



# BAKERY

## APPRENTICE TRAINING INFORMATION AND REQUIREMENTS

### HELLO AND WELCOME TO TASTAFE!

We look forward to working with you during your training and assessment at TasTAFE and/or onsite.

The way you undertake the training and assessment for your qualification can be varied – it can be off the job (at a TasTAFE campus) or on the job. But it can also be a combination of both.

How your training and assessment is completed will be negotiated with your employer, your TasTAFE trainer and as well as with yourself. However you undertake this, it will include both practical and theory-based work.

Training and assessment undertaken off the job at TasTAFE will be based around realistic simulated projects, and any training and assessment undertaken on the job will utilise your daily work tasks.

### CONTACT US

If you have any questions about your Apprentice Training at TasTAFE, please give us a call on **1300 655 307**.

### ATTENDANCE TIMES FOR OFF-THE JOB TRAINING:

#### DRYSDALE CAMPUS 59 COLLINS STREET HOBART

- Monday to Thursday 8:30am – 4:30pm,
- Friday 8:30am to 3:30pm

#### DEVONPORT CAMPUS DRYSDALE, 20 – 36 VALLEY ROAD

- Monday to Thursday 8:30am – 4:30pm,
- Friday 8:30am to 3:30pm

#### MARIST COLLEGE

- Monday to Thursday 8:30am – 4:30pm,
- Friday 8:30am to 3:30pm.

### STUDENT RESIDENCE

Accommodation may be available at the Student Residence on Hobart (Clarence).

Bookings are essential – please contact Clarence on 6165 6591 or email: [studentresidencesth@education.tas.gov.au](mailto:studentresidencesth@education.tas.gov.au)

## TRAVEL/ACCOMMODATION ALLOWANCE

If you are entitled, accommodation and/or travel allowance are paid by the Tasmanian Government at the end of each off-the-job training period.

Please bring your bank account number and BSB details with you to your first TasTAFE training date to complete a travel form on your first day.

## CAMPUS REGULATIONS

- Mobile phones may be used as calculators, but must be on 'silent' or switched off during any training and assessment.
- Under the Public Health and Safety Act, TasTAFE is a smoke-free environment.
- Eating and drinking (other than water) is not permitted in the classrooms or workshops.
- TasTAFE has a zero tolerance to vehicle hooning within the campus grounds. If you are seen doing so you will be banned from parking onsite. Drive safely and within speed limits.

## MANDATORY STUDENT REQUIREMENTS

All students attending training and assessment at TasTAFE are required to bring the following prescribed equipment and work wear:

### LEARNING REQUIREMENTS

All text books are supplied.

Students are required to supply their own pen, calculator and lock for locker.

### EQUIPMENT REQUIREMENTS

Students are required to have the following equipment as part of their training:

Suggested equipment list for students attending Cake, Pastry and Gateaux courses: (\*Minimum equipment)

- 1x Paring Knife\*
- 1x Serrated edged Knife\* (32cm)
- 1x Palette Knife (15cm) | Palette Knife\* (20cm) | Cook's Knife (20cm)
- Cranked handled Palette Knife Large\*
- Plastic Scrapers\* (1 bowls and 1 rectangular)
- 1x Metal Dough Scraper\*
- Piping Bags (45cm)
- Set Plain Piping Tubes | Set Star Piping Tubes
- 1x Ruler (40cm)
- 1 Dough Thermometer\* | Pair of Scissors

- 1x Calculator\*
- 1x Solid Tool Box
- 1x Box of plain pastry cutters (optional)
- 1x Box of fluted pastry cutters (optional)
- 1x Set of cake icing tubes/nozzle's (Icemaster or Candyman brand)
- 1x Padlock for your toolkit.

Suggested equipment list for students attending Bread and Artisan Bread courses: (\*Minimum equipment)

- 1x Paring Knife\*
- 1x Serrated edged Knife (32cm) | Palette Knife (15cm)
- 2x Plastic Scrapers\* (1 bowl) | Metal Dough Scraper\*
- 2x Piping Bags (45cms)
- 1x Set Plain Piping Tubes | Set Star Piping Tubes
- 1x Ruler (40cm)
- 2x Pastry Brushes
- 1x Dough Thermometer\* | Pair of Scissors
- 1x Solid Tool Box
- 1x Calculator\*
- 1x Padlock for the locker at Drysdale\*
- 1x Padlock for your toolkit.

### OCCUPATIONAL HEALTH AND SAFETY

In keeping with accepted industry practice, and to ensure we meet our duty of care responsibilities for the apprentices whilst they are training with us, please be aware of our Personal Protective Equipment requirements:

Our desire is for each apprentice to remain healthy and safe in the training and working environment, therefore we need to be stringent in our policing of this issue.

Apprentices are required to wear industry appropriate clothing and a hat. This could be your normal work uniform or clothing appropriate for a Baker, Pastry Cook or Chef.

**Failure to comply will result in being refused admission to practical areas until the appropriate equipment or clothing has been obtained.**

## FEE PAYMENT

Apprentices and Trainees are responsible for organising fee payment.

2016 training fees apply with fees capped at \$1,600 or \$300 for eligible concession. Please contact your local Administrative office for further information in relation to your fees.

### IF YOUR EMPLOYER IS PAYING YOUR FEES:

If your employer is paying your fees, your employer **MUST** complete and sign a Sponsor Form which can be obtained from administration staff and presented at time of enrolment being processed.

### IF YOU ARE PAYING YOUR FEES:

TasTAFE has an up-front fee payment policy, requiring you to enrol and pay your fees prior to the commencement of any training or assessing.

If you are unable to pay the total amount, you may take advantage of our instalment plan. This involves paying a deposit of 25% of your fees prior to commencing training, then paying the balance in agreed instalments over a six month period.

If fees remain outstanding results will be withheld until the amount owing is paid in full. *No Certificates can be issued if you have outstanding fees.*

For more details on fees and the refund policy please refer to TasTAFE website or Student Information Handbook.

