



NOVUS COLLEGE

SIT40521-CERTIFICATE IV IN KITCHEN MANAGEMENT

COURSE GUIDE

2024

COURSE AT A GLANCE

SIT40521-Certificate IV In
Kitchen Management

CRICOS Course Code: 110290C

Mode of delivery: Blended (Face-to-Face +
Distance learning)

Location: Sydney | Gosford (Campus)

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.

WHO SHOULD APPLY FOR THIS COURSE?

Target groups for the SIT40521 Certificate IV in Kitchen Management are international students who are:

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

Characteristics of the target group are as follows:

Students will be from a range of countries and may be living in Australia for the first time or may have been here in the recent or more distant past.

Many will speak English as a second language, although an entry level has been set to ensure students are able to complete course work.

Students are expected to typically fall into the age range of 18 – 35 as people are still establishing or changing careers. Credit and/or RPL can be provided for those with existing skills and knowledge allowing such students to complete the course in a shorter time frame.

It is noted that although we are required to offer RPL as per the Standards for RTOs 2015, it would not be expected that international students would pursue this pathway due to lack of relevant workplace experience and existing skills and knowledge.

WHAT CAN I EXPECT (SUBJECTS)

The following units are included in this course, and all are required for the award of the qualification. If you successfully complete some but not all units, you will be awarded with a Statement of Attainment.

Core

SITHCCC023*	Use food preparation equipment
SITHCCC027*	Prepare dishes using basic methods of cookery
SITHCCC028*	Prepare appetisers and salads
SITHCCC029*	Prepare stocks, sauces and soups
SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC031*	Prepare vegetarian and vegan dishes
SITHCCC035*	Prepare poultry dishes
SITHCCC036*	Prepare meat dishes
SITHCCC037*	Prepare seafood dishes
SITHCCC041*	Produce cakes, pastries and breads
SITHCCC042*	Prepare food to meet special dietary requirements
SITHCCC043*	Work effectively as a cook
SITHKOP010	Plan and cost recipes
SITHKOP012*	Develop recipes for special dietary requirements
SITHKOP013*	Plan cooking operations
SITHKOP015*	Design and cost menus
SITHPAT016*	Produce desserts
SITXCOM010	Manage conflict
SITXFIN009	Manage finances within a budget
SITXFSA005	Use hygienic practices for food safety
SITXFSA006	Participate in safe food handling practices
SITXFSA008*	Develop and implement a food safety program
SITXHRM008	Roster staff
SITXHRM009	Lead and manage people
SITXINV006*	Receive, store and maintain stock
SITXMGT004	Monitor work operations
SITXWHS007	Implement and monitor work health and safety practices

Elective

SITHCCC026*	Package prepared foodstuffs
SITHCCC040*	Prepare and serve cheese
SITHCCC038*	Produce and serve food for buffets
SITXCCS015	Enhance customer service experiences
SITXCCS016	Develop and manage quality customer service practices
SITXWHS006	Identify hazards, assess and control safety risks

*Please be advised that our elective course offerings are periodically updated to align with industry trends, student feedback, and regulatory requirements, ensuring our curriculum remains current and relevant.



TRAINING AND ASSESSMENT INFORMATION

DELIVERY AND ASSESSMENT SUMMARY

The qualification is delivered over 78 weeks comprising of:

- six (6) terms of 10 weeks each (60 weeks total)
- holiday breaks/catch-up classes amounting to 18 weeks.

DELIVERY AND ASSESSMENT DETAILS

Students are required to attend 14 hours of training and assessment per week and complete structured distance learning of 6 hours per week.

Additional, unsupervised study is expected to be approximately 5 hours a week.

There will be training and assessment in classroom-based and also be completed in the commercial training kitchen. Novus Education has a sublease and a lease with a commercial training kitchen for both Gosford and Ultimo Campus respectively.

Students will also complete the unit SITHCCC043* Work effectively as a cook that requires the completion of 48 service periods. Service period hours are 4 hours. These hours will be completed in work placement as described below.

The training and assessment details shows the weeks during which training is delivered and assessment conducted for each unit.



Work Placement:

Students are required to complete 48 service periods to meet the requirements of the unit SITHCCC043* Work effectively as a cook. Service period hours are 4 hours and therefore students will be required to complete 192 hours.

Students may find their own work placement. Novus Education, however, if requested by the students, Novus Education will assist students to obtain work placements. Work placement agreements will be signed with participating organisations and a facilities and equipment check will take place prior to the agreement being signed.

Workplace supervisors are required to endorse each student's logbook to confirm they have completed the required service period hours.

COURSE PROGRESS AND ATTENDANCE

Satisfactory course progress and attendance is very important in order 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

The resource requirements for the course include:

- A laptop with Office 365 or a similar program for use during classes.
- Minimum specifications for a PC or MacOS, including RAM, hard disk space, monitor resolution, and internet connectivity.
- Access to Wi-Fi and modern classrooms.
- Student Guides relevant to each unit in the course.
- These resources are necessary to support the learning environment and ensure students can engage effectively in the coursework.



STUDENT SUPPORT

- **Additional Classes:** Offered based on identified needs.
- **Trainer/Assessor Contact:** Available via email, Zoom, in person, and phone.
- **Assessment Attempts:** Two free assessment attempts are provided.
- **Reasonable Adjustments:** Available in training and assessment.
- **Ongoing Conversations:** Staff maintain regular communication with students to track course progress.
- **Individualised Support:** Tailored assistance for those who may have been away from studying for a while, non-English native speakers, or those requiring extra help with literacy or numeracy.

COURSE CREDIT & RECOGNITION OF PRIOR LEARNING



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 www.novus.edu.au

Overseas Students with significant prior work experience or equivalent qualification can apply for course credits during the Enrolment process.

You can provide information regarding course credits by completing our Enrolment Form. Application for course credits will be assessed and your subsequent course duration & fee will be adjusted in the Student offer

ENTRY REQUIREMENTS

Novus Education has the following entry requirements: International students must:

- Be at least 18 years of age and have completed Year 12 or equivalent.
- be approved in the pre-enrolment evaluation to assess the suitability of the course for the student, and to understand student needs

International students must:

- Have an IELTS* score of 6.0 (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. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0.*

HOW CAN I APPLY

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

- Academic Certificates.
- Proof of English language proficiency as specified in the entry requirements.

HOW MUCH DOES IT COST

To receive a breakdown of your tuition costs, please reach out to us at admin@novus.edu.au. Detailed payment plans and payment arrangements will be provided in the Offer Letter and Student Agreement. You must pay all of your course fee on time. Non-payment of fees may result in cancellation of enrolment.

You are also required to take Overseas Health Insurance Cover before joining Novus College. Novus College provides details of OSHC providers. 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?

After completing the enrolment form and submitting all required supporting documents, if your application is successful, you'll receive an Offer Letter and Student Agreement. Review these documents thoroughly to ensure you're comfortable with the terms and conditions. Once you're satisfied, sign the documents and send them back.ation and guidelines.

Upon receiving these signed documents, the institution will issue you a Confirmation of Enrolment (CoE) letter along with an invoice for the initial payment. The commencement of the course will include orientation and induction sessions, providing information about campus facilities, living in Australia, accessing support services, and meeting course progress requirements.

Make sure to read the course outline along with Novus College's International Student Handbook, available online at www.novus.edu.au, for comprehensive information and guidelines.

my.novus.edu.au/enrol

CONTACT US

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Online enquiry: www.novus.edu.au



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