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BACKGROUND AND ACKNOWLEDGMENTS

The Australian National Training Authority funded Tourism Training Australia to develop an integrated training package for the Hospitality industry. This training package builds upon the already comprehensive work completed over previous years in the development of standards, curriculum and resources.

The process of development has involved extensive research and consultation with industry and other relevant parties throughout Australia. Hospitality operators, associations, state training organisations and both public and private providers were represented on the National Industry Reference Group.

Tourism Training Australia would like to acknowledge the contribution of all those industry operators, associations, state training organisations, public and private providers and those within the Tourism Training Network who have assisted with Hospitality Training Package project.

INTRODUCTION TO COMPETENCY STANDARDS

An essential component of the Hospitality Training Package was the review of existing competency standards, and development of new competency standards. Subsequently following competency standards have emerged:-

- Common Core (Tourism/Hospitality)
- Hospitality Core
- Commercial Cookery (including Kitchen Attending)
- Food and Beverage
- Gaming
- Front Office
- Housekeeping
- Patisserie
- Commercial Catering
- Security
- General Units (covering a range of areas)

KEY PRINCIPLES

The following principles underpin all the competency standards:

- These competency standards define the skills and knowledge required to work in the hospitality industry. The standards are designed to provide a flexible framework which can be used by all hospitality enterprises regardless of location or business size.
- To be meaningful and valuable, training and/or assessment based on these standards must be tailored to meet the specific needs of industry sectors, individuals and different cultural groups.
- The standards recognise the need to balance the commercial viability of hospitality and tourism operations with the need for culturally and environmentally appropriate practices.

WHAT ARE COMPETENCY STANDARDS?

Competency Standards are statements about the skills and knowledge that people need to perform their jobs to the required industry standards.

They are nationally agreed benchmarks for effective performance in the hospitality and tourism industry.

WHAT ARE COMPETENCY STANDARDS USED FOR?

Competency Standards are the key elements in ensuring that all training meets the real needs of industry. However, they can also be used for much more than training. They can form the basis for a complete and integrated human resource system.

The standards can be used for:

- compiling job descriptions and organising work structures
- recruitment
- determining training needs
- developing training and training resources/materials
- appraisals and skills assessment
- linkages between skills and industrial awards

HOW ARE THEY DEVELOPED?

Competency Standards are developed by the industry through an extensive process of research and consultation. Tourism Training Australia co-ordinated this process. Consultation was undertaken Australia wide using the Tourism Training State/Territory network. It involved wide circulation of standards with feedback obtained through a range of methods including focus groups, questionnaires and interviews.

Standards for the Hospitality industry have existed for several years. The development of the competency standards under the Hospitality Training Package, has been based on a review of existing work. It has also included technical update of the standards with the addition of more comprehensive Evidence Guides and Range of Variable statements.

WHAT DO COMPETENCY STANDARDS LOOK LIKE?

UNIT CODE: **THHCOR3A**

FOLLOW HEALTH SAFETY AND SECURITY PROCEDURES

Unit Descriptor This unit deals with the skills and knowledge required to follow health, safety and security procedures. This unit applies to all individuals working in tourism and hospitality. It does not cover hygiene or first aid which are found in separate units.

Element	Performance Criteria
1 Follow workplace procedures on health, safety and security	<ul style="list-style-type: none"> Health, safety and security procedures are correctly followed in accordance with enterprise policy and relevant legislation and insurance requirements. Breaches of health, safety and security procedures are identified and promptly reported.....
2 Deal with emergency situations	<ul style="list-style-type: none"> Emergency and potential emergency situations are promptly recognised and required action is determined and taken with scope of individual responsibility. Emergency procedures are correctly followed in accordance with enterprise procedures.....
3 Maintain safe personal presentation standards	<ul style="list-style-type: none"> Personal presentation takes account of the workplace environment and hygiene and safety issues including: <ul style="list-style-type: none"> Appropriate personal grooming and hygiene Appropriate clothing and footwear
4 Provide feedback on health, safety and security	<ul style="list-style-type: none"> Issues requiring attention are promptly identified Issues are raised with the designated person in accordance with enterprise and legislative requirements

Range of Variables

- This unit applies to all hospitality and tourism sectors:
- Health, Safety and Security procedures may include but are not limited to procedures for:
 - Fire prevention
 - Evacuation procedures
 - Safe sitting, lifting and handling

Evidence Guide

Underpinning Skills and Knowledge

- To demonstrate competence, evidence of skills and knowledge in the following is required:
 - Industry / sector insurance and liability requirements....

Context of Assessment

- This unit may be assessed on or off the job. Assessment should include.....

Critical Aspects of Assessment

- Evidence should include a demonstrated understanding of the importance of working in accordance with health, safety and security procedures, and of the.....

Linkages to Other Units

- This is a core unit that underpins effective performance in all other units. It is recommended that this unit is assessed/trained in conjunction with other operational and service units.

Unit Code - Indicates the unit level

Unit Title - Statement of what you do in the workplace

Unit Descriptor
Provides additional general information about the unit

Elements
The building blocks which make up the unit

Performance Criteria
The level of performance that is required for each element. These are used as the tools for assessment

Range of Variables
Provides guidelines on different situations and contexts

Evidence Guide
Shows the underpinning knowledge and skills needed for this unit
Provides guidelines for assessment

THE HOSPITALITY STANDARDS

The standards describe the skills and knowledge needed to work throughout the Hospitality industry. Individual units are combined to create a package of skills which suit the needs of the work situation.

HOW ARE THE STANDARDS ORGANISED AND CODED?

The following is an explanation of how the standards for the entire Hospitality industry are organised.

COMMON CORE

Competencies required by all people working in the Tourism & Hospitality Industry.

HOSPITALITY CORE

Competencies required by all people working in the Hospitality Industry.

HOSPITALITY FUNCTIONAL AREAS

Competencies required in functional areas of the Hospitality Industry
Units of competence may be selected according to the needs of a particular job.

COMMERCIAL COOKERY	COMMERCIAL CATERING	ASIAN COOKERY	PATISSERIE	FOOD & BEVERAGE	FRONT OFFICE	HOUSE KEEPING	SECURITY	GAMING
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GENERAL UNITS

Competencies required by some people across all Hospitality Industry sectors
Units of competence may be selected according to the needs of a particular job

CUSTOMER SERVICE , SALES & MARKETING	HYGIENE, HEALTH, SAFETY & SECURITY	GENERAL ADMIN.	FINANCIAL ADMIN	COMPUTER TECHNOLOGY	TRAINING	LEADERSHIP
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WHAT ARE THE MAIN FEATURES OF COMPETENCY STANDARDS?

CODING

Each nationally endorsed unit of competence has been allocated a unit code. This national code consists of:-

- a national identifier for those Hospitality units reviewed and developed as part of the Hospitality Training Package “THH”.
- common core unit identifier for Tourism and Hospitality “COR”.
- hospitality core unit identifier “HCO”.
- stream/functional area identifier. For example G - Gaming, H - Housekeeping, FB - Food and Beverage etc.
- general unit identifier “G”.
- a version descriptor. The first version descriptor for all recently reviewed and developed units of competence is “A”. As revisions are undertaken and units of competence are updated, the version identifier will change to B, C, D etc to reflect the changes.

Example:-

<i>NATIONAL CODE</i>	<i>UNIT CODE</i>	<i>VERSION DESCRIPTOR</i>	<i>UNIT TITLE</i>
THH	COR01	A	Work With Colleagues and Customers
THH	HCO01	A	Develop and Update Hospitality Industry Knowledge
THH	BKA01	A	Organise and Prepare food
THH	BCC01	A	Use Basic Methods of Cookery
THH	BCAT01	A	Prepare Food According to Specific Dietary & Cultural Needs
THH	BPAT01	A	Prepare and Produce Pastries
THH	BFB01a	A	Clean Tidy Bar Areas
THH	BG01	A	Operate A Gaming Location
THH	BFO01	A	Receive and Process Reservations
THH	BH01	A	Provide Housekeeping Services to Guests
THH	BHTS01	A	Maintain Security of Premises and Property
THH	GCS01	A	Develop and Update Local Knowledge
THH	GHS01	A	Follow Workplace Hygiene Procedures
THH	GGA01	A	Communicate on the Telephone
THH	GFA01	A	Process Financial Transactions
THH	GCT01	A	Access & retrieve Computer Data
THH	GTR01	A	Coach other in Job Skills
THH	GLE01	A	Monitor Workplace Operations

Please note that an individual unit of competence does not have a formal level. It is only when units are packaged together in a qualification that a level is decided.

ARE THERE ANY TIPS ON USING THE STANDARDS?

Here are a few pointers to use to help you in using the standards:-

- The standards are statements about what people need to be **able to do** in the workplace - they are not designed to cover the details of training that may be needed for people to acquire the skills.
- The standards are written to be general enough to apply to the range of situations in the hospitality industry. Therefore you will see statement like ‘in accordance with enterprise procedure’ or ‘as appropriate to the work situation’. **The standards provide a guide which can then be taken and tailored to meet the needs of specific sectors and business.**
- Remember the standards must allow for flexible tailoring and targeting of training and assessment.
- When using the standards take advantage of all the information that is provided. Often the Range of Variables and Evidence guides will provide extra information to help you achieve the results you need.
- While individual units of competence define the skills and knowledge in a particular area of work, it is the combination of several units which creates a meaningful outcome in the workplace. All users are encouraged to mix, match and combine units to meet specific needs.

You will find further information and guidance on using competency standards and other elements of the Hospitality Training Package in the “USER GUIDE PROFESSIONAL DEVELOPMENT RESOURCE” produced by Tourism Training Australia. Contact your local Tourism Training office for details.

IDENTIFICATION OF KEY COMPETENCIES WITHIN ASIAN KITCHEN STANDARDS

COMPETENCY		COMMUNICATING IDEAS & INFORMATION	COLLECTING, ANALYSING & ORGANISING INFORMATION	PLANNING & ORGANISING ACTIVITIES	WORKING WITH OTHERS & IN TEAMS	USING MATHEMATICAL IDEAS & TECHNIQUES	SOLVING PROBLEMS	USING TECHNOLOGY
CHINESE KITCHEN								
THHCH01A	<i>Plan a career in Chinese Cookery</i>	1	1	2	2	1	2	
THHCH02A	<i>Use the Principles & Methods of Chinese Cookery</i>	2	1	2	2		1	1
THHCH03A	<i>Prepare and produce Guangdong (Cantonese) Food</i>	2	1	2	2	1	1	1
THHCH04A	<i>Prepare and Produce Guangdong and South China Food</i>	2	1	2	2	1	1	1
THHCH05A	<i>Prepare and produce Sichuan Food</i>	2	1	2	2	1	1	1
THHCH06A	<i>Prepare and produce Sichuan and West China Food</i>	2	1	2	2	1	1	1
THHCH07A	<i>Prepare and produce Beijing Food</i>	2	1	2	2	1	1	1
THHCH08A	<i>Prepare and produce Beijing and North China Food</i>	2	1	2	2	1	1	1
THHCH09A	<i>Prepare and produce Shanghai Food</i>	2	1	2	2	1	1	1
THHCH10A	<i>Prepare and produce Shanghai & East China Food</i>	2	1	2	2	1	1	1
THHCH11A	<i>Prepare and produce Dim Sums (Sweet, Savoury, Desserts)</i>	2	1	2	2	1	1	1
THHCH12A	<i>Prepare and cook roast meat cuts and poultry</i>	2	1	2	2	1	1	1
THHCH13A	<i>Design Plan and Write Chinese menus</i>	2	1	2	2	1	1	
THHCH14A	<i>Prepare, and produce Asian Cold Appetiser Presentation</i>	2	1	2	2	1	1	1
THHCH15A	<i>Design and operate Chinese Restaurant Kitchen</i>	2	1	2	2	1	1	2

Unit THHCH01A

Plan a career in Chinese Cookery

Unit Descriptor This unit deals with the skills and knowledge required to begin a career in Chinese Cookery.

Element	Performance Criteria
<p>1 Identify the role of a Chinese Cook</p>	<ul style="list-style-type: none"> • Specific knowledge, skills and attitudes required are correctly identified. • Professional skills such as cutting, cooking techniques and cultural aspects required for Chinese cookery are clearly identified and correctly practiced. • Where possible, good hygiene safe and tidy work practices in accordance with enterprise requirements are practiced.
<p>2 Develop a career path plan</p>	<ul style="list-style-type: none"> • A career path appropriate to the attitudes, skills and experience required for practicing cooks is developed. • The knowledge and skills required by practicing Chinese cooks are clearly and correctly identified according to enterprise requirements. • The level of current competencies is identified and compared to the level of competencies required by the industry. • Training needs are identified and taken into account for career path planning and development.
<p>3 Identify Chinese commodities and equipment</p>	<ul style="list-style-type: none"> • A range of Chinese herbs and spices, and fresh and dried commodities is correctly identified. • A range of Chinese equipment is correctly identified in accordance with their application and enterprise requirements.

Range of Variables

- This unit applies to the following positions:
 - apprentices
 - kitchen hands
 - assistant cooks
 - cooks
 - supervising chefs.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills and attitudes in the following areas is required:
- Knowledge of:
 - kitchen hierarchy and culture
 - commodities and equipment
 - cookery knowledge
 - training opportunities
 - career and training opportunities in Chinese cookery
 - identifying career opportunities
 - occupational health and safety requirements
 - hygiene regulations and practices
 - religious practices
 - culinary terminology
 - flavour combinations
 - types and functions of Chinese tableware
 - colour, harmony and contrast philosophy of Chinese food.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THHCH02A

Use the Principles and Methods of Chinese Cookery

Unit Descriptor This unit deals with the basic principles and methods of Chinese cookery.

Element	Performance Criteria
1 Prepare and set up Wok stations	<ul style="list-style-type: none"> • Correct type and size of equipment are identified selected and used for particular cooking methods and maintained according to manufacturer's and establishment specifications. • Wok stations are set up according to regional and commercial applications. • Wok are seasoned and maintained in accordance with commercial requirements.
2 Apply methods of cookery and prepare, and cook a range of given menu items	<ul style="list-style-type: none"> • Methods of cookery including stir frying, oil and water blanching, deep frying, stewing, braising, steaming, boiling, roasting, barbecuing are applied to a range of foods according to recipe specifications for given menu items. • Cooking is carried out in a logical and sequential manner. • Correct portion are used which minimise waste. • Ingredients for specified dishes are prepared, cut and portioned to enterprise portion specifications. • Specified ingredients and commodities are used according to the recipe specifications. • Procedures are applied correctly during all stages of cooking.
3 Produce food and menu items	<ul style="list-style-type: none"> • Food is produced and presented according to recipe specifications, traditions of the region, taste and desired colour. • Occupational Health and Safety standards are applied to a range of cooking methods eg. stir frying, deep frying, steaming, oil and water blanching, boiling. • Culinary and kitchen terminology applicable to the region are correctly identified. • Tasks are completed within allocated time-frame, and in an organised manner.
4 Identify and act on work practices in a kitchen environment	<ul style="list-style-type: none"> • Pest control practices and guidelines are complied with according to health requirements. • Maintain a clean and tidy workplace according to health and safety requirements.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - food halls
 - take aways
 - catering operations
 - function facilities.

- Principles and methods of cookery refers to the following cooking mediums:
 - deep frying
 - stir frying
 - shallow frying
 - roasting
 - braising
 - stewing
 - steaming
 - oil and water blanching.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - occupational health and safety requirements
 - Chinese culinary terms
 - hygiene requirements
 - principles of nutrition and their effects of cooking
 - principles of Chinese cookery
 - cooking methods including stir frying, deep frying, steaming, boiling, stewing and roasting techniques
 - equipment (including traditional, bamboo, and modern steamers, and roasting drums and modern ovens) care and maintenance
 - temperature control and timing
 - fresh, dried and preserved commodities, herbs and spices
 - blending and balancing flavours
 - food preparation including marinades, velveting
 - thickening agents
 - portion control
 - sauces.
- Skills in:
 - using all cooking processes
 - planing and organising team work
 - using cutting techniques
 - following standard recipe specifications
 - applying safety standards to work practices
 - maintaining a tidy and organised work station.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THHCH03A***Prepare and Produce Cantonese (Guangdong) food***

Unit Descriptor This unit deals with the preparation and presentation of Cantonese (Guangdong) food.

Element	Performance Criteria
1 Identify the key characteristics of Cantonese (Guangdong) cuisine	<ul style="list-style-type: none"> • Commodities, including herbs and spices, used in Guangdong cookery are identified in English and Chinese. • Key characteristics of Guangdong cuisine and service are identified and demonstrated in accordance with establishment requirements.
2 Prepare and set up wok stations	<ul style="list-style-type: none"> • Wok stations are set up complete with associated equipment according to occupational, health and safety requirements. • Equipment is assembled for use in accordance with establishment requirements. • Routine care and maintenance tasks are carried out according to instructions.
3 Prepare ingredients	<ul style="list-style-type: none"> • Stocks are prepared according to recipe specifications. • Ingredients are selected, prepared and portioned to correct standard recipe specification. • Precision cutting techniques are used according to specifications and recipe. • Marinades and velveting mixtures are prepared, portioned and stored at correct temperature. • Sauces and flavourings are made, organised and portioned according to enterprise practice.
4 Cook and produce Guangdong menu items	<ul style="list-style-type: none"> • Use correct marinades and velveting procedures for prepared main ingredients eg. chicken, pork, beef, seafood, noodles, rice and vegetables according to enterprises requirements. • Blend and modify flavours according to the food item and recipe specifications. • Temperatures are controlled during all stages of stir frying, oil and water blanching, deep frying according to health and safety procedures.
5 Present cooked food	<ul style="list-style-type: none"> • Crockery size, colour and shape is selected and checked prior to plating. • Food is presented without drips or spills, neatly and attractively, to create customer appeal.

6 Apply workplace practices

- Tasks are carried out associated with specific instructions.
- Health and safety risks associated with the equipment and facilities are promptly attended to meet the requirements of OH & S legislation.
- Tidy and clean work place are maintained according to health requirements.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- Cantonese (Guangdong) food refers to the following commodities which are used in the food preparation including:
 - Meat (beef, pork, lamb)
 - seafood
 - rice and noodles
 - vegetables (fresh and dried)
 - commodities, fresh, dried and preserved.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - five flavour principles of Guangdong cuisine
 - menu items
 - culinary terms
 - cookery techniques
 - equipment and maintenance
 - temperature control and timing
 - commodities (fresh, dried and preserved)
 - herbs and spices (fresh and dried)
 - seasonal ingredients (eg. festivities, traditional)
 - blending and balancing flavours
 - marinades and sauces
 - thickening agents
 - portion control
 - service procedures
 - occupational health and safety
 - hygiene practices.
- Skills in:
 - planing and organising
 - team work
 - using precision cutting techniques
 - following standard recipe specifications
 - using and handle the wok correctly
 - maintaining a tidy work station
 - assessing sauce consistency
 - structure flavour
 - balance texture
 - achieve correct colour and plate presentation.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THHCH04A

Prepare and Produce Cantonese (Guangdong) and South China (Chiu Chow) Food

Unit Descriptor This unit deals with the preparation and presentation of Cantonese (Guangdong) and South China (*Chiu Chow*) food.

Element	Performance Criteria
1 Identify the key characteristics of Guangdong (Canton) and South China cuisine	<ul style="list-style-type: none"> Commodities, including herbs and spices, used in Guangdong and South China cookery are identified in Chinese and English. Key characteristics of Guangdong and South China cuisine and service are identified and demonstrated in accordance with establishment requirements.
2 Prepare and set up wok stations	<ul style="list-style-type: none"> Wok stations are set up complete with associated equipment according to occupational, health and safety requirements. Equipment is assembled for use in accordance with establishment requirements. Routine care and maintenance tasks are carried out according to instructions.
3 Prepare ingredients	<ul style="list-style-type: none"> Stocks are prepared according to recipe specifications. Ingredients are selected, prepared and portioned to correct standard recipe specification. Precision cutting techniques are used according to specifications and recipe. Marinades and velveting mixtures are prepared, portioned and stored at correct temperature. Sauces and flavourings are made, organised and portioned according to enterprise practice.
4 Cook and produce Guangdong & South China menu items	<ul style="list-style-type: none"> Use correct marinades and velveting procedures for prepared main ingredients eg. chicken, pork, beef, seafood, noodles, rice and vegetables according to enterprises requirements. Blend and modify flavours according to the food item and recipe specifications. Temperatures are controlled during all stages of stir frying, oil and water blanching, deep frying according to health and safety procedures.

- 5 Present cooked food**
- Crockery size, colour and shape is selected and checked prior to plating.
 - Food is presented without drips or spills, neatly and attractively, to create customer appeal.
- 6 Apply workplace practices**
- Tasks are carried out associated with specific instructions.
 - Health and safety risks associated with the equipment and facilities are promptly attended to meet the requirements of OH & S legislation.
 - Tidy and clean work place are maintained according to health requirements.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- Guangdong and South China food refers to the following commodities:
 - meat (beef, pork, lamb)
 - seafood
 - rice and noodles
 - vegetables (fresh and dried)
 - commodities, fresh, dried and preserved.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - five flavour principles of Guangdong and south china cuisine
 - menu items
 - culinary terms
 - cookery techniques
 - equipment and maintenance
 - temperature control and timing
 - commodities (fresh, dried and preserved)
 - herbs and spices (fresh and dried)
 - seasonal ingredients (eg. festivities, traditional)
 - blending and balancing flavours
 - marinades and sauces
 - thickening agents
 - portion control
 - service procedures
 - occupational health and safety
 - hygiene practices.
- Skills in:
 - planing and organising
 - team work
 - using precision cutting techniques
 - follow standard recipe specifications
 - using and handle the wok correctly
 - maintaining a tidy work station
 - assessing sauce consistency
 - structure flavour
 - balance texture
 - achieve correct colour and plate presentation.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THHCH05A

Prepare and Produce Sichuan Food

Unit Descriptor This unit deals with the preparation and presentation of Sichuan food.

Element	Performance Criteria
1 Identify the characteristics of Sichuan cuisine	<ul style="list-style-type: none"> • Key commodities, including herbs and spices, used in Sichuan cookery are identified in Chinese and English according to regional practices. • Sichuan key flavour principles, marinades, sauces and cooking methods are identified in accordance with appropriate regional practices. • The Sichuan 'Ma-la' flavour-structure are followed correctly in accordance with the regional requirements and recipe specifications.
2 Prepare wok stations	<ul style="list-style-type: none"> • Wok stations are set up with associated equipment according to health and safety requirements. • Equipment is assembled for use in accordance with establishment requirements. • Routine care and maintenance tasks are carried out according to instructions.
3 Prepare ingredients	<ul style="list-style-type: none"> • Stocks are prepared according to regional recipe specifications. • Main and secondary ingredient are prepared according to recipe specification. • Precision cutting techniques are used according to instruction. • Marinades mixtures are blended, portioned according to recipe specification. • Sauces and flavourings are made and organised correctly according to instruction. • Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks.

- 4 Prepare food items**
- Standard recipes are followed accurately according to traditional and enterprise practices.
 - Food items are cooked quickly and effectively according to customer orders, and standard Sichuan recipe specifications are used.
 - Corrective steps are applied to all cooking methods, and according to specifications.
 - Flavours, sauces, textures and colours and thickening agents are assessed against the expected outcomes and according to recipe specification.
- 5 Present cooked food**
- Crockery size, colour and shape is matched to the colour and size of the food.
 - Food is presented neatly and attractively, according to establishment requirements.
 - Spice garnishes conform to the acceptable traditional style of the region, and specifications.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - catering operations
 - function facilities.

- Sichuan food refers to the following commodities:
 - meat (beef, lamb, pork, poultry)
 - seafood
 - rice and noodles
 - vegetables (root and leafy)
 - commodities (fresh, dried and preserved)
 - herbs and spices (dried and fresh) eg. chillies, sichuan pepper
 - condiments and seasonings.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - sichuan 'ma-la' principles
 - menu items and culinary terms
 - multiple cooking techniques
 - equipment and maintenance
 - temperature control and timing
 - commodities (fresh, dried and preserved)
 - herbs and spices (fresh or dried)
 - blending and balancing flavours
 - marinades and sauces
 - thickening agents, and portion control
 - hygiene, safety and storage requirements.
- Skills in :
 - planning and organising
 - team work
 - using precision cutting techniques
 - following standard recipe specifications
 - using and handling the wok correctly
 - maintaining a tidy work station
 - using multiple cooking process
 - assessing sauce consistency
 - balance and modify flavour and spice structure
 - texture balance
 - colour and plate presentation.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THHCH06A

Prepare and Produce Sichuan and West China Food

Unit Descriptor This unit deals with the preparation and presentation of Sichuan and West China food.

Element	Performance Criteria
1 Identify the characteristics of Sichuan and West China cuisine	<ul style="list-style-type: none"> • Key commodities, including herbs and spices, used in Sichuan and West China cookery are identified in Chinese and English according to regional practices. • Sichuan and West China cuisine key flavour principles, marinades, sauces and cooking methods are identified in accordance with appropriate regional practices. • The Sichuan regional 'Ma-la' flavour-structure are followed correctly in accordance with the regional requirements and recipe specifications.
2 Prepare wok stations	<ul style="list-style-type: none"> • Wok stations are set up with associated equipment according to health and safety requirements. • Equipment is assembled for use in accordance with establishment requirements. • Routine care and maintenance tasks are carried out according to instructions.
3 Prepare ingredients	<ul style="list-style-type: none"> • Stocks are prepared according to regional recipe specifications. • Main and secondary ingredient are prepared according to recipe specification. • Precision cutting techniques are used according to instruction. • Marinades mixtures are blended, portioned according to recipe specification. • Sauces and flavourings are made and organised correctly according to instruction. • Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks.

- 4 Prepare food items**
- Standard recipes are followed accurately according to traditional and enterprise practices.
 - Food items are cooked quickly and effectively according to customer orders, and standard Sichuan regional recipe specifications are used.
 - Corrective steps are applied to all cooking methods, and according to specifications.
 - Flavours, sauces, textures and colours and thickening agents are assessed against the expected outcomes and according to recipe specification.
- 5 Present cooked food**
- Crockery size, colour and shape is matched to the colour and size of the food.
 - Food is presented neatly and attractively, according to establishment requirements.
 - Spice garnishes conform to the acceptable traditional style of the region, and specifications.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - catering operations
 - function facilities.

- Sichuan and West China food refers to the following commodities:
 - meat (beef, lamb, pork, poultry)
 - seafood
 - rice and noodles
 - vegetables (root and leafy)
 - commodities (fresh, dried and preserved)
 - herbs and spices (dried and fresh) eg. chillies, sichuan pepper
 - condiments and seasonings.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - sichuan regional 'ma-la' principles
 - menu items and culinary terms
 - multiple cooking techniques
 - equipment and maintenance
 - temperature control and timing
 - commodities (fresh, dried and preserved)
 - herbs and spices (fresh or dried)
 - blending and balancing flavours
 - marinades and sauces
 - thickening agents, and portion control.
- Skills in:
 - planning and organising
 - team work
 - using precision cutting techniques
 - following standard recipe specifications
 - using and handling the wok correctly
 - maintaining a tidy work station
 - using multiple cooking process
 - assessing sauce consistency
 - balance and modify flavour and spice structure
 - texture balance
 - colour and plate presentation.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THHCH07A

Prepare and Produce Beijing Food

Unit Descriptor This unit deals with the preparation and presentation of Beijing food.

Element	Performance Criteria
<p>1 Identify the characteristics of Beijing cuisine</p>	<ul style="list-style-type: none"> • A range of specialist commodities, including herbs and spices, used in Beijing cookery are correctly identified in Chinese and English and in accordance to regional practices. • Beijing key flavours, marinades, sauces and multiple cooking methods are carried out according to recipe specifications. • The function and technical knowledge of the specialist commodities for a range of purposes are identified and correctly described.
<p>2 Prepare food items</p>	<ul style="list-style-type: none"> • Stocks are prepared according to regional recipe specification. • Marinades, flavourings and sauce mixtures are prepared, organised and stored correctly according to recipe specification. • Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks.
<p>3 Produce and cook Beijing menu items</p>	<ul style="list-style-type: none"> • Standard recipes are followed accurately according to establishment practices. • The Beijing wok and cooking utensils are handled, used, seasoned and cleaned correctly according to establishment practice. • Food is cooked and produced according to the customer orders, and specifications. • Corrective steps are applied to all cooking methods, and according to specifications. • Flavours, sauces, textures and colours are assessed against the expected outcomes and according to regional recipe specifications. • Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks.

4 Present food items

- Crockery size, colour and shape is selected and checked prior to plating and according to establishment requirements.
- Food presented attractively, according to establishment requirements and eye appeal.
- Herb garnishes conform to the acceptable traditional style of the region, and recipe specifications.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - catering operations
 - function facilities.

- Beijing food refers to the following commodities:
 - meat (beef, pork, lamb)
 - seafood
 - rice and noodles
 - vegetables (leafy, root)
 - commodities (fresh, dried and preserved)
 - sauces.

Evidence Guide

- To demonstrate competency, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - ‘bao’ cooking principles
 - menu items and culinary terms
 - beijing cooking terminology and techniques
 - equipment and maintenance
 - temperature control and timing
 - commodities(fresh, dried and preserved)
 - herbs and spices (fresh and dried)
 - blending and balancing flavours
 - beijing marinating techniques
 - thickening agents
 - sauces applicable to beijing cooking principles
 - portion control
 - hygiene, safety and storage requirements.
- Skills in:
 - planing and organising
 - team work
 - using precision cutting techniques
 - following standard recipe specifications
 - using and handle the beijing wok correctly
 - maintaining a tidy work station
 - assessing sauce consistency
 - assessing flavour and texture, and colour
 - achieve correct colour and plate presentation.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THHCH08A

Prepare and Produce Beijing and North China Food

Unit Descriptor This unit deals with the preparation and presentation of Beijing and North China food.

Element	Performance Criteria
1 Identify the characteristics of Beijing and North China cuisine	<ul style="list-style-type: none"> • A range of specialist commodities, including herbs and spices, used in Beijing and North China cookery are correctly identified in Chinese and English and in accordance to regional practices. • Beijing and North China regional key flavours, marinades, sauces and multiple cooking methods are carried out according to recipe specifications. • The function and technical knowledge of the specialist commodities for a range of purposes are identified and correctly described.
2 Prepare food items	<ul style="list-style-type: none"> • Stocks are prepared according to regional recipe specification. • Marinades, flavourings and sauce mixtures are prepared, organised and stored correctly according to recipe specification. • Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks.
3 Produce and cook Beijing and North China menu items	<ul style="list-style-type: none"> • Standard recipes are followed accurately according to establishment practices. • The Beijing wok and cooking utensils are handled, used, seasoned and cleaned correctly according to establishment practice. • Food is cooked and produced according to the customer orders, and specifications. • Corrective steps are applied to all cooking methods, and according to specifications. • Flavours, sauces, textures and colours are assessed against the expected outcomes and according to regional recipe specifications. • Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks.

4 Present food items

- Crockery size, colour and shape is selected and checked prior to plating and according to establishment requirements.
- Food presented attractively, according to establishment requirements and eye appeal.
- Herb garnishes conform to the acceptable traditional style of the region, and recipe specifications.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - catering operations
 - function facilities.

- Beijing and North China food refers to the following commodities:
 - meat (beef, pork, lamb)
 - seafood
 - rice and noodles
 - vegetables (leafy, root)
 - commodities (fresh, dried and preserved)
 - sauces, eg. brown beans.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - ‘bao’ cooking principles
 - menu items and culinary terms
 - beijing cooking terminology and techniques
 - equipment and maintenance
 - temperature control and timing
 - commodities(fresh, dried and preserved)
 - herbs and spices (fresh and dried)
 - blending and balancing flavours
 - beijing marinating techniques
 - thickening agents
 - sauces applicable to beijing regional cooking principles
 - portion control
 - hygiene, safety and storage requirements.
- Skills in:
 - planing and organising
 - team work
 - using precision cutting techniques
 - following standard recipe specifications
 - using and handle the beijing wok correctly
 - maintaining a tidy work station
 - assessing sauce consistency
 - assessing flavour, texture, and colour
 - achieve correct colour and plate presentation.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THHCH09A

Prepare and Produce Shanghai Food

Unit Descriptor This unit deals with the preparation and presentation of Shanghai food.

Element	Performance Criteria
1 Identify the characteristics of Shanghai cuisine	<ul style="list-style-type: none"> • A range of specialist commodities, including herbs and spices, used in Shanghai cookery are identified in Chinese and English. • Key flavours, marinades, sauces and cooking methods are correctly described and outlined. • Key characteristics of Shanghai cuisine and service are identified according to regional requirements.
2 Prepare ingredients	<ul style="list-style-type: none"> • Stocks are prepared according to recipe specifications. • Ingredients are prepared to recipe specifications and using specified precision cutting techniques. • Marinades, flavourings and sauces mixtures are prepared, organised and stored at correct temperature. • Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks.
3 Produce and cook Shanghai menu items	<ul style="list-style-type: none"> • Standard recipes are followed accurately according to establishment practices. • Food are cooked quickly and effectively according to the customer orders, and recipe specifications. • Corrective steps are applied to all cooking methods, and according to specifications. • Flavours, sauces, textures and colours are assessed against the expected outcomes and according to specifications. • Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks.
4 Present Shanghai menu items	<ul style="list-style-type: none"> • Crockery size, colour and shape is selected and checked prior to plating. • Food is presented correctly, neatly and attractively, according to establishment requirements and eye appeal. • Garnishes selected and used conform to the acceptable traditional style of the region and recipe specifications.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - catering operations
 - function facilities.

- Shanghai food refers to the following commodities:
 - meat (beef, pork, lamb)
 - seafood
 - rice and noodles
 - commodities (fresh, dried and preserved)
 - vegetables (preserved and root).

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - shanghai cooking principles
 - culinary terms
 - multiple cooking techniques
 - equipment and maintenance
 - temperature control and timing
 - commodities (fresh, dried and preserved)
 - herbs and spices (fresh and dried)
 - blending and balancing flavours
 - marinades and sauces applicable to shanghai menu items
 - thickening agents
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - team work
 - using precision cutting techniques
 - following standard recipe specifications
 - using the wok correctly
 - maintaining a tidy work station
 - assessing sauce consistency
 - flavour structure
 - texture balance
 - colour and plate presentation.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

UNIT THHCH10A

Prepare and Produce Shanghai and East China Food

Unit Descriptor This unit deals with the preparation and presentation of Shanghai and East China food.

Element	Performance Criteria
1 Identify the characteristics of Shanghai and East China cuisine	<ul style="list-style-type: none"> • A range of specialist commodities, including herbs and spices, used in Shanghai and East China cookery are identified in Chinese and English. • Key flavours, marinades, sauces and cooking methods are correctly described and outlined. • Key characteristics of Shanghai and East China cuisine and service are identified according to regional requirements.
2 Prepare ingredients	<ul style="list-style-type: none"> • Stocks are prepared according to regional recipe specifications. • Ingredients are prepared to recipe specifications and using specified precision cutting techniques. • Marinades, flavourings and sauces mixtures are prepared, organised and stored at correct temperature. • Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks.
3 Produce and cook Shanghai and East China menu items	<ul style="list-style-type: none"> • Standard recipes are followed accurately according to establishment practices. • Food are cooked quickly and effectively according to the customer orders, and recipe specifications. • Corrective steps are applied to all cooking methods, and according to specifications. • Flavours, sauces, textures and colours are assessed against the expected outcomes and according to specifications. • Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks.
4 Present Shanghai and East China menu items	<ul style="list-style-type: none"> • Crockery size, colour and shape is selected and checked prior to plating. • Food is presented correctly, neatly and attractively, according to establishment requirements and eye appeal. • Garnishes selected and used conform to the acceptable traditional style of the region and recipe specifications.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - catering operations
 - function facilities.

- Shanghai and East China food refers to the following commodities:
 - meat (beef, pork, lamb)
 - seafood
 - rice and noodles
 - commodities (fresh, dried and preserved)
 - vegetables (preserved and root)
 - sauces
 - regional delicacies.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - shanghai regional cooking principles
 - culinary terms
 - multiple cooking techniques
 - equipment and maintenance
 - temperature control and timing
 - commodities (fresh, dried and preserved)
 - herbs and spices (fresh and dried)
 - blending and balancing flavours
 - marinades and sauces applicable to shanghai regional menu items
 - thickening agents
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - using precision cutting techniques
 - following standard recipe specifications
 - using the wok correctly
 - maintaining a tidy work station
 - assessing sauce consistency
 - flavour structure
 - texture balance
 - colour and plate presentation.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THHCH11A

Prepare and Produce Dim Sums (Sweet and Savoury), and Desserts

Unit Descriptor This unit applies to preparation and presentation of Dim Sums (sweet and savoury) and desserts.

Element	Performance Criteria
1 Identify names of Dim Sums	<ul style="list-style-type: none"> • A range of fresh, dried, preserved commodities are identified correctly in Chinese and English. • A variety of dim sums eg. hot, cold, crispy, liquid, dumplings, buns, desserts are identified and portioned according to enterprise requirements. • A range of cooking methods including deep frying, braising, steaming, roasting, and baking are correctly identified and described. • The method of service and portion shapes and sizes are identified correctly in Chinese according to enterprise requirements.
2 Identify key commodities	<ul style="list-style-type: none"> • Coconut milk, setting agents, fresh fruits eg. mango are prepared to correct consistency according to recipe specification. • Different types of flour, properties of yeast are selected, measured and weighed according to recipe specification. • Symbolic dim sums or desserts are prepared in accordance with instructions, including banquet, weddings, festivals, New Year, birthdays.
3 Prepare sweet and savoury dim sums	<ul style="list-style-type: none"> • Fillings, glazing and coating agents are prepared to correct consistency according to recipe specification. • Products are cooked, cooled, stored and packaged according to establishment procedures, and hygiene regulations and requirements. • Products are portioned precisely according to the specifications. • Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks, particularly in relation to the preparation and storage of fillings.

- 4 Produce dim sums (sweet and savoury) and desserts**
- Standard recipes for dim sum items are followed accurately according to establishment practices and recipe specifications.
 - Steamers for Chee Chong Fun are handled correctly according to safety requirements.
 - Dim sums are prepared, filled and cooked correctly according to the product specifications.
 - Correct steps are applied to shape and size of buns and dumplings and cooking methods to maintain quality and precise portion control.
- 5 Store sweet and savoury dim sums and desserts**
- Dim sum products are packaged and stored at correct conditions to maintain quality and extend shelf-life.
 - Packaging is appropriate for the preservation of freshness and eating quality and prevent cross contamination of unpleasant flavour between sweet and savoury.
 - Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks.
- 6 Present dim sums (sweet and savoury) desserts**
- Crockery size, colour and shape are matched to the dim sum item, checked prior to plating to maintain quality and enterprise specification.
 - Dim Sum item is presented correctly and attractively.
 - Accompaniments and portion sizes conform to the acceptable traditional style of the region, and specifications.
 - Sauces are assessed for quality and shelf-life.

Range of Variables

- This unit applies to the following establishments:
 - restaurants
 - hotels
 - dim sum operations
 - take aways
 - food halls
 - cafeterias
 - catering operations
 - function facilities.

- The following commodities are used in the dim sums preparation:
 - flour products
 - fat compound
 - sweet mung beans and lotus paste filling
 - fresh fruits
 - yeast properties
 - fillings, coating and setting agents.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of the principles of dim sum production including:
 - principles and methods of cookery
 - service of dim sums (sweet and savoury) and desserts
 - baking methods
 - equipment and maintenance
 - temperature control and timing
 - commodities (fresh, dried and preserved)
 - batters and glazes
 - dough improvers
 - yeast products
 - packaging
 - product life - storage conditions
 - reheating, refreezing
 - portion control
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - assembling, moulding, pleating
 - monitoring supply and demand, the type of customers and eating culture
 - following recipe instructions
 - using dim sum making equipment
 - preparing syrups and coating agents
 - sauces and setting agents
 - batters and pastries
 - producing dessert items from doughs
 - maintaining quality standards and consistency
 - preparing doughs and fillings (sweet and savoury)
 - meeting deadlines
 - presenting dim sums in acceptable and aesthetic way
 - achieving maximum eating qualities and customer appeal
 - correcting and maintaining portion control
 - maintaining a tidy work station.

- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THHCH12A

Prepare and Cook Roast Meat Cuts (Barbecued and Smoked Meat and Poultry)

Unit Descriptor This unit deals with the preparation and cooking of roast meats (barbecued, smoked and manufactured meat and poultry).

Element	Performance Criteria
1 Identify Chinese restaurant roast meat cuts and poultry	<ul style="list-style-type: none"> • Primary and secondary meat cuts are identified, listing menu/recipe specifications. • A range of commodities and marinades are identified according to the recipe specification. • A range of poultry is identified according to correct quality assessment, recipe specification and industry requirements. • Knives and cleavers are selected and used according to special preparation techniques accepted to industry standards.
2 Prepare Chinese restaurant roast meat cuts and poultry	<ul style="list-style-type: none"> • Standard recipes are followed correctly according to enterprise standards. • Ovens, roasting drums, open spit smoke ovens and hooks are prepared ready for use according to safety requirements. • Knives and light and heavyweight cleavers are sharpened according to manufacturer's specifications, selected and used according to the task and specification. • Equipment is assembled for use, including: <ul style="list-style-type: none"> • mincer • filler • dryer • smoker • mixers.

3 Prepare Chinese restaurant roast meat cuts and poultry (continued)

- Meat cuts are selected and prepared according to recipe specifications, and menu requirements.
- Ingredients, marinades, stuffings are selected and prepared according to recipe specifications.
- Accompaniment such as pickles and sauces are prepared according to the recipe specification and to industry requirements.
- Products are stored to maintain optimum freshness and quality.
- Offal is prepared and cooked, according to specifications, and menu requirements.
- Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks.
- Meat products are cooked correctly and effectively according to specifications and traditional menu styles.
- Correct steps are applied to all cooking methods, including basting, drying, smoking, according to specifications.
- Flavours, sauces, textures and colours are assessed against the expected outcomes, and recipe specifications.
- Products (raw and cooked) are defrosted, refrigerated, frozen or stored according to health regulations.

4 Present restaurant roast meat cuts and poultry

- Roast meat and poultry are presented correctly and attractively, accompanied with sauces according to establishment requirements.
- Garnishes such as pickles or accompaniments and sauces conform to the acceptable traditional style, service specifications and menu requirements.
- Smoked products are presented according to the traditional requirements and establishment specifications.
- Crockery shape and sizes are selected and prepared according the roast or smoked products and traditional applicable to industry requirements.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - catering operations
 - function facilities.

- Chinese Roast meat and poultry refers to the following cuts which are used in the preparation of:
 - pork spare ribs
 - boneless loin
 - boneless belly with skin
 - boneless belly without skin
 - suckling pig, whole
 - poultry
 - game birds
 - offal.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - principles of Chinese restaurant roast meat cuts
 - menu applications of meat cuts
 - smoking process for manufactured products
 - drying techniques
 - roasting techniques ie spit roast or drum roast
 - care and maintenance of equipment
 - temperature control and timing
 - marinades applicable to the roasting techniques
 - basting and glazing
 - freezing and defrosting products
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - following recipe specifications
 - pickling and curing
 - boning, cutting and slicing
 - using precision cutting techniques
 - smoking meat cuts and poultry
 - preparing offal products
 - applying correct procedures
 - maintaining a tidy work station.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THHCH13A

Design, Plan and Write Chinese Menus

Unit Descriptor This unit deals with designing, planning and writing Chinese menus.

Element	Performance Criteria
1 Identify the key characteristics of Chinese menus	<ul style="list-style-type: none"> • A variety of Chinese menus are identified in accordance with enterprise practice incorporating: cooking methods, flavours, colours, festivities, eg. weddings, birthdays, season. • Structures and sequencing of Chinese menus are designed according to instructions and pricing. • Chinese menus are designed and planned in accordance with establishment preference and customers expectations.
2 Design Chinese menus	<ul style="list-style-type: none"> • Menus are designed and written effectively and correctly to suit the occasion, and pricing. • Menus are planned and designed to provide balance in variety, freshness, flavours, season and delicacies according to enterprise practice. • Menus are planned to allow for the constraints of the kitchen equipment, the skill levels of the staff, and appropriate to the establishment. • Rosters reflect the demands of the menu, within the limits of the establishment. • Results of sales and marketing analysis are incorporated into the menu planning. • The number of courses offered suits the capacity of the kitchen and allocation of duties in each section considering customer expectations and establishment practices.
3 Write Chinese menus	<ul style="list-style-type: none"> • The spelling, meaning and descriptions are correctly written according to instruction. • The names and description of the dishes is in terminology suited to the market, style of menu, the occasion and cultural customs. • The sequence or arrangement of service is correctly interpreted on the menu.

- 4 Cost menus**
- Ingredients, overheads, labour and production costs, and profit margin are calculated accurately according to instruction.
 - Proportions of yields and losses are taken into account when costing dishes according to enterprise specifications.
 - Dishes are priced within given constraints, and according to seasonal availabilities, are determined according to the percentage of profit margin.
- 5 Control menu-based production**
- Food costs are based on reduced wastage and strict monitoring according to establishment requirements.
 - Labour costs are controlled with consideration given to rosters, scheduling, award conditions and rates according to instruction.
 - Product utilisation and quality are optimised through reconstitution, and the application of portion control and yield testing according to establishment requirements.
 - Stock control measures are applied including:
 - ordering in economic quantities
 - receipt procedures
 - storage practices
 - computerised inventory control and security
 - seasonal variations in temperature.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - takeaways
 - food halls
 - catering operations
 - function facilities.

- Menus refers to the following occasions where food is prepared and served including:
 - weddings
 - birthdays
 - banquets
 - a la carte
 - religious (celebrations and ceremonies)
 - festivals
 - special occasions.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - the principles of designing menus
 - principles of cookery
 - commodities and ingredients (fresh, dried and preserved)
 - service utensils (seasonal and traditional)
 - harmony
 - five colour food balance
 - five flavour food balance
 - theme of menus
 - pricing structure
 - portion control
 - hygiene, safety and storage requirements.
- Skills in:
 - constructing menus
 - balancing food combinations
 - costing
 - using language to accurately describe food
 - planning menus within the constraints of the work team
 - identifying and responding to customers preference.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THHCH14A

Prepare and Produce Cold Appetisers Presentation

Unit Descriptor This unit deals with the planning, preparation and presentation of cold appetisers.

Element	Performance Criteria
1 Identify the commodities	<ul style="list-style-type: none"> • A range of specialist commodities, including meat cuts, used in appetisers food arrangement are identified in Chinese and English. • Key flavours, marinades, sauces and cooking methods are correctly described and outlined. • Key characteristics of cold appetisers and service culture are identified according to regional requirements.
2 Prepare ingredients	<ul style="list-style-type: none"> • Good quality meat cuts are prepared according to recipe specifications. • Ingredients are prepared to recipe specifications and using specified precision cutting techniques and sharp knives. • Marinades, flavourings and sauces mixtures are prepared, organised and stored at correct temperature. • Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks.
3 Design a theme	<ul style="list-style-type: none"> • Theme for cold appetisers arrangement are designed correct and accurately according to function requirements and customer orders and expectations. • Ingredients are cooked quickly and effectively according to recipe specifications. • Corrective steps are applied to all cooking methods, and according to specifications. • Precision cutting techniques are followed according to specifications. • Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks.

4 Present appetisers

- Tableware size, colour and shape is selected and checked prior to plating and arrangement.
- Food is presented correctly, neatly and attractively, and accurately according to establishment requirements and eye appeal.
- Garnishes selected and used conform to the acceptable traditional style of the region and recipe specifications.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - catering operations
 - function facilities.

- Shanghai food refers to the following commodities:
 - meat (beef, pork, lamb)
 - seafood
 - commodities (fresh, dried and preserved)
 - vegetables (preserved and root)
 - herbs (leaves).

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - design and theme
 - menu description
 - multiple cooking techniques
 - equipment and maintenance
 - temperature control and timing
 - commodities (fresh, dried and preserved)
 - herbs and spices (fresh and dried)
 - blending and balancing flavours
 - marinades and sauces applicable to regional menu items
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - using precision cutting techniques
 - following standard recipe specifications
 - maintaining a tidy work station
 - flavour structure
 - texture balance
 - colour and plate presentation.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THHCH15A

Design and Operate a Chinese Restaurant Kitchen

Unit Descriptor	This unit deals with the planning, preparation, and operation of a Chinese commercial kitchen (eg. dim sum, barbecued roast, main kitchen, a la Carte, banquet).
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Element	Performance Criteria
1 Design a commercial kitchen	<ul style="list-style-type: none"> • Kitchens are designed and planned according to the facilities, equipment, specifications and space available, and to the enterprise requirements. • A cooking, ordering, and service plan is designed and prepared and the required equipment is identified according to specifications. • A work flow schedule is prepared with consideration to staff, equipment, and according to establishment practices.
2 Prepare and operate a commercial kitchen	<ul style="list-style-type: none"> • A range of equipment eg. multi purpose steamer, roasting drums, spit roast preparation equipment, is selected according to the industry requirements and specifications and/or design. • Kitchen design incorporates space for sauce station, wok station, refrigeration, pegging and packing station according to industry practices. • Menu items are cooked, cooled, stored and packaged according to establishment procedures, and hygiene regulations and requirements. • Products are portioned precisely according to the specifications. • Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks, particularly in relation to the preparation and storage of food products.

3 Operate kitchen and produce menu items

- Standard recipes for menu items are followed accurately according to establishment practices and specifications.
- Multi purpose steamers for steaming fish and other food items are handled correctly according to safety requirements.
- Corrective steps are applied to all cooking methods, and according to specifications.
- Cooked products are packaged and stored at correct conditions to maintain quality and extend shelf-life.
- Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks.

4 Present menu items in a commercial kitchen

- Crockery size, colour and shape is matched and checked prior to plating.
- Cooked products are presented correctly and attractively.
- Accompaniments and portion sizes conform to the acceptable traditional style of the region, and specifications.

Range of Variables

- This unit applies to the following establishments:
 - restaurants
 - hotels
 - take aways
 - food halls
 - catering operations
 - function facilities.

- Commercial kitchen operations refers to the following commodities which are used in the preparation including:
 - meat (beef, pork, lamb)
 - poultry
 - seafood
 - vegetables (fresh, dried or preserved)
 - herbs and spices.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - the principles and methods of Chinese cookery
 - equipment and maintenance
 - commodities and ingredients (fresh, dried and preserved)
 - service utensils (seasonal and traditional)
 - sauce consistency
 - packaging
 - storage and product life
 - portion control
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - following recipe instructions
 - using and handling woks and associated equipment
 - maintaining quality standards and consistency
 - costing, yield testing and portion control
 - meeting deadlines
 - correcting and maintaining portion control
 - maintaining a tidy work station
 - communication skills.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are available.

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BACKGROUND AND ACKNOWLEDGMENTS

The Australian National Training Authority funded Tourism Training Australia to develop an integrated training package for the Hospitality industry. This training package builds upon the already comprehensive work completed over previous years in the development of standards, curriculum and resources.

The process of development has involved extensive research and consultation with industry and other relevant parties throughout Australia. Hospitality operators, associations, state training organisations and both public and private providers were represented on the National Industry Reference Group.

Tourism Training Australia would like to acknowledge the contribution of all those industry operators, associations, state training organisations, public and private providers and those within the Tourism Training Network who have assisted with Hospitality Training Package project.

INTRODUCTION TO COMPETENCY STANDARDS

An essential component of the Hospitality Training Package was the review of existing competency standards, and development of new competency standards. Subsequently following competency standards have emerged:-

- Common Core (Tourism/Hospitality)
- Hospitality Core
- Commercial Cookery (including Kitchen Attending)
- Food and Beverage
- Gaming
- Front Office
- Housekeeping
- Patisserie
- Commercial Catering
- Security
- General Units (covering a range of areas)

KEY PRINCIPLES

The following principles underpin all the competency standards:

- These competency standards define the skills and knowledge required to work in the hospitality industry. The standards are designed to provide a flexible framework which can be used by all hospitality enterprises regardless of location or business size.
- To be meaningful and valuable, training and/or assessment based on these standards must be tailored to meet the specific needs of industry sectors, individuals and different cultural groups.
- The standards recognise the need to balance the commercial viability of hospitality and tourism operations with the need for culturally and environmentally appropriate practices.

WHAT ARE COMPETENCY STANDARDS?

Competency Standards are statements about the skills and knowledge that people need to perform their jobs to the required industry standards.

They are nationally agreed benchmarks for effective performance in the hospitality and tourism industry.

WHAT ARE COMPETENCY STANDARDS USED FOR?

Competency Standards are the key elements in ensuring that all training meets the real needs of industry. However, they can also be used for much more than training. They can form the basis for a complete and integrated human resource system.

The standards can be used for:

- compiling job descriptions and organising work structures
- recruitment
- determining training needs
- developing training and training resources/materials
- appraisals and skills assessment
- linkages between skills and industrial awards

HOW ARE THEY DEVELOPED?

Competency Standards are developed by the industry through an extensive process of research and consultation. Tourism Training Australia co-ordinated this process. Consultation was undertaken Australia wide using the Tourism Training State/Territory network. It involved wide circulation of standards with feedback obtained through a range of methods including focus groups, questionnaires and interviews.

Standards for the Hospitality industry have existed for several years. The development of the competency standards under the Hospitality Training Package, has been based on a review of existing work. It has also included technical update of the standards with the addition of more comprehensive Evidence Guides and Range of Variable statements.

WHAT DO COMPETENCY STANDARDS LOOK LIKE?

UNIT CODE: **THHCOR3A**

FOLLOW HEALTH SAFETY AND SECURITY PROCEDURES

Unit Descriptor This unit deals with the skills and knowledge required to follow health, safety and security procedures. This unit applies to all individuals working in tourism and hospitality. It does not cover hygiene or first aid which are found in separate units.

Element	Performance Criteria
1 Follow workplace procedures on health, safety and security	<ul style="list-style-type: none"> Health, safety and security procedures are correctly followed in accordance with enterprise policy and relevant legislation and insurance requirements. Breaches of health, safety and security procedures are identified and promptly reported.....
2 Deal with emergency situations	<ul style="list-style-type: none"> Emergency and potential emergency situations are promptly recognised and required action is determined and taken with scope of individual responsibility. Emergency procedures are correctly followed in accordance with enterprise procedures.....
3 Maintain safe personal presentation standards	<ul style="list-style-type: none"> Personal presentation takes account of the workplace environment and hygiene and safety issues including: <ul style="list-style-type: none"> Appropriate personal grooming and hygiene Appropriate clothing and footwear
4 Provide feedback on health, safety and security	<ul style="list-style-type: none"> Issues requiring attention are promptly identified Issues are raised with the designated person in accordance with enterprise and legislative requirements

Range of Variables

- This unit applies to all hospitality and tourism sectors:
- Health, Safety and Security procedures may include but are not limited to procedures for:
 - Fire prevention
 - Evacuation procedures
 - Safe sitting, lifting and handling

Evidence Guide

Underpinning Skills and Knowledge

- To demonstrate competence, evidence of skills and knowledge in the following is required:
 - Industry / sector insurance and liability requirements....

Context of Assessment

- This unit may be assessed on or off the job. Assessment should include.....

Critical Aspects of Assessment

- Evidence should include a demonstrated understanding of the importance of working in accordance with health, safety and security procedures, and of the.....

Linkages to Other Units

- This is a core unit that underpins effective performance in all other units. It is recommended that this unit is assessed/trained in conjunction with other operational and service units.

Unit Code - Indicates the unit level

Unit Title - Statement of what you do in the workplace

Unit Descriptor
Provides additional general information about the unit

Elements
The building blocks which make up the unit

Performance Criteria
The level of performance that is required for each element. These are used as the tools for assessment

Range of Variables
Provides guidelines on different situations and contexts

Evidence Guide
Shows the underpinning knowledge and skills needed for this unit
Provides guidelines for assessment

THE HOSPITALITY STANDARDS

The standards describe the skills and knowledge needed to work throughout the Hospitality industry. Individual units are combined to create a package of skills which suit the needs of the work situation.

HOW ARE THE STANDARDS ORGANISED AND CODED?

The following is an explanation of how the standards for the entire Hospitality industry are organised.

COMMON CORE

Competencies required by all people working in the Tourism & Hospitality Industry.

HOSPITALITY CORE

Competencies required by all people working in the Hospitality Industry.

HOSPITALITY FUNCTIONAL AREAS

Competencies required in functional areas of the Hospitality Industry
Units of competence may be selected according to the needs of a particular job.

COMMERCIAL COOKERY	COMMERCIAL CATERING	ASIAN COOKERY	PATISSERIE	FOOD & BEVERAGE	FRONT OFFICE	HOUSE KEEPING	SECURITY	GAMING
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GENERAL UNITS

Competencies required by some people across all Hospitality Industry sectors
Units of competence may be selected according to the needs of a particular job

CUSTOMER SERVICE , SALES & MARKETING	HYGIENE, HEALTH, SAFETY & SECURITY	GENERAL ADMIN.	FINANCIAL ADMIN	COMPUTER TECHNOLOGY	TRAINING	LEADERSHIP
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WHAT ARE THE MAIN FEATURES OF COMPETENCY STANDARDS?

CODING

Each nationally endorsed unit of competence has been allocated a unit code. This national code consists of:-

- a national identifier for those Hospitality units reviewed and developed as part of the Hospitality Training Package “THH”.
- common core unit identifier for Tourism and Hospitality “COR”.
- hospitality core unit identifier “HCO”.
- stream/functional area identifier. For example G - Gaming, H - Housekeeping, FB - Food and Beverage etc.
- general unit identifier “G”.
- a version descriptor. The first version descriptor for all recently reviewed and developed units of competence is “A”. As revisions are undertaken and units of competence are updated, the version identifier will change to B, C, D etc to reflect the changes.

Example:-

<i>NATIONAL CODE</i>	<i>UNIT CODE</i>	<i>VERSION DESCRIPTOR</i>	<i>UNIT TITLE</i>
THH	COR01	A	Work With Colleagues and Customers
THH	HCO01	A	Develop and Update Hospitality Industry Knowledge
THH	BKA01	A	Organise and Prepare food
THH	BCC01	A	Use Basic Methods of Cookery
THH	BCAT01	A	Prepare Food According to Specific Dietary & Cultural Needs
THH	BPAT01	A	Prepare and Produce Pastries
THH	BFB01a	A	Clean Tidy Bar Areas
THH	BG01	A	Operate A Gaming Location
THH	BFO01	A	Receive and Process Reservations
THH	BH01	A	Provide Housekeeping Services to Guests
THH	BHTS01	A	Maintain Security of Premises and Property
THH	GCS01	A	Develop and Update Local Knowledge
THH	GHS01	A	Follow Workplace Hygiene Procedures
THH	GGA01	A	Communicate on the Telephone
THH	GFA01	A	Process Financial Transactions
THH	GCT01	A	Access & retrieve Computer Data
THH	GTR01	A	Coach other in Job Skills
THH	GLE01	A	Monitor Workplace Operations

Please note that an individual unit of competence does not have a formal level. It is only when units are packaged together in a qualification that a level is decided.

ARE THERE ANY TIPS ON USING THE STANDARDS?

Here are a few pointers to use to help you in using the standards:-

- The standards are statements about what people need to be **able to do** in the workplace - they are not designed to cover the details of training that may be needed for people to acquire the skills.
- The standards are written to be general enough to apply to the range of situations in the hospitality industry. Therefore you will see statement like ‘in accordance with enterprise procedure’ or ‘as appropriate to the work situation’. **The standards provide a guide which can then be taken and tailored to meet the needs of specific sectors and business.**
- Remember the standards must allow for flexible tailoring and targeting of training and assessment.
- When using the standards take advantage of all the information that is provided. Often the Range of Variables and Evidence guides will provide extra information to help you achieve the results you need.
- While individual units of competence define the skills and knowledge in a particular area of work, it is the combination of several units which creates a meaningful outcome in the workplace. All users are encouraged to mix, match and combine units to meet specific needs.

You will find further information and guidance on using competency standards and other elements of the Hospitality Training Package in the “USER GUIDE PROFESSIONAL DEVELOPMENT RESOURCE” produced by Tourism Training Australia. Contact your local Tourism Training office for details.

IDENTIFICATION OF KEY COMPETENCIES WITHIN ASIAN KITCHEN STANDARDS

INDIAN KITCHEN								
THHINDN01A	<i>Plan a career in Indian Cookery</i>	1	2	2	1	1	1	
THHINDN02A	<i>Prepare and produce curry powders (Masala)</i>	2	2	2	2	1	2	1
THHINDN03A	<i>Prepare and produce Appetisers and Snacks</i>	2	2	2	2	1	2	1
THHINDN04A	<i>Prepare and produce Lentils (Dal)</i>	2	2	2	2	1	2	1
THHINDN05A	<i>Prepare and produce Stocks and Soups (eg. Rasam)</i>	2	2	2	2	1	2	1
THHINDN06A	<i>Prepare and produce Curries- Kari meat, poultry, seafood & vegetables</i>	2	2	2	2	1	2	1
THHINDN07A	<i>Prepare and produce Tandoori meat, poultry and seafood</i>	2	2	2	2	1	2	1
THHINDN08A	<i>Prepare and produce Rice (Biryani, Pulao)</i>	2	2	2	2	1	2	1
THHINDN09A	<i>Prepare and produce Indian Breads and Yeast products (Nan, Poori, Chappati, Paratha, Dosa)</i>	2	2	2	2	1	2	1
THHINDN10A	<i>Prepare and produce Indian Sweets</i>	2	2	2	2	1	2	1
THHINDN11A	<i>Prepare and produce chutneys and pickles</i>	2	2	2	2	1	2	1
THHINDN12A	<i>Design, plan and write Indian Menus</i>	2	2	2	2	1	2	
THHINDN13A	<i>Design and Operate an Indian Restaurant Kitchen</i>	2	2	2	2	1	2	2

Unit THHINDN01A

Plan a Career in Indian Cookery

Unit Descriptor This unit deals with the skills and knowledge required to begin a career in Indian cookery.

Element	Performance Criteria
1 Identify the role of a Indian Cook	<ul style="list-style-type: none"> • Specific knowledge, skills, attitudes cultural practices, religious elements, culinary language are correctly identified. • Professional skills such as cutting, cooking techniques and cultural understanding required for Indian cooks are clearly identified and defined in detail and correctly practiced. • Good hygiene, safe and tidy work practices are required in accordance with enterprise requirements.
2 Develop a career path plan	<ul style="list-style-type: none"> • A career path appropriate to the attitudes, skills and experience required for practicing cooks is developed. • The knowledge and skills required by practicing Indian cooks are clearly and correctly identified according to tradition, cultural and enterprise requirements. • The level of current competencies is identified and compared to the level of competencies required by the industry. • Training needs are identified and taken into account for career path planning and development.
3 Identify Indian commodities and equipment	<ul style="list-style-type: none"> • A range of Indian herbs and spices, fresh and dried commodities and their applications are correctly identified. • A range of Indian kitchen equipment and service utensils are correctly identified.

Range of Variables

- This unit applies to the following positions:
 - apprentices
 - kitchen hands
 - assistant cooks
 - cooks (*tandoori*, curry, vegetarian)
 - supervising chefs.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills are in the following areas are required:
- Knowledge of:
 - characteristics of Indian cuisine
 - commodities (fresh, dried and preserved)
 - cultural and religious practises and kitchen hierarchy
 - range of *masala* and their use
 - traditional procedure of food service
 - flavour combinations
 - career and training opportunities in Indian cookery
 - chemical reaction in food eg. curries, chutneys and pickles
 - menu items (regional variations, spellings, definitions, etc.)
 - principles of cookery
 - equipment *masala* (stone grinder), *tandoor* (oven), *karahi* (wok), *tava* (cast iron)
 - career path in the Asian catering industry
 - occupational health and safety requirements
 - hygiene regulations and practices.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THHINDN02A

Prepare and Produce Curry Powders (Masala)

Unit Descriptor	This unit deals with the preparation and presentation of curry powders (Masala) eg. masala garam, chat masala, kashmiri masala, sambhar masala, chaana ka masala, panch phoram (curry powder and spices combination).
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Element	Performance Criteria
1 Prepare, produce and use curry powders <i>Masala</i>	<ul style="list-style-type: none"> • Commodities, including fresh and dried herbs and spices used in Indian cookery are identified in the language of origin and in English terms. • A variety of fresh, dried and preserved herbs and spices derived from seeds (cloves, black pepper, nutmeg, mace, and cinnamon) and bay leaves are selected, measured, and weighed in correct quantities to make <i>masala</i> according to recipe specifications. • A selection of spices (cumin, coriander, turmeric, fenugreek, black mustard seeds, fennel and dried chillies) are prepared, roasted and grinded into a smooth paste or powder form by using a <i>masala</i> stone grinder or spice blender and according to enterprise practice. • A selection of <i>masala</i> is prepared and applied in correct quantities to a variety of meat, seafood and vegetable curries according to standard recipe specifications. • A precise application of <i>masala</i> is used according to the requirements of establishment. • Correct cooking procedures are used in preparing main ingredients eg. chicken, beef, lamb, pork, seafood and vegetables according to enterprise practice. • Appropriate secondary ingredients are used according to the menu items and recipe specifications. • Correct timing and temperature are used in cooking <i>masala</i>.

- 2 **Store cooked *masala***
- Effective packaging (air-sealed plastic bags) is used for the preservation of freshness, colour and taste and to prevent chemical reactions.
 - ***Masala*** is stored at correct temperature and conditions to maintain shelf-life.
 - Length of time for storing ***masala*** is identified and checked regularly to meet quality and health standards.
- 3 **Apply safe work practices**
- Day to day duties are carried out in accordance with the occupational, health and safety requirements.
 - Tasks are carried out in accordance with specific instructions.
 - Health and safety risks associated with the equipment and facilities are promptly attended to, and meet the requirements of O H & S legislation.
 - A tidy and clean work place is maintained according to health requirements.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- This unit refers to the following commodities which are used in preparation:
 - Herbs and spices (fresh or dried)
 - Herbs and spices (eg. whole cinnamon, coriander, cardamon, cumin, tumeric)
 - Commodities (fresh, dried and preserved)
 - Aromatic leaves (eg. bayleaf, ***karupillai***).

- Quality control principles should be applied at all stages of preparation and cooking procedures:
 - flavour balances
 - aromatic balance
 - curry powder (***masala***) and its uses
 - fat compound (eg. coconut milk, ***kerela*** coconut oil, ***bengal*** mustard oil)
 - structure of herbs and spices (nutmeg, cinnamon, cumin, cardamon, mace)
 - balancing and contrasting appearances, colours and textures.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - Indian authentic flavour principles
 - cooking techniques and procedures
 - using the mortar and pestle and commercial blender/grinder in preparing the correct herbs and spices applicable to a range of Indian menu items
 - equipment and maintenance
 - correct timing and temperature
 - herbs and spices (fresh, dried, preserved)
 - curry powder (*masala*), blending and balancing
 - portion control
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - following standard recipe specifications
 - identifying, handling and storing spices and herbs
 - recognising the quality and variety of spices
 - using precision blending techniques
 - applying the correct stages of cooking
 - assessing spice combinations for specific menu items
 - ensuring correct aromatic structure
 - ensuring correct balance of flavours and textures
 - ensuring appealing colour and plate presentation
 - maintaining a tidy work station.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THINDN03A

Prepare and Produce Appetisers and Snacks

Unit Descriptor This unit deals with the preparation and presentation of appetisers and snacks (*Pappadums, Koftas, Pakoras, Samosas, Kabab, Bhajjis*).

Element	Performance Criteria
1 Prepare and produce appetisers and snacks	<ul style="list-style-type: none"> • A range of fresh and dried commodities, including herbs and spices is used correctly in the making of appetisers and snacks. • Ingredients and spices are selected, weighed into correct quantities and prepared according to the recipe specifications. • Flours (<i>besan</i> flour, <i>chickpea</i> flour, <i>maida</i> flour) and fat compound are selected and weighed correctly according to recipe specification. • Cooking or frying procedures are carried out correctly. • Correct temperature and timing are used to achieve good eating quality, and according to enterprise practice and recipe requirements.
2 Prepare sauces and dips for appetisers and snacks	<ul style="list-style-type: none"> • A range of sauces, dips and <i>sambhar</i> are used to complement appetisers and snacks according to appropriate regional practices. • Sauces and dips are made correctly according to customer preference, standard recipe specifications and hygiene requirements. • Correct hygiene procedures are used in preparing raw sauces to achieve correct consistency, quality and taste.
3 Present appetisers and snacks	<ul style="list-style-type: none"> • Service platter sizes, colour and shapes are matched to the colour of the appetisers, snacks and sauces. • Appetisers and snacks are correctly presented according to portion sizes and establishment practices. • Sauces, garnishes and accompaniments (cold cuts, casseroles, pickles, chutneys, breads and rice dishes) conform to the acceptable traditional style of the region, and recipe specifications.
4 Store cooked appetisers and snacks	<ul style="list-style-type: none"> • Packaging is appropriate for the preservation of freshness, taste and to maintain serving quality • Appetisers and snacks are stored at correct temperature and condition to maintain shelf-life.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - commercial catering operations
 - functions facilities.

- Appetisers and snacks refer to the following commodities:
 - spices and herbs (eg. cumin, cloves or fresh and coriander)
 - commodities (fresh, dried and preserved)
 - ***pappadum*** (regional varieties)
 - lemon/lime juice
 - vegetables and aromatic leaves
 - curry powder (***masala***)
 - meat (pork, beef, lamb)
 - poultry
 - seafood.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - kitchen and service culture
 - culinary terminology
 - varieties of flour (*besan, atta*)
 - commodities (fresh, dried and preserved)
 - herbs and spices, (fresh, dried and preserved)
 - raw and cooked sauces for serving appetisers and snacks
 - blending and balancing flavours and aromatics
 - order of service, accompaniments and garnishes
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - following standard recipe specifications
 - recognising the quality and variety of ingredients
 - using precision cutting techniques
 - using the pestle and mortar; traditional *masala* stone grinder, *karahi* woks, and grillers
 - using the correct utensils and cooking techniques
 - assessing sauce consistency and quality
 - ensuring correct flavour structure
 - ensuring correct acid balance
 - ensuring correct colour and plate presentation
 - identifying, handling and storing sauces, dips, appetisers and snacks
 - maintaining a tidy work station.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THHINDN04A

Prepare and Produce Vegetables and Lentils

Unit Descriptor This unit deals with the preparation and presentation of vegetables and lentils (*bhorta and dal*).

Element	Performance Criteria
<p>1 Prepare vegetables and lentils</p>	<ul style="list-style-type: none"> • A range of fresh, dried and preserved commodities, including herbs and spices is selected and identified in Indian and in English, in accordance with regional recipe specifications. • A selection of fresh, dried leafy and root vegetables (<i>okra, aubergines, aloo</i>) are prepared using a range of spices according to recipe specifications. • A variety of fresh, dried and preserved herbs and spices including <i>masala</i> derived from the seeds, barks, roots and leaves are selected, measured, weighed, to correct quantities to blend into a smooth paste. • Spices (<i>cumin, asfoetida, fenugreek, fennel seeds, cayenne pepper</i>) are added to vegetables. • A selection of lentils (eg. <i>urad dal, channa dal</i>) are selected, soaked and boiled according to enterprise practices.
<p>2 Produce vegetables and lentils</p>	<ul style="list-style-type: none"> • Ingredients are prepared correctly according to recipe specifications using regional precision cutting techniques. • Correct cooking procedures are used to cook the curry powder and vegetables and lentils are added at the correct time. • Marinades, flavourings and sauce mixtures are prepared, organised and stored at correct temperatures and according to health and safety specifications. • The <i>masala</i> stone is used, handled and cleaned correctly before and after preparation of ingredients. • Standard recipes are followed accurately according to establishment practice. • Basic hygiene requirements and occupational health and safety regulations are complied with, and applied to all tasks. • <i>Bhajjis and dal</i> are cooked and prepared in bulk according to establishment practice.

- 3 Present *bhajjis* and *dal***
- Crockery (eg. *thali* and *katoris*) sizes, shapes and colour is checked to ensure appealing presentation.
 - Vegetables and lentils are arranged and presented neatly on platters to achieve maximum customer appeal.
 - Accompaniments (*parathas, puris and chapatis*), fresh herb garnishes and relishes (raw onion rings, pickles and chutney) conform to the acceptable traditional style of the region, and specifications.
- 4 Store cooked *bhajjis* and *dal***
- Correct steps are applied to retain vegetables and *dal* quality and shelf-life.
 - Vegetables and *dal* and stored at correct temperatures and conditions to maintain eating quality, freshness when reheating.
 - Basic hygiene requirements and occupational health and safety regulations are complied with, and applied to all tasks.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- ***Bhajjis and Dal*** refer to the following commodities which are used in food preparation including:
 - vegetables (fresh, dried, leafy and root)
 - herbs and spices (seeds, whole, root, fresh, dried and preserved)
 - commodities (fresh, dried and preserved)
 - sauces (***sambhar***) and condiments
 - sweet and savoury combinations.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - principles of preparation of vegetables and lentils
 - culinary terms
 - herbs and spices
 - cooking procedures and techniques
 - sauces and flavourings
 - equipment and maintenance
 - portion control
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working as a team member
 - following standard recipe specifications
 - identifying, handling and storing spices and herbs
 - using precision cutting techniques
 - using the utensils and equipment
 - using *masala* stone and commercial grinder
 - assessing sauce consistency
 - ensuring correct flavour, texture, and colour
 - ensuring correct serving and plate presentation
 - handling fresh, dried and preserved commodities
 - blending and balancing flavours and aromatics
 - combining marinades and sauces
 - maintaining a tidy work station.
- This unit should be assessed in the workplace or through a simulation process where equipment and material are available.

Unit THHINDN05A

Prepare and Produce Soups

Unit Descriptor This unit deals with the preparation and presentation of soups (*eg. Rasam*).

Element	Performance Criteria
<p>1 Prepare stocks</p>	<ul style="list-style-type: none"> • Combinations of herbs and spices (<i>masala</i>) are selected and prepared according to recipe requirements. • Stocks are prepared using correct herbs and spices according to recipe specifications. • Standard recipes are followed accurately including combination of spices, and stocks according to the establishment practice. • Correct ingredients are prepared correctly according to recipe guidelines and specific precision cutting techniques. • Correct cooking procedures and techniques are used in preparing stocks. • Correct temperature and timing are observed when cooking and simmering stocks. • Basic hygiene requirements and occupational health and safety regulations are complied with, and applied to all tasks.
<p>2 Produce hot and cold soups</p>	<ul style="list-style-type: none"> • Soups (<i>eg. mulligutawny, dal and rasam</i>) are prepared according to the customers orders and to maintain the traditional style and quality. • Correct quantity of lentils for <i>dal</i> soups are selected washed and cooked to correct consistency. • Correct steps are applied to ensure the combined herbs and spices retain flavour balance, acid balance and fragrance quality. • Good quality sauces and seasonings are used in soups to achieve the expected results as required by recipe specifications. • Cold soups using correct ingredients, are boiled to achieve correct consistency, taste and flavour. • Cold soups are chilled at correct temperature to retain serving quality and maintain shelf-life. • Basic hygiene requirements and occupational health and safety regulations are complied with and applied to all tasks.

3 Present soups

- Crockery sizes, shapes and colour are selected and checked according to enterprise requirements.
- Soups are served in correct portions to achieve establishment requirements.
- Garnishes (lemon wedges, mint leaves and vegetables) and condiments conform to the acceptable traditional style of the region, and recipe specifications.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- Stocks and soups refer to the following commodities:
 - vegetables (fresh, dried, leafy and root)
 - meat (beef, lamb, pork)
 - poultry
 - herbs and spices (seeds, whole, root, fresh, dried and preserved)
 - commodities (fresh, dried and preserved).

Evidence Guide

- To demonstrate competence evidence of knowledge and skills are in the following areas is required:
- Knowledge of:
 - principles of cookery
 - culinary terminology
 - standard recipe specifications
 - herbs and spices
 - fresh, dried and preserved commodities
 - multiple cooking techniques and procedures
 - temperature control and timing
 - balancing acids and flavours
 - equipment and maintenance
 - order of service, garnishes, condiments and accompaniments
 - portion control
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - following standard recipe specifications
 - recognising the quality and variety of ingredients
 - using precision cutting techniques
 - using correct utensils and cooking techniques
 - using the wok (*karahi*) correctly
 - using the mortar and pestle, *masala* stone, commercial grinder and blender
 - ensuring acid balance
 - ensuring flavour and aromatic structure
 - ensuring texture balance
 - ensuring colour and plate presentation
 - identifying, handling and storing stocks and soups
 - maintaining a tidy work station.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THHINDN06A

Prepare and Produce Curries (*kari*)

Unit Descriptor This unit deals with the preparation and presentation of Curries (**Kari, Kofta, do Piaaza, Saag, Kheema, Korma**) - Meat, Chicken, Seafood and Vegetables.

Element	Performance Criteria
1 Identify key commodities	<ul style="list-style-type: none"> A range of fresh, dried and preserved commodities used in <i>kari</i> is selected and identified in Hindi and English. Main and secondary ingredients are correctly selected, applicable to the menu items of the establishment. Key names of curry (<i>kari</i>) for service are identified by the correct menu names and the types of curry powder (<i>masala</i>) used.
2 Prepare and produce curry (<i>kari</i>)	<ul style="list-style-type: none"> A combination spices including cumin, coriander, fennugreek, chillies and tumeric are ground (using <i>masala</i> stone) and blended to form a smooth paste, and portioned according to recipe specification interpreted according to establishment standards. Sauces and flavourings are prepared according to recipe specifications. Cooking equipment and utensils are selected and prepared according to establishment requirements. Basic hygiene requirements and occupational health and safety regulations are complied with, and applied to all tasks, particularly in relation to preparation. Standard recipes for curry (kari) are followed accurately according to establishment practices and specifications. Curry powder (masala) is handled correctly according to safety requirements. Curry - meat, chicken, seafood and vegetables (kari) is prepared and cooked to customer expectations and according to recipe specifications. Correct steps are applied to all cooking methods and according to instruction.
2 Present curry food item	<ul style="list-style-type: none"> Crockery sizes, colour and shapes are selected according to the establishment requirements. Accompaniments of rice, vegetables, pickles, chutney and sauces conform to traditional style of the region, and establishment specifications.

- 3 Store cooked curry items**
 - Curry is cooked and stored at correct conditions and temperatures to maintain quality and extend shelf-life.
 - Basic hygiene requirements and occupational health and safety regulations are complied with, and applied to all tasks.

- 4 Cost menu items**
 - Ingredients and production costs are calculated according to recipe specifications and enterprise requirements.
 - Yields and losses are taken into account when costing menu items.

Range of Variables

- This unit applies to the following establishments:
 - restaurants
 - hotels
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- The preparation of curry (*kari*) refers to the following commodities:
 - *masala* (spices/curry powder)
 - tamarind
 - fat compound (ghee, coconut milk, coconut oil, vegetable oil and unsaturated oil)
 - commodities (fresh, dried and preserved)
 - sauces
 - lemon/lime juice
 - vegetables, edible flowers and aromatic leaves.

Evidence Guide

- To demonstrate competency, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - commodities (fresh, dried and preserved)
 - cooking techniques and procedures
 - precision cutting techniques and culinary skills
 - temperature control and timing
 - handling and serving curry menu items
 - blending and balancing curry paste
 - menu items
 - portion control
 - kitchen and service culture
 - storage and product life
 - equipment and maintenance
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - following standard recipe specifications
 - using Indian kitchen equipment, commercial grinder, *masala* stone, and mortar and pestle
 - using precision cutting techniques and procedures
 - maintaining quality standards and consistency
 - preparing accompaniment sauces and condiments
 - correcting and maintaining portion control
 - ensuring colour appealing and plate presentation
 - maintaining a tidy work station
 - applying communication skills
 - meeting deadlines.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THHINDN07A

Prepare and Produce Tandoori Food Items

Unit Descriptor This unit deals with the preparation and presentation of Tandoori food items - meat, chicken, seafood.

Element	Performance Criteria
1 Identify key commodities	<ul style="list-style-type: none"> A range of fresh, dried and preserved commodities and tandoori powder used in <i>tandoori</i> marinades is identified in Hindi and English. Main and secondary ingredients and meat cuts (meat, chicken) are correctly identified. Key names of tandoori items are identified by the correct menu names and the types of curry powder (<i>masala</i>) used.
2 Prepare <i>tandoori</i> spice mixture	<ul style="list-style-type: none"> Spices are measured, weighed and portioned according to recipe specifications and establishment standards. Cooking equipment and utensils are selected and prepared according to establishment requirements. Basic hygiene requirements and occupational health and safety regulations are complied with, and applied to all tasks, particularly in relation to preparation. Standard recipes for <i>tandoori</i> items are followed accurately according to establishment practices and specifications. Curry powder (<i>masala</i>) is handled correctly according to safety requirements.
3 Produce and present <i>tandoori</i> products	<ul style="list-style-type: none"> <i>Tandoori</i> items (meat, chicken, seafood) are prepared and cooked to customer expectations and according to recipe specifications. Correct steps are applied to all cooking methods according to recipe specifications. Crockery sizes, colour and shapes are selected according to establishment requirements. Accompaniments of rice, vegetables, pickles, chutney and sauces conform to the acceptable traditional style of the region, and recipe specifications.

- 4 Store *tandoori* mixture**
 - *Tandoori* mixture is prepared and stored at correct conditions and temperature to maintain quality and extend shelf-life.
 - Basic hygiene requirements and occupational health and safety regulations are complied with, and applied to all tasks.

- 5 Cost menu items**
 - Ingredients and production costs are calculated according to recipe specifications and enterprise requirements.
 - Yields and losses are taken into account when costing menu items.

Range of Variables

- This unit applies to the following establishments:
 - restaurants
 - hotels
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- The preparation of curry (*kari*) refers to the following commodities:
 - curry powder (*kari*)
 - fat compound (*ghee*)
 - milk produces (yoghurt, sour cream)
 - commodities (fresh, dried and preserved)
 - sauces
 - lemon/lime juice
 - meat, chicken and seafood.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - commodities
 - cooking techniques and procedures
 - precision cutting techniques and culinary skills
 - temperature control and timing
 - handling and serving tandoori items
 - blending and balancing *tandoori* mixture
 - menu items (definition, spelling)
 - portion control
 - storage and product life
 - equipment and maintenance
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - following standard recipe specifications
 - using the *tandoor* oven and equipment
 - using Indian kitchen equipment, commercial grinder, *masala* stone, mortar and pestle
 - using precision cutting techniques and procedures
 - maintaining quality standards and consistency
 - preparing accompaniment sauces and condiments
 - maintaining portion control
 - ensuring colour appealing and plate presentation
 - maintaining a tidy work station
 - communication skills
 - meeting deadlines.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit *THHINDN08A*

Prepare and Produce Rice

Unit Descriptor This unit deals with the preparation and cooking of rice (*Biriani, Pillao*).

Element	Performance Criteria
1 Identify a range of ingredients	<ul style="list-style-type: none"> • A variety of rice and fresh and dried herbs, spices and milk produces are identified in Hindi and English. • Main and secondary ingredients are selected and identified correctly.
2 Prepare and cook rice	<ul style="list-style-type: none"> • Rice is prepared and washed according to menu specifications. • Equipment, rice cookers and steamers are assembled for cooking rice according establishment practice. • Correct cooking procedures and timing is observed according to recipe requirements. • Basic hygiene requirements and occupational health and safety regulations are complied with, and applied to all tasks.
3 Present cooked rice	<ul style="list-style-type: none"> • Rice (<i>bryani, pilau</i>) is flavoured with tumeric, vegetable colouring or saffron according to instruction. • Crockery/platter sizes, shapes and colour are checked prior to serving. • Rice (<i>biriani, pilau</i>) is presented correctly with main dishes (including meat, seafood, vegetables or salads), and accompanied by sauces according to establishment requirements. • Garnishes, accompaniments, sauces conform to the acceptable traditional style and customs, occasion, service specifications and menu requirements.
4 Store and reheat rice	<ul style="list-style-type: none"> • Rice is stored and reheated in order to maintain quality, freshness and enterprise requirements. • Reheating and storage practices meet hygiene requirements and nutritional practices.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- The preparation of rice refers to the following varieties and commodities:
 - patna, basmati rice
 - fruits and nuts (raisins, almonds)
 - spices (whole, eg. saffron)
 - vegetables (leafy)
 - fat compound (ghee, milk, coconut oil).

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - menu applications
 - the variety and quality of rice (*patna, basmati*)
 - principles of cooking/boiling/baking rice
 - correct cooking techniques and procedures
 - correct equipment and utensils
 - correct temperature control and right timing
 - accompaniment sauces and condiments
 - storage and reheating
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - following standard recipe specifications
 - recognising the variety and quality of rice
 - using precision cutting
 - applying the correct procedures and techniques in cooking
 - assessing the correct consistency
 - ensuring correct flavour structure
 - ensuring correct balance of textures
 - ensuring colour appealing and plate presentation
 - identifying, handling and storing rice
 - maintaining a tidy work station.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THHINDN09A

Prepare and Produce Indian Breads

Unit Descriptor This unit deals with the preparation and presentation of Indian breads (*naan, poori, chappati, paratha, dosa*).

Element	Performance Criteria
1 Identify the names of breads	<ul style="list-style-type: none"> A range of key commodities used in making breads (<i>chappatis, naan</i> and <i>pooris</i>) is identified in Hindi and English terms. Key names of breads are identified correctly by their traditional names, varieties and according to enterprise practice.
2 Prepare and produce breads	<ul style="list-style-type: none"> A variety of main and secondary ingredients is selected, weighed and prepared according to recipe specifications. Flours (<i>atta, khamir</i>, lentil flour and <i>maida</i> flour) and, yeast products and dried commodities are weighed and prepared according to recipe specifications. Specified preparation techniques are applied to bread shapes, sizes according to enterprise practice. Specialised equipment for baking <i>naan, chappati</i> such as <i>tava</i> (cast iron) or <i>karahi</i> (wok), <i>tandoor</i> oven (clay oven) is used according to instructions.
3 Present and store breads	<ul style="list-style-type: none"> Tableware sizes, shapes and colour are selected to display the products neatly and to create maximum customers appeal. Accompaniments of rice, vegetables, chutney, pickles and sauces conform to the acceptable traditional style of the region and recipe specifications. Products are stored at correct temperatures for the preservation of freshness and eating quality.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- Indian breads preparation refers to the following commodities:
 - flour products (*atta*, *maida* flour and lentil flour)
 - yeast products (*khamir* - fresh or dried)
 - fat compound (**ghee**)
 - milk products (yoghurt, sour cream)
 - commodities (fresh, dried and preserved)
 - baking powder.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - principles of serving different kinds of breads
 - commodities (flour, fat and milk products)
 - yeast products (*khamir*)
 - kneading and shaping
 - frying and baking procedures and techniques
 - temperature control and timing
 - equipment and maintenance
 - product life storage conditions
 - portion control
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - following standard recipe specifications
 - recognising the quality and variety of ingredients
 - using precision kneading, moulding and shaping techniques
 - using the cast iron (*tava*) wok (*karahi*) and clay oven (*tandoor oven*)
 - using the right utensils and frying/baking techniques
 - ensuring correct flavour and aromatic structure
 - ensuring correct colour and plate presentation
 - achieving maximum eating qualities and customer appeal
 - identifying, handling and storing bread products
 - maintaining a tidy work station.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THHINDN10A

Prepare and Produce Indian Sweets

Unit Descriptor This unit deals with the preparation and presentation of Indian Sweets (*kufli, halva, jalebi, gulab jamun*).

Element	Performance Criteria
1 Identify names of desserts	<ul style="list-style-type: none"> • Key commodities (eg. rose water, gold leaf) used in Indian desserts are identified in the language of origin and in English. • Key ingredients and spices, including flours, fat compound and milk products are identified according to recipe requirements. • Key characteristics of Indian desserts sweets (eg. <i>halva, kulfi</i>) are identified according to establishment requirements.
2 Prepare Indian desserts and sweets	<ul style="list-style-type: none"> • A range of flour, rice, syrups, fat compound (<i>ghee</i>), seed pods and spices is selected, measured and weighed according to recipe specifications. • Correct cooking utensils and equipment (cast iron or stainless steel pots) are used in preparing milk desserts (<i>kulfi and halva</i>). • Milk products, setting and thickening agents are applied in correct amounts according to standard recipe specifications. • Symbolic desserts are prepared in accordance with instructions, including: <ul style="list-style-type: none"> • banquets • buffets • weddings • birthdays • religious ceremonies (<i>Deepavali</i>).

- 3 Prepare and produce dessert and sweet products**
- Ingredients and a combination of required spices are selected and weighed according to recipe specifications.
 - *Kulfi, gajar-ka-halva, shahitukra, malpue, kheer gulab jamon* are prepared in correct shapes, and with correct fillings, according to recipe specifications.
 - Woks (*karahi*) and associated equipment are assembled for preparing Indian sweet desserts according to instructions.
 - Basic hygiene requirements and occupational health and safety regulations are complied with, and applied to all tasks.
 - Standard procedures are followed accurately where sweets are reheated or refried according to customer orders and establishment practice.
 - Correct procedures are used for milk products, and to setting and thickening agents to maintain quality control.
- 4 Store dessert and sweet product**
- Appropriate storage conditions and reheating procedures are followed according to instructions.
 - Basic hygiene requirements and occupational health and safety regulations, are complied with, and applied to all tasks.
- 5 Present Indian desserts and sweet products**
- Correct platter (cane basket lined with banana leaves), crockery sizes, shapes and colour are used prior to serving.
 - Desserts are presented neatly and attractively to retain quality and freshness.
 - Accompaniments, sauces and syrups are assessed according to quality and shelf-life.

Range of Variables

- This unit applies to the following establishments:
 - restaurants
 - hotels
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- Indian desserts refer to the following commodities:
 - flour products
 - fat compound products (*ghee*, vegetable oil, butter, milk)
 - edible flowers and aromatic leaves/essence (rose water)
 - syrups and glazes
 - fresh fruits
 - setting and thickening agents.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - commodities
 - doughs and pastries
 - deep frying, boiling, baking techniques
 - correct temperature control and timing
 - cooking, reheating and storing products
 - refreezing and reheating
 - assembling, moulding, plating
 - equipment and maintenance
 - principles and services of desserts
 - shelf-life and storage conditions
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - following recipe instructions
 - preparing syrups and coating agents
 - assessing accompaniments, sauces and setting agents
 - producing dessert items from doughs
 - assessing batters and pastries
 - packaging and storage requirements
 - presenting desserts in acceptable and aesthetic ways
 - achieving maximum eating qualities and customer appeal
 - maintaining a tidy work station.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THHINDN11A

Prepare and Produce Chutneys and Pickles

Unit Descriptor This unit deals with the preparation and presentation of chutney and pickles (*chutni and achar*).

Element	Performance Criteria
1 Identify key commodities	<ul style="list-style-type: none"> A range of fresh, dried and preserved commodities used in making chutneys and pickles is identified in Hindi and in English. A variety of main and secondary ingredients eg. fruits, bulb and root vegetables is correctly identified. Key names of chutneys and pickles are identified by the correct menu names and the types of curry powder (masala) used. A combination of spices including cumin, coriander, fennugreek, red pepper and tumeric used in the production of chutneys is correctly identified.
2 Prepare chutneys and pickles	<ul style="list-style-type: none"> Ingredients are prepared correctly according to recipe specifications using regional precision cutting techniques. Correct quantities of colours and preservatives (vinegar) are used according to enterprise practice. Cooking equipment and utensils are selected and prepared according to establishment requirements. Correct steps are applied to all cooking methods, and according to recipe specification. Correct timing is used to process pickles for bottling and required maturing.
3 Produce chutneys and pickles	<ul style="list-style-type: none"> Accompaniment sauces and flavourings are prepared according to recipe specifications. Basic hygiene requirements and occupational health and safety regulations are complied with and applied to all tasks, particularly in relation to preparation.
4 Present chutneys and pickles	<ul style="list-style-type: none"> Platter (thali) and crockery sizes, colour and shapes are selected according to the establishment requirements. Chutneys and pickles are presented neatly to achieve maximum customer appeal. Accompaniments (pakoris, tandoori kebabs, and rice) and sauces conform to the acceptable traditional style of the region, and recipe specifications.

5 Store cooked chutneys and pickles

- Packaging (jars) is appropriate for the preservation of freshness, taste and to prevent chemical reaction and deterioration.
- Chutneys and pickles are cooked and stored at correct conditions and temperatures to maintain quality and extend shelf-life.
- Lids of jars are prevented from coming into contact with chutneys (line with sheets of greaseproof or waxed paper).
- Basic hygiene requirements and occupational health and safety regulations are complied with and applied to all tasks.

Range of Variables

- This unit applies to the following establishments:
 - restaurants
 - hotels
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- The preparation of chutneys and pickles refers to the following commodities:
 - commodities (fresh, dried and preserved)
 - curry powder (*masala*)
 - vegetables and fruits (fresh and dried)
 - tamarind
 - fat compound (coconut oil, vegetable oil)
 - sauces and condiments
 - lemon/lime juice
 - aromatic leaves (fresh and dried).

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - commodities (fresh, dried and preserved)
 - cooking techniques and procedures
 - precision cutting techniques and culinary skills
 - temperature control and timing
 - identifying, handling and serving chutneys and pickles
 - blending and balancing chutneys and pickles
 - menu items
 - portion control
 - storage and product life
 - equipment and maintenance
 - order of service, garnishes, condiments and accompaniments
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - following standard recipe specifications
 - using Indian kitchen equipment, commercial grinder, *masala* stone
 - using precision cutting techniques and procedures
 - maintaining quality standards and consistency
 - preparing accompaniments, sauces and condiments
 - correcting and maintaining portion control
 - ensuring colour appealing and plate presentation
 - maintaining a tidy work station.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are available.

Unit THHINDN12A

Plan, Design and Write Indian Menus

Unit Descriptor This unit deals with designing, planning and writing Indian menus.

Element	Performance Criteria
<p>1 Identify the key characteristics of Indian menus</p>	<ul style="list-style-type: none"> • Key characteristics of Indian menus are identified in accordance with enterprise practices: <ul style="list-style-type: none"> • quality cooking commodities • correct cooking methods • harmonising of flavours • nutritional balance • textures • colours • presentations • seasonal influence • festivities eg. banquets, buffets, weddings, birthdays, religious functions (<i>Deepavali</i>).
<p>2 Design Indian menus</p>	<ul style="list-style-type: none"> • Structures and sequences of Indian menus are planned and designed according to the framework of the occasion. • Menus are planned, designed and printed distinctively and attractively to follow traditional customs and rules, theme occasions, and decor of the establishment. • Menus are planned and designed to provide balance of herbs and spices, freshness, flavours, colours, textures and seasonal delicacies according to enterprise practice. • Menus are planned within the constraints of the kitchen equipment, utensils and the staff skill levels appropriate to the establishment. • Results of sales analysis are incorporated into the menu planning. • The number of courses offered are based on the kitchen capacity and customer expectations.
<p>3 Write Indian menus</p>	<ul style="list-style-type: none"> • The spelling, meanings and descriptions are correctly printed according to instructions. • The names and description of the dishes use correct terminology, suitable for the market style of menu, the occasion, traditional feasts and cultural practices. • The sequence or arrangement of service is correctly presented on the menus.

- 4 Cost menus**
 - Ingredients, overhead expenses, labour and production costs are calculated accurately.
 - Yields, losses and portions are taken into account when costing dishes.
 - Dishes are priced within given constraints and appropriate selling prices are determined according to seasonal influence.
 - Food costs are controlled with procedures to reduce wastage.

- 5 Control menu-based production**
 - Product utilisation and quality are optimised through reconstitution, the application of portion control and yield testing.
 - Stock control measures are applied including:
 - order in economic quantities
 - receipt procedures
 - storage practices
 - computerised stocks inventory control and security
 - seasonal variations in temperature.

- 6 Maintain security**
 - Security is maintained in food production, food stores, changing rooms and delivery areas with consideration given to:
 - physical security
 - procedures
 - personnel.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- Menus refer to the following occasions where food is prepared and served including:
 - weddings
 - birthdays
 - banquets
 - buffets
 - religious ceremonies (*deepavali*)
 - a la carte.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - principles of designing menus
 - principles of cookery
 - commodities
 - service crockery and cutlery (seasonal and traditional)
 - harmony
 - food colours in plate presentation
 - flavour and texture balance
 - menu themes
 - portion control
 - hygiene, safety and storage requirements.
- Skills in:
 - creating and constructing menus
 - balancing food combinations
 - costing and portion control on food
 - using accurate language to describe food
 - planning and designing menus within the constraints of the working team
 - attending to customers preferences.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THHINDN13A

Design and Operate Indian Restaurant Kitchen

Unit Descriptor This unit deals with the planning, design, and operation of an Indian restaurant kitchen.

Element	Performance Criteria
1 Plan restaurant kitchen	<ul style="list-style-type: none"> • Indian restaurant kitchen is planned according to the facilities, equipment (eg. <i>tandoor</i> oven) and space available and to enterprise and religious requirements. • A range of menu items is planned and designed according to establishment requirements. • A service plan is designed and prepared and the required equipment identified correctly. • A work flow schedule is prepared with consideration to staff, equipment, and according to establishment practices.
2 Prepare and operate a restaurant kitchen	<ul style="list-style-type: none"> • A variety of ingredients, herbs and spices is selected and prepared according to recipe specification and establishment standards. • Sauces (cooked and raw) are prepared according to recipe specifications. • Wok stations, steamers, and <i>tandoor</i> ovens are prepared according to establishment requirements. • Menu items are cooked, cooled, stored and packaged according to establishment procedures, and hygiene regulations. • Products are portioned precisely according to the establishment specifications. • Basic hygiene and occupational health and safety regulations and requirements are complied with and applied to all tasks, particularly in relation to the preparation and storage of food products.
3 Produce menu items	<ul style="list-style-type: none"> • Standard recipes for menu items are followed accurately according to establishment practices and specifications. • Correct steps are applied to all cooking methods, and according to recipe specifications. • Cooked products such as curries (<i>kari</i>) are packaged and stored at correct conditions to maintain quality, extend shelf-life and health and safety requirements. • Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks.

- 4 Present menu items**
- Crockery sizes, colour and shapes are selected prior to portioning and according to menu specifications and establishment requirements.
 - Cooked products are presented correctly and attractively to meet customer expectations.
 - Accompaniments and portion sizes conform to the acceptable regional and traditional style of the region and specifications.
- 5 Cost menu items**
- Ingredients and production costs are calculated according to recipe specification and establishment requirement.
 - Yields, losses and proportions are taken into account when costing curries and other menu items.

Range of Variables

- This unit applies to the following establishments:
 - restaurants
 - hotels
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- Indian restaurant kitchen operations refers to the following commodities:
 - meat (poultry, beef, lamb, pork)
 - vegetables (fresh, dried or preserved)
 - seafood
 - herbs and spices (fresh and dried)
 - commodities (fresh, dried and preserved)
 - fat and milk products
 - flour products
 - sauces and accompaniments
 - currypowder (*masala*) and chutneys
 - sauces and dips (fresh or uncooked).

Evidence Guide

- To demonstrate competency, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - principles of Indian restaurant kitchen food production
 - kitchen culture and religious practices
 - principles of cookery
 - equipment and maintenance (eg. **tandoor** oven)
 - temperature control and timing
 - commodities (fresh, dried and preserved)
 - sauce consistency
 - packaging, storage and product life
 - portion control
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - following recipe instructions
 - using and handling woks and associated equipment eg. **masala** stone, **tava** (cast iron, **karahi** (wok), **tandoor** (clay oven), moulds
 - food preparation and presentation
 - maintaining quality standards and consistency
 - costing, yield testing and portion control
 - meeting deadlines
 - complying with hygiene, safety and storage requirements
 - correcting and maintaining portion control
 - maintaining a tidy work station
 - communication skills.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are available.

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BACKGROUND AND ACKNOWLEDGMENTS

The Australian National Training Authority funded Tourism Training Australia to develop an integrated training package for the Hospitality industry. This training package builds upon the already comprehensive work completed over previous years in the development of standards, curriculum and resources.

The process of development has involved extensive research and consultation with industry and other relevant parties throughout Australia. Hospitality operators, associations, state training organisations and both public and private providers were represented on the National Industry Reference Group.

Tourism Training Australia would like to acknowledge the contribution of all those industry operators, associations, state training organisations, public and private providers and those within the Tourism Training Network who have assisted with Hospitality Training Package project.

INTRODUCTION TO COMPETENCY STANDARDS

An essential component of the Hospitality Training Package was the review of existing competency standards, and development of new competency standards. Subsequently following competency standards have emerged:-

- Common Core (Tourism/Hospitality)
- Hospitality Core
- Commercial Cookery (including Kitchen Attending)
- Food and Beverage
- Gaming
- Front Office
- Housekeeping
- Patisserie
- Commercial Catering
- Security
- General Units (covering a range of areas)

KEY PRINCIPLES

The following principles underpin all the competency standards:

- These competency standards define the skills and knowledge required to work in the hospitality industry. The standards are designed to provide a flexible framework which can be used by all hospitality enterprises regardless of location or business size.
- To be meaningful and valuable, training and/or assessment based on these standards must be tailored to meet the specific needs of industry sectors, individuals and different cultural groups.
- The standards recognise the need to balance the commercial viability of hospitality and tourism operations with the need for culturally and environmentally appropriate practices.

WHAT ARE COMPETENCY STANDARDS?

Competency Standards are statements about the skills and knowledge that people need to perform their jobs to the required industry standards.

They are nationally agreed benchmarks for effective performance in the hospitality and tourism industry.

WHAT ARE COMPETENCY STANDARDS USED FOR?

Competency Standards are the key elements in ensuring that all training meets the real needs of industry. However, they can also be used for much more than training. They can form the basis for a complete and integrated human resource system.

The standards can be used for:

- compiling job descriptions and organising work structures
- recruitment
- determining training needs
- developing training and training resources/materials
- appraisals and skills assessment
- linkages between skills and industrial awards

HOW ARE THEY DEVELOPED?

Competency Standards are developed by the industry through an extensive process of research and consultation. Tourism Training Australia co-ordinated this process. Consultation was undertaken Australia wide using the Tourism Training State/Territory network. It involved wide circulation of standards with feedback obtained through a range of methods including focus groups, questionnaires and interviews.

Standards for the Hospitality industry have existed for several years. The development of the competency standards under the Hospitality Training Package, has been based on a review of existing work. It has also included technical update of the standards with the addition of more comprehensive Evidence Guides and Range of Variable statements.

WHAT DO COMPETENCY STANDARDS LOOK LIKE?

UNIT CODE: **THHCOR3A**

FOLLOW HEALTH SAFETY AND SECURITY PROCEDURES

Unit Descriptor This unit deals with the skills and knowledge required to follow health, safety and security procedures. This unit applies to all individuals working in tourism and hospitality. It does not cover hygiene or first aid which are found in separate units.

Element	Performance Criteria
1 Follow workplace procedures on health, safety and security	<ul style="list-style-type: none"> Health, safety and security procedures are correctly followed in accordance with enterprise policy and relevant legislation and insurance requirements. Breaches of health, safety and security procedures are identified and promptly reported.....
2 Deal with emergency situations	<ul style="list-style-type: none"> Emergency and potential emergency situations are promptly recognised and required action is determined and taken with scope of individual responsibility. Emergency procedures are correctly followed in accordance with enterprise procedures.....
3 Maintain safe personal presentation standards	<ul style="list-style-type: none"> Personal presentation takes account of the workplace environment and hygiene and safety issues including: <ul style="list-style-type: none"> Appropriate personal grooming and hygiene Appropriate clothing and footwear
4 Provide feedback on health, safety and security	<ul style="list-style-type: none"> Issues requiring attention are promptly identified Issues are raised with the designated person in accordance with enterprise and legislative requirements

Range of Variables

- This unit applies to all hospitality and tourism sectors:
- Health, Safety and Security procedures may include but are not limited to procedures for:
 - Fire prevention
 - Evacuation procedures
 - Safe sitting, lifting and handling

Evidence Guide

Underpinning Skills and Knowledge

- To demonstrate competence, evidence of skills and knowledge in the following is required:
 - Industry / sector insurance and liability requirements....

Context of Assessment

- This unit may be assessed on or off the job. Assessment should include.....

Critical Aspects of Assessment

- Evidence should include a demonstrated understanding of the importance of working in accordance with health, safety and security procedures, and of the.....

Linkages to Other Units

- This is a core unit that underpins effective performance in all other units. It is recommended that this unit is assessed/trained in conjunction with other operational and service units.

Unit Code - Indicates the unit level

Unit Title - Statement of what you do in the workplace

Unit Descriptor
Provides additional general information about the unit

Elements
The building blocks which make up the unit

Performance Criteria
The level of performance that is required for each element. These are used as the tools for assessment

Range of Variables
Provides guidelines on different situations and contexts

Evidence Guide
Shows the underpinning knowledge and skills needed for this unit
Provides guidelines for assessment

THE HOSPITALITY STANDARDS

The standards describe the skills and knowledge needed to work throughout the Hospitality industry. Individual units are combined to create a package of skills which suit the needs of the work situation.

HOW ARE THE STANDARDS ORGANISED AND CODED?

The following is an explanation of how the standards for the entire Hospitality industry are organised.

COMMON CORE

Competencies required by all people working in the Tourism & Hospitality Industry.

HOSPITALITY CORE

Competencies required by all people working in the Hospitality Industry.

HOSPITALITY FUNCTIONAL AREAS

Competencies required in functional areas of the Hospitality Industry
Units of competence may be selected according to the needs of a particular job.

COMMERCIAL COOKERY	COMMERCIAL CATERING	ASIAN COOKERY	PATISSERIE	FOOD & BEVERAGE	FRONT OFFICE	HOUSE KEEPING	SECURITY	GAMING
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GENERAL UNITS

Competencies required by some people across all Hospitality Industry sectors
Units of competence may be selected according to the needs of a particular job

CUSTOMER SERVICE , SALES & MARKETING	HYGIENE, HEALTH, SAFETY & SECURITY	GENERAL ADMIN.	FINANCIAL ADMIN	COMPUTER TECHNOLOGY	TRAINING	LEADERSHIP
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WHAT ARE THE MAIN FEATURES OF COMPETENCY STANDARDS?

CODING

Each nationally endorsed unit of competence has been allocated a unit code. This national code consists of:-

- a national identifier for those Hospitality units reviewed and developed as part of the Hospitality Training Package “THH”.
- common core unit identifier for Tourism and Hospitality “COR”.
- hospitality core unit identifier “HCO”.
- stream/functional area identifier. For example G - Gaming, H - Housekeeping, FB - Food and Beverage etc.
- general unit identifier “G”.
- a version descriptor. The first version descriptor for all recently reviewed and developed units of competence is “A”. As revisions are undertaken and units of competence are updated, the version identifier will change to B, C, D etc to reflect the changes.

Example:-

<i>NATIONAL CODE</i>	<i>UNIT CODE</i>	<i>VERSION DESCRIPTOR</i>	<i>UNIT TITLE</i>
THH	COR01	A	Work With Colleagues and Customers
THH	HCO01	A	Develop and Update Hospitality Industry Knowledge
THH	BKA01	A	Organise and Prepare food
THH	BCC01	A	Use Basic Methods of Cookery
THH	BCAT01	A	Prepare Food According to Specific Dietary & Cultural Needs
THH	BPAT01	A	Prepare and Produce Pastries
THH	BFB01a	A	Clean Tidy Bar Areas
THH	BG01	A	Operate A Gaming Location
THH	BFO01	A	Receive and Process Reservations
THH	BH01	A	Provide Housekeeping Services to Guests
THH	BHTS01	A	Maintain Security of Premises and Property
THH	GCS01	A	Develop and Update Local Knowledge
THH	GHS01	A	Follow Workplace Hygiene Procedures
THH	GGA01	A	Communicate on the Telephone
THH	GFA01	A	Process Financial Transactions
THH	GCT01	A	Access & retrieve Computer Data
THH	GTR01	A	Coach other in Job Skills
THH	GLE01	A	Monitor Workplace Operations

Please note that an individual unit of competence does not have a formal level. It is only when units are packaged together in a qualification that a level is decided.

ARE THERE ANY TIPS ON USING THE STANDARDS?

Here are a few pointers to use to help you in using the standards:-

- The standards are statements about what people need to be **able to do** in the workplace - they are not designed to cover the details of training that may be needed for people to acquire the skills.
- The standards are written to be general enough to apply to the range of situations in the hospitality industry. Therefore you will see statement like ‘in accordance with enterprise procedure’ or ‘as appropriate to the work situation’. **The standards provide a guide which can then be taken and tailored to meet the needs of specific sectors and business.**
- Remember the standards must allow for flexible tailoring and targeting of training and assessment.
- When using the standards take advantage of all the information that is provided. Often the Range of Variables and Evidence guides will provide extra information to help you achieve the results you need.
- While individual units of competence define the skills and knowledge in a particular area of work, it is the combination of several units which creates a meaningful outcome in the workplace. All users are encouraged to mix, match and combine units to meet specific needs.

You will find further information and guidance on using competency standards and other elements of the Hospitality Training Package in the “USER GUIDE PROFESSIONAL DEVELOPMENT RESOURCE” produced by Tourism Training Australia. Contact your local Tourism Training office for details.

IDENTIFICATION OF KEY COMPETENCIES WITHIN ASIAN KITCHEN STANDARDS

INDONESIAN KITCHEN								
THHINDO01A	<i>Plan a career Indonesian Cookery</i>	1	1	1	1	1	1	
THHINDO02A	<i>Prepare and produce Curry Paste (Bumbu)</i>	2	2	2	2	1	2	1
THHINDO03A	<i>Prepare & produce Appetisers & Snacks</i>	2	2	2	2	1	2	1
THHINDO04A	<i>Prepare and produce salads (Gado-gado, Urup and Sambel)</i>	2	2	2	2	1	2	1
THHINDO05A	<i>Prepare and produce Stocks and Soups (Soto)</i>	2	2	2	2	1	2	1
THHINDO06A	<i>Prepare and produce Kare (curries), meat, poultry, seafood and vegetables</i>	2	2	2	2	1	2	1
THHINDO07A	<i>Prepare and produce Rice and Noodles (Nasi and Mee)</i>	2	2	2	2	1	2	1
THHINDO08A	<i>Prepare and produce sate/panggang food items</i>	2	2	2	2	1	2	1
THHINDO09A	<i>Prepare and produce Accompaniments- (Krupuk, nut crackers, (Emping Melinjo))</i>	2	2	2	2	1	2	1
THHINDO10A	<i>Prepare and produce Indonesian desserts (kuih-muih)</i>	2	2	2	2	1	2	1
THHINDO11A	<i>Design, plan and write Indonesian Menus</i>	2	2	2	2	1	2	
THHINDO12A	<i>Design and operate a Indonesian Restaurant Kitchen</i>	2	2	2	2	1	2	2

Unit THHINDO01A

Plan a Career in Indonesian Cookery

Unit Descriptor This unit deals with the skills and knowledge required to begin career in Indonesian Cookery.

Element	Performance criteria
1 Identify the role of an Indonesian cook	<ul style="list-style-type: none"> • Specific knowledge, skills, attitudes and cultural practices are correctly identified. • Professional skills such as cutting, cooking techniques and cultural understanding required for Indonesian cooks are clearly identified and defined in detail. • Good hygiene, safe and tidy work habits are practiced in accordance with enterprise requirements.
2 Develop a career path plan	<ul style="list-style-type: none"> • A career path appropriate to the attitudes, skills and experience required for practicing cooks is developed. • The knowledge and skills required by practicing Indonesian cooks are clearly and correctly identified according to enterprise and cultural requirements. • The level of current competencies is identified and compared to the level of competencies required by the industry. • Training needs are identified and taken into account for career path planning and development.
3 Identify Indonesian commodities and equipment	<ul style="list-style-type: none"> • A range of Indonesian herbs and spices (eg. <i>laos</i>, <i>sereh</i>) and fresh and dried commodities (eg. <i>trrasi</i>, <i>peti</i>) are correctly identified. • A range of Indonesian cooking equipment is correctly identified.

Range of Variables

- This unit applies to the following positions:
 - apprentices
 - kitchen hands
 - assistant cooks
 - cooks
 - supervising chefs.

Evidence Guide

- To demonstrate competence evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - commodities(fresh, dried and preserved)
 - chemical reaction in food
 - menu items (spelling, definition)
 - principles of cookery
 - equipment eg. mortar and pestle, and claypots (*batu lesung, parut*)
 - career and training opportunities in Indonesian cookery
 - occupational health and safety requirements
 - hygiene regulations and practices
 - artistic assembling of food
 - knowledge of the cooking techniques
 - knowledge of the flavour combinations
 - knowledge of the range of bumbu and their uses
 - cultural and religious aspects and kitchen heirachy.
- This unit should be assessed in the workplace or through a simulation process where the equipment and materials are provided.

Unit THHINDO02A

Prepare and Produce Curry Paste (bumbu)

Unit Descriptor This unit deals with the preparation and presentation of curry paste (*bumbu*).

Element	Performance Criteria
1 Prepare curry paste (<i>bumbu</i>)	<ul style="list-style-type: none"> • A range of commodities, including fresh and dried herbs and spices used in Indonesian cookery are identified in the Bahasa Indonesian and English. • A variety of fresh, dried and preserved herbs and spices derived from the seeds, flowers, fruit, bark, roots and leaves of tropical plants are selected, measured, and weighed correctly to make a variety of curry paste (<i>bumbu</i>) according to recipe requirements. • A combination of ingredients (chillies, candlenuts, galangal, palm sugar (<i>gula djawa</i>) garlic, onion, etc.) are blended or grounded into a moist and smooth paste applicable to the needs and according to enterprise practice.
2 Use curry paste (<i>bumbu</i>)	<ul style="list-style-type: none"> • A selection of curry paste (<i>bumbu</i>) is prepared and used correctly with a variety of meat, seafood and vegetable curries according to recipe specifications. • A precise quantity of curry paste is used according to the requirements of establishment.
3 Cook and produce curry food items	<ul style="list-style-type: none"> • Correct cooking procedures are used in preparing main ingredients eg. chicken, beef, lamb, seafood and vegetables according to the enterprise practice. • Appropriate secondary ingredients are used according to recipe specifications. • Correct timing and temperatures are used to cook curry paste.
4 Present curry food items	<ul style="list-style-type: none"> • Crockery sizes, shapes and colour are selected, and checked prior to serving. • Food is presented neatly and attractively, to create maximum customers appeal. • Garnishes (eggs, vegetables, chillies, crackers and meat) and accompaniments with a choice of condiments conform to the acceptable traditional style of the region, and create an attractive presentation.

5 Apply safe work practices

- Day to day duties are carried out in accordance with occupational, health and safety requirements.
- Health and safety risks associated with the equipment and facilities are promptly attended to, and meet the requirements of OH & S legislation.
- All tasks are correctly carried out in accordance with instructions.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food- halls
 - commercial catering operations
 - function facilities.

- Curry paste (***Bumbu***) preparation refers to the following commodities:
 - meat (chicken, beef, lamb)
 - seafood
 - rice and noodles
 - vegetables and fruits (fresh and dried)
 - herbs and spices, fresh and dried (cloves, ***kluwak***, coriander, cardamon, cumin, tumeric, galangal)
 - commodities (sauces and preserved commodities).

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - Indonesian traditional flavour principles
 - menu items
 - culinary terms
 - cooking techniques and procedures
 - equipment and maintenance
 - correct timing and temperature
 - herbs and spices (fresh, dried, preserved)
 - blending and balancing curry paste (*bumbu*)
 - portion control
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - following standard recipe specifications
 - identifying, handling and storing spices and herbs
 - recognising the quality and variety of ingredients
 - using precision cutting techniques
 - cooking techniques and procedures
 - applying the correct stages of cooking
 - assessing curry paste aromatic balance
 - ensuring correct flavour structure
 - ensuring correct balance of textures
 - ensuring appealing colour and plate presentation
 - maintaining a tidy work station.
- This unit should be assessed in the workplace or through a simulation process where the equipment and materials are provided.

Unit THHINDO03A

Prepare and Produce Appetisers and Snacks

Unit Descriptor This unit deals with the preparation and presentation of appetisers and snacks.

Element	Performance Criteria
1 Prepare appetisers	<ul style="list-style-type: none"> • A variety of fresh and dried commodities, including herbs and spices are used correctly in the making of appetisers. • A range of sauces and dips are used to complement appetisers and made according to appropriate regional practices. • A selection of ingredients are measured, weighed and blended together with spices according to recipe specifications.
2 Prepare sauces and dips	<ul style="list-style-type: none"> • A range of fresh vegetables and tropical fruits are into sauces according to instruction. • Sauces and flavourings are made and prepared according to enterprise practices. • Sauces and dips are made correctly according to customer preference and recipe specifications. • Correct procedures are used in preparing raw and cooked sauces to achieve correct consistency, quality, taste and hygiene requirements.
3 Present sauces and dips	<ul style="list-style-type: none"> • Crockery sizes, colour and shapes are matched to the colour of the sauces and establishment specifications. • Sauces are correctly presented according to portion size and to establishment practices. • Garnishes and accompaniments conform to the acceptable traditional style of the region, and recipe specifications.
4 Store appetisers and cooked sauces	<ul style="list-style-type: none"> • Packaging is appropriate for the preservation of freshness, taste, quality and to prevent chemical reactions. • Leftover sauces are stored at correct temperatures and conditions to maintain shelf-life and used effectively to minimise wastage.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - commercial catering operations
 - functions facilities.

- Appetisers, sauces and dips refers to the following commodities:
 - shrimp cake (*trrasi*) and shrimp paste (*petis*)
 - tamarind (*assam keping, assam djawa*)
 - soya sauce (*kecap*)
 - herbs and spices, fresh and dried (salam, basil, lemon grass)
 - vegetables and fruits (fresh and dried)
 - meat (chicken, beef)
 - seafood.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - nature of authentic culture
 - culinary terminology
 - commodities (fresh, dried and preserved)
 - herbs and spices (fresh, dried and preserved)
 - blending, grinding and modifying spice paste (*bumbu*)
 - blending curry powders
 - raw and cooked sauces
 - blending and balancing flavours and aromatics
 - accompaniments
 - service culture
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - following standard recipe specifications
 - recognising the quality and variety of ingredients
 - using precision cutting techniques
 - using the correct utensils and cooking techniques
 - assessing sauce consistency
 - ensuring correct flavour structure
 - ensuring correct acid balance
 - ensuring correct colour and plate presentation
 - identifying, handling and storing appetisers and sauces
 - maintaining a tidy work station.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THHINDO04A

Prepare and Produce Salads (*Gado-Gado, Urap and Rujuk*)

Unit Descriptor This unit deals with the preparation and presentation of salads (*gado-gado, urap, pecel and rujuk*).

Element	Performance Criteria
1 Identify salads	<ul style="list-style-type: none"> A range of salads (eg. <i>gado-gado, urap, pecel</i> and <i>rujuk</i>) fresh, dried and preserved commodities, including herbs and spices are identified in Bahasa Indonesian and English.
2 Prepare salads	<ul style="list-style-type: none"> A selection of fresh leafy and root vegetables using a range of sauces are selected and prepared according to recipe specifications. Salads (<i>gado gado, urap</i>) are prepared and arranged attractively with fried beancurd and accompanied with traditional <i>emping melinjo</i> or prawn crackers and according to traditional regional styles and recipe specifications. Ingredients are prepared correctly according to recipe specification using regional precision cutting techniques. Marinades, flavourings and sauce mixtures are prepared, organised and stored at correct temperature and according to health and safety specifications. Basic hygiene requirements and occupational health and safety regulations are complied with, and applied to all tasks. Standard recipes are followed accurately according to establishment practice. The mortar and pestle is used, handled and correctly cleaned prior and after preparation of ingredients. Salads such as <i>gado-gado, rujuk</i> are prepared according to customers orders. Correct steps are applied to retain quality. and shelf life.
3 Store salads	<ul style="list-style-type: none"> Salads are stored at correct temperatures and conditions to maintain eating quality. Basic hygiene requirements and occupational health and safety regulations are complied with, and applied to all tasks.

4 Present salads

- Crockery sizes, shapes and colour are checked to ensure appealing presentation.
- Salads such as *gado-gado*, *pecel* are arranged and presented neatly on platters to achieve maximum customer appeal.
- Herb garnishes conform to the acceptable traditional style of the region, and recipe specifications.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- Salads (***gado-gado, urap, rujuk, pecel***) refers to the following commodities:
 - vegetables (fresh, leafy and root)
 - fruits (fresh, dried, preserved)
 - herbs and spices (fresh, seeds, whole, root, dried and preserved)
 - commodities (fresh, dried and preserved)
 - ***sambel*** (spice paste)
 - ***bumbu*** (curry paste)
 - sauces (***kecap bentang manis, kecap bentang asin***) and condiments
 - other flavourings (*gula djawa* - palm sugar).

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - principles in the preparation of salads
 - culinary terms
 - identifying fresh and dried herbs and spices
 - handling fresh, dried and preserved commodities
 - preparation and cooking techniques
 - blending and balancing flavours
 - combining marinades and sauces
 - sauces and *sambels*
 - equipment and maintenance
 - portion control
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working as a team member
 - following standard recipe specifications
 - using precision cutting techniques
 - using the utensils and equipment
 - assessing sauce consistency
 - assessing flavour, texture, and colour
 - serving and plating presentation
 - maintaining a tidy work station.
- This unit should be assessed in the workplace or through a simulation process where equipment and material are available.

Unit THHINDO05A

Prepare and Produce Stocks and Soups (Soto)

Unit Descriptor This unit deals with the preparation and presentation of stocks and soups (*soto*).

Element	Performance Criteria
<p>1 Prepare stocks</p>	<ul style="list-style-type: none"> • Combination of herbs and spices are selected and prepared according to recipe requirements. • Stocks are prepared using correct herbs and spices according to recipe specifications. • Correct ingredients are prepared according to recipe guidelines and specific precision cutting techniques. • Basic hygiene requirements and occupational health and safety regulations are complied with, and applied to all tasks.
<p>2 Produce soups</p>	<ul style="list-style-type: none"> • Standard recipes are followed accurately including combination of spices, stocks or coconut cream and according to establishment practices. • Soups (eg. soto ayam, soto kambing) are prepared according to customer orders and to maintain the traditional style and quality. • Correct steps are applied to ensure the blending of herbs and spices retain the correct flavour balance and aromatic qualities. • Good quality products are used in sauces to achieve the expected results as required by the recipe specifications. • Ingredients and flavouring agents are used according to standard recipes. • Basic hygiene requirements and occupational health and safety regulations are complied with, and applied to all tasks.
<p>3 Present soups</p>	<ul style="list-style-type: none"> • Crockery sizes, shapes and colour are selected and checked according to enterprise requirements. • Soups are served in correct portions to achieve establishment specifications. • Garnishes and condiments conform to the acceptable traditional style of the region, and recipe specifications.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- Stocks and soups refer to the following commodities including:
 - meat (beef and poultry)
 - seafood
 - vegetables (fresh, leafy and root)
 - fruits (fresh, dried, preserved)
 - herbs and spices (fresh, seeds, whole, root, dried and preserved)
 - commodities (fresh, dried and preserved)
 - sauces (*kecap bentang manis*, *kecap bentang asin*) and condiments
 - other flavourings (*trasi*).

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - principles of cookery
 - culinary skills
 - standard recipe specifications
 - identifying fresh, dried herbs and spices
 - commodities (fresh, dried and preserved)
 - multiple cooking techniques and procedures
 - correct temperature control and timing
 - balancing flavours
 - equipment and maintenance
 - portion control
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - following standard recipe specifications
 - recognising the quality and variety of curry paste
 - using precision cutting techniques
 - using the correct utensils and cooking techniques
 - using the wok correctly
 - ensuring flavour structure
 - ensuring texture balance
 - ensuring colour and plate presentation
 - identifying, handling and storing soups
 - maintaining a tidy work station.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THHINDO06A

Prepare and Produce Meat, Chicken, Seafood and Vegetable Curries (Kare)

Unit Descriptor This unit deals with the preparation and presentation of meat, chicken, seafood and vegetable curries (*kare*).

Element	Performance Criteria
1 Identify key commodities	<ul style="list-style-type: none"> • A range of fresh, dried and preserved commodities used in <i>kare</i> are selected and identified in Bahasa Indonesian and English. • A variety of main and secondary ingredients are correctly identified, applicable to the menu items of the establishment. • Key names of <i>kare</i> for service are identified by the correct menu names and the types of curry paste used.
2 Prepare, produce and store curries	<ul style="list-style-type: none"> • Ingredients are selected, prepared and portioned according to establishment standards. • Accompaniments eg. chillies (<i>cabe</i>) and flavouring agents are, measured and prepared according to recipe specifications. • Cooking equipment and utensils are selected and prepared and used according to establishment requirements. • Standard recipes for curries are followed accurately according to establishment practices. • Chilli paste (<i>bumbu</i>) combination is blended and handled correctly according to safety requirements. • Curries (<i>kare</i>) such as meat, chicken, seafood, and vegetables are prepared and cooked according to recipe specifications. • Correct steps are applied to all cooking methods and according to recipe specifications.

- 3 Present curries**
- Traditional tableware, shape, sizes and colour are selected according to establishment requirements.
 - Accompaniments, sauces, sambels conform to the acceptable traditional style of the region and establishment specification.
- 4 Defrost, handle and store curries**
- Cooked curries (*kare*) are stored at correct conditions and temperatures to maintain quality, extend shelf-life.
 - Leftover curries are stored correctly and used effectively to minimise wastage.
 - Reheating or refreezing leftovers meet with the health regulations.
 - Basic hygiene requirements and occupational health and safety regulations are complied with, and applied to all tasks.

Range of Variables

- This unit applies to the following establishments:
 - restaurants
 - hotels
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- The preparation of ***kare*** refers to the following commodities:
 - chilli paste combination (***bumbu***)
 - shrimp cake (***trrsi***)
 - shrimp paste (***peti***)
 - fat compound (coconut milk, coconut oil)
 - ***commodities (fresh, dried and preserved)***
 - ***saucers (kecap bentang manis and kecap bentang asin)***
 - vegetables, edible flowers and aromatic leaves
 - meat (chicken, beef, lamb)
 - seafood.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - fresh, dried and preserved commodities
 - cooking techniques and procedures
 - precision cutting techniques and culinary skills
 - temperature control and timing
 - handling and serving *kare*
 - blending and balancing *kare*
 - menu terminology
 - portion control
 - storage and product life
 - equipment and maintenance
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - following standard recipe specifications
 - using Indonesian kitchen equipment
 - using precision cutting techniques and procedures
 - maintaining quality standards and consistency
 - preparing accompaniments, sauces and condiments
 - correcting and maintaining portion control
 - ensuring colour appealing and plate presentation
 - maintaining a tidy work station
 - communication skills
 - meeting deadlines.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are available.

Unit THHINDO07A

Prepare and Produce Rice and Noodles (Nasi, Mee)

Unit Descriptor This unit deals with the preparation and cooking of rice and noodles.

Element	Performance Criteria
1 Identify rice and noodles products	<ul style="list-style-type: none"> • A range of rice and noodles including fresh and dried herbs and spices and sauces (<i>kecap</i>) are used and identified in Bahasa Indonesian and English. • Main and secondary ingredients are selected and prepared applicable to the establishment standards. • Accompaniments for rice and noodles are identified according to the traditional style and recipe specification.
2 Prepare and cook rice and noodles	<ul style="list-style-type: none"> • Equipment and steamers (eg. wok) are assembled in cooking and frying rice and noodles according to recipe specifications. • Rice and noodles are selected, washed and cooked or fried according to recipe specifications. • Basic hygiene requirements and occupational health and safety regulations, are complied with, and applied to all tasks.
3 Present rice and noodles	<ul style="list-style-type: none"> • Rice (<i>nasi uduk, nasi kunyit</i>) and noodles (<i>mee goreng, mee soto</i>) are presented correctly with main dishes and accompaniment and sauces according to establishment requirements. • Garnishes and accompaniments conform to the acceptable traditional style and custom, occasions, service specifications and menu requirements.
4 Store rice and noodles	<ul style="list-style-type: none"> • Leftover rice and noodles are packaged and stored correctly to maintain quality, freshness and establishment requirements. • Reheating and storage meet with hygiene requirements and nutritional practices.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- The preparation of rice and noodles refers to the following:
 - egg noodles (fresh and dried)
 - rice noodles (fresh and dried)
 - rice (long and short grain)
 - shapes and sizes
 - meat (chicken, beef)
 - seafood
 - vegetables
 - sauces (*kecap*).

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - menu applications
 - varieties of rice and noodles (fresh and dried)
 - principles of cooking rice and noodles
 - cooking techniques and procedures
 - equipment and utensils eg. wok (*kuali*)
 - temperature and timing
 - accompaniments, sauces and condiments
 - storage and reheating
 - freezing and defrosting
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - following standard recipe specifications
 - recognising the variety and quality of rice and noodles
 - using precision cutting
 - applying the correct procedures and techniques in cooking
 - assessing the quality of curry paste
 - ensuring correct flavour structure
 - ensuring correct balance of textures
 - ensuring colour appealing and plate presentation
 - identifying, handling and storing rice and noodles
 - maintaining a tidy work station.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THHINDO08A

Prepare and Produce Sate/Panggang Food Items

Unit Descriptor This unit deals with the preparation and presentation of *Sate/Panggang* food items - meat, chicken, seafood.

Element	Performance Criteria
1 Identify key commodities	<ul style="list-style-type: none"> • A range of fresh, dried and preserved commodities, fresh and dried herbs and spices and curry paste (<i>bumbu</i>) used in marinades are and identified in Bahasa Indonesian and English. • Main and secondary ingredients and meat cuts (meat, chicken) are correctly identified. • Key names of <i>sate</i> items are identified by the correct menu names and the types of curry powder (<i>bumbu</i>) used.
2 Prepare sate/panggang bumbu mixture	<ul style="list-style-type: none"> • Spices are measured, weighed and portioned according to recipe specifications and establishment standards. • Cooking equipment and utensils are selected and prepared according to establishment requirements. • Basic hygiene requirements and occupational health and safety regulations are complied with, and applied to all tasks, particularly in relation to preparation. • Standard recipes for <i>bumbu</i> items are followed accurately according to establishment practices and specifications. • Curry powder (<i>masala</i>) is handled correctly according to safety requirements.
3 Produce and present sate products	<ul style="list-style-type: none"> • <i>Sate</i> items (meat, chicken, seafood) are prepared and cooked to customer expectations and according to recipe specifications. • Correct steps are applied to all cooking methods according to recipe specifications. • Crockery sizes, colour and shapes are selected according to establishment requirements. • Accompaniments of rice, vegetables, and sauces conform to the acceptable traditional style of the region, and recipe specifications.

- 3 Store *sate* mixture**
 - *Sate* mixture is prepared and stored at correct conditions and temperature to maintain quality and extend shelf-life.
 - Basic hygiene requirements and occupational health and safety regulations are complied with, and applied to all tasks.

- 4 Cost menu items**
 - Ingredients and production costs are calculated according to recipe specifications and enterprise requirements.
 - Yields and losses are taken into account when costing menu items.

Range of Variables

- This unit applies to the following establishments:
 - restaurants
 - hotels
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- The preparation of curry (bumbu) refers to the following commodities:
 - curry powder (*kare*)
 - fat compound (coconut milk)
 - herbs and spices (fresh and dried)
 - rice cakes (*ketuput*)
 - commodities (fresh, dried and preserved)
 - vegetables
 - sauces (*sate*)
 - lemon/lime juice
 - meat, chicken and seafood.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - commodities
 - cooking techniques and procedures
 - precision cutting techniques and culinary skills
 - temperature control and timing
 - handling and serving *sate/panggang* items
 - blending and balancing *sate/panggang* mixture
 - menu items (definition, spelling)
 - portion control
 - storage and product life
 - equipment and maintenance
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - following standard recipe specifications
 - using the *sate* grilling equipment
 - using Indonesian kitchen equipment, commercial grinder, *masala* stone, mortar and pestle
 - using precision cutting techniques and procedures
 - maintaining quality standards and consistency
 - preparing accompaniment sauces and condiments
 - maintaining portion control
 - ensuring colour appealing and plate presentation
 - maintaining a tidy work station
 - communication skills
 - meeting deadlines.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THHINDO09A

Prepare and Produce Accompaniments

Unit Descriptor This unit deals with the preparation and presentation of Krupuk Udang (prawn cracker) and Emping Melinjo (nut cracker).

Element	Performance Criteria
<p>1 Identify and select crackers (<i>krupuk and emping melinjo</i>)</p>	<ul style="list-style-type: none"> • A variety of crackers including: <ul style="list-style-type: none"> • prawn cracker (<i>krupuk udang</i>) • nut cracker (<i>emping melinjo</i>) • fish cracker (<i>krupuk Palembang</i>) • rice cracker (<i>krupuk puli</i>) • tapioca cracker (<i>krupuk miller</i>) <p>are selected as accompaniments to main courses and identified correctly according to enterprise requirements.</p>
<p>2 Prepare, fry and present crackers</p>	<ul style="list-style-type: none"> • Crackers are dried properly in order to allow them to grow and become more crispy when frying and to maintain eating quality. • Correct equipment and utensils are used according to the requirements of the establishment. • Correct heating temperature and timing for frying crackers are used to achieve portion size and quality. • Correct platter sizes, shapes or cane baskets and colours are selected to present the products neatly and to create maximum customer appeal. • Accompaniments and sauces are prepared conform to the acceptable traditional style of the region, and recipe specifications.
<p>3 Store and pack crackers</p>	<ul style="list-style-type: none"> • Packaging is appropriate for the preservation of freshness, taste, flavour and texture. • <i>Krupuk</i> are stored in containers at correct temperatures and conditions to maintain crispness.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take-aways
 - food halls
 - commercial catering operations
 - function facilities.

- Crackers (***krupuk***) preparation refers to the following commodities:
 - prawn crackers
 - rice crackers
 - fish crackers
 - tapioca crackers
 - nut crackers.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - principles of frying crackers (***krupuk***)
 - commodities (quality and variety)
 - cooking procedures and techniques
 - temperature control and correct timing
 - portion control (shape and sizes)
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - following standard recipe specifications
 - recognising the quality and variety of crackers
 - using precision cutting techniques
 - using the correct cooking utensils and frying techniques
 - ensuring correct flavour and texture structure
 - ensuring correct colour and plate presentation
 - identifying, handling and storing crackers (***krupuk***)
 - maintaining a tidy work station.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THHINDO10A

Prepare and Produce Indonesian Desserts

Unit Descriptor This unit deals with the preparation and presentation of Indonesian desserts (*kuih muih*).

Element	Performance Criteria
<p>1 Identify names of desserts</p>	<ul style="list-style-type: none"> • Key commodities used in Indonesian desserts are identified in Bahasa Indonesian and English. • Key cooking ingredients and flavours (including a variety of flour, rice, eggs, fresh coconuts, coconut milk, palm sugar, etc.) are identified according to recipe requirements. • Key characteristics of Indonesian desserts are identified.
<p>2 Prepare and produce Indonesian desserts</p>	<ul style="list-style-type: none"> • Indonesian desserts are served and portioned according to the requirements of the establishment. • Different types of flours, and other ingredients eg. tropical fruits, sweet potatoes, coconut, are selected, measured and weighed according to recipe specifications. • Coconut milk, setting and thickening agents are prepared to correct consistency and to give a delicate moist texture and quality. • Symbolic desserts are prepared in accordance with instructions, including: <ul style="list-style-type: none"> • - banquets • - buffets • - weddings • - birthdays • - religious festivals (<i>Hari Raya</i>) • - ritual festivities. • Agar-agar (<i>serikaya, bikang, dadar gulung</i>) are prepared to correct shapes, fillings, cooking methods and according to recipe specifications.

- | | |
|---|---|
| 3 Prepare steamed, fried, boiled products | <ul style="list-style-type: none">• Steamers, woks and equipment are assembled correctly according to instructions.• Basic hygiene requirements and occupational health and safety regulations are complied with, and applied to all tasks.• Standard procedures are followed accurately according to establishment practice.• Steamed products are cooked effectively and according to customer expectations.• Correct steps are applied to coconut milk, setting and thickening agents to maintain quality control. |
| 4 Store and reheat steamed, fried, boiled products | <ul style="list-style-type: none">• Packaging and storage conditions and reheating procedures meet with health requirements.• Basic hygiene requirements and occupational health and safety regulations are complied with, and applied to all tasks. |
| 5 Present Indonesian desserts | <ul style="list-style-type: none">• Correct crockery sizes, shapes and colour are used prior to serving.• Desserts are presented neatly and attractively to meet industry standards. |

Range of Variables

- This unit applies to the following establishments:
 - restaurants
 - hotels
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- The preparation of Indonesian desserts refers to the following commodities:
 - flour products
 - fat compound products
 - edible flowers and aromatic leaves (*pandan*)
 - palm sugar and fresh coconuts
 - fresh fruits
 - seaweed and jelly powders
 - setting and thickening agents.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - commodities
 - doughs, pastries and batters
 - deep frying, steaming, boiling, baking and grilling techniques
 - correct temperature control and timing
 - cooking and storing products
 - refreezing and reheating
 - assembling, moulding, plating
 - equipment and maintenance
 - principles and services of desserts
 - shelf-life and storage conditions
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - following recipe instructions
 - preparing syrups and coating agents
 - accompaniments, sauces and setting agents
 - producing dessert items from doughs
 - presenting desserts in acceptable and aesthetic ways
 - achieving maximum eating qualities and customers appeal
 - maintaining a tidy work station.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are available.

Unit THHINDO11A

Design, Plan and Write Indonesian Menus

Unit Descriptor This unit deals with designing, planning and writing Indonesian menus.

Element	Performance Criteria
<p>1 Identify the key characteristics of Indonesian menus</p>	<ul style="list-style-type: none"> • Key characteristics of Indonesian menus are identified in accordance with enterprise practice, incorporating: <ul style="list-style-type: none"> • quality cooking commodities • correct cooking methods • harmonising of flavours • nutritional balance • textures • colours • presentations • seasons influence • festivities (new year) • religious functions (<i>Hari Raya</i>).
<p>2 Design menus</p>	<ul style="list-style-type: none"> • Structures and sequences of Indonesian menus are planned and designed according to the requirements of the establishment, and customer expectations. • Menus are planned, designed and printed distinctively and attractively to follow traditional customs and rules to suit the theme, occasions and decor of the establishment. • Menus are planned and designed to provide a balanced variety of freshness, flavours, colours, textures and delicacies according to enterprise practice. • Menus are planned within the constraints of the kitchen equipment, and the staff skill levels appropriate to the establishment. • Results of sales analysis are incorporated into menu planning. • The number of courses offered are based on the kitchen capacity and to the customers expectations.

- 3 Cost menus**
 - Dishes are priced within given constraints and according to seasonal influence.
 - Food costs are controlled with procedures implemented to determine percentages and reduce wastage.
 - Labour costs are controlled with consideration given to rosters, scheduling, award conditions and rates.
 - Product utilisation and quality are optimised through reconstitution, portion control and yield testing.

- 4 Control menu-based production**
 - Stock control measures are applied including:
 - order in economic quantities
 - receipt procedures
 - storage practices
 - computerised stocks inventory control and security
 - seasonal variations in temperature.

- 5 Maintain security**
 - Security is maintained in food production, food stores, changing rooms and delivery areas with consideration given to:
 - physical security
 - procedures
 - personnel.

Range of Variables

- This unit applies to the following establishments:
 - restaurants
 - hotels
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- Menus refers to the following commodities:
 - weddings
 - birthdays
 - banquets
 - seasonal festivities
 - a la carte.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - principles of designing menus
 - principles of cookery
 - commodities
 - service crockery and cutlery (seasonal and traditional)
 - harmony
 - service culture
 - creative imagination
 - colours in food balances
 - flavours and texture in food balances
 - theme of menus
 - food portion control.
- Skills in:
 - creating and constructing menus
 - balancing food combinations
 - costing and portion control on food
 - using accurate languages to describe food
 - planning and designing menus within the constraints of the working team
 - attending to customers preferences.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are available.

Unit THHINDO12A

Design and Operate Indonesian Restaurant Kitchens

Unit Descriptor This unit deals to the planning, preparation, and operating a Indonesian restaurant kitchen (main kitchen, a la carte kitchen).

Element	Performance Criteria
1 Plan Restaurant Kitchen	<ul style="list-style-type: none"> • Indonesian restaurant kitchen are planned according to the facilities, equipment and space available, and to the enterprise and religious requirements. • A range of menu items are planned and designed according to the establishment requirements. • A service plan is designed and prepared and the required equipment is identified correctly. • A work flow schedule is prepared with consideration to staff, equipment, and according to establishment practices.
2 Prepare and operate a restaurant kitchen	<ul style="list-style-type: none"> • A variety of ingredients are selected and prepared according to recipes specifications and establishment standards. • Sauces are prepared according to recipe specifications. • Wok stations, steamers, ovens and equipment are prepared according to establishment requirements. • Menu items are cooked, cooled, stored and packaged according to establishment procedures, hygiene regulations and requirements. • Products are portioned precisely according to the establishment specifications. • Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks, particularly in relation to the preparation and storage of food products.

- 3 Produce menu items**
- Standard recipes for menu items are followed accurately according to establishment practices and specifications.
 - Steamers for steaming fish are handled correctly according to safety requirements.
 - Correct steps are applied to all cooking methods, and according to recipe specifications.
 - Cooked products such as curries and sambals are packaged and stored at correct conditions to maintain quality, extend shelf-life and health and safety requirements.
 - Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks.
- 4 Present menu items**
- Crockery size, colour and shape is selected prior to portioning and according to establishment requirements.
 - Cooked products are presented correctly and attractively, to meet customer expectations.
 - Accompaniments and portion sizes conform to the acceptable traditional style of the region, and specifications.
- 5 Cost menu items**
- Ingredients and production costs are calculated according to recipe specification and establishment requirements.
 - Yields, losses and proportions are taken into account when costing menu items.

Range of Variables

- This unit applies to the following establishments:
 - restaurants
 - hotels
 - take aways
 - food halls
 - catering operations
 - function facilities.

- Indonesian restaurant kitchen operations refers to the following commodities:
 - meat (poultry, beef, lamb)
 - vegetables (fresh, dried or preserved)
 - seafood
 - herbs and spices (fresh and dried)
 - commodities and ingredients (fresh, dried and preserved)
 - sauces and accompaniments
 - accompaniments (*sambels*)
 - curry paste (*bumbu*).

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - principles of restaurant kitchen food production
 - principles of cookery
 - equipment and maintenance
 - temperature control and timing
 - fresh, dried and preserved commodities
 - sauce consistency
 - packaging, storage and product life
 - portion control
 - hygiene, safety and storage requirements.
- Skills related to:
 - planning and organising
 - working in teams
 - following recipe instructions
 - using and handling woks and associated equipment
 - maintaining quality standards and consistency
 - costing, yield testing and portion control
 - meeting deadlines
 - complying with hygiene, safety and storage requirements
 - correcting and maintaining portion control
 - maintaining a tidy work station
 - communication skills
 - hygiene practices
 - occupational health and safety.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are available.

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BACKGROUND AND ACKNOWLEDGMENTS

The Australian National Training Authority funded Tourism Training Australia to develop an integrated training package for the Hospitality industry. This training package builds upon the already comprehensive work completed over previous years in the development of standards, curriculum and resources.

The process of development has involved extensive research and consultation with industry and other relevant parties throughout Australia. Hospitality operators, associations, state training organisations and both public and private providers were represented on the National Industry Reference Group.

Tourism Training Australia would like to acknowledge the contribution of all those industry operators, associations, state training organisations, public and private providers and those within the Tourism Training Network who have assisted with Hospitality Training Package project.

INTRODUCTION TO COMPETENCY STANDARDS

An essential component of the Hospitality Training Package was the review of existing competency standards, and development of new competency standards. Subsequently following competency standards have emerged:-

- Common Core (Tourism/Hospitality)
- Hospitality Core
- Commercial Cookery (including Kitchen Attending)
- Food and Beverage
- Gaming
- Front Office
- Housekeeping
- Patisserie
- Commercial Catering
- Security
- General Units (covering a range of areas)

KEY PRINCIPLES

The following principles underpin all the competency standards:

- These competency standards define the skills and knowledge required to work in the hospitality industry. The standards are designed to provide a flexible framework which can be used by all hospitality enterprises regardless of location or business size.
- To be meaningful and valuable, training and/or assessment based on these standards must be tailored to meet the specific needs of industry sectors, individuals and different cultural groups.
- The standards recognise the need to balance the commercial viability of hospitality and tourism operations with the need for culturally and environmentally appropriate practices.

WHAT ARE COMPETENCY STANDARDS?

Competency Standards are statements about the skills and knowledge that people need to perform their jobs to the required industry standards.

They are nationally agreed benchmarks for effective performance in the hospitality and tourism industry.

WHAT ARE COMPETENCY STANDARDS USED FOR?

Competency Standards are the key elements in ensuring that all training meets the real needs of industry. However, they can also be used for much more than training. They can form the basis for a complete and integrated human resource system.

The standards can be used for:

- compiling job descriptions and organising work structures
- recruitment
- determining training needs
- developing training and training resources/materials
- appraisals and skills assessment
- linkages between skills and industrial awards

HOW ARE THEY DEVELOPED?

Competency Standards are developed by the industry through an extensive process of research and consultation. Tourism Training Australia co-ordinated this process. Consultation was undertaken Australia wide using the Tourism Training State/Territory network. It involved wide circulation of standards with feedback obtained through a range of methods including focus groups, questionnaires and interviews.

Standards for the Hospitality industry have existed for several years. The development of the competency standards under the Hospitality Training Package, has been based on a review of existing work. It has also included technical update of the standards with the addition of more comprehensive Evidence Guides and Range of Variable statements.

WHAT DO COMPETENCY STANDARDS LOOK LIKE?

UNIT CODE: **THHCOR3A**

FOLLOW HEALTH SAFETY AND SECURITY PROCEDURES

Unit Descriptor This unit deals with the skills and knowledge required to follow health, safety and security procedures. This unit applies to all individuals working in tourism and hospitality. It does not cover hygiene or first aid which are found in separate units.

Element	Performance Criteria
1 Follow workplace procedures on health, safety and security	<ul style="list-style-type: none"> Health, safety and security procedures are correctly followed in accordance with enterprise policy and relevant legislation and insurance requirements. Breaches of health, safety and security procedures are identified and promptly reported.....
2 Deal with emergency situations	<ul style="list-style-type: none"> Emergency and potential emergency situations are promptly recognised and required action is determined and taken with scope of individual responsibility. Emergency procedures are correctly followed in accordance with enterprise procedures.....
3 Maintain safe personal presentation standards	<ul style="list-style-type: none"> Personal presentation takes account of the workplace environment and hygiene and safety issues including: <ul style="list-style-type: none"> Appropriate personal grooming and hygiene Appropriate clothing and footwear
4 Provide feedback on health, safety and security	<ul style="list-style-type: none"> Issues requiring attention are promptly identified Issues are raised with the designated person in accordance with enterprise and legislative requirements

Range of Variables

- This unit applies to all hospitality and tourism sectors:
- Health, Safety and Security procedures may include but are not limited to procedures for:
 - Fire prevention
 - Evacuation procedures
 - Safe sitting, lifting and handling

Evidence Guide

Underpinning Skills and Knowledge

- To demonstrate competence, evidence of skills and knowledge in the following is required:
 - Industry / sector insurance and liability requirements....

Context of Assessment

- This unit may be assessed on or off the job. Assessment should include.....

Critical Aspects of Assessment

- Evidence should include a demonstrated understanding of the importance of working in accordance with health, safety and security procedures, and of the.....

Linkages to Other Units

- This is a core unit that underpins effective performance in all other units. It is recommended that this unit is assessed/trained in conjunction with other operational and service units.

Unit Code - Indicates the unit level

Unit Title - Statement of what you do in the workplace

Unit Descriptor
Provides additional general information about the unit

Elements
The building blocks which make up the unit

Performance Criteria
The level of performance that is required for each element. These are used as the tools for assessment

Range of Variables
Provides guidelines on different situations and contexts

Evidence Guide
Shows the underpinning knowledge and skills needed for this unit
Provides guidelines for assessment

THE HOSPITALITY STANDARDS

The standards describe the skills and knowledge needed to work throughout the Hospitality industry. Individual units are combined to create a package of skills which suit the needs of the work situation.

HOW ARE THE STANDARDS ORGANISED AND CODED?

The following is an explanation of how the standards for the entire Hospitality industry are organised.

COMMON CORE

Competencies required by all people working in the Tourism & Hospitality Industry.

HOSPITALITY CORE

Competencies required by all people working in the Hospitality Industry.

HOSPITALITY FUNCTIONAL AREAS

Competencies required in functional areas of the Hospitality Industry
Units of competence may be selected according to the needs of a particular job.

COMMERCIAL COOKERY	COMMERCIAL CATERING	ASIAN COOKERY	PATISSERIE	FOOD & BEVERAGE	FRONT OFFICE	HOUSE KEEPING	SECURITY	GAMING
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GENERAL UNITS

Competencies required by some people across all Hospitality Industry sectors
Units of competence may be selected according to the needs of a particular job

CUSTOMER SERVICE , SALES & MARKETING	HYGIENE, HEALTH, SAFETY & SECURITY	GENERAL ADMIN.	FINANCIAL ADMIN	COMPUTER TECHNOLOGY	TRAINING	LEADERSHIP
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WHAT ARE THE MAIN FEATURES OF COMPETENCY STANDARDS?

CODING

Each nationally endorsed unit of competence has been allocated a unit code. This national code consists of:-

- a national identifier for those Hospitality units reviewed and developed as part of the Hospitality Training Package “THH”.
- common core unit identifier for Tourism and Hospitality “COR”.
- hospitality core unit identifier “HCO”.
- stream/functional area identifier. For example G - Gaming, H - Housekeeping, FB - Food and Beverage etc.
- general unit identifier “G”.
- a version descriptor. The first version descriptor for all recently reviewed and developed units of competence is “A”. As revisions are undertaken and units of competence are updated, the version identifier will change to B, C, D etc to reflect the changes.

Example:-

<i>NATIONAL CODE</i>	<i>UNIT CODE</i>	<i>VERSION DESCRIPTOR</i>	<i>UNIT TITLE</i>
THH	COR01	A	Work With Colleagues and Customers
THH	HCO01	A	Develop and Update Hospitality Industry Knowledge
THH	BKA01	A	Organise and Prepare food
THH	BCC01	A	Use Basic Methods of Cookery
THH	BCAT01	A	Prepare Food According to Specific Dietary & Cultural Needs
THH	BPAT01	A	Prepare and Produce Pastries
THH	BFB01a	A	Clean Tidy Bar Areas
THH	BG01	A	Operate A Gaming Location
THH	BFO01	A	Receive and Process Reservations
THH	BH01	A	Provide Housekeeping Services to Guests
THH	BHTS01	A	Maintain Security of Premises and Property
THH	GCS01	A	Develop and Update Local Knowledge
THH	GHS01	A	Follow Workplace Hygiene Procedures
THH	GGA01	A	Communicate on the Telephone
THH	GFA01	A	Process Financial Transactions
THH	GCT01	A	Access & retrieve Computer Data
THH	GTR01	A	Coach other in Job Skills
THH	GLE01	A	Monitor Workplace Operations

Please note that an individual unit of competence does not have a formal level. It is only when units are packaged together in a qualification that a level is decided.

ARE THERE ANY TIPS ON USING THE STANDARDS?

Here are a few pointers to use to help you in using the standards:-

- The standards are statements about what people need to be **able to do** in the workplace - they are not designed to cover the details of training that may be needed for people to acquire the skills.
- The standards are written to be general enough to apply to the range of situations in the hospitality industry. Therefore you will see statement like ‘in accordance with enterprise procedure’ or ‘as appropriate to the work situation’. **The standards provide a guide which can then be taken and tailored to meet the needs of specific sectors and business.**
- Remember the standards must allow for flexible tailoring and targeting of training and assessment.
- When using the standards take advantage of all the information that is provided. Often the Range of Variables and Evidence guides will provide extra information to help you achieve the results you need.
- While individual units of competence define the skills and knowledge in a particular area of work, it is the combination of several units which creates a meaningful outcome in the workplace. All users are encouraged to mix, match and combine units to meet specific needs.

You will find further information and guidance on using competency standards and other elements of the Hospitality Training Package in the “USER GUIDE PROFESSIONAL DEVELOPMENT RESOURCE” produced by Tourism Training Australia. Contact your local Tourism Training office for details.

IDENTIFICATION OF KEY COMPETENCIES WITHIN ASIAN KITCHEN STANDARDS

JAPANESE KITCHEN								
THHJA01A	<i>Plan a career in Japanese Cookery</i>	1	1	1	1	1	1	
THHJA02A	<i>Prepare and produce Stocks and Soups (Shirumono, Suimono, Dashi)</i>	2	2	2	2	1	2	1
THHJA03A	<i>Prepare and produce appetisers</i>	2	2	2	2	1	2	1
THHJA04A	<i>Prepare and produce Raw Fish (Sashimi)</i>	2	2	2	2	1	2	1
THHJA05A	<i>Prepare and produce Simmered, grilled, deep fried, grilled (Nimono, Yakimono, Agemono, Mushmono)</i>	2	2	2	2	1	2	1
THHJA06A	<i>Prepare and produce Salads and pickles (Sunomono, Aemono, Tsukemono)</i>	2	2	2	2	1	2	1
THHJA07A	<i>Prepare and produce "One pot Cookery (Nabemono)</i>	2	2	2	2	1	2	1
THHJA08A	<i>Prepare and produce Rice Cookery (Gohanmono, sushi)</i>	2	2	2	2	1	2	1
THHJA09A	<i>Prepare and produce Noodles (Menrui)</i>	2	2	2	2	1	2	1
THHJA10A	<i>Prepare and produce Tsukemono (Pickles)</i>	2	2	2	2	1	2	1
THHJA11A	<i>Prepare and produce Fruit, cakes and sweetmeats (Kudamon, Okashi)</i>	2	2	2	2	1	2	1
THHJA12A	<i>Design, plan and write Japanese Menus</i>	2	2	2	2	1	2	
THHJA13A	<i>Design, and Operate Japanese Restaurant Kitchen and Sushi Bar</i>	2	2	2	2	1	2	2

Unit THHJA01A

Plan a Career in Japanese Cookery

Unit Descriptor This unit deals with the skills and knowledge required to begin a career in Japanese cookery.

Element	Performance Criteria
1 Identify the role of a Japanese Cook	<ul style="list-style-type: none"> • Specific knowledge, skills, attitudes, and cultural practices required are correctly identified. • Professional skills such as cutting, cooking techniques, and cultural understanding required for Japanese cooks are clearly identified and defined in detail. • Good hygiene, safe and tidy work practices identified in accordance with enterprise requirements.
2 Develop a career path plan	<ul style="list-style-type: none"> • A career path appropriate to the attitudes, skills and experience required for practicing cooks is developed. • The knowledge and skills required by practicing Japanese cooks are clearly and correctly identified according to enterprise and cultural requirements. • The level of current competencies is identified and compared to the level of competencies required by the industry. • Training needs are identified and taken into account for career path planning and development.
3 Identify Japanese commodities and equipment	<ul style="list-style-type: none"> • Key ingredients such as seaweed (fresh and dried), and a range of vegetables (<i>kinome, kuzu, daikon, shaiitake</i>) fresh and dried commodities are correctly identified. • The range of Japanese knives (<i>sakiri bocho, sashimi bocho, etc.</i>) equipment (<i>makiyaki-nabe, sukiyaki-nabe etc.</i>) are correctly identified in accordance to their application and enterprise requirements.

Range of Variables

- This unit applies to the following positions:
 - apprentices
 - kitchen hands
 - assistant cooks
 - cooks
 - supervising chefs.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - commodities (fresh, dried and preserved)
 - seaweed (fresh and dried)
 - chemical composition and reactions in food
 - menu items (spelling, definition)
 - principles of cookery
 - equipment (eg. mortar and pestle (*surabachi* and *surikoji*), Japanese grater (*oroshi-gane*), sushi mat)
 - career and training opportunities in Japanese cookery
 - occupational health and safety requirements
 - hygiene regulations and practices
 - characteristics and seasonal influence contributing to Japanese cuisine (spring, summer, autumn, winter)
 - sugimori, hiramori, wanmori, tawaramori, kasanemori, mazemori, ysemori, chirashimori style of food arrangement
 - types and functions of tableware in *kaiseki* cuisine
 - colour, harmony and contrast philosophy of Japanese food arrangement
 - aesthetic element of Japanese food and preparation techniques.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are available.

Unit THHJA02A

Prepare and Produce Stocks and Soups (eg. Dashi, Shirumono, Suimono)

Unit Descriptor This unit deals with the preparation and presentation of stocks and soups (*eg. dashi, shirumono, suimono*).

Element	Performance Criteria
1 Prepare stocks	<ul style="list-style-type: none"> • A range of commodities, including seaweed (<i>bonito, kombu</i>) used for making stocks are identified in the name of origin and English terms. • A variety of fresh and dried vegetables derived from the seeds, roots and leaves of plants are selected, to add to the soup according to recipe specifications.
2 Use garnishes	<ul style="list-style-type: none"> • A combination of ingredients such as bean curd (<i>tofu</i>), mushrooms (<i>shiitake</i>), bean paste (<i>miso</i>) are selected and according to enterprise practice. • A selection of garnishes is prepared and used in correct quantities to a variety of soups and according to standard recipe specifications. • A precise application of bean paste (<i>miso</i>) is used according to specification.
3 Cook and produce soups	<ul style="list-style-type: none"> • Correct cooking procedures are used in preparing main ingredients eg. chicken, beef, lamb, seafood and vegetables according to the enterprise practice. • Appropriate secondary ingredients are used according to the menu items and recipe specifications. • Correct timing and temperature are followed when cooking soups to maintain quality.
4 Present cooked food	<ul style="list-style-type: none"> • Crockery sizes, shapes and colour are selected, and checked prior to serving. • Food is presented neatly and attractively, to create maximum customer appeal. • Garnishes (vegetables eg. <i>kuzu, kinome</i>) and accompaniments conform to the acceptable traditional style of the region and season to create an attractive presentation.

5 Apply safe work practices

- Day to day duties are carried out in accordance with the occupational, health and safety requirements.
- Health and safety risks associated with the equipment and facilities are promptly attended to, and meet the requirements of OH & S legislation.
- Tidy and clean work place according to health requirements.
- All tasks are correctly carried out in accordance with instructions.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- Shirumono and suimono refers to the following commodities:
 - beef, pork and chicken
 - seafood
 - vegetables
 - *miso* (red, white, light)
 - stock (*dashi*)
 - *sake/mirin*.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - Japanese traditional flavour principles
 - menu items (definition, spelling)
 - culinary terms
 - cooking techniques and procedures
 - equipment and maintenance
 - correct timing and right temperature
 - miso, varieties and their uses
 - kombu, varieties and their uses
 - portion control
 - garnishes and Japanese food arrangement
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - following standard recipe specifications
 - identifying, handling and storing commodities
 - recognising the quality and variety of ingredients and applications
 - using Japanese knives in precision cutting techniques
 - applying the correct stages of cooking
 - assessing soup consistency
 - ensuring correct flavour structure
 - ensuring correct balance of textures
 - using correct service tableware for the occasion
 - ensuring appealing colour and presentation
 - maintaining a tidy work station.
- This unit should be assessed in the workplace or through a simulation process where the equipment and materials are available.

Unit THHJA03A

Prepare and Produce Appetisers

Unit Descriptor This unit deals with the preparation and presentation of appetisers (*zensai*).

Element	Performance Criteria
1 Prepare appetisers (zensai)	<ul style="list-style-type: none"> • A variety of fresh commodities are used correctly in the making of appetisers. • A range of sauces are used to complement appetisers and made according to appropriate regional practices and recipe specification. • A selection of ingredients are measured, weighed and prepared according to the recipe specifications.
2 Prepare sauces	<ul style="list-style-type: none"> • A variety of fresh vegetables are combined with sauces according to correct procedures. • Sauces and flavourings are made and prepared according to seasonal requirements and enterprise practice. • Sauces are made correctly according to customer preference and standard recipe specifications. • Correct methods are applied to cooking sauces according to hygiene requirements and recipe specifications. • Correct procedures are used in preparing raw sauces to achieve correct consistency, quality and taste.
3 Present sauces and dips	<ul style="list-style-type: none"> • Selected tableware, colour, shapes and sizes are matched to the theme, season and establishment specifications. • Sauces are presented according to portion size and to establishment practice. • Garnishes and food arrangements conform to the acceptable traditional style of the region, and recipe specifications.
4 Store sauces	<ul style="list-style-type: none"> • Packaging is appropriate for the preservation of freshness, taste and to prevent chemical reactions. • Sauces are stored at correct temperatures and conditions to maintain shelf-life.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - commercial catering operations
 - functions facilities.

- Appetisers (***zensai***) and sauces refers to the following commodities:
 - meat (chicken or beef)
 - seafood (prawns or squid)
 - vegetables (assortment of fresh root vegetables)
 - salad (eg. cucumber and ***wakeme*** salad)
 - condiments (***sake***, soya sauce)
 - miso (white or light brown).

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - nature of Japanese food culture
 - culinary terminology
 - commodities (fresh and dried)
 - quantity and quality of sauces
 - seasonal delicacies
 - Japanese tableware
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - following standard recipe specifications
 - recognising the quality of ingredients
 - using precision cutting techniques
 - using the mortar and pestle (*surabachi and surikogi*)
 - using the Japanese knives, *makiyaki-nabe* (omelette pan)
 - assessing sauce consistency
 - ensuring correct flavour structure
 - ensuring correct acid balance and texture in salads
 - ensuring correct colour and plate presentation
 - identifying, handling and storing sauces
 - maintaining a tidy work station.
- This unit is assessed in the workplace or through a simulation process where equipment and materials are available.

UNIT THHJA04A

Prepare and Produce Raw Fish Dishes

Unit Descriptor This unit deals with the preparation and presentation of raw fish dishes (*sashimi*).

Element	Performance Criteria
1 Prepare fish for sashimi	<ul style="list-style-type: none"> • Fish is fresh, selected and identified according to customer's needs and to regional recipe specifications. • Hygiene standards are strictly and correctly maintained when handling and preparing raw fish. • Preparation procedures are practiced correctly according to health and safety requirements. • Live fish and shellfish are maintained and killed according to regulations. • Fish and shellfish are cleaned, gutted and filled (as required) correctly and efficiently according to industry standards. • Knives used for preparing fish (<i>sashimi</i>) cared and maintained according to industry standards.
2 Prepare condiments	<ul style="list-style-type: none"> • A selection of fresh condiments eg. <i>daikon</i>, <i>wasabi</i>, ginger root and sauces are prepared according to recipe specifications. • Vegetables are prepared and arranged attractively according to traditional and regional styles and specifications. • Ingredients are prepared correctly according to recipe specification using precision cutting techniques. • Flavourings and sauce mixtures are prepared, organised and stored at correct temperature and according to health and safety specifications. • Basic hygiene requirements and occupational health and safety regulations are complied with, and applied to all tasks. • Standard recipes are followed accurately according to establishment practice. • Sashimi is prepared according to customer orders (eg. mixed <i>sashimi (moriawase)</i>, <i>magoro no bara</i>, <i>ika naruto maki</i>, <i>usu zukuri</i> and correct steps are applied to retain freshness and quality.

- 3 Store sashimi**
- *Sashimi* is stored at correct temperatures and condition to maintain eating qualities.
 - Fish and shellfish are stored correctly to ensure quality, hygiene and nutrition.
 - Date stamp and codes are checked to ensure quality control and safety of foods.
 - Basic hygiene requirements and occupational health and safety regulations are complied with, and applied to all tasks.
- 4 Present sashimi**
- Crockery sizes, shapes and colour are checked to ensure appealing presentation.
 - Condiments (*kaminari, momiji oroshi, tosa joyu*) are arranged and presented neatly on platters to achieve maximum customer appeal.
 - Garnishes conform to the acceptable traditional style of the region and specifications.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- ***Sashimi*** refers to the following commodities:
 - fish, fresh with clear eyes, red gills etc.
 - vegetables (*daikon*)
 - condiments (*wasabi*, radish, ginger)
 - garnishes, fresh *kinome or kuzu*
 - sauces (*tosu shoyu*)
 - other sauces (*ponsu sauce*).

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - principles for choosing quality fish
 - principles for the preparation of fish
 - culinary terms
 - identifying condiments
 - preparation techniques
 - artistic elements of *sashimi* arrangement
 - sauces and dips
 - portion control
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - following standard recipe specifications
 - using precision cutting of fish
 - using Japanese *sashimi* knife
 - using the utensils and equipment for making *momiji oroshi*, *kaminari*
 - assessing sauce consistency
 - assessing flavour, texture and colour
 - presenting of sashimi with utmost care and importance
 - maintaining a tidy work station.
- This unit should be assessed in the workplace or through a simulation process where the equipment and materials are available.

UNIT THHJA05A

Prepare and Produce Simmered, Grilled, Deep Fried, and Steamed Dishes

Unit Descriptor This unit deals with the preparation and presentation of simmered, grilled, deepfried, and steamed dishes (*nimono, yakimono, agemono, mushimono*).

Element	Performance Criteria
<p>1 Prepare nimono, yakimono, mushimono agemono food items</p>	<ul style="list-style-type: none"> • A range of meat and vegetables are selected and prepared according to recipe requirements. • Dashi stocks are prepared using correct ingredients according to recipe specifications. • Condiments such as <i>mirin, sake</i> or <i>miso</i> are prepared according to recipe guidelines. • Basic hygiene requirements and occupational health and safety regulations are complied with, and applied to all tasks. • Standard recipes are followed for <i>nimono, yakimono, agemono and mushimono</i> food items accurately including combination of and according to the establishment practice.
<p>2 Produce menu items</p>	<ul style="list-style-type: none"> • <i>Yakimono</i> is prepared according to the customer orders and to maintain the traditional style and quality. • Correct steps are applied to ensure the marinade for <i>yakimono</i> items retains the right flavour balance and fragrance quality. • Good quality products are used in sauces to achieve the expected results as required by the recipe specifications.
<p>3 Present food items</p>	<ul style="list-style-type: none"> • Japanese tableware sizes, shapes and colour are selected and checked according to food items and establishment requirements. • Sauces are served in correct portions and correct tableware to meet customer expectations. • Garnishes and condiments conform to the acceptable traditional style of the region, and recipe specifications.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- This unit refers to the following commodities:
 - meat (chicken, pork, beef)
 - seafood (fish, prawns, squid)
 - vegetables (fresh, leafy, beans and root)
 - condiments (fresh, dried and preserved)
 - garnishes, fresh *kinome or kuzu*
 - sauces (*tosu shoyu*)
 - seaweed (*kombu*).

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - principles of cookery (nimono, yakimono, agemono, mushimono)
 - culinary terms (definition, spelling)
 - standard recipe specifications
 - commodities
 - sauces and their uses
 - marinades (quality and variation)
 - multiple cooking techniques and procedures
 - correct temperature control and timing
 - balancing flavours
 - equipment and maintenance
 - service utensils (tableware)
 - portion control
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - following standard recipe specifications
 - recognising the quality and variety of ingredients
 - using Japanese knives
 - using precision cutting techniques
 - using the correct utensils and cooking techniques
 - using the Japanese equipment correctly
 - balancing flavour structure
 - ensuring texture structure (eg. *sake*, *miso*, *dashi*, vinegar and soya sauce)
 - balancing texture balance
 - applying colour and harmony in plate presentation
 - identifying, handling and storing fresh commodities
 - maintaining a tidy work station.
- This unit should be assessed in the workplace or through a simulation process where the equipment and materials are available.

Unit THHJA06A

Prepare and Produce Salads and Pickles

Unit Descriptor This unit deals with the preparation and presentation of salads and pickles (*sunomono, aemono and tsukemono*).

Element	Performance Criteria
1 Identify key commodities	<ul style="list-style-type: none"> • A range of fresh, and root vegetables used in salads and pickles (<i>sunomono, aemono, tsukemono</i>) are selected and identified. • A variety of main and secondary ingredients are correctly selected and identified. • Key salads and pickles are identified by the correct menu names and the types of vegetables used.
2 Prepare salads and pickles	<ul style="list-style-type: none"> • Ingredients are selected, prepared and portioned according to recipes interpreted according to establishment standards. • Flavouring agents are prepared according to recipe specifications. • Cooking equipment and utensils are selected and prepared according to establishment requirements. • Basic hygiene requirements and occupational health and safety regulations are complied with, and applied to all tasks.
3 Produce salads and pickles	<ul style="list-style-type: none"> • Standard recipes for salads and pickles are followed accurately according to establishment practices and specifications. • Salads and pickles are prepared according to seasonal requirements. • Sauce is prepared and cooked according to the product specifications. • Correct steps are applied to all cooking methods, and according to recipe specifications. • Salads and pickles are prepared and stored at correct conditions and temperatures to maintain quality and extend shelf-life.
4 Present salads and pickles	<ul style="list-style-type: none"> • Japanese tableware for salads and pickles are selected according to the season, region, size, colour, shape and establishment requirements. • Accompaniments conform to the acceptable traditional style of the region and recipe specifications.

5 Cost menu items

- Ingredients and production costs are calculated in accordance to recipe specifications and enterprise requirements.
- Yields and losses are taken into account when costing menu items.

Range of Variables

- This unit applies to the following establishments:
 - restaurants
 - hotels
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- Salads and pickles refer to the following commodities:
 - meat (chicken, pork, beef)
 - seafood (fish, prawns, squid)
 - vegetables (fresh, leafy, and root)
 - dressing - ***umeboshi*** (sour plums)
 - commodities (fresh, dried and preserved)
 - sauces (light and dark)
 - lemon/lime juice/vinegar.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - commodities
 - cooking techniques and procedures
 - precision cutting techniques
 - temperature control and timing
 - handling and serving salads
 - blending and balancing
 - portion control
 - storage and product life
 - equipment and maintenance
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - following standard recipe specifications
 - using Japanese utensils and kitchen equipment
 - using precision cutting techniques
 - maintaining quality standards and consistency
 - preparing sauces and condiments
 - correcting and maintaining portion control
 - ensuring colour appealing and plate presentation
 - maintaining a tidy work station
 - communication skills
 - meeting deadlines.
- This unit should be assessed in the workplace or through a simulation process where the equipment and materials are available.

Unit THHJA07A

Prepare and Produce 'One Pot' Cookery

Unit Descriptor This unit deals with the preparation and presentation of 'One pot' Cookery (*nabemono*).

Element	Performance Criteria
1 Prepare nabemono	<ul style="list-style-type: none"> • A variety of <i>nabemono</i> including <i>sukiyaki</i>, <i>shabu shabu</i>, <i>kako dote nabe</i>, <i>yosenabe</i>, <i>tara chiri nabe</i> identified as one pot cookery and winter menu items. • Main and secondary ingredients are selected, prepared and arranged according to industry standards.
2 Produce nabemono	<ul style="list-style-type: none"> • A range of sauces are prepared according to recipe requirements. • A variety of accompaniments are selected and prepared according to establishment practices. • Vegetables, selected to accompany <i>nabemono</i>, are prepared and arranged to meet customer expectations and establishment requirements. • Correct cooking equipment and utensils are used in according to regional style and establishment specifications. • Correct heating temperature and timing are used to ensure the ingredients maintain eating quality.
3 Present nabemono	<ul style="list-style-type: none"> • Traditional tableware, shape, sizes and colour are selected according to establishment requirements. • Accompaniments and sauces conform to the acceptable traditional style of the region and recipe specifications.
4 Store nabemono	<ul style="list-style-type: none"> • Meat and vegetables used for nabemono are stored at correct temperatures and conditions to maintain eating qualities. • Packaging is appropriate for the presentation of freshness, taste and flavour. • Store prepared <i>nabemono</i> food items at correct temperature and condition to maintain eating qualities.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- ***Nabemono*** refers to the following ingredients:
 - meat (pork, beef, chicken)
 - tofu (soft white)
 - vegetables (Chinese cabbage)
 - noodles (***shaitaki***)
 - vegetables (fresh, leafy and root)
 - stock (***dashi***)
 - sauces.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - commodities
 - cooking techniques and procedures
 - precision cutting techniques
 - temperature control and timing
 - handling and serving *nabemono*, *sukiyaki*, *shabu shabu*
 - blending and balancing flavours
 - portion control
 - storage and product life
 - equipment and maintenance
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - following standard recipe specifications
 - using Japanese knives
 - using Japanese utensils and kitchen equipment
 - using precision cutting techniques
 - maintaining quality standards and consistency
 - preparing *dashi* stocks
 - preparing sauces and condiments
 - correcting and maintaining portion control
 - ensuring colour appealing and plate presentation
 - maintaining a tidy work station
 - meeting deadlines.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are available.

Unit THHJA08A

Prepare and Produce Rice Dishes

Unit Descriptor This unit deals with the preparation and presentation of rice dishes (*gohanmono and sushi*).

Element	Performance Criteria
1 Prepare rice (<i>gohan</i>)	<ul style="list-style-type: none"> Rice (white short grain) selected, measured, prepared according to recipe specification. Dashi stocks are prepared according to the type of <i>gohan</i> recipe specification. Main and secondary ingredients are selected and prepared according to the establishment standards. Equipment used in making sushi and for cooking rice is assembled according to hygiene and safety standards.
2 Prepare and produce Sushi	<ul style="list-style-type: none"> Correct seaweed (<i>nori</i>) and <i>sushi</i> mat are selected, washed and prepared according to the seasonal varieties, eg. <i>maki sushi, nagiri sushi, charashi sushi</i>. Hygiene requirements and occupational health and safety regulations are complied with, and strictly applied to all tasks.
3 Present Sushi	<ul style="list-style-type: none"> <i>Sushi</i> is presented correctly with sauces and accompaniments and traditional tableware, shape sizes and colour according to establishment requirements. Garnishes and accompaniment sauces conform to the acceptable traditional style and custom, occasions, service specifications and menu requirements.
4 Store Sushi	<ul style="list-style-type: none"> <i>Sushi</i> is stored at correct conditions and temperatures in order to maintain eating quality. Storage and packaging meets hygiene requirements and nutritional practices.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- Gohanmono and sushi refer to the following ingredients:
 - rice(short grain)
 - stocks (***dashi***)
 - meat (pork, chicken, beef)
 - seafood (prawns, fish and fish cake)
 - vegetables (fresh, leafy and root)
 - seaweed (***nori***)
 - sauces.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - menu applications
 - quality and varieties of *sushi*
 - principles of cooking *sushi* rice
 - correct cooking techniques and procedures
 - correct equipment and utensils
 - correct temperature control and timing
 - sauces and condiments
 - storage and packaging
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - following standard recipe specifications
 - assessing the correct rice texture for *gohan* dishes
 - using correct procedures in *sushi* making
 - ensuring correct rice texture for *sushi* dishes
 - assessing flavour structure eg. acid, sugar and wine
 - using precision cutting
 - recognising the variety and quality of *sushi*
 - handling, packaging and storing of *sushi*
 - ensuring colour appealing and food arrangement
 - maintaining a tidy work station.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are available.

Unit THHJA09A

Prepare and Produce Noodles

Unit Descriptor This unit deals with the preparation and presentation of noodles (menrui).

Element	Performance Criteria
1 Identify noodle products	<ul style="list-style-type: none"> • A range and variety of noodles including fresh or dried, shapes, sizes, colours (eg. green noodles, coloured and flavoured with green tea) are used and identified in Japanese and English. • Cultural elements of noodles, service procedures, and seasonal requirements are identified.
2 Prepare winter hot noodles	<ul style="list-style-type: none"> • Dashi stocks are prepared according to the type of noodles, eg. white noodles (<i>udon</i>) according to recipe specification. • Main and secondary ingredients are selected and prepared according to establishment standards. • Equipment used for making and cooking of noodles is assembled according to hygiene and safety standards. • Noodles are selected, washed and cooked according to menu and seasonal requirements. • Basic hygiene requirements and occupational health and safety regulations, are complied with, and applied to all tasks.
3 Prepare and present hot and cold noodles	<ul style="list-style-type: none"> • Noodles are presented correctly with stocks, sauces and accompaniments according to traditional style and establishment requirements. • Garnishes, accompaniments and sauces conform to the acceptable traditional style, custom, occasions, service specifications and menu requirements.
4 Store noodles	<ul style="list-style-type: none"> • Noodles are stored at correct temperatures in order to maintain eating quality. • Packaging and storage meets hygiene requirements and nutritional practices.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- Noodles (***menrui***) refers to the following ingredients:
 - ***udon*** (buckwheat, white wheat)
 - egg noodles (fresh and dried)
 - soba (***mori soba, kake soba***)
 - stocks (***dashi***)
 - meat (pork, chicken, beef)
 - seafood (prawns, fish cake)
 - vegetables
 - seaweed (***nori***)
 - noodle sauces (hot or cold).

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - menu applications
 - variety of noodles (*udon, kake soba, tsukimi udon*)
 - principle of cooking noodles
 - correct equipment and utensils
 - correct temperature control and timing
 - sauces and condiments
 - storage and reheating
 - freezing and defrosting
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - following standard recipe specifications
 - recognising the quality and variety of noodles
 - using precision cutting
 - using the correct cooking procedures and techniques
 - assessing the correct consistency
 - ensuring correct flavour structure
 - ensuring correct texture balance
 - ensuring colour appealing and presentation
 - handling, packaging and storing of noodles
 - maintaining a tidy work station.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are available.

Unit THHJA10A

Prepare and Produce Fruit, Cakes and Sweetmeats

Unit Descriptor This unit deals with the preparation and presentation of fruit, cakes and sweetmeats (*okashi* and *kudamono*).

Element	Performance Criteria
1 Identify commodities	<ul style="list-style-type: none"> • Key commodities used in Japanese cakes and sweetmeats are identified in the language of origin and English. • Fruits is identified according to establishment practice. • The role of the fruit course is explained correctly.
2 Prepare and present fruits, cakes and sweetmeats	<ul style="list-style-type: none"> • A range of flour, fruits, rice, agar and fat compound are selected, prepared, measured and weighed according to recipe specifications. • Ingredients are prepared, measured and weighed according to recipe specifications. • Standard procedures are followed accurately according to establishment practice. • Japanese cakes and sweetmeats are formed into delicate shapes and sizes according to industry standards. • Steamed products are cooked and reheated quickly and effectively to meet customer expectations. • Tableware is selected according to the colour, shapes and sizes the occasion and enterprise practice. • Appropriate storage conditions and reheating procedures are followed according to instructions. • Basic hygiene requirements and occupational health and safety regulations, are complied with, and applied to all tasks. • Hard cakes (<i>higashi</i>) or soft cakes (<i>anko</i>) are presented neatly and attractively to meet industry standards.

Range of Variables

- This unit applies to the following establishments:
 - restaurants
 - hotels
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- This unit refers to the following commodities:
 - flour products (eg. glutinous rice flour, rice flour)
 - fat compound products
 - fresh fruits
 - seaweed and jelly powders
 - setting and thickening agents.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - commodities
 - doughs and pastries
 - cooking techniques
 - correct temperature and timing
 - handling and storing products
 - assembling, moulding, plating
 - equipment and maintenance
 - principles of kudamono and okashi
 - shelf-life and storage conditions
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - following recipe instructions
 - preparing syrups and coating agents
 - accompaniments and sauces
 - preparing setting agents
 - producing dessert items from doughs
 - batters and pastries
 - complying with hygiene
 - presenting desserts in acceptable and aesthetic ways
 - achieving maximum eating qualities and customers appeal
 - maintaining a tidy work station.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are available.

Unit THHJA11A

Design, Plan and Write Japanese Menus

Unit Descriptor This unit deals with designing, planning and writing Japanese menus.

Element	Performance Criteria
1 Identify Japanese menus	<ul style="list-style-type: none"> • Key characteristics of Japanese menus are identified in accordance with enterprise practices: <ul style="list-style-type: none"> • quality commodities • correct cooking methods • harmonising of flavours • nutritional balance • textures • colours • presentations • seasonal influence • festivities eg. sushi festival, formal banquet.
2 Design Japanese menus	<ul style="list-style-type: none"> • Structures and sequences of Japanese menus are planned and designed according to the framework of the occasion <ul style="list-style-type: none"> • <i>Zencai</i> • <i>Shirumono</i> • <i>Sashimi</i> • <i>Nimono, Yakimono, Agemono, Mushimono</i> • <i>Sunomo, Aemono, Tsukemono</i> • <i>Gohanmono (Sushi)</i> • <i>Miso Soup</i> • <i>Ocha and Kudamono.</i> • Japanese menus are planned, designed and printed distinctively and attractively to suit traditional customs and rules, theme, occasions and decor of the establishment. • Menus are planned and designed to provide a balanced variety of freshness, flavours, colours, textures and delicacies according to enterprise practice. • Menus are planned within the constraints of the kitchen equipment, utensils and the staff skill levels appropriate to the establishment.

- 3 Cost menus**
- Results of sales analysis are incorporated into the menu planning.
 - The number of courses offered are based on the kitchen capacity and customer expectations.
 - The spelling, meanings and descriptions are correctly printed according to instructions.
 - The names and description of the dishes use correct terminology, suitable for the market, style of menu, the occasion, traditional festivities and cultural practices.
 - The sequence or arrangement of service is correctly presented on the menus.
 - Ingredients, overhead expenses, labour and production costs are calculated accurately.
 - Yields, losses and portions are taken into account when costing dishes.
 - Dishes are priced within given constraints and appropriate selling prices are determined according to seasonal influence.
 - Food costs are controlled by procedures to determine percentages and reduce wastage.
 - Labour costs are controlled with consideration given to rosters, scheduling, award conditions and rates.
- 4 Control menu-based production**
- Product utilisation and quality are optimised through reconstitution, the application of portion control and yield testing.
 - Stock control measures are applied including:
 - order in economic quantity
 - receipt procedures
 - storage practices
 - computerised stocks inventory control and security
 - seasonal variations in temperature.
- 5 Maintain security**
- Security is maintained in food production, food stores, changing rooms and delivery areas with consideration given to:
 - physical security
 - procedures
 - personnel.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- Menus refers to the following occasions where food is prepared and served including:
 - weddings
 - birthdays
 - banquets
 - seasonal festivities
 - a la carte
 - table d'horte.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - principles of designing menus
 - principles of cookery
 - commodities
 - tableware (seasonal and traditional)
 - harmony
 - colour balance in food presentation
 - flavour and texture balance
 - menu themes
 - portion control.
- Skills in:
 - creating and constructing menus
 - balancing food combinations
 - costing and portion control on food
 - using accurate language to describe food
 - planning and designing menus within the constraints of the working team
 - attending to customers preferences.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are available.

Unit THHJA12A

Design and Operate Japanese Restaurant Kitchen

Unit Descriptor This unit deals with the designing and operating a Japanese restaurant kitchen.

Element	Performance Criteria
1 Plan Restaurant Kitchen	<ul style="list-style-type: none"> • Japanese restaurant kitchens are planned according to the facilities, equipment and space available, and to the traditional and enterprise requirements. • A range of menu items is planned and designed according to the traditional and establishment requirements. • A service plan is designed and prepared and the required equipment is identified correctly. • A work flow schedule is prepared with consideration to staff, equipment, and according to establishment practices.
2 Prepare and operate restaurant kitchen	<ul style="list-style-type: none"> • A variety of ingredients are selected and prepared according to recipe specifications and establishment standards. • Sauces (cooked and raw) are prepared according to recipe specifications. • Wok stations, steamers, ovens and equipment are prepared according to establishment requirements. • Menu items are cooked, cooled, stored and packaged according to establishment procedures and hygiene regulations and requirements. • Products are portioned precisely according to the establishment specifications. • Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks, particularly in relation to the preparation and storage of food products.

- 3 Produce menu items**
 - Standard recipes for menu items are followed accurately according to establishment practices and specifications.
 - Fish are handled correctly according to safety and health requirements.
 - Correct steps are applied to all cooking methods, and according to recipe specifications.
 - Cooked and raw products (such as sushi) are packaged and stored at correct conditions to maintain quality, extend shelf-life and meet health and safety requirements.
 - Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks.

- 4 Present menu items**
 - Crockery size, colour and shape is selected prior to portioning and according to menu specifications, traditional and establishment requirements.
 - Cooked and raw products are presented correctly and attractively to meet customer expectations.
 - Accompaniments and portion sizes conform to the acceptable traditional style of the region, and specifications.

- 5 Cost menu items**
 - Ingredients and production costs are calculated according to recipe specifications and establishment requirements.
 - Yields, losses and proportions are taken into account when costing cooked items.

Range of Variables

- This unit applies to the following establishments:
 - restaurants
 - hotels
 - take aways
 - food halls
 - catering operations
 - function facilities.

- Japanese restaurant kitchen operations refers to the following commodities:
 - meat (poultry, beef, lamb)
 - vegetables (fresh, dried or preserved)
 - seafood
 - seaweed (fresh and dried)
 - commodities, fresh, dried and preserved
 - sauces and accompaniments.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - principles of Japanese restaurant kitchen food production
 - ninomo (simmering)
 - agemono (deep frying)
 - mushimono (steaming)
 - yakimono (grilling)
 - equipment and maintenance
 - temperature control and timing
 - commodities
 - sauces
 - packaging, storage and product life
 - portion size and control
 - hygiene, safety and storage requirements.
- Skills related to:
 - planning and organising
 - working in teams
 - following recipe instructions
 - using and handling woks and associated equipment
 - maintaining quality standards and consistency
 - costing, yield testing and portion control
 - meeting deadlines
 - complying with hygiene, safety and storage requirements
 - correcting and maintaining portion control
 - maintaining a tidy work station
 - communication skills.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are available.

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BACKGROUND AND ACKNOWLEDGMENTS

The Australian National Training Authority funded Tourism Training Australia to develop an integrated training package for the Hospitality industry. This training package builds upon the already comprehensive work completed over previous years in the development of standards, curriculum and resources.

The process of development has involved extensive research and consultation with industry and other relevant parties throughout Australia. Hospitality operators, associations, state training organisations and both public and private providers were represented on the National Industry Reference Group.

Tourism Training Australia would like to acknowledge the contribution of all those industry operators, associations, state training organisations, public and private providers and those within the Tourism Training Network who have assisted with Hospitality Training Package project.

INTRODUCTION TO COMPETENCY STANDARDS

An essential component of the Hospitality Training Package was the review of existing competency standards, and development of new competency standards. Subsequently following competency standards have emerged:-

- Common Core (Tourism/Hospitality)
- Hospitality Core
- Commercial Cookery (including Kitchen Attending)
- Food and Beverage
- Gaming
- Front Office
- Housekeeping
- Patisserie
- Commercial Catering
- Security
- General Units (covering a range of areas)

KEY PRINCIPLES

The following principles underpin all the competency standards:

- These competency standards define the skills and knowledge required to work in the hospitality industry. The standards are designed to provide a flexible framework which can be used by all hospitality enterprises regardless of location or business size.
- To be meaningful and valuable, training and/or assessment based on these standards must be tailored to meet the specific needs of industry sectors, individuals and different cultural groups.
- The standards recognise the need to balance the commercial viability of hospitality and tourism operations with the need for culturally and environmentally appropriate practices.

WHAT ARE COMPETENCY STANDARDS?

Competency Standards are statements about the skills and knowledge that people need to perform their jobs to the required industry standards.

They are nationally agreed benchmarks for effective performance in the hospitality and tourism industry.

WHAT ARE COMPETENCY STANDARDS USED FOR?

Competency Standards are the key elements in ensuring that all training meets the real needs of industry. However, they can also be used for much more than training. They can form the basis for a complete and integrated human resource system.

The standards can be used for:

- compiling job descriptions and organising work structures
- recruitment
- determining training needs
- developing training and training resources/materials
- appraisals and skills assessment
- linkages between skills and industrial awards

HOW ARE THEY DEVELOPED?

Competency Standards are developed by the industry through an extensive process of research and consultation. Tourism Training Australia co-ordinated this process. Consultation was undertaken Australia wide using the Tourism Training State/Territory network. It involved wide circulation of standards with feedback obtained through a range of methods including focus groups, questionnaires and interviews.

Standards for the Hospitality industry have existed for several years. The development of the competency standards under the Hospitality Training Package, has been based on a review of existing work. It has also included technical update of the standards with the addition of more comprehensive Evidence Guides and Range of Variable statements.

WHAT DO COMPETENCY STANDARDS LOOK LIKE?

UNIT CODE: **THHCOR3A**

FOLLOW HEALTH SAFETY AND SECURITY PROCEDURES

Unit Descriptor This unit deals with the skills and knowledge required to follow health, safety and security procedures. This unit applies to all individuals working in tourism and hospitality. It does not cover hygiene or first aid which are found in separate units.

Element	Performance Criteria
1 Follow workplace procedures on health, safety and security	<ul style="list-style-type: none"> Health, safety and security procedures are correctly followed in accordance with enterprise policy and relevant legislation and insurance requirements. Breaches of health, safety and security procedures are identified and promptly reported.....
2 Deal with emergency situations	<ul style="list-style-type: none"> Emergency and potential emergency situations are promptly recognised and required action is determined and taken with scope of individual responsibility. Emergency procedures are correctly followed in accordance with enterprise procedures.....
3 Maintain safe personal presentation standards	<ul style="list-style-type: none"> Personal presentation takes account of the workplace environment and hygiene and safety issues including: <ul style="list-style-type: none"> Appropriate personal grooming and hygiene Appropriate clothing and footwear
4 Provide feedback on health, safety and security	<ul style="list-style-type: none"> Issues requiring attention are promptly identified Issues are raised with the designated person in accordance with enterprise and legislative requirements

Range of Variables

- This unit applies to all hospitality and tourism sectors:
- Health, Safety and Security procedures may include but are not limited to procedures for:
 - Fire prevention
 - Evacuation procedures
 - Safe sitting, lifting and handling

Evidence Guide

Underpinning Skills and Knowledge

- To demonstrate competence, evidence of skills and knowledge in the following is required:
 - Industry / sector insurance and liability requirements....

Context of Assessment

- This unit may be assessed on or off the job. Assessment should include.....

Critical Aspects of Assessment

- Evidence should include a demonstrated understanding of the importance of working in accordance with health, safety and security procedures, and of the.....

Linkages to Other Units

- This is a core unit that underpins effective performance in all other units. It is recommended that this unit is assessed/trained in conjunction with other operational and service units.

Unit Code - Indicates the unit level

Unit Title - Statement of what you do in the workplace

Unit Descriptor
Provides additional general information about the unit

Elements
The building blocks which make up the unit

Performance Criteria
The level of performance that is required for each element. These are used as the tools for assessment

Range of Variables
Provides guidelines on different situations and contexts

Evidence Guide
Shows the underpinning knowledge and skills needed for this unit
Provides guidelines for assessment

THE HOSPITALITY STANDARDS

The standards describe the skills and knowledge needed to work throughout the Hospitality industry. Individual units are combined to create a package of skills which suit the needs of the work situation.

HOW ARE THE STANDARDS ORGANISED AND CODED?

The following is an explanation of how the standards for the entire Hospitality industry are organised.

COMMON CORE

Competencies required by all people working in the Tourism & Hospitality Industry.

HOSPITALITY CORE

Competencies required by all people working in the Hospitality Industry.

HOSPITALITY FUNCTIONAL AREAS

Competencies required in functional areas of the Hospitality Industry
Units of competence may be selected according to the needs of a particular job.

COMMERCIAL COOKERY	COMMERCIAL CATERING	ASIAN COOKERY	PATISSERIE	FOOD & BEVERAGE	FRONT OFFICE	HOUSE KEEPING	SECURITY	GAMING
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GENERAL UNITS

Competencies required by some people across all Hospitality Industry sectors
Units of competence may be selected according to the needs of a particular job

CUSTOMER SERVICE , SALES & MARKETING	HYGIENE, HEALTH, SAFETY & SECURITY	GENERAL ADMIN.	FINANCIAL ADMIN	COMPUTER TECHNOLOGY	TRAINING	LEADERSHIP
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WHAT ARE THE MAIN FEATURES OF COMPETENCY STANDARDS?

CODING

Each nationally endorsed unit of competence has been allocated a unit code. This national code consists of:-

- a national identifier for those Hospitality units reviewed and developed as part of the Hospitality Training Package “THH”.
- common core unit identifier for Tourism and Hospitality “COR”.
- hospitality core unit identifier “HCO”.
- stream/functional area identifier. For example G - Gaming, H - Housekeeping, FB - Food and Beverage etc.
- general unit identifier “G”.
- a version descriptor. The first version descriptor for all recently reviewed and developed units of competence is “A”. As revisions are undertaken and units of competence are updated, the version identifier will change to B, C, D etc to reflect the changes.

Example:-

<i>NATIONAL CODE</i>	<i>UNIT CODE</i>	<i>VERSION DESCRIPTOR</i>	<i>UNIT TITLE</i>
THH	COR01	A	Work With Colleagues and Customers
THH	HCO01	A	Develop and Update Hospitality Industry Knowledge
THH	BKA01	A	Organise and Prepare food
THH	BCC01	A	Use Basic Methods of Cookery
THH	BCAT01	A	Prepare Food According to Specific Dietary & Cultural Needs
THH	BPAT01	A	Prepare and Produce Pastries
THH	BFB01a	A	Clean Tidy Bar Areas
THH	BG01	A	Operate A Gaming Location
THH	BFO01	A	Receive and Process Reservations
THH	BH01	A	Provide Housekeeping Services to Guests
THH	BHTS01	A	Maintain Security of Premises and Property
THH	GCS01	A	Develop and Update Local Knowledge
THH	GHS01	A	Follow Workplace Hygiene Procedures
THH	GGA01	A	Communicate on the Telephone
THH	GFA01	A	Process Financial Transactions
THH	GCT01	A	Access & retrieve Computer Data
THH	GTR01	A	Coach other in Job Skills
THH	GLE01	A	Monitor Workplace Operations

Please note that an individual unit of competence does not have a formal level. It is only when units are packaged together in a qualification that a level is decided.

ARE THERE ANY TIPS ON USING THE STANDARDS?

Here are a few pointers to use to help you in using the standards:-

- The standards are statements about what people need to be **able to do** in the workplace - they are not designed to cover the details of training that may be needed for people to acquire the skills.
- The standards are written to be general enough to apply to the range of situations in the hospitality industry. Therefore you will see statement like ‘in accordance with enterprise procedure’ or ‘as appropriate to the work situation’. **The standards provide a guide which can then be taken and tailored to meet the needs of specific sectors and business.**
- Remember the standards must allow for flexible tailoring and targeting of training and assessment.
- When using the standards take advantage of all the information that is provided. Often the Range of Variables and Evidence guides will provide extra information to help you achieve the results you need.
- While individual units of competence define the skills and knowledge in a particular area of work, it is the combination of several units which creates a meaningful outcome in the workplace. All users are encouraged to mix, match and combine units to meet specific needs.

You will find further information and guidance on using competency standards and other elements of the Hospitality Training Package in the “USER GUIDE PROFESSIONAL DEVELOPMENT RESOURCE” produced by Tourism Training Australia. Contact your local Tourism Training office for details.

IDENTIFICATION OF KEY COMPETENCIES WITHIN ASIAN KITCHEN STANDARDS

THHMAL01 A	<i>Plan a career in Malay-Nonya Cookery</i>	1	1	1	1	1	1	
THHMAL02 A	<i>Prepare and produce curry paste(rempah)</i>	2	2	2	2	1	2	1
THHMAL03 A	<i>Prepare and produce Appetisers and Snacks</i>	2	2	2	2	1	2	1
THHMAL04 A	<i>Prepare and produce Stocks and Soups (Sup)</i>	2	2	2	2	1	2	1
THHMAL05 A	<i>Prepare and produce Gulai (curries), meat, poultry, seafood and vegetables</i>	2	2	2	2	1	2	1
THHMAL06 A	<i>Prepare and produce Salads and pickles (Acar, and Kerab, Rujuk)</i>	2	2	2	2	1	2	1
THHMAL07 A	<i>Prepare and produce Nasi (Rice) and Mee (Noodles)</i>	2	2	2	2	1	2	1
THHMAL08 A	<i>Prepare and produce satay/panggang food items</i>	2	2	2	2	1	2	1
THHMAL09 A	<i>Prepare and produce Malay-Nonya Desserts (Kuih-Kuih)</i>	2	2	2	2	1	2	1
THHMAL10 A	<i>Design, plan and write Malay-Nonya Menus</i>	2	2	2	2	1	2	
THHMAL11 A	<i>Design and operate Malay-Nonya Kitchen</i>	2	2	2	2	1	2	2

Unit THHMAL01A

Plan a Career in Malay-Nonya Cookery

Unit Descriptor This unit deals with the skills and knowledge required to begin a career in Malay - Nonya cookery.

Element	Performance criteria
1 Identify the role of a Malay-Nonya cook	<ul style="list-style-type: none"> • Specific knowledge, skills, attitudes, cultural and religious practices are correctly identified. • Professional skills such as cutting, cooking techniques and cultural understanding required for Malay-Nonya cooks are clearly identified and defined in detail. • Good hygiene, safe and tidy work habits are practiced in accordance with enterprise requirements.
2 Develop a career path plan	<ul style="list-style-type: none"> • A career path appropriate to the attitudes, skills and experience required for practicing cooks is developed. • The knowledge and skills required by practicing Malay-Nonya cooks are clearly and correctly identified according to enterprise and cultural requirements. • The level of current competencies is identified and compared to the level of competencies required by the industry. • Training needs are identified and taken into account for career path planning and development.
3 Identify Malay-Nonya commodities and equipment	<ul style="list-style-type: none"> • A range of Malay-Nonya herbs and spices (eg. <i>lengkuas, serai</i>) and fresh and dried commodities (eg. <i>blachan, peti</i>) are correctly identified. • A range of Malay-Nonya cooking equipment is correctly identified.

Range of Variables

- This unit applies to the following positions:
 - apprentices
 - kitchen hands
 - assistant cooks
 - cooks
 - supervising chefs.

Evidence Guide

- To demonstrate competence, evidence of knowledge, skills and attitudes in the following areas is required:
- Knowledge of:
 - commodities (fresh, dried and preserved)
 - chemical reaction in food
 - menu items (spelling, definition)
 - principles of cookery
 - equipment eg. mortar and pestle, and claypots (*batu lesung, parut*)
 - career path in the Asian catering industry
 - occupational health and safety requirements
 - hygiene regulations and practices
 - characteristics of malay-nonya cuisine
 - artistic assembling of food
 - range of *rempah* and their uses
 - career and training opportunities in malay-nonya cookery
 - cultural and religious practices and kitchen hierarchy.
- This unit should be assessed in the workplace or through a simulation process where the equipment and materials are provided.

Unit THHMAL02A

Prepare and Produce Curry Paste (*rempah*)

Unit Descriptor This unit deals with the preparation and presentation of curry paste (*rempah*).

Element	Performance Criteria
1 Prepare curry paste	<ul style="list-style-type: none"> A range of commodities, including fresh and dried herbs and spices used in Malay-Nonya cookery are identified in the Bahasa Malaysia and English. A variety of fresh, dried and preserved herbs and spices derived from the seeds, flowers, fruit, bark, roots and leaves of tropical plants are selected, measured, and weighed correctly to make a variety of curry paste (<i>rempah</i>) according to recipe requirements. A combination of ingredients (chillies, candlenuts, galangal, palm sugar (<i>gula melaka</i>) garlic, onion, etc. are blended or grounded into a moist and smooth paste applicable to the needs and according to enterprise practice.
2 Use curry paste	<ul style="list-style-type: none"> A selection of curry paste (<i>rempah</i>) is prepared and used correctly with a variety of meat, seafood and vegetable curries according to recipe specifications. A precise quantity of curry paste is used according to the requirements of establishment.
3 Cook and produce curry food items	<ul style="list-style-type: none"> Correct cooking procedures are used in preparing main ingredients eg. chicken, beef, lamb, seafood and vegetables according to the enterprise practice. Appropriate secondary ingredients are used according to recipe specifications. Correct timing and temperatures are used to cook curry paste.
4 Present curry food items	<ul style="list-style-type: none"> Crockery sizes, shapes and colour are selected, and checked prior to serving. Food is presented neatly and attractively, to create maximum customers appeal. Garnishes (eggs, vegetables, chillies, crackers and meat) and accompaniments with a choice of condiments conform to the acceptable traditional style of the region, and create an attractive presentation.

5 Apply safe work practices

- Day to day duties are carried out in accordance with occupational, health and safety requirements.
- Health and safety risks associated with the equipment and facilities are promptly attended to, and meet the requirements of OH & S legislation.
- All tasks are correctly carried out in accordance with instructions.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food- halls
 - commercial catering operations
 - function facilities.

- Curry paste (***rempah***) preparation refers to the following commodities:
 - meat (chicken, beef, lamb)
 - seafood
 - rice and noodles
 - vegetables and fruits (fresh and dried)
 - herbs and spices, fresh and dried
 - commodities (sauces and preserved commodities).

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - malay-nonya flavour principles
 - menu items
 - culinary terms
 - cooking techniques and procedures
 - equipment and maintenance
 - correct timing and temperature
 - herbs and spices (fresh, dried, preserved)
 - blending and balancing curry paste (***rempah***)
 - portion control
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - following standard recipe specifications
 - identifying, handling and storing spices and herbs
 - recognising the quality and variety of ingredients
 - using precision cutting techniques
 - cooking techniques and procedures
 - applying the correct stages of cooking
 - assessing curry paste aromatic balance
 - ensuring correct flavour structure
 - ensuring correct balance of textures
 - ensuring appealing colour and plate presentation
 - maintaining a tidy work station.
- This unit should be assessed in the workplace or through a simulation process where the equipment and materials are provided.

Unit THHMAL03A***Prepare and Produce Appetisers, Snacks and Festive Foods***

Unit Descriptor This unit deals with the preparation and presentation of appetisers, snacks and festive foods.

Element	Performance Criteria
1 Prepare appetisers	<ul style="list-style-type: none"> • A variety of fresh and dried commodities, including herbs and spices are used correctly in the making of appetisers. • A range of sauces and dips are used to complement appetisers and made according to appropriate regional practices. • A selection of ingredients are measured, weighed and blended together with spices according to recipe specifications.
2 Prepare sauces and dips	<ul style="list-style-type: none"> • A range of fresh vegetables and tropical fruits are into sauces according to instruction. • Sauces and flavourings are made and prepared according to enterprise practices. • Sauces and dips are made correctly according to customer preference and recipe specifications. • Correct procedures are used in preparing raw and cooked sauces to achieve correct consistency, quality, taste and hygiene requirements.
3 Present sauces and dips	<ul style="list-style-type: none"> • Crockery sizes, colour and shapes are matched to the colour of the sauces and establishment specifications. • Sauces are correctly presented according to portion size and to establishment practices. • Garnishes and accompaniments conform to the acceptable traditional style of the region, and recipe specifications.
4 Store appetisers and cooked sauces	<ul style="list-style-type: none"> • Packaging is appropriate for the preservation of freshness, taste, quality and to prevent chemical reactions. • Leftover sauces are stored at correct temperatures and conditions to maintain shelf-life and used effectively to minimise wastage.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - commercial catering operations
 - functions facilities.

- Appetisers, sauces and dips refers to the following commodities:
 - shrimp cake (**blachan**)
 - tamarind (**assam keping, assam djawa**)
 - soya sauce (**kecap**)
 - herbs and spices, fresh and dried
 - vegetables and fruits (fresh and dried)
 - meat (chicken, beef)
 - seafood.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - understanding nature of authentic culture
 - culinary terminology
 - commodities (fresh, dried and preserved)
 - herbs and spices (fresh, dried and preserved)
 - blending, grinding and modifying spice paste (*rempah*)
 - blending curry powders
 - raw and cooked sauces
 - blending and balancing flavours and aromatics
 - accompaniments
 - service culture
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - following standard recipe specifications
 - recognising the quality and variety of ingredients
 - using precision cutting techniques
 - using the correct utensils and cooking techniques
 - assessing sauce consistency
 - ensuring correct flavour structure
 - ensuring correct acid balance
 - ensuring correct colour and plate presentation
 - identifying, handling and storing appetisers and sauces
 - maintaining a tidy work station.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

UNIT THHMAL04A

Prepare and Produce Stocks and Soups (Sup)

Unit Descriptor This unit deals with the preparation and presentation of stocks and soups (*sup*).

Element	Performance Criteria
1 Prepare stocks	<ul style="list-style-type: none"> • Combination of herbs and spices are selected and prepared according to recipe requirements. • Stocks are prepared using correct herbs and spices according to recipe specifications. • Correct ingredients are prepared according to recipe guidelines and specific precision cutting techniques. • Basic hygiene requirements and occupational health and safety regulations are complied with, and applied to all tasks.
2 Produce soups	<ul style="list-style-type: none"> • Standard recipes are followed accurately including combination of spices, stocks or coconut cream and according to establishment practices. • Soups (eg. <i>sup ayam, sup kambing</i>) are prepared according to customer orders and to maintain the traditional style and quality. • Correct steps are applied to ensure the blending of herbs and spices retain the correct flavour balance and aromatic qualities. • Good quality products are used in sauces to achieve the expected results as required by the recipe specifications. • Ingredients and flavouring agents are used according to standard recipes. • Basic hygiene requirements and occupational health and safety regulations are complied with, and applied to all tasks.
3 Present soups	<ul style="list-style-type: none"> • Crockery sizes, shapes and colour are selected and checked according to enterprise requirements. • Soups are served in correct portions to achieve establishment specifications. • Garnishes and condiments conform to the acceptable traditional style of the region, and recipe specifications.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- Stocks and soups refer to the following commodities including:
 - meat (beef and poultry)
 - seafood
 - vegetables (fresh, leafy and root)
 - fruits (fresh, dried, preserved)
 - herbs and spices (fresh, seeds, whole, root, dried and preserved)
 - commodities (fresh, dried and preserved)
 - sauces (*kecap manis*, *kecap asin*) and condiments
 - other flavourings (*blachan*).

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - principles of cookery
 - culinary skills
 - standard recipe specifications
 - identifying fresh, dried herbs and spices
 - commodities (fresh, dried and preserved)
 - multiple cooking techniques and procedures
 - correct temperature control and timing
 - balancing flavours
 - equipment and maintenance
 - portion control
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - following standard recipe specifications
 - recognising the quality and variety of curry paste
 - using precision cutting techniques
 - using the correct utensils and cooking techniques
 - using the wok correctly
 - ensuring flavour structure
 - ensuring texture balance
 - ensuring colour and plate presentation
 - identifying, handling and storing soups
 - maintaining a tidy work station.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THHMAL05A

Prepare and Produce Meat, Chicken, Seafood and Vegetable curries (gulai)

Unit Descriptor This unit deals with the preparation and presentation of meat, chicken, seafood and vegetable curries (*gulai*).

Element	Performance Criteria
1 Identify key commodities	<ul style="list-style-type: none"> • A range of fresh, dried and preserved commodities used in <i>kare</i> are selected and identified in Bahasa Malaysia and English. • A variety of main and secondary ingredients are correctly identified, applicable to the menu items of the establishment. • Key names of <i>gulai</i> for service are identified by the correct menu names and the types of curry paste used.
2 Prepare, produce and store curries	<ul style="list-style-type: none"> • Ingredients are selected, prepared and portioned according to establishment standards. • Accompaniments eg. chillies (<i>cabe</i>) and flavouring agents are, measured and prepared according to recipe specifications. • Cooking equipment and utensils are selected and prepared and used according to establishment requirements. • Standard recipes for curries are followed accurately according to establishment practices. • Chilli paste (<i>rempah</i>) combination is blended and handled correctly according to safety requirements. • Curries (<i>gulai</i>) such as meat, chicken, seafood, and vegetables are prepared and cooked according to recipe specifications. • Correct steps are applied to all cooking methods and according to recipe specifications.
3 Present curries	<ul style="list-style-type: none"> • Traditional tableware, shape, sizes and colour are selected according to establishment requirements. • Accompaniments, sauces, sambels conform to the acceptable traditional style of the region and establishment specification.

4 Defrost, handle and store curries

- Cooked curries (*gulai*) are stored at correct conditions and temperatures to maintain quality, extend shelf-life.
- Leftover curries are stored correctly and used effectively to minimise wastage.
- Reheating or refreezing leftovers meet with the health regulations.
- Basic hygiene requirements and occupational health and safety regulations are complied with, and applied to all tasks.

Range of Variables

- This unit applies to the following establishments:
 - restaurants
 - hotels
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- The preparation of gulai refers to the following commodities:
 - curry paste combination (***rempah***)
 - shrimp cake (***blachan***)
 - shrimp paste (***peti***)
 - fat compound (coconut milk, coconut oil)
 - commodities (*fresh, dried and preserved*)
 - ***sauces (kecap manis and kecap asin)***
 - vegetables, edible flowers and aromatic leaves
 - meat (chicken, beef, lamb)
 - seafood.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - fresh, dried and preserved commodities
 - cooking techniques and procedures
 - precision cutting techniques and culinary skills
 - temperature control and timing
 - handling and serving *gulai*
 - blending and balancing *gulai*
 - menu terminology
 - portion control
 - storage and product life
 - equipment and maintenance
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - following standard recipe specifications
 - using malay-nonya kitchen equipment
 - using precision cutting techniques and procedures
 - maintaining quality standards and consistency
 - preparing accompaniments, sauces and condiments
 - correcting and maintaining portion control
 - ensuring colour appealing and plate presentation
 - maintaining a tidy work station
 - communication
 - meeting deadlines.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are available.

Unit THHMAL06A

Prepare and Produce Salads and Pickles (*Kerabu, Achar Rujuk*)

Unit Descriptor This unit deals with the preparation and presentation of salads (*kerabu, achar, rujuk*).

Element	Performance Criteria
1 Identify salads	<ul style="list-style-type: none"> A range of salads (eg. <i>kerabu, achar</i> and <i>rujuk</i>) fresh, dried and preserved commodities, including herbs and spices are identified in Bahasa Malaysia and English.
2 Prepare salads	<ul style="list-style-type: none"> A selection of fresh leafy and root vegetables using a range of sauces are selected and prepared according to recipe specifications. Salads (eg. <i>kerabu, achar</i>) are prepared and arranged attractively with fried beancurd and accompanied with traditional prawn crackers (<i>krupuk</i>) and according to traditional regional styles and recipe specifications. Ingredients are prepared correctly according to recipe specification using regional precision cutting techniques. Marinades, flavourings and sauce mixtures are prepared, organised and stored at correct temperature and according to health and safety specifications. Basic hygiene requirements and occupational health and safety regulations are complied with, and applied to all tasks. Standard recipes are followed accurately according to establishment practice. The mortar and pestle is used, handled and correctly cleaned prior and after preparation of ingredients. Salads such as <i>kerabu, rujuk</i> are prepared according to customers orders. Correct steps are applied to retain quality. and shelf life.
3 Store salads	<ul style="list-style-type: none"> Salads are stored at correct temperatures and conditions to maintain eating quality. Basic hygiene requirements and occupational health and safety regulations are complied with, and applied to all tasks.

4 Present salads

- Crockery sizes, shapes and colour are checked to ensure appealing presentation.
- Salads such as *kerabu*, *rujuk* are arranged and presented neatly on platters to achieve maximum customer appeal.
- Herb garnishes conform to the acceptable traditional style of the region, and recipe specifications.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- Salads and pickles (***kerabu, achar, rujuk***) refers to the following commodities:
 - vegetables (fresh, leafy and root)
 - fruits (fresh, dried, preserved)
 - herbs and spices (fresh, seeds, whole, root, dried and preserved)
 - commodities (fresh, dried and preserved)
 - ***sambal*** (spice paste)
 - ***rempah*** (curry paste)
 - sauces (***kecap manis, kecap asin***) and condiments
 - other flavourings (***gula melaka*** - palm sugar).

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - principles in the preparation of salads
 - culinary terms
 - identifying fresh and dried herbs and spices
 - handling fresh, dried and preserved commodities
 - preparation and cooking techniques
 - blending and balancing flavours
 - combining marinades and sauces
 - sauces and *sambals*
 - equipment and maintenance
 - portion control
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working as a team member
 - following standard recipe specifications
 - using precision cutting techniques
 - using the utensils and equipment
 - assessing sauce consistency
 - assessing flavour, texture, and colour
 - serving and plating presentation
 - maintaining a tidy work station.
- This unit should be assessed in the workplace or through a simulation process where equipment and material are available.

Unit THHMAL07A

Prepare and Produce Rice and Noodles (Nasi, Mee)

Unit Descriptor This unit deals with the preparation and cooking of rice and noodles.

Element	Performance Criteria
1 Identify rice and noodles products	<ul style="list-style-type: none"> • A range of rice and noodles including fresh and dried herbs and spices and sauces (<i>kecap</i>) are used and identified in Bahasa Malaysia and English. • Main and secondary ingredients are selected and prepared applicable to the establishment standards. • Accompaniments for rice and noodles are identified according to the traditional style and recipe specification.
2 Prepare and cook rice and noodles	<ul style="list-style-type: none"> • Equipment and steamers (eg. wok) are assembled in cooking and frying rice and noodles according to recipe specifications. • Rice and noodles are selected, washed and cooked or fried according to recipe specifications. • Basic hygiene requirements and occupational health and safety regulations, are complied with, and applied to all tasks.
3 Present rice and noodles	<ul style="list-style-type: none"> • Rice (<i>nasi lemak, nasi kunyit</i>) and noodles (<i>mee goreng, mee siam</i>) are presented correctly with main dishes and accompaniment and sauces according to establishment requirements. • Garnishes and accompaniments conform to the acceptable traditional style and custom, occasions, service specifications and menu requirements.
4 Store rice and noodles	<ul style="list-style-type: none"> • Leftover rice and noodles are packaged and stored correctly to maintain quality, freshness and establishment requirements. • Reheating and storage meet with hygiene requirements and nutritional practices.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- The preparation of rice and noodles refers to the following:
 - egg noodles (fresh and dried)
 - rice noodles (fresh and dried)
 - rice (long and short grain)
 - shapes and sizes
 - meat (chicken, beef)
 - seafood
 - vegetables
 - sauces (*kecap*).

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - menu applications
 - varieties of rice and noodles (fresh and dried)
 - principles of cooking rice and noodles
 - cooking techniques and procedures
 - equipment and utensils eg. wok (*kuali*)
 - temperature and timing
 - accompaniments, sauces and condiments
 - storage and reheating
 - freezing and defrosting
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - following standard recipe specifications
 - recognising the variety and quality of rice and noodles
 - using precision cutting
 - applying the correct procedures and techniques in cooking
 - assessing the quality of curry paste
 - ensuring correct flavour structure
 - ensuring correct balance of textures
 - ensuring colour appealing and plate presentation
 - identifying, handling and storing rice and noodles
 - maintaining a tidy work station.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THHMAL08A

Prepare and Produce Satay/Panggang Food Items

Unit Descriptor This unit deals with the preparation and presentation of *Satay/Panggang* food items - meat, chicken, seafood.

Element	Performance Criteria
1 Identify key commodities	<ul style="list-style-type: none"> • A range of fresh, dried and preserved commodities, fresh and dried herbs and spices and curry paste (<i>rempah</i>) used in marinades are identified in Bahasa Malaysia and English. • Main and secondary ingredients and meat cuts (meat, chicken) are correctly identified. • Key names of <i>satay</i> items are identified by the correct menu names and the types of curry powder (<i>rempah</i>) used.
2 Prepare satay rempah mixture	<ul style="list-style-type: none"> • Spices are measured, weighed and portioned according to recipe specifications and establishment standards. • Cooking equipment and utensils are selected and prepared according to establishment requirements. • Basic hygiene requirements and occupational health and safety regulations are complied with, and applied to all tasks, particularly in relation to preparation. • Standard recipes for <i>rempah</i> items are followed accurately according to establishment practices and specifications. • Curry powder (<i>masala</i>) is handled correctly according to safety requirements.
3 Produce and present satay products	<ul style="list-style-type: none"> • <i>Satay</i> items (meat, chicken, seafood) are prepared and cooked to customer expectations and according to recipe specifications. • Correct steps are applied to all cooking methods according to recipe specifications. • Crockery sizes, colour and shapes are selected according to establishment requirements. • Accompaniments of rice, vegetables, and sauces conform to the acceptable traditional style of the region, and recipe specifications.

- 4 Store satay mixture**
 - *Satay* mixture is prepared and stored at correct conditions and temperature to maintain quality and extend shelf-life.
 - Basic hygiene requirements and occupational health and safety regulations are complied with, and applied to all tasks.

- 5 Cost menu items**
 - Ingredients and production costs are calculated according to recipe specifications and enterprise requirements.
 - Yields and losses are taken into account when costing menu items.

Range of Variables

- This unit applies to the following establishments:
 - restaurants
 - hotels
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- The preparation of curry (rempah) refers to the following commodities:
 - curry powder (*kare*)
 - fat compound (coconut milk)
 - herbs and spices (fresh and dried)
 - rice cakes (*ketuput*)
 - commodities (fresh, dried and preserved)
 - vegetables
 - sauces (*satay*)
 - lemon/lime juice
 - meat, chicken and seafood.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - commodities
 - cooking techniques and procedures
 - precision cutting techniques and culinary skills
 - temperature control and timing
 - handling and serving *satay/panggang* items
 - blending and balancing *satay/panggang* mixture
 - menu items(definition, spelling)
 - portion control
 - storage and product life
 - equipment and maintenance.
- Skills in:
 - planning and organising
 - working in teams
 - following standard recipe specifications
 - using the *satay* grilling equipment
 - using Indian kitchen equipment, commercial grinder, *masala* stone, mortar and pestle
 - using precision cutting techniques and procedures
 - maintaining quality standards and consistency
 - preparing accompaniment sauces and condiments
 - maintaining portion control
 - ensuring colour appealing and plate presentation
 - maintaining a tidy work station
 - communication skills
 - meeting deadlines
 - complying with hygiene, safety and storage requirements.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THHMAL09A

Prepare and Produce Malay-Nonya Desserts

Unit Descriptor This unit deals with the preparation and presentation of Malay-Nonya desserts (*kuih muih*).

Element	Performance Criteria
1 Identify names of desserts	<ul style="list-style-type: none"> • Key commodities used in Malay-Nonya desserts are identified in Bahasa Malay-Nonya and English. • Key cooking ingredients and flavours (including a variety of flour, rice, eggs, fresh coconuts, coconut milk, palm sugar, etc.) are identified according to recipe requirements. • Key characteristics of Malay-Nonya desserts are identified.
2 Prepare and Produce desserts	<ul style="list-style-type: none"> • Malay-Nonya desserts are served and portioned according to the requirements of the establishment. • Different types of flours, and other ingredients eg. tropical fruits, sweet potatoes, coconut, are selected, measured and weighed according to recipe specifications. • Coconut milk, setting and thickening agents are prepared to correct consistency and to give a delicate moist texture and quality. • Symbolic desserts are prepared in accordance with instructions, including: <ul style="list-style-type: none"> • banquets • buffets • weddings • birthdays • religious festivals (<i>Hari Raya</i>) • ritual festivities. • Agar-agar (<i>serikaya, bikang, dadar gulung</i>) are prepared to correct shapes, fillings, cooking methods and according to recipe specifications.

- | | | |
|----------|--|---|
| 3 | Prepare steamed, fried, boiled products | <ul style="list-style-type: none">• Steamers, woks and equipment are assembled correctly according to instructions.• Basic hygiene requirements and occupational health and safety regulations are complied with, and applied to all tasks.• Standard procedures are followed accurately according to establishment practice.• Steamed products are cooked effectively and according to customer expectations.• Correct steps are applied to coconut milk, setting and thickening agents to maintain quality control. |
| 4 | Store and reheat products | <ul style="list-style-type: none">• Packaging and storage conditions and reheating procedures meet with health requirements.• Basic hygiene requirements and occupational health and safety regulations are complied with, and applied to all tasks. |
| 5 | Present desserts | <ul style="list-style-type: none">• Correct crockery sizes, shapes and colour are used prior to serving.• Desserts are presented neatly and attractively to meet industry standards. |

Range of Variables

- This unit applies to the following establishments:
 - restaurants
 - hotels
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- The preparation of Malay-Nonya desserts refers to the following commodities:
 - flour products
 - fat compound products
 - edible flowers and aromatic leaves (*pandan*)
 - palm sugar and fresh coconuts
 - fresh fruits
 - seaweed and jelly powders
 - setting and thickening agents.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - commodities
 - doughs and pastries
 - deep frying, steaming, boiling, baking and grilling techniques
 - correct temperature control and timing
 - cooking and storing products
 - refreezing and reheating
 - assembling, moulding, plating
 - equipment and maintenance
 - principles and services of desserts
 - shelf-life and storage conditions
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - following recipe instructions
 - preparing syrups and coating agents
 - accompaniments, sauces and setting agents
 - producing dessert items from doughs
 - batters and pastries
 - presenting desserts in acceptable and aesthetic ways
 - achieving maximum eating qualities and customers appeal
 - maintaining a tidy work station.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are available.

Unit THHMAL10A

Design, Plan and Write Malay-Nonya Menus

Unit Descriptor This unit deals with designing, planning and writing Malay-Nonya menus.

Element	Performance Criteria
1 Identify the key characteristics of Malay-Nonya menus	<ul style="list-style-type: none"> • Key characteristics of Malay-Nonya menus are identified in accordance with enterprise practice, incorporating: <ul style="list-style-type: none"> • quality cooking commodities • correct cooking methods • harmonising of flavours • nutritional balance • textures • colours • presentations • seasons influence • festivities (new year) • religious functions (<i>Hari Raya</i>).
2 Design menus	<ul style="list-style-type: none"> • Structures and sequences of Malay-Nonya menus are planned and designed according to the requirements of the establishment, and customer expectations. • Menus are planned, designed and printed distinctively and attractively to follow traditional customs and rules to suit the theme, occasions and decor of the establishment. • Menus are planned and designed to provide a balanced variety of freshness, flavours, colours, textures and delicacies according to enterprise practice. • Menus are planned within the constraints of the kitchen equipment, and the staff skill levels appropriate to the establishment. • Results of sales analysis are incorporated into menu planning. • The number of courses offered are based on the kitchen capacity and to the customers expectations.

- 3 Cost menus**
 - Dishes are priced within given constraints and according to seasonal influence.
 - Food costs are controlled with procedures implemented to determine percentages and reduce wastage.
 - Labour costs are controlled with consideration given to rosters, scheduling, award conditions and rates.
 - Product utilisation and quality are optimised through reconstitution, portion control and yield testing.

- 4 Control menu-based production**
 - Stock control measures are applied including:
 - order in economic quantities
 - receipt procedures
 - storage practices
 - computerised stocks inventory control and security
 - seasonal variations in temperature.

- 5 Maintain security**
 - Security is maintained in food production, food stores, changing rooms and delivery areas with consideration given to:
 - physical security
 - procedures
 - personnel.

Range of Variables

- This unit applies to the following establishments:
 - restaurants
 - hotels
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- Menus refers to the following commodities:
 - weddings
 - birthdays
 - banquets
 - seasonal festivities
 - a la carte.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - principles of designing menus:
 - principles of cookery
 - commodities
 - service crockery and cutlery (seasonal and traditional)
 - harmony
 - service culture
 - creative imagination
 - colours in food balances
 - flavours and texture in food balances
 - theme of menus
 - food portion control
 - hygiene, safety and storage requirements.
- Skills in:
 - creating and constructing menus
 - balancing food combinations
 - costing and portion control on food
 - using accurate languages to describe food
 - planning and designing menus within the constraints of the working team
 - attending to customers preferences.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are available.

Unit THHMAL11A

Design and Operate Malay-Nonya Restaurant Kitchens

Unit Descriptor This unit deals to the planning, preparation, and operating a Malay-Nonya restaurant kitchen (main kitchen, a la carte kitchen).

Element	Performance Criteria
1 Plan restaurant kitchen	<ul style="list-style-type: none"> • Malay-Nonya restaurant kitchen are planned according to the facilities, equipment and space available, and to the enterprise and religious requirements. • A range of menu items are planned and designed according to the establishment requirements. • A service plan is designed and prepared and the required equipment is identified correctly. • A work flow schedule is prepared with consideration to staff, equipment, and according to establishment practices.
2 Prepare and operate a restaurant kitchen	<ul style="list-style-type: none"> • A variety of ingredients are selected and prepared according to recipes specifications and establishment standards. • Sauces are prepared according to recipe specifications. • Wok stations, steamers, ovens and equipment are prepared according to establishment requirements. • Menu items are cooked, cooled, stored and packaged according to establishment procedures, hygiene regulations and requirements. • Products are portioned precisely according to the establishment specifications. • Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks, particularly in relation to the preparation and storage of food products.

- 3 Produce menu items**
- Standard recipes for menu items are followed accurately according to establishment practices and specifications.
 - Steamers for steaming fish are handled correctly according to safety requirements.
 - Correct steps are applied to all cooking methods, and according to recipe specifications.
 - Cooked products such as curries and sambals are packaged and stored at correct conditions to maintain quality, extend shelf-life and health and safety requirements.
 - Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks.
- 4 Present menu items**
- Crockery size, colour and shape is selected prior to portioning and according to establishment requirements.
 - Cooked products are presented correctly and attractively, to meet customer expectations.
 - Accompaniments and portion sizes conform to the acceptable traditional style of the region, and specifications.
- 5 Cost menu items**
- Ingredients and production costs are calculated according to recipe specification and establishment requirements.
 - Yields, losses and proportions are taken into account when costing menu items.

Range of Variables

- This unit applies to the following establishments:
 - restaurants
 - hotels
 - take aways
 - food halls
 - catering operations
 - function facilities.

- Malay-Nonya restaurant kitchen operations refers to the following commodities:
 - meat (poultry, beef, lamb)
 - vegetables (fresh, dried or preserved)
 - seafood
 - herbs and spices (fresh and dried)
 - commodities and ingredients (fresh, dried and preserved)
 - sauces and accompaniments
 - accompaniments (*sambals*)
 - curry paste (*rempah*).

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - principles of restaurant kitchen food production
 - principles of cookery
 - equipment and maintenance
 - temperature control and timing
 - commodities (fresh, dried and preserved)
 - sauce consistency
 - packaging, storage and product life
 - portion control
 - hygiene, safety and storage requirements.
- Skills related to:
 - planning and organising
 - working in teams
 - following recipe instructions
 - using and handling woks and associated equipment
 - maintaining quality standards and consistency
 - costing, yield testing and portion control
 - meeting deadlines
 - correcting and maintaining portion control
 - maintaining a tidy work station
 - communication skills.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are available.

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BACKGROUND AND ACKNOWLEDGMENTS

The Australian National Training Authority funded Tourism Training Australia to develop an integrated training package for the Hospitality industry. This training package builds upon the already comprehensive work completed over previous years in the development of standards, curriculum and resources.

The process of development has involved extensive research and consultation with industry and other relevant parties throughout Australia. Hospitality operators, associations, state training organisations and both public and private providers were represented on the National Industry Reference Group.

Tourism Training Australia would like to acknowledge the contribution of all those industry operators, associations, state training organisations, public and private providers and those within the Tourism Training Network who have assisted with Hospitality Training Package project.

INTRODUCTION TO COMPETENCY STANDARDS

An essential component of the Hospitality Training Package was the review of existing competency standards, and development of new competency standards. Subsequently following competency standards have emerged:-

- Common Core (Tourism/Hospitality)
- Hospitality Core
- Commercial Cookery (including Kitchen Attending)
- Food and Beverage
- Gaming
- Front Office
- Housekeeping
- Patisserie
- Commercial Catering
- Security
- General Units (covering a range of areas)

KEY PRINCIPLES

The following principles underpin all the competency standards:

- These competency standards define the skills and knowledge required to work in the hospitality industry. The standards are designed to provide a flexible framework which can be used by all hospitality enterprises regardless of location or business size.
- To be meaningful and valuable, training and/or assessment based on these standards must be tailored to meet the specific needs of industry sectors, individuals and different cultural groups.
- The standards recognise the need to balance the commercial viability of hospitality and tourism operations with the need for culturally and environmentally appropriate practices.

WHAT ARE COMPETENCY STANDARDS?

Competency Standards are statements about the skills and knowledge that people need to perform their jobs to the required industry standards.

They are nationally agreed benchmarks for effective performance in the hospitality and tourism industry.

WHAT ARE COMPETENCY STANDARDS USED FOR?

Competency Standards are the key elements in ensuring that all training meets the real needs of industry. However, they can also be used for much more than training. They can form the basis for a complete and integrated human resource system.

The standards can be used for:

- compiling job descriptions and organising work structures
- recruitment
- determining training needs
- developing training and training resources/materials
- appraisals and skills assessment
- linkages between skills and industrial awards

HOW ARE THEY DEVELOPED?

Competency Standards are developed by the industry through an extensive process of research and consultation. Tourism Training Australia co-ordinated this process. Consultation was undertaken Australia wide using the Tourism Training State/Territory network. It involved wide circulation of standards with feedback obtained through a range of methods including focus groups, questionnaires and interviews.

Standards for the Hospitality industry have existed for several years. The development of the competency standards under the Hospitality Training Package, has been based on a review of existing work. It has also included technical update of the standards with the addition of more comprehensive Evidence Guides and Range of Variable statements.

WHAT DO COMPETENCY STANDARDS LOOK LIKE?

UNIT CODE: **THHCOR3A**

FOLLOW HEALTH SAFETY AND SECURITY PROCEDURES

Unit Descriptor This unit deals with the skills and knowledge required to follow health, safety and security procedures. This unit applies to all individuals working in tourism and hospitality. It does not cover hygiene or first aid which are found in separate units.

Element	Performance Criteria
1 Follow workplace procedures on health, safety and security	<ul style="list-style-type: none"> Health, safety and security procedures are correctly followed in accordance with enterprise policy and relevant legislation and insurance requirements. Breaches of health, safety and security procedures are identified and promptly reported.....
2 Deal with emergency situations	<ul style="list-style-type: none"> Emergency and potential emergency situations are promptly recognised and required action is determined and taken with scope of individual responsibility. Emergency procedures are correctly followed in accordance with enterprise procedures.....
3 Maintain safe personal presentation standards	<ul style="list-style-type: none"> Personal presentation takes account of the workplace environment and hygiene and safety issues including: <ul style="list-style-type: none"> Appropriate personal grooming and hygiene Appropriate clothing and footwear
4 Provide feedback on health, safety and security	<ul style="list-style-type: none"> Issues requiring attention are promptly identified Issues are raised with the designated person in accordance with enterprise and legislative requirements

Range of Variables

- This unit applies to all hospitality and tourism sectors:
- Health, Safety and Security procedures may include but are not limited to procedures for:
 - Fire prevention
 - Evacuation procedures
 - Safe sitting, lifting and handling

Evidence Guide

Underpinning Skills and Knowledge

- To demonstrate competence, evidence of skills and knowledge in the following is required:
 - Industry / sector insurance and liability requirements....

Context of Assessment

- This unit may be assessed on or off the job. Assessment should include.....

Critical Aspects of Assessment

- Evidence should include a demonstrated understanding of the importance of working in accordance with health, safety and security procedures, and of the.....

Linkages to Other Units

- This is a core unit that underpins effective performance in all other units. It is recommended that this unit is assessed/trained in conjunction with other operational and service units.

Unit Code - Indicates the unit level

Unit Title - Statement of what you do in the workplace

Unit Descriptor
Provides additional general information about the unit

Elements
The building blocks which make up the unit

Performance Criteria
The level of performance that is required for each element. These are used as the tools for assessment

Range of Variables
Provides guidelines on different situations and contexts

Evidence Guide
Shows the underpinning knowledge and skills needed for this unit
Provides guidelines for assessment

THE HOSPITALITY STANDARDS

The standards describe the skills and knowledge needed to work throughout the Hospitality industry. Individual units are combined to create a package of skills which suit the needs of the work situation.

HOW ARE THE STANDARDS ORGANISED AND CODED?

The following is an explanation of how the standards for the entire Hospitality industry are organised.

COMMON CORE

Competencies required by all people working in the Tourism & Hospitality Industry.

HOSPITALITY CORE

Competencies required by all people working in the Hospitality Industry.

HOSPITALITY FUNCTIONAL AREAS

Competencies required in functional areas of the Hospitality Industry
Units of competence may be selected according to the needs of a particular job.

COMMERCIAL COOKERY	COMMERCIAL CATERING	ASIAN COOKERY	PATISSERIE	FOOD & BEVERAGE	FRONT OFFICE	HOUSE KEEPING	SECURITY	GAMING
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GENERAL UNITS

Competencies required by some people across all Hospitality Industry sectors
Units of competence may be selected according to the needs of a particular job

CUSTOMER SERVICE , SALES & MARKETING	HYGIENE, HEALTH, SAFETY & SECURITY	GENERAL ADMIN.	FINANCIAL ADMIN	COMPUTER TECHNOLOGY	TRAINING	LEADERSHIP
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WHAT ARE THE MAIN FEATURES OF COMPETENCY STANDARDS?

CODING

Each nationally endorsed unit of competence has been allocated a unit code. This national code consists of:-

- a national identifier for those Hospitality units reviewed and developed as part of the Hospitality Training Package “THH”.
- common core unit identifier for Tourism and Hospitality “COR”.
- hospitality core unit identifier “HCO”.
- stream/functional area identifier. For example G - Gaming, H - Housekeeping, FB - Food and Beverage etc.
- general unit identifier “G”.
- a version descriptor. The first version descriptor for all recently reviewed and developed units of competence is “A”. As revisions are undertaken and units of competence are updated, the version identifier will change to B, C, D etc to reflect the changes.

Example:-

<i>NATIONAL CODE</i>	<i>UNIT CODE</i>	<i>VERSION DESCRIPTOR</i>	<i>UNIT TITLE</i>
THH	COR01	A	Work With Colleagues and Customers
THH	HCO01	A	Develop and Update Hospitality Industry Knowledge
THH	BKA01	A	Organise and Prepare food
THH	BCC01	A	Use Basic Methods of Cookery
THH	BCAT01	A	Prepare Food According to Specific Dietary & Cultural Needs
THH	BPAT01	A	Prepare and Produce Pastries
THH	BFB01a	A	Clean Tidy Bar Areas
THH	BG01	A	Operate A Gaming Location
THH	BFO01	A	Receive and Process Reservations
THH	BH01	A	Provide Housekeeping Services to Guests
THH	BHTS01	A	Maintain Security of Premises and Property
THH	GCS01	A	Develop and Update Local Knowledge
THH	GHS01	A	Follow Workplace Hygiene Procedures
THH	GGA01	A	Communicate on the Telephone
THH	GFA01	A	Process Financial Transactions
THH	GCT01	A	Access & retrieve Computer Data
THH	GTR01	A	Coach other in Job Skills
THH	GLE01	A	Monitor Workplace Operations

Please note that an individual unit of competence does not have a formal level. It is only when units are packaged together in a qualification that a level is decided.

ARE THERE ANY TIPS ON USING THE STANDARDS?

Here are a few pointers to use to help you in using the standards:-

- The standards are statements about what people need to be **able to do** in the workplace - they are not designed to cover the details of training that may be needed for people to acquire the skills.
- The standards are written to be general enough to apply to the range of situations in the hospitality industry. Therefore you will see statement like ‘in accordance with enterprise procedure’ or ‘as appropriate to the work situation’. **The standards provide a guide which can then be taken and tailored to meet the needs of specific sectors and business.**
- Remember the standards must allow for flexible tailoring and targeting of training and assessment.
- When using the standards take advantage of all the information that is provided. Often the Range of Variables and Evidence guides will provide extra information to help you achieve the results you need.
- While individual units of competence define the skills and knowledge in a particular area of work, it is the combination of several units which creates a meaningful outcome in the workplace. All users are encouraged to mix, match and combine units to meet specific needs.

You will find further information and guidance on using competency standards and other elements of the Hospitality Training Package in the “USER GUIDE PROFESSIONAL DEVELOPMENT RESOURCE” produced by Tourism Training Australia. Contact your local Tourism Training office for details.

IDENTIFICATION OF KEY COMPETENCIES WITHIN ASIAN KITCHEN STANDARDS

THAI KITCHEN								
THHTH01A	<i>Plan a career in Thai Cookery</i>	2	1	1	1	1	1	
THHTH02A	<i>Prepare curry paste (Gaeng)</i>	2	1	2	2	1	1	1
THHTH03A	<i>Prepare and produce Sauces and Dips (Nam prik pao)</i>	2	1	2	2	1	1	1
THHTH04A	<i>Prepare and produce salads (Yam and Larp)</i>	2	1	2	2	1	1	1
THHTH05A	<i>Prepare and produce Stock and soups (Tom Yam)</i>	2	1	2	2	1	1	1
THHTH06A	<i>Prepare and produce curries (poultry, meat, seafood), vegetables</i>	2	1	2	2	1	1	1
THHTH07A	<i>Prepare and produce Rice and Noodles (Khao, pad, khamon)</i>	2	1	2	2	1	1	1
THHTH08A	<i>Prepare and produce Thai desserts</i>	2	1	2	2	1	1	1
THHTH09A	<i>Plan, design and write Thai Menus</i>	2		2	2	1	1	
THHTH10A	<i>Design, and Operate a Thai Restaurant Kitchen</i>	2	1	2	2	1	1	2

Unit THHTH01A

Plan a Career in Thai Cookery

Unit Descriptor This unit deals with the skills and knowledge required to begin a career in Thai cookery.

Element	Performance Criteria
1 Identify the role of a Thai Cook	<ul style="list-style-type: none"> • Specific knowledge, skills, attitudes kitchen culture, culinary terms, and cultural practices required are correctly identified. • Professional skills such as cutting, cooking techniques, cultural aspects required for Thai cooks are clearly identified and defined in detail and correctly practiced. • Good hygiene, safe and tidy work practices are identified in accordance with enterprise requirements.
2 Develop a career path plan	<ul style="list-style-type: none"> • A career path appropriate to the attitudes, skills and experience required for practicing Thai cooks is developed. • The knowledge and skills required by practicing Thai cooks are clearly and correctly identified according to enterprise requirements. • The level of current competencies is identified and compared to the level of competencies required by the industry. • Training needs are identified and taken into account for career path planning and development.
3 Identify Thai commodities and equipment	<ul style="list-style-type: none"> • Thai herbs and spices (eg. <i>makrut, tahrai, kha</i>) and fresh and dried commodities are correctly identified. • A range of Thai equipment is correctly identified in accordance to their applications and enterprise requirements.

Range of Variables

- This unit applies to the following positions:
 - apprentices
 - kitchen hands
 - assistant cooks
 - cooks
 - supervising chefs.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - kitchen hierarchy and culture
 - kitchen culture in food preparation
 - commodities and equipment
 - cookery knowledge
 - training opportunities
 - career and training opportunities in Thai cookery
 - occupational health and safety requirements
 - hygiene regulations and practices
 - Thai food culture
 - types and functions of Thai tableware.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THHTH02A

Prepare and Produce Curry Food Items (Krung Gaeng)

Unit Descriptor This unit deals with the preparation and presentation of curry paste (*Krung Gaeng*).

Element	Performance Criteria
1 Identify and use curry paste (<i>gaeng</i>)	<ul style="list-style-type: none"> • A range of commodities, including fresh and dried herbs and spices, used in Thai cookery are identified in Thai and English. • A variety of herbs and spices are selected, measured, and weighed to correctly make a variety of gaeng according to recipe requirements. • Ingredients (eg. kapi, kha, krachai) are blended to form a moist paste according to enterprise practice.
2 Prepare and use curry paste (<i>gaeng</i>)	<ul style="list-style-type: none"> • A selection of gaeng (eg. masaman, gaeng keow wan, gaeng ped, gaeng choo chee, gaeng som) is prepared and applied in correct quantities to a variety of meat and seafood curries according to standard recipe specification. • Precise quantities of gaeng are used according to enterprise requirements.
3 Cook and produce <i>gaeng</i> food items	<ul style="list-style-type: none"> • Use correct cooking procedures for main ingredients eg. chicken, pork, beef, seafood, and vegetables according to recipe specifications. • Appropriate secondary ingredients are used according to the food item and recipe specifications. • Temperature is controlled during gaeng cooking according to health and safety requirements.
4 Present cooked food	<ul style="list-style-type: none"> • Crockery size, colour and shape is selected, and checked prior to plating. • Food is presented without drips or spills, neatly and attractively, to create customer appeal. • Herb garnishes conform to the acceptable traditional style of the region, and recipe specifications.

5 Apply safe work practices

- Day to day duties are carried out in accordance with the occupational, health and safety requirements.
- Tasks are carried out associated with specific instructions.
- Health and safety risks associated with the equipment and facilities are promptly attended to and meet the requirements of O H & S legislation.
- A tidy and clean work place is maintained according to health requirements.
- All tasks are correctly carried out in accordance with instructions.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- Curry food items (***krung gaeng***) refers to the following commodities:
 - meat (beef, pork, lamb)
 - seafood
 - rice and noodles
 - sauces (***nam pla***)
 - vegetables (fresh and dried)
 - herb and spices (fresh and dried)
 - commodities (preserved).

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills are in the following areas:
- Knowledge of:
 - Thai flavour principles
 - Thai food service culture
 - menu items
 - culinary terms
 - cookery techniques
 - equipment and maintenance
 - temperature control and timing
 - herbs and spices (fresh and dried)
 - blending and balancing flavours
 - portion control
 - flavour structure
 - texture balance
 - colour and plate presentation
 - hygiene, safety and storage requirements.
- Skills in:
 - planing and organising
 - working in teams
 - using precision cutting techniques
 - following standard recipe specifications
 - identifying, handling and store fresh herbs and spices
 - identifying, handling and use curry paste (*gaeng*)
 - recognising the quality and variety of curries
 - maintaining a tidy work station
 - assessing sauce consistency.
- This unit should be assessed in the workplace or through simulation process where equipment and materials are provided.

Unit THHTH03A

Prepare and Produce Sauces and Dips (Nam Prik)

Unit Descriptor This unit deals with the preparation and presentation of sauces and dips (*nam prik*).

Element	Performance Criteria
1 Prepare boiled sauces	<ul style="list-style-type: none"> • A variety of fresh and dried commodities, including herbs and spices, used in the making of sauces and dips, are correctly described and used according to recipe specification. • A range of sauces and dips are used to complement main food items and made according to appropriate regional practices. • Sauces and flavourings are made and prepared according to enterprise practice. • Ingredients are selected, measured and weighed according to the application and according to recipe specification. • A selection of fresh fruits are made into sauces and correct storage conditions are maintained according to recipe specifications. • Sauces and flavourings are made and prepared according to enterprise practice. • Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks.
2 Prepare boiled sauces	<ul style="list-style-type: none"> • Standard recipes are followed accurately according to enterprise practices. • Sauces are made correctly according to customer orders, and standard recipe specifications. • Corrective steps are applied to cooking sauces, according to hygiene requirements and recipe specifications. • Corrective steps are applied to raw sauces to achieve desired consistency, quality and taste.
3 Present cooked sauces	<ul style="list-style-type: none"> • Crockery size, colour and shape is matched to the colour of the sauce and establishment specification. • Sauces are presented correctly according to portion size and establishment requirements. • Herb garnishes conform to the acceptable traditional style of the region, and recipe specifications.

4 Store cooked sauces

- Packaging is appropriate for the preservation of freshness, taste and chemical reaction.
- Sauces are stored at correct temperatures and under correct conditions to maintain shelf-life.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - catering operations
 - function facilities.

- Sauces and dips refers to the following commodities:
 - shrimp paste (*kapi*)
 - palm sugar (*nam tan peep*)
 - fish sauce (*nam pla*) - quality and variety
 - tamarind (*ma kham*)
 - lemon/lime juice
 - herbs and spices (fresh and dried).

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of :
 - sauces (raw, boiled and cooked)
 - culinary terms
 - herbs and spices (fresh and dried)
 - commodities (fresh, dried and preserved)
 - blending and balancing flavours
 - fish sauces (variety, brand and quality)
 - service culture
 - accompaniments
 - flavour structure
 - acid balance
 - colour and presentation
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - using precision cutting techniques
 - following standard recipe specifications
 - assessing flavour structure
 - ensuring correct herbs and spice combinations
 - using the mortar and pestle
 - maintaining a tidy work station
 - assessing sauce consistency.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are available.

Unit THHTH04A

Prepare and Produce Salads (Yam and Larp)

Unit Descriptor This unit deals with the preparation and presentation of *Yam* and *Larp* salads.

Element	Performance Criteria
1 Prepare yam and larp salads	<ul style="list-style-type: none"> • A range of fresh and dried commodities, including herbs and spices are selected, and identified in Thai and English. • A variety of salads are prepared, using a range of sauces and preparation methods according to recipe specifications. • Yam or larp salads are prepared and served according to regional requirements and enterprise practices.
2 Prepare ingredients	<ul style="list-style-type: none"> • Ingredients are prepared correctly according to recipe specification using regional precision cutting techniques. • Marinades, flavourings and sauce mixtures are prepared, organised and stored correctly according to recipe specification. • Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks.
3 Prepare fruit salads	<ul style="list-style-type: none"> • Standard recipes are followed accurately according to establishment practices. • The mortar and pestle used for fruit salad preparation is handled, used, and cleaned correctly. • Fruits salads are prepared according to customer orders and recipe specifications.
4 Store fruit salads	<ul style="list-style-type: none"> • Corrective steps are applied to ensure strong acid fruit salads retain quality and shelf life. • Sauces are stored at correct temperatures and conditions to maintain service qualities. • Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks.
5 Present salads	<ul style="list-style-type: none"> • Crockery size, colour and shape is selected and checked prior to plating. • Salads are presented neatly and attractively to achieve maximum customer appeal. • Herb garnishes conform to the acceptable traditional style of the region, and specifications.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - catering operations
 - function facilities.

- ***Yam*** and ***larp*** salads refer to the following commodities:
 - meat (beef, pork, lamb)
 - seafood
 - vegetables (fresh or preserved)
 - herbs and spices (leafy and root)
 - fish sauces
 - commodities (fresh, dried and preserved).

- Quality control principles should be applied at all stages of preparation and cooking procedures to achieve:
 - flavour and aromatic balance
 - acid balance
 - colour combination
 - herb garnishes.

- Food presentation should include:
 - use of correct commodities
 - use of correct type of service tableware
 - use of correct quantity of sauces.

- Routine performance may include:
 - tidy work stations
 - time frame
 - correct procedure
 - hygiene practices
 - occupational health and safety.

- Hazards and Risks:

- handling of spices (eg. chillies)
- handling of curry paste (gaeng).

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of :
 - principles of preparation of salads
 - service culture
 - culinary terms
 - preparation and cookery techniques
 - equipment and maintenance
 - recognising the herbs and spices and their applications
 - handling fresh, dried and preserved commodities
 - blending and balancing flavours
 - combining marinades, dressings and sauces
 - sauces and their applications
 - portion control
 - hygiene, safety and storage requirements.
- Skills in:
 - plan and organise
 - work in teams
 - use precision cutting techniques
 - follow standard recipe specifications
 - use the cooking equipment
 - maintain a tidy work station
 - assess sauce consistency
 - assess flavour, texture, and colour
 - plate presentation and garnishes.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials area available.

Unit THHTH05A

Prepare and Produce Stock and Soups (Tom Yam)

Unit Descriptor This unit deals with the preparation and presentation of stocks and soups (*Tom Yam*).

Element	Performance Criteria
<p>1 Prepare and produce stocks</p>	<ul style="list-style-type: none"> • Ingredients including herbs and spices are selected and prepared according to recipe requirements. • Stocks are prepared using correct herbs and spices according to recipe specifications. • Ingredients are prepared to recipe specifications and specified precision cutting techniques. • Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks. • Standard recipes are followed accurately according to establishment practices. • Food is cooked quickly and effectively according to customer orders, and recipe specifications. • Corrective steps are applied to ensure herb and spice combinations and retain a correct balance and quality. • Fish sauces are used to achieve the required results and balance according to recipe specification. • Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks.
<p>2 Present and store soups</p>	<ul style="list-style-type: none"> • Crockery size, colour and shape is selected and checked according to enterprise requirements. • Soups are served in correct amounts to achieve establishment requirements. • Garnishes conform to the acceptable traditional style of the region, and recipe specifications. • Soups (eg. <i>tom ka kai</i>) are stored at correct temperatures and conditions to retain quality and according to health and safety requirements.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - catering operations
 - function facilities.

- Stock and soups refers to the following commodities:
 - meat (beef, pork, lamb)
 - seafood
 - vegetables
 - herbs and spices (leafy and root)
 - fish sauces
 - fat compound (coconut milk)
 - commodities (fresh, dried and preserved).

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - principles of cookery
 - culinary terms
 - multiple cooking techniques
 - equipment and maintenance
 - commodities (fresh, dried and preserved)
 - herbs and spices (identification and application)
 - balancing flavours
 - flavour structure
 - texture balance
 - colour and food presentation.
- Skills in:
 - plan and organise
 - work in teams
 - use precision cutting techniques
 - follow standard recipe specifications
 - use the wok and associated equipment correctly
 - maintain a tidy work station.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are available.

Unit THHTH06A

Prepare and Produce Poultry, Meat, Seafood and Vegetable Curries

Unit Descriptor	This unit deals with the preparation and preparation and cooking of poultry, meat, seafood and vegetables curries (<i>gai, neur, pla</i>).
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Element	Performance Criteria
1 Identify key commodities	<ul style="list-style-type: none"> • A range of fresh, dried and preserved commodities and flavouring agents (eg. <i>kapi, takrai</i>) used in curries are identified in Thai and English. • A variety of main and secondary ingredients are correctly selected, according to establishment standards. • Key curries are identified by the correct menu names and the types of <i>gaeng</i> used.
2 Prepare curries	<ul style="list-style-type: none"> • Ingredients (eg. <i>gaeng, nam pla, makrut</i>) are selected, prepared and portioned according to establishment standards. • Sauces (<i>nam pla</i>) and flavouring agents are prepared according to recipe specifications. • Cooking equipment is selected and prepared according to establishment requirements. • Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks, particularly in relation to the preparation and storage of curries.
3 Produce curries	<ul style="list-style-type: none"> • Standard recipes for curries are followed accurately according to establishment practices and specifications. • Curry paste (<i>Krung Gaeng</i>) is handled correctly according to safety requirements. • Curries (meat, seafood, vegetables) are prepared, and cooked according to the recipe specifications. • Corrective steps are applied to all cooking methods, and according to recipe specifications.

- 4 Store curries**

 - Curries are cooked and stored at correct conditions and temperatures to maintain quality and extend shelf-life.
 - Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks.
 - Date stamp and codes are checked to ensure quality control and safety of curried food items.

- 5 Present curries**

 - Crockery size, colour and shape is selected according to the establishment requirement.
 - Accompaniments and sauces (*nam prik pao*) conform to the acceptable traditional style of the region, and specifications.
 - Service is carried out according to enterprise methods and standards.
 - Accurate portion control is exercised to minimise waste.

- 6 Cost dishes**

 - Ingredients and production costs are calculated in according to recipe specifications and enterprise requirements.
 - Yields and losses are taken into account when costing menu items.

Range of Variables

- This unit applies to the following establishments:
 - restaurants
 - hotels
 - take aways
 - food halls
 - catering operations
 - function facilities.

- This unit refers to the following commodities:
 - curry paste (krung gaeng)
 - fat compound (coconut milk)
 - tamarind
 - fish sauce (nam pla)
 - lemon/lime
 - herbs and spices (fresh, dried and preserved).

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - culinary terms
 - cooking techniques
 - equipment and maintenance
 - commodities (fresh, dried and preserved)
 - handling and serving curries
 - storage and product shelf life
 - portion control
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - following recipe instructions
 - using Thai kitchen equipment
 - maintaining quality standards and consistency
 - preparing accompanied sauces
 - precision cutting techniques
 - meeting deadlines
 - communication
 - correcting and maintaining portion control
 - maintaining a tidy work station.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THH07A

Prepare and Produce Rice and Noodles (pad, khanom)

Unit Descriptor This unit deals with the preparation and cooking of rice and noodles (*pad, khanom*).

Element	Performance Criteria
1 Prepare rice and noodles	<ul style="list-style-type: none"> • Standard recipes are followed correctly according to enterprise standards. • Main and secondary ingredients are selected and prepared according to the establishment requirements. • Rice and noodles are selected, prepared and cooked, according to specifications, menu requirements, and profitability of the establishment. • Equipment is assembled for cooking and frying rice according to recipe specification. • Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks.
2 Present rice and noodles	<ul style="list-style-type: none"> • Rice and noodles are presented correctly accompanied with sauces according to establishment requirements. • Garnishes and sauces conform to the acceptable traditional style, service specifications and menu requirements.
3 Store rice and noodles	<ul style="list-style-type: none"> • Storage and reheating is carried out correctly to maintain quality, and according to enterprise practice. • Reheating meets hygiene and nutritional practices. • Noodles are packaged and stored correctly according to industry standards.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - catering operations
 - function facilities.

- Rice and noodles refer to the following varieties which are used in preparation:
 - egg noodles (fresh and dried)
 - rice noodles (fresh and dried)
 - rice (long, short grain)
 - flavouring agents
 - herbs and spices (fresh and dried)
 - sauces (***nam pla***).

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of the
 - principles of cooking rice and noodles
 - range and varieties of rice and noodles
 - menu applications
 - cooking techniques
 - equipment and their uses
 - temperature control and timing
 - accompanied sauces
 - freezing and defrosting
 - hygiene, safety and storage requirements.
- Skills in :
 - planning and organising
 - working in teams
 - following recipe specifications
 - using precision cutting techniques
 - maintaining a tidy work station.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THHTH08A

Prepare and Produce Thai desserts

Unit Descriptor This unit deals with the preparation and presentation of Thai desserts.

Element	Performance Criteria
1 Identify and name desserts	<ul style="list-style-type: none"> • A range of key commodities including flowers, fruit and rice products used in Thai desserts (eg. <i>saku peek</i>, <i>kanom talai</i>, <i>khaw neaw mamuang</i>) are identified in Thai and English. • Liquid and solid desserts are portioned according to establishment requirements. • Coconut milk, setting agents, and fresh fruits, eg. mango, are prepared to correct consistency and recipe specification.
2 Prepare Thai desserts	<ul style="list-style-type: none"> • Symbolic desserts are prepared in accordance with instructions, including: <ul style="list-style-type: none"> • banquets • weddings • festivals • New Year • birthdays.
3 Prepare steamed products	<ul style="list-style-type: none"> • Ingredients are selected, measured and weighed according to recipe specifications. • Steamers and equipment are assembled and prepared according to instruction. • Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks.

- 4 Store and reheat steamed products**
- Standard storage and reheating procedures are followed accurately according to enterprise practices.
 - Steamed products are reheated and cooked quickly and effectively according to the customer orders, traditional methods and specifications.
 - Corrective steps are applied to setting agents, and coconut milk to maintain quality.
 - Correct storage and reheating procedures are followed, and appropriate storage conditions are maintained.
 - Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks.
- 5 Present Thai desserts festive**
- Crockery size, colour and shape is prepared and selected to maintain quality and enterprise practices.
 - Sauces are assessed against quality and shelf-life.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - catering operations
 - function facilities.

- Thai desserts refer to the following commodities:
 - flour products
 - edible flowers
 - fresh fruits
 - setting agents
 - jellies and pastes.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - assembling, moulding, pleating
 - deep frying, steaming and baking techniques
 - equipment and maintenance
 - temperature control and timing
 - commodities
 - yeast products
 - doughs and pastries
 - product life - storage conditions
 - reheating
 - refreezing
 - cooking and storing products
 - hygiene, safety and storage requirements.
- Skills in:
 - planing and organising
 - team work
 - following instructions
 - preparing, coating agents, sauces and setting agents
 - producing dessert items from doughs
 - batters and pastries
 - complying with hygiene, safety and storage requirements
 - presenting desserts in acceptable and aesthetic ways
 - achieving maximum eating qualities and customer appeal
 - maintaining a tidy work station.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THHTH09A

Design, Plan and Write Thai Menus

Unit Descriptor This unit deals with designing, planning and writing Thai menus.

Element	Performance Criteria
1 Identify key characteristics of Thai menus	<ul style="list-style-type: none"> • Key characteristics of Thai menus are identified in accordance with enterprise practice incorporating: <ul style="list-style-type: none"> • cooking methods • flavours • textures • colours • festivities, eg.: • weddings, birthdays • seasons. • Structures and sequencing of Thai menus are designed according to instructions. • Thai menus are designed and planned in accordance with establishment requirements and customers expectations.
2 Design Thai menus	<ul style="list-style-type: none"> • Menus are designed and written effectively to suit the occasion, theme and decor of the establishment. • Menus are planned and designed to provide balanced in variety, freshness, flavours and delicacies according to enterprise practice. • Menus are planned to allow for the constraints of the kitchen equipment, the staff skill levels and appropriate to the establishment. • Results of sales analysis are incorporated into the menu planning. • The number of courses offered suits the capacity of the kitchen and considers to the customer expectations.
3 Write Thai menus	<ul style="list-style-type: none"> • The spelling, meaning and descriptions are correctly written according to instruction. • The names and description of the dishes is in terminology suited to the market, style of menu, the occasion and cultural aspects. • The sequence or arrangement of service is correctly interpreted on the menu.

- 4 Cost menus**
 - Ingredients, overheads, labour and production costs are calculated accurately.
 - Yields, losses and portions are taken into account when costing dishes.
 - Seasonal dishes are priced within given constraints and appropriate selling prices are determined according to enterprise practices.

- 5 Control menu-based production**
 - Food costs are controlled with procedures implemented to determine percentages and reduce wastage.
 - Labour costs are controlled with consideration given to rosters, scheduling, award conditions and rates.
 - Product utilisation and quality are optimised through reconstitution, and the application of portion control and yield testing.
 - Stock control measures are applied including:
 - order in economic quantities
 - receipt procedures
 - storage practices
 - computerised inventory control and security
 - seasonal variations in temperature.

- 6 Maintain security**
 - Security is maintained in food production, food store, change room and delivery areas with consideration given to:
 - physical security
 - procedures
 - personnel.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - catering operations
 - function facilities.

- Menus refer to the following occasions where food is prepared and served including:
 - weddings
 - birthdays
 - banquets
 - a la carte
 - festive occasions.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - principles of designing menus
 - principles of cookery
 - commodities
 - service utensils (seasonal and traditional)
 - harmony
 - five colour food balance
 - five flavour food balance
 - theme of menus
 - portion control
 - cultural and religious aspects.
- Skills related to:
 - constructing menus
 - balancing food combinations
 - costing
 - using language to accurately describe food
 - planning menus within the constraints of the work team
 - identifying and responding to customers preference.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THHTH10A

Design and Operate Thai Restaurant Kitchen

Unit Descriptor This unit deals with planning, preparation, and operating a Thai restaurant kitchen.

Element	Performance Criteria
1 Plan Restaurant Kitchen	<ul style="list-style-type: none"> • Thai restaurant kitchens are planned according to the facilities, equipment and space available, and to religious and enterprise requirements. • A range of menu items are planned and designed according to the establishment requirements. • A service plan is designed and prepared and the required equipment is correctly identified. • A work flow schedule is prepared with consideration to staff, equipment, and according to establishment practices.
2 Prepare and operate a restaurant kitchen	<ul style="list-style-type: none"> • A variety of ingredients are selected and prepared according to recipe specifications and establishment standards. • Sauces are prepared according to recipe specifications. • Wok stations, steamers, ovens and equipment are selected and prepared according to establishment requirements. • Menu items are cooked, cooled, stored and packaged according to establishment procedures, hygiene regulations and requirements. • Products are portioned precisely according to the establishment specifications. • Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks, particularly in relation to the preparation and storage of food products.

- 3 Produce menu items**
- Standard recipes for menu items are followed accurately according to establishment practices and specifications.
 - Steamers for steaming fish are handled correctly according to safety requirements.
 - Correct steps are applied to all cooking methods according to recipe specifications.
 - Cooked products such as curries and sauces are packaged and stored at correct conditions to maintain quality, extend shelf-life and health and safety requirements.
 - Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks.
- 4 Present menu items**
- Crockery size, colour and shape is selected prior to portioning and according establishment requirements.
 - Cooked products are presented correctly and attractively according to accepted industry standards.
 - Accompaniments and portion sizes conform to the acceptable traditional style of the region, and specifications.
- 5 Cost menu items**
- Ingredients and production costs are calculated according to recipe specification and establishment requirements.
 - Yields, losses and portions are taken into account when costing menu items.

Range of Variables

- This unit applies to the following establishments:
 - restaurants
 - hotels
 - take aways
 - food halls
 - catering operations
 - function facilities.

- Thai restaurant kitchen operations refer to the following commodities:
 - meat (poultry, beef, lamb)
 - vegetables (fresh, dried or preserved)
 - seafood
 - herbs and spices (fresh and dried)
 - commodities (fresh, dried and preserved)
 - sauces and accompaniments
 - sauces (*nam prik pao*)
 - curry paste (krung gaeng).

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - principles of restaurant kitchen food production
 - principles of cookery
 - blending curry paste (*krung gaeng*) and their uses
 - equipment and maintenance
 - temperature control and timing
 - commodities (fresh, dried and preserved)
 - sauces and their uses
 - sauce structure
 - packaging
 - storage and product life
 - portion control.
- Skills - related to:
 - planning and organising
 - working in teams
 - following recipe instructions
 - using and handling woks and associated equipment eg. mortar and pestle, slicers and mincers
 - maintaining quality standards and consistency
 - costing, yield testing and correcting and maintaining portion control
 - meeting deadlines
 - complying with hygiene, safety and storage requirements
 - maintaining a tidy work station
 - communication skills
 - hygiene practices
 - occupational health and safety.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are available.

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BACKGROUND AND ACKNOWLEDGMENTS

The Australian National Training Authority funded Tourism Training Australia to develop an integrated training package for the Hospitality industry. This training package builds upon the already comprehensive work completed over previous years in the development of standards, curriculum and resources.

The process of development has involved extensive research and consultation with industry and other relevant parties throughout Australia. Hospitality operators, associations, state training organisations and both public and private providers were represented on the National Industry Reference Group.

Tourism Training Australia would like to acknowledge the contribution of all those industry operators, associations, state training organisations, public and private providers and those within the Tourism Training Network who have assisted with Hospitality Training Package project.

INTRODUCTION TO COMPETENCY STANDARDS

An essential component of the Hospitality Training Package was the review of existing competency standards, and development of new competency standards. Subsequently following competency standards have emerged:-

- Common Core (Tourism/Hospitality)
- Hospitality Core
- Commercial Cookery (including Kitchen Attending)
- Food and Beverage
- Gaming
- Front Office
- Housekeeping
- Patisserie
- Commercial Catering
- Security
- General Units (covering a range of areas)

KEY PRINCIPLES

The following principles underpin all the competency standards:

- These competency standards define the skills and knowledge required to work in the hospitality industry. The standards are designed to provide a flexible framework which can be used by all hospitality enterprises regardless of location or business size.
- To be meaningful and valuable, training and/or assessment based on these standards must be tailored to meet the specific needs of industry sectors, individuals and different cultural groups.
- The standards recognise the need to balance the commercial viability of hospitality and tourism operations with the need for culturally and environmentally appropriate practices.

WHAT ARE COMPETENCY STANDARDS?

Competency Standards are statements about the skills and knowledge that people need to perform their jobs to the required industry standards.

They are nationally agreed benchmarks for effective performance in the hospitality and tourism industry.

WHAT ARE COMPETENCY STANDARDS USED FOR?

Competency Standards are the key elements in ensuring that all training meets the real needs of industry. However, they can also be used for much more than training. They can form the basis for a complete and integrated human resource system.

The standards can be used for:

- compiling job descriptions and organising work structures
- recruitment
- determining training needs
- developing training and training resources/materials
- appraisals and skills assessment
- linkages between skills and industrial awards

HOW ARE THEY DEVELOPED?

Competency Standards are developed by the industry through an extensive process of research and consultation. Tourism Training Australia co-ordinated this process. Consultation was undertaken Australia wide using the Tourism Training State/Territory network. It involved wide circulation of standards with feedback obtained through a range of methods including focus groups, questionnaires and interviews.

Standards for the Hospitality industry have existed for several years. The development of the competency standards under the Hospitality Training Package, has been based on a review of existing work. It has also included technical update of the standards with the addition of more comprehensive Evidence Guides and Range of Variable statements.

WHAT DO COMPETENCY STANDARDS LOOK LIKE?

UNIT CODE: **THHCOR3A**

FOLLOW HEALTH SAFETY AND SECURITY PROCEDURES

Unit Descriptor This unit deals with the skills and knowledge required to follow health, safety and security procedures. This unit applies to all individuals working in tourism and hospitality. It does not cover hygiene or first aid which are found in separate units.

Element	Performance Criteria
1 Follow workplace procedures on health, safety and security	<ul style="list-style-type: none"> Health, safety and security procedures are correctly followed in accordance with enterprise policy and relevant legislation and insurance requirements. Breaches of health, safety and security procedures are identified and promptly reported.....
2 Deal with emergency situations	<ul style="list-style-type: none"> Emergency and potential emergency situations are promptly recognised and required action is determined and taken with scope of individual responsibility. Emergency procedures are correctly followed in accordance with enterprise procedures.....
3 Maintain safe personal presentation standards	<ul style="list-style-type: none"> Personal presentation takes account of the workplace environment and hygiene and safety issues including: <ul style="list-style-type: none"> Appropriate personal grooming and hygiene Appropriate clothing and footwear
4 Provide feedback on health, safety and security	<ul style="list-style-type: none"> Issues requiring attention are promptly identified Issues are raised with the designated person in accordance with enterprise and legislative requirements

Range of Variables

- This unit applies to all hospitality and tourism sectors:
- Health, Safety and Security procedures may include but are not limited to procedures for:
 - Fire prevention
 - Evacuation procedures
 - Safe sitting, lifting and handling

Evidence Guide

Underpinning Skills and Knowledge

- To demonstrate competence, evidence of skills and knowledge in the following is required:
 - Industry / sector insurance and liability requirements....

Context of Assessment

- This unit may be assessed on or off the job. Assessment should include.....

Critical Aspects of Assessment

- Evidence should include a demonstrated understanding of the importance of working in accordance with health, safety and security procedures, and of the.....

Linkages to Other Units

- This is a core unit that underpins effective performance in all other units. It is recommended that this unit is assessed/trained in conjunction with other operational and service units.

Unit Code - Indicates the unit level

Unit Title - Statement of what you do in the workplace

Unit Descriptor
Provides additional general information about the unit

Elements
The building blocks which make up the unit

Performance Criteria
The level of performance that is required for each element. These are used as the tools for assessment

Range of Variables
Provides guidelines on different situations and contexts

Evidence Guide
Shows the underpinning knowledge and skills needed for this unit
Provides guidelines for assessment

THE HOSPITALITY STANDARDS

The standards describe the skills and knowledge needed to work throughout the Hospitality industry. Individual units are combined to create a package of skills which suit the needs of the work situation.

HOW ARE THE STANDARDS ORGANISED AND CODED?

The following is an explanation of how the standards for the entire Hospitality industry are organised.

COMMON CORE

Competencies required by all people working in the Tourism & Hospitality Industry.

HOSPITALITY CORE

Competencies required by all people working in the Hospitality Industry.

HOSPITALITY FUNCTIONAL AREAS

Competencies required in functional areas of the Hospitality Industry
Units of competence may be selected according to the needs of a particular job.

COMMERCIAL COOKERY	COMMERCIAL CATERING	ASIAN COOKERY	PATISSERIE	FOOD & BEVERAGE	FRONT OFFICE	HOUSE KEEPING	SECURITY	GAMING
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GENERAL UNITS

Competencies required by some people across all Hospitality Industry sectors
Units of competence may be selected according to the needs of a particular job

CUSTOMER SERVICE , SALES & MARKETING	HYGIENE, HEALTH, SAFETY & SECURITY	GENERAL ADMIN.	FINANCIAL ADMIN	COMPUTER TECHNOLOGY	TRAINING	LEADERSHIP
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WHAT ARE THE MAIN FEATURES OF COMPETENCY STANDARDS?

CODING

Each nationally endorsed unit of competence has been allocated a unit code. This national code consists of:-

- a national identifier for those Hospitality units reviewed and developed as part of the Hospitality Training Package “THH”.
- common core unit identifier for Tourism and Hospitality “COR”.
- hospitality core unit identifier “HCO”.
- stream/functional area identifier. For example G - Gaming, H - Housekeeping, FB - Food and Beverage etc.
- general unit identifier “G”.
- a version descriptor. The first version descriptor for all recently reviewed and developed units of competence is “A”. As revisions are undertaken and units of competence are updated, the version identifier will change to B, C, D etc to reflect the changes.

Example:-

<i>NATIONAL CODE</i>	<i>UNIT CODE</i>	<i>VERSION DESCRIPTOR</i>	<i>UNIT TITLE</i>
THH	COR01	A	Work With Colleagues and Customers
THH	HCO01	A	Develop and Update Hospitality Industry Knowledge
THH	BKA01	A	Organise and Prepare food
THH	BCC01	A	Use Basic Methods of Cookery
THH	BCAT01	A	Prepare Food According to Specific Dietary & Cultural Needs
THH	BPAT01	A	Prepare and Produce Pastries
THH	BFB01a	A	Clean Tidy Bar Areas
THH	BG01	A	Operate A Gaming Location
THH	BFO01	A	Receive and Process Reservations
THH	BH01	A	Provide Housekeeping Services to Guests
THH	BHTS01	A	Maintain Security of Premises and Property
THH	GCS01	A	Develop and Update Local Knowledge
THH	GHS01	A	Follow Workplace Hygiene Procedures
THH	GGA01	A	Communicate on the Telephone
THH	GFA01	A	Process Financial Transactions
THH	GCT01	A	Access & retrieve Computer Data
THH	GTR01	A	Coach other in Job Skills
THH	GLE01	A	Monitor Workplace Operations

Please note that an individual unit of competence does not have a formal level. It is only when units are packaged together in a qualification that a level is decided.

ARE THERE ANY TIPS ON USING THE STANDARDS?

Here are a few pointers to use to help you in using the standards:-

- The standards are statements about what people need to be **able to do** in the workplace - they are not designed to cover the details of training that may be needed for people to acquire the skills.
- The standards are written to be general enough to apply to the range of situations in the hospitality industry. Therefore you will see statement like ‘in accordance with enterprise procedure’ or ‘as appropriate to the work situation’. **The standards provide a guide which can then be taken and tailored to meet the needs of specific sectors and business.**
- Remember the standards must allow for flexible tailoring and targeting of training and assessment.
- When using the standards take advantage of all the information that is provided. Often the Range of Variables and Evidence guides will provide extra information to help you achieve the results you need.
- While individual units of competence define the skills and knowledge in a particular area of work, it is the combination of several units which creates a meaningful outcome in the workplace. All users are encouraged to mix, match and combine units to meet specific needs.

You will find further information and guidance on using competency standards and other elements of the Hospitality Training Package in the “USER GUIDE PROFESSIONAL DEVELOPMENT RESOURCE” produced by Tourism Training Australia. Contact your local Tourism Training office for details.

IDENTIFICATION OF KEY COMPETENCIES WITHIN ASIAN KITCHEN STANDARDS

VIETNAMESE KITCHEN								
THHVIE01A	<i>Plan a career in Vietnamese cookery</i>	1	1	1	1	1	1	
THHVIE02A	<i>Prepare and produce Appetisers</i>	2	2	2	2	1	2	1
THHVIE03A	<i>Prepare and produce sauces and dips (Nouc Charm)</i>	2	2	2	2	1	1	2
THHVIE04A	<i>Prepare and produce salads</i>	2	2	2	2	1	2	1
THHVIE05A	<i>Prepare and produce Stocks and Soups (Chao Tom, Canh Chua Ca)</i>	2	2	2	2	1	2	1
THHVIE06A	<i>Prepare and produce meat, poultry, seafood, vegetable dishes</i>	2	2	2	2	1	2	1
THHVIE07A	<i>Prepare and produce rice and noodles</i>	2	2	2	2	1	2	1
THHVIE08A	<i>Prepare and produce Vietnamese desserts</i>	2	2	2	2	1	2	1
THHVIE09A	<i>Design, plan and write Vietnamese Menus</i>	2	2	2	2	1	2	
THHVIE10A	<i>Design and operate a Vietnamese Restaurant Kitchen</i>	2	2	2	2	1	2	2

Unit THHVIE01A

Plan a Career in Vietnamese Cookery

Unit Descriptor This unit deals with the skills and knowledge required to begin a career in Vietnamese cookery.

Element	Performance Criteria
1 Identify the role of a Vietnamese Cook	<ul style="list-style-type: none"> • Specific knowledge, skills, attitudes and kitchen cultural practices and religion, are correctly identified. • Professional skills such as cutting, cooking techniques, cultural understanding required for Vietnamese cooks are clearly identified and defined in detail. • Good hygiene, safe and tidy work practices in accordance with enterprise requirements are practiced.
2 Develop a career path plan	<ul style="list-style-type: none"> • A career path appropriate to the attitudes, skills and experience required for practicing cooks is developed. • The knowledge and skills required by practicing Vietnamese cooks are clearly and correctly identified. • The level of current competencies is identified and compared to the level of competencies required by the industry. • Training needs are identified and taken into account for career path planning and development.
3 Identify Vietnamese commodities and equipment	<ul style="list-style-type: none"> • A range of Vietnamese herbs and spices, and fresh and dried commodities is correctly identified. • A range of Thai equipment is correctly identified in accordance with enterprise requirements.

Range of Variables

- This unit applies to the following professions:
 - apprentices
 - kitchen hands
 - assistant cooks
 - cooks
 - supervising chefs.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - commodities (fresh, dried and preserved)
 - chemical reaction in food eg. salads and sauces
 - menu items (spelling, definition etc.)
 - the art of Vietnamese cuisine
 - principles of cookery
 - artistic assembling of food
 - equipment (mortar and pestle), coconut scraper, stainless steel, copper, wok and claypot
 - career and training opportunities in Vietnamese cookery
 - occupational health and safety requirements
 - hygiene regulations and practices.
- This unit should be assessed in the workplace or through a simulation process where the equipment and materials are provided.

Unit THHVIE02A

Prepare and Produce Appetisers

Unit Descriptor This unit deals with the preparation and presentation of appetisers.

Element	Performance Criteria
1 Prepare appetisers	<ul style="list-style-type: none"> • A range of commodities, including fresh herbs, used in Vietnamese appetisers are identified in Vietnamese and English. • A variety of herbs and spices are selected, measured and weighed to make a variety of hot and cold appetisers according to recipe specifications.
2 Prepare sauces (<i>nouc charm</i>)	<ul style="list-style-type: none"> • A selection of sauces (<i>nouc charm</i>) is prepared and applied in correct quantities to a variety of meat and seafood according to standard recipe specifications. • Precision application of sauces are used according to establishment requirements.
3 Cook and produce appetisers	<ul style="list-style-type: none"> • Use correct cooking procedures for prepared meat and vegetables according to enterprise requirements. • Appropriate secondary ingredients eg. fruits, cooked seafood, raw vegetables are selected and used according to recipe specifications.
4 Present appetisers	<ul style="list-style-type: none"> • Crockery size, colour and shape is selected, and checked prior to plating. • Herb garnishes conform to the acceptable traditional style of the region, and recipe specifications.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - commercial catering operations
 - function facilities.

- This unit refers to the following commodities:
 - meat (beef, pork, lamb)
 - seafood
 - vegetables (fresh and dried)
 - herbs (fresh)
 - sauces (nuoc mam) and preserved commodities.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - Vietnamese flavour principles
 - menu items
 - culinary terms
 - cookery techniques
 - equipment and maintenance
 - temperature control and timing
 - fresh and dried herbs and spices
 - blending and balancing flavours
 - portion control
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - using precision cutting techniques
 - following standard recipe specifications
 - identify, handling and storing spices
 - recognising the quality and variety
 - maintaining a tidy work station
 - assessing sauce consistency
 - structuring flavour
 - balancing texture
 - colour and plate presentation.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are provided.

Unit THHVIE03A

Prepare and Produce Sauces and Dips

Unit Descriptor This unit deals with the preparation and presentation of sauces and dips (*nuoc charm*).

Element	Performance Criteria
1 Prepare sauces and dips	<ul style="list-style-type: none"> • A variety of fresh and dried commodities, including herbs and spices, used in the making of sauces and dips are correctly identified and described. • A range of sauces and dips are used to complement main food items and made according to appropriate regional practices. • Ingredients are selected, measured and weighed according to recipe specification. • A selection of fresh fruits are made into sauces and correct storage conditions are maintained. • Sauces and flavourings are prepared according to enterprise practice. • Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks.
2 Prepare boiled sauces	<ul style="list-style-type: none"> • Standard recipes are followed accurately according to enterprises practices. • Corrective steps are applied to cooking sauces according to hygiene requirements and recipe specifications. • Corrective steps are applied to raw sauces to achieve correct consistency, quality and taste.

- 3 Present cooked sauces**
 - Crockery size, colour and shape is matched to the colour of the sauce and establishment specifications.
 - Sauces are presented correctly according to portion size and establishment requirements.
 - Herb garnishes conform to the acceptable traditional style of the region, and recipe specifications.

- 4 Store cooked sauces**
 - Packaging is appropriate for the preservation of freshness, taste and chemical reaction.
 - Store sauces at correct temperatures and conditions to maintain shelf-life.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - catering operations
 - function facilities.

- Sauces and dips refers to the following commodities:
 - shrimp paste
 - fish sauce (*nuoc mam*)
 - tamarind
 - lemon/lime juice
 - herbs and spices.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - raw and cooked sauces
 - culinary terms
 - fresh and dried herbs
 - preserved commodities
 - herbs and spices
 - blending and balancing flavours
 - variety and quality of fish sauces
 - order of service and accompaniment
 - hygiene, safety and storage requirements.
- Skills - related to:
 - planning and organising
 - using precision cutting techniques
 - following standard recipe specifications
 - using the pestle and mortar
 - maintaining a tidy work station
 - assessing sauce consistency
 - structuring flavour
 - acid balancing
 - achieving correct colour and presentation.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are available.

Unit THHVIE04A

Prepare and Produce Salads

Unit Descriptor This unit deals with the preparation and presentation of salads.

Element	Performance Criteria
1 Identify salads	<ul style="list-style-type: none"> • A range of fresh and dried commodities, including herbs and spices are selected and identified in Vietnamese and English and accordance to regional recipe specification. • Sauces for tossed salads are identified according to recipe specification.
2 Prepare salad ingredients	<ul style="list-style-type: none"> • Ingredients are prepared correctly according to recipe specification using regional precision cutting techniques. • Marinades, flavourings and sauce mixtures are prepared, organised and stored correctly according to recipe specification. • Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks.
3 Prepare fruit salads	<ul style="list-style-type: none"> • Sauces are stored at correct temperatures and conditions to maintain eating qualities.
4 Present salads	<ul style="list-style-type: none"> • Crockery size, colour and shape is checked to ensure eye appeal prior to plating. • Salads are presented neatly and attractively to achieve maximum customer appeal. Herb garnishes conform to the acceptable traditional style of the region, and specifications.
5 Implement hygiene and safe work practices	<ul style="list-style-type: none"> • Basic hygiene and occupational health and safety regulations and requirements are complied with and applied to all tasks. • Potential problems are identified and preventative measures are taken to eliminate risks concerning occupational health and safety in workplace.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - catering operations
 - function facilities.

- Salads refers to the following commodities:
 - meat (beef, pork, chicken)
 - seafood
 - vegetables (root and leafy)
 - herbs and spices (fresh and dried)
 - commodities (fresh, dried and preserved).

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - principles of preparation of salads
 - culinary terms (spelling, definition)
 - preparation and cookery techniques
 - equipment and maintenance
 - recognising the herbs and spices and their uses
 - handling fresh, dried and preserved commodities
 - blending and balancing flavours
 - combining raw and cooked sauces
 - service procedures
 - hygiene, safety and storage requirements.
- Skills in:
 - planing and organising
 - team work
 - using precision cutting techniques
 - following standard recipe specifications
 - using the equipment
 - maintaining a tidy work station
 - assessing sauce consistency and structure
 - assessing flavour, texture, and colour
 - demonstrating effective plate presentation
 - maintaining a tidy work station.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are available.

Unit THHVIE05A

Prepare and Produce Stock and Soups

Unit Descriptor This unit deals with the preparation and presentation of stock and soups.

Element	Performance Criteria
1 Prepare stocks	<ul style="list-style-type: none"> • Ingredients including herbs and spices are selected and prepared according to recipe requirements. • Stocks are prepared according to recipe specifications using correct herbs and spices. • Ingredients are prepared to recipe specifications and using specified precision cutting techniques. • Standard recipes are followed accurately according to establishment practices.
2 Produce and present soups	<ul style="list-style-type: none"> • Soups are cooked quickly and effectively according to customer orders and recipe specifications. • Corrective steps are applied to ensure the herb and spice combinations retain correct balance and quality. • Fish sauces are used to achieve the expected outcome as required by the recipe specification. • Crockery size, colour and shape is selected and checked according to enterprise standards. • Soups are served in correct amounts to achieve establishment requirements. • Garnishes conform to the acceptable style of the region and recipe specifications.
3 Implement hygiene practices in workplace	<ul style="list-style-type: none"> • Basic hygiene and occupational health and safety regulations and requirements are complied with and applied to all tasks. • Potential problems are identified and preventative measures are taken to eliminate risks concern occupational health and safety in workplace.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - catering operations
 - function facilities.

- Salads refers to the following commodities:
 - meat (beef, pork, chicken)
 - seafood
 - vegetables (root and leafy)
 - herbs and spices (fresh and dried)
 - commodities (fresh, dried and preserved).

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - principles of cookery
 - culinary terms (spelling, definitions)
 - multiple cooking techniques
 - equipment and maintenance
 - temperature control and timing
 - commodities (fresh, dried and preserved)
 - recognising fresh herbs and spices and their applications
 - balancing flavours
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - using precision cutting techniques
 - following standard recipe specifications
 - using the wok correctly
 - maintaining a tidy work station
 - assessing flavour structure
 - assessing texture balance
 - colour and plate presentation.
- This unit should be assessed in the workplace or through a simulation where equipment and materials are available.

Unit THHVIE06A

Prepare and Produce Meat, Seafood and Vegetable Dishes

Unit Descriptor This unit deals with preparation and presentation of meat, seafood and vegetable dishes.

Element	Performance Criteria
1 Identify key commodities	<ul style="list-style-type: none"> • A range of fresh, dried and preserved commodities are identified in Vietnamese and English. • A variety of main and secondary ingredients, fresh herbs are correctly selected and identified. • Key menu items are identified by the correct menu names and the types of fresh herbs used.
2 Prepare ingredients	<ul style="list-style-type: none"> • Ingredients are selected, prepared and portioned according to recipes specifications. • Accompanied sauces (<i>nuoc charm</i>) and flavouring agents are selected and prepared according to instruction. • Cooking equipment selected and prepared according to establishment requirements. • Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks, particularly in relation to the preparation and storage of blended sauces.
3 Produce a range of stir fried menu items	<ul style="list-style-type: none"> • Standard recipes are followed accurately according to establishment practices and specifications. • Blended sauces are prepared correctly according to safety requirements. • Main and secondary ingredients are prepared, and cooked according to the product specifications. • Corrective steps are applied to all cooking methods and according to recipe specifications.

- | | | |
|----------|----------------------------------|---|
| 4 | Store blended sauces | <ul style="list-style-type: none">• Blended sauces cooked and stored at correct conditions and temperatures to maintain quality and extend shelf-life.• Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks. |
| 5 | Present cooked menu items | <ul style="list-style-type: none">• Crockery size, colour and shape is selected according to establishment requirements.• Accompaniments and sauces (<i>nuoc charm</i>) conform to the acceptable traditional style of the region, and specifications. |
| 6 | Cost products | <ul style="list-style-type: none">• Ingredients and production costs are calculated according to recipe specification and enterprise requirements.• Yields and losses are taken into account when costing menu items. |

Range of Variables

- This unit applies to the following establishment:
 - restaurants
 - hotels
 - take aways
 - food halls
 - catering operations
 - function facilities.

- This unit refers to the following commodities:
 - fish sauce (*nuoc mam*)
 - fat compound (coconut milk)
 - tamarind
 - lemon/lime
 - herbs and spices (fresh, dried and preserved).

- Quality control principles should be applied at all stages of preparation and cooking procedures to achieve:
 - handling of commodities
 - influence on chemical reaction in herbs and spices
 - corrective procedure on quality control
 - hygiene practices.

- Food presentation should include:
 - use of correct commodities
 - use of correct service crockery
 - portion control
 - use of correct herbs
 - use of correct sauces.

- Routine performance should include:
 - tidy work stations
 - time frame
 - correct procedures
 - occupational health and safety
 - health regulations
 - nutrition.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - cooking techniques
 - equipment and maintenance
 - temperature control and timing
 - commodities (fresh, dried and preserved)
 - handling and serving curries
 - storage and product life
 - portion control
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - following recipe instructions
 - using Vietnamese kitchen equipment
 - maintaining quality standards and consistency
 - preparing accompanied sauces
 - precision cutting techniques
 - meeting deadlines
 - communication skills
 - correcting and maintaining portion control
 - maintaining a tidy work station.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are available.

Unit THHVIE07A**Prepare and Produce Rice and Noodles**

Unit Descriptor This unit deals with the preparation and presentation of rice and noodles.

Element	Performance Criteria
1 Identify rice and noodles products	<ul style="list-style-type: none"> • A variety of rice (white long and short grain) are identified correctly according to the establishment requirements. • A range of noodles (egg and rice noodles) are identified in Vietnamese and English.
2 Prepare rice and noodles	<ul style="list-style-type: none"> • Rice and noodles, selected, weighed and prepared according to recipe specification. • Main and secondary ingredients selected and prepared according to establishment requirements. • Equipment is assembled for cooking and frying rice according to instruction.
3 Present rice and noodles	<ul style="list-style-type: none"> • Rice and noodles presented correctly accompanied with sauces according to establishment requirements. • Garnishes and sauces conform to the acceptable traditional style, service specifications and menu requirements.
4 Store rice and noodles	<ul style="list-style-type: none"> • Noodles should be stored at correct temperatures and conditions to maintain eating quality. • Reheating and storage should meet hygiene requirements and nutritional practices.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - catering operations
 - function facilities.

- Rice and noodles refers to the following varieties:
 - rice (white long and short)
 - noodles eg. egg and rice (fresh and dried)
 - meat (pork, beef, chicken)
 - shape and thickness
 - vegetables (fresh and preserved)
 - accompanied ingredients
 - sauces (*nuoc mam*).

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - principles of cooking rice and noodles
 - menu applications
 - cooking techniques
 - range of varieties of rice and noodles
 - equipment
 - temperature control and timing
 - accompanied sauces
 - freezing, defrosting and reheating
 - hygiene, safety and storage requirements.
- Skills in:
 - planning and organising
 - working in teams
 - following recipe specifications
 - precision cutting and slicing
 - applying correct procedures
 - maintaining a tidy work station.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are available.

Unit THHVIE08A

Prepare and Present Vietnamese Desserts

Unit Descriptor This unit deals with the preparation and presentation of Vietnamese desserts.

Element	Performance Criteria
1 Identify names of desserts	<ul style="list-style-type: none"> • A range of key commodities including flowers, fruits and rice products used in Vietnamese desserts are identified in the language of origin and English. • Key cooking methods and fillings, including lotus paste, red beans, mung beans are identified according to recipe requirements. • Key characteristics of Vietnamese desserts and service are identified according to establishment requirements.
2 Prepare and produce desserts	<ul style="list-style-type: none"> • Flour products and yeast is selected, measured and weighed according to recipe specification. • Coconut milk, setting agents, and fresh fruits, eg. mango, are prepared to correct consistency in recipe specification. • Liquid and solid desserts (eg. puddings and sweet soups) are prepared according to instruction. • Symbolic desserts are prepared in accordance with instructions, including: <ul style="list-style-type: none"> • banquets • weddings • festivals • New Year • birthdays.
3 Prepare steamed products	<ul style="list-style-type: none"> • Ingredients are selected, measured and weighed according to recipe specifications. • Sweet buns and long life buns are prepared to correct shape, filled, and steamed according to specifications. • Steamers and equipment are assembled and prepared according to instruction. • Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks.

- 4 Store and Reheat steamed products**
- Standard storage procedures are followed accurately according to establishment practices.
 - Steamed products are reheated and cooked quickly and effectively according to the customer orders, traditional methods and specifications.
 - Corrective steps are applied to setting agents, and coconut milk to maintain quality.
 - Correct storage and reheating procedures are followed, and appropriate storage conditions are maintained.
 - Basic hygiene and occupational health and safety regulations are complied with, and applied to all tasks.
- 5 Present Vietnamese desserts festive**
- Crockery size, colour and shape is checked prior to plating, and rejected if cracked or chipped to maintain quality.
 - Food is presented without drips or spills, neatly and attractively, to retain quality.
 - Sauces are assessed against quality and shelf-life.

Range of Variables

- This unit applies to the following establishments:
 - restaurants
 - hotels
 - take aways
 - food halls
 - catering operations
 - function facilities.

- Vietnamese desserts refers to the following commodities:
 - flour products
 - fat compound products
 - sweet mung beans and lotus paste filling
 - fresh fruits
 - fresh flowers
 - jellies and puddings
 - setting agents
 - yeast compound.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - principles and services of desserts
 - assembling, moulding, pleating
 - deep frying, steaming and baking techniques
 - equipment and maintenance
 - temperature control and timing
 - commodities
 - doughs and pastries
 - yeast products
 - product life - storage conditions
 - sauces and setting agents
 - reheating and refreezing
 - cooking and storing products
 - hygiene, safety and storage requirements.
- Skills - related to:
 - planning and organising
 - following recipe instructions
 - preparing syrups and coating agents
 - producing dessert items from doughs
 - presenting desserts in acceptable and aesthetic ways
 - achieving maximum eating qualities and customer appeal
 - maintaining a tidy work station.
- This unit should be used as assessed in the workplace or through a simulation process where equipment and materials are available.

Unit THHVIE09A

Design, Plan and Write Vietnamese Menus

Unit Descriptor This unit deals with design, plan and write Vietnamese menus.

Element	Performance Criteria
1 Identify key characteristics of Vietnamese menus	<ul style="list-style-type: none"> • Key characteristics of Vietnamese menus are identified incorporating: <ul style="list-style-type: none"> • cooking methods • flavours • textures • colours • festivities, eg. weddings, birthdays • seasons. • Structures and sequencing of Vietnamese menus are designed according to instructions. • Vietnamese menus are designed and planned in accordance to establishment requirements and customer expectations.
2 Design Vietnamese menus	<ul style="list-style-type: none"> • Menus are designed and written effectively to suit the occasion, theme and decor of the establishment. • Menus are planned and designed to provide balanced in variety, freshness, flavours and delicacies according to enterprise practice. • Menus are planned to allow for the constraints of the kitchen equipment, skill levels of the staff and are appropriate for the establishment. • Results of sales analysis are incorporated into the menu planning. • The number of courses offered suit the capacity of the kitchen and customer expectations.
3 Write Vietnamese menus	<ul style="list-style-type: none"> • The spelling, meaning and descriptions are correctly written according to instructions. • The names and description of the dishes is in terminology suited to the market, style of menu, the occasion and cultural practices. • The sequence or arrangement of service is correctly interpreted on the menu.

- 4 Cost menus**
 - Ingredients, overheads, labour and production costs are calculated accurately.
 - Yields, losses and portions are taken into account when costing menu items.
 - Menu items are priced within given constraints and appropriate selling prices are determined according to the season.

- 5 Control menu-based production**
 - Food costs are controlled with procedures implemented to determine percentages and reduce wastage.
 - Labour costs are controlled with consideration given to rosters, scheduling, award conditions and rates.
 - Product utilisation and quality are optimised through reconstitution, and the application of portion control and yield testing.
 - Stock control measures are applied including:
 - ordering in economic quantities
 - receipt procedures
 - storage practices
 - computerised inventory control and security
 - seasonal variations in temperature.

- 6 Maintain security**
 - Security is maintained in food production, food store, change room and delivery areas with consideration given to:
 - physical security
 - procedures
 - personnel.

Range of Variables

- This unit applies to the following establishments:
 - hotels
 - restaurants
 - take aways
 - food halls
 - catering operations.

- Menus refers to the following occasions where food is prepared and served including:
 - weddings
 - birthdays
 - banquet
 - a la carte.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - principles of designing menus
 - principles of cookery
 - commodities
 - service utensils (seasonal and traditional)
 - harmony
 - five colour food balance
 - five flavour food balance
 - theme of menus
 - portion control
 - hygiene, safety and storage requirements.
- Skills in:
 - constructing menus
 - balancing food combinations
 - costing
 - using language to accurately describe food
 - planning menus within the constraints of the work team
 - identifying and responding to customer preference.
- This unit should be assessed in the workplace or through a simulation where equipment and materials are available.

Unit THHVE10A

Design and Operate Vietnamese Restaurant Kitchen

Unit Descriptor This unit deals to the planning, preparation, and operating a Vietnamese restaurant kitchen.

Element	Performance Criteria
1 Design restaurant kitchen	<ul style="list-style-type: none"> • Vietnamese restaurant kitchen are planned according to the facilities, equipment and space available, and to the enterprise and religious requirements. • A range of menu items is planned and designed according to the establishment requirements. • A service plan is designed and prepared and the required equipment is identified correctly. • A work flow schedule is prepared with consideration to staff, equipment, and according to establishment practices.
2 Prepare and operate a restaurant kitchen	<ul style="list-style-type: none"> • A variety of ingredients are selected and prepared according to recipes interpreted according to establishment standards. • Accompaniments and sauces are prepared according to recipe specifications. • Wok stations, steamers, ovens and specialist equipment are prepared according to establishment requirements. • Menu items are cooked, cooled, stored and packaged according to establishment procedures, hygiene regulations and requirements. • Products are portioned precisely according to the establishment specifications. • Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks, particularly in relation to the preparation and storage of food products.

- 3 Produce menu items**
 - Standard recipes for menu items are followed accurately according to establishment practices and specifications.
 - Steamers for steaming fish are handled correctly according to safety requirements.
 - Correct steps are applied to all cooking methods, and according to recipe specifications.
 - Cooked products and cooked and raw sauces are packaged and stored at correct conditions to maintain quality, extend shelf-life and meet health and safety requirements.
 - Basic hygiene and occupational health and safety regulations and requirements are complied with, and applied to all tasks.

- 4 Present menu items**
 - Crockery size, colour and shape is selected prior to portioning and according to establishment requirements.
 - Cooked products are presented correctly and attractively, to meet customer expectation.
 - Accompaniments and portion sizes conform to the acceptable traditional style of the region, and specifications.

- 5 Cost menu items**
 - Ingredients and production costs are calculated according to recipe specification and establishment requirements.
 - Yields, losses and proportions are taken into account when costing menu items.

Range of Variables

- This unit applies to the following establishments:
 - restaurants
 - hotels
 - take aways
 - food halls
 - catering operations
 - function facilities.

- Restaurant kitchen operations refers to the following commodities:
 - meat (poultry, beef, lamb)
 - vegetables (fresh, dried or preserved)
 - seafood
 - vegetables, root and leafy
 - herbs and spices (fresh and dried)
 - commodities (fresh, dried and preserved)
 - sauces (nuoc charm) and accompaniments.

Evidence Guide

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
- Knowledge of:
 - principles of restaurant kitchen food production
 - principles of cookery
 - equipment and maintenance
 - temperature control and timing
 - commodities, fresh, dried and preserved
 - sauce consistency and structure
 - packaging, storage and product life
 - portion control
 - hygiene, safety and storage requirements.
- Skills related to:
 - planning and organising
 - working in teams
 - following recipe instructions
 - using and handling woks and associated equipment
 - maintaining quality standards and consistency
 - costing, yield testing and portion control
 - meeting deadlines
 - correcting and maintaining portion control
 - maintaining a tidy work station
 - communication skills.
- This unit should be assessed in the workplace or through a simulation process where equipment and materials are available.