INSTITUTE OF CULINARY EXCELLENCE

TRAINING RECORD BOOK

SIT30821 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 provides the workplace supervisor with a summary of the training package requirements and a list of workplace tasks that the apprentice / trainee is expected to be able to complete satisfactorily at the end of each unit. 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, however is brought into class on a regular basis.

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)

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

SITXFSA005	Use hygienic practices for food safety
SITXINV006	Receive, store and maintain stock
SITHKOP009	Clean kitchen premises and equipment
SITXWHS005	Participate in safe work practices
SITHCCC023	Use food preparation equipment
SITHCCC027	Prepare dishes using basic methods of cookery
SITHCCC028	Prepare appetisers and salads
SITHASC024	Prepare Asian salads
SITHCCC029	Prepare stocks, sauces and soups
SITHCCC030	Prepare vegetables, fruit, eggs and farinaceous dishes
SITHCCC025	Prepare and present sandwiches

SITXFSA005 Use hygienic practices for food safety		
This unit describes the performance outcomes, skills and knowledge required to use personal hygiene practices to prevent contamination of food that might cause food-borne illnesses. It requires the ability to follow predetermined organisational procedures and to identify and control food hazards. Food handlers must comply with the requirements contained within the Australia New Zealand Food Standards Code.		
Workplace Tasks Observation / Demonstration	**Please tick when completed**	
	Supervisor	Apprentice
1. Student understands the basic aspects of commonwealth, state or territory food safety laws, standards and codes.		
2. Understand the health issues likely to cause a hygiene risk relevant to food safety.		
3. Student is able to give an example of cross contamination		
4. Student is able to describe three types of food contamination.		
5. Student is able to explain what salmonella is.		
6. Student is able to explain the 'two hour four hour rule'		
7. Student knows the difference between food spoilage and food poisoning.		
8. Student can explain the process of bacteria growth.		
9. Student knows the difference between food spoilage and food poisoning.		
10. Student can explain the process of bacteria growth.		
11. Student demonstrates use of safe food handling practices in food handling practices in food handling work functions in line with organisation hygiene procedures.		
12. Student effectively demonstrates handwashing techniques.		
13. Student understands the basic aspects of HACCP method of controlling food safety.		
14. Student understands the basic content of the organisations food safety program.		
15. Student knows who to report food safety problems to in the workplace.		
Comments:		
Employer / Supervisor signature: **Date:**		
Apprentice signature: **Date:**		
RTO Assessor signature: **Date:**		

SITXINV006 Receive, store and maintain stock		
Workplace Tasks Observation / Demonstration	**Please tick when completed**	
	Supervisor	Apprentice
1. Student is able to check all incoming stock against existing orders and documentation.		
2. Student is able to inspect all items for damage, quality and use-by-dates and knows where, how and to whom to record findings to?		
3. Student knows how to record temperature checks and has knowledge of acceptable levels and tolerances for food safety.		
4. Student is able to recognise discrepancies and problems with deliveries and knows correct workplace procedure for rejecting products and reporting within their responsibilities.		
5. Student knows how to record incoming stock according to workplace procedures.		
6. Student knows how and where to store stock in appropriate environmental conditions.		
7. Student is able to transport stock to correct storage areas using correct and safe handling techniques.		
8. Student is able to label and store stock appropriately to minimize waste and avoid food contamination.		
9. Student maintains cleanliness of storage areas and identifies and reports problems to supervisors immediately.		
10. Student regularly checks environmental conditions and par levels of stock.		
11. Student understands the importance of the FIFO techniques for stock rotation.		
12. Student protects supplies from damage, cross contamination and pests.		
13. Student regularly checks for contamination, spoilage of stock and pest damage.		
14. Student disposes of stock in an environmentally sustainable and safe way.		
Comments:		
Employer / Supervisor signature:	**Date:**	
Apprentice signature:	**Date:**	
RTO Assessor signature:	**Date:**	

SITHKOP009 Clean kitchen premises and equipment		
This unit describes the performance outcomes, skills and knowledge required to clean food preparation areas, storage areas, and equipment in commercial kitchens to ensure the safety of food. It requires the ability to work safely and to use resources efficiently to reduce negative environmental impacts.		
Workplace Tasks Observation / Demonstration	**Please tick when completed**	
	Supervisor	Apprentice
1. Student knows about various types of chemicals, equipment and practices for cleaning and sanitising in a kitchen context.		
2. Student selects and use chemicals correctly for cleaning and/or sanitising kitchen equipment and utensils.		
3. Student is able to demonstrate good and safe cleaning techniques to all equipment and service ware and ensures it is all clean.		
4. Student uses water and energy in a sustainable manner.		
5. Student understands hygiene and cross-contamination issues in kitchens.		
6. Student is able to work in a logical and time efficient manner.		
7. Student takes environmental considerations into account while cleaning.		
8. Student disposes of waste in an appropriate and responsible manner.		
9. Student is able to choose and use the appropriate chemical and PPE for each task.		
10. Student is able use problem solving skills to deal with issues.		
11. Student knows WH&S requirements and uses safe work practices for bending, lifting, carrying and using equipment.		
Comments:		
Employer / Supervisor signature: **Date:**		
Apprentice signature: **Date:**		
RTO Assessor signature: **Date:**		

SITXWHS005 Participate in safe work practices		
This unit describes the performance outcomes, skills and knowledge required to incorporate safe work practices into own workplace activities. It requires the ability to follow predetermined health, safety and security procedures and to participate in organisational work health and safety (WHS) management practices.		
Workplace Tasks Observation / Demonstration	**Please tick when completed**	
	Supervisor	Apprentice
1. Student demonstrates safe work practices at all times.		
2. Student demonstrates safe use of equipment and machinery.		
3. Student is able to follow employee duty of care for WHS.		
4. Student is able to demonstrate knowledge of PPE in the workplace.		
5. Student communicates hazards and safety issues in the workplace to supervisor when necessary.		
6. Student controls and is responsible for his/her own work area.		
7. Student works in a timely, safe and efficient manner and works well as part of a team.		
8. Student seeks safety assistance when appropriate.		
9. Student knows and follows emergency procedures correctly.		
10. Student reports details of emergency situations accurately.		
11. Student applies personal grooming and hygiene standards.		
12. Student consistently wears correct uniform / clothing and PPE.		
13. Student always follows WHS protocol and works in a safe manner.		
14. Student is able to provide feedback on health, safety and security by identifying and raising issues to relevant person.		
Comments:		
Employer / Supervisor signature: **Date:**		
Apprentice signature: **Date:**		
RTO Assessor signature: **Date:**		

SITHCCC023 Use food preparation equipment		
This unit describes the performance outcomes, skills and knowledge required to safely use commercial kitchen equipment to prepare a range of different food types.		
Workplace Tasks Observation / Demonstration	**Please tick when completed**	
	Supervisor	Apprentice
1. Student is able to confirm food preparation requirements from recipes, lists or other workplace information.		
2. Student is able to identify and select knives and other equipment needed suited to the food preparation task.		
3. Student is able to safely assemble and ensure cleanliness of equipment before use.		
4. Student uses and handles food and equipment hygienically and safely and according to manufacturer's instructions.		
5. Student maintains the condition of equipment and makes minor adjustments as required.		
6. Student maintains the cleanliness of equipment using the appropriate cleaning agents.		
7. Student uses a range of cutting techniques and correct knife handling for food items.		
8. Student prepares food items using suitable knives.		
9. Student organises and prepares ingredients in required form, within allotted time frames.		
10. Student stores all food items correctly and hygienically where possible to minimise waste.		
11. Student works co-operatively with members of the kitchen team.		
Comments:		
Employer / Supervisor signature: **Date:**		
Apprentice signature: **Date:**		
RTO Assessor signature: **Date:**		

SITHCCC027 Prepare dishes using basic methods of cookery		
This unit describes the performance outcomes, skills and knowledge required to use a range of basic cookery methods to prepare dishes.		
Workplace Tasks Observation / Demonstration	**Please tick when completed**	
	Supervisor	Apprentice
1. Student calculates correct quantities and ratios of commodities for specific cookery methods.		
2. Student applies knowledge of different foods and appropriate cookery methods.		
3. Student demonstrates principles and practice of basic methods of cookery.		
4. Student selects correct equipment / technology.		
5. Student uses equipment / technology correctly, efficiently and safely.		
6. Student works co-operatively with kitchen and front-of-house personnel to ensure dishes are prepared within required timeframe.		
7. Student uses safe work practices [e.g. lifting, bending, avoiding burns].		
8. Student uses correct culinary terms.		
9. Student applies principles and practices of hygiene including appropriate dress and personal hygiene.		
10. Student completes cooking process in a logical and time efficient manner to meet workflow requirements.		
11. Student uses waste minimisation techniques and environmental considerations.		
12. Student manages more than one task simultaneously.		
13. Student deals appropriately with problems if encountered.		
14. Student confidently and efficiently prepares a range of dishes to the standard required by the enterprise/industry.		
Comments:		
Employer / Supervisor signature: **Date:**		
Apprentice signature: **Date:**		
RTO Assessor signature: **Date:**		

SITHCCC0028/SITHASC024 Prepare appetisers and salads / Prepare Asian salads		
This unit describes the performance outcomes, skills and knowledge required to prepare salads, including sauces, dressings and accompaniments for national and regional Asian cuisines. It requires the ability to select and prepare ingredients, and to use relevant equipment and cookery methods.		
Workplace Tasks Observation / Demonstration	**Please tick when completed**	
	Supervisor	Apprentice
1. Student can confirm food production requirements and selects and calculates correct ingredients amounts from standard recipes.		
2. Student uses correct preparation techniques including measuring, weighing, cutting and portioning ingredients according to recipes		
3. Student selects equipment correctly and assembles and uses items hygienically and safely at all times.		
4. Student cooks and combines salad ingredients according to a variety of recipes		
5. Students prepare marinades, flavourings and sauce mixtures and store as required.		
6. Student prepares a variety of accompaniments and garnishes.		
7. Student portions, plates and presents items attractively.		
8. Student visually evaluates salads and adjusts presentation where necessary.		
9. Student uses safe food handling and hygienic practices.		
10. Student minimises wastage by using quality trimmings, leftovers etc.		
11. Student stores items in appropriate conditions and containers.		
12. Student uses safe work practices, i.e. bending and lifting, cutting.		
13. Student shares information with other kitchen staff and works co-operatively as a member of the kitchen team.		
14. Student uses correct culinary terms.		
15. Student deals appropriately with problems if encountered.		
16. Student manages more than one task simultaneously.		
17. Student works in a logical and time efficient manner to meet workflow requirements.		
18. Student stores produce in the appropriate environmental conditions in the workplace.		
Comments:		
Employer / Supervisor signature: **Date:**		
Apprentice signature: **Date:**		
RTO Assessor signature: **Date:**		

SITHCCC029 Prepare stocks, sauces and soups		
This unit describes the performance outcomes, skills and knowledge required to prepare various stocks, sauces and soups following standard recipes. It requires the ability to select and prepare ingredients, and to use relevant equipment and cookery and food storage methods.		
Workplace Tasks Observation / Demonstration	**Please tick when completed**	
	Supervisor	Apprentice
1. Student is able to prepare a wide range of stocks, sauces and soups using a variety of thickening agents		
2. Student selects correct equipment according to recipe and ensures it's clean		
3. Student is able to prepare items in a safe and hygienic manner		
4. Student is able to read, adjust, multiply and follow a recipe		
5. Student is able to minimise waste when preparing stocks, soups and sauces		
6. Student works in a timely and efficient manner		
7. Student selects correct ingredients according to freshness and quality		
8. Student is able to cook and present a variety of stocks, soups and sauces to venue standard and for multiple customers		
9. Student is able to adjust menu items according to special diets		
10. Student resolves problems when preparing stocks, soups and sauces		
11. Student using clarifying agents when necessary for soups		
12. Student works well as part of the kitchen and front of house team		
Comments:		
Employer / Supervisor signature: **Date:**		
Apprentice signature: **Date:**		
RTO Assessor signature: **Date:**		

SITHCCC030 Prepare vegetable, fruit, eggs and farinaceous dishes		
This unit describes the performance outcomes, skills and knowledge required to prepare and cook various vegetable, fruit, egg and farinaceous dishes following standard recipes. It requires the ability to select and prepare ingredients, and to use relevant equipment, cookery and food storage methods.		
Workplace Tasks Observation / Demonstration	**Please tick when completed**	
	Supervisor	Apprentice
1. Student selects correct equipment according to each recipe and ensures it's clean		
2. Student is able to prepare a wide range of vegetable and potato dishes to venue standard and for a multiple of customers		
3. Student is able to prepare and cook fresh pasta and farinaceous products (Inc. rice, quinoa, couscous) to venue standard and for a multiple of customers		
4. Student is able to prepare and cook a range of egg dishes and can use eggs for a selection of culinary processes (i.e. binding, glazing, aerating) to venue standard and for multiple customers		
5. Student is able to read, adjust, multiply and follow a recipe		
6. Student is able to minimise waste when preparing vegetable, fruit, eggs and farinaceous recipes		
7. Student works in a timely and efficient manner and works well as part of a team		
8. Student selects correct ingredients from store according to freshness and quality		
9. Student is able to adjust menu items according to special diets		
10. Student is able to resolve any problems when preparing vegetable, fruit, eggs and farinaceous dishes		
11. Student selects correct equipment according to each recipe and ensures it's clean		
12. Student is able to prepare a wide range of vegetable and potato dishes to venue standard and for a multiple of customers		
Comments:		
Employer / Supervisor signature: **Date:**		
Apprentice signature: **Date:**		
RTO Assessor signature: **Date:**		

SITHCCC025 Prepare and present sandwiches		
This unit describes the performance outcomes, skills and knowledge required to prepare and present a variety of sandwiches in a hospitality or catering organisation. Sandwiches may be classical or modern, hot or cold, of varying cultural and ethnic origins and use a variety of fillings and types of bread.		
Workplace Tasks Observation / Demonstration	**Please tick when completed**	
	Supervisor	Apprentice
1. Student correctly identifies food items to be prepared for service.		
2. Student organises clean and undamaged crockery at correct temperature for service of food		
3. Student calculates and portions food correctly according to enterprise policies or standard recipes		
4. Student plates food and presents neatly and attractively using a variety of garnishes, giving attention to colour, contrast & eye appeal		
5. Student applies classical and innovative styles of food presentation for major food groups		
6. Student serves food to be displayed in public areas attractively and at the correct temperature		
7. Student demonstrates logical and efficient workflow		
8. Student handles food and equipment hygienically and safely and uses safe work practices at all times.		
9. Student uses waste minimisation techniques and environmental considerations in specific relation to food presentation		
10. Student work co-operatively with members of the kitchen and service team		
11. Student plates, presents and serves a range of food items efficiently and within realistic industry timeframes		
12. Student store sandwiches in the appropriate environmental conditions in the workplace		
Comments:		
Employer / Supervisor signature: **Date:**		
Apprentice signature: **Date:**		
RTO Assessor signature: **Date:**		

LEVEL TWO (2)

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

SITHCCC035	Prepare poultry dishes
SITHCCC036	Prepare meat dishes
SITHCCC037	Prepare seafood dishes
SITHCCC041	Produce cakes, pastries and breads
SITHPAT016	Produce desserts
SITHCCC044	Prepare specialised food items
BSBSUS211	Participate in sustainable work practices

SITHCCC035 Prepare poultry dishes		
This unit describes the performance outcomes, skills and knowledge required to prepare and cook a range of poultry dishes following standard recipes. It requires the ability to select, prepare and portion poultry, and to use relevant equipment, cookery and food storage methods.		
Workplace Tasks Observation / Demonstration	**Please tick when completed**	
	Supervisor	Apprentice
1. Student can confirm food production requirements and calculate and weigh ingredients for poultry recipes		
2. Student can correctly identify and select different kinds of fresh, good quality poultry and other ingredients		
3. Student can safely and correctly identify and hygienically use different equipment required for a range of poultry dishes		
4. Student is aware of correct thawing and storing procedures for poultry		
5. Student can use a different range of preparation methods and minimise wastage when preparing poultry dishes		
6. Student can select a range of different methods of cookery for poultry dishes		
7. Student prepares and presents a range of sauces, accompaniments and garnishes for poultry dishes		
8. Student can carve and portion poultry where required		
9. Student visually evaluates the dish and adjusts presentation if necessary		
10. Student works clean, efficiently and hygienically and uses correct storage methods that minimise waste		
Comments:		
Employer / Supervisor signature: **Date:**		
Apprentice signature: **Date:**		
RTO Assessor signature: **Date:**		

SITHCCC036 Prepare meat dishes		
This unit describes the performance outcomes, skills and knowledge required to select quality meats, break down primary and secondary cuts into portions, and prepare a selection of meat products according to standard recipes. It requires the ability to use appropriate equipment and storage procedures.		
Workplace Tasks Observation / Demonstration	**Please tick when completed**	
	Supervisor	Apprentice
1. Student can confirm ingredients, meat preparation and production from food prep lists and recipes		
2. Student can identify and select correct traditional and contemporary meats, meat products and other ingredients according to recipe and freshness		
3. Student can use correct knives and hygienic equipment when preparing portion controlled meat cuts		
4. Student can cut, portion and weigh meat accurately and minimise waste and maximise profitability		
5. Student can select and use a range of ingredients, filling, flavourings and marinades for different meats		
6. Student has knowledge of different preserving techniques to extend the shelf life of meat products		
7. Student can store meat in safe and appropriate environmental conditions		
8. Student works cleanly and hygienically at all time while preparing meat and products		
Comments:		
Employer / Supervisor signature: **Date:**		
Apprentice signature: **Date:**		
RTO Assessor signature: **Date:**		

SITHCCC037 Prepare seafood dishes		
This unit describes the performance outcomes, skills and knowledge required to prepare and cook a range of fish and shellfish dishes following standard recipes. It requires the ability to select, prepare and portion seafood, and to use relevant equipment, cookery and food storage methods.		
Workplace Tasks Observation / Demonstration	**Please tick when completed**	
	Supervisor	Apprentice
1. Student confirms, calculates and weighs correct ingredients for a range of seafood dishes		
2. Student can identify different types of seafood and assess freshness of products		
3. Student can use a range of suitable equipment for seafood dishes		
4. Student is aware of correct thawing procedures for frozen seafood and correct storage conditions for fresh seafood		
5. Student can use a range of different preparation techniques and cookery methods for seafood dishes		
6. Student can minimise waste when preparing fresh seafood		
7. Student can prepare and present a range of sauces, accompaniments and garnishes for seafood dishes		
8. Student can portion seafood correctly		
9. Student can visually evaluate a dish and make adjustments to presentation if necessary		
10. Student works in a clean and hygienic work area while preparing seafood		
Comments:		
Employer / Supervisor signature: **Date:**		
Apprentice signature: **Date:**		
RTO Assessor signature: **Date:**		

SITHCCC041 Produce cakes, pastries and breads		
This unit describes the performance outcomes, skills and knowledge required to produce cakes, pastries and breads in a commercial kitchen following standard recipes. It requires the ability to select, prepare and portion ingredients; and to use relevant equipment a range of cookery methods to make and decorate cakes, pastries and breads, and food storage methods.		
Workplace Tasks Observation / Demonstration	**Please tick when completed**	
	Supervisor	Apprentice
1. Student can confirm cake, pastry and bread production requirements and select and calculate correct ingredients to use		
2. Student can select and safely utilise correct equipment to use and assess its cleanliness		
3. Student can weigh, sort and select wet and dry ingredients according to food production sequencing		
4. Student can prepare yeast based dough to correct consistency and shape as per recipes		
5. Student can use a range of different cookery methods for cakes, pastries and breads		
6. Student can use the correct oven temperatures and baking conditions for a range of bakery products		
7. Student can cool products effectively can correctly		
8. Student can display a range of cake and pastry decoration techniques		
9. Student can use correct and appropriate service ware to display products in correct conditions to optimise freshness to minimise waste		
10. Student works cleanly and hygienically and stores cakes in correct conditions		
Comments:		
Employer / Supervisor signature: **Date:**		
Apprentice signature: **Date:**		
RTO Assessor signature: **Date:**		

SITHPAT016 Produce desserts		
This unit describes the performance outcomes, skills and knowledge required to produce hot, cold and frozen desserts following standard and special dietary recipes. It requires the ability to select, prepare and portion ingredients and to use equipment and a range of cookery methods to make and present desserts.		
Workplace Tasks Observation / Demonstration	**Please tick when completed**	
	Supervisor	Apprentice
1. Student can confirm and calculate correct ingredients for a range of desserts		
2. Student selects, prepares and hygienically uses the correct equipment for a range of desserts		
3. Student can prepare a range of desserts using a variety of cooking and preparation methods and using the correct food production sequencing		
4. Student can follow special dietary recipes for different customers' requirements ie: flour or sugar alternatives		
5. Student can prepare and present a range of hot and cold sauces with a variety of thickening agents as accompaniments to desserts		
6. Student can portion desserts efficiently and consistently		
7. Student can use a variety of different garnishes to enhance the appearance of desserts		
8. Student can visually evaluate desserts and adjust presentation where needed before serving		
9. Student works in a clean and hygienic work space while preparing desserts		
10. Student can store desserts correctly and minimise waste where possible		
Comments:		
Employer / Supervisor signature: **Date:**		
Apprentice signature: **Date:**		
RTO Assessor signature: **Date:**		

SITHCCC044 Prepare specialised food items		
This unit describes the performance outcomes, skills and knowledge required to prepare and cook food items that are more unusual in nature than those in standard recipes. It requires the ability to select and prepare ingredients, use relevant equipment, specialised cookery and food storage methods for unusual food items and recipes.		
Workplace Tasks Observation / Demonstration	**Please tick when completed**	
	Supervisor	Apprentice
1. Student confirms food production requirements from recipes and can calculate amounts required.		
2. Student can identify and select correct ingredients for specialised food items according to recipes, quality, freshness and stock rotation.		
3. Student can select type and size of equipment needed for recipes.		
4. Student can safely assemble, use and ensure cleanliness of equipment and hygienic use at all times.		
5. Student can sort and prepare all necessary ingredients for food production using efficient techniques, correct sequencing and self management skills.		
6. Student is able to weigh, measure and create correct portions according to recipes for production.		
7. Student is able to minimise waste to maximise profitability.		
8. Student selects correct cookery methods for specialised food items.		
9. Student present dishes attractively and can visually evaluate and adjust presentation if and when required.		
10. Students can prepare several accompaniments, dips and garnishes for dishes.		
11. Student knows how to store prepared food items correctly.		
12. Student works clean at all times and has knowledge of how to dispose of/ or store surplus stock using environmental considerations.		
Comments:		
Employer / Supervisor signature: **Date:**		
Apprentice signature: **Date:**		
RTO Assessor signature: **Date:**		

BSBSUS211 Participate in sustainable work practices		
This unit describes the skills and knowledge required to effectively measure current resource use and carry out improvements, including reducing the negative environmental impact of work practices. It applies to individuals, working under supervision or guidance, who are required to follow workplace procedures and instructions, and work in an environmentally sustainable manner within scope of competency, authority and own level of responsibility.		
Workplace Tasks Observation / Demonstration	**Please tick when completed**	
	Supervisor	Apprentice
1. Student is able to locate and interpret a range of environment / sustainability legislation and procedural requirements.		
2. Student participates in and supports discussions for an improved resource efficiency process.		
3. Student can identify, document and measure usage of resources.		
4. Student collaborates with team members on suggestions for improving workplace practices.		
5. Student identifies environmental and resource hazards / risks as well as environmental or sustainability legislation, regulations and codes of practice applicable to own role.		
6. Student outlines sustainability requirements in the workplace.		
7. Student identifies reporting channels and procedures to report breaches and potential issues.		
8. Student can identify where to find environmental and resource efficiency systems and procedures.		
Comments:		
Employer / Supervisor signature: **Date:**		
Apprentice signature: **Date:**		
RTO Assessor signature: **Date:**		

LEVEL THREE (3)

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

SITHCCC031	Prepare vegetarian and vegan dishes
SITHCCC042	Prepare food to meet specialised dietary requirements
SITHCCC043	Work effectively as a cook (logbook)
SITHKOP010	Plan and cost recipes
SITXFSA006	Participate in safe food handling practices
SITXHRM007	Coach others in job skills
SITHCCC040	Prepare and serve cheese

SITHCCC031 Prepare vegetarian and vegan dishes		
This unit describes the performance outcomes, skills and knowledge required to prepare and cook various vegetarian and vegan dishes following standard recipes. It requires the ability to select and prepare ingredients, and to use relevant equipment, cookery and food storage methods.		
Workplace Tasks Observation / Demonstration	**Please tick when completed**	
	Supervisor	Apprentice
1. Student is able to confirm food production requirements from standard recipes can calculate ingredients required.		
2. Student is able to identify and select quality, fresh ingredients and can check perishable supplies for spoilage and contamination.		
3. Student is able to select type and size of equipment required, and safely assemble and ensure cleanliness at all times.		
4. Student is able to use equipment safely and hygienically.		
5. Student is able to sort, assemble, weigh and measure all required ingredients for recipe production.		
6. Student is able to ensure ingredients for vegetarian/vegan dishes are prepared and stored to avoid contact with animal products.		
7. Student is able to prepare ingredients as required using a variety of culinary techniques and cooking methods according to the recipes.		
8. Student is able to minimise waste and maximise profitability of food items.		
9. Student is able to prepare and select a number of suitable accompaniments, dips, sauces and garnishes, to enhance the dishes.		
10. Student is able to make quality food adjustments within scope of responsibility when necessary.		
11. Student can present dishes attractively on appropriate service-ware.		
12. Student is able to visually evaluate dish and adjust presentation.		
13. Student can store prepared food/surplus/re-usable products correctly in suitable environmental conditions.		
14. Student works clean and tidy at all times and in a hygienic manner.		
Comments:		
Employer / Supervisor signature: **Date:**		
Apprentice signature: **Date:**		
RTO Assessor signature: **Date:**		

SITHCCC042 Prepare food to meet specialised dietary requirements		
This unit describes the performance outcomes, skills and knowledge required to prepare dishes for people who have special dietary needs for health, lifestyle or cultural reasons. It requires the ability to confirm the dietary requirements of customers, use special recipes, select special ingredients and produce food to satisfy special requirements.		
Workplace Tasks Observation / Demonstration	**Please tick when completed**	
	Supervisor	Apprentice
1. Student is able to identify dietary and cultural requirements for different customers when required.		
2. Liaise with other team members or other professionals for consultation where necessary.		
3. Student is aware of health consequences for ignoring dietary and cultural requirements for guests.		
4. Student selects the correct ingredients to use for special dietary requirements.		
5. Student organises and prepares a variety of nutritionally sound and suitable foods and ingredients for specific dietary requirements.		
6. Student can prepare food that is attractive and suitable for dietary requirements.		
7. Student seeks feedback from customers and others to analyse success of the dishes and menu chosen.		
8. Student can adjust recipes and menus to help improve choices in the future.		
9. Student can store prepared food/surplus/re-usable products correctly in suitable environmental conditions.		
10. Student works clean and tidy at all times and in a hygienic manner.		
Comments:		
Employer / Supervisor signature: **Date:**		
Apprentice signature: **Date:**		
RTO Assessor signature: **Date:**		

SITHKOP010 Plan and cost recipes

This unit describes the performance outcomes, skills and knowledge required to plan and cost basic menus for dishes or food product ranges for any type of cuisine or food service style. It requires the ability to identify customer preferences, plan menus to meet customer and business needs, cost menus and evaluate their success.

Menus can be for ongoing food service, for an event or function, or for a food product range such as patisserie products.

Workplace Tasks Observation / Demonstration	**Please tick when completed**	
	Supervisor	Apprentice
1. Student can identify current customer profiles and food preferences in order to plan a successful menu.		
2. Student can generate a range of ideas and discuss with kitchen team to ensure it meets customer preferences.		
3. Student is aware of the organisation's style and type of cuisine offered when planning a menu.		
4. Student plans a balanced and nutritionally sound menu.		
5. Student can calculate cost of dishes from raw ingredients and assess cost effectiveness and profitability before putting them on the menu.		
6. Student can write menus that sound appealing and fit with the business' style and use correct spelling, language and accurate descriptions of dishes.		
7. Student seeks ongoing feedback from customers to ascertain success of the menu.		
8. Student is willing to adjust menu based on customer feedback or sales figures of certain dishes.		

Comments:

Employer / Supervisor signature: **Date:**

Apprentice signature: **Date:**

RTO Assessor signature: **Date:**

SITXFSA006 Participate in safe food handling practices

This unit describes the performance outcomes, skills and knowledge required to handle food safely during the storage, preparation, display, service and disposal of food. It requires the ability to follow predetermined procedures as outlined in a food safety program.

Food handlers must comply with the requirements contained within the Australia New Zealand Food Standards Code.

Workplace Tasks Observation / Demonstration	**Please tick when completed**	
	Supervisor	Apprentice
1. Student can access and use relevant information from the organisation's food safety program if in place.		
2. Student is aware of current policies and procedures in a food safety program.		
3. Student has knowledge and can control food hazards at critical control points within the kitchen.		
4. Student can identify non-conforming practices within the kitchen and take corrective action where necessary.		
5. Student has a thorough knowledge of food safety and storage for specific food items.		
6. Student monitors temperatures of food within the kitchen and is aware of cooling, heating and reheating procedures which are safe.		
7. Student is aware of single use items such as chux cloths and take away containers and follows instructions for their use.		
8. Student has thorough knowledge of cleaning and sanitising of equipment, surfaces and utensils within the kitchen.		
9. Student uses appropriate containers for storage and is aware of preventing accumulation of garbage and recycled materials.		
10. Student identifies and reports cleaning, sanitising and maintenance requirements.		
11. Student can maintain a clean and hygienic kitchen and take measures to control pest where necessary.		
12. Student clearly marks and identifies all food stuffs for disposal and storage and disposes of food promptly where necessary.		

Comments:

Employer / Supervisor signature: **Date:**

Apprentice signature: **Date:**

RTO Assessor signature: **Date:**

SITXHRM007 Coach others in job skills		
This unit describes the performance outcomes, skills and knowledge required to provide on-the-job coaching to colleagues. It requires the ability to explain and demonstrate specific skills, knowledge and procedures and monitor the progress of colleagues until they are able to operate independently of the coach.		
Workplace Tasks Observation / Demonstration	**Please tick when completed**	
	Supervisor	Apprentice
1. Student can identify the need for coaching in their workplace through discussions with colleagues.		
2. Student explains purpose of coaching and specific skills to be coached.		
3. Student has good demonstration skills for coaching.		
4. Student shows good communication skills and checks colleague understanding.		
5. Student provides colleague opportunity to practice skill and ask questions.		
6. Student provides feedback in a professional, constructive and fully supportive way.		
7. Student is able to monitor progress and report to appropriate people.		
8. Student is able to identify problems after coaching and follow up or refer to appropriate person.		
Comments:		
Employer / Supervisor signature: **Date:**		
Apprentice signature: **Date:**		
RTO Assessor signature: **Date:**		

SITHCCC040 Prepare and serve cheese		
This unit describes the performance outcomes, skills and knowledge required to prepare and present cheese. This requires a comprehensive knowledge of cheese varieties. Cheeses may include milk-based products from cows, sheep, goats or buffalo, or alternatives such as soy. They may be traditional, contemporary or specialist and may be locally produced or imported.		
Workplace Tasks Observation / Demonstration	**Please tick when completed**	
	Supervisor	Apprentice
1. Student can identify and select correct cheese types for each dish.		
2. Student can prepare cheese for service.		
3. Student knows the correct temperature to serve cheese at.		
4. Student can prepare a range of appropriate accompaniments and garnishes for cheese plates.		
5. Student is able to visually evaluate cheese dishes and adjust presentation where needed.		
6. Student minimises waste when preparing cheese for dishes.		
7. Student has a good knowledge of uses for leftover cheeses.		
8. Student knows how to store cheeses in the appropriate environment.		
Comments:		
Employer / Supervisor signature: **Date:**		
Apprentice signature: **Date:**		
RTO Assessor signature: **Date:**		

SIT30821 – CERTIFICATE III IN COMMERCIAL COOKERY DECLARATION

SITXFSA005	Use hygienic practices for food safety
SITXINV006	Receive, store and maintain stock
SITHKOP009	Clean kitchen premises and equipment
SITXWHS005	Participate in safe work practices
SITHCCC023	Use food preparation equipment
SITHCCC027	Prepare dishes using basic methods of cookery
SITHCCC028	Prepare appetisers and salads
SITHCCC029	Prepare stocks, sauces and soups
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC025	Prepare and present sandwiches
SITHASC024	Prepare Asian salads
SITHCCC035	Prepare poultry dishes
SITHCCC036	Prepare meat dishes
SITHCCC037	Prepare seafood dishes
SITHCCC041	Produce cakes, pastries and breads
SITHPAT016	Produce desserts
SITHCCC044	Prepare specialised food items
BSBSUS211	Participate in sustainable work practices
SITHCCC031	Prepare vegetarian and vegan dishes
SITHCCC042	Prepare food to meet specialised dietary requirements
SITHCCC043	Work effectively as a cook
SITHKOP010	Plan and cost recipes
SITXFSA006	Participate in safe food handling practices
SITXHRM007	Coach others in job skills
SITHCCC040	Prepare and serve cheese

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 Employment, Small Business and Training for assessment and processing.

Apprentice Name: _____ Signature: _____ Date: _____

Supervisor's Name: _____ Signature: _____ Date:_____

SRTO /Assessor Name: _____Signature: _____Date: _____