

Training Record Book

SIT30816 Certificate III in Commercial Cookery

NAME:

WORKPLACE:

**ATTENTION:**

Due to Government training requirements this

**TRAINING RECORD BOOK IS ALWAYS IN THE POSSESSION OF THE APPRENTICE**

# INTRODUCTION

This Training Record Book is an important official record of the training an apprentice/Trainee will receive during the course of obtaining a nationally recognised qualification. The Training Record Book lists all the units of competence an apprentice/Trainee must successfully undertake in order complete the qualification.

Training Record Books are **not** assessments. The training record usually only provides the workplace supervisor with an ‘abbreviated’ version of some of the training package requirements, often a list of the elements from the units of competency. As the name suggests, a training record is a record of the apprentice/trainee’s training and the date when it occurred. The supervisor’s signing of the training record cannot be used as the sole evidence to confirm the practical application of skills. The training record is always in the possession of the apprentice/trainee.

**ARRANGEMENT FOR CREDIT TRANSFER / RPL**

Credit Transfer is the process of acknowledging that an apprentice/trainee may already possess some of the competencies listed as part of a qualification. These competencies may have been developed through previous training or work experience and if approved may enable the apprentice/trainee to complete the qualification earlier. Please see the Apprentice/Trainee Information package issued upon commencement of the training for more information.

**APPRENTICE/TRAINEE RESPONSIBILITIES**

* Ensure that the Training Record Book is available at all times during the training period.
* Undertake all training tasks as requested by the workplace supervisor or ICE Training representative.
* Ask for assistance if required.

**EMPLOYER RESPONSIBILITIES**

* Provide adequate and suitable training experiences to enable the apprentice/trainee to attain competence.
* Ensure that the apprentice/trainee is supervised and guided at all times during the training period.
* Acknowledge competence by reviewing the Training Record Book and signing to verify on a regular basis.
* Advise Institute of Culinary Excellence (ICE) if any training issues arise

# Level One (1)

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| BSBSUS201 | Participate in environmentally sustainable work practices |
| SITXWHS001 | Participate in safe work practices |
| SITXFSA001 | Use hygienic practices for food safety |
| SITHKOP001 | Clean kitchen premises and equipment |
| SITXINV002 | Maintain the quality of perishable items |
| BSBWOR203 | Work effectively with others |
| SITHCCC001 | Use food preparation equipment |
| SITHCCC005 | Prepare dishes using basic methods of cookery |
| SITHCCC003 | Prepare and present sandwiches |
| SITHCCC006 | Prepare appetisers and salads |
| SITHCCC007 | Prepare stocks, sauces and soups |
| SITHCCC008 | Prepare vegetable, fruit, eggs and farinaceous dishes |
| SITHCCC017 | Handle and serve cheese |

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| **BSBSUS201 Participate in environmentally sustainable work practices** | | |
|  | ELEMENTS COMPLETED  **Please tick √ when completed** | |
| Competency Unit Elements  Workplace Observation / Demonstration | Supervisor | Apprentice |
| 1. Be aware of environmental and resource efficiency in the workplace |  |  |
| 1. Work as part of a team to identify, suggest and improve ways of implementing efficiencies in the workplace |  |  |
| Employer/Supervisor Initials: Date: | | |
| Apprentice Initials: Date: | | |
| RTO Assessor Initials: Date: | | |

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| **SITXWHS001 Participate in safe work practices** | | |
|  | ELEMENTS COMPLETED  **Please tick √ when completed** | |
| Competency Unit / Elements  Workplace Observation / Demonstration | Supervisor | Apprentice |
| 1. Implements health, safety and security procedures into everyday work |  |  |
| 1. Participates in consultation services |  |  |
| 1. Integrates knowledge of basic aspects of occupational workplace health, safety and security issues |  |  |
| Employer/Supervisor Initials: Date: | | |
| Apprentice Initials: Date: | | |
| RTO Assessor Initials: Date: | | |

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| **SITXFSA001 Use hygienic practices for food safety** | | |
|  | ELEMENTS COMPLETED  **Please tick √ when completed** | |
| Competency Unit / Elements  Workplace Observation / Demonstration | Supervisor | Apprentice |
| 1. Follows workplace hygiene procedures and identifies food hazards and reports personal health issues. |  |  |
| 1. Prevents food contamination in a variety of ways |  |  |
| Employer/Supervisor Initials: Date: | | |
| Apprentice Initials: Date: | | |
| RTO Assessor Initials: Date: | | |

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| **SITHKOP001 Clean kitchen premises and equipment** | | |
|  | ELEMENTS COMPLETED  **Please tick √ when completed** | |
| Competency Unit Elements  Workplace Observation / Demonstration | Supervisor | Apprentice |
| 1. Cleans and sanitises kitchen equipment, utensils, service ware and premises to industry standards |  |  |
| 1. Works safely to reduce negative environmental impacts |  |  |
| Employer/Supervisor Initials: Date: | | |
| Apprentice Initials: Date: | | |
| RTO Assessor Initials: Date: | | |

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| **SITXINV002 Maintain the quality of perishable items** | | |
|  | ELEMENTS COMPLETED  **Please tick √ when completed** | |
| Competency Unit Elements  Workplace Observation / Demonstration | Supervisor | Apprentice |
| 1. Stores supplies in appropriate conditions |  |  |
| 1. Knowledge of quality of perishable supplies and disposal of spoilt stock correctly |  |  |
| Employer/Supervisor Initials: Date: | | |
| Apprentice Initials: Date: | | |
| RTO Assessor Initials: Date: | | |

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| **BSBWOR203 Work effectively with others** | | |
|  | ELEMENTS COMPLETED  **Please tick √ when completed** | |
| Competency Unit Elements  Workplace Observation / Demonstration | Supervisor | Apprentice |
| 1. Develops effective workplace relationships and works well as part of the kitchen team |  |  |
| 1. Deals effectively with issues, problems and conflict |  |  |
| Employer/Supervisor Initials: Date: | | |
| Apprentice Initials: Date: | | |
| RTO Assessor Initials: Date: | | |

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| **SITHCCC001 Use food preparation equipment** | | |
|  | ELEMENTS COMPLETED  **Please tick √ when completed** | |
| Competency Unit Elements  Workplace Observation / Demonstration | Supervisor | Apprentice |
| 1. Knowledge and safe use of different food preparation equipment |  |  |
| 2. Cleaning and maintaining food preparation equipment |  |  |
| Employer/Supervisor Initials: Date: | | |
| Apprentice Initials: Date: | | |
| RTO Assessor Initials: Date: | | |

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| **SITHCCC005 Produce dishes using basic methods of cookery** | | |
|  | ELEMENTS COMPLETED  **Please tick √ when completed** | |
| Competency Unit Elements  Workplace Observation / Demonstration | Supervisor | Apprentice |
| 1. Prepare and cook dishes using a variety of basic methods of cookery |  |  |
| 1. Use of different cooking equipment and technology to produce dishes |  |  |
| Employer/Supervisor Initials: Date: | | |
| Apprentice Initials: Date: | | |
| RTO Assessor Initials: Date: | | |

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| **SITHCCC003 Prepare and present sandwiches** | | |
|  | ELEMENTS COMPLETED  **Please tick √ when completed** | |
| Competency Unit Elements  Workplace Observation / Demonstration | Apprentice Initial / Date | Employer /Supervisor Initial / Date  RTO Assessor Initial/ Date |
| 1. Prepares and presents a variety of sandwiches |  |  |
| 2. Stores sandwiches correctly |  |  |
| Employer/Supervisor Initials: Date: | | |
| Apprentice Initials: Date: | | |
| RTO Assessor Initials: Date: | | |

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| **SITHCCC006 Prepare appetisers and salads** | | |
|  | ELEMENTS COMPLETED  **Please tick √ when completed** | |
| Competency Unit Elements  Workplace Observation / Demonstration | Supervisor | Apprentice |
| 1. Prepares and presents a variety of salads and dressings  appetisers |  |  |
| 2. Prepares and presents a range of hot and cold |  |  |
| 3. Store appetisers and salads correctly |  |  |
| Employer/Supervisor Initials: Date: | | |
| Apprentice Initials: Date: | | |
| RTO Assessor Initials: Date: | | |

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| **SITHCCC007 Prepare stocks, sauces and soups** | | |
|  | ELEMENTS COMPLETED  **Please tick √ when completed** | |
| Competency Unit Elements  Workplace Observation / Demonstration | Supervisor | Apprentice |
| 1. Prepares stocks, glazes and essences required for menu items |  |  |
| 2. Prepare sauces required for menu items |  |  |
| 3. Prepare soups required for menu items |  |  |
| 4. Store and reconstitute stocks, sauces and soups |  |  |
| Employer/Supervisor Initials: Date: | | |
| Apprentice Initials: Date: | | |
| RTO Assessor Initials: Date: | | |

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| **SITHCCC008 Prepare vegetable, fruit, eggs and farinaceous dishes** | | |
|  | ELEMENTS COMPLETED  **Please tick √ when completed** | |
| Competency Unit Elements  Workplace Observation / Demonstration | Supervisor | Apprentice |
| 1. Prepares vegetable and fruit dishes |  |  |
| 2. Prepares rice and farinaceous products i.e.: Pasta |  |  |
| 3. Prepares and cooks egg-based dishes |  |  |
| 4. Stores vegetables, eggs and farinaceous products correctly |  |  |
| Employer/Supervisor Initials: Date: | | |
| Apprentice Initials: Date: | | |
| RTO Assessor Initials: Date: | | |

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| **SITHCCC017 Handle and serve cheese** | | |
|  | ELEMENTS COMPLETED  **Please tick √ when completed** | |
| Competency Unit Elements  Workplace Observation / Demonstration |  |  |
| 1. Knowledge of a wide range and varieties of cheeses |  |  |
| 2. Prepares a range of cheese and accompaniments for customers |  |  |
| 3. Knowledge of storage and shelf life of cheese |  |  |
| Employer/Supervisor Initials: Date: | | |
| Apprentice Initials: Date: | | |
| RTO Assessor Initials: Date: | | |

# Level Two (2)

The following units of competence will be delivered and assessed at this level:

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| SITHCCC012 | Produce poultry dishes |
| SITHCCC013 | Produce seafood dishes |
| SITHCCC014 | Produce meat dishes |
| SITHCCC022 | Prepare portion-controlled meat cuts |
| SITHPAT006 | Produce desserts |
| SITHCCC019 | Produce cakes, pastries and breads |

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| **SITHCCC012 Prepare poultry dishes** | | |
|  | ELEMENTS COMPLETED  **Please tick √ when completed** | |
| Competency Unit Elements  Workplace Observation / Demonstration | Supervisor | Apprentice |
| 1. Selects and purchases poultry items |  |  |
| 2. Handles and stores poultry correctly |  |  |
| 3. Prepares, cooks and presents poultry dishes |  |  |
| Employer/Supervisor Initials: Date: | | |
| Apprentice Initials: Date: | | |
| RTO Assessor Initials: Date: | | |

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| **SITHCCC013 Produce seafood dishes** | | |
|  | ELEMENTS COMPLETED  **Please tick √ when completed** | |
| Competency Unit Elements  Workplace Observation / Demonstration | Supervisor | Apprentice |
| 1. Selects and stores seafood |  |  |
| 2. Prepares, cooks and presents a variety of seafood dishes |  |  |
| Employer/Supervisor Initials: Date: | | |
| Apprentice Initials: Date: | | |
| RTO Assessor Initials: Date: | | |
| **SITHCCC014 Prepare meat dishes** | | |
|  | ELEMENTS COMPLETED  **Please tick √ when completed** | |
| Competency Unit Elements  Workplace Observation / Demonstration | Supervisor | Apprentice |
| 1. Selects and prepares meat for dishes |  |  |
| 2. Cooks and presents a variety of meat dishes |  |  |
| 3. Stores meats correctly |  |  |
| Employer/Supervisor Initials: Date: | | |
| Apprentice Initials: Date: | | |
| RTO Assessor Initials: Date: | | |

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| **SITHCCC022 Prepare portion controlled meat cuts** | | |
|  | ELEMENTS COMPLETED  **Please tick √ when completed** | |
| Competency Unit Elements  Workplace Observation / Demonstration | Supervisor | Apprentice |
| 1. Selects reputable suppliers and purchases traditional and contemporary meat items |  |  |
| 2. Prepares and produces and range of portion-controlled meats and meat products for service |  |  |
| 3. Stores meat products and cuts correctly |  |  |
| 4. Implements safe and hygienic practices for meat |  |  |
| Employer/Supervisor Initials: Date: | | |
| Apprentice Initials: Date: | | |
| RTO Assessor Initials: Date: | | |

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| **SITHPAT006 Produce desserts** | | |
|  | ELEMENTS COMPLETED  **Please tick √ when completed** | |
| Competency Unit Elements  Workplace Observation / Demonstration | Supervisor | Apprentice |
| 1. Selects correct ingredients and equipment |  |  |
| 2. Portions and prepares ingredients |  |  |
| 3. Prepares desserts and a variety of sauces |  |  |
| 4. Presents desserts using a variety of garnishes and decorations |  |  |
| Employer/Supervisor Initials: Date: | | |
| Apprentice Initials: Date: | | |
| RTO Assessor Initials: Date: | | |

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| **SITHCCC019 Produce cakes, pastries and breads** | | |
|  | ELEMENTS COMPLETED  **Please tick √ when completed** | |
| Competency Unit Elements  Workplace Observation / Demonstration | Supervisor | Apprentice |
| 1. Prepares, decorates and presents a variety of pastries, |  |  |
| 2. Prepares and presents a variety of cakes and yeast goods |  |  |
| 3. Stores pastry, cakes and yeast goods correctly |  |  |
| Employer/Supervisor Initials: Date: | | |
| Apprentice Initials: Date: | | |
| RTO Assessor Initials: Date: | | |

# Level Three (3)

The following units of competence will be delivered and assessed at this level:

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| SITXFSA002 | Participate in safe food handling practices |
| SITXHRM001 | Coach others in job skills |
| SITHKOP004 | Develop menus for special dietary requirements |
| SITHCCC011 | Prepare foods to meet special dietary requirements |
| SITHKOP002 | Plan and cost basic menus |
| SITHCCC020 | Work effectively as a cook |

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| **SITXFSA002 Participate in safe food handling practices** | | |
|  | ELEMENTS COMPLETED  **Please tick √ when completed** | |
| Competency Unit Elements  Workplace Observation / Demonstration | Supervisor | Apprentice |
| 1. Implements procedures for food safety |  |  |
| 2. Prepares and stores food safely |  |  |
| 3. Maintains a clean work environment at all times |  |  |
| 4. Dispose of food safely and correctly |  |  |
| Employer/Supervisor Initials: Date: | | |
| Apprentice Initials: Date: | | |
| RTO Assessor Initials: Date: | | |

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| **SITXHRM001 Coach others in job skills** | | |
|  | ELEMENTS COMPLETED  **Please tick √ when completed** | |
| Competency Unit Elements  Workplace Observation / Demonstration | Supervisor | Apprentice |
| 1. Good understanding of on-the-job coaching |  |  |
| 2. Ability to coach colleagues on-the-job |  |  |
| 3. Provides feedback and follow up coaching advice |  |  |
| Employer/Supervisor Initials: Date: | | |
| Apprentice Initials: Date: | | |
| RTO Assessor Initials: Date: | | |

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| **SITHKOP004 Develop menus for special dietary requirements** | | |
|  | ELEMENTS COMPLETED  **Please tick √ when completed** | |
| Competency Unit Elements  Workplace Observation / Demonstration |  |  |
| 1. Identifies and understands the dietary and cultural requirements of customers |  |  |
| 2. Ability to develop menus and meal plans to meet dietary and cultural requirements |  |  |
| 3. Knowledge of costing and documenting for special menus and meal plans |  |  |
| 4. Monitors special menu performance |  |  |
| Employer/Supervisor Initials: Date: | | |
| Apprentice Initials: Date: | | |
| RTO Assessor Initials: Date: | | |

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| **SITHKOP002 Plan and cost basic menus** | | |
|  | ELEMENTS COMPLETED  **Please tick √ when completed** | |
| Competency Unit Elements  Workplace Observation / Demonstration | Supervisor | Apprentice |
| 1. Identifies customer preferences and plans and costs menus effectively |  |  |
| 2. Writes menu content and contributes to menu planning |  |  |
| 3. Evaluates menu success |  |  |
| Employer/Supervisor Initials: Date: | | |
| Apprentice Initials: Date: | | |
| RTO Assessor Initials: Date: | | |
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| **SITHCCC020 Work effectively as a cook** | | |
|  | ELEMENTS COMPLETED  **Please tick √ when completed** | |
| Competency Unit Elements  Workplace Observation / Demonstration | Supervisor | Apprentice |
| 1. Coordinates, organises and prepares food for service |  |  |
| 2. Cook and serve menu items for food service |  |  |
| 3. Coordinate and complete end of service requirements |  |  |
| Employer/Supervisor Initials: Date: | | |
| Apprentice Initials: Date: | | |
| RTO Assessor Initials: Date: | | |

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| **SITHCCC018 Prepare foods to meet special dietary requirements** | | |
|  | ELEMENTS COMPLETED  **Please tick √ when completed** | |
| Competency Unit Elements  Workplace Observation / Demonstration | Supervisor | Apprentice |
| 1. Confirm special dietary requirements and select ingredient |  |  |
| 2. Prepare foods to satisfy nutritional and special dietary requirements. |  |  |
| Employer/Supervisor Initials: Date: | | |
| Apprentice Initials: Date: | | |
| RTO Assessor Initials: Date: | | |

# SIT30816 – Certificate III in Commercial Cookery Declaration

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| BSBSUS201 | Participate in environmentally sustainable work practices |
| SITXWHS001 | Participate in safe work practices |
| SITXFSA001 | Use hygienic practices for food safety |
| SITHKOP001 | Clean kitchen premises and equipment |
| SITXINV002 | Maintain the quality of perishable items |
| BSBWOR203 | Work effectively with others |
| SITHCCC001 | Use food preparation equipment |
| SITHCCC005 | Prepare dishes using basic methods of cookery |
| SITHCCC003 | Prepare and present sandwiches |
| SITHCCC006 | Prepare appetisers and salads |
| SITHCCC007 | Prepare stocks, sauces and soups |
| SITHCCC008 | Prepare vegetable, fruit, eggs and farinaceous dishes |
| SITHCCC017 | Handle and serve cheese |
| SITHCCC012 | Prepare poultry dishes |
| SITHCCC013 | Prepare seafood dishes |
| SITHCCC014 | Prepare meat dishes |
| SITHCCC022 | Prepare portion-controlled meat cuts |
| SITHPAT006 | Produce desserts |
| SITHCCC019 | Produce cakes, pastries and breads |
| SITXFSA002 | Participate in safe food handling practices |
| SITXHRM001 | Coach others in job skills |
| SITHKOP004 | Develop menus for special dietary requirements |
| SITHCCC018 | Prepare food to meet special dietary requirements |
| SITHKOP002 | Plan and cost basic menus |
| SITHCCC020 | Work effectively as a cook |

**Completion Declaration:**

This declaration is to be completed by all parties after the Apprentice’s performance has been consistently demonstrated and observed in the workplace. The signatures obtained in this Training Record validate that the Apprentice has completed all of the observation tasks required for the above mentioned competencies. Assessment evidence has been collected by the SRTO and has been deemed competent in each unit. The completion of this Training Record Book does not result in the Apprentice completing the qualification, at which time the Apprentice is deemed completed through Quality Assurance checks completed by the SRTO, the SRTO will provide a Completion Agreement for all parties to sign off on. The Completion Agreement will then be sent to the Department of Education for assessment and processing.

Apprentice Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

SRTO /Assessor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_