

**Kitchen Fundamentals
UNIT OUTLINE**

**ENTERPRISE ACADEMY
SEMESTER 1 2019**

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|-------------------------|---|--------------------|-------------|
| Course Title | HOSPITALITY INDUSTRY (C) | Course Code | 4330 |
| Unit Title | Kitchen Fundamentals | Unit Code | 44063 |
| Semester Unit | Kitchen Fundamentals | Unit Value | 1.0 |
| Term 1 Unit | Kitchen Production | Unit Value | 0.5 |
| Certificate | SIT20416 Certificate II in Kitchen Operations | | |
| Training Package | SIT12 Tourism, Travel and Hospitality | | |
| RTO | ACTIVE Tuggeranong 88000 | | |

GOALS

The specific goals of this unit are for students to:

- plan, prepare and evaluate methods of cookery in a restaurant/cafe environment with menu options and observance of industry timeframes
- demonstrate kitchen and cookery skills to industry standard working independently and collaboratively across a range of contexts
- produce a variety of soups, appetisers and salads suitable for menus
- carry out basic workplace calculations

UNITS OF COMPETENCY

This unit encompasses units of competence that contribute towards SIT20416 Certificate II in Kitchen Operations

The units of competency covered are:

| Code | Competency Title | Core/Elective |
|-------------|---|-----------------------|
| SITHCCC201 | Produce dishes using basic methods of cookery * | C Cert II Kitchen Ops |
| SITHCCC203 | Produce stocks, sauces and soups * | E Cert II Kitchen Ops |
| SITHCCC202 | Produce appetisers and salads * | E Cert II Kitchen Ops |
| SITHCCC207 | Use cookery skills effectively * ** | E Cert II Kitchen Ops |
| TLIE1005 | Carry out basic workplace calculations | E Cert II Kitchen Ops |

*Pre requisite is SITXFSA101 Use hygienic practices for food safety

More detail on specific units of competence can be found on <http://training.gov.au/Home/Tga> for example SITHCCC201 Produce dishes using basic methods of cookery <http://training.gov.au/Training/Details/SITHCCC201>

CONTENT

- selection, preparation and use of ingredients and equipment for assembling and preparation of dishes
- production of stocks, sauces and soups
- production of appetisers and salads
- using cookery skills effectively by preparing for food service, cooking menu items and completing end of shift requirements
- carrying out calculations, preparing estimates and interpreting graphical representations of mathematical information.

COST OF MATERIALS

There are costs associated with this unit of study, and they are **\$25.00 for the semester**. This covers consumables such as food and other resources.

As this is an industry based program, students will be required to wear a uniform that meets the Australian Hospitality Industry standards. Students are expected to be in uniform for all practical work by the end of week 5. Uniforms can be purchased for \$30 or hired for \$20 from the college, please note that if you hired a uniform last year you are not required to pay again.

ASSESSMENT

Assessment of competencies must be from a range of sources. Each unit of competence will be assessed using different combinations of evidence. Examples of evidence may include competency booklets (B), written and oral questioning (Q), observations (O) and third party reports (T). Please refer to the competency rubrics (available on Google classroom and Google drive) for specific information on evidence required for each unit of competence.

| Competency code | Competency name | B | Q | O | T | DUE DATE RANGE |
|-----------------|---|---|---|---|---|---------------------|
| SITHCCC201 | Produce dishes using basic methods of cookery | X | X | X | | 07/02/19 – 17/06/19 |
| SITHCCC203 | Produce stocks, sauces and soups | X | X | X | | 07/02/19 – 17/06/19 |
| SITHCCC202 | Produce appetisers and salads | X | X | X | | 07/02/19 – 17/06/19 |
| SITHCCC207 | Use cookery skills effectively | X | X | X | X | 07/02/19 – 17/06/19 |
| TLIE1005 | Carry out basic workplace calculations | X | X | X | | 07/02/19 – 17/06/19 |

It is **highly recommended** that students undertake Structured Workplace Learning to meet the requirements for this qualification.

SPECIFIC ENTRY & EXIT REQUIREMENTS FOR TERM UNITS

This course only has an exit point. There is NO entry point at term 2.

To exit at the end of Term 1 you must complete the booklets and participate in sufficient practical lessons.

REPORTING OF C COURSE UNIT RESULTS

C courses are reported differently to A/T/M courses where you receive an A-E grade. In this unit you will be assessed against competency standards as described in the Tourism, Travel and Hospitality training Package. Students are awarded a Pass if they have achieved at least one of the competencies in the unit and have met the attendance and assessment requirements. The actual competencies achieved by the student are recorded on the vocational Certificate or Statement of Attainment. Students are awarded the grade, Participated, if they have complied with the BSSS requirements relating to attendance and completion of assessment items but have not achieved any of the competencies in the unit.

Competency Based Assessment

The assessment of competence must focus on the competency standards and the associated elements as identified in the Training Package. Assessors must develop assessment strategies that enable them to obtain sufficient evidence to deem students competent. This evidence must be gathered over a number of assessment items. Competence to industry standard requires a student to be able to demonstrate the relevant skills and knowledge in a variety of industry contexts on repeated occasions. Assessment must be designed to collect evidence against the four dimensions of competency.

- Task skills – undertaking specific work place task(s)
- Task management skills – managing a number of different tasks to complete a whole work activity
- Contingency management skills – responding to problems and irregularities when undertaking a work activity, such as: breakdowns, changes in routine, unexpected or atypical results, difficult or dissatisfied clients
- Job/role environment skills – dealing with the responsibilities and expectations of the work environment when undertaking a work activity, such as: working with others, interacting with clients and suppliers, complying with standard operating procedures or observing enterprise policy and procedures.

The most appropriate method of assessing workplace competence is on-the-job in an industry setting under normal working conditions. This includes using industry standard tools, equipment and job aids and working with trade colleagues. Where this is not available, a simulated workplace environment that mirrors the industry setting will be used. The following general principles and strategies apply:

- assessment is competency based
- assessment is criterion-referenced.

RECOGNITION OF PRIOR LEARNING

If you already have experience, skills or knowledge that is relevant to this vocational course then you are entitled to seek acknowledgment of this through the Recognition of Prior Learning (known as RPL) process. These skills and knowledge may have been gained through formal or informal training or work, community or life experience. If you apply for RPL you will be asked to supply evidence to support your application. Your teacher, or the VET Coordinator, will be able to assist you, if you think that the RPL process may apply to you.

CREDIT TRANSFER

Credit transfer allows you to count relevant, successfully completed studies, competencies or qualifications towards your current qualification or course. It is based on identified equivalence in content and learning outcomes between the two qualifications. To apply for Credit Transfer you must bring a copy of your formal qualifications or study to your teacher or the VET Coordinator so that they can be recognised.

OPPORTUNITY TO RESIT

If you are assessed as Not Yet Competent when first assessed, you have the right to request another competency assessment when you feel ready for this, to prove your competency. This is to be done in negotiation with your teacher.

ATTENDANCE, PARTICIPATION AND SUBMISSION OF WORK

Students are expected to submit all assessment items and attend all classes, participate in a positive manner and seek support whenever it is required. Excursions, simulations and presentations by visitors (including lunchtime) may form part of classwork. Successful completion of this program is based on your attendance and successful completion of the required assessment items. Students have been provided the due dates of all assessments in this unit outline. If students are unable to attend, participate or submit assessments due to extenuating circumstances please contact the teacher. In the case of missed classes it is the responsibility of the student to catch up on the content.

Any student whose attendance falls below the 90% of the scheduled classes/contact time and has not provided substantial documentary evidence to cover the absence will be awarded a V grade. This means that 4 unexplained absences in a term or 8 unexplained absences in a semester could mean that a V grade may

be awarded. However, the Principal has the right to exercise discretion in special circumstances if satisfactory documentation is supplied.

Students are encouraged to submit work on time, as it is a valuable organisational skill. Students are also encouraged to complete work even if it is late, as there are educational benefits in doing so and you will have further opportunities to demonstrate competence. Late work may receive a penalty, unless an extension is granted by the class teacher prior to the deadline. In the case of an extension an alternative date must be negotiated. The competencies assessed will not be achieved without the submission of full assessments.

CHEATING AND DISHONEST PRACTICE

The integrity of the College's assessment system relies upon all involved acting in accordance with the highest standards of honesty and fairness. Any departure from such standards will be viewed very seriously."

Accordingly:

- Plagiarism - claiming authorship of someone else's work (intentionally or otherwise) - is a serious misdemeanour, and attracts severe penalties.
- Students are required to acknowledge the source of all material that is incorporated into their own work.
- Students may not submit the same item for assessment in more than one unit, unless specific agreement has been reached with the class teacher.

MODERATION

Throughout the semester, moderation in the form of common marking schemes, cross marking and joint marking occurs across all units in the Moderation Group to ensure comparability of standards. Moderation is a process whereby student's work is compared so that student performance can be assessed fairly and consistently. Moderation takes some time, and so students may not receive their work back until ACT wide moderation of results across all colleges has occurred.

RIGHT TO APPEAL

You can appeal against your assessment if you feel that the result you obtained is not fair. You should first talk to your class teacher, and if you are not satisfied with the explanation you must discuss the situation with the Executive Teacher of the faculty concerned. If you still do not feel that your result is fair you should talk to the Deputy Principal for further advice on the 'appeal process'.

Executive Teacher: Clinton Codey

Class Teacher: Donna Smythe

Date: 8/2/2019