



JOAN LAWMAN
COLLEGE

Joan Lawman School of Beauty Pty Ltd t/a Joan Lawman College

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RTO No: 40697 CRICOS No 03634G

SIT40521 Certificate IV in Kitchen Management

CRICOS COURSE CODE 109544G

Course Description

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.

Course structure

Students must successfully complete a total of 33 units of competency to achieve the SIT40521 Certificate IV in Kitchen Management. This comprises 27 core units and 6 elective units

Core Units

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
SITXMG004	Monitor work operations
SITXWHS007	Implement and monitor work health and safety practices

Elective Units

SITHCCC026	Package prepared foodstuffs
SITHCCC040	Prepare and serve cheese



NATIONALLY RECOGNISED
TRAINING

SITXFSA007	Transport and store food
SITXWHS006	Identify hazards assess and control safety risks
SITXHRM007	Coach others in job skills
SITXWHS005	Participate in safe work practices

Course currency status: Current

Location

Training and assessment will take place at the Joan Lawman College Mezzanine, 58 Franklin Street, Melbourne, Victoria Australia 3000 and JLC training kitchen at 388 Spencer Street, West Melbourne Vic 3003. Some assessment tasks will be completed in the student's own time. Students must also complete a period of work placement at a Hospitality industry organisation.

Qualification

Upon successful completion of 33 units of competency, students will be issued a Nationally Recognised SIT40521 Certificate IV in Kitchen Management. Students who successfully complete some but not all of the units of competency in the course will be issued a Statement of Attainment indicating the units they have successfully completed.

Delivery Method

A blended delivery mode is employed including work placement, independent study and face to face training. The following techniques are employed during face to face delivery depending on the subject matter: trainer presentations and demonstrations, individual tasks, case studies, research, role plays, practical demonstrations and group work. The context of the simulated workplace environment will be incorporated into delivery methodologies and students' complete tasks to workplace standards.

During independent study students will undertake homework activities, research, reading, practice applying their cooking and English language knowledge and skills. Students also prepare for assessments and undertake out of class assessments during this time. Students will be provided support via telephone, and e-mail by trainers. Refer to the Work placement section below for details on work placement delivery arrangements.

Assessment Method

Assessment methods used include knowledge questions, reports, case studies, research activities and practical demonstrations/ observations, journal/ log book and third-party report. Students must also complete a period of work placement at a Hospitality industry organisation and complete work-related tasks. Joan Lawman College will arrange access to work placement organisations for clients to fulfil the assessment arrangements for the unit SITHCCC043 Work effectively as a cook.

Some of the units will be assessed independently from others. Some course units are assessed in conjunction with others via a clustered assessment method.

Work Placement

To satisfy Training Package requirements for the unit SITHCCC043 Work effectively as a cook, students must complete a minimum of 48 complete service periods (shifts) in a hospitality workplace undertaking work tasks relevant to the unit content. Each service period must last for a minimum of 4 hours. Total minimum hours of work placement are 192 hours.

JLC will arrange/ secure work placements for each student. Students will access a hospitality workplace with a commercial kitchen that serves customers to address the requirements of this unit. Workplaces may include restaurants, educational institutions, health establishments, defence forces, cafeterias, kiosks, cafes, residential caterers, in flight and other transport caterers, and event and function caterers.

Students undertake duties as per work placement organisation and training package requirements under the supervision of a workplace supervisor. JLC trainers will support each student during the period of work placement via the phone, email and during visits. Students must address work placement assessment requirements including completing a log book to indicate tasks completed during 48 service periods/ shifts and being observed completing workplace tasks.

Students will commence work placements from the end of the second term onwards and complete the 48 shifts before the end of the course. Students develop some hospitality skills and knowledge during the first 2 terms that can then be applied during the period of work placement.

JLC will provide students the Student handbook and Student Work placement roles and responsibilities document pre-enrolment so they are aware of the expected roles and responsibilities during work placement. A review of this documentation is completed by the trainer/ assessor with each student to assist students identify and understand their roles and responsibilities.

Course Duration

This course is delivered over 78 weeks including holidays. This includes 60 weeks of term time and 18 weeks of

holiday. Term time consists of six, 10-week terms. Holidays include five three-week term breaks and 3 weeks break over Christmas. During term time students attend scheduled face to face classes for 20 hours per week.

Classes are scheduled for 2.5 days per week. Students will be required to undertake additional independent study, homework and assessment activities completed outside of the classroom for approximately 12 hours per week. Work placement – 24 weeks x 8 hours per week = 192 hrs (Students may spend variable amounts of time per week while on work placement. However, a minimum of 192 hours of work placement must be completed during the course). Total study commitment per week is 32 hours (not including work placement). Total course study commitment is 32 hours x 60 weeks term time = 1,920 plus 192 hours work placement = 2,112 hours.

Entry requirements

Students must be over 18 years of age at the time of course commencement.

Students must secure an appropriate visa that allows them to study in an Australian Registered Training organisation prior to course commencement.

Academic entry requirements

To gain entry to this course, students should have successfully completed year 12 or secondary studies in applicants' home country equivalent to an Australian Year 11* or 12 qualifications. (*Subject to the country Assessment Level) and course.

English Language entry requirements

International Students applying for this qualification must have a minimum English language proficiency of IELTS 6 (overall band) or an equivalent exam result recognised by the Department of Home Affairs (DHA). Students may undertake the College English Test to demonstrate their English language proficiency. This can be arranged by contacting info@jlc.edu.au.

Pre-Training Review and LLN Test

To ensure applicants are placed in a suitable course with an appropriate training and assessment strategy, we review applicants existing knowledge, skills, experience and qualifications. Applicants LLN ability is assessed in conjunction with their knowledge, skills, experience and qualifications in accordance with this Training and assessment strategy.

Each applicant will complete a Pre-training review form and Language literacy and numeracy test during the application process. On completion of the application process Joan Lawman College will then review this information and respond to you with the outcome of the review

The Language, Literacy and Numeracy skills that students must demonstrate during the application process to gain entry to this course are:

Reading: ACSF level 2 Writing: ACSF level 2 Numeracy: ACSF level 2

Recognition of Prior Learning (RPL)

Recognition of Prior Learning is the process of formal recognition for skills and knowledge gained through previous learning. You may be eligible for recognition of prior learning for part or all of your intended course, based on your previous experiences and learning.

Credit Transfer

You may be eligible for a credit transfer if you have previously undertaken training through an Australian Registered Training Organisation. Clients who have successfully completed whole units of competency with an Australian Registered Training Organisation that are identical to any of those contained within this course can apply for Credit Transfer.

Training Pathway

On successful completion of this course clients may progress onto the SIT50422 Diploma of Hospitality or related courses.

Employment Pathway

This qualification may provide entry into employment 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. Students who successfully complete this qualification with Joan Lawman College may be able to access the relevant job opportunities. However, students should note that this does not guarantee that you will secure employment in a job role/ industry, furthermore this does not guarantee that you will address any specific migration criteria.

Tuition fee - \$ 21,000 **Enrolment Fee:** \$500 **Material Fee:** \$1,000

Payment – The course fee is paid in equal instalments over six terms. The first instalment is paid prior to the commencement of the term one.

Recognition of prior learning fee - \$500 per unit of competence. All fees indicated are in Australian dollars.

Further information

Students should consider the information provided in this flyer and if interested in the course, request copies of the Student handbook and Student work placement roles and responsibilities document. Students are encouraged to contact the college to clarify any information in the pre-enrolment information.

Please contact the Training Manager on 61 3 8669 1438 or by e-mail at info@jlc.edu.au or visit the campus at Mezzanine, 58 Franklin Street, Melbourne, Victoria 3000.