

# Course Outline

The units offered by ACE are listed in the table below.  
A symbol next to the unit name indicates that there are pre-requisite requirements.

Unit Code	Unit Name	Nominal Hours
<b>Core Units</b>		
SITXFSA005	Use hygienic practices for food safety	15
SITXFSA006	Participate in safe food handling practices	40
SITHCCC023	Use food preparation equipment*	25
SITHCCC027	Prepare dishes using basic methods of cookery*	45
SITHCCC028	Prepare appetisers and salads*	25
SITHCCC029	Prepare stocks, sauces and soups*	35
SITHCCC030	Prepare vegetable, fruit, egg and farinaceous dishes*†	50
SITHCCC035	Prepare poultry dishes*†	35
SITHCCC036	Prepare meat dishes*†	55
SITHCCC037	Prepare seafood dishes*†	35
SITHCCC042	Prepare food to meet special dietary requirements*†	75
SITHCCC041	Produce cakes, pastries and breads*	55
SITHPAT016	Produce desserts*	100
SITHCCC031	Prepare vegetarian and vegan dishes*†	40
SITHKOP010	Plan and cost recipes	40
SITXINV006	Receive, store and maintain stock*	20
SITHKOP015	Design and cost menus#	30
SITXCOM010	Manage conflict	20
SITXWHS007	Implement and monitor work health and safety practices	30
SITXFSA008	Develop and implement a food safety program*^	50
SITHKOP012	Develop recipes for special dietary requirements*†# °	25
SITXHRM008	Roster staff	30
SITXHRM009	Lead and manage people	60
SITXMGT004	Monitor work operations	20
SITXFIN009	Manage finances within a budget	30
SITHCCC043	Work effectively as a cook*†	100
SITHKOP013	Plan cooking operations*	100
<b>Elective Units</b>		
SITHCCC026	Package prepared foodstuffs*	15
SITXCCS015	Enhance the customer service experience	40
SITXCCS014	Provide service to customers	25
SITHCCC040	Prepare and serve cheese*	20
SITXINV007	Purchase goods	30
SITHCCC015	Produce and serve food for buffets*†	25
<b>TOTAL HOURS</b>		<b>1340</b>

Prerequisite units:  
 \* SITXFSA005 Use hygienic practices for food safety  
 † SITHCCC027 Prepare dishes using basic methods of cookery  
 # SITHKOP010 Plan and cost recipes  
 ° SITHCCC042 Prepare food to meet special dietary requirements  
 ^ SITXFSA006 Participate in safe food handling practices



**RTO No: 22424**  
**ABN: 69136260252 ACN: 136260252**

## SIT40521 Certificate IV in Kitchen Management (Apprenticeship)



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**This training is delivered with the  
Victorian Government's Standard  
VET Funding Contract - Skills  
First Program**



# SIT40521 Certificate IV in Kitchen Management (Apprenticeship)

This training is delivered with the Victorian Government's 2024-25 Standard VET Funding Contract - Skills First Program



## Cancellation & Withdrawal

If a student wishes to cancel or withdraw from their course, information is available in ACE's Domestic Cancellation and Withdrawal of Student's Enrolment policy and procedure. This policy is available online via [www.ace.vic.edu.au](http://www.ace.vic.edu.au) or by contacting ACE.

## Eligibility Requirements for this Qualification:

As per the 2024-25 Guidelines about Eligibility, ACE will assess a student's eligibility against the following requirements:

- Citizenship / residency - A student must be either: an Australian citizen; or a holder of a permanent visa; or a New Zealand citizen.
- The '2 skill Sets in a year' and '2 AQF qualifications in a year' limits
- The '2 at a time' limit

Eligibility exemptions will be assessed in accordance with Part C, Schedule 1 of the Contract. For further information, please refer to the Domestic Student Engagement Prior to Enrolment P&P and Domestic Student Formalisation of Enrolment P&P available on [www.ace.vic.edu.au](http://www.ace.vic.edu.au).



## Course Description

This qualification reflects the role of chefs and cooks who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems.

This qualification provides a pathway to work in organisations such as restaurants, hotels, clubs, pubs, cafes and coffee shops, or to run a small business in these sectors.

### Course Duration & Location

Students enrolled as an apprentice can take up to 4 years (for full-time employees) or 6 years (for part-time employees) to complete their apprenticeship.

### Assessments

The following assessment methods will be used: Practical Demonstration, Third Party Evidence, Written Assessment and Logbook.

### Training Package Rules

To attain SIT40516 Certificate IV in Commercial Cookery, 33 units must be completed by the student: 27 core units and 6 elective units.

### RPL / Credit Transfer

As per the Standards for RTOs 2015 (Clause 1.12); ACE will determine any prior learning that an individual may have acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements which are specified in the course in which a student is wanting to enrol. Please refer to the 'Recognition of Prior Learning and Credit Transfer Policy and Procedure' available on ACE's website. This policy and procedure outlines the process to be followed for granting recognition of prior learning and credit transfer. If as part of an RPL (formal learning) process a student is granted credit for previous studies; a reduction in their overall course duration will apply.

### Educational Pathways

After achieving SIT40521 Certificate IV in Kitchen Management, individuals could progress to SIT50422 Diploma of Hospitality Management.

### Course Entry Requirements

It is recommended that students are a minimum of 17 years of age and eligible for Standard VET Funding Contract Skills First Program, Guidelines about Determining Student Eligibility and Supporting Evidence. An individual's eligibility for government subsidised training will be determined in accordance with the eligibility requirements set out in the Standard VET Funding Contract Skills First Program. Please refer to Student Engagement Prior to Enrolment Policy and Procedure & Student Formalisation of Enrolment Policy and Procedure available on [www.ace.vic.edu.au](http://www.ace.vic.edu.au) for further information.

For each student deemed as an Eligible Individual for the Skills First Program, ACE will conduct a Pre-Training Review of their current competencies as part of the enrolment, or before the commencement of training, to ascertain a suitable, and the most suitable, program for that individual to enrol in. ACE will ensure that the applicant's current competencies including literacy and numeracy skills are adequate for the entry level as per the entry ACSF level for this qualification as part of their Pre-Training Review (PTR). Individuals may enter SIT40521 - Certificate IV in Kitchen Management with limited or no vocational experience and without a lower level qualification but must be employed in this field before commencing this course and would be provided with support where required.

### Student Support Services

ACE has a range of Student Support services available. For further information, please visit [www.ace.vic.edu.au](http://www.ace.vic.edu.au) or refer to the Student Handbook also available online. ACE encourages individuals with disabilities to access government subsidised training.

### Fees, Charges & Refunds

The student tuition fees are published on our website and are subject to change. Please visit [www.ace.vic.edu.au](http://www.ace.vic.edu.au) or contact ACE directly.

## Delivery Arrangements

Workplace Based Training Minimum Compliance Standards

Reference: 2024-25 Guidelines about Apprenticeships / Traineeship Training Delivery (herein referred to as the "Guidelines")

1. For every Apprentice/Trainee who is undertaking workplace based training, in addition to the requirements in Section 2 of the Guidelines, ACE will conduct a workplace induction with the Apprentice/Trainee and supervisor and sign off the Training Plan with the supervisor/employer;
2. ACE conducts a minimum number of one visit per month which is recorded in its monthly contact records.
3. During the course of the visit, the ACE trainer will:
  - Deliver training and/or assessment in accordance with the Training Plan.
  - Discuss progress against the Training Plan with the Apprentice/Trainee and
  - Document the training and/or assessment delivered against the competencies for the Training Plan.
4. ACE ensures withdrawal time from routine work duties for Structured Training activities will be at Certificates III and above, a minimum of three hours per week, averaged over a four-week cycle (pro rata for part time Trainees and only for the duration of competencies delivered and assessed in the workplace if the training program combines Off-the-job Structured Training and Workplace based Structured Training).
5. ACE will make monthly contact by either e-mail or phone with both the Non-Apprentice/Trainee and the workplace supervisor to:
  - monitor and document the progress of training against the Training Plan;
  - monitor and document the training/learning activities undertaken during the withdrawal time for the previous month; and
  - document the dates and time periods logged as withdrawal time in the previous month.



## Application Procedure

Apply directly to ACE by completing the Pre-Enrolment Form available online at [www.ace.vic.edu.au](http://www.ace.vic.edu.au) or by arranging an appointment with one of our officers.