



# Course **Pre-Enrolment Guide**

Training Area:  
**Commercial Cookery**

Training Product:  
**SIT30821 Certificate III in  
Commercial Cookery  
(Apprentice)**



# Your Future. Your Choice. Your TAFE.

Central Regional TAFE spans four regions and around 57% of Western Australia, with nine campuses delivering training that reflects the industries driving our state's economy. From the Midwest and Wheatbelt to the Gascoyne and Goldfields, our footprint is vast – and so are the opportunities.

Studying regionally connects you directly with the jobs that matter. With most agricultural, health, and construction roles based in regional WA, training close to home ensures you build skills where the demand is.

Each campus is shaped by its community and industries. Whether it's aquaculture on the coast, mining in the Goldfields, or agriculture in the Wheatbelt, we work hand-in-hand with employers to make sure your training is current, practical, and linked to real apprenticeships and work placements.

Wherever you live, your local campus is ready to help you succeed – while keeping skills, jobs, and opportunities right here in regional WA.





# Your Campus. Your Training. Your Career.

At Central Regional TAFE, it's all about you. We're here to help you shape the future you want, with the right support every step of the way.

Learn from industry experts who bring real-world knowledge into the classroom and gain the confidence and skills employers are looking for. With over 300 nationally recognised courses – from Certificate I through to Advanced Diploma – plus a wide range of short courses, there's a pathway for every ambition.

We know life is busy, so our flexible and online study options help you balance training with work, family, and everything else you've got going on. Add to that payment plans and tailored support, and achieving your goals has never been easier.

Whether you're leaving school, changing careers, or upskilling, you'll find a place at TAFE – and a pathway to a future that works for you.

Train where you live. Build real skills. Shape a future that works – with Central Regional TAFE.

# Course Information

## SIT30821 Certificate III in Commercial Cookery (Apprentice)

<b>Release number</b>	1
<b>Required number of units for course completion</b>	Twenty-five (25) units must be completed: - twenty (20) core units - five (5) elective units
<b>Duration</b>	The course is delivered in 3 stages over 36 months. Stage 1 and 2 are delivered On-site over 2 years = 4 semesters (8 terms), 40 weeks per year. Stage 3 is completed in the workplace.
<b>Location</b>	CRT Geraldton Campus, U Block.
<b>Delivery mode</b>	Local Classroom - RTO led delivery in a local classroom

### IS THIS COURSE RIGHT FOR ME?

Before you choose this course, it's a good idea to think about the skills and knowledge you might need. The information below will help you decide if the course is a good fit for you, or if there are areas where you might need some extra support.

### Information you need to know about the course

Look at the essential skills and knowledge and consider if you might face any challenges in meeting the course expectations and requirements to make an informed choice about the suitability of this course for you:

- Enjoy cooking
- Have a high priority to food safety, cleaning and personal hygiene
- Able to manage time and work under pressure
- Able to work well in a team and be able to work with others and relate to and respect people from a range of cultures and backgrounds
- Willing and available to complete work experience outside of scheduled TAFE hours
- Willing and available to complete some written assessments outside of scheduled TAFE hours
- Have good time-management and organisational skills to work under pressure
- Have good communication skills to interact with others respectfully
- Be able to follow instructions, work health and safety procedures

- Sufficient physical ability to stand and/or bend for extended periods of time, holding and serving from trays and carrying multiple items
- Be comfortable interacting with all types of foods of different textures and smells including seafood, meat, eggs, pork and nuts.
- Workplace requirements: WWCC, First Aid, vaccinations, immunisation etc.

## Course Pathways

This course aims to help you develop skills and knowledge that may support entry into a range of job roles or further study.

This qualification reflects the role of cooks who use a wide range of well-developed cookery skills and sound knowledge of kitchen operations to prepare food and menu items. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities.

Completion of this qualification contributes to recognition as a trade cook.

This qualification provides a pathway to work as a cook in organisations such as restaurants, hotels, clubs, pubs, cafes, and coffee shops.

Further details can be found on our website [here](#).

## National Course Entry Requirements

Entry requirements apply to this course - NIL

## Central Regional TAFE (CR TAFE) Entry Requirements

You must have a Unique Student Identifier (USI) to enrol in and complete any nationally recognised training in Australia. If you do not have a USI or need help getting one, we can assist you with the process.

You will need to have completed the process to sign up as an apprentice with an employer and Apprenticeship Support Australia.

**Before you enrol**, CR TAFE is required to review your language, literacy, numeracy and digital (LLND) skills to help you decide if the course is right for you, identify any support you might need, or whether other learning options may be better suited to you at this time.

For this course, the method of LLND review will be online LLND quiz. This will be managed through the CRTAFE LLND Robot system. A link will be sent via email to the student email address on record.

## Fees and Payments

Whether you are enrolling in individual units and/or full qualifications at CR TAFE, you are responsible for paying the enrolment fee for each unit you enrol in.

You will find detailed information about your course costs and how they are calculated on our website [here](#).

You can also check the drop-down box for FEES on your course page on the website which has details about the course fees.

Further information on:

- key payment terms and conditions
- availability of any relevant government training entitlements and subsidies
- our withdrawal and refund requirements

is available under the Fees and Payment Options section in the Student Handbook on our website [here](#).

Our Student Business Systems team can help if you are unsure about any fee information. Please refer to the contacts section, on how to contact us.

## Learning Resources

You will need the following learning resources for your course:

### Textbooks

Your lecturer will provide you with learner guides in text format for each unit in this course.

### Online learning materials

There are currently no online learning materials for this course.

## Resources and equipment you need to bring

You are required to bring (at your own expense) some of your own equipment (Chef's kit) and your own uniform for this course. Your uniform and chef's kit must include the following:

Tool kit:

- Chef's knife suggested size 21 cm
- Paring knife
- Peeler
- Plastic bowl scraper (Baker's helper)
- Sharpening steel
- Tool bag, knife roll or toolbox for equipment. Ideally lockable.

Uniform:

- Apron, full bib
- Chef's black flat cap
- Closed in boots/shoes with safety toe, ideally slip resistant and water resistant/proof
- Full length pants
- Chef's uniform jacket, short or long sleeve.

Students should purchase the uniform with embroidered name tags.

These items can be found locally for purchase at Total Uniform, 2B Jensen St, Geraldton WA 6530

### CR TAFE online library resources

Our online library has a wide range of electronic resources useful to your course. You can find our online library on the CR TAFE website [here](#). Library staff are available to assist you as required.

## Work Placement

A mandatory work placement of 48 services is required for this course.

As you are an apprentice, you will be monitored in the workplace to ensure you are gaining the required workplace experience. This will be through Ready Skills and it is essential that this is completed throughout the training.

### Travel and Accommodation

Apprentices may be eligible for travel and accommodation allowance (TAA) if you are a Western Australian resident attending TAFE for off the job training and you must travel more than 70 kms (round trip) from your residential address to attend TAFE. Applications must be completed online.

You can access the forms here: [TAA Apprentices](https://www.wa.gov.au/service/education-and-training/vocational-education/travel-and-accommodation-allowance-apprentices-and-trainees). (<https://www.wa.gov.au/service/education-and-training/vocational-education/travel-and-accommodation-allowance-apprentices-and-trainees>)

## My Portal

There is a variety of information available to students on our website under [Current Students](#). Once you are enrolled, the Student Portal will allow you to view the following:

- My application - view the status of your application to study
- My payments - view your payment history and instalment plan details (if relevant)
- My study - view your course details, units and academic records
- My details - view and update your personal information
- My tasks - view any notices from Central Regional TAFE
- Blackboard - links directly to the Blackboard e-learning platform

## Recognition of Prior Learning

Recognition of prior learning (RPL) means an assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which the individual meets requirements specified in the training product. If you think you have existing knowledge and skills in one or more of your units of study, you may apply for RPL. Should you apply for RPL, you will be supported through the process by a lecturer. For further information visit our website [here](#).

## Credit

Credit can be given if you have successfully completed a unit or module that has the same code or is deemed equivalent to one in your current course. You may have completed this unit/module at a Registered Training Organisation or at an alternate authorised organisation such as a university.

You will have to provide some evidence you have successfully completed the unit or module. This might include authenticated VET transcripts or other AQF certification documents like Statements of Attainment, Records of Results etc.

You won't be charged for credit. If you think this might apply to you, contact your lecturer to discuss eligibility, the application process and the evidence you need to provide.

**Note:** CR TAFE will not issue an Award or Statement of Attainment that is achieved wholly through crediting units completed at another RTO.

## Appeals and Feedback

CR TAFE values student feedback and recognises that opportunities to improve products and services arise from the effective handling of student complaints. Complaints are processed in a way that balances the interests of students and CR TAFE while making sure the process is fair for everyone.

Students are supported to [provide feedback and make complaints](#). Students have the right to appeal decisions made by the lecturer/assessor and CR TAFE. For example, if you have concerns about your assessment results, please approach your lecturer to discuss the issue and/or refer to our website for details [here](#).

## Student Support Services

CR TAFE aims to provide a supportive learning environment for all students. If you have any support needs, either before you enrol or during your course, we encourage you to speak with your lecturer or the Student Support Services team. CR TAFE will provide, or help you access, the support that can assist you in your studies.

### Training Support:

You are encouraged to identify any training support that you may need before you enrol and at any point during your learning journey. This may include but not limited to:

- Study Skills
- Accessing and using technology
- Assessments

- Disability support
- Aboriginal and Torres Strait Islander support

### Wellbeing Support:

CR TAFE is dedicated to supporting students and to providing a safe and inclusive learning environment for all students including a culturally safe learning environment for Aboriginal people. CR TAFE recognises that student wellbeing is important for a successful learning journey and may provide, or support access to, appropriate services where needed. Wellbeing support may include, but not limited to:

- Counselling and mental health resources (external)
- Career Services and Guidance (internal)
- Financial (fee and debt payment options, scholarships) (internal)
- Abuse, harassment, bullying (internal and external)
- Crisis and Support Lines (external)
- Support for Aboriginal students (internal and external)
- Aboriginal Counselling Support (external)
- Support for students with disability (internal and external)
- Support for international students (internal)

For confidential, no obligation contact information for wellbeing support, please contact our Student Support Services team who can help you with more information on how to access these support services, or go to our [website](#).

### Contacts:

#### Lecturer contact details:

Name: Elangu Iyyapillai

Phone number: 08 99566154

Email: [Elangu.Iyyapillai@crtafe.wa.edu.au](mailto:Elangu.Iyyapillai@crtafe.wa.edu.au)

Building: U Block, Geraldton Campus

Availability: Monday to Friday 8:30am – 4:45pm

To speak to our Student Business System Team, Student Support Services Team, our Technical Support Team, Aboriginal Support Services or your local Access and Equity Inclusion Officer, contact: 1800 672 700 or [enquiries@crtafe.wa.edu.au](mailto:enquiries@crtafe.wa.edu.au).

Alternatively, you can complete an online enquiry form <https://www.centralregionaltafe.wa.edu.au/contact-us>.

For help with all things career, training and employment, contact our Jobs and Skills Centres at either our Geraldton, Kalgoorlie or Northam campuses, or call 13 64 64 or go to [www.jobsandskills.wa.gov.au](http://www.jobsandskills.wa.gov.au).

### Award

Upon successful completion of this course, you are entitled to an Award and a Record of Achievement. Should you not have successfully completed all the units of competency required for the Award, you are entitled to a Statement of Attainment for the individual units for which you have been assessed as competent.

### Further Resources and Information

More information can be found in our Student Handbook, available for download off our website [here](#).

### Notification of Changes to the Course

You will be informed in writing by your lecturer of any changes that affect your course after enrolment. You will be supported throughout the change to ensure there is minimal disruption to your learning journey.

## Timetable and Training Hours

The timetable provided helps you plan your week and understand your study commitments. The timetable shows which days and times you need to attend training. It helps you plan ahead and manage your participation.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30 am- 12:00 pm		<b>Stage I Apprentice</b>  Face to face class, U Block CRTAFE Geraldton Campus	<b>Stage II Apprentice</b>  Face to face class, U Block CRTAFE Geraldton Campus		
<b>12:00 pm - 12:45 pm LUNCH BREAK</b>					
12:45 pm- 4:45 pm		<b>Stage I Apprentice</b>  Face to face class, U Block CRTAFE Geraldton Campus	<b>Stage II Apprentice</b>  Face to face class, U Block CRTAFE Geraldton Campus		

## Assessment Methods

For this course, assessments may include the following:

- Knowledge questions: This involves answering questions, either orally or in writing relating to the unit of competency.
- Observations: This involves your assessor or a third party (workplace supervisor) observing you perform tasks in the workplace and/or simulated workplace to check that you have the knowledge and skills required for the unit of competency.
- Project: This involves completing tasks or activities in the workplace and/or simulated workplace to show that you can apply the knowledge and skills required for the unit of competency.
- Portfolio: This is a collection of evidence you put together, such as documents, examples of your work, or completed activities, to show that you have the knowledge and skills required for the unit of competency.

Note: The specific assessments required for each unit of competency will be outlined in the Training and Assessment Plan (TAP) for that unit. You will receive a copy of the TAP for each unit when you enrol.

## Overview of Training Hours

The table below outlines the units you need to complete. It shows the types of training you are required to do and approximately how much time they should take. This will help you understand how much time you will need to set aside for each unit you are enrolled in.

Stage	National ID	Unit Of Competency	Face to Face	Workshops	Work Placement	Structured Out Of Class Activities	Tutorial Study Support	Total	Assessment	Delivery Mode	Core / Elective	Group	Pre-Requisites National Code/s
2026 TERM 1	SITHCCC023	Use food preparation equipment [OEA16]	20.00					20.00	5.00	Face To Face	Core	Core Units	SITXFSA005
	SITHCCC027	Prepare dishes using basic methods of cookery [OEA34]	28.00					28.00	5.00	Face To Face	Core	Core Units	SITXFSA005
	SITHKOP009	Clean kitchen premises and equipment [OEB15]	8.00					8.00	2.00	Face To Face	Core	Core Units	SITXFSA005
	SITXFSA005	Use hygienic practices for food safety [OEB45]	10.00					10.00	5.00	Face To Face	Core	Core Units	
	HLTAID011	Provide First Aid [OCD30]	15.00					15.00	3.00	Face To Face	Elective	Group C - General Electives	
2026 TERM 2	SITHCCC029	Prepare stocks, sauces and soups [OEB69]	20.00					20.00	5.00	Face To Face	Core	Core Units	SITXFSA005
	SITXFSA006	Participate in safe food handling practices [OEA32]	20.00					20.00	10.00	Face To Face	Core	Core Units	
	SITXINV006	Receive, store and maintain stock [OEA92]	14.00					14.00	5.00	Face To Face	Core	Core Units	SITXFSA005
2026 TERM 3	SITHCCC028	Prepare appetisers and salads [OEA90]	30.00					30.00	5.00	Face To Face	Core	Core Units	SITXFSA005
	SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes [OEB21]	28.00					28.00	5.00	Face To Face	Core	Core Units	SITHCCC027, SITXFSA005
	SITXWHS005	Participate in safe work practices [OEC43]	10.00					10.00	5.00	Face To Face	Core	Core Units	
2026 TERM 4	SITHCCC031	Prepare vegetarian and vegan dishes [OEC64]	28.00					28.00	5.00	Face To Face	Core	Core Units	SITXFSA005, SITHCCC027
	SITHCCC042	Prepare food to meet special dietary requirements [OEB51]	49.00					49.00	20.00	Face To Face	Core	Core Units	SITXFSA005, SITHCCC027
	SITXHRM007	Coach others in job skills [OEB42]	20.00					20.00	5.00	Face To Face	Core	Core Units	
2027 TERM 1	SITHCCC035	Prepare poultry dishes [OEC62]	20.00					20.00	5.00	Face To Face	Core	Core Units	SITXFSA005, SITHCCC027
	SITHCCC036	Prepare meat dishes [OEB47]	28.00					28.00	5.00	Face To Face	Core	Core Units	SITXFSA005, SITHCCC027

Stage	National ID	Unit Of Competency	Face to Face	Workshops	Work Placement	Structured Out Of Class Activities	Tutorial Study Support	Total	Assessment	Delivery Mode	Core / Elective	Group	Pre-Requisites National Code/s
2027 TERM 2	SITHCCC037	Prepare seafood dishes [OEB46]	21.00					21.00	5.00	Face To Face	Core	Core Units	SITXFSA005, SITHCCC027
	SITHCCC039	Produce pates and terrines [OEA09]	15.00					15.00	5.00	Face To Face	Elective	Group A Elective Units - Cookery and Catering	SITXFSA005, SITHCCC027
	SITHCCC044	Prepare specialised food items [OEA47]	28.00					28.00	5.00	Face To Face	Elective	Group A Elective Units - Cookery and Catering	SITXFSA005, SITHCCC027
2027 TERM 3	SITHCCC041	Produce cakes, pastries and breads [OEA65]	28.00					28.00	7.00	Face To Face	Core	Core Units	SITXFSA005
	SITHPAT016	Produce desserts [OEC55]	50.00					50.00	20.00	Face To Face	Core	Core Units	SITXFSA005
	SITHPAT014	Produce yeast-based bakery products [OEB58]	40.00					40.00	2.00	Face To Face	Elective	Group A Elective Units - Cookery and Catering	SITXFSA005
2027 TERM 4	SITHCCC043	Work effectively as a cook [OEC80]	40.00					40.00	46.00	Face To Face	Core	Core Units	SITXFSA005, SITHCCC027
	SITHKOP010	Plan and cost recipes [OEB55]	15.00					15.00	15.00	Face To Face	Core	Core Units	
	BSBSUS211	Participate in sustainable work practices [OCE15]	15.00					15.00	5.00	Face To Face	Elective	Group C - General Electives	
		<b>Total</b>	600.00	0.00	0.00	0.00	0.00	600.00	205.00				

Cluster	Unit Of Competency	Core / Elective
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