

Access Recognised Training Pty Ltd
National RTO code: 88203

SIT40516

Certificate IV in Commercial Cookery

Government Funded Apprenticeship Pathway



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 IV in Commercial Cookery Australian Government funded Apprenticeship pathway.

This information pack has been designed to be read in conjunction with the information available on accessrt.edu.au/sit40516-certificate-IV-in-commercial-cookery/

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 IV in 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).

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 learners can progress once they have demonstrated competency. CBT means learners 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 learners 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 learner 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 learners.

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

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

Certificate IV in Commercial Cookery has thirty-three Units of Competency (UoC). Once all competencies have been achieved your Australian Apprentice will have earned their Certificate IV 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.

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 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 they 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 workplace activities.

EMPLOYER INCENTIVES FOR AUSTRALIAN APPRENTICES (if applicable)

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

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**.

The total **Student Tuition Fees** charged for Certificate IV in Commercial Cookery is **\$350** which will be invoiced to the student at the time of enrolment.

The prerequisite for students to enrol into the Certificate IV Commercial Cookery qualification is the successful completion of a Certificate III in Commercial Cookery.

Non-payment of **Student Tuition Fees** will result in ACCESS withholding certification until full payment has been made.

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 Support Network providers.

PAYROLL TAX EXEMPTION

If your organisation has a payroll of over **\$2 million** 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 - 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 IV/IV in Commercial Cookery
- Certificate IV in Frontline Management
- Diploma in Hospitality

RTO CONTACT DETAILS

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PROGRESSION SCHEDULE

33 UNITS MUST BE COMPLETED

26 CORE UNITS

Trigger Points	UNIT NAME
1 month	SITXFSA001 Use Hygienic practices for food safety
2 month	SITXWHS003 Implement and monitor work health and safety practices
3 month	SITHCCC001 Use food preparation equipment
4 month	SITXHRM003 Lead and manage people
5 month	SITXMGT001 Monitor work operations
6 month	BSBWOR203 Work effectively with others
7 month	SITXINV002 Maintain the quality of perishable items
8 month	SITHCCC005 Prepare dishes using basic methods of cookery
9 month	SITHCCC006 Prepare appetisers and salads
10 month	SITHCCC007 Prepare stocks, sauces and soups
11 month	SITHCCC2008 Prepare vegetable, fruit, egg and farinaceous dishes
12 month	SITHCCC012 Prepare poultry dishes
13 month	SITHCCC013 Prepare seafood dishes
14 month	SITHCCC014 Prepare meat dishes
15 month	SITHCCC018 Prepare food to meet special dietary requirements
16 month	SITHKOP002 Plan and cost basic menus
17 month	BSBDIV501 Manage diversity in the workplace
18 month	BSBSUS401 Implement and monitor environmentally sustainable work practices
19 month	SITHKOP004 Develop menus for special dietary requirements
20 month	SITHKOP005 Coordinate cooking operations
21 month	SITXCOM005 Manage conflict
22 month	SITHPAT006 Produce desserts
23 month	SITHCCC019 Produce cakes, pastries and breads
24 month	SITXHRM001 Coach others in job skills
25 month	SITXFSA002 Participate in safe food handling practices
26 month	SITXFIN003 Manage finances within a budget

7 ELECTIVE UNITS

27 month	SITHCCC017 Handle and serve cheese
28 month	SITHCCC015 Produce and serve food for buffets
29 month	SITHCCC003 Prepare and present sandwiches
30 month	SITXCCS006 Provide service to customers
31 month	SITXFIN002 Interpret financial information
32 month	SITXINV004 Control stock
33 month	SITXHRM002 Roster staff
	SITXCOM002 Show social and cultural sensitivity
	HLTAID003 Provide first aid
	SITHIND002 Source and use information on the hospitality industry

THE AUSTRALIAN APPRENTICESHIP PROCESS

