



# SIT40521-CERTIFICATE IV IN KITCHEN MANAGEMENT COURSE GUIDE

2024

## COURSE AT A GLANCE

SIT40521-Certificate IV In  
Kitchen Management

CRICOS Course Code: 115493G  
Mode of delivery: Blended (Face-to-Face +  
Distance learning)  
Location: Canberra  
Duration: 78 Weeks



This qualification reflects the role of chefs and cooks who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems.

This qualification provides a pathway to work in organisations such as restaurants, hotels, clubs, pubs, cafes and coffee shops, or to run a small business in these sectors.

The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice. No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication. The latest release of the qualification and packaging rules can be found at the following link:

<https://training.gov.au/Training/Details/SIT40521>

## WHO SHOULD APPLY FOR THIS COURSE AND WHY?

This course is targeted at international students who are:

- Seeking to pursue a career in kitchen management.
- Seeking to enter a new industry sector.
- Seeking a pathway to higher-level qualifications

Completing this course may provide you with employment or learning opportunities. Potential employment options are in the commercial cookery sector in the roles such as chef and cooks who have a supervisory or team leading role in the kitchen. Further education pathways may include a range of Diploma qualifications, such as the SIT50422 **Diploma of Hospitality Management**.

## What can I expect?

The following units are included in this course, and all are required for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed



Code	Title	Core or Elective
SITHCCC023*	Use food preparation equipment	Core
SITHCCC027*	Prepare dishes using basic methods of cookery	Core
SITHCCC028*	Prepare appetisers and salads	Core
SITHCCC029*	Prepare stocks, sauces and soups	Core
SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes	Core
SITHCCC031*	Prepare vegetarian and vegan dishes	Core
SITHCCC035*	Prepare poultry dishes	Core
SITHCCC036*	Prepare meat dishes	Core
SITHCCC037*	Prepare seafood dishes	Core
SITHCCC041*	Produce cakes, pastries and breads	Core
SITHCCC042*	Prepare food to meet special dietary requirements	Core
SITHCCC043*	Work effectively as a cook	Core
SITHKOP010	Plan and cost recipes	Core
SITHKOP012*	Develop recipes for special dietary requirements	Core
SITHKOP013*	Plan cooking operations	Core
SITHKOP015*	Design and cost menus	Core
SITHPAT016*	Produce desserts	Core
SITXCOM010	Manage conflict	Core



Code	Title	Core or Elective
SITXFIN009	Manage finances within a budget	Core
SITXFSA005	Use hygienic practices for food safety	Core
SITXFSA006	Participate in safe food handling practices	Core
SITXFSA008*	Develop and implement a food safety program	Core
SITXHRM002	Roster staff	Core
SITXHRM009	Lead and manage people	Core
SITXINV006*	Receive, store and maintain stock	Core
SITXMGT001	Monitor work operations	Core
SITXWHS007	Implement and monitor work health and safety practices	Core
SITHCCC026*	Package prepared foodstuffs	Elective Group A
SITHCCC040*	Prepare and serve cheese	Elective Group A
SITHCCC038*	Produce and serve food for buffets	Elective Group A
SITHFAB005*	Prepare and serve espresso coffee	Elective Group D
BSBTWK501	Lead diversity and inclusion	Elective Group E
SITXWHS006	Identify hazards, assess and control safety risks	Elective Group E

# TRAINING AND ASSESSMENT INFORMATION

This course is delivered through face-to-face training and assessment in a classroom and training kitchen, as well as through structured self-study and workplace-based training and assessment.

You are required to attend training and assessment for 14 hours per week, as well as complete 6 hours of structured self-study per week for 60 study weeks (6 terms of 10 weeks each). Holiday breaks are 18 weeks in total and the timing of these breaks will be advised in your timetable when you start your course.

As well as completing face-to-face training and assessment and structured self-study, you will also need to complete 48 service periods. 1 service period will be completed as a simulated assessment in our commercial training kitchen and the other 47 service periods will be completed as a work placement (each service period will be 4 hours). Institute of Vision and Business & Technology will assist you to find a work placement, or you may find your own work placement. The work placement is completed during the last term and will be in addition to your study hours. As a guide you would need to complete approximately 20 hours a week so that you can complete the required service period hours before your course finishes.

In addition to face-to-face training and assessment and structured self-study, you will also need to complete approximately 5 hours of additional, unsupervised study per week including general reading and research for assessments.



You will also need to complete assessments for this course which may include:

- Written questions
- Projects
- Presentations
- Reports
- Role plays/observations
- Logbooks

At the beginning of each unit, your trainer and assessor will outline the assessment tasks that must be completed.

Your classes will be conducted in modern classrooms, and you will be able to access Wi-Fi. There are also areas for you to relax, as well as conduct additional study.

You will be provided with a Student Guide relevant to each unit in your course.



# COURSE PROGRESS AND ATTENDANCE

Satisfactory course progress and attendance is very important to meet visa requirements. Please read the International Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

# RESOURCE REQUIREMENTS

You are required to bring your own laptop with Office 365 (or similar program) to all classes. These costs are not included in your course fees. Specifications for laptops and associated costs are included below.



## PC

	Minimum requirements
Processor	Intel® or AMD processor with 64-bit support*; 2 GHz or faster processor Microsoft Windows 10
Operating system	Microsoft Windows 10
RAM	10 GB or more of RAM (8 GB recommended)
Hard disk space	3.1 GB or more of available hard-disk space
Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended.
Graphics processor acceleration requirements	OpenGL 2.0-capable system
Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

## MacOS

	Minimum requirements
Processor	Multicore Intel processor with 64-bit support
Operating system	MacOS version 10.12 (Sierra), macOS version 10.13 (High Sierra), or macOS version 10.14 (Mojave).
RAM	2 GB or more of RAM (8 GB recommended)
Hard disk space	4 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation.
Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended
Graphics processor acceleration requirements	OpenGL 2.0-capable system
Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

Name of software	Associated costs	
Office 365	\$129 annually	<a href="https://products.office.com/en-au/buy/office">https://products.office.com/en-au/buy/office</a>
Laptop details	Associated costs	
Any laptop that meets the specifications above	\$450 (approximate only)	Various

## STUDENT SUPPORT

We offer the following in relation to support and welfare.

- one-to-one support from the trainer/assessor
- support with personal issues
- access to additional learning resources
- reasonable adjustment in assessment
- social events
- information about external sources of support.

You may not have studied for a while, may have English as a second language or need additional assistance with literacy or numeracy.

We will identify any additional support needs you may have at the time of application and enrolment and may prepare a Student Support Plan for you based on those needs.



## COURSE CREDIT

You can apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer or recognition of prior learning) as per the information included in our International Student Handbook, which is available at [ivbt.edu.au](http://ivbt.edu.au)

If you are granted course credit, this will affect your course fees as well as the duration of your course. We will advise you in writing of changes to fees or course duration as a result of the credit. You will also be issued with a new Confirmation of Enrolment. For any questions about course credit, contact us at the details shown below.



## WHAT ARE THE ENTRY REQUIREMENTS?

Institute of Vision and Business & Technology has the following entry requirements: You must:

- Be at least 18 years of age and have completed the equivalent of Year 12. Participate in a course entry interview to determine
- suitability for the course and student needs. Have an IELTS\* score of 5.5 (test results must be no more than 2 years old). English language
- competence can also be demonstrated through documented evidence of any of the following:
  - Educated for 5 years in an English-speaking country; or
  - Successful completion of an English Placement Test.

Note that other English language tests such as PTE and TOEFL can be accepted. You are required to provide your results so that we can confirm they are equivalent to IELTS 5.5.

## HOW CAN I APPLY

To apply for this course, you are required to complete an enrolment form and submit all required supporting evidence including:

- a copy of your High School Certificate
- proof of English language proficiency as specified in the entry requirements.



## HOW MUCH DOES IT COST

The costs for this course are as follows:

Course fees	Tuition fees: AUD \$13,600 Enrolment fee: \$ 300 Material fee: \$1200
Non-tuition fees	May apply and can be found in our International Student Handbook on our website at <a href="http://ivbt.edu.au">ivbt.edu.au</a>

*Course fees do not include laptops or software – see information above.*

A detailed payment plan and payment arrangements are provided in the Offer Letter and Student Agreement. You must pay all your course fees and on time. Non-payment of fees may result in cancellation of enrolment.

You are also required to take out Overseas Health Insurance Cover before arriving in Australia. Institute of Vision and Business & Technology provides details of OSHC providers in the International Student Handbook. You can approach any of these providers to find out costs and organise your cover.

Additional costs associated with living in Australia are outlined in the International Student Handbook. You should carefully review these costs in relation to budgeting. Further information can be found at <https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>.

## WHERE TO FROM HERE?

If your application is successful, we will send you an Offer Letter and Student Agreement. You should make sure you read through this document carefully to make sure you are happy with all of the terms and conditions. If you are, then simply sign the document and send it back to us

Once we receive this, we will issue you with a Confirmation of Enrolment (CoE) letter and an invoice for the first payment.

The first day of each course will include orientation and induction. Orientation will include information about the campus, living in Australia, accessing our support services and methods for achieving success throughout the course, including course progress requirements.

This course outline should be read in conjunction with Institute of Vision and Business & Technology International Student Handbook. This can be found online at [ivbt.edu.au](http://ivbt.edu.au)



CONTACT US

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<https://ivbt.edu.au/enrol-now/>



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