

# TRAINING RECORD

## NEW APPRENTICESHIP

### *CERTIFICATE III*

### **COMMERCIAL COOKERY**



Prepared by the TAFE Strategic Services Unit, NSW  
Department of Education and Training, for the  
Australian National Training Authority.

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# TRAINING RECORD

## *A RECORD OF ACHIEVEMENT!*

CONGRATULATIONS ON YOUR APPRENTICESHIP! WE  
WISH YOU EVERY SUCCESS FOR YOUR FUTURE.

### *This record is designed to:*

- 😊 provide details of the training you receive at work and at college
- 😊 record your achievements and assessments during your training
- 😊 record your workplace performance of certain tasks
- 😊 provide information to future employers about your skills
- 😊 help you to gain advanced standing in other training programs.

Discuss your progress regularly with your supervisor and college teacher, who sign the record as an accurate record of your achievements.

When completed, this record will contain your achievements at work.

**KEEP THIS RECORD IN A SAFE PLACE AT ALL TIMES TO ENSURE  
YOUR SKILLS ARE RECORDED BY YOUR TEACHERS AND  
WORK SUPERVISORS AS THEY ARE ACHIEVED.**

## APPRENTICE/TRAINEE PERSONAL DETAILS

<b>FAMILY NAME:</b> ..... <b>GIVEN NAME</b> .....
<b>ADDRESS:</b> .....
..... <b>POSTCODE:</b> .....
<b>HOME PHONE:</b> .....
<b>EMERGENCY CONTACT NAME:</b> .....
<b>ADDRESS:</b> .....
<b>PHONE:</b> .....
<b>TRAINEE REGISTRATION NO:</b> .....
<b>START DATE:</b> .....
<b>OFF THE JOB TRAINING PROVIDER:</b> .....
<b>CHANGE OF ADDRESS:</b>
.....
.....
<b>DATE :</b> .....

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sized  
photograph  
here

## EMPLOYER DETAILS

<b>BUSINESS NAME:</b> .....
<b>ADDRESS:</b> .....
..... <b>POSTCODE:</b> .....
<b>PHONE:</b> .....
<b>FAX:</b> ..... <b>EMAIL</b> .....
<b>WORKPLACE ASSESSOR/S:</b> .....
<b>DATE COMMENCED TRAINING:</b> .....

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here

## EMPLOYER DETAILS

<b>BUSINESS NAME:</b> .....
<b>ADDRESS:</b> .....
..... <b>POSTCODE:</b> .....
<b>PHONE:</b> ..... <b>FAX:</b> .....
<b>E-MAIL:</b> .....
<b>WORKPLACE ASSESSOR/S:</b> .....
<b>DATE COMMENCED TRAINING:</b> .....

# INFORMATION FOR APPRENTICE

Welcome to the *Certificate III in Commercial Cookery Apprenticeship*. This apprenticeship will be conducted over approximately three years, during which time you will undertake off-the-job training with your training provider and be employed in a hospitality organisation.

## STRUCTURE OF YOUR TRAINING

This record contains details of your training program. It sets out the tasks you will need to perform to be seen as *competent*. The record shows how the training you receive at work relates to what you learn at college.

The training you will do throughout your traineeship is competency based, that is, it addresses skills, knowledge and attitudes required to work effectively and safely in commercial cookery. This means that you will be assessed on your ability to DO your job not just on your knowledge of the job.

An outline of the units of competence is provided in the Contents page.

## WHAT YOU HAVE TO DO

Whether your training is delivered in a college or in the workplace, **you are responsible for your Training Record.**

Make sure you know which units you will be learning on the job and off the job. Remind your workplace supervisor to mark off your workplace performance as you go, if they forget.

Within each unit there are sections for your comments. You don't have to fill them in but if you would like to make a comment about your performance or your experiences, then fill them in as you go.

**REMEMBER, IT IS YOUR RESPONSIBILITY TO KEEP THIS TRAINING RECORD UP TO DATE.**

**YOU MAY NEED TO REMIND YOUR SUPERVISOR TO RECORD YOUR PROGRESS REGULARLY.**

#### **ASSISTANCE DURING YOUR APPRENTICESHIP/ TRAINEESHIP**

The (insert name of state training authority) provides advice and assistance to you and your employer on all matters relating to the training agreement. The agency can help you with any problems or disputes with your employer. Information about where to go for help is located inside the back cover of this record.

#### **RECOGNITION OF PRIOR LEARNING**

If you have worked in the industry before or undertaken a pre-apprenticeship course at school, you may be eligible for Recognition of Prior Learning (RPL). If RPL is granted you may have to complete less of the course content and/or be eligible for early completion of the apprenticeship. A DET Industry Training Advisor, or your Training Provider, can assist you to apply for RPL **at any stage** during the course of your apprenticeship.

## INFORMATION FOR SUPERVISORS

**This *Training Record* is the practical, on the job component to support the commercial cookery course, Certificate III. It is designed to be a record of all the training whether on or off the job. It gives you, the experienced chef, the chance to take an active role in the training of staff to standards required by your industry.**

- ◆ It provides a detailed record of the skills and knowledge required by cooks and agreed to by the industry.
- ◆ The Training Record provides an overview of the structured learning program your apprentice is completing, progressing from basics to more advanced skills.
- ◆ By recording your trainee's progress as they develop under your guidance you will be able to help make both work and college training more effective.
- ◆ It is recommended that skills taught off the job are quickly reinforced on the return to work of your trainee.

## **WHAT YOU HAVE TO DO:**

- ◆ Take time to read through this Training Record so that you can see the range of skills included.
- ◆ Provide appropriate on-the-job training and practice for many of the skills apprentices/trainees must learn.
- ◆ Sign off the workplace performance.
- ◆ Ensure the workplace supervisor entries are kept up to date.

**UNIT BKA 1 MISE EN PLACE AND FOOD PREPARATION**

**Assessor:** *Assessment box on this page has two uses: to sign off the Unit BKA 1 as a whole or to sign off this element only.*

<b>ELEMENT:</b> <b>BKA 1.1</b> <b>PREPARE KITCHEN</b> <b>EQUIPMENT FOR USE</b>	<b>Tasks completed On/Off job</b> <i>(please circle)</i>  Assessor's signature:..... Date: ..... Unit BKA1 completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
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◆ <b>PERFORMANCE CRITERIA</b>
<ul style="list-style-type: none"><li>◆ Demonstrate safe knife handling techniques, which could include: cleaning, sharpening, carrying, storage.</li><li>◆ Classify food processing and cooking equipment according to use, into utensils, mechanical equipment and large (fixed) equipment.</li><li>◆ Check that portable and fixed equipment are hygienically clean and in a safe condition.</li><li>◆ Assemble kitchen equipment of correct size and type, ready for use.</li><li>◆ Use all types of equipment safely with consideration for the welfare of themselves and others in the kitchen environment.</li><li>◆ Check power and equipment to ensure it is in a safe and hygienic condition. This could include: gas, steam and water supply, electricity, ovens and stoves, power driven equipment (eg fryers, bain marie and fridges).</li></ul>

**TRAINEE'S COMMENTS:** *(eg .some important points I learnt during this element)*

**ELEMENT:  
BKA 1.2  
ASSEMBLE  
AND PREPARE  
INGREDIENTS  
FOR MENU ITEMS**

**Tasks completed  
On/Off job**  
*(please circle)*

Assessor's signature: .....

Date:.....

### **PERFORMANCE CRITERIA**

- ◆ List the essential details of a recipe.
- ◆ Increase/decrease a recipe for different numbers of portions.
- ◆ Choose and assemble ingredients for menu items of correct quantity, quality and type according to: standard recipes, recipe cards, instructions or instruction sheets.
- ◆ Precisely cut fruit and vegetables required for basic preparations, which could include: julienne, brunoise, paysanne, macedoine, jardiniere, turning.
- ◆ Organise and carry out work in a logical, space efficient and time efficient manner according to occupational health and safety regulations.

### **TRAINEE'S COMMENTS:**

**ELEMENT:**  
**BKA 1.3**  
**PREPARE SIMPLE**  
**FOOD ITEMS**

<p><b>Tasks completed</b> <b>On/Off job</b> <i>(please circle)</i></p> <p>Assessor's signature:.....</p> <p>Date:.....</p>
--

<b>PERFORMANCE CRITERIA</b>
<ul style="list-style-type: none"><li>◆ Prepare a range of food items, which could include: wash and peel vegetables, blanch and peel tomatoes, peel, dice and slice an onion, make croutons, make bouquet garni, make mirepoix, make and use marinade, make batters, make dried and fresh breadcrumbs.</li><li>◆ Prepare basic foodstuffs, using standard recipes, which could include: salads, sandwiches, garnishes, coatings, batters.</li><li>◆ Follow hygiene and safety regulations at all times.</li></ul>

**TRAINEE'S COMMENTS:**

**ELEMENT:**  
**BKA 1.4**  
**PREPARE AND**  
**STORE MEAT,**  
**SEAFOOD AND**  
**POULTRY**

<p><b>Tasks completed</b> <b>On/Off job</b> <i>(please circle)</i></p> <p>Assessor's signature:.....</p> <p>Date:.....</p>
--

<b>PERFORMANCE CRITERIA</b>
<ul style="list-style-type: none"><li>◆ Clean and handle meat, seafood and poultry according to hygiene regulations.</li><li>◆ Store meat, seafood and poultry according to hygiene regulations.</li><li>◆ Trim and slice meat, seafood and poultry as required by recipe or production need, to correct number, size and weight.</li><li>◆ Mince meat and poultry to required texture.</li><li>◆ Select the appropriate temperature for storage of meat, seafood and poultry in refrigerators and freezers.</li></ul>

**TRAINEE'S COMMENTS:**

**OFF JOB TRAINER'S COMMENTS:**

**ON JOB SUPERVISOR'S COMMENTS:**

### **WORKPLACE PERFORMANCE REQUIREMENTS**

Employers of apprentices/trainees in cookery are now required to ensure that the trainee meets certain workplace performance criteria before they can gain their qualifications.

This workplace performance is fairly straight forward. For example, the AQF Certificate 1 apprentice or trainee is required to meet four workplace performance criteria to the standard acceptable in the industry.

<b>CRITERIA 1</b>	<b>CRITERIA 2</b>	<b>CRITERIA 3</b>	<b>CRITERIA 4</b>
Prepares, cooks and serves basic menu items	Carries out routine kitchen activities	Performs an identified role within the kitchen team	Carries out responsibilities with appropriate hospitality behaviour

### **CHEF/SUPERVISOR RESPONSIBILITIES**

You will be required to sign off certain workplace performance tasks. These are clearly outlined at the end of each unit of competence.

### **APPRENTICE/TRAINEE'S RESPONSIBILITIES**

Prepare yourself to perform the workplace performance tasks. Make sure your chef/supervisor has signed off these tasks which are listed at the end of each unit in this **Training Record**.

**The trainee has achieved the following workplace performance in BKA 1:**

<b>WORKPLACE PERFORMANCE: BKA 1</b>		
<b>Supervisor name</b>	<b>Signature</b>	<b>Date</b>
<b>CRITERIA 1: PREPARE, COOK AND SERVE BASIC MENU ITEMS</b>		
<b>WP1</b> What you do to report faulty equipment?		
<b>WP2</b> What are the main steps you follow to prepare a menu item?		
<b>WP3</b> How do you plan and organise your activities before, during and after service?		
<b>WP4</b> Discuss four important hygiene rules when preparing cooking and serving menu items		
<b>CRITERIA 2: CARRIES OUT ROUTINE KITCHEN ACTIVITIES</b>		
<b>WP5</b> What steps do you follow when checking and storing deliveries?		

**Number of times trainee performed at this level:**

Date: ..... Signature:.....

Date: ..... Signature:.....

Date: ..... Signature:.....

**Level of supervision trainee received while performing tasks (please circle):**

High      Medium      Low supervision

## BCG2011A – USE STATIC MACHINES

<b>SUMMARY OF ELEMENTS, RANGE STATEMENTS AND EVIDENCE GUIDES, FROM THE COMPETENCY STANDARDS</b>
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**Note: For WORK EVIDENCE only – not for assessment purposes.**

***Skills to be demonstrated:***

- ◆ Participate in decision making and preparation for tasks and projects being undertaken in the workplace. This may include safe methods of working, assembling materials, plants, tools or equipment for the project, identification of hazards and applying control measures.
- ◆ Review methods of working for improvements in efficiency, quality and safe practices.
- ◆ The scope of this unit relates to all bench power units normally found in workshops such as saws, planers and grinders.
- ◆ Proper induction into the use of each item of equipment should be taken prior to any task being undertaken.

**TYPICAL TASKS/ACTIVITIES**

The trainee/apprentice is to ensure all guards, anti jamming devices and safety switches are fitted and operational as set out in manufacturers guide plates and instructions.

The trainee/apprentice under direct supervision is to undertake simple tasks to develop competency in the use of equipment. Operational use of equipment for production work should only take place once the trainee/apprentice has demonstrated relevant competence.

**COMMENTS BY APPRENTICE/TRAINEE  
AND/OR EMPLOYER/SUPERVISOR**

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EMPLOYER/SUPERVISOR – signature: \_\_\_\_\_

Date: \_\_\_\_\_

# **ASSESSMENT RECORDS FOR CERTIFICATE II**

## ***INTEGRATED COMPETENCY ASSESSMENT – PHASE A***

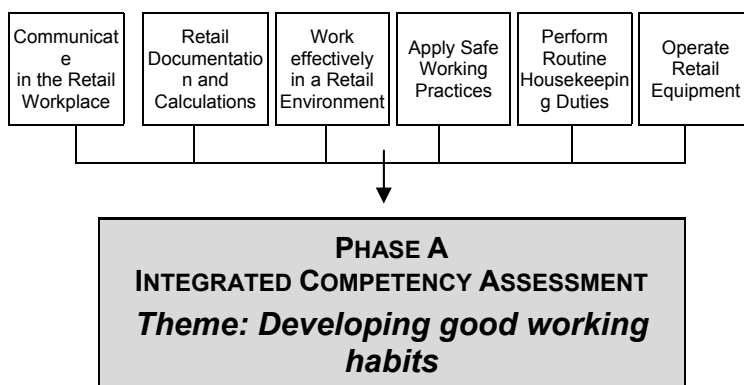
**Theme: Developing Good Working Habits.**

**OFTEN WHAT DISTINGUISHES “GOOD WORKERS” FROM THE OTHERS IS THEIR BASIC ATTITUDE TO WORK AND THE WORKPLACE. THOSE WORK HABITS ARE LEARNED IN A WORKPLACE, OFTEN YOUR FIRST JOB.**

This is your record of assessment for Phase A.

The learning modules in this phase are shown in the diagram below.

## ***PHASE A – ESSENTIAL MODULES***



These modules all help you to develop a positive attitude towards work and good work habits.

Your registered assessor will design an Integrated Competency Assessment activity that will require you to provide evidence about your work attitudes and habits to show competence in this phase.

# RESOURCES