



**Recognition Assessment
SIT30816
Certificate III in Commercial Cookery**

Application Form

Version 10 - January 2017

CONTENTS

Part One (1) OVERVIEW	4
Part Two (2) NOTATIONS.....	5
2.1 Who can apply?	5
2.2 Documentary Evidence	5
2.3 Photos	6
2.4 How the information will be used	6
2.5 Working in Australia	6
2.6 Application Fee	6
2.7 Additional Fees	6
2.8 Student Handbook.....	7
2.9 Other	7
2.10 Where to lodge your application	7
Part Three (3) Application for Recognition.....	8
3.1 QUALIFICATION.....	8
3.2 Applicant Details	8
3.3 UNIQUE STUDENT IDENTIFIER (usi)	10
3.4 Course Enrolment	10
3.5 Employment Status.....	11
3.6 Employer Details	11
3.7 Cultural Background	12
3.8 Disability	12
3.9 Previous Applications.....	13
3.10 EDUCATION.....	13
3.11 LIST all OF AND or any Countries where you have completed any Training.....	13
3.12 Apprenticeship Training.....	14
3.13 Formal Education & Training	14
3.14 Migration Agent.....	15
3.15 Employment History	15
3.16 Additional Information	17



3.17	APPLICANT EVIDENCE OF IDENTITY CHECK.....	9
3.18	ASSISTING WITH EVIDENCE	18
Part Four (4)	Declaration.....	21
Part Five (5)	Checklist.....	22

PART ONE (1) OVERVIEW

Employees in the trade of *Commercial Cookery* work as qualified cooks in the kitchens of cafes, restaurants, hotels, clubs and similar enterprises. Please see the following links for the type of evidence required for your application:

[Participate in environmentally sustainable work practices](http://training.gov.au/Training/Details/BSBSUS201)

<http://training.gov.au/Training/Details/BSBSUS201>

[Work effectively with others](http://training.gov.au/Training/Details/BSBWOR203) <http://training.gov.au/Training/Details/BSBWOR203>

[Use Food Preparation Equipment](http://training.gov.au/Training/Details/SITHCCC001) <http://training.gov.au/Training/Details/SITHCCC001>

[Prepare dishes using Basic Methods of Cookery](http://training.gov.au/Training/Details/SITHCCC005) <http://training.gov.au/Training/Details/SITHCCC005>

[Prepare Appetisers and Salads](http://training.gov.au/Training/Details/SITHCCC006) <http://training.gov.au/Training/Details/SITHCCC006>

[Prepare Stocks, Sauces and Soups](http://training.gov.au/Training/Details/SITHCCC007) <http://training.gov.au/Training/Details/SITHCCC007>

[Prepare Vegetable, Fruit, Egg and Farinaceous Dishes](http://training.gov.au/Training/Details/SITHCCC008)

<http://training.gov.au/Training/Details/SITHCCC008>

[Prepare Poultry Dishes](http://training.gov.au/Training/Details/SITHCCC012) <http://training.gov.au/Training/Details/SITHCCC012>

[Prepare Seafood Dishes](http://training.gov.au/Training/Details/SITHCCC013) <http://training.gov.au/Training/Details/SITHCCC013>

[Prepare Meat Dishes](http://training.gov.au/Training/Details/SITHCCC014) <http://training.gov.au/Training/Details/SITHCCC014>

[Prepare Food to Meet Special Dietary Requirements](http://training.gov.au/Training/Details/SITHCCC018)

<http://training.gov.au/Training/Details/SITHCCC018>

[Produce Cakes, Pastries and Breads](http://training.gov.au/Training/Details/SITHCCC019) <http://training.gov.au/Training/Details/SITHCCC019>

[Work Effectively as a Cook](http://training.gov.au/Training/Details/SITHCCC020) <http://training.gov.au/Training/Details/SITHCCC020>

[Clean Kitchen Premises and Equipment](http://training.gov.au/Training/Details/SITHKOP001) <http://training.gov.au/Training/Details/SITHKOP001>

[Plan and Cost Basic Menus](http://training.gov.au/Training/Details/SITHKOP002) <http://training.gov.au/Training/Details/SITHKOP002>

[Produce Desserts](http://training.gov.au/Training/Details/SITHPAT006) <http://training.gov.au/Training/Details/SITHPAT006>

[Use Hygienic Practices for Food Safety](http://training.gov.au/Training/Details/SITXFSA001) <http://training.gov.au/Training/Details/SITXFSA001>

[Participate in Safe Food Handling Practices](http://training.gov.au/Training/Details/SITXFSA002) <http://training.gov.au/Training/Details/SITXFSA002>

[Coach Others in Job Skills](http://training.gov.au/Training/Details/SITXHRM001) <http://training.gov.au/Training/Details/SITXHRM001>

[Maintain the Quality of Perishable Items](http://training.gov.au/Training/Details/SITXINV002) <http://training.gov.au/Training/Details/SITXINV002>

[Participate in Safe Work Practices](http://training.gov.au/Training/Details/SITXWHS001) <http://training.gov.au/Training/Details/SITXWHS001>

[Prepare and Present Simple Dishes](http://training.gov.au/Training/Details/SITHCCC002) <http://training.gov.au/Training/Details/SITHCCC002>

[Use Cookery Skills Effectively](http://training.gov.au/Training/Details/SITHCCC011) <http://training.gov.au/Training/Details/SITHCCC011>

[Source and Use Information on the Hospitality Industry](http://training.gov.au/Training/Details/SITHIND002)

<http://training.gov.au/Training/Details/SITHIND002>

[Provide First Aid](http://training.gov.au/Training/Details/HLTAID003) <http://training.gov.au/Training/Details/HLTAID003>

If you are seeking the qualification in Commercial Cookery, you must provide evidence demonstrating the nature and duration of your employment, such as:

- log books or job cards illustrating the nature of trade work you have performed
- work-related references from employers and qualified supervisors outlining the duration of employment and detailing the nature of work you have performed, procedures applied and tools and equipment used which are consistent with the *Commercial Cookery* trade. References must be signed, dated and on your employer's letterhead.
- formal training records, evidence of relevant training completed
- any other evidence that you are competent or adequately trained to work as a *Chef* or a *Cook*.

By signing the bottom of all pages you are agreeing that you have read and understood the contents of that page.

APPLICANT SIGNATURE

DATE:

PART TWO (2) NOTATIONS

2.1 WHO CAN APPLY?

If you have skills and experience but have never completed an apprenticeship or obtained formal qualifications in Australia, you can apply to Austrain Academy to have your skills assessed.

You can do this whether you have gained your skills through formal training or on-the-job experience in Australia or overseas.

To apply, you will have to demonstrate that you have worked in the cookery trade field for at least five (5) years or that you have completed an apprenticeship or other formal training.

Subject to your skills being recognised by Austrain Academy, ***you may be*** issued with a Qualification being, SIT30816 Certificate III Commercial Cookery that is accepted throughout Australia.

Recognition in this way is generally supported by the Commonwealth and State governments, employers, unions and training providers.

2.2 DOCUMENTARY EVIDENCE

To have your skills assessed and recognised, you must provide relevant documents to support your application.

Examples of the type of evidence you need to provide are listed later in this application form.

Unless you provide the original documents when you lodge your application, the copies you supply must be certified by a Justice of the Peace / Australian Department of Foreign Affairs that they are complete and accurate copies of the originals.

If you are unable to provide supporting documents, you will need to explain this in a statutory declaration attached to your application.

If any of the documents you provide are not in English, you must provide certified photocopies of the original documents and certified photocopies of English translations of those documents.

The translations must be made by an official translating service, and the translator must certify that each translation is complete and accurate. (***This will be at the applicants expense.***)

APPLICANT SIGNATURE

DATE:

Authorised by – CEO Issue
Date - January 2017
Austrain Academy Pty Ltd

Doc Name – Application for SKILLS Recognition SIT30816
Version 10
Page 5 of 23

2.3 PHOTOS

After you have completed the application form, attach two passport-size photographs of yourself. The photos must have been taken within the previous six (6) months, and you must sign the back of each photo with your normal signature.

2.4 HOW THE INFORMATION WILL BE USED

When you apply to have your skills recognised, the information you provide will be assessed by Austrain Academy to determine whether you should be issued with a certificate. Austrain Academy will consider:

- the time you have worked in the commercial cookery field
- the type of instruction and training you have received
- the duration of the training you have received
- any relevant qualifications you have

Austrain Academy may check any of the information you provide to verify it is accurate and complete. Austrain Academy may also direct you to undertake further skills testing.

2.5 WORKING IN AUSTRALIA

If you are an Australian citizen or permanent Australian resident, you may be able to use your certificate to obtain work in Australia. If you are not an Australian citizen or permanent Australian resident and depending on the Visa you hold you may be able to use your certificate to obtain work in Australia.

Certain Visas **DO NOT** enable applicants to study in Australia.

2.6 APPLICATION FEE

A fee of **\$495 – Four Hundred & Ninety Five Dollars** is payable with your application. You need to pay this fee by cheque, money order and or direct deposit, made payable to Austrain Academy. This fee will be deducted from any additional fees per unit of competence that may be charged pending the outcome of this application.

2.7 ADDITIONAL FEES

Please be advised that there are Twenty Five (25) Units of Competence in Certificate III Commercial Cookery SIT30816, which are comprised of Twenty One (21) core units and Four (4) Elective Units.

An applicant may be required to pay Three Hundred and Thirty Dollars (\$330.00) per unit or part thereof for the assessment and or Recognition of Prior Learning (RPL) of any Unit(s) of Competence that cannot be granted as a Credit Transfers as part of this application.

APPLICANT SIGNATURE

DATE:

2.8 STUDENT HANDBOOK

You will be provided an Austrain Academy Handbook as part of this application. An additional copy of the Handbook can be made available to you from your trainer/assessor, Academy administration and the [Academy website](#).

2.9 OTHER

Please be advised that you must currently be working in a Commercial Kitchen to be assessed by Austrain Academy.

International applicants will need to provide evidence of an International Language English Testing System (ILETS) with a Minimum Overall Basic Score of 5.

The applicant will also need to attach a copy of the Bio-Page of their passport which contains the applicants' photo, full name, passport number, nationality etc

2.10 WHERE TO LODGE YOUR APPLICATION

You need to email, deliver or post your application to Austrain Academy or deliver it to the Academy's Administration Centre.

You may email your application to:

info@austrainacademy.com.au

You may mail your application to:

Austrain Academy

Skills Recognition Application

P.O Box 5177

WOLLONGONG NSW 2520

Or deliver to:

Austrain Academy

Skills Recognition Application

Level 2, 65 Market Street

WOLLONGONG NSW 2500

Phone: 1300 20 40 20

Fax: 02 42275640

APPLICANT SIGNATURE

DATE:

PART THREE (3) APPLICATION FOR RECOGNITION

All applicants undertaking and or applicants seeking Austrain Academy Training & Assessment Services must complete this section.

3.1 QUALIFICATION

Confirm the qualification that you are applying for?

Certificate III in Commercial Cookery SIT30816

3.2 APPLICANT DETAILS

Male Female

First Name: _____ Last Name: _____

Residential Address: _____

Suburb: _____ State: _____ Postcode: _____

Phone: (Home) _____ (Mob) _____

Date of Birth: _____/_____/_____

Day

Month

Year

City / Town of Birth: _____

15yrs-19yrs 20yrs -24yrs 25yrs-34yrs 35yrs -39 yrs 40+ yrs

Email Address: _____

APPLICANT SIGNATURE

DATE:

3.3 APPLICANT EVIDENCE OF IDENTITY CHECK

All applicants seeking to undertake Austrain Academy Courses must complete the

VISA STATUS & EVIDENCE OF IDENTITY CHECK

To enable us to assess your application.

Please complete the following page and have Certified Copies of your Visa and or Identification ready to enclose with this application.

Type of Identity	Australian (State or Territory)	International (Include Country & State or Province)	Identity Number	Other
Visa Status (with non-Australian passport)				
Passport				
Birth Certificate (Australian)				
Drivers Licence				
Immicard				
Citizenship Certificate				
Certificate of Registration by Descent				

APPLICANT SIGNATURE

DATE:

3.4 UNIQUE STUDENT IDENTIFIER (USI)

Complete this section ONLY if you are studying in Australia

Do you have a USI?

Yes

My USI:

I will enable access for Austrain Academy to view my transcript for the purposes of RPL.

I authorise Austrain Academy to view/update my account.

No

I request Austrain Academy to apply for a USI on my behalf.

I will create a USI myself and provide it to Austrain Academy for verification.

I have lost my USI and authorise Austrain Academy to search for it on my behalf.

I declare I have read the [USI information](#) and associated privacy policy available in the Austrain Academy [Student Handbook](#).

Name of Student

Student Signature of Acceptance

Date

3.5 COURSE ENROLMENT

Reason for making this application: _____

HOW DID YOU FIND OUT ABOUT AUSTRAIN ACADEMY?

Internet Personal referral

Newspaper Industry referral

Other _____

APPLICANT SIGNATURE

DATE:

3.6 EMPLOYMENT STATUS

Of the following categories, which BEST describes your current employment status?

- | | |
|---|--|
| <input type="checkbox"/> Full time Employee | <input type="checkbox"/> Employed - unpaid family worker |
| <input type="checkbox"/> Part time Employee | <input type="checkbox"/> Unemployed - seeking full time work |
| <input type="checkbox"/> Self-employed (not employing others) | <input type="checkbox"/> Unemployed - seeking part time work |
| <input type="checkbox"/> Employer | <input type="checkbox"/> Not employed - not seeking employment |

3.7 EMPLOYER DETAILS

Current Employer: _____

Australian Business Number (ABN)

Address: _____

Suburb: _____ State: _____ Postcode: _____

Phone: (Work) _____ (Mob) _____

Fax: _____

Start Date: _____ End Date: _____

Your Employment Classification: _____

Employer Contact: _____

Supervisor Name: _____

Where you are now working, **do you use** the skills you are applying to have recognised?

Yes No

If you have answered **Yes**, in the above box, then in the space below, list the main trade-related duties you perform at work.

APPLICANT SIGNATURE

DATE:

3.8 CULTURAL BACKGROUND

Are you of Aboriginal or Torres Strait Islander Origin? Yes No

Were you born in Australia? Yes No

If no what was your Country of Birth: _____

Are you: An Australian citizen A New Zealand citizen
 An Australian permanent resident A temporary resident
 None of the above

Do you speak a language OTHER THAN English at home? Yes No

If YES, which language do you usually speak? _____

How well do you speak English? Very Well Well Not Well Not at All

Do you require any language, literacy or numeracy assistance? Yes No

Will you require an Interpreter to assist you with this application and or Assessment Process or Interview? Yes No

IF YES , NOTIFY AUSTRAIN ACADEMY IMMEDIATELY.

3.9 DISABILITY

Do you consider yourself to have a permanent disability? Yes No

If YES, tick ANY applicable boxes:

Visual/Sight/Seeing Hearing
 Physical Intellectual
 Chronic Illness Other

If you require assistance for a disability, please give details: _____

APPLICANT SIGNATURE

DATE:

3.10 PREVIOUS APPLICATIONS

Have you previously applied to have your commercial cookery skills assessed? Yes No

Name of Qualification _____

Name of authority to which you applied _____

When did you apply? (Month/Year) _____

Was your application approved? Yes No

3.11 EDUCATION

What is your highest COMPLETED school level?

Year 9 or lower Year 10 Year 11 Year 12

In which YEAR did you complete that school level? _____

Since leaving school, have you COMPLETED any of the following qualifications?

- | | |
|--|--|
| <input type="checkbox"/> Trade Certificate | <input type="checkbox"/> Advanced/Technician Certificate |
| <input type="checkbox"/> Other Certificate | <input type="checkbox"/> Associate Diploma |
| <input type="checkbox"/> Undergraduate Diploma | <input type="checkbox"/> Degree or Postgraduate Diploma |

If YES, what was the name of the qualification(s)? _____

Enclose certified copies of your certificate(s) with this application.

3.12 LIST ALL OF AND OR ANY COUNTRIES WHERE YOU HAVE COMPLETED ANY TRAINING

_____	_____
_____	_____

APPLICANT SIGNATURE

DATE:

3.13 APPRENTICESHIP TRAINING

Have you ever commenced an apprenticeship in Australia or overseas? Yes No

The Qualification classification _____

Country where you did your apprenticeship _____

What was the official length of the apprenticeship? In years & months

Did you complete your apprenticeship? Yes No

Date you started your apprenticeship ____ / ____ / ____

Date you completed your apprenticeship ____ / ____ / ____

Enclose a certified copy of your certificate with this application.

3.14 FORMAL EDUCATION & TRAINING

Apart from an apprenticeship, have you ever done any other formal vocational training or technical courses relevant to this application? Yes No

Name of course _____

What was the official length of the course? (in years, months, weeks or days)

Date you started the course ____ / ____ / ____

Date you completed the course ____ / ____ / ____

Name of qualification obtained _____

Enclose a certified copy of the qualification (e.g. certificate) with this application.

APPLICANT SIGNATURE

DATE:

3.15 MIGRATION AGENT

I am currently using the services of a Registered Australian Migration Agent?

Yes No

If No.

Would you like us to provide details of a Registered Australian Migration Agent?

Yes No

3.16 EMPLOYMENT HISTORY

PRIOR EMPLOYMENT DETAILS

Please give details of any previous employment **relevant to this application** (including employment in which you used your skills) on the next page.

Start with your present or most recent employer. Attach another page if necessary.

Enclose copies of references from these employers.

We will also need copies of any additional evidence from you such as Photographs, Job Descriptions, References, Work Folders, Menus, Recipe Cards, Recipe Costings etc.

The references should list the main duties you performed and other relevant information (e.g. items made; types of equipment and tools used).

Please include evidence of any periods of self-employment.

APPLICANT SIGNATURE

DATE:

Company Name and Address Contact Person and Contact Number	Employment Classification or Occupation	Period of Employment		Is Employer Reference included?
		From	To	

APPLICANT SIGNATURE _____ **DATE:** _____

3.17 ADDITIONAL INFORMATION

Please supply any other information that you think might assist Austrain Academy to assess your application

(e.g. details of relevant self-employment, work experience, photographs of work, cv, resume, job descriptions, references, menus, recipe cards, recipe costings).

APPLICANT SIGNATURE

DATE:

3.18 ASSISTING WITH EVIDENCE

To ensure that the requirements or evidence are met we would ask you to consider what forms of evidence that we at Austrain Academy might be able to gather with the assistance of your workplace and or colleagues.

That is if you do not have the required evidence, what form of "evidence" could be gathered to confirm your competence.

Definitions:

A Third Party Report would need to be completed by either a current Manager, a Qualified Chef or similar (Third Party). They would be provided with a series of Questions that would require 'feedback" to assist in the confirmation of your competence.

Workplace or Direct Observation must be completed by a qualified assessor as defined by the NSSC. Ideally, you the participant will need to be observed in your workplace or a simulated workplace to ensure consistency.

The workplace should be a worksite such as a bar, food preparation area, a commercial kitchen, hotel, club, café or restaurant.

Qualification or Statement of Attainment issued by Australian Registered Training Organisations (RTO's).

They may be:

- Testamurs (issued by registered training organisation [RTO] to learners who have met the requirements of a vocational education and training [VET] qualification)
- Records of results (issued by an RTO to accompany the testamur),
- Statements of attainment (issued by an RTO to certify the completion of one or more units from a VET qualification or an accredited short course)

Certificates issued by other than an Australian RTO will assist with the recognition process, however additional forms of evidence may be required.

APPLICANT SIGNATURE

DATE:

Please tick/cross the relevant boxes/columns with the method of assessment / evidence that you may be able to supply.

UNIT OF COMPETENCE	Third Party Report	Workplace Observation or Direct observation	Australian Qualification or Statement of Attainment	Other Evidence that you could supply- Please advise
Core Units				
Participate in environmentally sustainable work practices				
Produce Appetisers and Salads				
Produce Seafood Dishes				
Work Effectively as a Cook				
Use Hygienic Practices for Food Safety				
Participate in Safe Work Practices				
Work effectively with others				
Produce Stocks, Sauces and Soups				
Use Food Preparation Equipment				
Produce Meat Dishes				
Clean Kitchen Premises and Equipment				
Participate in Safe Food Handling Practices				
Produce Vegetable, Fruit, Egg and Farinaceous Dishes				
Produce dishes using Basic Methods of Cookery				
Produce Poultry Dishes				
Produce Cakes, Pastries and Breads				
Produce Desserts				
Prepare Food to Meet Special Dietary Requirements				

APPLICANT SIGNATURE

DATE:

UNIT OF COMPETENCE	Third Party Report	Workplace Observation or Direct observation	Australian Qualification or Statement of Attainment	Other Evidence that you could supply- Please advise
Maintain the Quality of Perishable Items				
Plan and Cost Basic Menus				
Coach Others in Job Skills				
Provide First Aid (needs to be current and completed within the last three (3) years)				
ELECTIVE UNITS				
Use Cookery Skills Effectively				
Prepare Simple Dishes				
Source and Use Information on the Hospitality Industry				

APPLICANT SIGNATURE

DATE:

PART FOUR (4) DECLARATION

In submitting this **Application for Assessment** for a Recognised Qualification Certificate,

I hereby certify and declare the following:

- 4.1 I have read the instructions on this form and I understand them and the details contained in my application are true and correct. The documents I have attached are genuine and relate to my application.
- 4.2 I understand it may be necessary for Austrain Academy to contact my current or previous employers, the training organisations or colleges I have attended, and other Commonwealth or State Government departments or agencies to verify the information I have provided in this application.
- 4.3 I further understand that subject to the results of this Application I may be required to pay Three Hundred and Thirty Dollars (\$330.00) per unit or part thereof for the assessment of any Unit(s) of Competence that cannot be granted as part of this application.
- 4.4 I further provide permission for my Visa Status to be checked and confirmed by a Registered Australian Migration Agent.

Applicants Name (Please print)

First Name

Last Name

Applicant's signature: _____

Date: ____ / ____ / ____

Witness Name (Please print)

First Name

Last Name

Witness's signature: _____

Date: ____ / ____ / ____ Phone (business hours): _____

APPLICANT SIGNATURE **DATE:**

PART FIVE (5) CHECKLIST

- 5.1 Attach two (2) colour passport photographs that have been signed on the back by the applicant and certified by a Justice of the Peace / Australian Department of Foreign Affairs (or equivalent).
- 5.2 Enclose copies of Work and or Employment References and have them certified by a Justice of the Peace / Australian Department of Foreign Affairs (or equivalent).
- 5.3 Enclose copies of any Certificates, Qualifications and or Statements of Attainment, Statements of Attendance, Workplace Records and have them certified by a Justice of the Peace / Australian Department of Foreign Affairs (or equivalent).
- 5.4 A Copy of International English Language Testing System Test certified by a Justice of the Peace / Australian Department of Foreign Affairs (or equivalent).
- 5.5 Attached a copy of the Bio-Page of your passport which contains the applicants photo, full name, passport number, nationality etc certified by a Justice of the Peace / Australian Department of Foreign Affairs (or equivalent).
- 5.6 Any documents not in English have been translated and certified by a Justice of the Peace / Australian Department of Foreign Affairs (or equivalent).
- 5.7 I am unable to supply any of the above so I have elected to enclose a Statutory Declaration and have had this certified by a Justice of the Peace / Australian Department of Foreign Affairs (or equivalent) .
- 5.8 Attached a copy of Visa Status and had it certified by a Justice of the Peace / Australian Department of Foreign Affairs (or equivalent) .
- 5.9 Attached copy/copies of Evidence of Identity and had it/them certified by a Justice of the Peace / Australian Department of Foreign Affairs (or equivalent) .
- 5.10 Signed and dated the bottom of each page of this application.

Final Attached the Application fee of \$495 – Four Hundred & Ninety Five Dollars by way of cheque, money order or direct deposit into an account nominated by The Academy.

APPLICANT SIGNATURE

DATE:

Disclaimer

The advice and recommendations contain herein are based on information supplied by the applicant for the assessment process.

Austrain Academy believes that the advice and information herein is accurate and reliable but no warranty of accuracy or reliability is given and no responsibility arising in any other way whatsoever for errors or omissions (including responsibility to any person by reason of negligence) is accepted by Austrain Academy or any officer or employee of Austrain Academy.

Austrain Academy also wishes to notify the applicant (if not an Australian Citizen and or Permanent Resident) that this assessment is no way is a guarantee of Permanent Residency within Australia and may not assist with an application to that effect.

APPLICANT SIGNATURE

DATE:

Authorised by – CEO Issue
Date - January 2017
Austrain Academy Pty Ltd

Doc Name – Application for SKILLS Recognition SIT30816
Version 10
Page 23 of 23