

# Assessment Candidate Kit



**culinary solutions**  
A U S T R A L I A

Culinary Solutions Australia  
Government Registered Training Organisation Number: 21322



Thank you for your interest in applying for recognition of your skills and knowledge through a Recognition of Prior Learning (RPL) process.

In order to carry out this RPL and assess your skills and knowledge in a professional and fair manner we need to give you some information about Culinary Solutions Australia, the qualification you have applied for and the assessment process.

## **Who are Culinary Solutions Australia?**

National Provider Number: 21322

Culinary Solutions Australia is an Australian Registered Training Organisation (RTO) and as such may issue accredited certificates within our scope of registration which includes the following qualifications.

**SIT30821 Certificate III in Commercial Cookery**  
**SIT40521 Certificate IV in Kitchen Management**  
**SIT31021 Certificate III in Patisserie**  
**SIT40721 Certificate IV in Patisserie**  
**SIT31121 Certificate III in Asian Cookery**  
**SIT40821 Certificate IV in Asian Cookery**  
**SIT50422 Diploma of Hospitality Management**

Culinary Solutions Australia specialises in recognising the existing skills and knowledge of experienced hospitality workers through a Recognition of Prior Learning (RPL) process to award them individual units of competency or a full qualification from the hospitality training package and within our scope of registration. This RPL process provides nationally recognised qualifications for hospitality staff by recognising their skills and knowledge that may have been gained through on the job work experience, prior training or other forms of industry experience.

## **Role of Culinary Solutions Australia**

Culinary Solutions Australia assists the candidate to reach their full potential regarding to the training package. They will assess the candidate against the competencies stated in the training package for the qualification they have applied for. Once they have assessed the candidate's skills and knowledge feedback will be provided, either verbally or written, on the candidate's progress and assessment results to the candidate.

As an Australian Registered Training Organisation (RTO) Culinary Solutions Australia is bound by the standards within our Quality Management System. These standards include a code of practice, privacy statement, fees and refunds policy and an appeals system under our complaints and appeals policy. If you would like information regarding our standards, policies and procedures including the appeals process please visit our website at [www.culinarysolutions.com.au](http://www.culinarysolutions.com.au) and view our RTO Policies or ask your Culinary Solutions Australia representative for a hard copy.

If you would like to discuss any aspect of your assessment, please feel free to do so to:

CEO: Stephen Tryon (61 3) 9988 6039  
0412 578 985

[st@culinarysolutions.com.au](mailto:st@culinarysolutions.com.au)

## What are National Qualifications?

National Competency Standards describe the skills needed by people working in all sectors of the industry. The National Qualifications show the required packaging of competencies to achieve qualifications in different areas and at different levels.

When a person has been assessed, either in the workplace or in a training institution, they can receive formal recognition of their competencies. This formal recognition of competencies leads to a Statement of Attainment or a qualification. To achieve a qualification, a person must achieve the full set of units of competence as specified in the 'Hospitality training package' for the qualification they have applied for.

National hospitality qualifications:

- are based directly on national industry competency standards.
- are based on jobs in the industry and workplace requirements rather than courses and curriculum.
- allow assessment to be structured and delivered through a range of pathways.
- can be achieved on-the-job.
- allow for the recognition of existing competencies of workers.

## What is a Statement of Attainment?

If a qualification is only partly achieved, a Statement of Attainment can be issued for successful achievement of a single unit or for a group of units. At a later date, the person can undertake further assessment and be assessed against additional competencies until he/she has achieved all the competencies required for a full qualification. RTOs must recognise and give credit for the competencies that have been recorded on a Statement of Attainment.

**The following table provides a brief description of the qualifications that can be achieved through a Recognition of Prior Learning (RPL) process with Culinary Solutions Australia**

### **SIT30821 Certificate III in Commercial cookery**

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

Completion of this qualification contributes to recognition as a trade cook.

This qualification provides a pathway to work as a cook in organisations such as restaurants, hotels, clubs, pubs, cafes, and coffee shops.

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

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

### **SIT31121 Certificate III in Asian cookery**

This qualification reflects the role of cooks who use a wide range of well-developed cookery skills and sound knowledge of kitchen operations to prepare Asian food and menu 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 provides a pathway to work as a cook in organisations where Asian food is prepared and served, including restaurants, hotels, clubs, pubs and cafés.

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

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

### **SIT31021 Certificate III in Patisserie**

This qualification reflects the role of pastry chefs who use a wide range of well-developed patisserie skills and sound knowledge of kitchen operations to produce patisserie products. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities.

This qualification provides a pathway to work in various organisations where patisserie products are prepared and served, including patisseries, restaurants, hotels, catering operations, clubs, pubs, cafés and coffee shops.

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

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

### **SIT40721 Certificate IV in Patisserie**

This qualification reflects the role of pastry chefs who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems.

This qualification provides a pathway to work in various organisations where patisserie products are prepared and served, including patisseries, restaurants, hotels, catering operations, clubs, pubs, cafés, and coffee shops.

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

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

### **SIT40521 Certificate IV in Kitchen Management**

This qualification reflects the role of chefs and cooks who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems.

This qualification provides a pathway to work in organisations such as restaurants, hotels, clubs, pubs, cafes and coffee shops, or to run a small business in these sectors.

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

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

### **SIT40821 Certificate IV in Asian cookery**

This qualification reflects the role of chefs and cooks who have a supervisory or team leading role in kitchens preparing Asian food. They operate independently or with limited guidance from others and use discretion to solve non-routine problems.

This qualification provides a pathway to work in organisations where Asian food is prepared and served, including restaurants, hotels, clubs, pubs, and cafés.

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

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

### **SIT50422 Diploma of hospitality management**

This qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of industry to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions.

This qualification provides a pathway to work in any hospitality industry sector as a departmental or small business manager. The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for acquiring targeted skills in accommodation services, cookery, food and beverage and gaming.

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

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

## What is Recognition of Prior Learning?

**Recognition of Prior Learning** is a process whereby *evidence* is collected, and a judgement made by an assessor or assessment team against the requirements of one or more endorsed units of competency from a relevant Industry Training Package that recognises the skills and knowledge of an individual gained through:

- formal training conducted by industry or education.
- work experience
- life experience

The main principle of RPL focuses on the outcomes rather than how, when or where the learning occurred.

The **Recognition of Prior Learning** process will be:

**Valid** – it will measure what it is intended to measure

**Reliable** – it will provide consistent results in given contexts

**Fair** – it will not disadvantage any individual and allows the individual to appeal the result

**Flexible** – it can be adapted to meet different workplace contexts or special needs of individuals

**Evidence** collected will be:

**Valid** – assessor needs to ensure that the evidence provided by the candidate directly covers the unit(s) of competency for which they are seeking recognition

**Current** – it is critical that appropriate evidence is available or is obtained to show that the candidate is currently able to use the skills and knowledge for which recognition is sought

**Sufficient** – assessor needs to ensure that the candidate has provided enough evidence to make a confident judgement that competence has been achieved

**Authentic** – assessor needs to ensure that the evidence is the work of the candidate and not someone else.

**Forms of evidence** collected could include but are not restricted to:

- Work records;
- Records of workplace training;
- Prior assessments of skills and knowledge;
- Third party reports from supervisors/managers, clients
- Previous certificates or qualifications;
- Volunteer experiences:
- Examples of work products;
- Statutory Declarations;
- Photographs/Videotapes of work produced;
- Previous position descriptions;
- Customer response forms or letters.
- Practical tests
- Oral interviews
- Written tests
- Written assignments
- Resume
- Work references

### **The assessment process**

The assessment process is the process of recognition of evidence pertaining to a particular qualification or unit of competency. There are very specific requirements that need to be verified by the trainer/assessor in order to be graded as competent in a unit of competency or a qualification. An assessment requires evidence to be provided by a candidate in order to make a valid decision.

The onus is on candidates to provide sufficient evidence to satisfy assessors that they currently hold the relevant competencies. In determining whether a candidate has presented sufficient evidence, the assessor must ensure that the evidence of prior learning is:

- ✚ **Authentic** (the candidate's own work).
- ✚ **Valid** (directly related to the current version of the relevant endorsed Competency Standards).
- ✚ **Reliable** (shows that the candidate consistently meets the Competency Standards);
- ✚ **current** (reflects the candidate's current capacity to perform the aspect of the work covered by the standards)
- ✚ **Sufficient** (covers the full range of elements in the relevant Unit of Competency and addresses the four dimensions of competency, namely task skills, task management skills, contingency management skills, and job/role environment skills).

### **What is Mutual Recognition?**

**Mutual Recognition** is the recognition and acceptance by a Registered Training Organisation of qualifications and Statements of Attainment issued by other Registered Training Organisations, enabling individuals to receive national recognition of their achievements.

## **How does the RPL Process work?**

### **Step 1**

The first step is to gather evidence of your existing skills and knowledge in a variety of theory and practical subjects. This evidence may be in the form of:

1. Prior qualifications
2. Detailed work resume or CV.
3. Work references or employer testimonials
4. Workplace examples such as menus or photo's
5. Position descriptions
6. Records of workplace training
7. Pay slips

Based on this information we conduct a pre-assessment of your current skills and knowledge to work out what would be the most suitable qualification for you and the best RPL assessment strategy for you to gain your Australian qualification.

We will then contact you to organise a pre-assessment interview, either at our office, in your workplace or by phone or Skype to ask some questions about your work experience and to clearly explain the whole assessment process to give you a clear understanding of what to expect during the RPL process prior to enrolment.

### **Step 2**

After we have conducted your pre-assessment interview, we will provide you with some written assessment and assignment tasks to complete together with some documents for your employer to complete on your behalf.

### **Step 3**

The third step in the process involves a practical assessment (if required) of your skills and knowledge in the workplace or in a pre-arranged venue, where a Culinary Solutions Australia assessor observes you working in the kitchen to demonstrate your skills and understanding of preparation techniques, cookery methods, food presentation, food hygiene, workplace safety, etc. We will also ask you some questions about the units you have completed as part of your qualification.

If you are applying for RPL in front of house units we will also observe you performing a variety of practical tasks applicable to your job role (if required) such as coffee making, food and beverage service, bar service etc.

After you have successfully completed all three assessment steps, we will then issue your Australian certificate for the qualification you have applied for.



### **Notes for the practical assessment.**

As part of the RPL process includes a practical assessment of skills it is important to remember that it isn't what skills you demonstrate it is how you demonstrate those skills.

For example, if part of your practical assessment includes demonstrating your skills to prepare, cook and serve a variety of dishes then different candidates may cook different dishes. To ensure that each candidate is assessed on their practical skills fairly the criteria we follow is as follows:

#### **Practical assessment criteria:**

- Candidate works in a clean and hygienic manner
- Candidate presents themselves in a clean and professional manner
- Candidate demonstrates appropriate knife skills
- Candidate works in a safe manner following OHS standards
- Candidate demonstrates a variety of preparation methods
- Candidate demonstrates a variety of cooking methods
- Candidate's food has good flavour
- Candidate presents food in an attractive manner
- Candidate uses equipment and utensils in an appropriate manner
- Candidate can weigh and measure ingredients accurately
- Candidate prepares, cooks and serves food in realistic industry timeframes
- Candidate's food demonstrates style of food intended
- Candidate can work in a team

**N.B. Please discuss and clarify with your assessor any practical assessment criteria for individual units**

#### **How much does the RPL process cost?**

Each application is treated on a case-by-case basis. Fees are dependent on the skills, knowledge, experience, and location of each candidate. Before we can give you an accurate price for your assessment, we will need to assess your documents, work experience, and conduct an initial interview with you to review your work experience and current skills and knowledge.

If you have any further questions regarding prices, please contact us on 03 9988 6039 to discuss this further.

## **Refund policy**

Culinary Solutions Australia Pty Ltd will guarantee to refund all payments made by a student if the course is cancelled or course commencement is postponed by more than four weeks, unless the student has agreed alternative arrangements.

Prior to commencement of a training program/course, a student will be required to give four (4) weeks' notice of withdrawal from a course to obtain a full refund of payments, minus an administration fee that will not exceed \$200.

After commencement, a student will be required to give four weeks' notice of withdrawal from the course to obtain a refund of payments relating to the remainder of the course after the four weeks' notice. The student will give the refund within four weeks of the notification.

Students who study through a distance education, or self-study method (such as career development program) are required to inform Culinary Solutions Australia in writing of their desire to withdraw from training and return all training material to Culinary Solutions Australia within 14 days of receiving training materials to receive a refund less an administration charge not exceeding \$200.

**NOTE For programs less than 10 weeks you do not need to provide refunds once the program has commenced.**

## **Plagiarism and Collusion**

Plagiarism is a 'practice that involves the using of another person's intellectual output and presenting it as one's own'. This includes the presentation of work that has been copied, in whole or part, from other sources (published books, unpublished works, other candidates work or unauthorised collaboration with other persons), without due acknowledgement.

## **Consequences of Plagiarism and Collusion**

A candidate found guilty of plagiarism will be subject to the following:

Referral to course assessor for: counselling; submission of further work; the placing of a record of the alleged infringement on the candidate's file.

## **Occupational health and safety**

Workplace health and safety is an important element in most units of competency and Culinary Solutions Australia has specific Occupational Health and Safety obligations under the OH&S Act 2004 (Victoria). Therefore, any training or assessment must be conducted in a safe manner and in a safe environment. If the assessor considers an environment to be hazardous or unsafe for the assessor or the candidate, then they are obligated to stop the training or assessment until the area is considered safe. Also, a candidate not working in a safe manner may be considered Not Yet Competent in units of competence which have an WH&S component.

## Foundation Skills

### What are foundation skills?

Foundation skills are the underpinning communication skills required for participation in the workplace, the community and in adult education and training. There have been a range of terms used to describe these skills in the past.

Language, literacy and numeracy, or LLN, is the traditional way of referring to the ability to speak, listen, read and write in English, and to use mathematical concepts.

‘Core skills’ is the term used in the Australian Core Skills Framework (ACSF), which specifies five skills. These are learning, reading, writing, oral communication and numeracy – more about core skills later in this companion volume.

‘Foundation skills’ is the term that Australian Government agencies have started to use to cover the ACSF’s five core skills, plus the employability skills, or the Core Skills for Work framework. However, this is not a definitive definition and it’s worth noting that the Foundation Skills Training Package covers core skills plus digital literacy.

Don’t get too concerned about the actual definition of foundation skills – think about the term loosely to cover the range of skills needed to communicate at work, at home and in the community.

### Foundation skills in units of competency

All job tasks, and all units of competency include foundation skills – almost everything we do at work has something to do with learning, reading, writing, oral communication, and numeracy. It might be having a conversation with a client or a colleague, completing an observation record, working to a schedule, or reading workplace health and safety information. Almost everything is underpinned by foundation skills.

There are particular foundation skills that apply to particular job tasks, and they should always be addressed as part of a vocational training program. Trainers or employers shouldn’t just assume that learners have those skills, because even if a learner has good reading skills, they may need support to develop the skills to be able to read particular documents, or support to complete a particular type of report.

Every effort has been made to ensure that foundation skills are explicit in the new units of competency, but trainers will still need to take a little time to analyse the units to identify what the foundation skills tasks are.

### Competent (C) or Not Yet Competent (NYC)

After judgement of the available evidence pertaining to a unit of competency the trainer/assessor will make a judgement that you are ‘Competent’ or ‘Not Yet Competent’

Competent (C) means that in the opinion of the assessor you **HAVE** the required skills and knowledge for that unit of competency.

Not Yet Competent (NYC) means that in the opinion of the assessor you the required skills and knowledge for that unit of competency.

In order to gain a qualification, you must be graded as competent in all core units of competency as well as the appropriate number of elective units of competency.

## **Complaints and appeals policy**

**Complaints and appeals** include but are not restricted to matters of concern to a candidate relating to assessment; the quality of the assessment; candidate support and materials; discrimination; and sexual harassment.

Culinary Solutions Australia Pty Ltd believes that a candidate who has a complaint and appeals has the right to raise the complaints and appeals and expect that every effort will be made to resolve it in accordance with this policy, without prejudice or fear of reprisal or victimisation.

For specific detail of Culinary Solutions Australia complaints and appeals policy please refer to our website or ask your assessor for a hard copy of the policy and procedure.

## **Confidentiality**

Information and results of all dealings with Culinary Solutions Australia are confidential and will not be shared with third parties without your permission. Specific details of the 'Privacy Statement' are available from our website or ask your trainer/assessor for a hardcopy. If you do wish Culinary Solutions Australia to share results and information with a third party such as a migration agent acting on your behalf, please complete this section on the Recognition Application Form.

## **Support**

Culinary Solutions Australia client support assists candidates on a range of administrative matters whilst undergoing assessment. To make an appointment to visit our office at Unit 2 / 3 Austral Place, Victoria 3083 or e-mail [info@culinarysolutions.com.au](mailto:info@culinarysolutions.com.au) or telephone 03 9988 6039.

## **Special needs**

It is important to inform the assessor if you have any special needs which you would like the trainer/assessor to take into account. If you have a disability or if English is not your first language, then please inform the trainer/assessor who may be able to tailor the assessment to suit your individual requirements. You should also be aware that Culinary Solutions Australia has an Access and Equity Policy which is available from our website or by asking your assessor for a hard copy. Should you wish to undertake English lessons we would recommend [www.ames.net.au](http://www.ames.net.au) in Victoria and Sydney.

## **Re-issuing of certificates**

Certificates that are damaged or lost will be re-issued by Culinary Solutions Australia at no extra cost by contacting them at the above address. All electronic information on RPL assessments for candidates are kept for 30 years by Culinary Solutions Australia.

## **Role of the candidate**

As a candidate you should actively participate in all tasks indicated by the Culinary Solutions Australia trainer.

- ❑ It is the candidate's responsibility to complete any task or workbook relating to the training plan by the agreed assessment date
- ❑ The candidate will attend all training sessions with completed work as well as any other information that may assist in proving the competency for the unit being assessed
- ❑ If the candidate is having difficulty with the work or needs extra assistance, then it is their responsibility to convey this to the Culinary Solutions Australia trainer
- ❑ The candidate must inform the Culinary Solutions Australia trainer if any:
  - ❑ A change of employer
  - ❑ A change of address
  - ❑ A change of course
  - ❑ Extensive time away from studies

## Privacy Notice

Why we collect your personal information.

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information.

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the national Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information.

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- Administration of VET, including program administration, regulation, monitoring and evaluation.
- Facilitation of statistics and research relating to education, including surveys and data linkage.
- Understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at [www.dese.gov.au/national-vet-data/vet-privacy-notice](http://www.dese.gov.au/national-vet-data/vet-privacy-notice).

#### Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

#### Contact

At any time, you may contact Culinary Solutions Australia to:

- Request access to your personal information.
- Correct your personal information.
- Make a complaint about how your personal information has been handled.
- Ask a question about this Privacy Notice.

**For more information on Culinary Solutions Australia's Policies for RPL assessments please visit our website at [www.culinarysolutions.com.au](http://www.culinarysolutions.com.au) and go to RTO Policies.**

**Alternatively, you can request a hard copy of the Candidate Information Kit of these policies from your assessor.**

## **Qualifications and Units of competency available for RPL process**

Culinary Solutions Australia offers the following qualifications and units of competency for the Recognition of Prior Learning (RPL) process:

Each qualification listed below can only be achieved following Recognition of Prior Learning (RPL) process conducted by a Culinary Solutions Australia assessor.

Assessment may consist of full qualifications or specific units of competency as required by the candidate

### **Qualifications/competencies including codes in the scope of registration:**

#### **SIT30821 Certificate III in Commercial cookery**

##### **Core units**

SITHCCC023*	Use food preparation equipment
SITHCCC027*	Prepare dishes using basic methods of cookery
SITHCCC029*	Prepare stocks, sauces and soups
SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC031*	Prepare vegetarian and vegan dishes
SITHCCC035*	Prepare poultry dishes
SITHCCC036*	Prepare meat dishes
SITHCCC037*	Prepare seafood dishes
SITHCCC041*	Produce cakes, pastries and breads
SITHCCC042*	Prepare food to meet special dietary requirements
SITHCCC043*	Work effectively as a cook
SITHKOP009*	Clean kitchen premises and equipment
SITHKOP010	Plan and cost recipes
SITHPAT016*	Produce desserts
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

\*Prerequisite is SITXFSA005 Use hygienic practices for food safety.

Plus, a minimum of 5 elective subjects are required in order to gain the certificate.

Please note more than 5 elective units can be chosen but each extra elective may incur an extra cost to the candidate.

Any other elective unit the candidate wishes to apply for which is not included on this list can be discussed with a Culinary Solutions Australia assessor prior to the commencement of the RPL process.

## **SIT40521 Certificate IV in Kitchen management**

SITHCCC023*	Use food preparation equipment
SITHCCC027*	Prepare dishes using basic methods of cookery
SITHCCC028*	Prepare appetisers and salads
SITHCCC029*	Prepare stocks, sauces and soups
SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC031*	Prepare vegetarian and vegan dishes
SITHCCC035*	Prepare poultry dishes
SITHCCC036*	Prepare meat dishes
SITHCCC037*	Prepare seafood dishes
SITHCCC041*	Produce cakes, pastries and breads
SITHCCC042*	Prepare food to meet special dietary requirements
SITHCCC043*	Work effectively as a cook
SITHKOP010	Plan and cost recipes
SITHKOP012*	Develop recipes for special dietary requirements
SITHKOP013*	Plan cooking operations
SITHKOP015*	Design and cost menus
SITHPAT016*	Produce desserts
SITXCOM010	Manage conflict
SITXFIN009	Manage finances within a budget
SITXFSA005	Use hygienic practices for food safety
SITXFSA006	Participate in safe food handling practices
SITXFSA008*	Develop and implement a food safety program
SITXHRM008	Roster staff
SITXHRM009	Lead and manage people
SITXINV006*	Receive, store and maintain stock
SITXMGT004	Monitor work operations
SITXWHS007	Implement and monitor work health and safety practices

\*Prerequisite is SITXFSA005 Use hygienic practices for food safety

Plus, a minimum of 6 elective subjects are required in order to gain the certificate.



These 6 elective subjects can be chosen from the following units of competency

SITHCCC026*	Package prepared foodstuffs
SITHCCC032*	Produce cook-chill and cook-freeze foods
SITHCCC033*	Re-thermalise chilled and frozen foods
SITHCCC038*	Produce and serve food for buffets
SITHCCC039*	Produce pates and terrines
SITHCCC040*	Prepare and serve cheese
SITHCCC044*	Prepare specialised food items
SITXFSA007*	Transport and store food
SITHKOP011*	Plan and implement service of buffets
SITHKOP014	Plan catering for events or functions

Please note more than 6 elective units can be chosen but each extra elective may incur an extra cost to the candidate.

Any other elective unit the candidate wishes to apply for which is not included on this list can be discussed with a Culinary Solutions Australia assessor prior to the commencement of the RPL process.

### **SIT31021 Certificate III in Patisserie**

SITHCCC023*	Use food preparation equipment
SITHCCC027*	Prepare dishes using basic methods of cookery
SITHCCC034*	Work effectively in a commercial kitchen
SITHKOP009*	Clean kitchen premises and equipment
SITHPAT011*	Produce cakes
SITHPAT012*	Produce specialised cakes
SITHPAT013*	Produce pastries
SITHPAT014*	Produce yeast-based bakery products
SITHPAT015*	Produce petits fours
SITHPAT016*	Produce desserts
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

\*Prerequisite is SITXFSA005 Use hygienic practices for food safety

Plus, a minimum of 6 elective subjects are required in order to gain the certificate.

These 6 elective subjects can be chosen from the following units of competency

- SITHCCC018 Prepare food to meet special dietary requirements\*
- SITHKOP002 Plan and cost basic menus
- SITHCCC015 Produce and serve food for buffets\*
- SITXINV001 Receive and store stock\*
- SITXINV003 Purchase goods
- SITHCCC021 Produce specialised food items\*
- SITHCCC002 Prepare and present simple dishes\*

Please note more than 6 elective subjects can be chosen but each extra elective may incur an extra cost to the candidate.

Any other elective subject the candidate wishes to apply for which is not included on this list can be discussed with a Culinary Solutions Australia assessor prior to the commencement of the RPL process.

## SIT40721 Certificate IV in Patisserie

BSBTWK501	Lead diversity and inclusion
SITHCCC023*	Use food preparation equipment
SITHCCC034*	Work effectively in a commercial kitchen
SITHCCC042*	Prepare food to meet special dietary requirements
SITHKOP013*	Plan cooking operations
SITHPAT011*	Produce cakes
SITHPAT012*	Produce specialised cakes
SITHPAT013*	Produce pastries
SITHPAT014*	Produce yeast-based bakery products
SITHPAT015*	Produce petits fours
SITHPAT016*	Produce desserts
SITHPAT017*	Prepare and model marzipan
SITHPAT018*	Produce chocolate confectionery
SITHPAT019*	Model sugar-based decorations
SITHPAT020*	Design and produce sweet showpieces
SITXCOM010	Manage conflict
SITXFIN009	Manage finances within a budget
SITXFSA005	Use hygienic practices for food safety
SITXFSA006	Participate in safe food handling practices
SITXHRM007	Coach others in job skills
SITXHRM008	Roster staff
SITXHRM009	Lead and manage people
SITXINV006*	Receive, store and maintain stock
SITXMGT004	Monitor work operations
SITXWHS007	Implement and monitor work health and safety practices

\*Prerequisite is SITXFSA005 Use hygienic practices for food safety

Plus, a minimum of 6 elective subjects are required in order to gain the certificate.

These 6 elective subjects can be chosen from the following units of competency

FBPRBK3005	Produce basic bread products
FBPRBK3014	Produce sweet yeast products
FBPRBK4001*	Produce artisan bread products
FBPRBK4005	Apply advanced finishing techniques for specialty cakes
SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC038*	Produce and serve food for buffets
SITHCCC044*	Prepare specialised food items
SITHKOP010	Plan and cost recipes
SITHKOP011*	Plan and implement service of buffets
SITHKOP012*	Develop recipes for special dietary requirements
SITHKOP014	Plan catering for events or functions
SITXFSA007*	Transport and store food

SITXFSA008*	Develop and implement a food safety program
BSBFIN401	Report on financial activity
BSBSUS211	Participate in sustainable work practices
HLTAID011	Provide First Aid
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms
SIRXOSM003*	Use social media and online tools
SIRXOSM006*	Develop and manage social media and online strategies
SIRXOSM007*	Manage risk to organisational reputation in an online setting
SITXCCS014	Provide service to customers
SITXCCS015	Enhance customer service experiences
SITXFIN008	Interpret financial information
SITXINV007	Purchase goods
SITXINV008	Control stock
SITXWHS006	Identify hazards, assess and control safety risks

\*Prerequisite is SITXFSA005 Use hygienic practices for food safety

Please note more than 6 elective units can be chosen but each extra elective may incur an extra cost to the candidate.

Any other elective unit the candidate wishes to apply for which is not included on this list can be discussed with a Culinary Solutions Australia assessor prior to the commencement of the RPL process.

### **SIT31121 Certificate III in Asian cookery**

SITHASC020*	Prepare dishes using basic methods of Asian cookery
SITHASC021*	Prepare Asian appetisers and snacks
SITHASC022*	Prepare Asian stocks and soups
SITHASC023*	Prepare Asian sauces, dips and accompaniments
SITHASC024*	Prepare Asian salads
SITHASC025*	Prepare Asian rice and noodles
SITHASC027*	Prepare Asian cooked dishes
SITHCCC023*	Use food preparation equipment
SITHCCC042*	Prepare food to meet special dietary requirements
SITHCCC043*	Work effectively as a cook

- SITHKOP009\* Clean kitchen premises and equipment
- SITHKOP010 Plan and cost recipes
- 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

\*Prerequisite is SITXFSA005 Use hygienic practices for food safety.

Plus, a minimum of 7 elective subjects are required in order to gain the certificate.

These 7 elective subjects can be chosen from the following units of competency

- SITHASC026\* Prepare curry pastes and powders
- SITHASC028\* Prepare Asian desserts
- SITHASC029\* Prepare Japanese cooked dishes
- SITHASC030\* Prepare sashimi
- SITHASC031\* Prepare sushi
- SITHASC032\* Produce Japanese desserts
- SITHASC033\* Prepare dim sum
- SITHASC034\* Prepare Chinese roast meat and poultry dishes
- SITHASC035\* Prepare tandoori dishes
- SITHASC036\* Prepare Indian breads
- SITHASC037\* Prepare Indian sweetmeats
- SITHASC038\* Prepare Indian pickles and chutneys

\*Prerequisite is SITXFSA005 Use hygienic practices for food safety

Please note more than 7 elective subjects can be chosen but each extra elective may incur an extra cost to the candidate.

Any other elective subject the candidate wishes to apply for which is not included on this list can be discussed with a Culinary Solutions Australia assessor prior to the commencement of the RPL process.

### **SIT40821 Certificate IV in Asian Cookery**

- BSBTWK501 Lead diversity and inclusion
- SITHASC020\* Prepare dishes using basic methods of Asian cookery
- SITHASC021\* Prepare Asian appetisers and snacks
- SITHASC022\* Prepare Asian stocks and soups
- SITHASC023\* Prepare Asian sauces, dips and accompaniments
- SITHASC024\* Prepare Asian salads
- SITHASC025\* Prepare Asian rice and noodles
- SITHASC027\* Prepare Asian cooked dishes
- SITHCCC023\* Use food preparation equipment
- SITHCCC042\* Prepare food to meet special dietary requirements

SITHCCC043*	Work effectively as a cook
SITHKOP010	Plan and cost recipes
SITHKOP013*	Plan cooking operations
SITXCOM010	Manage conflict
SITXFIN009	Manage finances within a budget
SITXFSA005	Use hygienic practices for food safety
SITXFSA006	Participate in safe food handling practices
SITXHRM007	Coach others in job skills
SITXHRM008	Roster staff
SITXHRM009	Lead and manage people
SITXINV006*	Receive, store and maintain stock
SITXMGT004	Monitor work operations
SITXWHS007	Implement and monitor work health and safety practices

\*Prerequisite is SITXFSA005 Use hygienic practices for food safety

Plus, a minimum of 7 elective subjects are required in order to gain the certificate.

These 7 elective subjects can be chosen from the following units of competency

SITHASC026*	Prepare curry pastes and powders
SITHASC028*	Prepare Asian desserts
SITHASC029*	Produce Japanese cooked dishes
SITHASC030*	Prepare sashimi
SITHASC031*	Prepare sushi
SITHASC032*	Prepare Japanese desserts
SITHASC033*	Prepare dim sum
SITHASC034*	Prepare Chinese roast meat and poultry dishes
SITHASC035*	Prepare tandoori dishes
SITHASC036*	Prepare Indian breads
SITHASC037*	Prepare Indian sweetmeats
SITHASC038*	Prepare Indian pickles and chutneys
SITHCCC026*	Package prepared foodstuffs
SITHCCC032*	Produce cook-chill and cook-freeze foods
SITHCCC033*	Re-thermalise chilled and frozen foods
SITHCCC038*	Produce and serve food for buffets
SITHCCC044*	Prepare specialised food items
SITXFSA007*	Transport and store food
SITXFSA008*	Develop and implement a food safety program
SITHKOP011*	Plan and implement service of buffets
SITHKOP012*	Develop recipes for special dietary requirements
SITHKOP014	Plan catering for events or functions

\*Prerequisite is SITXFSA005 Use hygienic practices for food safety

Please note more than 7 elective subjects can be chosen but each extra elective may incur an extra cost to the candidate.

Any other elective subject the candidate wishes to apply for which is not included on this list can be discussed with a Culinary Solutions Australia assessor prior to the commencement of the RPL process.

### **SIT50422 Diploma of hospitality management**

SITXCCS015	Enhance customer service experiences
SITXCCS016	Develop and manage quality customer service practices
SITXCOM010	Manage conflict
SITXFIN009	Manage finances within a budget
SITXFIN010	Prepare and monitor budgets
SITXGLC002	Identify and manage legal risks and comply with law
SITXHRM008	Roster staff

SITXHRM009	Lead and manage people
SITXMGT004	Monitor work operations
SITXMGT005	Establish and conduct business relationships
SITXWHS007	Implement and monitor work health and safety practices

**Plus, one of the following:**

SITHCCC043*	Work effectively as a cook
SITHIND008	Work effectively in hospitality service
SITHKOP013*	Plan cooking operations

**Plus, one of the following:**

SITHIND005	Use hygienic practices for hospitality service
SITXFSA005	Use hygienic practices for food safety

Plus 17 elective subjects can be chosen from the following units of competence:

**Group C - Hospitality**

**Accommodation Services– Front Office, Housekeeping and Portering**

CPPCLO3100	Maintain cleaning storage areas
CPPCLO3101	Clean carpeted floors
CPPCLO3102	Clean hard floors
CPPCLO3103	Clean and maintain amenities
CPPCLO3105	Clean glass surfaces
CPPCLO3108	Clean window coverings
CPPCLO3111	Clean rooms, furniture and fittings
CPPCLO3112	Clean ceiling surfaces and fittings
SITHACS009	Clean premises and equipment
SITHACS010	Provide housekeeping services to guests
SITHACS011	Prepare rooms for guests
SITHACS012	Launder linen and guest clothes
SITHACS013	Provide porter services
SITHACS014	Provide valet services
SITHACS015	Conduct night audit



SITHACS016	Provide accommodation reception services
SITTTVL001	Access and interpret product information
SITTTVL004	Sell tourism products or services
SITXCCS017	Use a computerised booking system
SITXCCS019	Prepare quotations

### **Asian Cookery**

SITHASC020*	Prepare dishes using basic methods of Asian cookery
SITHASC021*	Prepare Asian appetisers and snacks
SITHASC022*	Prepare Asian stocks and soups
SITHASC023*	Prepare Asian sauces, dips and accompaniments
SITHASC024*	Prepare Asian salads
SITHASC025*	Prepare Asian rice and noodles
SITHASC026*	Prepare curry pastes and powders
SITHASC027*	Prepare Asian cooked dishes
SITHASC028*	Prepare Asian desserts
SITHASC029*	Prepare Japanese cooked dishes
SITHASC030*	Prepare sashimi
SITHASC031*	Prepare sushi
SITHASC032*	Produce Japanese desserts
SITHASC033*	Prepare dim sum
SITHASC034*	Prepare Chinese roast meat and poultry dishes
SITHASC035*	Prepare tandoori dishes
SITHASC036*	Prepare Indian breads
SITHASC037*	Prepare Indian sweetmeats
SITHASC038*	Prepare Indian pickles and chutneys

### **Client and Customer Service, Crisis Management**

SITXCCS010	Provide visitor information
SITXCCS012	Provide lost and found services
SITXCCS013	Provide club reception services
SITXCRI003	Respond to a customer in crisis

## **Commercial Cookery and Catering**

SITHCCC023*	Use food preparation equipment
SITHCCC025*	Prepare and present sandwiches
SITHCCC026*	Package prepared foodstuffs
SITHCCC027*	Prepare dishes using basic methods of cookery
SITHCCC028*	Prepare appetisers and salads
SITHCCC029*	Prepare stocks, sauces and soups
SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC031*	Prepare vegetarian and vegan dishes
SITHCCC032*	Produce cook-chill and cook-freeze foods
SITHCCC033*	Re-thermalise chilled and frozen foods
SITHCCC035*	Prepare poultry dishes
SITHCCC036*	Prepare meat dishes
SITHCCC037*	Prepare seafood dishes
SITHCCC038*	Produce and serve food for buffets
SITHCCC039*	Produce pates and terrines
SITHCCC040*	Prepare and serve cheese
SITHCCC041*	Produce cakes, pastries and breads
SITHCCC042*	Prepare food to meet special dietary requirements
SITHCCC044*	Prepare specialised food items

## **E-Business**

SIRXSTR001	Develop an ecommerce strategy
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms
SIRXOSM004	Analyse performance of social media and online business tools
SIRXOSM006*	Develop and manage social media and online strategies
SIRXOSM007	Manage risk to organisational reputation in an online setting

## **Events**

SITEEVT020	Source and use information on the events industry
SITEEVT023	Plan in-house events

SITEEVT026 Manage event production components

SITEEVT028 Manage on-site event operations

### **Food and Beverage**

SITHFAB021 Provide responsible service of alcohol

SITHFAB023\* Operate a bar

SITHFAB024\* Prepare and serve non-alcoholic beverages

SITHFAB025\* Prepare and serve espresso coffee

SITHFAB026\* Provide room service

SITHFAB027\* Serve food and beverage

SITHFAB028 Operate and monitor cellar systems

SITHFAB029\* Conduct a product tasting for alcoholic beverages

SITHFAB030\* Prepare and serve cocktails

SITHFAB031\* Provide advice on beers, spirits and liqueurs

SITHFAB032\* Provide advice on Australian wines

SITHFAB033\* Provide advice on imported wines

SITHFAB034\* Provide table service of food and beverage

SITHFAB035\* Provide silver service

SITHFAB036 Provide advice on food

SITHFAB037\* Provide advice on food and beverage matching

SITHFAB038 Plan and monitor espresso coffee service

SITHFAB039\* Manage the sale or service of wine

### **Food Safety**

SITXFSA006 Participate in safe food handling practices

SITXFSA007\* Transport and store food

SITXFSA008\* Develop and implement a food safety program

### **Inventory**

SITXINV006\* Receive, store and maintain stock

SITXINV007 Purchase goods

SITXINV008 Control stock

### **Kitchen Operations**

SITHKOP011*	Plan and implement service of buffets
SITHKOP012*	Develop recipes for special dietary requirements
SITHKOP014	Plan catering for events or functions
SITHKOP015*	Design and cost menus
SITHKOP016	Select catering systems

### **Patisserie**

SITHPAT011*	Produce cakes
SITHPAT012*	Produce specialised cakes
SITHPAT013*	Produce pastries
SITHPAT014*	Produce yeast-based bakery products
SITHPAT015*	Produce petits fours
SITHPAT016*	Produce desserts
SITHPAT017*	Prepare and model marzipan
SITHPAT018*	Produce chocolate confectionery
SITHPAT019*	Model sugar-based decorations
SITHPAT020*	Design and produce sweet showpieces

### **Working in Industry**

SITHIND006	Source and use information on the hospitality industry
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### **Group D – General electives**

#### **Administration**

BSBINS401	Analyse and present research information
BSBTWK503	Manage meetings

#### **Communication and Teamwork**

BSBCMM411	Make presentations
BSBTWK501	Lead diversity and inclusion
SITXCOM009	Address protocol requirements

#### **Computer Operations and ICT Management**

BSBTEC301	Design and produce business documents
BSBTEC303	Create electronic presentations
BSBTEC402	Design and produce complex spreadsheets

## **Environmental Sustainability**

BSBSUS511      Develop workplace policies and procedures for sustainability

## **Finance**

BSBFIN401      Report on financial activity

BSBHRM416      Process payroll

BSBHRM526      Manage payroll

SITXFIN007      Process financial transactions

SITXFIN008      Interpret financial information

## **First Aid**

HLTAID011      Provide First Aid

## **Human Resource Management**

SITXHRM010      Recruit, select and induct staff

SITXHRM011      Manage volunteers

SITXHRM012      Monitor staff performance

## **Management and Leadership**

BSBOPS502      Manage business operational plans

BSBOPS504      Manage business risk

## **Marketing and Public Relations**

BSBMKG431      Assess marketing opportunities

SITXMPR009      Coordinate production of brochures and marketing materials

SITXMPR010      Create a promotional display or stand

SITXMPR011      Plan and implement sales activities

SITXMPR012      Coordinate marketing activities

SITXMPR013      Participate in cooperative online marketing initiatives

SITXMPR014      Develop and implement marketing strategies

SITXMPR015      Obtain and manage sponsorship

## **Work Health and Safety**

SITXWHS006      Identify hazards, assess and control safety risks

\*Prerequisite is SITXFSA005 Use hygienic practices for food safety

Please note more than 17 elective units can be chosen but each extra elective may incur an extra cost to the candidate.

Any other elective unit the candidate wishes to apply for which is not included on this list can be discussed with a Culinary Solutions Australia assessor prior to the commencement of the RPL process.