



2012 VET Teacher Training Hospitality – Commercial Cookery Application Form

Applicant's photograph
Please attach a recent passport size photo which shows a full front view of your head and shoulders. If your photo is larger than indicated, please trim to size. Please sign reverse of photograph before attaching.

1. APPLICANT DETAILS

Title	First Name	Last Name

Residential address	
	Postcode

Home phone	Mobile phone

Email (your school email address is preferred)

Note: Training and event information is emailed directly to the teacher.

2. CURRENT POSITION

Employment status in the NSW Department of Education and Training

<input type="checkbox"/> Permanent full-time	<input type="checkbox"/> Casual
<input type="checkbox"/> Permanent part-time	<input type="checkbox"/> Temporary

3. TEACHING PROFILE

Name of school	School code

Principal's name		
Title	First name	Surname

School address

School phone	School fax

VET Advisor	Diocese

4. SUBJECT INFORMATION

Information about subject specialisations is required to determine whether a teacher meets the agreed entry requirements (benchmark) for training to deliver a VET course. Please list the subjects for which you have DEC **accreditation to teach** (this information is available on the DEC Portal in Employee Self Service - ESS):

Subject code	Subject name	No. years taught
Eg. FTY	Food Technology	8

5. REASON FOR TRAINING

- Additional classes
 Introduce new course (extend school curriculum)
 Other reason: _____
 Replacement (Complete Section 6 below)

List all classes in **Hospitality – Commercial Cookery** for 2012 at your school

Classes (Year 11)	No. of students	Classes (Year 12)	No. of students

List all teachers trained in **Hospitality – Commercial Cookery**

(✓ Indicate if Head Teacher)

Entry Pathway:

- Accreditation to deliver Food Technology
 AQF qualification aligned to hospitality or catering
 Recent & relevant hospitality industry experience

6. FOR REPLACEMENT APPLICANTS ONLY

Who is being replaced?

--

Why is replacement necessary? (eg. extended leave, transfer, etc.)

--

If replacement is the result of a transfer, to which school has the trained teacher transferred?

--

7. APPLICATION FOR ENTRY OR EXEMPTION

This section is only to be completed by the applicant if seeking entry into the training program from outside the entry requirements OR exemption from components of the training program (please tick appropriate box/s AND provide relevant evidence).

- ENTRY** into training from outside entry requirements
 (Provide evidence of industry experience or relevant qualifications)
AND / OR EXEMPTION from:
 Industry Specific Training
 (Include current training package qualifications and transcripts)
 Industry Placement and Assessment
 (Include copy of job description, references and supporting evidence)
 Certificate IV Training & Assessment (TAE40110/TAA40104)

NOTE: The Methodology Orientation is a MANDATORY component of training. Exemption from this component will not be granted even if you are accredited in another framework area.

8. FUNDING SOURCE FOR TRAINING

✓	Funding Source (please indicate by selecting one box only)	Signature of Approval School Principal	Signature of Approval for VET Advisor Funding Source Diocese or Self (where applicable)
<input type="checkbox"/>	1. Replacement (<i>Semester 1 ONLY</i>) <i>The school supports the training of the applicant.</i>	 <i>Signature of School Principal</i>	 <i>Signature of Vet Advisor</i>
<input type="checkbox"/>	2. Allocation (<i>Semester 2 ONLY</i>) <i>The school supports the training of the applicant.</i>	 <i>Signature of School Principal</i>	 <i>Signature of Vet Advisor</i>
<input type="checkbox"/>	3a. Diocese <i>The Diocese agrees to meet the costs associated with training.</i>	 <i>Signature of School Principal</i>	 <i>Signature of Vet Advisor</i>
<input type="checkbox"/>	4. School <i>The School agrees to meet the costs associated with training.</i>	 <i>Signature of School Principal</i>	 <i>Signature of Vet Advisor</i>
<input type="checkbox"/>	5a. Self <i>For casuals engaged in temporary positions. The school supports the training of the applicant.</i>	 <i>Signature of School Principal</i>	 <i>Signature of Applicant</i>
<input type="checkbox"/>	3b. Diocese <i>The school supports the training of the applicant.</i>	 <i>Signature of Vet Advisor</i>	 <i>Signature of Applicant</i>

9. DECLARATION BY PRINCIPAL

- The information on the attached teacher profile is correct.
- The school understands the nature and extent of the VET teacher training program and agrees to support and release the teacher to complete the training requirements.
- The school is aware of and able to meet the syllabus and resource requirements of this course.
- Selected funding source must be accompanied by appropriate signatures.

<i>Signature of Principal</i>	<i>Date</i>

Privacy Notice

The information provided by the applicant is being obtained for the purpose of the administration of the 2012 VET Retraining Program by the Diocesan Office and the NSW Catholic Education Commission. It will be used for consideration of the applicant's admission to the Program and the applicant's ongoing participation in the Program.

Other persons and/or agencies that will or may be provided with this information are other education authorities in both the public and private sector. Reasons for the collection and disclosure of information are for the purposes of consideration of the applicant's application to participate in the Program, the applicant's participation in the Program and other purposes relevant to the proper and prudent management of the Program.

The information is provided as part of the applicant's applying voluntarily to participate in VET Retraining Program. The information will be stored securely. If the applicant does not provide all or any of this information then the application will not be considered by the Diocesan office or the NSW Catholic Education Commission.

The applicant may correct any **personal information** provided at any time by contacting the NSW Catholic Education Commission on 02 9287 1504.

10. DECLARATION BY APPLICANT

I understand that if offered a position in the 2012 VET Teacher Training Program, I will be obliged to sign an ACCEPTANCE OF VET TEACHER TRAINING, stating that I:

- have read the relevant VET Teacher Training information concerning the training program for the Hospitality – Commercial Cookery industry curriculum framework,
- am aware that unless otherwise advised, I will be required to attend all components of the training program, and
- understand that training may be held at venues which may require travel. In some circumstances, overnight accommodation may be required.

All costs associated with participation in the training program will be met from the funding source outlined above. I am aware that all components of this training program will need to be completed within **SIX MONTHS** of commencing training. Failure to complete training within this timeframe may result in the withdrawal from training, incurring additional costs to my school or region, and could jeopardise student accreditation.

I certify that the information I have provided on this form is accurate and complete. In applying, I acknowledge that personal information about me will be provided to the NSW Department of Education and Training (DET) and that in the interest of proper and prudent management of its training program, the DET may liaise with and share information about me with other education authorities in both the public and private sectors.

Statement of understanding:

I have

- Completed **all** sections of this application form.
- Attached **copies** of supporting evidence including my university academic transcript.

<i>Signature of Applicant</i>	<i>Date</i>

Hospitality Application Guidelines

Courses:

CERTIFICATE I Hospitality (Kitchen Operations) SIT10307¹
CERTIFICATE II Hospitality (Kitchen Operations) SIT20307² or
CERTIFICATE II Hospitality SIT20207³



Education & Communities

1. For commercial cookery and food and beverage stream 2. Commercial cookery stream 3. Food and Beverage stream

Entry Requirements:

- Accreditation to deliver Food Technology: Staffing code FTY
or
- Current Australian Qualifications Framework (AQF) qualification aligned to hospitality or catering
or
- Recent and relevant experience in the hospitality industry

If you meet any one of the entry requirements, complete a Commercial Cookery or Food and Beverage 2012 Application Form and send this to your Regional Vocational Education Consultant

When applying for a place in the Hospitality Training Program applicants need to commit to the following:

1. Training Timeline Semester 1, 2012

IF YOU ARE UNABLE TO COMMIT TO ATTENDING TRAINING ON THE DATES INDICATED BELOW AND MEETING THE SUBMISSION REQUIREMENTS FOR THE ON-LINE UNITS OF COMPETENCY FOR THE ENTIRE SEMESTER, DO NOT APPLY FOR TRAINING. STAGE 7 IS COMPLETED CONCURRENTLY WITH STAGES 4- 6. IN STAGES 1-6, YOU MUST COMPLETE THE STAGE WITHIN THE TIMEFRAME BEFORE YOU CAN PROGRESS TO THE NEXT STAGE.

Semester 1 2012 cohort		
	Due date	Action
	6 February	Application form to RVEC
	17-21 February	Applicants advised of acceptance into training. Link to website to complete on-line units of competency provided.
Stage 1	9 March	Completion of on-line units of competency for: SITHCCC003B Receive and store kitchen supplies SITHCCC004B Clean and maintain kitchen premises SITXOHS002A Follow workplace hygiene procedures
12-16 March training will occur in Sydney		
Stage 2	12 & 13 March	Orientation methodology program for Hospitality
Stage 3	14-16 March	Completion of practical units of competency by face-to-face delivery for: SITHCCC001B Organise and prepare food SITHCCC002A Present food SITHCCC007A Prepare sandwiches
Stage 4	5 April	Completion of on-line units of competency for: SITXCOM001A Work with colleagues and customers SITXCOM002A Work in a socially diverse environment SITXOHS001B Follow health, safety and security procedures
23 April – 11 May training location to be advised		
Stage 5	23 April – 11 May	Complete 5 day program to complete remaining units of competency to achieve one of the following qualifications: Certificate II in Hospitality (food and beverage stream) Certificate II in Hospitality (Kitchen Operations)[commercial cookery stream]
Stage 6	14 May – 29 June	Complete required number of service periods (details advised at conclusion of 5 day training program)
Stage 7	19 March – 8 June	Complete project to obtain Certificate IV in Training and Assessment

2. Resource

HSC online: <http://hsc.csu.edu.au/hospitality/>

3. Basic computer requirements for completing online units

Software

Hardware

Operating system: Widows 2000, XP, Vista,	CPU: Pentium 1GHz
Browser: MS Internet Explorer 6.0	RAM: 256MB
Flash Player Plug-in: Version 8	Graphics Card: 32-bit colours
Javascript: Enabled	Monitor: 1024x786

4. Commercial Cookery Uniform and Equipment Required for Certificate I and II Hospitality (Kitchen Operations)

Chef Uniform list:

White Chefs Jacket	Black & White Check Trousers
White Waist Apron	Chef Paper Hat x 3
White Neckerchief and white buttons	Black leather closed in shoes with non-slip rubber soles

Tool box equipment list

Cooks Knife 25cm	Piping Bag 40cm (Made in Germany)
Boning Knife 12cm	Plain Piping Tubes 3mm, 5mm & 10mm
Filleting Knife 20cm	Star Piping Tubes 5mm & 10mm
Turning Knife	Silicon Pastry Brush
Paring Knife	Rubber Econome
Meat Carving Fork	Tea Towel
Sharpening Stone	Oven Cloth
Sharpening Steel 30cm	Tongs S/Steel
Palette Knife 20cm	Dial Thermometer
Plastic Scraper	2 Basting Spoons
Vegetable Peeler S/Steel	Apple Corer
Sauce Whisk	Knife, Fork & Spoon
Non-Wood Spoon	Plastic Tool Box & Lock

5. Food and Beverage Uniform list required for Certificate II Hospitality (Food and Beverage)

White cotton/polyester long sleeved shirt with structured collar	Black business tie
Black waiters or business poly/viscose trousers or black knee length skirt	Black socks (plain) or black pantyhose (plain)
Black tailored vest	Black leather closed in shoes with non-slip rubber soles (heels no higher than 5cm)

6. Training Timeline Semester 2, 2012

IF YOU ARE UNABLE TO COMMIT TO ATTENDING TRAINING ON THE DATES INDICATED BELOW AND MEETING THE SUBMISSION REQUIREMENTS FOR THE ON-LINE UNITS OF COMPETENCY FOR THE ENTIRE SEMESTER, DO NOT APPLY FOR TRAINING. STAGE 7 IS COMPLETED CONCURRENTLY WITH STAGES 4- 6. IN STAGES 1-6, YOU MUST COMPLETE THE STAGE WITHIN THE TIMEFRAME BEFORE YOU CAN PROGRESS TO THE NEXT STAGE.

Semester 2 2012 cohort		
Due date	Action	
12 June	Application form to RVEC	
22-26 June	Applicants advised of acceptance into training. Link to website to complete on-line units of competency provided.	
Stage 1	11 August	Completion of on-line units of competency for: SITHCCC003B Receive and store kitchen supplies SITHCCC004B Clean and maintain kitchen premises SITXOHS002A Follow workplace hygiene procedures
13 – 17 August training will occur in Sydney		
Stage 2	13 & 14 August	Orientation methodology program for Hospitality
Stage 3	15-17 August	Completion of practical units of competency by face-to-face delivery for: SITHCCC001B Organise and prepare food SITHCCC002A Present food SITHCCC007A Prepare sandwiches
Stage 4	21 September	Completion of on-line units of competency for: SITXCOM001A Work with colleagues and customers SITXCOM002A Work in a socially diverse environment SITXOHS001B Follow health, safety and security procedures
8 – 26 October training location to be advised		
Stage 5	8 – 26 October	Complete 5 day program to achieve one of the following qualifications: Certificate II in Hospitality (food and beverage stream) Certificate II in Hospitality (Kitchen Operations)[commercial cookery stream]
Stage 6	29 October – 7 December	Complete required number of service periods (advised at conclusion of 5 day training program)
Stage 7	20 August – 2 November	Complete project to obtain Certificate IV in Training and Assessment