



Committed to Education & Learning

AUSTRALIAN ACADEMY OF MANAGEMENT & SCIENCE

CRICOS Provider No.: 02882M RTO Code: 91354



NSW Vocational
Education & Training
Accreditation Board

Hospitality Training

SIT30807 Certificate III in Hospitality
(Commercial Cookery)



NATIONALLY RECOGNISED
TRAINING

Course Description

This course is designed to provide participants with the skills, knowledge and attitudes to meet the demands of the culinary industry. In short this course will provide students with:

- Training and skills development in Commercial Cookery
- Training that incorporates the following key competencies: collecting, analysing and organising information; planning and organising; working with others; using mathematical ideas and techniques; solving problems and using technology
- A specific overview of Commercial Cookery methods, preparation of food and kitchen management
- Basic and advanced skills and knowledge for entry into the hospitality industry as a chef
- Interpersonal skills essential for a successful career in the hospitality industry

Locations

Main Campus 14-18 Douglas Road QUAKERS HILL NSW 2763

Classes Scheduled

Monday to Saturday, maximum of 5 days/week

The Academy's teaching hours are from 7.00 am and 11.00 pm.

Target Group

This course is designed for students who wish to pursue a career in as cooks and chefs in restaurants.

Entry Requirement: Students must have good health, achieve English proficiency of 5.5 as minimum in IELTS or recognized equivalent, and meet the necessary academic



and financial entry criteria for the courses.

The minimum requirements to enroll in AAMS are High School Certificate or their equivalents with a minimum of overall Pass marks in both Years 11 and 12. **Students must be 18 years of age or older at the time of their initial application.** Australian Academy of Management and Science will not enroll students under the age of 18 years.

Qualification

On successful completion of the course students are eligible to receive SIT30807-Certificate III in Hospitality (Commercial Cookery) and a Statement of Results.

Accreditation

AAMS is a registered training organisation by the NSW Vocational Education and Training Accreditation Board (VETAB) with the RTO code 91354 and CRICOS Provider code 02882M to deliver the SIT30807-Certificate III in Hospitality (Commercial Cookery). This qualification is recognised under Australian Qualification Framework (AQF).

Course Duration and Enrolment

The course averages over 1047 hours of face-to-face contact. Total duration of this course is 40 weeks plus holidays spanning over four sessions. Students can enrol into the course at the starting of each session. International students are required to undertake full time course work with 20 hours /week of class room attendance. This is a requirement of the student visa.

Career Pathway

This course is an introductory course in Commercial Cookery. Students after successful completion of this course who wish to enhance their knowledge in this area may undertake Diploma of Hospitality Management.



Teaching Methods/ Resources

- Practical training in real commercial kitchens
- Highly qualified trainers with extensive industry experience
- Class rooms are fitted with modern audio/visual facilities
- Modern computer facilities with internet access

Assessment Methods

Assessment is based on competency, that is the ability to perform specific skills and is done through a combination of observation, discussion, written assignments, tests, examinations, and/or practical application and work related projects.

When conducting a competency based assessment, the assessor will work with you to collect evidence of your work performance using the competency standards as benchmarks. Competency based assessment is generally activity based and practical. However, competence also means that you must display an understanding of the knowledge that underpins the performance of the task.

Disciplinary Procedures

All AAMS students are subject to Australian civil and criminal laws and to the AAMS Disciplinary Policy and Procedure.

International students that do not adhere to student visa conditions 40 weeks of study and 80% minimum attendance and with unsatisfactory academic progress will be subject to the academy's warning and reporting procedures. Furthermore, serious breach of the academy's policies and procedures such as non-payment of tuition fees sexual harassments carrying and usage of drugs discrimination against any race, gender, culture or religion will be subject to possible expulsion and reported to DIAC.

Access and Equity

All staff members of the Academy are required to practice the Academy's Access and Equity policies and procedure which demand all staff to provide the same level of services to all prospective and enrolled students at all times.

Mutual Recognition

AAMS is committed to its obligation under AQTF of mutual recognition.



Mutual recognition is the process that recognises qualifications and Statements of Attainment issued under the Australian Qualification Framework (AQF) by other Registered Training Organisations (RTO) enabling individuals to receive national recognition of their achievements. Mutual recognition can be either a direct recognition of a course completed at another RTO or a combination of mutual recognition and credit transfer.

Contact AAMS for further information.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning is the process that recognises student's current skills and experience regardless of where and when the learning occurred. Applications for RPL are based on whole competencies.

Students can base their application on any combination of formal or informal training and education, work experience or general life experience.

Students will need to contact the academy for information on the RPL process and apply at the time of their initial application to the Academy. To apply for RPL students will need to complete the RPL form and provide supporting evidence. Evidence may include:

- Interview/professional conversation
- Observation and questioning including workplace visits
- Portfolio of work, which may include completed assessment items from previous study
- Supplementary assessment tasks or challenge test - oral, written or practical
- Assessment where no training is involved
- Trade test
- Authentication of evidence by supervisor or employer

Unsuccessful applicants have a right to formally appeal the RPL assessment, through the Academy's appeals and complaints process.

Welfare and Guidance

The Academy is committed to accommodate special circumstances (such as disability) of individual students.



The Academy provides student induction every term. For students who apply offshore, the Academy offers various other support services such as

- Airport pick-up *
- Accommodation *

* These services are provided on actual cost recovery basis.

Students may make an appointment at any time to see AAMS staff for free advice relating to study on issues such as:

- managing your time
- setting and achieving your goals
- motivation
- ways of learning
- coping with assessments
- looking after yourself

Our staff will assist you in how to seek help with local welfare and guidance services as required. However, students with welfare and guidance needs beyond the expertise of AAMS staff will be referred to external specialist agencies.

Fees

The course fee is AUD\$16,000

Additional Mandatory Fees

Enrolment fee: \$150.00

Cookery Uniform, Tool kit & Course Notes: \$700 (approximately) See below for the details:

Commercial Cookery Uniforms, Tools Kit and Course Notes

Uniform, Chef Jacket, Chef Check Trousers, Chef Fabric Hat, Neckerchief, Chef Waist Apron, Kitchen Boots.

Kitchen Equipments

French Cooks Knife 25cm "VICTORINOX", Boning Knife 12cm " ", Filleting Knife 20cm. Turning Knife, Paring Knife, Sharpening Steel 30cm, Palette Knife 20cm, Vegetable Peeler P/handle, Sauce Whisk, Wooden Spoon, Forcing Bag 40cm, (Pack of 10 Disposable) Plain Piping Tubes 3, 5 & 10mm, Star Piping Tubes 5 & 10mm, 2 X Tea Towels, Oven Cloth, Stainless Steel Tongs, Plastic Tool Box & Lock.



First Instalment of Fees Payable

At the time of admission, the students are required to pay:

Enrolment fee + upfront tuition fee + OSHC premium + any RPL fees

Terms and Conditions of Enrolment

Application/Administration Fees are non refundable. The scheduled application fee as at 01.01.2008 is \$AU150.00. Once enrolment has been confirmed, you will be advised of the Orientation date.

Please note: overseas health cover (OSHC) is compulsory for students on a student visa.

Payment must include the following: (Please note tuition and OSHC fees are subject to change.)

Payment Details	
Enrolment/Administration Fee (Non-refundable)	A\$150.00
Course fee (Total tuition fee)	A\$
Course fee (First Installment)	A\$
OSHC (Single/ Family) (..... Year)	A\$
Airport Greeting	A\$
Accommodation Placement	A\$
Home stay (_____ weeks)	A\$
Other Chargers (please specify)	A\$
TOTAL (All prices are in Australian dollars)	A\$
Payment Required Now	A\$
Balance payment (payable in installments during studies)	A\$

Fees

Fees are levied on all courses offered. Please refer to the fee schedule available on our website or through Administration for detailed current course fees.

A non refundable enrolment fee of \$150.00 is required at the time of enrolment and this guarantees your place in the course. The enrolment deadline is 14 days prior to the commencement of courses.



Remaining course fees can be:

- paid in advance in their entirety; or
- paid using a flexible payment plan available as semi-annual payments, quarterly payments or monthly payment. Payments are paid in advance and are due two weeks prior to the divided payment terms. Please note: the fee payment schedule is determined on a case by case basis.

Students who pay fees for courses will be issued with receipts. The management of the Australian Academy of Management and Science Pty Ltd will be responsible for ensuring that those fees are accounted for within a separate section of the financial control centre and are identified as fees paid in advance.

Course fees do not include:

- First Aid Training Fee: &150 approx.
- Trade specific equipment such as (but not limited to) Cookery Uniform, Tool Kit & Course Notes which may cost A\$700 (approximately)
- Text books which may cost A\$200.00 per semester approx;
- Shoes;
- The cost of travel between sites (where applicable)
- RPL fee (if applicable): A\$100 per unit assessed.

OSHC Medibank Private Premium Price List

	Single	Family
1 Year	A\$354	A\$708
2 Years	A\$708	A\$1,416

It is an essential requirement of your student visa that you have adequate health cover while you are studying in Australia. You are required by law to pay for Overseas Student Health Cover (OSHC). If you do not have health cover (also called 'health insurance') you fail to meet your visa conditions and risk having your visa cancelled. OSHC helps pay for medical and hospital care should you become ill during your stay in Australia. AAMS preferred health care provider for Overseas Student Health Cover (OSHC) is Medibank Private. For information about overseas student health cover prices (premiums) and the services you will receive from Medibank Private OSHC, please refer to the website:

http://www.medibank.com.au/pdfs/oshc_price_chart_2006.pdf



FEES AND REFUND POLICY

For the purpose of this document, the Organisation shall refer to AAMS. All requests for refunds must be lodged in writing to the Chief Executive Officer; The Organisation respects and protects the rights of its students in accordance with the Privacy Act. Where a refund has been deemed payable the payment will be made within 14 days. Where a student's Visa has not been granted, a full fee refund less the \$150 administration/application fee will be granted.

Refunds paid if AAMS defaults when:

- All fees paid by the student including any administration fees will be refunded within two (2) weeks after the default day
- AAMS, as a member of the ACPET OSTAS, if unable to fulfill its obligations to complete a course, the student will be offered a no cost enrolment (i.e. no administration/enrolment fee) into another ACPET OSTAS member college
- Students will be provided with a statement explains how the refund amount has been worked out

AAMS defaults when:

- The course does not start on the agreed starting day, or
- The course ceases to be provided before it is completed.
- The course is not provided in full to the student.

Refunds paid if the student defaults:

- If the student's application for Australian student visa is rejected, any course fees paid (less administration fee) will be refunded, provided that original documentary evidence is supplied within two (2) weeks of visa rejection
- The student is unable to commence or continue to study due to death or serious illness any course fees paid (less administration fee) will be refunded within two (2) weeks of notice
- If the student withdraws from the course and notifies AAMS in writing four (4) weeks or more prior to the course commencement date, any course fees paid (less the non-refundable deposit and administration fee) will be refunded within two (2) weeks of receipt of notice
- If the student withdraws from the course and notifies AAMS in writing less than four (4) but more than one (1) week before prior to the course commencement date, the student will receive a refund of 75% fees paid (less the non-refundable deposit and administration fee) within four (4) weeks
- If the student withdraws from the course and notifies AAMS in writing less than one (1) week before prior to the course commencement date, the student will



receive a refund of 50% fees paid (less the non-refundable deposit and administration fee) within four (4) weeks

- If a student withdraws from the course for whatever reason after the second teaching week in the term the student will not be eligible for a refund of any of the course fee.
- This Agreement does not remove the student's right to take further action under Australia's consumer protection laws.
- Students are able to pursue other legal remedies where in disagreement with the Academy's decision regarding their tuition fee refund.



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SIT30807- Certificate III in Hospitality (Commercial Cookery) Units

Code	Unit	Hrs
SITHCCC001A	Organise and prepare food	32
SITHCCC002A	Present food	12
SITHCCC003A	Receive & store kitchen supplies	12
SITHCCC005A	Use basic methods of cookery	40
SITHCCC004A	Clean & maintain kitchen premises	12
SITXOHS001A	Follow health, safety and security procedures	20
SITXOHS002A	Follow workplace hygiene procedures	12
SITHIND001A	Develop and update hospitality industry knowledge	20
SITXCOM001A	Work with colleagues and customers	20
SITXCOM002A	Work in a socially diverse environment	20
HLTFA301B	Apply first aid	0
SITXCOM003A	Deal with conflict situations	20
SITXFSA001A	Implement food safety procedures	20
SITXHRM001A	Coach others in job skills	20
SITHCCC006A	Prepare appetisers and salads	35
SITHCCC007A	Prepare sandwiches	35
SITHCCC008A	Prepare stocks, sauces & soups	35
SITHCCC009A	Prepare vegetables, fruit, eggs and farinaceous dishes	35
SITHCCC027A	Prepare, cook and serve food for food service	72
SITHCCC010A	Select, prepare and cook poultry	35
SITHCCC011A	Select, prepare & cook seafood	35
SITHCCC012A	Select, prepare and cook meat	40
SITHCCC013A	Prepare hot and cold desserts	30
SITHCCC028A	Prepare, cook and serve food for menus (28A)	90
SITHCCC014A	Prepare pastries, cakes and yeast goods	30
SITHCCC0015A	Plan and prepare food for buffets	30
SITXINV002	Control and order stock.	20
SITHCCC016A	Develop cost-effective menus	20
SITHCCC028A	Prepare, cook and serve food for menus (28A)	210
SITHCCC029A	Prepare foods according to dietary and cultural needs	35