



CANBERRA
BUSINESS AND TECHNOLOGY COLLEGE

SIT30816 Certificate III in Commercial Cookery



2022 – 2023

Canberra, Australia



Qualification Code and Title

SIT30816 Certificate III in Commercial Cookery

CRICOS Course Code: 106686F

Provider Details

The Canberra Training School Pty Ltd t/a Canberra Business & Technology College

RTO Code: 40882
CRICOS Provider Code: 03465J

Course Overview

This qualification reflects the role of commercial cooks who use a wide range of cookery skills. They use discretion and judgement and have a sound knowledge of kitchen operations. They work with some independence and under limited supervision and may provide operational advice and support to team members.

This qualification provides a pathway to work as a commercial cook in organisations such as restaurants, hotels, clubs, pubs, cafes, cafeterias and coffee shops.

Course Details:
<https://training.gov.au/Training/Details/SIT30816>



Entry Requirements

This course has the following entry requirements:
International students must:

- Be at least 18 years of age.

- Have an IELTS score of 5.5 or equivalent (test results must be no more than 2 years old) with 5.0 in each band
- Have completed a Year 12 or equivalent high school certificate

Candidates will also be required to complete a pre-enrolment Candidate Self-Assessment as part of the application and participate in a course entry interview to determine suitability for the course.

Course Duration

One (1) year full time

Total Duration: 52 Weeks (including holidays)
Contact Weeks: 40 Weeks

This course will be delivered over a period of 52 weeks (including holidays). Classes will be scheduled for 40 weeks over 4 academic terms of 10 weeks each. There will be a 2-week break between the terms and a 6-week holiday end of the year.

Class and kitchen sessions are planned to ensure that students have a mixture of practical and theoretical components, and those classes cater for a wide variety of learning styles. Additionally, workplace practices and environments are simulated and used to conduct skills-based assessments in accordance with unit requirements. Classes will be scheduled for 20 hours per week, including kitchen work and practice. This course includes work placement in the industry.

Delivery mode and locations

This course will be delivered face-to-face in a classroom and kitchen-based setting which includes the simulation of workplace-based environment. This course has work placement requirements. This course is offered at our **Canberra, ACT campuses:**

17 Oatley Ct, Belconnen, ACT, 2617
100 Northbourne Ave, Braddon, ACT 2612
75 Gozzard Street, Gungahlin ACT 2913

Applicable location shall be noted on the letter of offer and written agreement.



Work Placement Requirements

This course includes work placement (WBT) of **200 hours**. These hours are part of the course hours and must be completed within the prescribed academic term. The placement is allocated for the last term of this course to allow the students to develop the required skills, knowledge, and competence prior to going to a workplace.

Students shall be responsible for finding a host employer for WBT purpose. CBTC shall assist student if they have any difficulty finding a host employer. There will be no cost to the students for arranging placements. CBTC shall conduct such workplace inspections and approve the facility as per its criteria, and also enter into an agreement with the business.

Career Outcomes

Students who complete this course may be able to seek employment in a range leadership and management roles such as;

- Cook
- Assistant cook
- Cook's helper

Education Pathways

After achieving SIT30816 Certificate III in Commercial Cookery, students could progress to SIT40516 Certificate IV in Commercial Cookery, or other certificate level qualifications within the SIT package with the college (if available) or any other institution.

Students will be provided with pathway information and support.

Course Structure

To attain a Certificate III in Commercial Cookery 25 units must be achieved (21 Core, 4 Electives). Term-wise The course structure is as follows. Student intakes are at end of each term;

Term 1: 10 Weeks

SITXFSA001 Use hygienic practices for food safety
SITXINV004 Control stock
SITXINV002 Maintain the quality of perishable items
BSBSUS211 Participate in sustainable work practices
SITHIND002 Source and use information on the hospitality industry
SITXWHS001 Participate in safe work practices
BSBTWK201 Work effectively with others
SITHCCC001 Use food preparation equipment
SITHCCC007 Prepare stocks, sauces, and soups
SITHKOP002 Plan and cost basic menus

Term 2: 10 Weeks

SITHCCC006 Prepare appetisers and salads
SITHCCC005 Prepare dishes using basic methods of cookery
SITHCCC008 Prepare vegetable, fruit, egg, and farinaceous dishes
SITHCCC012 Prepare poultry dishes
SITHCCC014 Prepare meat dishes
SITHKOP001 Clean kitchen premises and equipment
SITXCOM002 Show social and cultural sensitivity

Term 3: 10 Weeks

SITHCCC013 Prepare seafood dishes
SITXHRM001 Coach others in job skills
SITHKOP004 Develop menus for special dietary requirements
SITHCCC018 Prepare food to meet special dietary requirements
SITHPAT006 Produce desserts
SITHCCC019 Produce cakes, pastries, and breads

Term 4: 10 Weeks – Work Placement (WBT)

SITHCCC020 Work effectively as a cook

Course progress

Students are required to attend the scheduled classes and practicals (20 hours per week) and maintain a satisfactory academic performance as per CBTC's *Course Progress Policy*. Students who are identified as being at risk of not meeting course progress requirements and completing the course in the expected duration will be subject to college's intervention strategy and provided support. More



information can found in the student handbook and the policy available on college’s website.

any other staff member to access the support services.
Email: info@cbtc.edu.au

Enrolment and Orientation

Upon acceptance of a student’s application for enrolment, a letter of offer, as well as a written agreement and tax invoice for pre-paid fees, will be forwarded to students. Students must read through all provided information prior to signing the agreement. A Confirmation of Enrolment (CoE) letter will be issued once the signed acceptance of the offer and written agreement are received.

The first day of each course will include orientation and induction. Orientation will include information



about the campus, living in Australia, accessing our support services and methods for achieving success throughout the course, including course progress requirements.

Detailed admission and enrolment process are provided on college’s website.

Additional Support

CBTC provides a range of student support services and resources to help them achieve their academic goals. This includes:

- Academic and learning support
- English language support
- Referral to external support services
- Accommodation options
- Local area information and essential services
- General career guidance

Refer to college’s website and Student Handbook for detailed support services and contact details of support staff. On campus, students may contact the Student Support Officer, trainer/assessor, front desk staff or

Training Arrangements

Students are required to attend classes for 20 hours a week and are expected to spend approximately 10 hours of homework/assignment/project work and self-study per week which consists of readings and research for assessments. Term timetables will be posted on notice boards and emailed to students at least one week prior to the start of the term.

Students will also need to attend the kitchen for practical tasks. Timetables will be provided for classroom and kitchen hours and schedule.

Assessment Methods

Assessment methods used for this qualification will provide a range of ways for individuals to demonstrate that they have met the required outcomes including:

- Written tasks
- Practicals (Kitchen-based)
- Roleplay tasks
- Presentations
- Observations
- Questioning (oral or written)

At the beginning of each unit, trainers will outline the assessment tasks that must be completed and provide assessment schedule and conditions. Assessment tasks may individual or team-based tasks. Demonstration of skills and performance will be observed by the assessor under the required conditions.

Course Enrolment and Tuition Fee

Enrolment and Tuition fees this course are as follows (Australian Dollar):

Enrolment fee:	\$250 Non-refundable, to be paid on application.
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Resources fee:	Refer to CBTC’s Fee Schedule Non-refundable, to be paid on application) includes kitchen raw materials, ingredients, and the student kit over the entire duration of the course. The student kit includes essential kitchen tools, uniform, and apron.
Tuition fee:	\$12,500 Refunds as per College’s Refund Policy.

Once accepted, the tuition fee shall not change for the duration of the course.

Other non-tuition fees may apply. Refer to CBTC’s Annual Fee Schedule for more information. International students are also required to take out **Overseas Health Insurance Cover (OSHC)** before arriving in Australia. OSHC information will also be included in the Student Agreement. For more information on OSHC, visit:

https://www.privatehealth.gov.au/health_insurance/overseas/overseas_student_health_cover.htm

All non-tuition fees shall be listed in Student Agreement and CBTC’s Annual Fee Schedule, available from college’s website. For fee refund information and procedure, refer to college’s *Fee Refund Policy and Procedure* available in the Student Agreement, college website and Student Handbook. The policy can also be requested from student services: info@cbtc.edu.au

A detailed fee information will be provided in the letter of offer and written agreement. Tuition fees do not include computer software or textbooks which are to be purchased at the student’s own cost.

Other Requirements

Students must also supply their own laptop or a similar device with Microsoft Office software e.g., Office 365 Personal that includes Outlook, Word, Excel, PowerPoint & Publisher.

Additional costs associated with living in Australia are outlined in the International Student Handbook.

Students should carefully review these costs in relation to budgeting. Further information can be found at

<https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>.

Library Resources

Student will be provided with a learner/study guide for each unit. This course may also have prescribed and recommended texts/textbooks. Copies of the textbooks can be found on college’s on-campus reference library, along with other reading and reference materials in print or electronic forms. A range of reading materials will also be provided during the session.



Students will also be guided to obtain member of ACT State Library and the National Library of Australia, which has a large collection of books, references, magazines, and online databases.

<https://www.nla.gov.au/getalibrarycard/registration>

Course Credit

Students may apply for recognition of existing qualifications or skills, knowledge and experience (credit transfer or recognition of prior learning) at the time of enrolment or at any time during their enrolment (prior to the commencement of the relevant unit/s of competency). Students may also opt for packaged courses at the time of application. Packaged course may have common units between them, resulting in course credits.

For international students, the granting of course credit/s may affect course fees as well as the duration of the course. The result of an application for credit and any changes to fees or course duration will be advised to students in writing. If course credit is granted following issuance of the Confirmation of Enrolment, students will receive a new Confirmation of Enrolment showing a reduced duration.



Issuance Authority

The Canberra Training School Pty Ltd t/a Canberra Business & Technology College is the sole authority to issue AQF documentation. CBTC does not have any partners or third parties for training and assessments either in Australia or overseas.

Education Agents

Students may apply for a place in CBTC's courses through an approved Education Agent. All approved and current Education Agents are listed on college's website. Education agents are bound by CBTC's policies, procedures, quality criteria and agent's code of ethics. Candidate's may contact the college for information regarding education agents in their home countries.

Contact Details

Canberra Business & Technology College

75 Gozzard Street
Gungahlin, Canberra ACT 2913
AUSTRALIA

Email: info@cbtc.edu.au

Website: <http://www.cbtc.edu.au>

Tel: 1 800 830 091 (Australia) | (+61) 430 790 433
(Overseas)

