

# APPLICANT GUIDE

## HOSPITALITY OCCUPATIONS

**OCCUPATION: Cook (ANZSCO 351411)**  
**QUALIFICATION: SIT30913 - Certificate III in Asian Cookery**

### SKILLS ASSESSMENT - Occupational Requirements

A person who works in Australia as ANZSCO Code: 351411 - Cook (Asian Cookery) requires skills and knowledge.

Specific tasks Include:

- ✓ basic Asian cooking
- ✓ prepares and cooks Asian food
- ✓ select, prepare and serve specialist Asian cuisines
- ✓ stores food in temperature controlled facilities
- ✓ may prepare food to meet special dietary and cultural requirements
- ✓ prepare vegetarian dishes for Asian cuisines
- ✓ prepare menus for Asian cuisines
- ✓ prepare tandoori food items

One of the Australian qualifications that matches the tasks and activities of ANZSCO Code: 351411 - Cook is SIT30913 - Certificate III in Asian Cookery. The skills assessment will match your skills and experience against this qualification.

### ASSESSMENT OF SKILLS

When assessing your skills against the Australian qualification, qualified assessors will cluster the tasks required to complete this qualification. These clusters are:

1. Common units – Employability skills
2. Cookery environment
3. Meat, poultry, seafood and vegetables
4. Rice and noodles
5. Appetisers, snacks and salads
6. Stocks, soups, sauces, dips and accompaniments

### 7. Develop menus and serve Asian food

#### 1. Common Units – Employability skills

This cluster relates to the workplace occupational health and safety requirements, work processes and procedures, engineering industry standards and requirements to work as a cook in Australia. Employability skills covers teamwork; communication; problem solving; planning and organising; learning; technology; self-management; initiative and enterprise.

This cluster includes the following units:

- Organise and prepare food
- Present food
- Receive and store kitchen supplies
- Clean and maintain kitchen premises
- Use basic Asian methods of cookery
- Implement food safety procedures
- Follow health, safety and security procedures
- Follow workplace hygiene procedures
- Apply first aid

#### 2. Cookery environment

This cluster covers your ability to work with colleagues and customers in a socially diverse environment, deal with conflict situations, develop and update industry knowledge.

- Develop and update hospitality industry knowledge
- Work with colleagues and customers
- Work in a socially diverse environment
- Deal with conflict situations
- Coach others in job skills

### 3. Meat, poultry, seafood and vegetables

This cluster covers your ability to select, prepare and cook meat, poultry, seafood and vegetables for Asian cuisines.

- Prepare meat, poultry, seafood and vegetables for Asian cuisines

- Develop and update hospitality industry knowledge
- Prepare, cook and serve Asian food for menus
- Develop cost-effective menus
- Prepare foods according to dietary and cultural needs

### 4. Rice and noodles

This cluster covers your ability to prepare rice and noodles for Asian cuisines.

- Prepare rice and noodles for Asian cuisines

#### PLEASE NOTE:

#### QUALIFICATION AND OCCUPATION REQUIREMENTS

You must submit evidence of First Aid in the form of:

- First Aid Certificate/course
- Course outline of delivery for First Aid course

### 5. Appetisers, snacks and salads

This cluster covers your ability to prepare appetisers, snacks and salads for Asian Cuisine.

- Produce appetisers and snacks for Asian cuisines
- Prepare salads for Asian cuisines

### 6. Stocks, soups, sauces, dips and accompaniments

This cluster covers your ability to prepare stocks, soups, sauces, dips and accompaniments for Asian cuisine.

- Prepare stocks and soups for Asian cuisines
- Prepare sauces, dips and accompaniments for Asian cuisines

### 7. Develop menus and serve Asian food

This cluster covers your ability to develop cost effective menus. Be able to prepare, cook and serve Asian food for service and for menus. Be able to prepare foods according to dietary needs.

## OCCUPATION: Cook (ANZSCO 351411)

### QUALIFICATION: SIT30813 - Certificate III in Commercial Cookery

#### SKILLS ASSESSMENT - Occupational Requirements

A person who works in Australia as ANZSCO Code 351411 Cook (Commercial Cookery) prepares, seasons and cooks food in a dining or catering establishment.

Specific tasks include:

- ✓ Examining foodstuffs to ensure quality
- ✓ Regulating temperatures of ovens grills and other cooking equipment
- ✓ Preparing and cooking food
- ✓ Seasoning food during cooking
- ✓ Portioning food, placing it on plates, and adding gravies, sauces and garnishes
- ✓ Storing food in temperature controlled facilities
- ✓ Preparing food to meet special dietary requirements
- ✓ May plan menus and estimate food requirements
- ✓ May train other kitchen staff and apprentices

One of the Australian qualifications that matches the tasks and activities of ANZSCO Code 351411 Cook is SIT30813 - Certificate III in Commercial Cookery. The skills assessment will match your skills and experience against this qualification.

#### ASSESSMENT OF SKILLS

When assessing your skills against the Australian qualification, qualified assessors will cluster the tasks required to complete this qualification. These clusters are:

1. Basic communication
2. Basic work safety practices/procedures
3. Basic skills kitchen operations
4. Basic holistic kitchen operations
5. Intermediate skills kitchen operation

7. Intermediate kitchen operations
8. Advanced kitchen operations

#### 1. Basic Communication

This cluster relates to your ability to communicate within the workplace and across cultural boundaries.

This cluster includes the following units:

- Work with colleagues and customers
- Work in a socially diverse environment

#### 2. Basic work safety practices /procedures

This cluster covers your ability to display the knowledge you possess in providing and working in a safe and friendly environment, observing and maintaining appropriate hygiene standards as well as the ability to render first aid in the case of an emergency.

This cluster includes the following units:

- Follow health, safety and security procedures
- Follow workplace hygiene procedures
- Apply first aid

#### 3. Basic skills kitchen operations

This cluster covers your ability to demonstrate competence in basic food preparations, appropriate storage procedures and presentation techniques. You will also have to demonstrate competence in the production and storage of stocks, soups and sauces, as well in as methods of cookery and the preparation of appetisers and salads to include storage/refrigeration.

This cluster includes the following units:

- Prepare stock, sauces and soups

- Organise and prepare food
- Present food
- Use basic methods of cookery
- Prepare appetisers and salads
- Prepare vegetables, Eggs, and Farinaceous dishes
- Prepare hot and cold Desserts

#### 4. Basic holistic kitchen operations

This cluster covers your ability to demonstrate competence in the preparation, cooking and service of food in relation to styles of food service e.g. restaurant/cafeteria. You must also display the ability to order and receive food for a commercial operation and display the ability to maintain and clean the premises.

This cluster includes the following units:

- Prepare, cook and serve food for food service
- Receive and store kitchen supplies
- Clean and maintain kitchen premises

#### 5. Intermediate skills kitchen operations

This cluster covers your ability to select and cook a range of poultry, seafood and meat items to include lamb, pork, veal, beef and goat. You will display how to store the produce in a proper manner. You will also demonstrate the ability to produce a range of food items to include pastries, cakes and yeast goods along with the preparation of foods in accordance with dietary and cultural needs.

This cluster includes the following units:

- Select, prepare and cook poultry
- Prepare and cook seafood
- Select, prepare and cook meat
- Prepare pastry, cakes and yeast goods
- Prepare foods according to dietary and cultural needs

#### 6. Intermediate communication

This cluster covers your ability to recognise and resolve conflicts in the workplace as well as demonstrate the ability to coach and develop employees within the workplace.

This cluster includes the following units:

- Deal with conflict situations
- Coach others in job skills

#### 7. Intermediate kitchen operations

This cluster covers your ability to produce a range of items suitable for a range of buffets e.g. Fork, finger full dress buffets.

This cluster includes the following units:

- Plan and prepare food for buffets

#### 8. Advanced kitchen operations

This cluster covers your ability to develop, construct and cost a range of menus. You must show knowledge of food safety procedures and how they can be implemented. You must also display knowledge of how to cook and serve food for menus.

This cluster includes the following units:

- Develop cost effective menus
- Implement food safety procedures
- Prepare, cook and service food for menus

#### PLEASE NOTE:

#### QUALIFICATION AND OCCUPATION REQUIREMENTS

You must submit evidence of First Aid in the form of:

- First Aid Certificate/course
- Course outline of delivery for First Aid course

## OCCUPATION: Chef (ANZSCO 351311)

### QUALIFICATION: SIT40413 - Certificate IV in Hospitality (Commercial Cookery)

#### SKILLS ASSESSMENT - Occupational Requirements

A person who works in Australia as ANZSCO Code 351311 Chef plans and organises the preparation and cooking of food in a dining or catering establishment.

Specific tasks include:

- ✓ Planning menus, estimating food and labour costs, and ordering food supplies
- ✓ Monitoring quality of dishes at all stages of preparation and presentation
- ✓ Discussing food preparation issues with managers, dieticians and kitchen and waiting staff
- ✓ Demonstrating techniques and advising on cooking procedures
- ✓ Preparing and cooking food
- ✓ Explaining and enforcing hygiene regulations
- ✓ May select and train staff
- ✓ May freeze and preserve foods

The Australian qualification that matches the tasks and activities of ANZSCO Code 351311 Chef is SIT40413 - Certificate IV in Commercial Cookery. The skills assessment will match your skills and experience against this qualification.

#### ASSESSMENT OF SKILLS

When assessing your skills against the Australian qualification, qualified assessors will cluster the tasks required to complete this qualification. These clusters are:

1. Basic communication
2. Basic work safety practices/procedures
3. Basic skills kitchen operations
4. Basic holistic kitchen operations
5. Intermediate skills kitchen operation
6. Intermediate communication

7. Intermediate kitchen operations
8. Advanced kitchen operations
9. Kitchen safety
10. Management

#### 1. Basic Communication

This cluster relates to your ability to communicate within the workplace and across cultural boundaries.

This cluster includes the following units:

- Work with colleagues and customers
- Work in a socially diverse environment

#### 2. Basic work safety practices /procedures

This cluster covers your ability to display the knowledge you possess in providing and working in a safe and friendly environment, observing and maintaining appropriate hygiene standards as well as the ability to render first aid in the case of an emergency.

This cluster includes the following units:

- Follow health, safety and security procedures
- Follow workplace hygiene procedures
- Apply first aid

#### 3. Basic skills kitchen operations

This cluster covers your ability to demonstrate competence in basic food preparations, appropriate storage procedures and presentation techniques. You will also have to demonstrate competence in the production and storage of stocks, soups and sauces, as well in as methods of cookery and the preparation of appetisers and salads to include storage/refrigeration.

This cluster includes the following units:

- Prepare stock, sauces and soups
- Organise and prepare food

- Present food
- Use basic methods of cookery
- Prepare appetisers and salads
- Prepare vegetables, eggs, and farinaceous dishes
- Prepare hot and cold desserts

#### 4. Basic holistic kitchen operations

This cluster covers your ability to demonstrate competence in the preparation, cooking and service of food in relation to styles of food service e.g. restaurant/cafeteria. You must also display the ability to order and receive food for a commercial operation and display the ability to maintain and clean the premises.

This cluster includes the following units:

- Prepare, cook and serve food for food service
- Receive and store kitchen supplies
- Clean and maintain kitchen premises

#### 5. Intermediate skills kitchen operations

This cluster covers your ability to select and cook a range of poultry, seafood and meat items to include lamb, pork, veal, beef and goat. You will display how to store the produce in a proper manner. You will also demonstrate the ability to produce a range of food items to include pastries, cakes and yeast goods along with the preparation of foods in accordance with dietary and cultural needs.

This cluster includes the following units:

- Select, prepare and cook poultry
- Prepare and cook seafood
- Select, prepare and cook meat
- Prepare pastry, cakes and yeast goods
- Prepare foods according to dietary and cultural needs

#### 6. Intermediate communication

This cluster covers your ability to recognise and resolve conflicts in the workplace as well as demonstrate the ability to coach and develop employees within the workplace.

This cluster includes the following units:

- Deal with conflict situations
- Coach others in job skills

#### 7. Intermediate kitchen operations

This cluster covers your ability to produce a range of items suitable for a range of buffets e.g. Fork, finger full dress buffets.

This cluster includes the following units:

- Plan and prepare food for buffets

#### 8. Advanced kitchen operations

This cluster covers your ability to develop, construct and cost a range of menus. You must show knowledge of food safety procedures and how they can be implemented. You must also display the knowledge of how to cook and serve food for menus.

This cluster includes the following units:

- Develop cost effective menus
- Implement food safety procedures
- Prepare, cook and service food for menus

#### 9. Kitchen safety

The cluster covers your ability to demonstrate a sound knowledge on how to control and maintain quality procedures in relation to food, as well as the ability to develop and maintain food safety programmes, monitor work operations and implement workplace health, safety and security procedures.

This cluster includes the following units:

- Establish and maintain quality control of food
- Develop and implement a food safety program
- Monitor work operations
- Implement and monitor workplace health, safety and security practices

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## 10. Management

You must demonstrate the ability to lead and manage people, as well as show sound financial knowledge in business operations and provide quality customer service.

This cluster includes the following units:

- Monitor catering revenue and costs
- Interpret financial information
- Lead and manage people
- Control and order stock
- Provide quality customer service
- Recruit, select and induct staff
- Monitor staff performance
- Develop and implement operations plans
- Develop and implement a business plan

### PLEASE NOTE:

#### QUALIFICATION AND OCCUPATION REQUIREMENTS

You must submit evidence of First Aid in the form of:

- First Aid Certificate/course
- Course outline of delivery for First Aid course

If you would like to be assessed as a Chef you must ensure you submit evidence of employment as a Chef de Partie or higher, for at least 3-6 years, in order to be assessed at the Chef level.

**OCCUPATION: Pastrycook (ANZSCO 351112)**  
**QUALIFICATION: SIT31113 - Certificate III in Patisserie**

**SKILLS ASSESSMENT - Occupational Requirements**

A person who works in Australia ANZSCO Code: 351112 – Pastrycook works in a range of businesses from small bakeries to medium sized bakeries together with the larger plant bakeries and pastry or cake production facilities. These businesses may have a retail outlet or may operate as wholesaler to other food outlets or supermarkets. A Pastrycook produces a large variety of, cakes and pastries to meet customer needs.

Pastrycooks may perform the following tasks:

- ✓ Check that equipment meets health and safety regulations
- ✓ Check the quality of ingredients and weigh ingredients
- ✓ Set, load, operate and unload mixing machines, moulding machines, rounders, dough breaks and dividers
- ✓ Set, load, operate and unload ovens and proves to bake, pastry and cakes
- ✓ Finish, glaze or decorate baked goods
- ✓ Form and fill a range of pastry products
- ✓ Cover and decorate gateaux
- ✓ Maintain the cleanliness of bakery equipment and utensils to ensure hygiene and health and safety requirements are met

The Australian qualification that matches the tasks and activities of ANZSCO Code: 351112 – Pastrycook is SIT31113 - Certificate III in Patisserie. The skills assessment will match your skills and experience against this qualification.

**ASSESSMENT OF SKILLS**

When assessing your skills against the Australian qualification, qualified assessors will cluster the tasks required to complete this qualification. These clusters are:

1. Common units – Employability skills
2. Produce pastry products

3. Cakes and Cookies
4. Meringues and sweet yeast goods
5. Gateaux and tortes

**1. Common Units – Employability skills**

This cluster relates to the workplace occupational health and safety requirements, work processes and procedures, and requirements to work as a baker in Australia. Employability skills covers teamwork; communication; problem solving; planning; environmental work practices and organising; learning; technology; self-management; initiative and enterprise.

This cluster includes the following units:

- Participate in environmentally sustainable work practices
- Implement the food safety program and procedures
- Provide and apply workplace information
- Use numerical applications in the workplace
- Contribute to OHS processes

**2. Produce pastry products**

This cluster covers your ability to produce a variety of pastry products, form and fill pastry products and bake pastry products.

- Produce pastry
- Prepare fillings
- Form and fill pastry products
- Bake pastry products

**3. Cakes and cookies**

This cluster covers your ability to produce various sponges, cakes and cookies, bake and decorate the products according to industry standards. Diagnose



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and respond to product and process faults in pastries, cakes and cookies.

- Produce sponge, cake and cookie batter
- Bake sponges, cakes and cookies
- Decorate cakes and cookies
- Diagnose and respond to product and process faults (pastry, cake and cookies)

#### 4. Meringues and sweet yeast

This cluster covers your ability to produce and bake a variety of different meringues and sweet yeast products.

- Produce sweet yeast products
- Produce meringue-based products

#### 5. Gateaux and tortes

This cluster covers your ability to produce and decorate variety of gateaux and tortes.

- Produce and decorate gateaux and tortes

#### PLEASE NOTE:

#### QUALIFICATION AND OCCUPATION SPECIFIC REQUIREMENTS

##### EVIDENCE GATHERING:

Pastrycook trade specific evidence to be submitted should include:

- Photographic evidence of completed workplace tasks (linked to clusters as listed above)
- Video evidence of completed workplace tasks (linked to clusters as listed above)

**Examples of the above could include but are not limited to:**

- Video and/or photographic evidence of the candidate completing a gateaux
- Video and/or photographic evidence of the candidate showing piping skills
- Video and/or photographic evidence of the candidate making and baking choux pastry and puff pastry