

STUDENT GUIDE TO WORK-BASED TRAINING (WBT)

Unit of Competency: SITHCCC043 – Work effectively as a cook

Qualifications: SIT30821 Certificate III in Commercial Cookery

1. Purpose

This guide supports students undertaking Work-Based Training (WBT) for **SITHCCC043 – Work effectively as a cook**. The WBT component allows students to demonstrate **practical cookery** and teamwork skills in a **commercial kitchen environment**, supervised by qualified industry professionals and supported by the **Innovative Institute of Australia** trainers and assessors.

WBT aims to:

- Reinforce learning by applying theory in a real workplace.
- Develop professional skills, including time management and teamwork.
- Gather authentic evidence for competency assessment.
- Ensure exposure to multiple service periods and menu styles.

- 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 Work-Based Training (WBT) is also known as Job Placement and Practical Job Placement.
- 3 A host employer has the same meaning as a host organisation.
- 4 The document aims to guide students in taking Job Placements for completing the unit **SITHCCC043 - Work effectively as a cook**, which must be assessed in a fully operational **commercial kitchen** or a simulated environment.
- 5 The Institute has decided to ensure that all assessments for the unit in this guide will be undertaken within the environment of a fully operational **commercial kitchen**. Students will either
 - i. Find a suitable workplace to be assessed by the Institute for the suitability of conducting complete service periods using WBT, or
 - ii. Placed in a suitable Host Employer business by the Institute's staff (or any other

representative authorised by the Institute).

- 6 This practical placement will provide students with the opportunity to apply the 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, focusing on their application in a commercial kitchen.
- 7 The unit applies to cooks working in hospitality and catering organisations. It includes restaurants, educational institutions, health establishments, defence forces, cafeterias, kiosks, cafés, 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.
- 8 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.

2. Guide Details

- 3.1 To successfully complete the unit, students must read and clearly understand the Guide Details before undertaking the Job Placement activities.
- 3.2 Before commencing WBT, students must have been assessed as competent in:
SITXFSA005 Use hygienic practices for food safety.
- 3.3 Students acknowledge that they
 - Should complete Job Placement activities of **192 hours over at least 48 complete food service periods.**
 - **Service Periods include Breakfast, Lunch, Dinner, and Special Functions, and Menu Types would include at least two (e.g., à la carte, buffet, set, or cyclic menu).**
 - Agree to take part in this practical placement arrangement as part of their vocational training and agree that this does not constitute an employment relationship between the student and the employer.

- Will provide accurate and timely information when requested to satisfy any host organisation or legislative requirements before commencing a work placement.
- Will participate in an induction on the first day of the placement or as required.
- Will carry out all reasonable and lawful directions of the employer and perform their work to the best of their ability.
- Will permit the Institute coordinator and/or trainers/assessors to take photographs or video footage of themselves performing activities in the workplace as evidence of competency.
- Will comply with all legislative requirements of the host organisation. Such requirements may include maintaining commercial confidentiality, the privacy of personal information, and occupational health and safety policies and legislation, including wearing personal protective clothing and using safety equipment as directed by the host organisation or its staff.
- Will take reasonable care to protect their own health and safety and that of other people at the workplace. It includes not consuming alcohol or drugs, which may be a risk to students' and other people's safety.
- Will attend the workplace on each day at the agreed time and be responsible for their own transport to and from the workplace.
- Will ensure that all learning requirements are met and understood during the placement.
- Will inform both the host employer and the Institute as soon as practicable if they are unable to attend work placement activities.
- Will report all incidents and accidents to the host employer and to the Institute as soon as possible after the event. When such issues happen, students must complete and submit the Incident Form to the Institute and follow the host employer's reporting requirements.
- Will obtain medical treatment deemed necessary by a medical practitioner if they are injured at work placement sites.
- Will participate in Placement Observation activities.
- Will complete all assessment requirements set by the Institute trainers/assessors, including gathering evidence of competence, participating in the tasks as outlined in

the Practical Application Report and logbook documents, which form part of students' assessment documentation.

- Will complete evaluations of the practical job placement if requested to do so by the Institute or the host employer.
- Will dress in accordance with workplace guidelines (including any safety clothing item requirements).
- Will inform the Institute and the host employer of any medical condition or other factors that may adversely affect personal health and safety or the health and safety of others while on placement.

3. Suitability of the workplace:

Students can select or propose a suitable workplace (host employer) to complete the practical workplace themselves.

When selecting or proposing a suitable workplace for their **48 service periods (192 hours) in SITHCCC043 – Work Effectively as a Cook**, students must ensure that the workplace meets both training and assessment standards and provides realistic industry exposure.

As a student, you should **look for and verify a workplace (host employer)** according to the following structured checklist, before **referring a workplace (host employer) to the Institute** for further processing:

3.1 Workplace Type and Environment

Students must ensure that the workplace is:

- A registered **food service business** with an ABN.
- **A fully operational commercial kitchen: not a training kitchen or home-based kitchen.**
- **Part of a hospitality or catering establishment, such as:**
 - **Restaurants (casual, fine dining, ethnic cuisine)**
 - **Cafés or bistros**
 - **Hotels or resorts**
 - **Aged care or hospital food service departments**

- Educational institutions with food service operations
- Event and function catering venues
- Industrial canteens or cafeterias
- Able to demonstrate **real customer service**, i.e., preparing and servicing food to fee-paid customers or clients.

3.2 Facilities and Equipment

The kitchen should be:

- Equipped with commercial-grade tools, utensils, and appliances (e.g., ovens, grills, fryers, refrigeration units, mixers, etc).
- Structured into functional workstations (prep, cooking, plating, cleaning, etc.).
- Operating with appropriate food safety and hygiene protocols (in line with local health authority regulations).
- Providing safe working conditions that are compliant with Work Health and Safety (WHS) regulations.

3.3 Workplace Activities and Exposure

The workplace should allow students to:

- Participate in commercial food service periods, including preparation, service, and clean-up.
- Work across different menu types and service styles (breakfast, lunch, dinner, functions, etc.).
- Use a range of cooking methods, including grilling, baking, steaming, frying, roasting, and poaching.
- Engage in mise en place, stock rotation, waste minimisation, and kitchen organisation.
- Collaborate with other kitchen staff to develop teamwork and communication skills.
- Demonstrate efficiency under time constraints, like real industry conditions.

3.4 Supervision and Support

Students must ensure:

- There is a qualified and experienced supervisor at the host employer workplace site, and
- The supervisor is willing to:
 - Oversee the student's work and provide feedback.
 - Verify and sign off on the student's workplace logbook and assessment evidence.
 - Permit the Institute's trainers' visits and/or workplace observations by the Institute's assessors if required.

3.5 Final approval will only be granted when the Institute's Staff reviews the facility's suitability and signs off on all documentation.

Note: Failure to secure a compliant workplace will delay the commencement of a student's WBT. The Institute can assist a student in identifying or approving a suitable venue.

4. Learning Outcomes

Upon completion, a student will be able to:

- Organise and prepare for food service or production.
- Cook and present menu items for various service styles.
- Complete end-of-shift duties according to organisational standards.
- Apply safe food-handling and hygiene practices.
- Work cooperatively as part of a kitchen team.

5. Support and Contact Information

The Institute provides continuous support to students undertaking work placements. Students are encouraged to reach out for assistance with:

- Finding or confirming a suitable host employer
- Understanding workplace expectations
- Managing safety or well-being concerns during placement
- Clarifying assessment requirements or documentation

6. Contact:

Students are encouraged to contact the Institute for any further information and support.

Innovative Institute of Australia

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7. Brief Workplace Suitability Checklist

Requirement	Yes/No
Fully operational commercial kitchen with real customers	☐
Supervised by a qualified chef or experienced cook	☐
Provides at least 48 service periods (4 hours each)	☐
Offers a varied menu and cooking methods	☐
Complies with WHS and food safety standards	☐
Allows assessor observation and evidence collection	☐
Agrees to sign off on the logbook and performance reports	☐

8. Acknowledgement

I acknowledge that I have read and understood the Student Guide to Work-Based Training for **SITHCCC043 – Work effectively as a cook** and agree to comply with all requirements.

Student Name: _____

Student ID SN: _____

Signature: _____

Date: _____

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.