



RTO 60142

COOKERY

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

HOBART CAMPUS

DRYSDALE, 59 COLLINS STREET HOBART

- Monday – Friday 9:00am until 5:00pm

LAUNCESTON CAMPUS

DRYSDALE, 93 PATERSON STREET LAUNCESTON

- Monday – Friday 9:00am until 5:00pm

DEVONPORT CAMPUS

20 - 36 VALLEY ROAD, DEVONPORT

- Monday – Friday 9:00am until 5:00pm

STUDENT RESIDENCE:

Accommodation may be available at the Student Residences in Hobart (Clarence) 616 56591, Launceston (Alanvale) 677 72687 and Northwest (Burnie) 6433 4852 .

Bookings are essential – please contact residences.

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

Please read carefully all of the following information – all students attending training and assessment at TasTAFE are required to bring the following prescribed equipment and work wear.

RESOURCE REQUIREMENTS

All resources for Commercial Cookery are now on line. All units of competency are subsidised and cost the student \$14.00.

The full cost for resources are included in your first invoice and are non-refundable.

EQUIPMENT REQUIREMENTS

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

- set of professional knives including cooks knife, boning knife, flexible filleting knife, paring knife, turning knife.
- sharpening steel and stone.
- palette knife crank handle, peeler, zester, parisienne scoop.
- piping bag, nozzles, pastry brush, and scraper.
- gas igniter, measuring set spoons and cups, thermometer, tongs, whisk, wooden spoons, ruler, timer.

OCCUPATIONAL HEALTH AND SAFETY

In keeping with accepted industry practice (and to ensure we meet our duty of care responsibilities for apprentices whilst they are training with us) all students are required to comply with Personal Protective Equipment (PPE) requirements.

Apprentices are required to wear chef pants – traditional check. You will also need two white double breasted chef's jackets, a white neck tie, at least two aprons – three quarter white, a hair net if your hair reaches below the collar, white skullcap and black safety shoes or similar closed in school type shoe.

No sandals are allowed.

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

TRAINING

Training is held at TasTAFE's Drysdale facilities, in the workplace – or a combination of the two, and includes:

- latest training resources for workplace-based training
- recognition of existing skills and knowledge
- online learning and assessment
- access to our high quality commercial kitchens
- highly experienced trainers.

SKILLS SETS AVAILABLE

Skill Sets are defined as single units of competency, or combinations of units of competency from an endorsed Training Package, which link to a licence or regulatory requirement, or defined industry need.

- Food safety
- Kitchen operations
- Commercial cookery.

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.

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.