

## **IS.16.24 Pre-Enrolment Information Sheet – International Students - Certificate IV in Commercial Cookery** **Course Code: SIT40516 and CRICOS Code: 093069J**

**What is the Certificate IV in Commercial Cookery and what type of employment opportunities will be available to me when I have attained this qualification:**

- This qualification reflects the role of commercial 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 various kitchen settings, such as restaurants, hotels, clubs, pubs, cafes, cafeterias and coffee shops.
- Possible job title: Chef

**What is the duration and mode of delivery of this course?**

Full time: 78 weeks face to face delivery and assessment; or in 30 weeks where students have completed a SIT30816 Certificate III in Commercial Cookery at AVETA, timetabled for 24 hours per week over 3 days per week, on AVETA campus

**Campus:**

- Level M, G & 10, 51 Queen Street, Melbourne 3000

**What are the course entry requirements?**

**a) SIT Hospitality Training Package (V1.2) entry requirements for this qualification:**

- Direct entry is allowed for all SIT Hospitality qualifications.
- However, industry highly recommends that students complete the Certificate III in Commercial Cookery qualification and gain vocational experience in industry before progressing to a Certificate IV qualification, as Certificate IV Commercial Cookery qualifications provide for the acquisition of more senior or supervisory skills.
- Industry has an expectation that people in supervisory roles (like the job outcomes sought by this qualification) would have gained workplace experience in operational duties before coordinating the duties of others.

**b) AVETA Entry Requirements for International Students:**

International students must be 18 years of age or over at the time of enrolment in this qualification and must have obtained or completed one of the following:

- Have obtained an IELTS band score of at least 5.5 - or equivalent; or 5.0 where the test score is combined with at least 10 weeks ELICOS or 4.5 where the test score is combined with at least 20 weeks ELICOS (<https://www.homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements/>);
- (Note - IELTS - results are valid for two years only: reference: <https://support.cambridgeenglish.org/hc/en-gb/articles/202838296-How-long-are-my-results-and-certificate-valid-for->); or
- Have completed a Certificate IV, Diploma or Advanced Diploma level Training Package course in Australia; or,
- Have completed any Certificate III or Certificate IV in ESL or EAL from the ESL/EAL Framework (VIC).
- Have completed the ELICOS Course: General English – Intermediate Level

**Note** – If an International overseas student is unable to provide any of the above evidence at the time of enrolment they will be required to complete AVETA's English Language Proficiency Assessment to ensure that they have the required English proficiency level for the course in which they want to enrol.

All students will undertake a Language, Literacy, and Numeracy (LLN) assessment so that AVETA can determine whether the student needs additional LLN support during their studies. AVETA uses LLN Robot system which provides a gap analysis as well as recommended activities for the monitoring and evaluation of the support being provided.

AVETA will determine any prior learning of each student with regard to their existing skills, knowledge and experience that that the student may have acquired through formal, non-formal and informal learning related to Units of Competency in this qualification in order to determine the amount of training AVETA will provide to each student (as per Clause 1.2, ASQA RTO Standards 2015). If RPL credit is granted, this may result in a shorter course duration for this qualification.

In addition AVETA before providing credit on the basis of a Testamur, Statement of Attainment or Record of Results that have been provided by a student, AVETA will authenticate the information on these documents (e.g. by contacting the organisation that issued the document and confirming the content is valid).

**Uniform, shoes, knife kit and temperature probe:**

Overseas students will be required to purchase a chef's uniform and shoes, which they will be required to wear, when undertaking training or assessment in AVETA's fully operational commercial kitchen. In addition, they also will be required to purchase a Chef's knife kit and probe thermometer when undertaking Commercial Cookery Units of Competency.

**Assessment Methods:**

- Direct Observation, Reports, Case Studies, and Written Assessments.
- Where required (on a unit by unit basis) students will be assessed, in a realistic operational environment (i.e. a fully operational commercial kitchen), using supervisory or team leading skills so that when they graduate they can operate independently or with limited guidance from others and use discretion to solve non-routine problems.

**Pathways to Further Education opportunities:**

Where a student has been deemed competent in some of the units of competency, that they have studied in this course, they may be able to gain RPL towards:

- Diploma of Hospitality Management
  - Advanced Diploma of Hospitality Management
- AVETA also offers qualifications in Business and Management, specifically:
- Certificate IV in Business
  - Diploma of Business
  - Advanced Diploma of Business
  - Certificate IV in Leadership and Management
  - Diploma of Leadership and Management
  - Advanced Diploma of Leadership and Management

**Student Support Services:**

AVETA offers a range of Student Support Services that cater to the needs of all students, including language literacy and numeracy support, career counselling, resume writing and IT support (when required).

**Deferral, Suspension and Cancellation:**

Please refer to AVETA's Deferral, Suspension and Cancellation Policy for further information; available online or at AVETA's Queen St Campus.

**Refunds and Fees Protection:**

Please refer to AVETA's Refund Policy and Procedure as well as the Student Fees Protection Policy for further information; available online, in your Student Handbooks or at AVETA's Queen St Campus.

**Study Areas:**

- Commercial Cookery; Kitchen Operations; Food Safety; Communication and Teamwork; Customer Service; Menus; Human Resource Management; Finance; Environmental Sustainability; Workplace Effectiveness; and Work Health and Safety

**Prerequisite Unit:**

\* SITXFSA001 – Use hygienic practices for food safety is a pre-requisite unit which the student must be deemed competent before they can commence any Commercial Cookery Units of Competency.

**Application Procedure:**

Apply directly to AVETA or through AVETA approved educational agents.

**WHERE CAN I GET FURTHER INFORMATION?**

Mezzanine Floor, 51 Queen Street, Melbourne

Phone: **03 9629 8835**

Or visit AVETA's website at [www.aveta.edu.au](http://www.aveta.edu.au)

### UNITS OF COMPETENCY

Unit Code	Unit Title Core Units	Unit Code	Unit Title Core Units
BSBDIV501	Manage diversity in the workplace	SITXFIN003	Manage finances within a budget
BSBSUS401	Implement and monitor environmentally sustainable work practices	SITXFSA001	Use hygienic practices for food safety
SITHCCC001	Use food preparation equipment *	SITXFSA002	Participate in safe food handling practices
SITHCCC005	Prepare dishes using basic methods of cookery *	SITXHRM001	Coach others in job skills
SITHCCC006	Prepare appetisers and salads *	SITXHRM003	Lead and manage people
SITHCCC007	Prepare stocks, sauces and soups *	SITXINV002	Maintain the quality of perishable supplies *
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes *	SITXMGT001	Monitor work operations
SITHCCC012	Prepare poultry dishes *	SITXWHS003	Implement and monitor work health and safety practices
SITHCCC013	Prepare seafood dishes *	Unit Code	Elective Units
SITHCCC014	Prepare meat dishes *	SITXCCS007	Enhance customer service experiences
SITHCCC018	Prepare food to meet special dietary requirements*	SITXFIN002	Interpret financial information
SITHCCC019	Produce cakes, pastries and breads *	SITXFSA004	Develop and implement a food safety program
SITHCCC020	Work effectively as a cook *	SITXCCS006	Provide service to customers
SITHKOP002	Plan and cost basic menus	SITHCCC004	Package prepared foodstuffs *
SITHKOP004	Develop menus for special dietary requirements	SITHCCC017	Handle and serve cheese *
SITHKOP005	Coordinate cooking operations*	SITXINV001	Receive and store stock
SITHPAT006	Produce desserts *		
SITXCOM005	Manage conflict		

Duration: A student is required to complete all 33 Units of Competency in this qualification and this will be delivered and assessed in 78 weeks (as listed on CRICOS); but 30 weeks if a student has completed a SIT30816 Certificate III in Commercial Cookery at AVETA (and been granted Credit Transfer for the Units of Competency completed in the Cert III in Commercial Cookery qualification). See AVETA's timetable for this qualification for actual delivery; on a group by group basis (including public holidays, re-assessment & catch-up days).

**AVETA's Course Progress Monitoring Strategy** - Under the ESOS Act, the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) – Standard 8 Overseas student visa requirements: AVETA will:

- clearly outline and inform overseas student before they commence this course, of the requirement to achieve satisfactory course progress, by attending all timetabled classes.
- AVETA will use its Web-site, Education Agents, Brochure and Pre-enrolment Information Sheets (for each course on its scope of registration) to inform prospective students of this requirement
- ensure that expected duration of study specified in the overseas student's CoE will not exceed the CRICOS registered duration for this course i.e. 78 weeks but in 26 weeks, including public holidays and re-assessment and catch-up days, if a student has completed a SIT30816 Certificate III in Commercial Cookery at AVETA (and been granted Credit Transfer for the Units of Competency as shown in the table above\*).
- monitor overseas students' course progress and attendance for this course (in which the overseas student is enrolled) to ensure the overseas student is in a position to complete their course within the expected duration specified on the overseas student's CoE.
- AVETA's Trainer/Assessor responsible for a group of enrolled overseas students will regularly monitor course progress and attendance of their students
- identify, notify and assist an overseas student at risk of not meeting their course progress requirements, in sufficient time for students to achieve satisfactory course progress, where there is evidence from the overseas student's Assessment Tasks (i.e. not submitting all the evidence for a Unit of Competency by the timetabled end date for a Unit of Competency) that this determines that the overseas student is at risk of not meeting this requirements i.e. the overseas being unlikely to complete their course within the expected duration specified on the overseas student's CoE.
- AVETA's Trainer/Assessor responsible for a group of enrolled overseas students will initiate AVETA's Intervention strategy for these students to assist them so that they can complete their course within the expected duration specified on the overseas student's CoE. The Trainer/Assessor will initially utilise the re-assessment and catch-up days provided in each timetable for this purpose. The Intervention strategy will be documented, signed and dated and placed on the particular overseas student's file; with a copy provided to the student.
- Continue to assess the overseas student and if they continue to be at risk of not meeting their course progress and attendance requirements, AVETA will give the overseas student a written notice as soon as practicable which:
- Will notify the overseas student that AVETA intends to report the student for unsatisfactory course progress or attendance; and will inform the student of the reasons for the intention to report; and will advise the student of their right to access AVETA's complaints and appeals process, in accordance with Standard 10 (Complaints and appeals), within 20 working days.
- Only report unsatisfactory course progress or attendance in PRISMS in accordance with section 19(2) of the ESOS Act if:
  - the internal and external complaints processes have been completed and the decision or recommendation supports AVETA, or
  - the student has chosen not to access the internal complaints and appeals process within the 20 working day period, or
  - the student has chosen not to access the external complaints and appeals process, or
  - the overseas student withdraws from the internal or external appeals processes by notifying AVETA in writing.
  - AVETA may decide not to report the overseas student if the student is maintaining satisfactory course progress.
- With regards to the ESOS Regulations 2019 (from 1 October 2019), where a student has breached a condition of their student visa with respect to course attendance or progress requirements; AVETA will give the following information in the Provider Registration and International Student Management System (PRISMS) specifically - the student's contact details, their residential address in Australia and their residential address overseas.
- Not extend the duration of an overseas student's enrolment if the overseas student is unable to complete the course within the expected duration, unless:
  - there are compassionate or compelling circumstances, as assessed by AVETA on the basis of demonstrable evidence, or
  - where AVETA has implemented, or is in the process of implementing, an intervention strategy for the overseas student because the overseas student is at risk of not meeting course progress requirements, or
  - an approved deferral or suspension of the overseas student's enrolment has occurred under Standard 9 (Deferring, suspending or cancelling the overseas student's enrolment).
- If AVETA extends the duration of the student's enrolment, AVETA will advise the student to contact Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.