

Access Recognised Training

# Certificate III in Commercial Cookery



**ACCESS**  
Recognised Training

**EMPLOYER INFORMATION PACK**



NATIONALLY RECOGNISED  
TRAINING

## EMPLOYER INFORMATION

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

If you choose **Access Recognised Training (ACCESS)** as your preferred Registered Training Organisation (RTO), you and your Australian Apprentice, will be undertaking one of the most up-to-date, industry relevant training programs available. Together, we will work towards empowering your Australian 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 Commercial Cookery program meets all the requirements of the VET Quality Framework (VQF) ensuring your Australian Apprentice will receive a Nationally Recognised Qualification on successful completion of their course.

ACCESS is a Registered Training Organisation (RTO) providing both accredited and non-accredited training courses in the Australian Capital Territory (ACT).

## 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 Australian Apprentice and be responsible for the majority of their practical-based training (see practical-based training and assessment).

ACCESS's primary responsibilities are to provide a qualified *workplace assessor* to facilitate the theory-based training component of the course and to assess the Australian Apprentice's skills and knowledge against the requirements of the course.

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

Certificate III in Commercial Cookery has twenty-five units (twenty-two core units and three elective units). Once all competencies have been achieved your Australian Apprentice will have earned their Certificate III in 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 online and face-to-face delivery modes. Your Australian 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 Australian 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**

The practical-based component of the course will occur primarily on-the-job. The *workplace supervisor* is responsible for the practical skills training. The assessment component involves the *workplace assessor* collecting evidence from the Australian Apprentice to prove competency in all units that make up the qualification. The evidence collected can include workplace observation and demonstration activities, *workplace supervisor* reports and portfolios of workplace activities.

## **STUDENT FEES**

Enrolment fee: \$350.00 (payable in two instalments)

12 month progression fee: \$600.00

24 month progression fee: \$600.00

36 month progression fee: \$600.00

Additional costs will apply for equipment, books, field trips, uniform/footwear etc.

No course fees (excluding additional costs) apply to Australian School-Based Apprentices (ASBA's)

Penalties may apply if fees are not paid on time.

## **EMPLOYER INCENTIVES FOR AUSTRALIAN APPRENTICES**

- |  |                          |
|--|--------------------------|
| 1. After six 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>        |
| <b>Total employer incentive payments per apprentice:</b>   | <b><u>\$4,000.00</u></b> |

## **TRADE SUPPORT LOANS**

Trade Support Loans are loans paid in installments totaling up to \$20,000 over four years. The loans are intended to assist Australian Apprentices with everyday costs while they complete their Australian Apprenticeship. Eligible trade Australian Apprentices will be able to apply (opt in) for regular installments according to their needs.

Payments, monthly in arrears, adding to:

Year 1	Up to \$8000
Year 2	Up to \$6000
Year 3	Up to \$4000
Year 4	Up to \$2000

More detailed information is available from Australian Apprenticeships Centres.

## AUSTRALIAN SCHOOL-BASED APPRENTICESHIPS (ASBA's)

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 secondary school. 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 6 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;
- 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 Australian 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 Australian Apprenticeships. For larger organisations who have many Australian Apprentices this exemption can amount to substantial tax savings.

## COMMERCIAL COOKERY SENIOR ACCOUNT MANAGER

### MR PETER HAYES

Peter is a Qualified Chef with over 20 years' experience in the Hospitality Industry. He has extensive experience as a Chef in a wide variety of hospitality establishments having worked locally, nationally and internationally. Peter holds the following qualifications:

- Certificate IV in Training and Assessment
- Certificate III/IV in Commercial Cookery
- Certificate IV in Frontline Management
- Diploma in Hospitality

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## PROGRESSION SCHEDULE

<b>START DATE</b>	
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### 25 UNITS MUST BE COMPLETED

#### 22 CORE UNITS

Trigger Points	UNIT NAME
1 month	SITXFSA101 Use Hygienic practices for food safety
2 month	SITXWHS101 Participate in safe work practices
3 month	SITHCCC101 Use food preparation equipment
4 month	SITHKOP101 Clean kitchen premises and equipment
5 month	BSBSUS201A Participate in environmentally sustainable work practices
6 month	BSBWOR203B Work effectively with others
7 month	SITXINV202 Maintain the quality of perishable supplies
8 month	SITHCCC201 Produce dishes using basic methods of cookery
9 month	SITHCCC202 Produce appetisers and salads
10 month	SITHCCC203 Produce stocks, sauces and soups
11 month	SITHCCC204 Produce vegetable, fruit, egg and farinaceous dishes
12 month	SITHCCC301 Produce poultry dishes
13 month	SITHCCC302 Produce seafood dishes
14 month	SITHCCC303 Produce meat dishes
15 month	SITHCCC307 Prepare food to meet special dietary requirements
16 month	SITHKOP302 Plan and cost basic menus
17 month	SITHPAT306 Produce desserts
18 month	SITHCCC308 Produce cakes, pastries and breads
19 month	SITXHRM301 Coach others in job skills
20 month	SITXFSA201 Participate in safe food handling practices
21 month	HLTAID003 Provide first aid
22 month	SITHCCC309 Work effectively as a cook

#### 3 ELECTIVE UNITS

23 month	SITHCCC306 Handle and serve cheese
24 month	SITHCCC304 Produce and serve food for buffets
25 month	SITHCCC103 Prepare sandwiches
	SITXCCS303 Provide service to customers
	SITXCOM201 Show social and cultural sensitivity
	SITHIND201 Source and use information on the hospitality industry

Colour coded to match  
Student Practical Assessment Record  
and  
Standard Recipe Card Portfolio

**THE AUSTRALIAN APPRENTICESHIPS PROCESS**