



**TRADE  
RECOGNITION  
ASSESSMENT  
CERTIFICATE  
III  
HOSPITALITY  
(COMMERCIAL COOKERY)  
SIT30807**

**APPLICATION FORM**

Applicant Name: \_\_\_\_\_

Training Venue: \_\_\_\_\_



**phone: 1300 20 40 20**

info@austrainacademy.com.au

www.austrainacademy.com.au

**VERSION 2**

## Part One (1) OVERVIEW

Employees in the trade of *Hospitality Commercial Cookery* work as a qualified cooks in the kitchens of cafes, restaurants, hotels, clubs and similar enterprises. They prepare food, cater for a range of dishes, plan menus and control costs. Employees prepare appetisers, salads, stocks, sauces, soups, vegetables, fruit and eggs dishes. They may also select prepare and cook poultry, seafood and meat and prepare hot and cold desserts, pastries, cakes and yeast goods.

They:

- receive and store kitchen supplies
- clean and maintain kitchen premises
- develop menus to meet special dietary and cultural needs
- apply catering control principles.

If you are seeking recognition in the *Hospitality Commercial Cookery* trade, 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 *Hospitality 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*.

I agree that I have read and understood the contents of this page

**APPLICANT SIGNATURE**

**DATE:**

## Part Two (2) NOTATIONS

### 2.1 Who can apply?

If you have trade skills and experience but have never completed an apprenticeship or obtained formal trade qualifications in Australia, you can apply to Austrain Academy to have your trade 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 four (4) years or that you have completed an apprenticeship or other formal trade training. You must also be living in Australia.

Subject to your trade skills being recognised by Austrain Academy, you may be issued with a Qualification being, Certificate III Hospitality (Commercial Cookery) SIT30807 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 trade 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 bring the original documents with you when you lodge your application, the copies you supply must be certified by a justice of the peace 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.

I agree that I have read and understood the contents of this page

**APPLICANT SIGNATURE**

**DATE:**

## **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 trade skills recognised, the information you provide will be assessed by Austrain Academy to determine whether you should be issued with a trade certificate. The Austrain Academy will consider:

- the time you have worked in the trade
- the type of instruction and training you have received in the trade
- the duration of the training you have received
- any relevant qualifications you have in the trade.

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 skills testing.

## **2.5 Working in Australia**

If you are an Australian citizen or permanent Australian resident, you will be able to use your trade 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 trade 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** and is payable with your application. You need to pay this fee by cheque, money order and or direct deposit, made payable to either 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 Nine (29) Units of Competence in Certificate III Hospitality (Commercial Cookery) and an applicant may be required to pay Three Hundred and Thirty Dollars (\$330.00) per unit or part there of for the assessment of any Unit(s) of Competence that cannot be granted as part of this application.

I agree that I have read and understood the contents of this page

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## **2.8 Student Handbook**

You will be provided an Austrain Academy Student Handbook as part of this application. An additional copy of the Student Handbook can be made available to you from your trainer/assessor, academy administration, the academy website and is on the course CD provided with this application.

## **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 English Language Testing System 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 deliver or post your application to The Austrain Academy or deliver it to the Academics Administration Centre.

You may mail your application to:

Austrain Academy  
Trade Skills Application  
P.O Box 5177  
**WOLLONGONG NSW 2520**

Or deliver to:

Austrain Academy  
Trade Skills Application  
Shop 33  
Lower Level, Piccadilly Centre'  
341 Crown Street  
**WOLLONGONG NSW 2500**

**Phone: 1300 20 40 20**

I agree that I have read and understood the contents of this page

**APPLICANT SIGNATURE**

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## Part Three (3) Application for Trade Recognition

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

### 3.1 Trade Classification

Which trade classification are you applying for?

Certificate III in Hospitality (Commercial Cookery) SIT30807

### 3.2 Applicant Details

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Male  Female

Residential Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Mob) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

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

Email Address: \_\_\_\_\_

### 3.3 Course Enrolment

Reason for making this application: \_\_\_\_\_

HOW DID YOU FIND OUT ABOUT THE AUSTRAIN ACADEMY?

- Internet  Personal referral  
 Newspaper  Industry referral  
 Other \_\_\_\_\_

I agree that I have read and understood the contents of this page

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### 3.4 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 |

### 3.5 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 trade skills you are applying to have recognised? Yes  No

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that I have read and understood the contents of this page

**APPLICANT SIGNATURE**

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### 3.6 Employment History

#### Prior Employment Details

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

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, log books or job cards illustrating the nature of trade work you have performed etc.***

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

Please include evidence of any periods of self-employment.

| Company Name and Address | Employment Classification or Occupation | Period of Employment |    | Is Employer Reference included? |
|--------------------------|---|----------------------|----|---------------------------------|
|                          |   | From                 | To |                                 |
|                          |   |                      |    |                                 |
|                          |   |                      |    |                                 |
|                          |   |                      |    |                                 |
|                          |   |                      |    |                                 |
|                          |   |                      |    |                                 |
|                          |   |                      |    |                                 |
|                          |   |                      |    |                                 |
|                          |   |                      |    |                                 |

I agree that I have read and understood the contents of this page

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### 3.7 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 Trade Assessment Process or Interview? Yes  No

**IF YES , NOTIFY TRAINER/ASSESSOR IMMEDIATELY.**

### 3.8 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: \_\_\_\_\_  
\_\_\_\_\_

I agree that I have read and understood the contents of this page

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### 3.9 Previous Applications

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

Name of trade \_\_\_\_\_

Name of authority to which you applied \_\_\_\_\_

When did you apply? (Month/Year) \_\_\_\_\_

Was your application approved? Yes  No

### 3.10 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.**

### 3.11 List all or any Countries where you have completed any Training

\_\_\_\_\_  
\_\_\_\_\_

I agree that I have read and understood the contents of this page

**APPLICANT SIGNATURE**

**DATE:**

### 3.12 Apprenticeship Training

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

The Trade 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.**

### 3.13 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.**

### 3.14 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

I agree that I have read and understood the contents of this page

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**DATE:**



### 3.16 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 this 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   |                                 |   |                 |       |
| Passport  |                                 |   |                 |       |
| Drivers License   |                                 |   |                 |       |
| NSW Photo Card or interstate equivalent                     |                                 |   |                 |       |
| Student ID Card   |                                 |   |                 |       |
| Armed Forces Card   |                                 |   |                 |       |
| Identification confirmed by employer/ employment consultant |                                 |   |                 |       |
| Other   |                                 |   |                 |       |

I agree that I have read and understood the contents of this page

**APPLICANT SIGNATURE**

**DATE:**

**Part Four (4)**  
**Declaration**

In submitting this **Application for Assessment** for a Recognised Trade 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 there of 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): \_\_\_\_\_

I agree that I have read and understood the contents of this page

**APPLICANT SIGNATURE**

**DATE:**

## Part Five (5) Checklist

- 5.1 Attach 2 passport photographs that have been signed on the back by the applicant and certified by a Justice of the Peace
  - 5.2 Enclosed copies of Work and or Employment References and had them certified by a Justice of the Peace
  - 5.3 Enclosed copies of any Certificates, Qualifications and or Statements of Attainment, Statements of Attendance, Workplace Records and had them certified by a Justice of the Peace.
  - 5.4 A Copy of International English Language Testing System Test certified by a Justice of the Peace.
  - 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.
  - 5.6 Any documents not in English have been translated and certified by a Justice of the Peace.
  - 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.
  - 5.8 Attached a copy of Visa Status and had it certified by a Justice of the Peace
  - 5.9 Attached copy/copies of Evidence of Identity and had it/them certified by a Justice of the Peace
  - 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.

### **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 The 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.*

I agree that I have read and understood the contents of this page

**APPLICANT SIGNATURE**

**DATE:**