



SIT30821 - Certificate III in Commercial Cookery

This brochure provides all the information you need to know about enrolling in the SIT30821 - Certificate III in Commercial Cookery.

Course details		
Provider Name	Australian College of Technical Studies (ACTS)	
RTO Code	46254	
CRICOS Code	04273J	
CRICOS Course Code	116610K	
Location of course	Suite 4 Level 3 41-45 Rickard Rd Bankstown NSW 2200	
Delivery mode	This program is delivered in the classroom and through structured self- study. Practical face to face training is provided in a commercial kitchen. A work placement is also required.	
Duration	52 weeks, including 43 study weeks and 9 weeks of holidays.	
Study load	20 hours a week in the classroom and 4 hours of structured self-study Completion of 48 service periods (4 hours per service period = 192 hours)	

Overview of course

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 is essential for 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.

The latest release of the qualification and packaging rules can be found at the following link:

Target Audience and Benefits

This course is specifically designed for international students who fall into the following categories:

- **Individuals in leadership or management positions:** If you are already in a leadership or management role within an organization, this course can enhance your skills, knowledge, and capabilities, allowing you to excel in your current position.
- **Aspiring leaders and managers:** If you have ambitions to progress into leadership or management roles in the future, this course equips you with the necessary competencies and insights to pursue such career pathways.
- **Entrepreneurs and business owners:** If you are an entrepreneur or business owner, this course provides valuable knowledge and skills in leadership and management, which are essential for effectively running your own business and leading a team.
- **Those seeking a pathway to higher-level qualifications:** This qualification serves as a steppingstone for those who wish to further their education and pursue higher-level qualifications, such as the Advanced Diploma of Leadership and Management or other relevant higher education programs.

Unit of Competencies

This course comprises the following units, and successful completion of all units is necessary to attain the qualification. Students who complete only certain units will receive a Statement of Attainment for the units successfully accomplished.

Unit code	Unit title	Core/elective
SITHCCC023	Use food preparation equipment*	Core
SITHCCC027	Prepare dishes using basic methods of cookery*	Core
SITHCCC028	Prepare appetisers and salads*	Core
SITHCCC029	Prepare stocks, sauces and soups*	Core
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes*	Core
SITHCCC031	Prepare vegetarian and vegan dishes*	Core
SITHCCC035	Prepare poultry dishes*	Core
SITHCCC036	Prepare meat dishes*	Core
SITHCCC037	Prepare seafood dishes*	Core
SITHCCC041	Produce cakes, pastries and breads*	Core

SITHCCC042	Prepare food to meet special dietary requirements*	Core
SITHCCC043	Work effectively as a cook*	Core
SITHKOP009	Clean kitchen premises and equipment*	Core
SITHKOP010	Plan and cost recipes*	Core
SITHPAT016	Produce desserts*	Core
SITXFSA005	Use hygienic practices for food safety	Core
SITXFSA006	Participate in safe food handling practices	Core
SITXHRM007	Coach others in job skills	Core
SITXINV006	Receive, store and maintain stock*	Core
SITXWHS005	Participate in safe working practices	Core
SITHCCC040	Prepare and serve cheese*	Elective
SITHCCC044	Prepare specialised food items*	Elective
SITXFSA007	Transport and store food*	Elective
HLTAID011	Provide first aid	Elective
BSBSUS211	Participate in sustainable work practices	Elective

Training and assessment information

This course is delivered via a blend of face-to-face classroom interactions, structured self-study sessions, and practical training within a workplace environment.

The academic terms are segmented into different blocks. The first term includes both theoretical classroom-based learning and practical kitchen training, along with structured self-study. The initial focus is on covering the pre-requisite units essential for the majority of the modules in this qualification. The course commences with the unit SITXFSA005 Use hygienic practices for food safety, which serves as a foundation for numerous subsequent units (indicated by *).

From the second term onwards, the primary setting for training and assessments shifts to the commercial kitchen. In this stage, students will undertake the unit SITHCCC027 Prepare dishes using basic methods of cookery, another pre-requisite for several other units in addition to SITXFSA005 (denoted by **). The only module requiring SITXFSA005 & SITXFSA006 as pre-requisites is SITXFSA007 Transport and store food (indicated by ***). During terms 2 and 3, about 50% of the contact hours are devoted to face-to-face training in the commercial kitchen.

In the concluding block of the fourth term (Block 8), students embark on their workplace placement, where they are required to complete 48 service periods (equivalent to 192 hours) for the unit SITHCCC043 Work effectively as a cook. Given the significant time commitment, the placement is

split into two parts - the initial 96 hours are completed during this block (in conjunction with regular training and assessment hours), while the remaining 96 hours are fulfilled in the three weeks following the fourth term.

Assessment in this course could involve various formats, including:

- Written questions
- Practical demonstration
- Projects
- Presentations
- Reports
- Role plays or observations.
- Portfolios or journals
- Logs tracking workplace hours

At the outset of each unit, your trainer and assessor will detail the assessment tasks to be completed.

Classroom sessions take place in contemporary classrooms and the training kitchen, with Wi-Fi access available. There are designated areas for relaxation and further study.

For every unit of the course, a relevant Student Guide will be provided. Additionally, textbooks are readily available on-site for your use and can be borrowed as needed.

Facilities and Resources:

Your classes will be conducted in modern, well-equipped classrooms and state of art Commercial Training Kitchen that offer Wi-Fi connectivity. Additionally, designated areas are available for relaxation and for conducting additional study, providing you with a comfortable and conducive learning environment.

To support your studies, you will receive a Student Guide tailored to each unit within your course. At campus, you will also have access to textbooks that can be utilized and borrowed as needed.

These provisions ensure that you have access to comprehensive learning materials and resources to enhance your educational experience throughout the course.

Course progress and attendance

Meeting visa requirements is crucial and emphasizes the significance of maintaining satisfactory course progress and attendance in your courses. To obtain detailed information regarding this matter, we strongly urge you to carefully read through the International Student Handbook. Additional guidance on course progress and attendance expectations will be provided during your orientation. It is essential to note that the orientation will be conducted at our Sydney campus. In case you require any student support services, they will also be available at our Sydney campus. We kindly request you to thoroughly review the contents of the International Student Handbook for comprehensive information.

Student support

We provide a range of support and welfare services to ensure your success and well-being. These services include:

- Personalized one-to-one support from our dedicated trainer/assessor.
- Assistance with any personal issues you may be facing.
- Access to supplementary learning resources to enhance your understanding.
- Reasonable adjustments made in assessments to accommodate individual needs.
- Engaging social events to foster a supportive community.
- Information about external sources of support that you can utilize.

We understand that you may have unique circumstances, such as a long break from studying, English as a second language, or a need for additional assistance with literacy or numeracy. During the application and enrolment process, we will identify any specific support requirements you may have. Based on those needs, we may develop a personalized Student Support Plan to ensure you receive the necessary assistance throughout your studies.

Resource requirements

Please ensure that you bring your personal laptop equipped with Office 365 or a comparable program to all of your classes. It is important to note that the expenses associated with acquiring and maintaining this technology are not covered by your course fees. To assist you in making an informed decision, we have provided the specifications for laptops and their associated costs below:

Laptop and Software Requirement

For your studies, a basic laptop with the following specifications is recommended:

- Operating System: Windows 10 or macOS (latest version)
- Processor: Intel Core i3 or AMD equivalent
- RAM: 8GB or higher
- Storage: 256GB SSD or higher
- Display: 13-inch or larger with a minimum resolution of 1366 x 768
- Wireless Connectivity: Wi-Fi 5 (802.11ac) or Wi-Fi 6 (802.11ax) compatible
- Battery Life: At least 6 hours of usage
- Ports: USB ports (preferably USB 3.0), HDMI, and headphone jack
- Software: Microsoft Office or equivalent productivity suite

Please note that these are basic requirements, and depending on your specific course or program, there may be additional recommendations or specific software requirements.

Name of software	Associated costs	
Office 365	\$129 annually	https://products.office.com/en-au/buy/office
Laptop details	Associated costs	
Any laptop that meets the specifications above	\$700 (approximate only)	Various

Course credit

If you have existing qualifications or possess skills, knowledge, and experience that are relevant to your desired course of study, you have the option to apply for recognition of these through credit transfer or recognition of prior learning. Detailed information regarding this process can be found in our International Student Handbook, which is accessible at www.actstudies.edu.au.

Please note that if your application for course credit is approved, it will have an impact on both your course fees and the duration of your studies. We will communicate any changes to fees or course duration resulting from the granted credit to you in writing. Additionally, you will receive a new Confirmation of Enrolment reflecting the updated information.

For any inquiries or concerns regarding course credit, please don't hesitate to contact us through email and our landline number.

What are the entry requirements?

To gain admission to the Australian College of Technical Studies, you are required to meet the following entry requirements:

1. Age and Education:

- You must be at least 18 years old.
- Completion of the equivalent of Year 12 education is mandatory.

2. Course Entry Interview and LLN Assessment:

- Participation in a course entry interview is necessary to assess your suitability for the course and determine your specific student needs.
- The interview will also include a Language, Literacy, and Numeracy (LLN) assessment.
- To be eligible for entry, you must achieve an Australian Core Skills Framework (ACSF) level of 4 in reading, writing, numeracy, and oral communication.

3. English Language Proficiency:

- An International English Language Testing System (IELTS) score of 5.5 or equivalent is required.
- Test results must be no more than 2 years old.
- Alternatively, English language competence can be demonstrated through documented evidence of any of the following:
 - Education for a minimum of 5 years in an English-speaking country.
 - Completion of at least 6 months of a Certificate IV level course at an Australian Registered Training Organization (RTO).
 - Successful completion of an English Placement Test.
- Other English language tests such as PTE and TOEFL may be accepted, provided the results are equivalent to IELTS 5.5. You are required to provide your test results for verification.

Please ensure that you meet these entry requirements before applying to the Australian College of Technical Studies.

How much does it cost?

1. Course Fees:

- Tuition fees: AUD \$ 8,500 (onshore)
- Tuition fees: AUD \$ 10,000 (offshore)

2. Non-tuition Fees:

- Material fee: \$1,250

3. Additional Costs (at your own expense):

- Laptop and software, as described earlier.
- Please note that course fees do not cover the cost of laptops or software. Refer to the above information for specific requirements.

4. Payment Plan and Arrangements:

- A detailed payment plan and payment arrangements will be provided in the Offer Letter and Student Agreement.
- It is mandatory to pay all course fees in full and on time. Failure to do so may result in the cancellation of your enrolment.

5. Overseas Health Insurance Cover (OSHC):

- Before arriving in Australia, it is a requirement to obtain Overseas Health Insurance Cover.
- The Australian College of Technical Studies provides details of OSHC providers in the International Student Handbook. You can contact any of these providers to inquire about costs and arrange your health insurance coverage.

6. Living Costs and Additional Expenses:

- The International Student Handbook outlines additional costs associated with living in Australia.
- It is essential to review these costs carefully in relation to your budgeting.

For further information, you can visit <https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>.

How can I apply?

In order to apply for this course, you must complete an enrolment form and provide all necessary supporting documents. These documents include copies of the following:

- **High School Certificate:** Please submit a copy of your high school certificate or its equivalent.
- **Proof of English Language Proficiency:** As specified in the entry requirements, you need to provide evidence of your English language proficiency. Please include the required documentation to demonstrate your proficiency level.

Next step

If your application is approved, you will receive an Offer Letter and Student Agreement from us. It is important that you carefully review this document to ensure that you are satisfied with all the terms and conditions. If you agree, simply sign the document and return it to us.

Once we receive the signed Offer Letter and Student Agreement, we will issue you a Confirmation of Enrolment (CoE) letter along with an invoice for the initial payment.

On the first day of the course, you will participate in an orientation and induction program. The orientation will provide essential information about the campus, living in Australia, accessing our support services, and the requirements for successful progression throughout the course, including course progress expectations.

Please note that this course outline should be read alongside the Australian College of Technical Studies International Student Handbook, which can be accessed online at www.actstudies.edu.au.

Take the time to carefully follow these steps and familiarize yourself with the provided documents. Should you have any further questions or require assistance, please do not hesitate to reach out to us.