Workplace Learning Record

VCE VET Hospitality

SIT20416 Certificate II in Kitchen Operations

**Student name:**

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Level 7, 200 Victoria Pde  
East Melbourne VIC 3002

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Structured Workplace Learning Recognition

[VCE Structured Workplace Learning Recognition for VET](https://www.vcaa.vic.edu.au/curriculum/vce/vce-study-designs/SWLRforVET/Pages/Index.aspx) provides students with the opportunity to gain credit towards their VCE (including the VCE VM) or VPC by undertaking a Structured Workplace Learning (SWL) placement that is aligned to their VE1 VCE VET program or VE2 School-based Apprenticeship or Traineeship (SBAT).

To receive credit, students are required to demonstrate satisfactory achievement of the outcomes for the relevant unit of the *VCE Structured Workplace Learning Recognition for VET* study design.

Students must maintain a Workplace Learning Record (WLR) for each placement. In the WLR students must reflect on a minimum of six units of competency (UoCs) from their program, including a workplace health and safety (WHS) UoC.

About this workplace learning record

Students undertaking this study must maintain a Workplace Learning Record (WLR) related to the SWL placement for recording, authentication and assessment purposes.

Student reflections on their SWL placement are to be recorded in the three sections of this WLR to document the skills and knowledge learned, employability skills developed, and industry experience gained relating to the VET qualification being undertaken.

Students must undertake a work placement in a different workplace setting or context for each VCE unit and maintain a separate WLR per placement.

The WLR is divided into three sections.

**Section 1**: Learner profile

**Section 2**: Learning about VET units of competency (UoCs) in the workplace

**Section 3**: Post-placement reflections

Please complete the details of your workplace.

|  |  |
| --- | --- |
| **Employer/Company/Business** |  |
| **Supervisor name** |  |
| **Contact phone number** |  |

|  |  |
| --- | --- |
| **Employer/Company/Business** |  |
| **Supervisor name** |  |
| **Contact phone number** |  |

|  |  |
| --- | --- |
| **Employer/Company/Business** |  |
| **Supervisor name** |  |
| **Contact phone number** |  |

Section 1: Learner profile

Complete the learner profile and discuss this with your host employer on or before your first day of SWL placement.

|  |  |
| --- | --- |
| **Student Name** |  |
| **School** |  |
| **Phone number** |  |
| **Email** |  |
| **Explain why you decided to undertake this VET certificate?** | |
|  | |
| **List the other studies that you are undertaking.** | |
|  | |
| **Explain why you have chosen this overall program.** | |
|  | |
| **Outline what interests you about the industry.** | |
|  | |
| **What is your planned career path or future career aspiration?** | |
|  | |
| **Describe any workplace skills you have developed through previous work experience, SWL or part time employment.** | |
|  | |
| **How have you developed these skills?** | |
|  | |

Section 2: Learning about VET units of competency in the workplace

This section of the WLR will contain three key questions per unit of competency (UoC) designed to draw out related experiences you may be exposed to in a workplace.

This does not cover all the elements or performance criteria within the units and is not designed as a UoC assessment tool.

You should comment on the UoCs you have experienced in the workplace and reflect on actual observations or activities that you have been exposed to. Your observations will:

* reinforce the training you have undertaken
* identify differences in practice or equipment
* identify areas requiring further training or practical experience.

You are encouraged to take photos and/or video where appropriate to showcase learning in the workplace. Evidence you collect can include:

* observations
* descriptions of activities and tasks
* conversations with employers and other staff
* participation in meetings
* workplace documents
* research in the workplace
* photos of equipment/processes/events
* video of workplace activities.

**Note**: please speak to your host employer before taking photos or video. Do not use the names or details of any clients/stakeholders external to the organisation/other. This record does not require identifying actual people or events, as this may breach confidentiality.

Program outline

SIT20416 Certificate II in Kitchen Operations

The compulsory UoCs and a selection of electives are listed in the table below. You may list any additional UoC(s) relating to your experiences in the workplace in the table. Indicate the year in which you are undertaking each UoC. You must reflect on a minimum of six UoCs from your program, including a workplace health and safety (WHS) UoC.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| UoC code | UoC title | Nominal hours | Year | Page |
| **Work, Health and Safety** | | | | |
| SITXWHS001 | Participate in safe work practices | 12 |  | 9 |
| **Compulsory** | | | | |
| BSBTWK201 | Work effectively with others | 40 |  | 10 |
| SITHCCC001 | Use food preparation equipment | 25 |  | 11 |
| SITHCCC005 | Prepare dishes using basic methods of cookery | 45 |  | 12 |
| SITHCCC006 | Prepare appetisers and salads | 25 |  | 13 |
| SITHCCC007 | Prepare stocks, sauces and soups | 35 |  | 14 |
| SITHCCC008 | Prepare vegetable, fruit, egg and farinaceous dishes | 45 |  | 15 |
| SITHCCC011 | Use cookery skills effectively | 50 |  | 16 |
| SITHCCC012 | Prepare poultry dishes | 25 |  | 17 |
| SITHKOP001 | Clean kitchen premises and equipment | 13 |  | 18 |
| SITXFSA001 | Use hygienic practices for food safety | 15 |  | 19 |
| SITXINV002 | Maintain the quality of perishable items | 10 |  | 20 |
| **Elective** | | | | |
| BSBCMM211 | Apply communication skills | 40 |  | 21 |
| SITHCCC002 | Prepare and present simple dishes | 25 |  | 22 |
| SITHCCC003 | Prepare and present sandwiches | 10 |  | 23 |
| SITHIND002 | Source and use information on the hospitality industry | 25 |  | 24 |
| SITXFSA002 | Participate in safe food handling practices | 40 |  | 25 |
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Reflect on the UoCs you have experienced in the workplace on the following pages.

VCE VET units of competency

SITXWHS001 - Participate in safe work practices

This unit describes the performance outcomes, skills and knowledge required to incorporate safe work practices into own workplace activities.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did you find out about the work health and safety practices in your workplace? |  |
| Describe the personal protective clothing or equipment (PPE) you had to have in your workplace. |  |
| Describe the ways you were involved in work health and safety discussions and what you learned from these. |  |

BSBTWK201 - Work effectively with others

This unit describes the skills and knowledge required to work cooperatively with others and deal effectively with issues, problems and conflict.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What was your particular role in your work group?  What types of activities did you do as a group? |  |
| Was there an occasion when you disagreed with a work group member?  How did you resolve the issue? |  |
| What was the procedure for the work group to plan daily activities and to discuss improvements to work practices? |  |

SITHCCC001 - 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.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Where were the manufacturer instructions for equipment kept in the workplace? |  |
| Describe the end-of-shift or end-of day process for cleaning food preparation equipment. |  |
| What was the process in your workplace for reporting unsafe or faulty equipment? |  |

SITHCCC005 - 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.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| In what ways were you issued with instructions for the preparation of dishes?  What was your preferred method? |  |
| If you had an issue with how to prepare food who did you go to for assistance? |  |
| What was the most challenging part of the process of preparing and presenting dishes? |  |

SITHCCC006 - Prepare appetisers and salads

This unit describes the performance outcomes, skills and knowledge required to prepare appetisers and salads following standard recipes.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What role did you have in ordering, monitoring and maintaining stock? |  |
| How was waste minimised when preparing appetisers and salads? |  |
| What did you enjoy most about preparing appetisers and salads? |  |

SITHCCC007 - 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.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What were the stocks, sauces and soups you prepared (or observed being prepared) while on work placement? |  |
| Who was responsible for checking the quality of your work, and how was this done? |  |
| Describe the key factors in efficiently sequencing the stages of food preparation and production. |  |

SITHCCC008 - Prepare vegetable, fruit, egg 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.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What sorts of information did you need to prepare vegetable, fruit, egg and farinaceous dishes? |  |
| What types of equipment did you use in preparing dishes? |  |
| After completing cooking tasks what was the process for cleaning up? |  |

SITHCCC011 - Use cookery skills effectively

This unit describes the performance outcomes, skills and knowledge required to use a range of cookery skills during service and production periods.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe a situation where you worked as a member of a team to produce menu items.  What was your role? |  |
| During very busy periods in the workplace what strategies did you use to handle the pressures of the job? |  |
| Describe the end of shift procedures that you followed. |  |

SITHCCC012 - 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.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe the safe operating procedure for using knives. |  |
| What were the different ways you prepared poultry while on work placement? |  |
| How was feedback given to you about your preparation and cooking of poultry?  What was the most important thing you learned about poultry? |  |

SITHKOP001 - 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.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did you learn about the workplace’s safety and waste disposal procedures? |  |
| Who was responsible for inspecting the workplace after cleaning, and when did this inspection occur? |  |
| What was the key information you learned about cleaning procedures in the hospitality workplace? |  |

SITXFSA001 - 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.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What was the process for reporting unsafe practices that breach hygiene procedures? |  |
| How did you find out about the hazard analysis and critical control points (HACCP) practices in the workplace? |  |
| What did you learn was the most important routine for maintaining a hygienic workplace? |  |

SITXINV002 - Maintain the quality of perishable items

This unit describes the performance outcomes, skills and knowledge required to maintain the quality of perishable supplies for food and beverage, commercial cookery or catering operations.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe how the stock temperature was recorded.  Why is checking temperature important? |  |
| What were the key rules you learned about how to store perishable stock? |  |
| In practice, what does it mean to dispose of spoilt stock safely?  Give an example of this. |  |

BSBCMM211 - Apply communication skills

This unit describes the skills and knowledge required to apply basic communication skills in the workplace, including identifying, gathering and conveying information along with completing assigned written information.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe the verbal and non verbal skills you applied when working with colleagues |  |
| What sorts of writing did you have to do as part of your work? |  |
| What feedback about your written or verbal communication did you receive? What was the result? |  |

SITHCCC002 - Prepare and present simple dishes

This unit describes the performance outcomes, skills and knowledge required to prepare and present a limited range of simple menu items following standard recipes.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What was the process for choosing menu items and how were the recipes provided to you? |  |
| Describe the workplace procedure for portion control when preparing food. |  |
| What was your preferred method of instruction (e.g. written, oral) when you were preparing menu items?  Why? |  |

SITHCCC003 - 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.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What were the key factors for ensuring food quality standards were maintained in the workplace? |  |
| What types of equipment did you use in the preparation of sandwiches? |  |
| How did you manage your own work responsibilities when there were many things requiring your attention? |  |

SITHIND002 - Source and use information on the hospitality industry

This unit describes the performance outcomes, skills and knowledge required to source and use current and emerging information on the hospitality industry.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What are the career pathways in the hospitality industry that you learned about while on work placement? |  |
| Describe some current and emerging hospitality industry issues that you learned about. |  |
| How did you find out about laws and regulations that operate in this industry? |  |

SITXFSA002 - 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.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What sort of information was displayed in the workplace or provided to you that helped you remember how to handle food safely? |  |
| What was the procedure for reporting food safety hazards? |  |
| Describe the process you followed when you arrived at work to start your shift. |  |

Comments/observations on any other UoCs not listed

|  |  |
| --- | --- |
| UoCs | Comments/observations |
|  |  |

Section 3: Student post-placement reflection

Employability skills are a set of eight skills we use every day in the workplace.

1. Communication
2. Teamwork
3. Problem solving
4. Self-management
5. Planning and organising
6. Technology
7. Learning
8. Initiative and enterprise

When you are on work placement, you will be using employability skills in many ways.

This record will assist you when applying for jobs and in interviews. The skills you are developing may be transferred to a range of occupations.

In Section 3, identify the employability skills you have used and how you have demonstrated them in the workplace. Identify how the skills you have acquired and used during your 80 hours of SWL might assist you in the future.

List of employability skills

How did you demonstrate **communication skills**? For example, by listening and understanding, speaking clearly and directly, or reading and writing.

|  |
| --- |
|  |

How did you demonstrate **teamwork**? For example, by working as part of a team or sharing ideas and resources with co-workers.

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| --- |
|  |

How did you demonstrate **problem solving**? For example, by identifying problems or developing solutions to workplace issues.

|  |
| --- |
|  |

How did you demonstrate **self-management**? For example, by taking responsibility, managing time and tasks effectively, monitoring your own performance or having the ability to work unsupervised.

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How did you demonstrate **planning and organising**? For example, by time management, setting priorities, making decisions, setting goals, collecting, or analysing and organising information.

|  |
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|  |

How did you demonstrate the use of **technology**? For example, by being prepared to use a range of technology systems, IT skills (typing or data entry), or being able to learn new skills from the technology used in this industry.

|  |
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|  |

How did you demonstrate **learning**? For example, by being willing to learn new things, being open to new ideas or adapting to change.

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| --- |
|  |

How did you demonstrate **initiative and enterprise**? For example, being creative, adapting to new situations, turning ideas into actions, coming up with a variety of options.

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| --- |
|  |

Summary of industry learning

At the conclusion of your SWL for this VET qualification, think about the experiences you have had in the workplace, your reflection of learning against the UoCs and the employability skills you have developed.

How will these learnings assist you in your pathway to employment or further training in this industry?

|  |
| --- |
|  |

Student declaration

I confirm that I have undertaken work placement with:

|  |  |  |
| --- | --- | --- |
| **Employer/Company/Business name** | **Dates of placement** | **Total hours of placement** |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL** |  |  |

I have completed the reflections and evidence submitted in this WLR and they are from my own experiences.

**Signed** (Student)

**Name**

**Date**