Melbourne College of Business & Technology

Course Brochure – SIT40521 Certificate IV in Kitchen Management

(CRICOS Course Code: TBA)

Course details	
Provider Name	Melbourne College of Business and Technology
RTO Code	45217
CRICOS Code	03631M
Location of course	Suite 2, Level 9, 190 Queen Street, Melbourne VIC 3000 Australia
Kitchen Location	TBA
Delivery mode	Face to face (Classroom based) Flexible learning (Covid-19)
Duration	92 weeks, including 77 study weeks and 15 weeks of holidays.
Study load	20 hours per week in the classroom
Work Placement	240 hours
Estimated Self-Study Hours	5 hours per week *(may be more or less depending on learner's pre-existing skills and knowledge)*

NATIONALLY RECOGNISED TRAINING

Total Course Fee: AUD 22,000

Tuition Fee: AUD 20,000

Material Fee: AUD 1,750

Application Fee: AUD 250 (non-refundable)

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

*** The course duration is reduced to 6 months after student has successfully completed SIT30821 Certificate III in Commercial Cookery from Melbourne College of Business and Technology. The tuition fees payable would be adjusted proportionally***

SIT40521 Certificate IV in Kitchen Management

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:

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 at score of least 5.5 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at 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.

Covid-19 Variation to Delivery and Assessment Strategy

Additional entry requirements:

- Student must have access to working PC or laptop with a configuration suitable to meet study requirements. Please seek your trainer/assessor assistance in this regard.

- Student must have sound digital literacy and access to working internet.

- Student must be able to attend scheduled theory classes and classes to be conducted in simulated environment (if schedule during Covid-19 is varied from original schedule).

- Practicals for students must complete their practicals in Melbourne College of Business and Technology kitchen facilities or as advised otherwise. Where students are required to come to campus or kitchen, and use the available facilities and resources, they should be advised of the date and time of the delivery and assessment, where they are required to visit the campus and/or kitchen and complete their assessment requirements in the compliant way and in accordance with Standard 1.8 of SRTO 2015. Melbourne College of Business and Technology would not be allowing more than 4 learners (or one group, whichever is less) in the class ensuring 4 sqm social distancing is maintained.

- Melbourne College of Business and Technology will make all possible efforts and aim to secure workplace arrangements for all enrolled students, however efforts and input from students are highly appreciated and self-arrangements may also be required during this Covid-19 outbreak.

- During COVID-19 (coronavirus) outbreak, Melbourne College of Business and Technology will use a flexible delivery mode for training and assessment, providing training package requirements allow for this. We would ensure that all regulatory requirements are met with as little disruptions possible. As circumstances change and restrictions are eased, these temporary arrangements will be reviewed, and enrolled students will be notified accordingly. Melbourne College of Business and Technology aims to review any changes in circumstances before commencement of each term so that it has least possible impact on students and course delivery.

Orientation:
New student Orientation will be done via phone, e-mail and zoom. New students will receive an e-mail and call from the Admissions department on the Friday, prior to their date of commencement with all necessary further information and instructions.

Classes
During Covid-19, Melbourne College of Business and Technology will transition to an online learning environment, this means there will be no face to classes running, unless required to be in simulated environment specifically in class or covid-19 restrictions are eased and/or state government allow to return to full onsite learning. If any student require assistance with their online learning environment, student will notify their trainer and assessor where trainer/assessor will provide them with further guidance.

Online options
The online learning environment will be supported by a range of resources that will vary between units but may consist of learning summaries, video recordings or YouTube videos, and extra documents to aid student's learning. All training staff will be available online at scheduled class times to guide and support the student through their studies. The online learning environment will be available through using Zoom.

Assessment
Assessment tasks will vary for each unit of competency, but some of these may be moved online. Some assessment tasks may also be delayed or deferred to a later date pending the situation with COVID-19. The trainers are required to communicate with students for unit specific information. The best way to do this is through Zoom or through email.

Support:
All staff at Melbourne College of Business and Technology. will continue to work and will continue to provide the students with the support any individual may need. The student will be remained connected with each trainer/assessor through regular class participation to assist them continuing their studies. Melbourne College of Business and Technology will also provide online academic and language support and student support staff are always here to help.

Work Placement:
To satisfy the qualification requirements, for the unit SITHCCC043 Work effectively as a cook, students must complete a minimum of 60 complete service periods (shifts) of 4 hours each or 30 complete service periods (shifts) of 8 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 evenly distributed to cover breakfast, lunch, dinner, supper, events and special functions.

Pathways

Once students have successfully completed SIT40521 Certificate IV in Kitchen Management, they can apply for jobs within the marketing industry which can include chefs at restaurants, hotels, clubs, pubs, cafés, and/or coffee shops.

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 (26 Core and 7 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
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
SITXCCS015	Enhance customer service experiences	Elective
SITXWHS006	Identify hazards, assess and control safety risks	Elective
SITXCCS014	Provide service to customers	Elective
SITHCCC040*	Prepare and serve cheese	Elective

Code	Title	Core/ Elective
SITHCCC038*	Produce and serve food for buffets	Elective
SITHKOP011*	Plan and implement service of buffets	Elective

*Units marked with an *asterisk have one or more prerequisites. Refer to individual units for details

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
- Role plays/observations
- Kitchen based demonstration
- Work placement

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

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.

Fee information

Please contact Melbourne College of Business and Technology at +61 3 9018 5699 for further details and ongoing specials (if applicable) on pricing. Please refer to Fee and Refund Policy for further details on fees and refunds arrangements
Further Information

Contact the Administration Manager at info@mcbt.vic.edu.au or +61 018 5699 or refer to www.mcbt.vic.edu.au for further information.