

Access Recognised Training

Certificate III in Hospitality

(Commercial Cookery)
SIT30807



ACCESS

EMPLOYER INFORMATION PACK



NATIONALLY RECOGNISED
TRAINING

EMPLOYER INFORMATION

Thank you for your interest in Access Recognised Training's flexible work-based Certificate III Hospitality (Commercial Cookery) Apprenticeship pathway.

If you choose *Access Recognised Training (Access)* as your preferred Registered Training Organisation (RTO), you and your apprentice, will be undertaking one of the most up-to-date, industry relevant training programs available. Together, we will work towards empowering your apprentice with the knowledge, practical skills and experience that is necessary to be successful in the challenging world of hospitality and commercial cookery.

Our Certificate III Hospitality (Commercial Cookery) program meets all the requirements of the Australian Qualifications Training Framework (AQTF) ensuring your apprentice will receive a Nationally Recognised Qualification on successful completion of their course.

Access Recognised Training is a Registered Training Organisation providing both accredited and non-accredited training courses in the Australian Capital Territory.

FLEXIBLE WORK-BASED TRAINING

Flexible work-based training involves the majority of training and assessment occurring in the workplace and **not** in a classroom. You as the employer (or your qualified representative) will act as the *workplace supervisor* for your apprentice and be responsible for the majority of their practical-based training (see practical-based training and assessment).

Access's primary responsibility is to provide a qualified *workplace assessor* to facilitate the theory-based training component of the course i.e the knowledge that underpins all the tasks the apprentice performs in the workplace (see theory-based training and assessment).

To achieve their qualification, apprentices will need to successfully complete both the theory-based and practical-based components of the course.

Certificate III in Hospitality (Commercial Cookery) has twenty-nine units (twenty-six core units and three elective units). Once all competencies have been achieved your apprentice will have earned their Certificate III in Hospitality (Commercial Cookery) and the ability to perform the role of a Qualified Chef in a commercial kitchen environment.

Theory-based Training and Assessment

The theory-based component of the course will be performed using a combination of self-paced and face-to-face delivery modes. Your apprentice will have regular contact with the *workplace assessor* and be issued with the most engaging interactive multimedia learning resources available (Didasko Learning Resources). These resources are available via our online platform, flash drive or hard copy.

Didasko learning resources include:

- All theory-based assessment tasks and tools;
- Pictures and video from real industry environments;
- Challenging and stimulating multimedia activities;
- Voice-overs for simulated workplace situations;
- Clear, understandable text;
- Simple functionality for accessing and navigating; and
- Interactive guides that demonstrate features and show users how to navigate the resource.

You are required to allow your apprentice at least three hours per week to undertake the theory-based training activities and liaise with their *workplace assessor*.

Practical-based Training and Assessment

You as the employer are responsible for the majority of the practical-based training of your apprentice. Over the duration of the apprenticeship, you or your qualified representative (*workplace supervisor*) will be required to provide your apprentice with the necessary supervision and on-the-job practical-based training for them to competently and consistently prepare, cook and serve a specified range of items on your menu to an industry standard. You will also be required to liaise with the *workplace assessor* to determine and conduct any 'gap assessment tasks' identified during the menu profiling process (see menu profiling).

Completion of all practical-based competencies will rely upon the *workplace supervisor* in consultation with the *workplace assessor* being satisfied the apprentice has met all the practical requirements of the course. The *workplace supervisor* will be responsible for signing off on all apprentice practical-based assessment activities.

MENU PROFILING

Definition: A collection of information gathered from an individual establishment and measured against the National Training Package, set out by the Australian Quality Training Framework (AQTF)

Purpose: To confirm and validate that an establishment provides the necessary industry-relevant workplace conditions to support and conduct (in consultation with the RTO) Nationally Recognised Training in their workplace. The profile ensures an apprentice is provided with the necessary supervision and on-the-job practical-based training with their employer/workplace supervisor to competently and consistently prepare, cook and serve a specified range of items to an industry standard.

Process: The RTO will conduct an onsite inspection and consultation session with the Executive Chef to gather information on the commercial operations of the establishment. This information will be used by the RTO to profile the establishments operation against the performance criteria set for each unit of competency from the Certificate III Hospitality (Commercial Cookery) qualification.

STUDENT FEES

Please see student information pack: www.accessfacilitation.com.au/qualifications.html

EMPLOYER INCENTIVES FOR APPRENTICES

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| 1. After three months of the Apprenticeship the employer will receive a commencement incentive of: | \$1,500.00 |
| 2. After completion of the Apprenticeship the employer will receive a completion incentive of: | <u>\$2,500.00</u> |
| Total employer incentive payments per apprentice: | <u>\$4,000.00</u> |

AUSTRALIAN SCHOOL-BASED APPRENTICESHIPS (ASBA)

An ASBA, or Australian School-based Apprenticeship, offers students, 15 years and over, the opportunity to combine part-time work with structured industry-approved training whilst still attending school or college. Certificate III ASBA's have a combined work/training commitment of 15 hours per week.

Benefits of ASBA's

- \$750.00 employer incentive bonus (paid after 3 months) in addition to \$1,500.00 commencement incentive i.e a total of \$2,250.00;
- No course fees (excluding additional costs) apply to ASBA's;
- You only pay wages at applicable award rates and do not pay holiday pay or sick leave;
- Able to work up to 20 hours per week; and
- Certificate III level training in their trade enables students to complete up to 48% of their Apprenticeship by end of Year 12.

PAYROLL TAX EXEMPTION

If your organisation has a monthly payroll of over \$125,000 or \$1.5M per annum you are required to pay Payroll Tax of 6.85% on the amount exceeding the tax free threshold. Employers can apply for a tax free exemption on all new workers enrolled into apprenticeships and traineeships. For larger organisations who have many apprentices this exemption can amount to substantial tax savings.

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Progression Plan

CORE UNITS (26 UNITS)

Trigger Points	Unit Code	UNIT NAME	ASBA
1 month	SITXOHS001B	Follow health safety and security procedures	X
2 month	SITXOHS002A	Follow workplace hygiene procedures	X
3 month	SITHCCC004B	Clean and maintain kitchen premises	X
4 month	SITHIND001B	Develop and update hospitality industry knowledge	X
5 month	SITHCCC001B	Organise and prepare food	X
6 month	SITHCCC002A	Present food (Didasko Resources)	X
7 month	SITHCCC003B	Receive and store kitchen supplies	X
8 month	SITHCCC005A	Use basic methods of cookery	X
9 month	SITHCCC006A	Prepare appetisers and salads	
10 month	SITHCCC008A	Prepare stocks, sauces and soups	
11 month	SITHCCC009A	Prepare vegetables, eggs and farinaceous dishes	
12 month	SITHCCC027A	Prepare cook and serve food for food service (holistic)	
13 month	SITHCCC010A	Select, prepare and cook poultry	
14 month	SITHCCC011A	Select, prepare and cook seafood	
15 month	SITHCCC012A	Select, prepare and cook meat	
16 month	SITHCCC029A	Prepare foods according to dietary and cultural needs	
17 month	SITHCCC016A	Develop cost effective menus	
18 month	SITHCCC015A	Plan and prepare food for buffets	
19 month	SITHCCC013A	Prepare hot and cold desserts	
20 month	SITHCCC014A	Prepare pastry, cakes and yeast goods	
ANY TIME	SITXHRM001A	Coach others in job skills	X
ANY TIME	SITXCOM003A	Deal with conflict situations	X
ANY TIME	SITXCOM001A	Work with colleagues and customers	X
ANY TIME	SITXCOM002A	Work in a socially diverse environment	X
ANY TIME	SITXFSA001A	Implement food safety procedures	X
24 month	SITHCCC028A	Prepare cook and serve food for menus (holistic)	
Day course	HLTFA301B	Apply first aid	X

ELECTIVE UNITS (3 UNITS ONLY TO BE COMPLETED)

ANY TIME	SITHCCCO21B	Handle and serve cheese	
ANY TIME	SITHCCC007A	Prepare sandwiches	
ANY TIME	SITHCCC026A	Establish and maintain quality control of food	
ANY TIME	SITXFIN003A	Interpret financial information	
ANY TIME	SITHCCC015A	Plan and prepare food for buffets	
ANY TIME	SITXCCS002A	Provide quality customer service	
ANY TIME	SIRXCCS001A	Apply point-of-sale handling procedures	
ANY TIME	SITXCOM004A	Communicate on the telephone	
ANY TIME	SITXENV001A	Participate in environmentally sustainable work practices	
ANY TIME	SITXOHS004B	Implement and monitor workplace health, safety and security practices	

THE APPRENTICESHIP PROCESS

