

IS.16.23 Pre-Enrolment Information Sheet – International Students -: CERTIFICATE IV IN KITCHEN MANAGAEMENT (Course Code: SIT40521 and CRICOS Code: 109664K)

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

- 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.

What is the duration and mode of study of this course?

Full time: 78 weeks of face to face delivery and assessment, timetabled for 20 hours per week over 3 days per week; or in 26 weeks where students have completed a SIT30821 Certificate III in Commercial Cookery at AVETA, timetabled for 20 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?

SIT Hospitality Training Package (Release 1) entry requirements for this qualification:

- Direct entry is allowed for all SIT Hospitality qualifications.
- Therefore, for this qualification students may enter the qualification without any vocational experience or without prior achievement of any units of competency and without a lower level qualification in any discipline.

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 6.0 - or equivalent; or 5.5 where the test score is combined with at least 10 weeks ELICOS or 5.0 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 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).

Prerequisite Unit:

* SITXFSA005 – 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.

Pathways to Further Education opportunities:

Where a student has been deemed competent in specific Units of Competency, in this qualification, they may be able to obtain Recognition of Prior Learning (RPL) Credits for other SIT Hospitality qualifications, such as:

- Diploma of Hospitality Management and Advanced Diploma of Hospitality Management

AVETA also offers qualifications in Business and Management, specifically:

- Certificate IV, Diploma and Advanced Diploma of Business
- Certificate IV, Diploma of Leadership and Management and Advanced Diploma of Leadership and Management
- Graduate Diploma of Management (Learning)

Deferment, Suspension and Cancellation:

Please refer to AVETA's Deferment, Suspension and Cancellation Policy - further information is available online or at AVETA's Queen St Campus.

Student Support Services:

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

Refunds and Fees Protection:

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

Study Areas:

- Commercial Cookery; Kitchen Operations; Food Safety; Menus; Workplace Effectiveness; Workplace Health and Safety; Environmental Sustainability and Coaching others

Application Procedure:

Apply directly to AVETA or through AVETA approved educational agents.

Assessment Methods:

- Direct Observation, Portfolio of Work, Projects, 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 current industry tools, and equipment, so that graduates are can immediately use a wide range of well-developed cookery skills and will possess sound knowledge of kitchen operations to prepare food and menu items.

WHERE CAN I GET FURTHER INFORMATION?

Reception Desk, Mezzanine Floor

51 Queen Street Melbourne, Victoria 3000

Phone: **03 9629 8835**

Or visit AVETA's website at www.aveta.edu.au

UNITS OF COMPETENCY – SIT40521: CERTIFICATE IV IN KITCHEN MANAGAEMENT			
Unit Code	Unit Title		
Core Units		Elective Units	
SITHCCC023	Use food preparation equipment	SITHCCC026	Package prepared foodstuffs
SITHCCC027	Prepare dishes using basic methods of cookery	SITHCCC040	Prepare and serve cheese
SITHCCC028	Prepare appetisers and salads	SITXFSA007	Transport and Store Food
SITHCCC029	Prepare stocks, sauces and soups	BSBSUS211	Participate in sustainable work practices
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes	SITXCCS014	Provide service to customers
SITHCCC031	Prepare vegetarian and vegan dishes	SITXHRM007	Coach others in job skills
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		

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. 52 weeks.
- Monitor overseas students' course progress 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 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; 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 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 Department of Home Affairs to seek advice on any potential impacts on their visa, including the need to obtain a new visa.