



WORKPLACEMENT GUIDE FOR

STUDENTS

A guide for students of Choice Business College, undertaking workplace activity for courses in cooking and hospitality.



ABOUT THIS GUIDE

This guide introduces you to workplacement, as a key component of your course with Choice Business College (CBC). It explains CBC's approach to Workplace Activity Monitoring and your roles and responsibilities within the Workplacement systems and processes.

It is a requirement to complete workplacement, in order to receive your qualification.

WHAT IS WORKPLACEMENT?

Workplacement forms a mandatory part of Choice Business College's courses. It is a requirement under legislation that you undertake a mandatory minimum 192 hours, across a total of 48 service periods (shifts) in a commercial kitchen, as part of a structured workplacement arrangement. This enables you to gain practical experience in a commercial kitchen environment, building your industry skills and making you job-ready on graduation.

For some students, workplacement will be their very first experience in an Australian workplace, while others may already have significant on-the-job kitchen experience and are looking to formalise that experience into a nationally recognised Australian qualification.

It is the student's responsibility to find an appropriate Host Kitchen, in which to complete workplacement. All Host Kitchens must be approved by Choice Business College, prior to commencement of workplacement.

Choice Business College is required to gather evidence of your participation in workplacement and your practical workplace skills to ensure you meet all requirements of your course.

During workplacement, you are able to:

- Observe a variety of work being done in a commercial kitchen environment
- Undertake supervised activities appropriate to your skill level
- Ask questions about the workplace
- Identify skills or adjustments you may need to make to improve their own capabilities in a commercial kitchen environment
- Gain valuable employability skills
- Learn more about commercial kitchen operations and expectations
- Provide evidence of active participation in mandatory workplace activities

During your workplacement, you will work towards obtaining specific industry competencies. While you are supervised by the workplace Host Kitchen, you are formally assessed only by Choice Business College approved assessors.

Workplacement is different to work experience, as it requires a structured approach to



If you are currently working in an appropriate workplace, you may be able to undertake your workplace activity monitoring in that workplace – subject to approval by Choice Business College.

If you are not currently working in an appropriate workplace, you will need to make arrangements with an appropriate workplace and seek approval from Choice Business College for that workplace.

HOW WORKPLACEMENT WORKS

Students are responsible for arranging their own workplacement with Host Kitchens, however Host Kitchens may also approach Choice Business College and express their interest in hosting students in their workplace.

The shifts that you are required to work are reflective those of the actual workplace. It is likely that the hours and days that you complete these shifts may differ those of your fellow students, however you are still required to complete at least 60 service periods with your host kitchen.

Using Your Own Employer

If you are already employed in an appropriate workplace, you may be able to complete your assessment requirements within that workplace and may not need to find a different Host Kitchen. However, approval must still be given by both your employer and Choice Business College, for you to use your employer for workplacement purposes. Please note that this does not increase the 40 hours per fortnight paid employment available to International students. You will need to submit a Host Kitchen Workplacement Agreement Form to Choice Business College, with the details of your employer.

Before the workplacement commences

You will need to provide the potential host kitchen with the relevant guidelines and information needed to meet CBC's requirements and your workplacement needs. These are based around the requirements of the relevant training package and the individual qualifications.

Specific workplacement arrangements, including workplace conditions, hours, and other Host Kitchen policies and procedures are discussed between the you and the Host Kitchen.

Once you have secured notional agreement with the Host Kitchen, you will need to provide Choice Business College a Workplacement Application and Checklist, signed by the you and Host Kitchen supervisor.

Choice Business College will review the details and clarify any elements directly with the Host Kitchen.



Choice Business College will inform the you and Host Kitchen if you have been approved for Workplacement Activity Monitoring within the Host Kitchen.

During the workplacement

- You attend the workplace as per the agreed schedule.
- You will be supervised by the Host Kitchen Supervisor in the workplace, and be provided an opportunity to undertake suitable and appropriate tasks and to practice the activities required within the your Workplacement Logbook.
- Choice Business College makes activity monitoring visits or phone calls to you and to the Host Kitchen, to check your progress as part of the Workplace Activity Monitoring.
- Choice Business College will keep records of interactions with you and your workplacement supervisor.
- You will be required to maintain a workplacement logbook, which as well as detailing your workplacement attendance, it will list specific tasks undertake while under supervision. These tasks – and your workplace attendance record – must be signed off by workplacement supervisor.
- Choice Business College will verify the details in your workplace logbook with your workplace supervisor.
- Separately to workplacement, additional assessments are conducted by Choice Business College, for industry-based competencies.

WORKPLACEMENT ASSESSMENT

Workplacement assessment requires students to demonstrate the skills and knowledge learnt at Choice Business College in an actual commercial kitchen environment. This will involve a workplace visit by your assessor.

You are expected to use the range of skills you have acquired throughout your course and apply these to each work placement situation.

Remember that you must successfully complete your work placement, to complete your course. If there are gaps in any of the assessments or Workplacement Logbook, you may be undertake additional training at Choice Business College or complete more hours in workplacement, to further develop your skills, before being reassessed.

You will be assessed on the following units of competency, as part of your workplacement:

- SITHCCC020 Work effectively as a cook
- SITHKOP005 Coordinate cooking operations
- SITHKOP001 – Clean kitchen premises and equipment

These units of competency are a core part of your full qualification.



During your workplacement, you will be assessed on your skills and knowledge required to work as a cook, in a commercial kitchen environment. This includes organising, preparing and cooking a variety of food items across different service period, using a range of cooking methods and team coordination skills. You will also be observed organising food supplies and supervising food production processes.

The workplace visit by your assessor will also include discussions with your workplace supervisor, in order to confirm the details in your logbook and that the tasks you performed where to the standard required in the industry.

WORKPLACEMENT LOGBOOK

You will be required to complete a detailed Workplacement Logbook.

This logbook will be provided by Choice Business College. You are responsible for using it to record your attendance dates and times at the Host Kitchen and to log details of the various activities and tasks you will be required to perform.

The logbook will need to be signed off by your workplace supervisor to verify your attendance and that they observed you performing the required tasks and activities.

It is critical you keep this logbook up to date. It will be checked by your assessor and will be retained at by Choice Business College, at the completion of your course as evidence of your participation in workplacement. It is your responsibility to keep this logbook safe and secure for the duration of your workplacement.

NON-ATTENDANCE

Your attendance for scheduled workplacement is mandatory. You are expected to be reliable and professional.

If you do not attend a scheduled workplacement session, then the host kitchen is left without a student whom they have planned for.

However, we realise that sometimes people fall ill or other circumstances beyond their control may prevent them from attending a workplacement shift. If this happens, you must:

- Notify the host kitchen immediately via phone
- Arrange a make-up shift, to ensure you are still able to fulfil the minimum requirement of 60 service shifts
- Update your logbook



FREQUENTLY ASKED QUESTIONS

Who is responsible for the Student?

Choice Business College maintains a duty of care to its students, undertaking workplacement activities. This includes monitoring the student's welfare and progress during the workplacement.

It is the responsibility of the Host Kitchen to provide a safe workplace environment, including any workplace induction training, safety instructions and procedures and appropriate supervision for the Student. Any WHS related issues or concerns regarding the student must be reported to Choice Business College.

Choice Business College encourages Host Kitchens to:

- Engage with the student straight positively. The student's first day can set the tone for the whole workplacement experience
- Talk to the Student so that they understand their safety rights and responsibilities
- Talk with the Student about their level of skills and experience so you can set the work at the right skill level for them
- Importantly, remember that busy students tend to be happier and learn more
- Have a reserve list of tasks for them to do
- Debrief with the student at the end of each day and plan tomorrow's activities

Will I be paid for workplacement?

No. Students on workplacement are classified as 'voluntary' workers. Host employers are not required to make any payment to them under the Federal or State award or any other Act.

Any payment to the student may invalidate the Choice Business College's insurance and indemnity arrangements.

The one exception is where the student uses their part-time employment as part of their mandatory work placement requirement. Under these circumstances, the Student is not a voluntary worker and the insurance arrangements of the host employer would apply to the Student.

What are the Host Kitchen's responsibilities?

- The Host Kitchen is responsible for not asking or directing you to carry out any task that is not safe, taking into account your level of skill and experience.
- The Host Kitchen must respect your right to a safe and healthy host workplace, free from harassment, discrimination and any conduct that is unacceptable.
- The Host Kitchen is expected to consult and cooperate with Choice Business College under the relevant Work, Health and Safety Act in their state or territory.



- The Host Kitchen must notify Choice Business College immediately, of any health and safety incidents involving as student while on placement, including near misses, to enable Choice Business College to fulfil its obligations and support a safe workplacement.
- The Host Kitchen must notify Choice Business College immediately of any change to the site that would impact on the student’s ability to comply with their requirements under the workplacement arrangement and their ability to complete their course.