



SIT40521 - Certificate IV in Kitchen Management

This brochure provides all the information you need to know about enrolling in the SIT40521 - Certificate IV in Kitchen Management

Course details		
Provider Name	Australian College of Technical Studies (ACTS)	
RTO Code	46254	
CRICOS Code	04273J	
CRICOS Course Code	116611J	
Location of course	Suite 4 Level 3 41-45 Rickard Rd Bankstown NSW 2200 Various workplaces for work placement	
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	78 weeks, including 63 study weeks and 15 weeks of holidays. <i>See details regarding duration under course credit if you have already completed SIT30821 with us.</i>	
Study load	20 hours a week in the classroom and 4 hours of structured self-study Completion of 60 service periods (4 hours per service period = 240 hours)	

Overview of course

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.

<https://training.gov.au/Training/Details/SIT40521>

Target Audience:

The Certificate IV in Kitchen Management course is meticulously crafted for international students who fall within the following categories:

1. **Current Kitchen Leaders or Managers:** If you're already navigating a leadership or managerial role within a culinary setting, this course can bolster your existing abilities, knowledge, and competencies, enabling you to thrive and excel in your present role.
2. **Aspiring Culinary Leaders and Managers:** Those who harbor ambitions to advance into leadership or managerial roles within a culinary context in the future will find this course equips them with the requisite skills and insights to pave their career paths.
3. **Entrepreneurs and Restaurateurs:** For entrepreneurs or restaurant owners, this course delivers invaluable knowledge and skills in kitchen management, critical for effectively operating your own business and leading a culinary team.
4. **Individuals Pursuing Higher-level Qualifications:** For those seeking to elevate their education and pursue higher-level qualifications, this course serves as an excellent springboard. It prepares you for further qualifications, such as the Diploma of Hospitality Management or other relevant higher education programs in the culinary and hospitality fields.

Benefits:

This Certificate IV in Kitchen Management course provides:

- A strong foundation in both the operational and management aspects of running a kitchen, preparing you for leadership roles in the hospitality industry.
- Essential skills in planning and controlling menus, managing budgets, overseeing staff and ensuring a safe workplace, all within a culinary context.
- A comprehensive understanding of a commercial kitchen's workings, enabling you to efficiently manage and lead your team.
- The option to further your studies with more advanced qualifications, which can open doors to more senior roles within the hospitality and culinary sectors.

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
SITHKOP010	Plan and cost recipes*	Core
SITHKOP012	Develop recipes for special dietary requirements*	Core
SITHKOP013	Plan cooking operations*	Core
SITHKOP015	Design and cost menus*	Core
SITHPAT016	Produce desserts*	Core
SITXCOM010	Manage conflict*	Core
SITXFIN009	Manage finances within a budget	Core
SITXFSA005	Use hygienic practices for food safety	Core

SITXFSA006	Participate in safe food handling practices	Core
SITXFSA008	Develop and implement a food safety program*	Core
SITXHRM008	Roster staff	Core
SITXHRM009	Lead and manage people	Core
SITXINV006	Receive, store and maintain stock*	Core
SITXMGT004	Monitor work operations	Core
SITXWHS007	Implement and monitor work health and safety 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
BSBCMM411	Make Presentation	Elective
SITXCCS015	Enhance customer services experiences	Elective

Training and assessment information

This course offers a comprehensive learning experience that combines various delivery methods, including face-to-face classroom sessions, structured self-study, and workplace-based training. The content is divided into different blocks, each covering specific topics.

During the first block, students will participate in both classroom-based and structured self-study sessions, as well as kitchen training and assessment. These initial modules will cover the necessary foundational units required for most of the qualification's advanced units.

In Term 1, students will focus on completing essential units, such as SITXFSA005 Use hygienic practices for food safety and SITHKOP010 Plan and cost recipes, which are prerequisites for other units like SITHKOP015 Design and cost menus, scheduled for Block 3.

Throughout Terms 3 to 5, approximately 50% of the contact hours will be spent in face-to-face training within a commercial kitchen environment. In Block 6, students will work on units like SITHCCC027 Prepare dishes using basic methods of cookery and SITHCCC042 Prepare food to meet special dietary requirements, which serve as prerequisites for several other units.

Upon reaching the end of Term 5 (during block 10), students will undertake unit SITHKOP013 Plan cooking operations, which involves completing 12 service periods. Due to the difficulty of demonstrating this unit's skills in a work placement context, a simulation will be used in the commercial kitchen setting to allow students to supervise food production processes and plan commercial kitchen operations. Additionally, SITHKOP015 Plan cooking operations will be co-assessed with SITXMGT004 Monitor work operations, which requires a specific context for monitoring work operations. In Term 6, students will continue with these two units and complete the third unit, SITHCCC043 Work effectively as a cook, involving the completion of 48 service periods.

The special function component of the unit SITHCCC043 Work effectively as a cook will also be completed in the commercial kitchen, as it may not be encountered during work placements. Work placements will begin in Block 11, where students will spend a total of 100 hours, with 20 hours per week. Additionally, to meet the shift and service period requirements for the unit SITHCCC043, students must complete an additional 7x 4-hour shifts (28 hours) in week 78.

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 Bankstown campus. In case you require any student support services, they will also be available at our Bankstown 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 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 \$12,500 (onshore)
- Tuition fees: AUD \$14,000 (offshore)

2. Non-tuition Fees:

- Material fee: \$1,000

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 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.