



**Australian Government**

# **SIT40613 Certificate IV in Catering Operations**

**Release 1**

## SIT40613 Certificate IV in Catering Operations

### Modification History

The version details of this endorsed qualification are in the table below. The latest information is at the top.

Version	Comments
1.0	Replaces and is equivalent to SIT40612 Certificate IV in Catering Operations. Intent of the qualification remains unchanged. HLTFA311A Apply first aid replaced with HLTAID003 Provide first aid.

### Description

This qualification reflects the role of those individuals working in catering operations who play a team leading or supervisory role. They operate independently or with limited guidance from others and use discretion to solve non-routine problems.

This qualification is suitable for an Australian Apprenticeship pathway.

#### Job roles

This qualification provides a pathway to work as a caterer in settings such as hospitals and aged care facilities, sporting and entertainment venues, hotel banqueting departments, cook–chill production kitchens and mobile catering businesses of varying size.

Possible job titles include:

- catering supervisor
- kitchen administrator
- small business caterer.

### Pathways Information

#### *Pathways into the qualification*

Individuals may enter SIT40613 Certificate IV in Catering Operations with limited or no vocational experience and without a lower level qualification. However, it is strongly recommended that individuals undertake lower level qualifications, and/or gain industry experience prior to entering the qualification.

#### *Pathways from the qualification*

After achieving SIT40613 Certificate IV in Catering Operations, individuals could progress to SIT50313 Diploma of Hospitality.

## **Licensing/Regulatory Information**

No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of endorsement.

## **Entry Requirements**

There are no entry requirements for this qualification.

## Employability Skills Summary

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	Providing food production briefings to kitchen staff; seeking feedback from colleagues on operational and service issues; communicating changes in food production requirements during the food production period; instructing kitchen staff to adjust food items to meet quality requirements and organisational standards; managing team member conflict sensitively, courteously and discreetly; empathising and negotiating acceptable solutions to team member problems.
Initiative and enterprise	Proactively consulting with colleagues about ways to improve cooking operations; providing feedback to managers to inform future planning; participating in continuous improvement by reporting success or deficiencies of recipes and food items; suggesting ideas for new or improved products and increased profitability.
Learning	Knowing sources of new information on food trends, products, services and suppliers; being aware of opportunities to learn and participating in cooking professional development activities; supporting team members to learn.
Planning and organising	Planning food production requirements and organising availability of supplies for the food production period; preparing work flow schedules, food preparation lists and mise en place plans for food production according to food items and food volume requirements; monitoring and assessing operational efficiency and quality output of the kitchen during the food production period; assessing the operational workflow of kitchen team members assisting them to prioritise workload to deliver quality products for customers.
Problem-solving	Identifying and assessing operational and service issues, discussing and suggesting solutions with kitchen managers; initiating short term action to resolve immediate kitchen operations or quality problems; using discretion and judgement as well as predetermined policies and procedures to guide solutions to operational problems in the kitchen.
Self-management	Understanding legal compliance issues and providing advice to team members; organising and self-directing own work priorities to coordinate cooking operations; taking responsibility for implementing predetermined policies and procedures for a range of practices including conflict management, food safety, workplace health and safety; leading and managing a team of individuals, coordinating cooking operations; proactively seeking feedback and

	advice on improving kitchen coordination and team leading skills.
Teamwork	Motivating and leading kitchen teams; providing instructions, support and coaching; planning work operations to take account of team member strengths; proactively sharing information, knowledge and experiences with kitchen team members.
Technology	Understanding the operating capability of, selecting and using kitchen tools and equipment, computer systems, software and information systems that assist in coordinating cooking operations and team leading activities.

## Packaging Rules

23 units must be completed:

- 13 core units
- 10 elective units, consisting of:
  - 1 unit from Group A
  - 4 units from Group A or Group B
  - 5 units from Group B, Group C, elsewhere in SIT12 Training Package, or any other current Training Package or accredited course.

The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification.

### Core units

BSBSUS301A Implement and monitor environmentally sustainable work practices

HLTAID003 Provide first aid

SITHCCC101 Use food preparation equipment \*

SITHCCC201 Produce dishes using basic methods of cookery \*

SITHKOP403 Coordinate cooking operations \*

SITXCOM401 Manage conflict

SITXFIN402 Manage finances within a budget

SITXFSA101 Use hygienic practices for food safety

SITXFSA201 Participate in safe food handling practices

SITXHRM301 Coach others in job skills

SITXINV202 Maintain the quality of perishable items \*

SITXINV401 Control stock

SITXWHS401 Implement and monitor work health and safety practices

*\*Prerequisite is SITXFSA101 Use hygienic practices for food safety*

### Elective units

#### Group A

##### Commercial Cookery and Catering

SITHCCC207 Use cookery skills effectively \*

*\* Prerequisite is SITXFSA101 Use hygienic practices for food safety*

##### Working in Industry

SITHIND301 Work effectively in hospitality service

#### Group B

##### Commercial Cookery and Catering

SITHCCC103 Prepare sandwiches \*

SITHCCC104 Package prepared foodstuffs \*

SITHCCC202 Produce appetisers and salads \*

SITHCCC203 Produce stocks, sauces and soups \*

SITHCCC204 Produce vegetable, fruit, egg and farinaceous dishes \*

SITHCCC205 Produce cook-chill and cook freeze foods \*

SITHCCC206 Rethermalise chilled and frozen foods \*

SITHCCC301 Produce poultry dishes \*

SITHCCC302 Produce seafood dishes \*

SITHCCC303 Produce meat dishes \*  
SITHCCC304 Produce and serve food for buffets \*  
SITHCCC305 Produce pates and terrines \*  
SITHCCC306 Handle and serve cheese \*  
SITHCCC307 Prepare food to meet special dietary requirements \*  
SITHCCC308 Produce cakes, pastries and breads \*  
SITHCCC401 Produce specialised food items \*  
SITHCCC402 Prepare portion-controlled meat cuts \*  
*\*Prerequisite is SITXFSA101 Use hygienic practices for food safety*

### **Food and Beverage**

SITHFAB201 Provide responsible service of alcohol  
SITHFAB202 Operate a bar \*^  
SITHFAB203 Prepare and serve non-alcoholic beverages \*  
SITHFAB204 Prepare and serve espresso coffee \*  
SITHFAB206 Serve food and beverage \*  
SITHFAB303 Prepare and serve cocktails \*^  
SITHFAB304 Provide advice on beers, spirits and liqueurs ^  
SITHFAB305 Provide advice on Australian wines ^  
SITHFAB306 Provide advice on imported wines ^  
SITHFAB307 Provide table service of food and beverage \*^  
SITHFAB308 Provide silver service \*  
SITHFAB309 Provide advice on food  
SITHFAB310 Provide advice on food and beverage matching ^  
SITHFAB401 Plan and monitor espresso coffee service  
*\*Prerequisite is SITXFSA101 Use hygienic practices for food safety*  
*^Prerequisite is SITHFAB201 Provide responsible service of alcohol*

### **Food Safety**

SITXFSA202 Transport and store food  
SITXFSA401 Develop and implement a food safety program

### **Kitchen Operations and Management**

HLTNA303D Plan and modify meals and menus according to nutrition care plans \*  
SITHKOP101 Clean kitchen premises and equipment \*  
SITHKOP302 Plan and cost basic menus  
SITHKOP401 Plan and display buffets \*  
SITHKOP402 Develop menus for special dietary requirements  
SITHKOP404 Plan catering for events or functions  
*\*Prerequisite is SITXFSA101 Use hygienic practices for food safety*

### **Patisserie**

SITHPAT301 Produce cakes \*  
SITHPAT303 Produce pastries \*  
SITHPAT304 Produce yeast based bakery products \*  
SITHPAT306 Produce desserts \*  
SITHPAT402 Produce chocolate confectionery \*  
*\*Prerequisite is SITXFSA101 Use hygienic practices for food safety*

### **Group C**

#### **Administration**

BSBRES401A Analyse and present research information  
BSBWRT401A Write complex documents

**Client and Customer Service**

SITXCCS303 Provide service to customers

SITXCCS401 Enhance the customer service experience

**Communication and Teamwork**

BSBCMM401A Make a presentation

BSBWOR203B Work effectively with others

**Computer Operations and ICT Management**

BSBITU201A Produce simple word processed documents

BSBITU202A Create and use spreadsheets

BSBITU203A Communicate electronically

BSBITU306A Design and produce business documents

BSBWOR204A Use business technology

**Events**

SITXEVT401 Plan in-house events or functions

**Finance**

BSBFIA301A Maintain financial records

BSBFIA302A Process payroll

BSBFIA303A Process accounts payable and receivable

BSBFIA401A Prepare financial reports

SITXFIN401 Interpret financial information

**Human Resource Management**

BSBDIV501A Manage diversity in the workplace

SITXHRM401 Roster staff

SITXHRM402 Lead and manage people

TAEDEL404A Mentor in the workplace

**Inventory**

SITXINV201 Receive and store stock

SITXINV301 Purchase goods

**Management and Leadership**

BSBHRM403B Support performance-management processes

BSBMGT405A Provide personal leadership

SITXMGT401 Monitor work operations

**Marketing and Public Relations**

SITXMPR403 Plan and implement sales activities

SITXMPR404 Coordinate marketing activities

**Merchandising**

SIRXMER201 Merchandise products

**Quality and Innovation**

BSBINN201A Contribute to workplace innovation

**Small business**

BSBSMB401A Establish legal and risk management requirements of small business

BSBSMB403A Market the small business

BSBSMB404A Undertake small business planning

**Work Health and Safety**

SITXWHS301 Identify hazards, assess and control safety risks

**Working in Industry**

SITHIND201 Source and use information on the hospitality industry



Examples of elective units relevant to specific job outcomes and contexts at this level are as follows:

**Catering supervisor in a hospital or aged care facility**

HLTNA303D Plan and modify meals and menus according to nutrition care plans

SITHCCC204 Produce vegetable, fruit, egg and farinaceous dishes

SITHCCC205 Produce stocks, sauces and soups

SITHCCC206 Rethermalise chilled and frozen foods

SITHCCC301 Produce poultry dishes

SITHCCC302 Produce seafood dishes

SITHCCC303 Produce meat dishes

SITXHRM401 Roster staff

SITXHRM402 Lead and manage people

SITXMGT401 Monitor work operations

**Small business caterer**

BSBSMB401A Establish legal and risk management requirements of small business

BSBSMB403A Market the small business

BSBSMB404A Undertake small business planning

SITHCCC204 Produce vegetable, fruit, egg and farinaceous dishes

SITHCCC301 Produce poultry dishes

SITHCCC302 Produce seafood dishes

SITHCCC303 Produce meat dishes

SITHKOP401 Plan and display buffets

SITHKOP404 Plan catering for events or functions

SITXCCS401 Enhance the customer service experience