## ASSESSMENT QUESTIONNAIRE

## SIT40716 Certificate IV in Patisserie

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| Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Given Names:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | TRADESET number: TS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## Suggested documents to be provided

Check each box only if you have included the documents with this application.

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| --- | --- | --- | --- |
|  | A complete resume or curriculum vitae (*clearly showing dates, employer, position/job role)* | | |
|  | A written, detailed description of your current or most recent job role | | |
|  | Certified copies of educational or trade qualifications (If you have them) | | |
|  | Certified copies of any professional development training (Current) | | |
|  | Menus from current or recent workplace | | |
|  | Photographs of work products covering all culinary areas (*that you have* *personally prepared*) | | |
|  | Letters from employers that can validate employment history (*offers of employment, promotion, pay increases etc.*) | | |
| Use cookery skills effectively SITHCCC011 | | | |
|  | | C | NYC |
| 1. Organise and prepare for food service production | |  |  |
| 1. Cook and present menu items for food service production | |  |  |
| 1. Complete end of shift requirements | |  |  |
| Comments | | | |
| E:Identify hazards, assess and control safety risks SITWHS002 | | C | NYC |
| 1. Identify hazards | |  |  |
| 1. Assess the safety risk associated with a hazard | |  |  |
| 1. Eliminate or control the risk | |  |  |
| Comments | | | |
| Use food preparation equipment SITHCCC001 | | C | NYC |
| 1. Select food preparation equipment. | |  |  |
| 1. Use equipment to prepare food. | |  |  |
| 1. Clean and maintain food preparation equipment. | |  |  |
| Comments | | | |
| Produce dishes using basic methods of cookery SITHCCC005 | | C | NYC |
| 1. Select ingredients | |  |  |
| 1. Select, prepare and use equipment | |  |  |
| 1. Assemble and prepare ingredients | |  |  |
| 1. Cook dishes. | |  |  |
| Comments | | | |
| Produce cakes SITHPAT001 | | C | NYC |
| 1. Select ingredients | |  |  |
| 1. Select, prepare and use equipment | |  |  |
| 1. Portion and prepare ingredients | |  |  |
| 1. Cook cakes and sponges | |  |  |
| 1. Decorate, present and store cakes | |  |  |
| Comments | | | |
| Produce gateaux, torten and cakes SITHPAT002 | | C | NYC |
| 1. Select ingredients | |  |  |
| 1. Select, prepare and use equipment | |  |  |
| 1. Portion and prepare ingredients | |  |  |
| 1. Cook specialised cakes. | |  |  |
| 1. Fill specialised cakes. | |  |  |
| 1. Decorate specialised cakes. | |  |  |
| 1. Present and store specialised cakes. | |  |  |
| Comments | | | |
| Produce pastries SITHPAT003 | | C | NYC |
| 1. Select ingredients | |  |  |
| 1. Select, prepare and use equipment | |  |  |
| 1. Portion and prepare ingredients | |  |  |
| 1. Cook pastries | |  |  |
| 1. Decorate present and store pastry products | |  |  |
| Comments | | | |
| Produce yeast based bakery products SITHPAT004 | | C | NYC |
| 1. Select ingredients | |  |  |
| 1. Select, prepare and use equipment | |  |  |
| 1. Portion and prepare ingredients | |  |  |
| 1. Prepare yeast based dough | |  |  |
| 1. Cook yeast based products | |  |  |
| 1. Decorate, present and store yeast-based products | |  |  |
| Comments | | | |
| Produce petits fours SITHPAT005 | | C | NYC |
| 1. Select ingredients | |  |  |
| 1. Select, prepare and use equipment | |  |  |
| 1. Portion and prepare ingredients | |  |  |
| 1. Cook bases, fillings and coatings. | |  |  |
| 1. Prepare iced petits fours | |  |  |
| 1. Prepare fruit petits fours | |  |  |
| 1. Prepare marzipan petits fours | |  |  |
| 1. Prepare caramelised petits fours | |  |  |
| 1. Present and store petits fours | |  |  |
| Comments | | | |
| Prepare and model marzipan SITHPAT007 | | C | NYC |
| 1. Select, portion and prepare ingredients | |  |  |
| 1. Select, prepare and use equipment | |  |  |
| 1. Prepare modelling marzipan | |  |  |
| 1. Prepare moulded and modelled shapes. | |  |  |
| 1. Use marzipan to cover cakes, gateaux, torten and petits fours | |  |  |
| Comments | | | |
| E: Produce simple word processed documents BSBITU201 | | C | NYC |
| 1. Prepare to produce documents | |  |  |
| 1. Produce documents | |  |  |
| 1. Finalise documents | |  |  |
| Comments | | | |
| E: Communicate electronically BSBITU203 | | C | NYC |
| 1. Implement procedures to send and receive electronic mail | |  |  |
| 1. Manage electronic mail | |  |  |
| 1. Collaborate online | |  |  |
| Comments | | | |
| Produce chocolate confectionery SITHPAT008 | | C | NYC |
| 1. Select ingredients | |  |  |
| 1. Select, prepare and use equipment | |  |  |
| 1. Portion and prepare ingredients | |  |  |
| 1. Temper couverture. | |  |  |
| 1. Prepare centres and fillings. | |  |  |
| 1. Make moulded chocolates | |  |  |
| 1. Coat chocolate centres. | |  |  |
| 1. Decorate, present and store chocolates. | |  |  |
| Comments | | | |
| Produce desserts SITHPAT006 | | C | NYC |
| 1. Select ingredients | |  |  |
| 1. Select, prepare and use equipment | |  |  |
| 1. Portion and prepare ingredients | |  |  |
| 1. Prepare desserts and sauces | |  |  |
| 1. Portion, present and store desserts | |  |  |
| Comments | | | |
| Model sugar based decorations SITHPAT009 | | C | NYC |
| 1. Design decorative sugar work. | |  |  |
| 1. Select, prepare and use equipment. | |  |  |
| 1. Boil sugar. | |  |  |
| 1. Pull boiled sugar | |  |  |
| 1. Store pulled sugar. | |  |  |
| 1. Blow sugar work | |  |  |
| 1. Cast sugar work | |  |  |
| Comments | | | |
| Prepare food to meet special dietary requirements SITHCCC018 | | C | NYC |
| 1. Confirm special dietary requirements and select ingredients | |  |  |
| 1. Prepare foods to satisfy nutritional and special dietary requirements | |  |  |
| Comments | | | |
| Design and produce sweet buffet showpieces SITHPAT010 | | C | NYC |
| 1. Design sweet buffet showpieces | |  |  |
| 1. Select, prepare and use equipment. | |  |  |
| 1. Make showpiece components. | |  |  |
| 1. Assemble sweet buffet showpieces. | |  |  |
| Comments | | | |
| Coordinate cooking operations SITHKOP005 | | C | NYC |
| 1. Plan food production requirements | |  |  |
| 1. Organise availability of supplies for food production period | |  |  |
| 1. Coordinate kitchen operations | |  |  |
| 1. Monitor the quality of kitchen outputs | |  |  |
| Comments | | | |
| Use hygienic practices for food safety SITXFSA001 | | C | NYC |
| 1. Follow hygiene procedures and identify food hazards | |  |  |
| 1. Report any personal health issues | |  |  |
| 1. Prevent food contamination | |  |  |
| 1. Prevent cross contamination by washing hands | |  |  |
| Comments | | | |
| Participate in safe food handling practices SITXFSA002 | | C | NYC |
| 1. Follow food safety program | |  |  |
| 1. Store food safely | |  |  |
| 1. Prepare food safely | |  |  |
| 1. Provide safe single use items | |  |  |
| 1. Maintain a clean environment | |  |  |
| Comments | | | |
| E: Receive and store stock SITXINV001 | | C | NYC |
| 1. Take delivery of stock | |  |  |
| 1. Store stock | |  |  |
| 1. Rotate and maintain stock | |  |  |
| Comments | | | |
| Maintain the quality of perishable items SITXINV002 | | C | NYC |
| 1. Store supplies in appropriate conditions | |  |  |
| 1. Maintain perishable supplies at optimum quality | |  |  |
| 1. Check perishable supplies and dispose of spoilt stock. | |  |  |
| Comments | | | |
| E: Purchase goods SITXINV003 | | C | NYC |
| 1. Determine purchasing requirements | |  |  |
| 1. Source suppliers and discuss requirements | |  |  |
| 1. Assess quality of goods and make purchase | |  |  |
| Comments | | | |
| E: Control stock SITXINV004 | | C | NYC |
| 1. Maintain stock levels and records | |  |  |
| 1. Process stock orders | |  |  |
| 1. Minimise stock losses | |  |  |
| 1. Follow up orders | |  |  |
| 1. Organise and administer stocktakes | |  |  |
| Comments | | | |
| Manage finances within a budget SITXFIN003 | | C | NYC |
| 1. Allocate budget resources | |  |  |
| 1. Monitor financial activities against budget | |  |  |
| 1. Identify and evaluate options for improved budget performance | |  |  |
| 1. Complete financial and statistical reports | |  |  |
| Comments | | | |
| Implement and monitor environmentally sustainable work practices BSBSUS401 | | C | NYC |
| 1. Investigate current practices in relation to resource usage | |  |  |
| 1. Set targets for improvements | |  |  |
| 1. Implement performance improvement strategies | |  |  |
| 1. Monitor performance | |  |  |
| Comments | | | |
| Implement and monitor work health and safety practices SITXWHS003 | | C | NYC |
| 1. Provide information on health, safety and security | |  |  |
| 1. Monitor safe work practices | |  |  |
| 1. Coordinate consultative arrangements for the management of health, safety and security issues | |  |  |
| 1. Implement and monitor procedures for identifying hazards, assessing and controlling risks | |  |  |
| Comments | | | |
| Coach others in job skills SITXHRM001 | | C | NYC |
| 1. Prepare for on the job coaching | |  |  |
| 1. Coach colleagues on the job | |  |  |
| 1. Follow up coaching | |  |  |
| Comments | | | |
| E: Roster staff SITXHRM002 | | C | NYC |
| 1. Develop staff rosters. | |  |  |
| 1. Present and communicate rosters | |  |  |
| 1. Maintain rostering records | |  |  |
| 1. Evaluate rosters | |  |  |
| Comments | | | |
| **Lead and manage people** **SITXHRM003** | | C | NYC |
| 1. Model high standards of performance and behaviour | |  |  |
| 1. Develop team commitment and cooperation | |  |  |
| 1. Manage team performance | |  |  |
| Comments | | | |
| Monitor work operations SITXMGT001 | | C | NYC |
| 1. Monitor and improve workplace operations | |  |  |
| 1. Plan and organise workflow | |  |  |
| 1. Monitor and support team members | |  |  |
| 1. Solve problems and make decisions | |  |  |
| Comments | | | |
| Manage conflict SITXCOM005 | | C | NYC |
| 1. Identify conflict situations | |  |  |
| 1. Resolve conflict | |  |  |
| 1. Evaluate conflicts and resolutions | |  |  |
| Comments | | | |
| Manage diversity in the workplace BSBDIV501 | | C | NYC |
| 1. Implement diversity policy | |  |  |
| 1. Foster respect for diversity in the work team | |  |  |
| 1. Promote the benefits of diversity | |  |  |
| Comments | | | |

Please sign and date here:

“I verify that the information provided by me in this document is true and correct”

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

**Assessor use only**

**Assessor name**: ………………………………………………………………………………………………………………………………….

 Approved

 Not approved

 Further evidence requested

Other comments:

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