Workplace Learning Record

VCE VET Hospitality



SIT20416 Certificate II in Kitchen Operations

**Student name**:

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SWL Recognition

Structured workplace learning (SWL) recognition provides you with the opportunity to gain credit into your VCE or VCAL for undertaking SWL that matches your VCE VET program.

To receive recognition and credit, you will be required to reflect on your experience in the workplace and how this relates to your VET course. Your reflections are to be recorded in the three sections of this workplace learning record (WLR).

About this workplace learning record

This workplace learning record helps you gather evidence for assessment and is part of the requirement for obtaining SWL Recognition.

To be eligible for one Unit towards your VCE or VCAL, you must:

* be enrolled in a minimum of 180 hours of units of competency (UoC) from the SIT20416 Certificate II in Kitchen Operations
* undertake a minimum of 80 hours (equivalent to 10 days of work) in an agriculture, horticulture and conservation and land management industry placement
* reflect on a minimum of six units of competency (UoC) from your program including the WHS UoC (SITXWHS001 — see page 14).

VCE VET Hospitality

SIT20416 Certificate II in Kitchen Operations

The VCE VET Hospitality program provides pre-employment training and pathways in the hospitality or related industries and accommodates entry into the wider hospitality, events and tourism industry.

Specifically a graduate of this course could:

* undertake an apprenticeship, traineeship or cadetship leading into a range of related careers
* enrol in Certificate III qualifications in the hospitality sector
* gain entry-level employment in hospitality, events, tourism or related industries
* undertake higher level VET certificates in the hospitality sector or a degree in hospitality or related industries.

The course:

* provides students with competencies in hospitality skills, including customer service, communication, food and beverage, food safety, financial transactions and receiving stock
* fosters the development of social and personal skills relevant to further training and employment
* provides experience in and knowledge of a range of occupations within the hospitality industry
* enables students to gain a recognised credential and credits for further training.

Workplace Learning Record

The workplace learning record is divided into three sections.

**Section 1**: Learner profile

**Section 2**: Learning about VET units of competency 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 placement.

|  |  |
| --- | --- |
| **Name** |  |
| **School** |  |
| **Contact information** |  |

Within your VCE/VCAL why did you undertake this VET course?

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What VCE/VCAL subjects are you also undertaking?

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Why have you chosen this overall VCE/VCAL program?

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Program outline

SIT20416 Certificate II in Kitchen Operations

**Units of competency** (UoC) included in this program are listed below. There are compulsory UoC, along with a selection of electives. You can make a note of any UoC that relates to your experiences in the workplace. Also indicate the year you’re undertaking each UoC.

|  |  |  |  |
| --- | --- | --- | --- |
| Unit code | Unit of Competency | Year | Page |
| **VCE VET Units 1–2** |
| **Compulsory** |
| BSBWOR203  | Work effectively with others  |  | 8 |
| SITHCCC001  | Use food preparation equipment  |  | 9 |
| SITHCCC005  | Prepare dishes using basic methods of cookery  |  | 10 |
| SITHKOP001  | Clean kitchen premises and equipment  |  | 11 |
| SITXFSA001  | Use hygienic practices for food safety  |  | 12 |
| SITXINV002  | Maintain the quality of perishable items  |  | 13 |
| SITXWHS001  | Participate in safe work practices  |  | 14 |
| **Electives** |
| BSBCMM201  | Communicate in the workplace  |  | 15 |
| SITHCCC002  | Prepare and present simple dishes  |  | 16 |
| SITHCCC003  | Prepare and present sandwiches  |  | 17 |
| SITHIND002  | Source and use information on the hospitality industry  |  | 18 |
| SITXFSA002  | Participate in safe food handling practices  |  | 19 |
| **VCE VET Units 3–4** |
| **Compulsory** |
| SITHCCC006  | Prepare appetisers and salads  |  | 20 |
| SITHCCC007  | Prepare stocks, sauces and soups  |  | 21 |
| SITHCCC008  | Prepare vegetable, fruit, eggs and farinaceous dishes  |  | 22 |
| SITHCCC011  | Use cookery skills effectively  |  | 23 |
| SITHCCC012  | Prepare poultry dishes  |  | 24 |

List any other units you are undertaking and include comments regarding additional units on page 25.

What interests you about the industry?

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|  |

What is your planned career path or future career aspiration?

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|  |

Describe any workplace skills you have developed through previous work experience, SWL or part time employment?

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

This workplace learning record contains three key questions per UoC designed to draw out related experiences you may be exposed to in a hospitality 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 units you’ve 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. This record does not require identifying actual people or events, as this may breach confidentiality.

VCE VET units of competency

BSBWOR203 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 and what sorts of activities did you do as a group?  |  |
| Was there an occasion when you disagreed with a work group member? How did you solve 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’s 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? |  |

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.

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| --- | --- |
| **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.

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| **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.

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| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How were stock temperatures recorded and why was 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. |  |

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. |  |

BSBCMM201 Communicate in the workplace

This unit describes the skills and knowledge required to communicate in the workplace, including gathering, conveying and receiving information and completing routine written correspondence.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How did you find out about the workplace’s policy and procedures for ensuring good workplace communication?  |  |
| What sorts of writing did you have to do as part of your work?  |  |
| What reading were you required to do as part of your work? |  |

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.

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| --- | --- |
| **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.

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| --- | --- |
| **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. |  |

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?  |  |
| What did you learn are the key factors in efficiently sequencing the stages of food preparation and production? |  |

SITHCCC008 Prepare vegetables, 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.

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| --- | --- |
| **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.

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| **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.

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| **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? |  |

Comment/observation on any other unit of competency/s not listed

|  |  |
| --- | --- |
| **Unit(s)** | **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. Team work
3. Problem solving
4. Self-management
5. Planning and organising
6. Technology
7. Learning
8. Initiative & enterprise

When you’re on work placement, you’ll be using employability skills in many different ways.

This record will assist you when applying for jobs and in interviews. The skills you’re developing may be transferred to a range of occupations. Assessment of SWL recognition is based on a discussion of each of the sections from this booklet with a school representative.

In Section 3, identify the employability skills you’ve used and how you’ve demonstrated them in the workplace. Identify how the skills you 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 skills.

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How did you demonstrate **team work**? 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 activities.

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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’ve 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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| --- |
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Student declaration

I confirm that I have undertaken work placement with:

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

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

**Signed** (Student)

**Name** (Block letters)

**Date**