

Certificate IV in Kitchen Management (Apprenticeship)

COURSE CODE	SIT40521
LOCATIONS	Workplace training
STUDY MODE	Apprenticeship
Length	Four years
Commencement	Start any time
Timetable	On-the-job training plus workplace visits.

Course Overview

This section gives you an introduction to what you will be learning in this course, plus course outcomes, career opportunities, and student support.

Introduction

This course is designed for people who are seeking supervisory or management roles in the hospitality industry. To undertake this course you must be employed in the hospitality industry as an apprentice.

What will I Learn?

During this course, you will work full-time in the industry and study via SWTAFE online, plus receive workplace visits from South West TAFE's trainers throughout the duration of the course. There will also be a component of on campus training in Warrnambool to complete your Responsible Service of Alcohol and Safe Food Handling units. You will learn about serving food and drinks to customers, leading and managing staff, rostering staff, designing and costing menus and preparing a variety of dishes.

Course Outcomes and Career Opportunities

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.

Pathways

After successful completion of Certificate IV in Kitchen Management you could undertake higher level study in the same field or even broaden your skills, knowledge, and job opportunities, by studying a tourism, travel or hospitality qualification.

Information Session

Why don't you come along to our next course info session to find out everything you need to start your learning journey? You can chat with our teachers, tour our facilities, learn more about the course, find out about the application process and get your questions answered by our course experts.

[Find the next info session near you](#)

Course Requirements

This section gives you an overview of entry requirements, course units and electives, skills recognition, and assessment criteria.

Entrance requirements & pre-requisites

To apply for this course, you must be at least 15 years of age and you need to be employed in this field as an apprentice or trainee before commencing this course. If you are currently **not** employed in this field please contact the [Skills and Jobs Centre](#) for further advice.

Course requirements

To be eligible for this qualification, you must successfully complete 33 units: 27 core and 6 elective.

Units offered

Core Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
SITHCCC023	Use food preparation equipment	25	\$0.00
SITHCCC027	Prepare dishes using basic methods of cookery	45	\$0.00
SITXFSA005	Use hygienic practices for food safety	15	\$22.05
SITXINV006	Receive, store and maintain stock	20	\$0.00
SITHCCC028	Prepare appetisers and salads	25	\$0.00
SITHCCC029	Prepare stocks, sauces and soups	35	\$0.00
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes	50	\$0.00
SITHCCC031	Prepare vegetarian and vegan dishes	40	\$0.00
SITHCCC035	Prepare poultry dishes	35	\$0.00
SITHCCC036	Prepare meat dishes	55	\$105.00
SITHCCC037	Prepare seafood dishes	35	\$84.00
SITHCCC041	Produce cakes, pastries and breads	55	\$63.00
SITHCCC042	Prepare food to meet special dietary requirements	75	\$84.00
SITHCCC043	Work effectively as a cook	100	\$42.00
SITHKOP010	Plan and cost recipes	40	\$0.00
SITHPAT016	Produce desserts	100	\$126.00
SITXFSA006	Participate in safe food handling practices	40	\$0.00
SITHKOP012	Develop recipes for special dietary requirements	25	\$0.00
SITHKOP013	Plan cooking operations	100	\$0.00
SITHKOP015	Design and cost menus	30	\$0.00
SITXCOM010	Manage conflict	20	\$0.00

SITXFIN009	Manage finances within a budget	30	\$0.00
SITXFSA008	Develop and implement a food safety program	50	\$0.00
SITXHRM008	Roster staff	30	\$0.00
SITXHRM009	Lead and manage people	60	\$0.00
SITXWHS007	Implement and monitor work health and safety practices	30	\$0.00

Elective Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
SITXCCS014	Provide service to customers	25	\$0.00
SITHFAB021	Provide responsible service of alcohol	10	\$0.00
SITHCCC026	Package prepared foodstuffs	15	\$0.00
SITHCCC040	Prepare and serve cheese	20	\$52.50
SITXINV007	Purchase goods	30	\$0.00
SITHCCC038	Produce and serve food for buffets	25	\$21.00

Assessment

This course involves accredited units. You will be required to complete assessment tasks to demonstrate your underpinning knowledge, skills and attributes to meet the course outcomes. A combination of written, oral and practical assessment strategies will be used in either a classroom, online or workplace environment.

Where units require demonstration of skills in a workplace environment, you will have the opportunity to do this either in your own workplace (where appropriate), through a practical placement, or by using one of the Institute's simulated workshops/classrooms. Detailed information about the types, conduct and dates of assessments will be provided in advance. You will also be provided with information about the opportunity for reassessment and appeal.

After applying

Once you have applied for your chosen course, you will receive a thank you email from South West TAFE with a few steps to help process your enrolment.

Complete a Pre-Training Review

You will receive an email to complete a Pre-Training Review online evaluation. This evaluation helps us tailor your training to suit your needs.

Create or provide a Unique Student Identifier (USI)

A USI is a nationally recognised reference number that provides an online record of your training qualifications gained in Australia.

[Create your USI](#)

Already have a USI but can't remember it? [Find your USI](#)

Skills recognition

If you have experience or prior qualifications, you may be eligible to apply for [recognition of prior learning](#) and gain credits. You will be asked to provide any relevant Statement of Attainment to support identified credits.

Fees

This section gives you an overview of course fees, subsidies, and how they can be paid.

Course Fees

Here's an outline of fees and costs associated with your course.

Your fees each year can be made up of 3 different elements. Everyone has different circumstances that can affect what you pay and how much you pay. :

1. Tuition fees - charged as an hourly rate that varies from course to course. A large portion of the tuition is subsidised by the Victorian Government for eligible students.
2. Resource and/or materials costs - covers the cost of materials and other incidentals. This fee will vary according to the course being undertaken.
3. Booklist items - such as textbooks, equipment and stationery recommended for your course

Tuition fees

There are 4 different rates of tuition fees. Only one will apply to you (depending on your eligibility and circumstances).

1. **Government Subsidised Fee** - you could be eligible for a government-subsidised rate under the Skills First funding depending on your age, educational history, and citizenship or residency status. If you are eligible, the government will contribute to the cost of your training.
[Find out more about subsidised training](#)
2. **Government Subsidised Concession Fee** - If you are eligible for a Skills First government-subsidised place and hold a current healthcare or pension card, that you can provide at enrolment, you may be eligible for the concession rate. Note, the concession rate is not applicable to Diploma level courses.
[Find out more about concession rates](#)
3. **If the course is a Free TAFE course or part of the Free TAFE Pathways Program** - Eligible students will not pay course tuition fees for the duration of their enrolment in this course, however, there may be some consumable/material fees for the course (find out more below). Any resource or material costs, or booklist items for this course are listed in the table below.
[Find out more about Free TAFE](#)
[Find out more about Free TAFE Pathways Programs](#)
4. **Full fee** - If you are not eligible for a Skills First government-subsidised place, exemption, concession or are enrolling in a course that isn't government-subsidised, you may be required to pay the full fee rate.

FIND OUT MORE ABOUT FEES AND ELIGIBILITY

The fees listed below are indicative only. The course fees published are subject to change given individual circumstances at enrolment. Course fee funding is made available to eligible individuals by the Victorian and Commonwealth Governments. If funding is utilised, this may affect opportunities to access additional funding in the future. An accurate quote for this course will be provided during the enrolment process.

Course fees by student type	Indicative Course Fee
Government subsidised rate (if eligible)	\$1,380.00
Concession rate	\$280.00
Full fee rate (if not eligible for govt subsidy)	\$26,135.00
Additional course fees	Indicative Course Fee
Course consumable/materials (approximate)	\$1,128.75

Resource and/or materials costs

Some courses require specific resources or materials necessary for your study eg: tools of the trade, excursions, etc. Final costs will be determined upon enrolment.

How do I pay my fees?

Once we have processed your enrolment form, you will receive an email with your invoice.

You have [three options when organising your payment](#):

1. [Upfront payment](#) - can be made over the phone with EFTPOS
2. [Payment plan](#) - can be directly debited from your bank account, debited from your Centrelink payments or via a [VET Student Loan](#) (for diploma or advanced diploma courses only)
3. [Paid by employer, school or job network agency](#) - if your fees are being paid by your employer, school or job network agency, you will need to complete an Authority to Invoice form.

Payments will need to be arranged within five(5) business days of receiving the email containing your invoice.

We also offer a range of [scholarships](#) each year which you may be eligible to apply for to assist with course fees.

Next Steps

Ready to take the next step? Here you can [make an enquiry](#), [attend an information session](#) or [begin the application process](#).

How to apply

There are [five simple steps to apply for a course](#) with us.

1. Apply - complete a [short online application form](#). Once this form is submitted we'll send you a thank-you email.
2. Literacy and Numeracy Assessment - we will assess whether you need to undertake a Language, Literacy and Numeracy (LLN) assessment and email it to you if required.
If you are not required to undertake this assessment, you will skip to step 3.
3. Chat to our team - your teacher or course specialist will contact you to discuss the course in more detail and ensure the right units of study are selected for you.
4. Enrol – you will be sent an email to accept your offer for the course. By accepting, you will be directed to verify your details and submit your enrolment for processing.
5. Pay - once we've completed your enrolment, we will send you an invoice to arrange [payment of your course fees](#).

If you need any assistance with applying, [contact our team](#) on 1300 648 911 or visit your nearest campus.

Careers and Course Advice

Not sure which course is right for you? South West TAFE will help you find your way.

Our Careers Coaches at the [Skills and Jobs Centre](#) is here to support you. Whether you're exploring career options, transitioning from school to the workforce or looking to study after school we're here to help you.

Student Support

As a SWTAFE student, you can access a variety of support services that will enhance your study experience and help you complete your studies successfully. For more information about any of these services, [visit our student page](#).