Workplace Learning Record

VCE VET Hospitality

SIT20421 Certificate II in Cookery

**Student name:**

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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

SIT20421 Certificate II in Cookery

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** |
| SITXWHS005 | Participate in safe work practices | 12 |  | 10 |
| **Compulsory** |
| SITHCCC023 | Use food preparation equipment | 25 |  | 11 |
| SITHCCC027 | Prepare dishes using basic methods of cookery | 45 |  | 12 |
| SITHCCC028 | Prepare appetisers and salads | 25 |  | 13 |
| SITHCCC029 | Prepare stocks, sauces and soups | 35 |  | 14 |
| SITHCCC030 | Prepare vegetable, fruit, eggs and farinaceous dishes | 50 |  | 15 |
| SITHCCC034 | Work effectively in a commercial kitchen | 60 |  | 16 |
| SITHKOP009 | Clean kitchen premises and equipment | 13 |  | 17 |
| SITXFSA005 | Use hygienic practices for food safety | 15 |  | 18 |
| SITXINV006 | Receive, store and maintain stock | 20 |  | 19 |
| **Elective** |
| SIRXOSM002 | Maintain ethical and professional standards when using social media and online platforms | 50 |  | 20 |
| SITHASC020 | Prepare dishes using basic methods of Asian cookery | 90 |  | 21 |
| SITHCCC024 | Prepare and present simple dishes | 25 |  | 22 |
| SITHCCC025 | Prepare and present sandwiches | 10 |  | 23 |
| SITHCCC026 | Package prepared foodstuffs | 15 |  | 24 |
| SITHPAT011 | Produce cakes | 24 |  | 25 |
| SITXCCS011 | Interact with customers | 20 |  | 26 |
| SITXCOM007 | Show social and cultural sensitivity | 20 |  | 27 |
| SITXFSA006 | Participate in safe food handling practices | 40 |  | 28 |
| SITXFSA007 | Transport and store food | 15 |  | 29 |
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Reflect on the UoCs you have experienced in the workplace on the following pages.

VCE VET units of competency

SITXWHS005 - 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. |  |

SITHCCC023 - 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? |  |

SITHCCC027 - 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 of cookery? Why? |  |
| 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? |  |

SITHCCC028 - 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 criteria did you use when selecting fresh ingredients for appetiser and salad peparation? |  |
| How was waste minimised when preparing appetisers and salads? |  |
| What did you enjoy most about preparing appetisers and salads? |  |

SITHCCC029 - 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. It requires the ability to select and prepare ingredients, and to use relevant equipment and cookery and food storage methods.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| List 5 stocks, sauces and/or soups that you prepared (or observed being prepared) while on work placement. Which was the most difficult to prepare & why? |  |
| 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. |  |

SITHCCC030 - Prepare vegetable, fruit, eggs 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 prior to preparing the vegetable, fruit, egg and farinaceous dishes?List 1 x farinaceous and 1 x fruit or vegetable dish prepared. |  |
| What types of equipment did you use in preparing dishes? |  |
| After completing cooking tasks what was the process for cleaning up equipment and stroring food? |  |

SITHCCC034 - Work effectively in a commercial kitchen

This unit describes the performance outcomes, skills and knowledge required to use a range of cookery skills during service and production periods. The unit integrates key technical and organisational skills covered in individual units and focuses on the way these must be applied in a commercial kitchen.

|  |  |
| --- | --- |
| 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. |  |

SITHKOP009 - 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? |  |

SITXFSA005 - 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? |  |

SITXINV006 - Receive, store and maintain stock

This unit describes the performance outcomes, skills and knowledge required to check and take delivery of stock and appropriately store, rotate and maintain the quality of stock items.

It requires the ability to store perishable supplies in optimum conditions to minimise wastage and avoid food contamination.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe the process of checking deliveries against documentation that operated at your workplace. Which documents were used? |  |
| List three quality checks aplied to perishable stock at delivery. Who was responsbile for checking quality? |  |
| Describe the location where the following stock items are stored: 1/ dairy items, 2/ dry goods, 3/ fruit and vegetables. Why are they stored in these locations? |  |

SIRXOSM002 - Maintain ethical and professional standards when using social media and online platforms

This unit describes the performance outcomes, skills and knowledge required to source information on, and work according to, a range of ethical and professional standards when using social media and online platforms for business purposes.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Why is it important for an organisation to develop and maintain a code of conduct for staff’s online activities? |  |
| List three benefits for a buiness to maintain a professional and consistent online presence. |  |
| How may communicating with customers in a timely, professional and positive manner enhance organisational reputation? |  |

SITHASC020 - Prepare dishes using basic methods of Asian cookery

This unit describes the performance outcomes, skills and knowledge required to use a range of basic Asian cookery methods to prepare dishes.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did you select and confirm the ingredients needed for preparing the Asian dish? |  |
| Detail an example of an Asian cookery method you used? |  |
| How did you present and garnish the Asian dish you prepared? |  |

SITHCCC024 - 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? |  |

SITHCCC025 - 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, such as cafes, kiosks, canteens and cafeterias, or to organisations where catering forms only a small part of the business.

|  |  |
| --- | --- |
| 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? |  |

SITHCCC026 - Package prepared foodstuffs

This unit describes the performance outcomes, skills and knowledge required to package and label prepared foodstuffs for storage and transportation. It requires the ability to check the quality of food and select correct packaging materials.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| List three pieces of information that were included on all food labels and why they must feature on the label. |  |
| Explain the importance of maintaining a hygienic environment when packaging food items. |  |
| Identify three types of food packaging and one food that would be packed in each. (Example: clear cellophane bag - biscuits). |  |

SITHPAT011 - Produce cakes

This unit describes the performance outcomes, skills and knowledge required to produce cakes and sponges following standard recipes. It requires the ability to select, prepare and portion ingredients and to use equipment and a range of cookery methods to make and decorate cakes and sponges.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did you select and confirm the ingredients needed for producing cakes? |  |
| Describe the process of portioning and preparing ingredients for cake production. |  |
| How did you decorate and present cakes to enhance their appearance and taste? |  |

SITXCCS011 - Interact with customers

This unit describes the performance outcomes, skills and knowledge required to deliver fundamental customer service to both internal and external customers. It requires the ability to greet and serve customers, and respond to a range of basic customer service enquiries, including routine customer problems.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What were the customer service standards of the workplace? |  |
| How did staff deal with problems and/or difficult customers? |  |
| How was feedback from customers handled? |  |

SITXCOM007 - Show social and cultural sensitivity

This unit describes the performance outcomes, skills and knowledge required to be socially aware when serving customers and working with colleagues. It requires the ability to communicate with people from a range of social and cultural groups with respect and sensitivity, and to address cross-cultural misunderstandings should they arise.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Outline the communication techniques you observed in the workplace that were non-discriminatory. |  |
| How did the workplace consider different communication styles to ensure they were meeting social and cultural conventions? |  |
| How did staff overcome language or other barriers when communicating with customers? |  |

SITXFSA006 - 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. It requires the ability to follow predetermined procedures as outlined in a food safety program.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What sort of information was provided or displayed in the workplace to assist you to follow the food handling procedures? |  |
| What was the procedure for reporting food safety hazards? |  |
| Describe the process you followed to monitor food temperature during preparation (hot or cold). |  |

SITXFSA007 - Transport and store food

This unit describes the performance outcomes, skills and knowledge required to transport food from a food preparation area to another location. It also deals with holding or storing food on arrival.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe the packing, loading and unloading for food items in the workplace |  |
| Explain the safe handling techniques you used when moving and storing food |  |
| What records were maintained for food transportation? |  |

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.

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|  |

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.

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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?

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| --- |
|  |

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**