

EMPLOYER GUIDE TO WORK-BASED TRAINING

Unit: **SITHCCC043 – Work Effectively as a Cook**

1. Overview

This guide provides essential information for Host Employers participating in the Innovative Institute of Australia's Work-Based Training (WBT) program. It supports employers in understanding their role in providing a compliant, safe, and productive learning environment for students undertaking SITHCCC043 – Work Effectively as a Cook.

The purpose of this guide is to:

- Outline the responsibilities of the Institute and the host employer.
- Define supervision, safety, and training expectations.
- Clarify the assessment and communication processes between all parties.

Work-Based Training (WBT), also known as Job Placement, Practical Job Placement, or Practical Placement, is a vital component of the student's qualification. It provides practical experience in a fully operational commercial kitchen, enabling students to consolidate and demonstrate their culinary skills in real industry settings.

2. Purpose

- 2.1 This document applies to **the Innovative Institute of Australia**, its courses, its clients (students), and its controlled entities (collectively, "**IIA**", "Institute", "the Institute", "we", "us", "our"), and to students.
- 2.2 The document aims to guide host employers in providing Job Placements for students to complete the unit in this guide, which must be assessed in a fully operational commercial kitchen or a similar environment.
- 2.3 The Institute has made the decision to ensure that all assessments for the unit in this guide will be conducted in a fully operational commercial kitchen. Students will be either
 - currently employed in a suitable workplace, or
 - placed in a suitable Host Employer business by the Institute Workplace Coordinator (or any other authorised Institute representative).

- 2.4 This practical placement will provide students with the opportunities to apply their skills and knowledge required to work as a cook. It encompasses all aspects of organising, preparing, and cooking a diverse range of food items across various service periods and menu types, employing a variety of cooking methods and team coordination skills. The unit integrates key technical and organisational skills required by a qualified commercial cook. It brings together the skills and knowledge covered in individual units and focuses on how they must be applied in a commercial kitchen.
- 2.5 The unit applies to cooks working in hospitality and catering organisations. It could include restaurants, educational institutions, health establishments, defence forces, cafeterias, kiosks, cafes, residential caterers, in-flight and other transport caterers, and event and function caterers. Menu types may be classical, contemporary, or ethnic, and service may be formal or informal.
- 2.6 It applies to individuals who work under the guidance of more senior chefs. They demonstrate autonomy and judgement to complete routine activities and take limited responsibility in known and stable contexts within established parameters.

3. Roles and Responsibilities: The Institute will

- 3.1 Approve and monitor the suitability of all host workplaces before placement.
- 3.2 Conduct site visits and maintain ongoing communication with employers and students.
- 3.3 Provide all required training and assessment documentation, including the Workplace Logbook and assessment tools.
- 3.4 Ensure all parties are aware of relevant Workplace Health and Safety (WHS) and reporting procedures.
- 3.5 Maintain appropriate insurance and WorkCover arrangements where applicable.
- 3.6 Provide ongoing support and guidance throughout the student's placement period.

4. The host employer/workplace facility will:

- 4.1 **Agree to host students for a minimum of 48 complete service periods** (approximately four (4) hours per service period), for a total of **at least 192 hours** of workplace training. During this placement, students will have opportunities to apply, refine, and integrate their culinary skills and knowledge in a live kitchen setting.

- 4.2 Provide a **safe, inclusive, and compliant** workplace aligned with WHS, OHS, and Food Safety standards.
- 4.3 Assign a **qualified workplace supervisor** (minimum **Certificate III in Commercial Cookery** or equivalent industry experience).
- 4.4 Offer students opportunities to:
 - i. Prepare, cook, and present food items across a variety of **menu types and service periods**.
 - ii. Work collaboratively within a kitchen brigade under supervision.
 - iii. Apply a range of **cooking methods and techniques** relevant to the unit requirements.
- 4.5 Notify the Institute immediately of any:
 - i. Student absences or repeated lateness.
 - ii. Incidents, injuries, or safety concerns.
 - iii. Changes to the placement schedule or supervision arrangements.
- 4.6 Complete and sign all **required documentation**, including WBT agreements, logbook entries, and evaluation forms.

5. Facility and equipment requirements

The host employer must provide access to a **fully equipped commercial kitchen** with all standard sections (storage, preparation, cooking, and cleaning areas).

Essential equipment includes:

- Commercial ovens, stoves, grills, fryers, and refrigeration units
- Food preparation benches and cutting tools
- Utensils, cookware, and serving equipment suitable for varied menus and service types
- Food safety and cleaning equipment compliant with local health regulations

Facilities must reflect **industry-standard operational environments**, ensuring students gain exposure to realistic commercial conditions.

6. Student Supervision and Conduct

The host employer must ensure that students work **under direct supervision** at all times during their job placement.

6.1 The assigned supervisor is responsible for:

- i. Monitoring day-to-day activities,
- ii. Providing feedback and mentoring, and
- iii. Signing off on Logbook entries after each service period.

6.2 Students are expected to:

- i. Follow all workplace policies and procedures,
- ii. Maintain professional hygiene, grooming, and behaviour standards,
- iii. Demonstrate initiative and teamwork, and
- iv. Report any absences or issues promptly to both the employer and the Institute.

Supervisors play a pivotal role in guiding students through their development while ensuring the workplace remains safe and compliant.

7. Workplace Health and Safety (WHS)

7.1 Host employers are required to maintain compliance with all applicable **Workplace Health and Safety (WHS)**, **Occupational Health and Safety (OHS)**, and **Food Safety** regulations. It includes:

- i. Conducting workplace inductions for students on their first day.
- ii. Providing appropriate personal protective equipment (PPE).
- iii. Ensuring students are aware of emergency procedures, hazards, and safe work practices.
- iv. Reporting all incidents, near misses, or injuries immediately to **the Institute's Workplace Coordinator**.

- 7.2 **Note:** The Institute's insurance coverage applies only when a valid, signed **Tripartite Work Placement Agreement** is in place among the Institute, a student, and a host employer.

8. Communication and Reporting

- 8.1 A successful job placement requires regular and transparent communication between host employers, students, and the Institute.
- 8.2 Employers should:
- Provide **timely feedback** regarding students' progress and performance.
 - Notify the Institute of any concerns or incidents affecting the placement.
 - Allow the Workplace Coordinator to contact the supervisor or conduct **onsite visits** during the placement.
- 8.3 The Institute may conduct random or scheduled check-ins to verify compliance and student engagement.

9. Assessment and Evidence

- 9.1 Students are assessed **holistically** based on evidence collected during their placement, which includes:
- Supervisor-verified Logbook entries** documenting completed service periods.
 - Direct workplace observations** by the Institute assessors.
 - Feedback reports** from supervisors and site visit summaries.
 - Interviews or discussions** between the assessor, student, and supervisor.
- 9.2 Supervisors are **not required to perform formal assessments**. Their primary role is to validate the student's participation, performance, and conduct, which contributes to the student's competency evidence.

10. Site Visits and Ongoing Support

- 10.1 The Institute will conduct **site visits approximately every week** (or as required) to:
- Monitor student progress,
 - Review training records and workplace suitability,
 - Obtain feedback from the host supervisor, and
 - Ensure compliance with the training package and workplace standards.

10.2 After each visit, employers will receive a **Site Visit Report** summarising key observations, outcomes, and any follow-up actions required.

11. Reference Documents and Contact Details

11.1 This guide should be read in conjunction with the following Work-Based Training (WBT) documents:

- i. Work-Based Training Agreement and Suitability Checklist
- ii. Tripartite Work Placement Agreement
- iii. Work Placement Information Form
- iv. Student Guide to Work-based Training
- v. Employer Guide to Work-based Training
- vi. Job placement policy
- vii. **Workplace Logbook (SITHCCC043)**

12. Contact Information

If Host Employers need more information or details about taking Job Placement activities, they can use the following methods to contact the Institute.

Email: info@innovative.edu.au

Phone: +61435123778

Address: 1A Palmerston Grove OAKLEIGH VIC 3056 Australia

Website: www.innovative.edu.au

VERSION HISTORY

Version Number	Date	Summary of changes
1.0	September 2021	New policy
2.0	July 2025	Revised and updated to include the changes according to the Standards for Registered Training Organisations (2025).
3.0	December 2025	Revised and updated to include the changes according to the ESOS 2000 Act.