



## Course Brochure – SIT40521 Certificate IV in Kitchen Management (CRICOS Course Code: 110931H)



Course details	
Provider Name	Melbourne College of Business and Technology
RTO Code	45217
CRICOS Code	03631M
Delivery location of course	Level 9 190 Queen St, MELBOURNE, Victoria 3000
Kitchen	Training Kitchen 1 : Level 1, 28-32 Elizabeth Street Melbourne VIC 3000. Training Kitchen 2 : 47 paisley street , Footscray VIC 3011
Delivery mode	Face to face (Classroom based)
Duration	92 Weeks (77 study weeks, inclusive of 240 hours of work placement + 15 weeks holiday break)
Study load	20 hours per week in the classroom
Estimated Self-Study Hours	285 Hours

**Total Course Fee: AUD 22,000**

**Tuition Fee: AUD 20,000**

**Material Fee: AUD 1750**

**Application Fee: AUD 250 (non-refundable)**

*(Application fee is non-refundable under all circumstances. Please refer to Melbourne College of Business and Technology refund policy and procedure for further details)*



## **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 Entry Requirements:**

#### **Entry to this qualification is limited to those who:**

- There is no pre-requisites or specific entry requirement for this qualification. This course is available to all international students and Melbourne College of Business and Technology requires that students are able to provide evidence that they:
- Have demonstrated an IELTS level of at least 5.5 or equivalent or the successful completion of at least General English Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- Have a suitable level of language, literacy, and numeracy to complete course requirements with or without additional support that Melbourne College of Business and Technology is able to provide.
- Have successfully completed Australian year 12 or equivalent.
- Are at least at age of 18 on the date of course commencement.

Please Note: All the students commencing this course are required to complete LLN test on the orientation day to assist Melbourne College of Business and Technology to identify student's needs for additional support during their study with Melbourne College of Business and Technology.

- MCBT will review the student's current competencies, student needs, English level, support requirements and oral communication skills in order to enrol them in the most appropriate course to achieve their intended outcomes. Students must have access to a working PC or laptop with a configuration suitable to meet study requirements. Please seek your trainer/assessor assistance in this regard.
- Students must have access to a working internet.
- Students must be able to attend scheduled theory classes and classes to be conducted in a simulated environment.
- Students must have sound digital literacy.

We are fully committed to remain transparent on the mode of delivery, resources available to students, methods of assessment and how assessment in a simulated environment will be managed. We ensure that:

- Students are treated fairly and reasonably.
- Any adjustments to courses are transparent and communicated clearly to students.
- All adjustments to course delivery, the process for informing and seeking students' consent, and information relevant to individual students is documented and retained.



## Course Outcome:

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.

- Possible job titles include:
- chef
- chef de partie

## Education Pathway:

The further study pathways available to students who undertake this qualification include:

- SIT50422 Diploma of Hospitality Management
- or any other Diploma level qualification with the SIT Tourism, Travel and Hospitality Training Package.

## Course Structure:

A total of 33 Units (27 Core and 6 electives) must be completed and deemed competent to achieve the qualification SIT40521 Certificate IV in Kitchen Management. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 33 units in the qualification. Students completing all the required units of competency will attain full qualification.

Code	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
SITHPAT016*	Produce desserts	Core
SITXFSA005	Use hygienic practices for food safety	Core
SITXFSA006	Participate in safe food handling practices	Core
SITXINV006*	Receive, store and maintain stock	Core
SITXWHS006	Identify hazards, assess and control safety risks	Elective
SITXCCS014	Provide service to customers	Elective
SITHCCC040*	Prepare and serve cheese	Elective
SITHCCC038*	Produce and serve food for buffets	Elective
SITXFSA007*	Transport and store food	Elective
SITXMGT004	Monitor work operations	Core
SITXWHS007	Implement and monitor work health and safety practices	Core
SITXCCS015	Enhance customer service experiences	Elective
SITXFSA008*	Develop and implement a food safety program	Core
SITXHRM008	Roster staff	Core
SITXHRM009	Lead and manage people	Core
SITXCOM010	Manage conflict	Core
SITXFIN009	Manage finances within a budget	Core
SITHKOP012*	Develop recipes for special dietary requirements	Core
SITHKOP013*	Plan cooking operations	Core
SITHKOP015*	Design and cost menus	Core

### Assessment Methodology

Assessment methods used for this qualification are varied and will provide a range of ways for individuals to demonstrate that they have met the required outcomes. Assessment methods may include:

- Written questions
- Projects
- Presentations
- Report writing
- Practical Observation
- Workplacement



At the beginning of each unit, your trainer and assessor will outline the assessment tasks that must be completed .

## **Work Placement**

To satisfy the qualification requirements, for the unit SITHCCC043 Work effectively as a cook, students must complete a minimum of 48 complete service periods (shifts) of 5 hours each in a hospitality workplace undertaking work tasks relevant to the unit content. The duration of the service periods depends on the negotiations with the host employer and student's preference of the service period duration would be taken into consideration prior to the arrangement of the work placement. Total minimum hours of work placement are 240 hours. The work placement will be unpaid and the daily working hours (service periods) may be negotiated. All students are required to maintain a logbook to record their worked hours.

Melbourne College of Business and Technology will aim to 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, cafeterias, 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.

Student who are already working in the commercial kitchen are encouraged to use their existing workplace to complete these service periods providing it meets the requirement's necessary to conduct the assessments. Students who are not already working may nominate a workplace.

Students will commence work placements and complete the required shifts only upon successful completion of kitchen-based units which are delivered and assessed in classroom and Kitchen facility. Students may be required to undertake additional load to complete their service periods. Melbourne College of Business and Technology will provide students with Work placement roles and responsibilities prior to the commencement of their work placement so they are aware of the expected roles and responsibilities during work placement.

It must be hereby noted that student would be required to undertake work placements at multiple workplaces to incorporate all aspects of organising, preparing and cooking a variety of food items across different service periods and menu types using a range of cooking methods and team coordination skills. The service periods must be distributed to cover breakfast, lunch, dinner, supper, events and special functions. Students may require taking an additional load during their last term to complete their work placement. Work placement may run parallel to the scheduled classes in term 4.

## **Facilities and Resources**

Your classes will be conducted in modern classrooms and you will be able to access Wi-Fi. There are also areas for you to relax, as well as conduct additional study. You will be provided with a Student Guide relevant to each unit in your course. Recommended textbooks are also available onsite for you to use and borrow if you wish. You may also purchase these textbooks if you require.

### **Classroom facilities:**

The campus is equipped with the following resources for the delivery and assessment of the units of competency selected for this qualification.

- Computer with an Internet connection to enable research.
- Access to network printers and photocopiers



- Data projectors connected with trainer's computers
- Whiteboard
- Table and chairs
- Power points for laptops, computers

#### **Simulated Business environment:**

A workplace environment is desirable for both practice and assessment. MCBT recognises that a workplace may not always accommodate all requirements for some learning or assessment, as prescribed by the unit's Performance Evidence and Assessment Conditions. In these situations, learning and/or assessment is undertaken in a simulated environment provided by MCBT. A simulated environment represents workplace conditions as closely as possible and provides access to a broad range of related experiences and scenarios.

Where simulation is used for assessment purposes, the assessor is responsible for ensuring that the assessment replicates the workplace activities and range of contexts addressed by the unit. Where the simulated learning environment results in the recreation of a physical environment the following elements are to be in place:

- equipment, resources, and facilities that meet industry standards, standard operating procedures for use of selected equipment/materials industry protocols of selected processes or work tasks
- access to business documents & templates, sample policies and procedures used in the workplace, case studies
- Fully equipped commercial Kitchen environment

#### **Course Progress and Attendance**

Satisfactory course progress and attendance is very important. Please read the Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

#### **Recognition of Prior Learning (RPL)/Credit Transfer (CT)**

Melbourne College of Business and Technology (MCBT) will offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all prospective students through the enrolment process. MCBT has documented policies and procedures for these processes and students are provided details of how to apply for RPL or Credit Transfer through the enrolment process. For further details, please refer to RPL and Credit Transfer Policy and Procedure.

#### **Further Information**

Contact the Administration Manager at [admissions@mcbt.vic.edu.au](mailto:admissions@mcbt.vic.edu.au) or +61 3 9018 5699 or refer to [www.mcbt.vic.edu.au](http://www.mcbt.vic.edu.au) for further information.