

Training Package	Tourism, Hospitality and Events (SIT07)		HSC Requirements and Advice
Unit title	Organise and prepare food		
Unit code	Competency field	Sector	HSC Indicative Hours
SITHCCC001A	Commercial Cookery and Catering	Hospitality	20

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to organise and prepare a variety of foods for the kitchen of a hospitality or catering operation. It focuses on general food preparation techniques.</p> <p>The term 'organising and preparing food' is also referred to as 'mise en place' and includes basic preparation prior to serving food, which may involve cooking components of a dish but does not include the actual presentation.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
Prerequisite units	<p>This unit must be assessed after the following prerequisite unit:</p> <ul style="list-style-type: none"> • SITXOHS002A Follow workplace hygiene procedures.
Application of the unit	<p>This unit applies to hospitality and catering operations where food is prepared and served, and may include the preparation of food for Asian cuisines.</p> <p>Those undertaking this role work under supervision and usually as part of a team.</p>
Employability skills	<p>The required outcomes described in this unit of competency contain applicable facets of employability skills. The <i>Employability Skills Summary</i> of the qualification in which this unit of competency is packaged will assist in identifying employability skill requirements.</p>

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Context of and specific resources for assessment	Methods of assessment	Assessing employability skills
<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • application of hygiene and safety principles and procedures • ability to organise and prepare a wide variety of general food items within realistic workplace time constraints. 	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • demonstration of skills within normal operating conditions of a fully equipped commercial kitchen, including industry current equipment, as defined in <i>Appendix 1</i> of this document • industry realistic ratios of kitchen staff to customers. 	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • direct observation of the candidate preparing food • inspection of food items prepared by the candidate 	<p>Employability skills are integral to effective performance in the workplace and are broadly consistent across industry sectors. How these skills are applied varies between occupations and qualifications due to the different work functions and contexts.</p> <p>Employability skills embedded in this unit should be assessed holistically with other</p>

		Methods of assessment cont/d	Assessing employability skills cont/d
		<ul style="list-style-type: none"> • written or oral questions to assess knowledge of preparation techniques for various food types • review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate. <p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> • SITHCCC002A Present food • SITHCCC007A Prepare sandwiches. 	<p>relevant units that make up the skill set or qualification and in the context of the job role.</p>

Required Skills and Knowledge		HSC Requirements and Advice
This section describes the essential skills and knowledge and their level, required for this unit.		
<p>The following skills must be assessed as part of this unit:</p> <ul style="list-style-type: none"> • logical and time efficient work flow • knife handling techniques • cutting techniques for foods as required for menu items • hygienic handling of food and equipment according to local, state or territory and national regulatory requirements • safe work practices according to OHS principles and procedures, particularly with regard to using knives • waste minimisation techniques and environmental considerations in relation to food preparation • problem solving skills to deal with minor problems, such as shortages of ingredients • literacy skills to read recipes, menus, instructions and orders • numeracy skills to calculate portions, and weigh and measure quantities of ingredients. 	<p>The following knowledge must be assessed as part of this unit:</p> <ul style="list-style-type: none"> • uses and characteristics of basic food products and types of menus as required. 	<p>Key Terms and Concepts</p> <ul style="list-style-type: none"> • equipment • food items – dairy, dry goods, fruits and vegetables, meat, seafood, poultry • food preparation techniques • ingredients • menu items • portion control • recipes • safe and hygienic work practices • waste minimisation • work flow.

Element	Performance Criteria	Range Statement	HSC Requirements and Advice
1 Prepare and use equipment.	1.1 Select <i>equipment</i> of the correct type and size for the job, and ensure that it is clean, safely assembled and ready before use.	<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. <i>Bold italicised</i> wording in the performance criteria is detailed below.</p> <p><i>Equipment</i> may be mechanical or power driven and <u>must</u> include:</p> <ul style="list-style-type: none"> • knives, cleavers and utensils • food processors, blenders and mixers • slicers • grills or salamanders • fryers • large fixed equipment, such as bains marie and fridges. 	<p>Learning experiences for the HSC must address:</p> <p>Knowledge of safe and hygienic work practices and procedures.</p> <p>Examples of equipment classified as:</p> <ul style="list-style-type: none"> • utensils • mechanical • fixed. <p>An awareness of a range of equipment including:</p> <ul style="list-style-type: none"> • name • characteristic • use • limitations • assembly (if appropriate) • maintenance • cleaning and sanitising • storage. <p>Knowledge and identification of suitable cutting surfaces including:</p> <ul style="list-style-type: none"> • yielding • unyielding. <p>Knowledge of:</p> <ul style="list-style-type: none"> • the parts of a knife • knife handling techniques <ul style="list-style-type: none"> - correct position of fingers, knuckles, thumb and free hand • knife sharpening <ul style="list-style-type: none"> - correct use of steel - types of stone and lubricants.
	1.2 Use equipment correctly, safely and hygienically.		
2 Assemble and prepare ingredients for menu items.	2.1 Identify ingredients according to standard recipes, recipe cards or enterprise requirements.		<p>Learning experiences for the HSC must address:</p> <p>Interpretation, use and modification of standard recipes.</p> <p>The standard features of a recipe including:</p> <ul style="list-style-type: none"> • preliminary preparation • equipment

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			<ul style="list-style-type: none"> • quantity of ingredients • method • cooking temperature • cooking time • number of portions recipe will produce • total cost of product. <p>Knowledge of a range of menu types including:</p> <ul style="list-style-type: none"> • table d'hôte • set menu • à la carte • function • buffet • cyclic. <p>Team problem-solving activities including:</p> <ul style="list-style-type: none"> • identify problem • consider solutions • action • follow-up.
	<p>2.2 Assemble ingredients according to the correct quantity, type and quality required.</p>		<p>Learning experiences for the HSC must address:</p> <p>Accurate measurement of dry and wet ingredients.</p> <p>An understanding of criteria for the selection of quality fresh, frozen, preserved and pre-prepared ingredients including:</p> <ul style="list-style-type: none"> • dairy products • dry goods • fruit • vegetables • general food items • meat, poultry and seafood.
	<p>2.3 Prepare ingredients in the required form and timeframe.</p>		<p>Learning experiences for the HSC must address:</p> <p>Define:</p> <ul style="list-style-type: none"> • mise en place. <p>Mise en place including:</p> <ul style="list-style-type: none"> • ordering ingredients

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			<ul style="list-style-type: none"> • correct selection of recipe • selection of required ingredients • weighing and measuring • selection and preparation of equipment • preparation of ingredients. <p>Features of effective work flow management including:</p> <ul style="list-style-type: none"> • logical sequence • time efficient • planning and organisation • time constraints • cooperation. <p>Acknowledgement of the effect poor work flow has on:</p> <ul style="list-style-type: none"> • colleagues • customers • workplace/organisation. <p>Opportunities to organise and prepare a variety of general food items.</p> <p>Application of work flow management techniques to a range of food preparation activities in an industry context.</p>
3 Prepare dairy, dry goods, fruits and vegetables.	3.1 Prepare food according to correct weight, amount and number of portions.		<p>Learning experiences for the HSC must address:</p> <p>Portion control:</p> <ul style="list-style-type: none"> • correct utensils, measures and equipment to prepare and serve food • use of standardised recipes • specified meal and component sizes including amounts of vegetables, meats and garnishes. <p>Accurate use of scales and measuring equipment.</p>
	3.2 Clean, peel and prepare vegetables and fruit as required for menu items.		<p>Learning experiences for the HSC must address:</p> <p>Washing, peeling and trimming of fruit and vegetables including:</p>

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			<ul style="list-style-type: none"> • use of cold water to remove insecticides, chemicals, pests and soil • scrubbing of root vegetables • soaking where appropriate • careful handling of delicate fruits • removal of strings, peel, pith, stems or eyes. <p>Storage of ingredients after peeling to prevent spoilage including:</p> <ul style="list-style-type: none"> • immersion in water • application of lemon juice • immersion in a mixture of water and lemon juice • immersion in brine. <p>Specific peeling techniques including:</p> <ul style="list-style-type: none"> • peeling tomato • crushing garlic • segmenting fruit. <p>Cutting techniques for fruit and vegetables including:</p> <ul style="list-style-type: none"> • julienne • brunoise • paysanne • macedoine • jardinière • turning • dicing • mirepoix. <p>Waste minimisation techniques and environmental considerations relating to food preparation including:</p> <ul style="list-style-type: none"> • correct portion control • correct storage, handling and preparation of foodstuffs • use of off-cuts • waste minimisation <ul style="list-style-type: none"> - accurate measurements and calculations - recycling - using recyclable products - resource efficiency.

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	3.3 Prepare dairy products as required for menu items, ensuring they are correctly handled.		<p>Learning experiences for the HSC must address:</p> <p>Appropriate storage and handling of dairy products.</p>
	3.4 Measure, sift where appropriate, and use dry goods as required for menu items.		
	3.5 Prepare general <i>food items</i> as required for menus.	<p><i>Food items</i> to be prepared:</p> <ul style="list-style-type: none"> • <u>must</u> include the use of: <ul style="list-style-type: none"> - dairy products, including milk, yoghurt, cheeses and alternatives, eg soy products - dry goods, such as flours, sugars, pastas and rice - standard fruit and vegetables - general food items such as sauces, condiments and flavourings, garnishes, coatings and batters - meat, seafood and poultry that may be fresh, frozen, preserved or pre prepared • may include the use of: <ul style="list-style-type: none"> - meat products such as standard cuts, sausages, hams and salami. 	<p>Learning experiences for the HSC must address:</p> <p>An awareness of a range of basic food products including their:</p> <ul style="list-style-type: none"> • characteristics • use • storage requirements • application in menu items. <p>Preparation of a range of simple and complex garnishes using a variety of ingredients and appropriate preparation techniques including:</p> <ul style="list-style-type: none"> • clarified butter • roux • concasse • chopped parsley • duxelles • croutons • bouquet garni • marinades. <p>Preparation and use of batters including:</p> <ul style="list-style-type: none"> • suitable foods • types of batters • appropriate equipment. <p>Preparation and use of coatings including:</p> <ul style="list-style-type: none"> • suitable foods • types of coatings • crumbing process • storage of coated foods.
4 Prepare meat, seafood and poultry.	4.1 Prepare and portion meat, seafood and poultry accurately, according to size, weight and required menu items.		<p>Learning experiences for the HSC must address:</p> <p>An awareness of a range of standard cuts for:</p> <ul style="list-style-type: none"> • meat

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			<ul style="list-style-type: none"> - rump - T-bone - fillet • seafood <ul style="list-style-type: none"> - fillet - cutlet • poultry <ul style="list-style-type: none"> - breast fillet - thigh fillet - tenderloin - drumstick - wing.
	4.2 Trim, mince or slice and prepare meat correctly.		<p>Learning experiences for the HSC must address:</p> <p>An awareness of the function, operation and safe use of a range of equipment used to prepare meat including:</p> <ul style="list-style-type: none"> • meat mallet • mincer • meat slicer • knives <ul style="list-style-type: none"> - cook's - meat cleaver - carving knife and fork. <p>An awareness of a range of meat preparation techniques and their purpose including:</p> <ul style="list-style-type: none"> • cutting and trimming • mincing • tenderising • curing • weighing and portioning.
	4.3 Clean, prepare and fillet fish and seafood correctly.		<p>Learning experiences for the HSC must address:</p> <p>An awareness of the function, operation and safe use of a range of equipment used to prepare seafood including:</p> <ul style="list-style-type: none"> • fish scaler • filleting knife • kitchen scissors.

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			<p>An awareness of a range of seafood preparation techniques and their purpose including</p> <ul style="list-style-type: none"> • scaling • gutting • cleaning • removal of skin • filleting.
	<p>4.4 Trim and prepare poultry correctly.</p>		<p>Learning experiences for the HSC must address:</p> <p>An awareness of the function, operation and safe use of a range of equipment used to prepare poultry including:</p> <ul style="list-style-type: none"> • knives <ul style="list-style-type: none"> - boning - cook's - carving • poultry shears. <p>An awareness of a range of poultry preparation techniques and their purpose including</p> <ul style="list-style-type: none"> • trussing • de-boning • slicing • portioning • stuffing • marinating.
	<p>4.5 Store meat, seafood and poultry hygienically.</p>		<p>Learning experiences for the HSC must address:</p> <p>Knowledge of the safe and hygienic storage of meat, seafood and poultry including:</p> <ul style="list-style-type: none"> • temperature ranges • storage times • frozen, fresh and cooked • specific storage areas for food types • stock rotation.