Access Recognised Training Pty Ltd  
National RTO Code: 88203

SIT31113  
Certificate III in  
Patisserie

EMPLOYER INFORMATION PACK
EMPLOYER INFORMATION

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

This information pack has been designed to be read in conjunction with the information available on www.accessrt.edu.au/sit31113-certificate-in-patisserie

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 pastry cooking.

Our Certificate III Patisserie 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).

WORK-BASED TRAINING (WBT)

WBT involves the majority of training and assessment occurring in a real workplace. WBT is a combination of RTO guided theory-based learning (e-learning) and employer guided practical-based learning (on-the-job and off-the-job).

WBT is competency-based training (CBT), which means apprentices can progress once they have demonstrated competency. CBT means apprentices progress at a pace that suits them. They are not held back when they are ahead or pushed forward when they are not ready to progress. WBT allows apprentices to find the most efficient and effective path to achieving a qualification.

The RTO/workplace assessors' main role in WBT is to facilitate the learning process (provide learning materials and monitor and report learner progress) and conduct assessment when the apprentice is ready to be assessed.

The employer/workplace supervisors’ main role is to supervise and provide the learner with the ‘hands-on’ experience and the appropriate equipment/facilities and guidance to conduct and practice the required skills. WBT recognises that the employer plays the most significant role in the training and development of apprentices.

The apprentices’ main role is to make all reasonable efforts to acquire the skills of the vocation.

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

Certificate III in Patisserie has twenty-two units of competency (UoC). Once all competencies have been achieved you will have earned a Certificate III in Patisserie qualification and the ability to perform the role of a Qualified Pastry Cook in a commercial kitchen/bakery 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. Your workplace supervisor is responsible for the practical skills training. The assessment component involves the workplace assessor collecting evidence from you to prove you are competent in all the units of competency that make up the qualification. The evidence collected can include workplace observation and demonstration activities, workplace supervisor reports and electronic and hard copy portfolios of your workplace activities.

COMPULSORY STUDENT TUITION FEES
The ACT Education and Training Directorate cover the majority of training costs through a funding initiative known as User Choice. The remaining costs are covered by the student or their employer and are known as Student Tuition Fees. These tuition fees are compulsory and must be paid on release of units of competency (UoC)

Student Tuition Fees for Certificate III in Patisserie are charged per UoC. The cost per UoC is $81.40 and is charged when the training and assessment material has been released to you. UoC’s can be purchased in batches of three or more i.e the minimum charge is $81.40 x 3 = $244.20. The total student tuition fee charged for Certificate III in Patisserie is $1,790.00 (based on a student completing all 22 UoC’s with ACCESS).

You will be required to consult with your workplace assessor and supervisor to request and authorise release of UoC’s.

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

Non-payment of Student Tuition Fees will result in ACCESS withholding certification and training services until full payment has been made.
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: $2,500.00

Total employer incentive payments per apprentice: $4,000.00

TRADE SUPPORT LOANS

Trade Support Loans are loans paid in instalments 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 instalments 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 Support Network providers.

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;
• Able to work up to 20 hours per week; and
• Certificate III level training in their trade enables students to complete up to 40% of their Australian Apprenticeship by end of Year 12.

PAYROLL TAX EXEMPTION

If your organisation has a payroll of over $1.85M 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.
HEAD OF CULINARY STUDIES

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

RTO CONTACT DETAILS

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## PROGRESSION SCHEDULE

<table>
<thead>
<tr>
<th>Trigger Points</th>
<th>UNIT NAME</th>
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<tbody>
<tr>
<td>1 month</td>
<td>SITXFSA101 Use hygienic practices for food safety</td>
</tr>
<tr>
<td>2 month</td>
<td>SITXWHS101 Participate in safe work practices</td>
</tr>
<tr>
<td>3 month</td>
<td>SITHCCC101 Use food preparation equipment</td>
</tr>
<tr>
<td>4 month</td>
<td>SITHKOP101 Clean kitchen premises and equipment</td>
</tr>
<tr>
<td>5 month</td>
<td>BSBUS202A Participate in environmentally sustainable work practices</td>
</tr>
<tr>
<td>6 month</td>
<td>BSBWOR203B Work effectively with others</td>
</tr>
<tr>
<td>7 month</td>
<td>SITXINV202 Maintain the quality of perishable supplies</td>
</tr>
<tr>
<td>8 month</td>
<td>SITHCCC201 Produce dishes using basic methods of cookery</td>
</tr>
<tr>
<td>9 month</td>
<td>SITHCCC207 Use cookery skills effectively</td>
</tr>
<tr>
<td>10 month</td>
<td>SITHPAT301 Produce cakes</td>
</tr>
<tr>
<td>11 month</td>
<td>SITHPAT302 Produce gateaux, torten and cakes</td>
</tr>
<tr>
<td>12 month</td>
<td>SITHPAT303 Produce pastries</td>
</tr>
<tr>
<td>13 month</td>
<td>SITHPAT304 Produce yeast based bakery products</td>
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<tr>
<td>14 month</td>
<td>SITHPAT305 Produce petits fours</td>
</tr>
<tr>
<td>15 month</td>
<td>SITHPAT306 Produce desserts</td>
</tr>
<tr>
<td>16 month</td>
<td>SITHHRM301 Coach others in job skills</td>
</tr>
<tr>
<td>17 month</td>
<td>SITXFSA201 Participate in safe food handling practices</td>
</tr>
<tr>
<td>18 month</td>
<td>HLTAID003 Provide first aid</td>
</tr>
</tbody>
</table>

### 22 UNITS MUST BE COMPLETED

### 18 CORE UNITS

### 4 ELECTIVE UNITS

- BSBCM201A Communicate in the workplace
- SITHCCC304 Produce and serve food for buffets
- SITHCCC307 Prepare food to meet special dietary requirements
- SITXCCS303 Provide service to customers
- SITXCOM201 Show social and cultural sensitivity
- SITHIND201 Source and use information on the hospitality industry
- SITHKOP302 Plan and cost basic menus
- SITXINV201 Receive and store stock
THE AUSTRALIAN APPRENTICESHIP PROCESS

EMPLOYER

Recruits and employs Australian Apprentice

Employer commences on-the-job practical-based training of Australian Apprentice

ACCESS RECOGNISED TRAINING

Provide Australian Apprenticeship information to the Australian Apprentice/employer

Arrange enrolments with Australian Apprenticeships Support Network provider and completes RTO enrolment paperwork. Issue invoice to Australian Apprentice

On payment of invoice release to the Australian Apprentice all learning and assessment resources. Negotiate assessor workplace visit and online theory work times in consultation with Australian Apprentice and employer

Assessor meets with Australian Apprentice as agreed and ensures they are progressing satisfactorily

Employer in consultation with the workplace assessor continues on-the-job practical-based training of the Australian Apprentice

Australian Apprentice completes all theory-based and practical-based assessment and signed off by the workplace assessor and workplace supervisor respectively

Australian Apprentice issued with qualification