
5. provide hygienic food service					
6. use workplace procedures to report unsafe hygiene practices inline with commonwealth, state or territory food safety laws, standards and codes					
Declaration: I declare that this is a true reflection of my skills and demonstrates my own abilities and knowledge					
Candidate signature		Date			

Unit – SITHCCC023 Use food preparation equipment

Candidate's name		Date completed				
Competency		I perform these tasks			Evidence to support claim	
		Daily	Weekly	Never	Doc No.	Documentation provided (Number and name the document you are providing for easy reference.)
1.	safely and hygienically prepare food using each of the following fixed and hand-held commercial equipment: a. blender b. deep-fryer c. food processor d. grater e. cryovac machine					
2.	use of knives and knife sharpening equipment in the workplace during food preparation a. chef's knife b. filleting knife c. palette knife d. utility knife e. vegetable knife					
3.	complete food preparation tasks within commercial time constraints					

<p>4. use the following equipment when preparing food:</p> <ul style="list-style-type: none"> a. mandolin slicer b. measures c. microwave d. mouli e. oven f. peeler, corer or slicer g. planetary mixer h. salamander i. scales j. slicing machine k. stove top l. thermometer m. water bath (not bain marie) n. whisk 					
<p>5. make basic and precision cuts on fruit and vegetables using:</p> <ul style="list-style-type: none"> a. brunoise b. chiffonnade c. concasse d. jardinière e. julienne f. macédoine g. mirepoix h. paysanne 					
<p>6. mise en place in the process of preparing, cooking and presenting food</p>					
<p>Declaration: I declare that this is a true reflection of my skills and demonstrates my own abilities and knowledge</p>					
<p>Candidate signature</p>			<p>Date</p>		

Unit – SITHCCC024 Prepare and present simple dishes

Candidate's name				Date completed		
Competency		I perform these tasks			Evidence to support claim	
		Daily	Weekly	Never	Doc No.	Documentation provided (Number and name the document you are providing for easy reference.)
1. prepared different simple dishes from each of the following categories: <ul style="list-style-type: none"> a. baked items b. deep-fried items c. pasta or noodles d. poached eggs e. roasted items f. salads g. sandwiches 						
2. used each of the following application: <ul style="list-style-type: none"> a. cleaning, peeling and slicing raw food b. batters c. coatings d. dressings e. garnishes f. marinades 						
3. used these different cookery methods: <ul style="list-style-type: none"> a. baking b. boiling c. braising d. deep-frying e. grilling f. poaching g. roasting h. shallow frying i. steaming j. stewing 						

<p>4. handled and prepared items requiring:</p> <ul style="list-style-type: none"> a. reconstituting b. thawing c. re-thermalising 					
<p>5. presented simple prepared and pre-prepared food in line with organisational display and food safety requirements.</p>					
<p>6. used portion control when preparing and presenting dishes.</p>					
<p>7. cleaned work area(s) and disposed of or store surplus and re-usable by-products according to organisational procedures, environmental considerations, and cost-reduction initiatives.</p>					
<p>Declaration: I declare that this is a true reflection of my skills and demonstrates my own abilities and knowledge</p>					
<p>Candidate signature</p>			<p>Date</p>		

Unit –SITHCCC006 – Prepare Appetisers and Salads

Candidate's name				Date completed	
Competency	I perform these tasks			Evidence to support claim	
	Daily	Weekly	Never	Doc No.	Documentation provided (Number and name the document you are providing for easy reference.)
1. Follow a standard recipe for each of the following ingredients <ul style="list-style-type: none"> a. Bread and bakery items b. Condiments c. Dairy products d. Dressing ingredients e. Dry goods f. Eggs g. Farinaceous products h. Frozen goods i. Fruit j. Herbs and spices k. Meat l. Poultry m. Seafood n. vegetables 					
2. Follow a standard recipe to prepare each of the following appetisers <ul style="list-style-type: none"> a. Antipasto b. Canapes c. Hors d'oeuvres d. Tapas 					

<p>3. Follow a standard recipe to prepare each of the following salads</p> <ul style="list-style-type: none"> a. Classic b. Modern c. Cold d. Warm e. fruit 					
<p>4. Use each of the following cookery methods and complete mise en place activities when preparing dishes</p> <ul style="list-style-type: none"> a. Baking b. Boiling c. Blanching d. Frying e. Grilling f. Poaching g. Roasting h. streaming 					
<p>5. Work within commercial time constraints and deadlines</p>					
<p>6. Follow the necessary procedures for</p> <ul style="list-style-type: none"> a. portion control, food safety, food handling b. customer special requests 					
<p>Declaration: I declare that this is a true reflection of my skills and demonstrates my own abilities and knowledge</p>					
<p>Candidate signature</p>			<p>Date</p>		

Unit – SITHCCC023 Use Food Preparation equipment

Candidate's name				Date completed	
Competency	I perform these tasks			Evidence to support claim	
	Daily	Weekly	Never	Doc No.	Documentation provided (Number and name the document you are providing for easy reference.)
1. Use safe and hygienic practices to use each of the following <ul style="list-style-type: none"> a. Blender b. Deep-fryer c. Food processor d. Grater e. Cryovac machine f. Knife sharpening equipment g. Knives – chef, filleting, palette, utility, vegetable h. Mandolin i. Measures j. Microwave k. Mouli l. Oven m. Peeler, corer or slicer n. Planetary mixer o. Salamander p. Scales q. Slicing machine r. Stove top s. Thermometer t. Water bath u. Whisk 					

<p>2. Use and prepare each of the following cuts</p> <ul style="list-style-type: none"> a. Brunoise b. Chiffonnade c. Concasse d. Jardiniere e. Julienne f. Macedoine g. Mirepoix h. Paysanne 					
<p>3. Complete food preparation tasks within commercial time constraints</p>					
<p>Declaration: I declare that this is a true reflection of my skills and demonstrates my own abilities and knowledge</p>					
<p>Candidate signature</p>			<p>Date</p>		

Unit – SITHCCC029 Prepare stocks, sauces and soups

Candidate's name				Date completed		
Competency		I perform these tasks			Evidence to support claim	
		Daily	Weekly	Never	Doc No.	Documentation provided (Number and name the document you are providing for easy reference.)
1. Follow standard recipes to prepare each of the following stocks within commercial time constraints, following portion control procedures and food safety practices <ul style="list-style-type: none"> a. Brown beef b. Brown chicken c. White chicken d. Fish e. Vegetable 						
2. Follow standard recipes to prepare each of the following sauces within commercial time constraints, following portion control procedures and food safety practices <ul style="list-style-type: none"> a. Bechamel – mornay b. Stock reduction – demi glace and jus c. Hollandise d. Bearnaise e. Cream reductions – pepper and mushroom f. Tomato g. Beurre blanc h. Veloute – chicken and fish i. Coulis j. Mayonnaise 						

<p>3. Follow standard recipes to prepare each of the following soups within commercial time constraints, following portion control procedures and food safety practices</p> <ul style="list-style-type: none"> a. Consommé b. Broth c. Puree d. Cream e. Bisque f. Chilled soup 					
<p>Declaration: I declare that this is a true reflection of my skills and demonstrates my own abilities and knowledge</p>					
<p>Candidate signature</p>		<p>Date</p>			

Unit – SITHCCC025 Prepare and Present Sandwiches

Candidate's name		Date completed			
Competency	I perform these tasks			Evidence to support claim	
	Daily	Weekly	Never	Doc No.	Documentation provided (Number and name the document you are providing for easy reference.)
1. Prepare the following sandwiches following safe food handling practices and within commercial time constraints a. Club b. Filled c. Open d. Pressed e. wraps					
2. Prepare each of the following using a variety of fillings a. Commercial sliced bread b. Focaccia c. Gluten free bread d. Sourdough e. flatbreads					
3. Present sandwiches in line with organisational presentation requirements					
4. Store sandwiches and ingredients to ensure optimal shelf life within environmental conditions and following food safety practices					
Declaration: I declare that this is a true reflection of my skills and demonstrates my own abilities and knowledge					
Candidate signature		Date			

Unit –SITHCCC027 Prepare Dishes Using basic methods of Cookery

Candidate's name				Date completed	
Competency	I perform these tasks			Evidence to support claim	
	Daily	Weekly	Never	Doc No.	Documentation provided (Number and name the document you are providing for easy reference.)
1. Use each of the following cookery methods to prepare dishes <ul style="list-style-type: none"> a. Baking b. Blanching c. Boiling d. Braising e. Deep-frying f. Poaching g. Roasting h. Shallow frying i. Sous vide j. Steaming k. Stewing 					
2. Follow standard recipes to prepare, plate and present dishes using each of the following major food types within commercial time constraints and demonstrating portion control procedures <ul style="list-style-type: none"> a. Dairy products b. Dry goods c. Frozen goods d. Fruit e. Meat f. Poultry g. Seafood h. Vegetables 					

3. Respond to special customer requests when preparing dishes above					
Declaration: I declare that this is a true reflection of my skills and demonstrates my own abilities and knowledge					
Candidate signature			Date		

Unit – SITHCCC030 Prepare vegetable, fruit, eggs and farinaceous

Candidate's name				Date completed		
Competency		I perform these tasks			Evidence to support claim	
		Daily	Weekly	Never	Doc No.	Documentation provided (Number and name the document you are providing for easy reference.)
1. Complete mise en place and follow standard recipes using each of the following cooking techniques to prepare, plate and present <ul style="list-style-type: none"> a. Boiling b. Frying c. Scrambling d. Poaching e. Omelette f. souffle 						
2. Use eggs for the following functions in the above recipes <ul style="list-style-type: none"> a. Aerating b. Binding c. Setting d. Coating e. Enriching f. Emulsifying g. Glazing h. thickening 						

<p>3. Use the following food types when preparing the above recipes</p> <p>Vegetables and fruit</p> <p>a. Dried</p> <p>b. Fresh</p> <p>c. Frozen</p> <p>Farinaceous</p> <p>a. Couscous</p> <p>b. Pasta</p> <p>c. Noodles</p> <p>d. Polenta</p> <p>e. Pulses</p> <p>f. Rice</p>					
<p>4. Prepare fresh pasta including lamination techniques</p>					
<p>Declaration: I declare that this is a true reflection of my skills and demonstrates my own abilities and knowledge</p>					
<p>Candidate signature</p>			<p>Date</p>		

Unit –SITHCCC034 Work effectively in a commercial kitchen

Candidate's name		Date completed			
Competency	I perform these tasks			Evidence to support claim	
	Daily	Weekly	Never	Doc No.	Documentation provided (Number and name the document you are providing for easy reference.)
1. Serve menu items using safe and hygienic preparation techniques to industry standards using a commercial kitchen during the following service periods a. Breakfast b. Dinner c. Lunch					
2. During the above service periods ensure a. Technical and other skills are used simultaneously b. Special request from customers are achieved c. Complete various designated kitchen roles d. All work is completed professionally e. Preparation, plating and presentation of dishes occurs within time constraints of a commercial kitchen					
Declaration: I declare that this is a true reflection of my skills and demonstrates my own abilities and knowledge					
Candidate signature		Date			

Unit – SITHCCC035 Prepare poultry dishes

Candidate's name				Date completed		
Competency		I perform these tasks			Evidence to support claim	
		Daily	Weekly	Never	Doc No.	Documentation provided (Number and name the document you are providing for easy reference.)
1. Follow standard recipes to prepare each of the following poultry types ensuring preparing, plating and presenting are within commercial time constraints, following correct portion procedures and responding to special customer requests as required. <ul style="list-style-type: none"> a. Chicken b. Duck c. Feathered game d. Poultry offal 						
2. Demonstrate the use of the following techniques when preparing various poultry types <ul style="list-style-type: none"> a. Barding b. Brining c. De boning d. Wet and dry marinating e. Rolling f. Trussing g. Soaking h. Stuffing i. Trimming 						

<p>3. Demonstrate the use of each of the following cookery methods when preparing various poultry types</p> <ul style="list-style-type: none"> a. Braising b. Deep frying c. Grilling d. Poaching e. Roasting f. Sous vide g. Stewing 					
<p>Declaration: I declare that this is a true reflection of my skills and demonstrates my own abilities and knowledge</p>					
<p>Candidate signature</p>			<p>Date</p>		

Unit –SITHCCC042 Prepare food to meet special dietary requirements

Candidate's name		Date completed			
Competency	I perform these tasks			Evidence to support claim	
	Daily	Weekly	Never	Doc No.	Documentation provided (Number and name the document you are providing for easy reference.)
1. Modify standard recipes to cater for customer special dietary requirements, including a. 3 different food allergies b. 3 different food intolerances					
2. Adjust ingredients by excluding or substituting to meet the dietary requirements while ensuring nutritional value and integrity is maintained					
3. Prepare, plate and present modified dishes a. within time constraints b. demonstrating effective communication between team members c. following correct procedures for portion control d. maintain safe food practices to avoid cross-contamination					
Declaration: I declare that this is a true reflection of my skills and demonstrates my own abilities and knowledge					
Candidate signature		Date			

Unit –SITHKOP009 Clean kitchen equipment

Candidate's name				Date completed	
Competency	I perform these tasks			Evidence to support claim	
	Daily	Weekly	Never	Doc No.	Documentation provided (Number and name the document you are providing for easy reference.)
<p>1. Following cleaning schedules to clean the following kitchen item categories using different types of cleaning agents and chemicals. Ensuring completion within commercial time constraints and using the correct PPE. .</p> <p>Kitchen surfaces</p> <ul style="list-style-type: none"> i) Food preparation areas ii) Storage areas iii) Floors iv) Sink v) walls 					
<p>2. Following cleaning schedules to clean the following kitchen item categories using different types of cleaning agents and chemicals. Ensuring completion within commercial time constraints and using the correct PPE</p> <p>Portable equipment and tools</p> <ul style="list-style-type: none"> i) Pots,pans and frypans ii) Knives iii) Containers iv) Baking trays v) Handheld mixer vi) Scales vii) Crockery and dishes viii) Blender ix) Slicing machine x) Tea towels xi) Temperature probe and thermometer xii) Cryovac machine 					

<p>3. Following cleaning schedules to clean the following kitchen item categories using different types of cleaning agents and chemicals. Ensuring completion within commercial time constraints and using the correct PPE</p> <p>Large equipment</p> <ul style="list-style-type: none"> i) Dishwasher ii) Ovens iii) Stovetops iv) Microwaves v) Fridges vi) Freezers vii) Deep fryers 					
<p>Declaration: I declare that this is a true reflection of my skills and demonstrates my own abilities and knowledge</p>					
<p>Candidate signature</p>		<p>Date</p>			

Unit –SITHKOP010 Plan and Cost Recipes

Candidate's name		Date completed			
Competency	I perform these tasks			Evidence to support claim	
	Daily	Weekly	Never	Doc No.	Documentation provided (Number and name the document you are providing for easy reference.)
1. Plan and cost recipes for each of the following menu types a. A la carte b. Buffet c. Cyclical d. Degustation e. Set or table d'hote					
2. Identify and plan food according to customer preferences for the above menu types					
3. Obtain feedback for improvements to dishes as required					
4. Develop dishes using standard recipes in a spreadsheet format including a. Method b. Portion size c. Ingredients d. Units of measurement e. Description f. Equipment g. Food cost percentage h. GST					
Declaration: I declare that this is a true reflection of my skills and demonstrates my own abilities and knowledge					
Candidate signature		Date			

Unit –SITHPAT011 Produce Cakes

Candidate's name				Date completed		
Competency		I perform these tasks			Evidence to support claim	
		Daily	Weekly	Never	Doc No.	Documentation provided (Number and name the document you are providing for easy reference.)
1. Follow standard recipes to produce and decorate each of the following types of cakes/sponges. Ensuring consistent quality, size, shape and appearance are achieved within commercial time constraints following portion control and food safety practices when handling and storing. <ul style="list-style-type: none"> a. Fat based <ul style="list-style-type: none"> i) Butter base ii) Oil base b. Foam based <ul style="list-style-type: none"> i) Emulsified sponge ii) Egg-based foam 						
2. Use each of the following fillings when preparing the above cakes/sponges <ul style="list-style-type: none"> a. Creams b. Custard c. Fresh and crystallised fruit d. Jams e. Mousse f. nuts 						

<p>3. Use each of the following decorations with preparing the above cakes/sponges</p> <ul style="list-style-type: none"> a. Chocolate b. Fresh, preserved or crystallised fruits c. Glazes and jellies d. Icings e. Sprinkled icing sugar f. Whole or crushed nuts 					
<p>Declaration: I declare that this is a true reflection of my skills and demonstrates my own abilities and knowledge</p>					
<p>Candidate signature</p>			<p>Date</p>		

Unit –SITXFSA006 Participate in safe food handling practices

Candidate's name		Date completed			
Competency	I perform these tasks			Evidence to support claim	
	Daily	Weekly	Never	Doc No.	Documentation provided (Number and name the document you are providing for easy reference.)
1. Follow safe food handling practices including the correct methods of controlling food hazards at each of the following control points a. Receiving b. Storing c. Preparing d. Displaying e. Serving f. Packaging g. Transporting h. disposing					
2. Follow procedures to calibrate temperature probes to ensure accuracy.					
3. Follow procedures to report incidents of food contamination					
Declaration: I declare that this is a true reflection of my skills and demonstrates my own abilities and knowledge					
Candidate signature		Date			

Unit – SITXHRM007 Coach others in job skills

Candidate's name		Date completed			
Competency	I perform these tasks			Evidence to support claim	
	Daily	Weekly	Never	Doc No.	Documentation provided (Number and name the document you are providing for easy reference.)
1. Provide effective on the job coaching to a variety of students/colleagues					
2. Address identified performance problems or issues experienced by students/colleagues during coaching sessions and rectify					
3. Conduct evaluations of student/colleague performances and provide constructive feedback as part of coaching sessions					
4. Apply the following techniques during coaching activities a. Clear communication b. Demonstrate organisational tasks required c. Complete training within commercial time constraints d. The key principals of training					
Declaration: I declare that this is a true reflection of my skills and demonstrates my own abilities and knowledge					
Candidate signature		Date			

Unit –SITXINV006 Receive, store and maintain stock

Candidate's name				Date completed	
Competency	I perform these tasks			Evidence to support claim	
	Daily	Weekly	Never	Doc No.	Documentation provided (Number and name the document you are providing for easy reference.)
<p>1. Receive, store and maintain stock for deliveries of each of the following food types ensuring correctly interpreting stock orders and documentation, use of appropriate environmental conditions and all stock is stored according to commercial time constraints using safe food handling practices</p> <ul style="list-style-type: none"> a. Dairy products b. Dry goods c. Eggs d. Frozen goods e. Fruit and vegetables f. Meat g. Poultry h. Seafood 					
<p>2. Conduct temperature and quality checks on each of the above delivery goods to ensure they are within allowable tolerances</p> <ul style="list-style-type: none"> a. Cold and chilled foods b. Dry foods c. Frozen foods d. Raw foods 					

3. Identify spoilt stock and dispose of appropriately					
Declaration: I declare that this is a true reflection of my skills and demonstrates my own abilities and knowledge					
Candidate signature		Date			

Unit – SITXWHS005 Participate in safe work practices

Candidate's name		Date completed			
Competency	I perform these tasks			Evidence to support claim	
	Daily	Weekly	Never	Doc No.	Documentation provided (Number and name the document you are providing for easy reference.)
1. Use predetermined health, safety and security procedures and safe work practices in work functions					
2. Respond to security and emergency procedures, seek assistance where appropriate in line with organisational requirements					
3. Participate in each of the following work health and safety consultation activities <ul style="list-style-type: none"> a. Discuss with or formally report to health, safety and security representatives regarding a health safety and security matter b. Discuss with supervisor or manager regarding to a health safety and a security matter c. Attend a staff meeting which involves health, safety and security concerns. 					
Declaration: I declare that this is a true reflection of my skills and demonstrates my own abilities and knowledge					
Candidate signature		Date			