Student Course Guide
SIT40521- Certificate IV in Kitchen Management

Course Code:	**SIT40521**
Course Name:	Certificate IV in Kitchen Management (Release 1)
Course Type:	Accredited
Course Level:	4
Course Location:	18 Withers Street, Sunshine, VIC, 3020
Course Duration:	Fulltime: 94 weeks + 10 weeks holiday
Enquiries	Phone: 03 9311 5180 Email: info@scm.vic.edu.au
Course Overview	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.
Credit Transfer	'Credit Transfer' (CT) is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in contact and learning outcomes between matched qualifications. The process of transferring credit from a previously obtained unit of competency into a unit of competency the student is enrolling into represents the granting of exemption or credit by SCM to students for units of competency completed under accredited training. These unit codes must identically match the units that you are applying for credit. Where the unit code is not identical, the student is to be referred to the Compliance Manager for further discussion. SCM's Credit Transfer Policy on applying for credit transfer can be located on our website.
Recognition of Prior Learning (RPL)	Prior to commencement, a review of each student's previous education, training and work experience will be conducted in order to determine if there is a need to recognise existing competencies through recognition of prior learning. An RPL process is in place for learners who wish to gain either recognition for an individual unit or the complete Qualification. Students may either directly apply for RPL or may be identified during the pre-training review process and will be offered to undertake the RPL pathway by SCM College staff. SCM's Recognition of Prior Learning (RPL) Policy on applying for RPL can be located on our website
Sequence of Delivery and Assessment/ Course Structure	This program will be delivered over 104 weeks. Learners are provided with learning resources, training manuals, assessment requirements. **Delivery Weekly Hours** Each week, students will attend 20 hours of face-to-face training and assessment.

Duration	Unit Code and Title	Pre-Requisite	Supersedes	Delivery mode

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Week	Sessions			and is equivalent to	Face to Face	Assessment	Work-placement	Unsupervised Activities	Total Hours
2	10	SITHCCC023* Use food preparation equipment	SITXFSA005	SITHCCC001	20	20		4	44
4	20	SITHCCC027* Prepare dishes using basic methods of cookery	SITXFSA005	SITHCCC005	60	20		8	88
2	10	SITHCCC028* Prepare appetisers and salads	SITXFSA005	SITHCCC006	20	20		4	44
2	10	SITHCCC029* Prepare stocks, sauces and soups	SITXFSA005	SITHCCC007	20	20		4	44
3	15	SITHCCC030* Prepare vegetable, fruit, eggs and farinaceous dishes	SITXFSA005, SITHCCC027	Non- Equivalent	40	20		6	66
2	10	SITHCCC031* Prepare vegetarian and vegan dishes	SITXFSA005, SITHCCC027	New Unit	20	20		4	44
2	10	SITHCCC035* Prepare poultry dishes	SITXFSA005, SITHCCC027	Non- Equivalent	20	20		4	44
3	15	SITHCCC036* Prepare meat dishes	SITXFSA005, SITHCCC027	Non- Equivalent	40	20		6	66
2	10	SITHCCC037* Prepare seafood dishes	SITXFSA005, SITHCCC027	Non- Equivalent	20	20		4	44
3	15	SITHCCC041* Produce cakes, pastries and breads	SITXFSA005	SITHCCC019	40	20		6	66
4	20	SITHCCC042* Prepare food to meet special dietary requirements	SITXFSA005, SITHCCC027	Non- Equivalent	60	20		8	88
12	60	SITHCCC043* Work effectively as a cook	SITXFSA005, SITHCCC027	Non- Equivalent	20	20	200	24	264
2	10	SITHKOP010 Plan and cost recipes	NIL	Non- Equivalent	20	20		4	44
2	10	SITHKOP012* Develop recipes for special dietary requirements	SITXFSA005, SITHCCC027, SITHCCC042, SITHKOP010	Non- Equivalent	20	20		4	44
5	25	SITHKOP013*	SITXFSA005	SITHKOP005	80	20		10	110

		Plan cooking operations						
2	10	SITHKOP015* Design and cost menus	SITHKOP010	Non- Equivalent	20	20	4	44
6	30	SITHPAT016* Produce desserts	SITXFSA005	Non- Equivalent	80	40	12	132
1	5	SITXCOM010 Manage conflict	NIL	SITXCOM005	10	10	2	22
2	10	SITXFIN009 Manage finances within a budget	NIL	SITXFIN003	20	20	4	44
2	10	SITXFSA005 Use hygienic practices for food safety	NIL	SITXFSA001	20	20	4	44
3	15	SITXFSA006 Participate in safe food handling practices	NIL	SITXFSA002	40	20	6	66
3	15	SITXFSA008* Develop and implement a food safety program	SITXFSA005, SITXFSA006	Non- Equivalent	40	20	6	66
2	10	SITXHRM008 Roster staff	NIL	SITXHRM002	20	20	4	44
3	15	SITXHRM009 Lead and manage people	NIL	SITXHRM003	40	20	6	66
2	10	SITXINV006* Receive, store and maintain stock	SITXFSA005	Non- Equivalent	20	20	4	44
2	10	SITXMGT004 Monitor work operations	NIL	SITXMGT001	20	20	4	44
2	10	SITXWHS007 Implement and monitor work health and safety practices	NIL	SITXWHS003	20	20	4	44
Electives								
2	10	SITHCCC038* Produce and serve food for buffets	SITXFSA005, SITHCCC027	Non- Equivalent	20	20	4	44
4	20	SITHCCC044* Prepare specialised food	SITXFSA005, SITHCCC027	Non- Equivalent	60	20	8	88

		items							
1	5	SITHCCC040* Prepare and serve cheese	SITXFSA005	Non- Equivalent	10	10		2	22
2	10	SITHFAB025* Prepare and serve espresso coffee	SITXFSA005	SITHFAB005	20	20		4	44
3	15	SIRXOSM002 Maintain ethical and professional standards when using social media and online platforms	NIL	New Unit	40	20		6	66
2	10	SIRXOSM003* Use social media and online tools	SIRXOSM002	New Unit	20	20		4	44
94	**470**	**Total Qualification Hour**			**1020**	**660**	**200**	**188**	**2068**

Qualifications and Recognition Outcome	Upon successful completion of the course requirements, the student will be awarded a SIT40521- Certificate IV in Kitchen Management qualification.
Assessment	Participants will be advised of the assessment requirements at the beginning of each unit. Assessment will usually commence in the session following delivery and may take considerable time to complete both the theory and practical requirements. As this is a competency-based program, assessment continues throughout the program until the participant either achieves competency in the assessment tasks or a further training need is identified and addressed. The assessment process may include theory, projects and practical assessments. Each unit has an individual assessment tool and mapping document which establishes the details assessment methodology including: • Outlining the assessment methods • Providing instructions for the assessor • Providing instructions for the students • Being mapped to the unit of competency through a separate mapping document • Ensuring assessment is summative • Formative assessment is provided throughout the course in terms of practice. This is achieved through using the tasks outlined in the learners' resources as practice. These tasks are separate to the summative assessment process that concludes each unit of competency.
Pathways	Employment Pathways The SIT40521 – Certificate IV in Kitchen Management provides a pathway to work in various organisations where business services are used; Employment pathways may include roles that include but not limited to: ▪ Restaurants ▪ Hotels ▪ Catering Operations

- Clubs,
- Pubs
- Cafes
- Coffee Shops
- Running a small business in these sectors

Further Study Pathways

Training Pathway from SIT40521 – Certificate IV in Kitchen Management

Upon successful completion of this qualification, students may undertake further training in the hospitality field to expand on their skills and knowledge such as:

- SIT50422 - Diploma of Hospitality Management (Release 2)

- SIT60322 - Advanced Diploma of Hospitality Management (Release 1)

Exiting Training Product
Students who do not successfully complete the qualification will be issued with a 'Statement of Attainment' listing all units that have been successfully completed.

| Determining Suitability Assessment | **Pre-Training Review:**

The Pre-training Review is to be conducted within the Determining Suitability Review. It will consist of a self-assessment and series of questions that are relevant to identify the prospective student's current academic and professional skills and knowledge.

The pre-training review is conducted as a means of determining the appropriateness of the chosen qualification, any prior knowledge in the field and if it is a suitable training option in which the student chooses to study.

Upon completion, the pre-training information is assessed and the outcomes recorded in the Determining Suitability Review. Suggestions are recorded and transferred to the trainer on the training plan. |
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| | **Language, Literacy and Numeracy Assessment**

Included in the Determining Suitability Assessment is the Language, Literacy and Numeracy (LLN) test. Students will be required to complete the LLN test to determine their level to be able to complete the course or be offered additional support prior to entry into a course. Students will be admitted into the respective courses only if their LLN test result is within the college specific required range outline in TAS (Training and Assessment Strategy)

Sunshine College of Management Pty Ltd will not enrol an eligible individual where the qualification is at an inappropriate level for that student. In the event that minor gaps* are identified, Sunshine College of Management Pty Ltd will provide the student with support services to enable them to undertake the qualification.

*minor gaps refer to forms of reasonable adjustment that will not compromise the qualification requirements.

Upon completion of the Determining Suitability Assessment the authorised delegate is to provide |

	feedback to the student regarding the suitability of the qualification to the student's needs and indicate if any support services are required prior to application. This information can be placed on the last page of the training plan in the allocated space.
	Learning Style Assessment The learning Style assessment is designed to assess the prospective students learning style and what should be considered in; • How they learn • How they study and • How they should be assessed. The purpose of this assessment is to ensure that the way in which the prospective course is to be delivered is suitable to the student needs. Upon completing all areas, they assessment is tallied and the outcomes recorded in the Determining Suitability Review, suggestion are recorded and transfer to the trainer on the training plan.
Medical Issues	Upon enrolling into Sunshine College of Management Pty Ltd, we request that you disclose if you have any medical conditions as there may be contraindications to the course you wish to enrol into. Should you have a medical condition, you will be asked to provide Sunshine College of Management Pty Ltd with a certificate of capacity from your Doctor, clearing you and allowing you to participate in classes.
Policy and procedure	Upon enrolment and on your first day of class you will be provided with an orientation of the course and how it is structured. You will also be given a Student Handbook which outlines and covers all of Sunshine College of Management Pty Ltd.'s policies and procedures; inclusive but not limited to: Privacy policy, Complaints, Appeals, Withdrawals and other processes. For all forms relating to studying at Sunshine College of Management Pty Ltd, please refer to our website. www.scm.vic.edu.au or email info@scm.vic.edu.au.