## 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.

|  |  |
| --- | --- |
|  | 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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