

COMMERCIAL COOKERY COURSE AND PROGRAM DETAILS

COURSE	SIT40521 Certificate IV in Kitchen Management	STAGE	Stage 5	CLASS	CIVKM
TERM	Term 1 2025 (13 January 2025 to 14 March 2025)	NO. OF WEEKS	9	STUDY DAYS	Wednesday & Thursday

SCHEDULED TIMETABLE

DAY	TIME	WEEK	SUBJECT CLUSTER	UNIT CODE	UNIT NAME	ONLINE ACTIVITY	ROOM
Wednesday	8.30am - 4.30pm	1-9	Human Resources Management 1	SITXHRM008	Roster staff	3 hours	Level 8 Room 8.17
				SITXHRM009	Lead and manage people		
Thursday	8.30am - 12.30pm	1-9	Work Operations	SITXMGT004	Monitor work operations	2 hours	Level 8 Room 8.17
				SITXMGT005	Establish and conduct business relationships		
	1.00pm - 4.30pm		Client Relations	SITXCOM010	Manage conflict	-	
				SITXWHS007	Implement and monitor work health and safety practices		

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WORK BASED TRAINING ROSTERED SHIFTS	SUBJECT CLUSTER	UNIT CODE	UNIT NAME	ROOM
WBT: Work Based Training 60 Food Service Periods*	Working in Industry	SITHCCC043	Work effectively as a cook	Host Organisation approved by AAPoly
WBT: Work Based Training	Working in Industry	SITHKOP013	Plan cooking operations	Host Organisation approved by AAPoly
WBT: The Schedule of days and hours are subject to change depending upon the Host Employer. This can include services during evenings, weekends, and gazetted public holidays.	<p><u>NOTE:</u> *A food service period can cover a Breakfast service, Lunch service or Dinner service for a minimum of four (4) hours in an industry workplace with industry-realistic ratios of kitchen staff to customers.</p>			
	<p><i>The Cert IV WBT is scheduled to run concurrently with theory classes. Please note that if you have not completed your Cert III WBT, you must finish it during the term before you can begin the Cert IV WBT assessments.</i></p>			

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Level 1, 7 & 8, 628 Bourke Street, Melbourne, Victoria 3000

Formal classes start on **13th January 2025**.

All students must Contact WBT team no later than **20th January 2025** to ensure enrolment.

All students must endeavour to attend 20 contact hours a week. "Contact hours" is defined as the total number of hours scheduled for teaching purposes, course-related information sessions and examinations.

Important

Students are responsible for ensuring that they have passed all the Cert III units (25 units) before the start of WBT. If you do not have all the Competency required, please email Vet Reassessment to complete the units and keep your Course coordinator and WBT team inform to organise for a study plan.

Please note that WBT unit is not a self-enrolment unit, so you need to make sure that you have attended the WBT session and be in communication with the WBT team at wbt@aapoly.edu.au.