# Assessment cover sheet

| Assessment Cover Sheet | |
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| Qualification code and title | SIT20421 Certificate II in Cookery  SIT30821 Certificate III in Commercial Cookery |
| Unit code and title | SITHCCC024 Prepare and present simple dishes (Release 1) |
| Learner’s name and ID |  |
| Assessment number and method | 2 of 2 Practical Observation |
| Assessor’s name |  |
| Due date |  |
| Submission | First Submission  Resubmission |
| Learner Instructions | * It is your responsibility to hand the required assessment to the assessor by the due date * One extension for up to two weeks may be granted only if a written application is made and approved before the due date (Refer to Application for extension of time) * Resubmissions must be lodged by the date negotiated with the assessor * Please see the Student Handbook for information regarding work that has been deemed Not Satisfactory |
| Learner declaration | * Hereby declare that this is my own work, and that all non-original information is appropriately acknowledged. No part of this assessment has been written/created for me by any other person. I am aware of the consequences of plagiarism and will abide by the Student Code of Conduct Policy & Procedure in this regard. * I understand my assessment material may be used for continuous improvement purposes. * I have retained a copy of this assessment. |
| Learners Signature |  |
| Date |  |

Note: When this Assessment Cover Sheet is submitted via email, it will be deemed to have the same authority as a signed declaration.

# Practical Observation Assessment Task

## Learner Version

## Hospitality Department

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| Qualification Code | SIT20421  SIT30821 |

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| Qualification Title | Certificate II in Cookery  Certificate III in Commercial Cookery |

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| Unit Code/s | SITHCCC024 |

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| Unit Title/s | Prepare and present simple dishes (Release 1) |

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| Due Date |  |

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| Learner Name and ID |  |

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# Assessment Information to Learner

| Task Number | 2 of 2 | Task Name | Practical Observation - Preparing and presenting simple dishes |
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| Assessment Information to Learner |
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| Description of assessment task |
| * This is two (2) of two (2) assessments you need to complete to be deemed competent in this unit. * In this assessment you will be observed Preparing and presenting simple dishes in a workplace environment or simulated environment. For full task details – see ‘Task Instructions’ below. * This assessment will take place in the workplace. |
| Conditions of assessment |
| * This is an individual task. * You are required to complete the tasks as set out in the ‘Task Instructions.’ * Familiarise yourself with the task and checklist. * Your assessor will use this checklist to assess your skills in the workplace. * All tasks must be completed satisfactorily. If you do not complete a task in full, your assessor may ask to you to repeat a task.   GOTAFE procedures:   * You will be required to complete an ‘Assessment Cover Sheet’ and check the box on submission of your assessment declaring that the evidence provided is the product of your own work. This will support the authenticity of the evidence. * No marks or grades are allocated for this assessment task. The task will be resulted as Satisfactory or Not Satisfactory. * Feedback will be provided to you by your assessor via the ‘Assessment Feedback to Learner’ form at the end of this assessment task. * You are entitled to 2 assessment attempts for each assessment task within a unit enrolment period.   Please refer to your Student Handbook for further information on:   * Plagiarism. * Special Consideration. * Reasonable adjustment. * Extension of time. * Resubmissions. * Appeals |
| Assessment due date |
| TBC |
| Submission instructions |
| You are required to submit Appendix B – Skills Log for this assessment, either by uploading into GoLearn or hard copy to your Assessor. (*Save as Surname\_First\_Student ID\_SITHCCC024\_ AT1\_Appendix B – Skills Log)*  We do suggest that you look over the assessment to understand what your Assessor will be observing you on whilst in the workplace/simulated environment preforming the tasks which is required of you to be competent within this unit.  Remembering this is one part of two assessments to be deemed competent.  Submit your assessment by:  N/A |
| Resources |
| * Access to computer/laptop * Access to the internet * Website access, including: * goLearn * Resources: * Learning Resource * Appendix B – Skills Log * Policies and procedures, including: * Manual handling * Food Safety Program |

| Task Instructions |
| --- |
| Before you begin this assessment, please familiarise yourself with the following:   1. Policies and procedures including manual handling 2. Food Safety Program   To complete this assessment, you are required to:   1. The Appendix B - Skills Log should be used in conjunction with this report to ensure that you have prepared and presented simple dishes specified in the Appendix B - Skills Log. 2. Complete the practical tasks as instructed by your assessor. Your assessor will discuss the tasks to be completed in each observation prior to commencing the assessment. 3. You may be required to perform some tasks multiple times to meet the requirements of the unit of competency. 4. Discuss and confirm the recipes and food types to be prepared with your assessor prior to commencing the assessment   Overview of tasks  You must complete the following assessment tasks.   * You must prepare **seven (7)** different simple dishes from the list of categories specified in the Task Instructions below. * You must use the applications specified in the Task Instructions below at least once when preparing the dishes. * You must use at least **six (6)** different methods of cookery from the list of methods specified in the Task Instructions below. * You must handle and prepare pre-prepared items requiring reconstituting, thawing and rethermalising at least once. * You are required to submit Appendix B – Skills Log for this assessment, either by uploading into goLearn or hard copy to your Assessor. (*Save as Surname\_First\_Student ID\_SITHCCC024\_ AT1\_Appendix B – Skills Log)*   **Note:** Successful completion of this assessment does not mean you have achieved all requirements of the unit of competency. An overall decision of competence for the unit will not be made until all assessments are completed. Refer to your assessor or the unit information on the learning platform to identify additional assessments required. |
| **Learner check list for tasks:** |
| 1. Prepare **seven (7)** different simple dishes.  **Recipe names**:  1.  2.  3.  4.  5.  6.  7.  **Food prepared (if recipe not used):**  **Category of dish:** (tick all that apply in the Observation)  Baked item  Deep-fried items  Pasta or noodles  Poached eggs  Roasted items  Salads  Sandwiches |
| 2. Prepared for food service.   * Confirmed food preparation requirements from the menu or product list and recipes. * Located and read information in standard recipes to confirm ingredients and equipment required. * Located and read organisational procedures regarding food preparation. |
| 3. Checked quantities and quality of food items and restocked where necessary.   * Used numeracy skills to accurately calculate quantities required. * Checked food items for quality, freshness, and desired characteristics. * Checked perishables for spoilage or contamination prior to preparation. * Where required, replenished stock according to stock rotation procedures (e.g., first in, first out rotation procedures). * Where required, accurately completed stock orders to replenish stock items. |
| 4. Completed food preparation prior to service.   * Efficiently completed mise en place activities to prepare food. * Accurately weighed and measured ingredients. |
| 5. The applications used at least once when preparing the dishes.  Cleaning, peeling, and slicing raw food  Batters  Coatings  Dressings  Garnishes  Marinades   * Cleaned and peeled potatoes in preparation for cooking. * Prepared simple balsamic dressing for salad. * Washed and chopped parsley for garnishing sandwiches. * Used seasoned plain flour, egg wash and dry breadcrumbs to make paner à l’anglaise coating. * Prepared beer batter for coating fish fillets. * Washed and sliced tomatoes in preparation for a simple salad. * Marinated meat in oil, soy sauce, garlic, and onion, overnight. |
| 6. Selected, assembled and used equipment safely and hygienically.   * Selected correct type and size of equipment based on recipe requirements and quantities required. * Safely assembled the equipment according to manufacturer’s requirements. * Checked the cleanliness of the equipment prior to using. * Operated technical functions of food preparation and cooking equipment. * Operated the equipment in accordance with manufacturer’s instructions and establishment procedures. |
| 7. Used appropriate cookery methods to prepare simple dishes.   * Prepared dishes according to recipe and production requirements. * Prepared dishes within designated timeframe. * Selected the correct cooking time and temperature to cook the dish. |
| 8. Indicate the type of cookery method that applies, at least **six (6)**.  Baking  Boiling  Braising  Deep frying  Grilling  Poaching  Roasting  Shallow frying  Steaming  Stewing   * Boiled pasta in boiling water at 100 °C for approximately 8 to 12 minutes until al dente. * Steamed vegetables in atmospheric steamer for 8 minutes. * Braised rice in the oven at 190 °C to serve as an accompaniment to stew. * Poached eggs in water with a splash of vinegar at 93 to 95 °C for 4 minutes. * Deep-fried fish fillets in oil between 175 and 195 °C until the desired golden-crisp exterior was achieved. * Used the salamander to grill open ham and cheese sandwiches. * Shallow-fried green vegetables in a wok at high heat. * Roasted a whole chicken on a trivet. Started roasting at 220 to 230 °C, then reduced the heat to 180 °C. |
| 9. Responded to at least one special customer request.   * Adjusted the recipe or ingredients to accommodate the customer request |
| 10. Handled and prepared pre-prepared items.   * Reheated pre-prepared foods at the correct temperature for the required length of time. |
| 11. Following methods was used for these dishes.   * Reconstituting * Followed organisational procedures to reconstitute liquids, for example, slowly heated sauce with a small amount of stock before increasing the temperature. At boiling point, reduced to a simmer then adjusted the consistency by adding additional liquid. * Thawing * Thawed frozen food in the refrigerator at 1 to 3 °C until it completely defrosted. * May thaw small amounts of frozen foods in the microwave if required at short notice. * Rethermalising * May use a microwave, hot water bath, oven, rethermaliser or stovetop to rethermalise food. * Followed organisational procedures to rethermalise food, for example:   - reheated prepared sauce on the stovetop  - reheated precooked noodles by adding them to simmering sauce  - submerged vacuum-sealed food in a rethermaliser set to the required temperature. |
| 12. Used portion control to maximise profitability and minimise wastage.   * Followed establishment procedures for portion control when preparing and serving dishes, for example, portioned baked pasta into single serves for storage and reheating later, portioned a whole cake prior to display or service, cut sandwiches to correct shape and placed the correct number on a platter for service. * Followed the recipe to confirm portion sizes. |
| 13. Presented or displayed food according to organisational guidelines.   * Displayed food in appropriate environmental conditions according to the food or dish type. * Followed organisational presentation and display standards when presenting the dish. * Read and complied with organisational food display, storage, and safety requirements. |
| 14. Used safe food handling practices when storing, preparing, and handling different food types.   * Checked date codes and rotation labels when selecting ingredients to ensure food quality and safety. * Cleaned and sanitised equipment according to workplace and manufacturer’s instructions. * Washed and sanitised chopping boards and knives between food preparation tasks. * Used tongs, forks or serving trays to transfer food. * Washed hands or changed gloves between food preparation tasks. * Practised good personal hygiene and wore protective clothing. * Avoided cross-contamination between raw and cooked foods at all stages of food preparation. |
| 15. Used safe food storage practices.   * Stored food in the correct environmental conditions according to the food type and organisational procedures. * Ensured that drips from thawed meat and poultry didn’t come in contact with surfaces, equipment and cooked or high-risk foods. * Dated and labelled reusable by-products prior to storing. * Rotate stock according to first in, first out rotation principles. |
| 16. Completed food preparation and presentation within commercial time constraints.   * Efficiently sequenced the stages of food preparation and production. * Used self-management skills to manage own speed, timing, and productivity. * Completed the recipe/task within the designated period. |
| 17. Cleaned work area according to organisational procedures, environmental considerations, and cost-reduction initiatives.   * Disposed of or stored surplus and reusable products to minimise wastage. * Used environmentally sound disposal practices (e.g., recycled waste where possible). * Used correct cleaning procedure to clean, wash, rinse, sanitise and dry preparation equipment such as bowls, knives, chopping board, etc. * Cleaned and sanitised equipment and surface areas according to organisational cleaning procedures. |

| Practical Observation Assessment Task | | | |
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| Unit code | SITHCCC024 | Unit title | Prepare and present simple dishes (Release 1) |
| Task number | 2 of 2 | Task name | Practical Observation - Preparing and presenting simple dishes |
| Learner name |  | Learner ID |  |
| Date |  | Assessor name |  |
| **Workplace Environment** | | **Simulated Environment** | |

**ASSESSOR TO COMPLETE:**

| Task Instructions | | |
| --- | --- | --- |
| Learner Task | Assessor Observations and Feedback | Assessor Tick if Satisfactory  (Comment if incorrect) |
| 1. Prepare **seven (7)** different simple dishes. | **Recipe names**:  1.  2.  3.  4.  5.  6.  7.  **Food prepared (if recipe not used):**  **Category of dish:** (tick all that apply in the observations)  Baked item  Deep-fried items  Pasta or noodles  Poached eggs  Roasted items  Salads  Sandwiches |  |
| 2. Prepared for food service. |  |  |
| 3. Checked quantities and quality of food items and restocked where necessary. |  |  |
| 4. Completed food preparation prior to service. |  |  |
| 5. The applications used at least once when preparing the dishes. | Cleaning, peeling, and slicing raw food  Batters  Coatings  Dressings  Garnishes  Marinades |  |
| 6. Selected, assembled and used equipment safely and hygienically. |  |  |
| 7. Used appropriate cookery methods to prepare simple dishes. |  |  |
| 8. Indicate the type of cookery method that applies, at least **six (6)**. | Baking  Boiling  Braising  Deep frying  Grilling  Poaching  Roasting  Shallow frying  Steaming  Stewing |  |
| 9. Responded to at least one special customer request. |  |  |
| 10. Handled and prepared pre-prepared items. |  |  |
| 11. Following methods was used for these dishes. | Reconstituting  Thawing  Rethermalising |  |
| 12. Used portion control to maximise profitability and minimise wastage. |  |  |
| 13. Presented or displayed food according to organisational guidelines. |  |  |
| 14. Used safe food handling practices when storing, preparing, and handling different food types. |  |  |
| 15. Used safe food storage practices. |  |  |
| 16. Completed food preparation and presentation within commercial time constraints. |  |  |
| 17. Cleaned work area according to organisational procedures, environmental considerations, and cost-reduction initiatives. |  |  |

| Assessor Signature |  |
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# Assessment task feedback to learner – Task 2

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| Qualification code and title | SIT20421 Certificate II in Cookery  SIT30821 Certificate III in Commercial Cookery |

|  |  |
| --- | --- |
| Unit/s code and title | SITHCCC024 Prepare and present simple dishes (Release 1) |

|  |  |
| --- | --- |
| Learner name and ID |  |

|  |  |
| --- | --- |
| Assessment 2 of 2 | Practical Observation - Prepare and present simple dishes |

| Assessment submission question | Tick if yes | Form submitted | Tick if yes |
| --- | --- | --- | --- |
| Has extension of time been granted for this assessment? |  | If yes, an ‘Application for extension of time form [FLA-23] has been submitted? |  |
| Has special consideration been granted for this assessment? |  | If yes, an ‘Application for assessment special consideration form’ [FLA-58] has been submitted? |  |
| Has reasonable adjustment been applied to this assessment? |  | If yes, an ‘Application for assessment special consideration form’ [FLA-58] has been submitted? |  |

| **Assessment Criteria** | **S**  **Satisfactory** | **NS**  **Not Satisfactory** |
| --- | --- | --- |
| All tasks have been completed in full and to a satisfactory standard. |  |  |
| Demonstrated knowledge and skills required to; |  |  |
| * Prepared **seven (7)** different simple dishes |  |  |
| * Prepared food for service |  |  |
| * Applied food safety and food hygiene procedures |  |  |
| * Selected, assembled, and used equipment safely and hygienically |  |  |
| * Used different methods of cookery |  |  |
| * Stored food items correctly and hygienically |  |  |
| * Cleaned and sanitised work area and equipment |  |  |
| Overall task achievement |  |  |

Resubmission required?  Resubmission due date………………....

|  |  |  |
| --- | --- | --- |
| Assessor Name: | Assessor Signature: | Assessor Date: |

| Feedback |
| --- |
| Feedback sent to learner (date)…………… |