

**COURSE OUTLINES**

**NATIONAL CERTIFICATE IN HOSPITALITY (BASIC COOKERY) LEVEL 3 (V5)**

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| **Std #** | **Assessment description** | **Level** | **Credits** |
| 167 | Practice food safety methods in a food business | 2 | 4 |
| 377 | Work in a diverse workplace | 2 | 2 |
| 9677 | Participate in a group / team which has an objective(s) | 2 | 3 |
| 13285 | Handle and maintain knives in a commercial kitchen | 2 | 2 |
| 13288 | Prepare and cook basic meat dishes in a commercial kitchen | 3 | 8 |
| 13293 | Prepare and cook basic vegetable dishes in a commercial kitchen | 3 | 6 |
| 13300 | Prepare and cook basic stocks and sauces in a commercial kitchen | 3 | 5 |
| 13304 | Prepare and cook basic fish dishes in a commercial kitchen | 3 | 4 |
| 13310 | Prepare basic hot and cold dessert items in a commercial kitchen | 3 | 5 |
| 13314 | Prepare and cook egg dishes in a commercial kitchen | 3 | 5 |
| 13315 | Prepare and cook rice and farinaceous dishes in a commercial kitchen | 3 | 3 |
| 13316 | Prepare and cook basic pasta dishes in a commercial kitchen | 3 | 3 |
| 13329 | Prepare and finish marinades, dressings, cold sauces and dips in a commercial kitchen | 3 | 3 |
| 24525 | Prepare food costing calculations in a commercial hospitality environment | 2 | 4 |
| 24526 | Apply safe working practices in a commercial kitchen | 2 | 4 |
| 13282 | Prepare, assemble and present complex sandwiches in a commercial kitchen | 3 | 2 |
| 13319 | Prepare and bake basic dough products in a commercial kitchen | 3 | 4 |
| 13322 | **Prepare and cook basic pastry dishes in a commercial kitchen** | 3 | 4 |
| 13325 | **Prepare and bake basic cakes, sponges, and scones in a commercial kitchen** | 3 | 4 |
| 13333 | **Prepare and present cold cocktail food in a commercial kitchen** | 3 | 4 |
| 13336 | **Prepare and cook hot cocktail food in a commercial kitchen** | 3 | 4 |
| 14441 | **Provide counter food and beverage service in a commercial hospitality environment** | 3 | 3 |
| 17288 | Prepare and present espresso beverages for service | 3 | 5 |
|  | Total Credits **Level 2 credits = 19**  **Level 3 credits = 74** |  |  |

**NATIONAL CERTIFICATE IN RETAILING LEVEL 3**

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| **Std #** | **Assessment description** | **Level** | **Credits** |
| 11831 | Apply skills and qualities of a sales person | 3 | 6 |
| 11817 | Serve customers face to face in a wide range of context | 3 | 4 |
| 11940 | Respond to customer complaints face to face in a retail or distribution environment | 3 | 4 |
| 11939 | Respond to customer complaints by telephone in a retail or distribution environment | 3 | 3 |
| 11956 | Prepare a float and reconcile sales records and takings | 3 | 3 |
| 422 | Create in-store displays in a retail or distribution environment | 3 | 3 |
| 11818 | Enhance work practices by the application of product and / or service knowledge | 3 | 4 |
| 11999 | Demonstrate product knowledge in a specified area in a retail or distribution environment | 4 | 4 |
| 1312 | Give oral instructions in the workplace | 3 | 3 |
| 9705 | Give and respond to feedback | 3 | 3 |
| 11097 | Listen to gain information in an interactive situation | 3 | 3 |
| 17593 | Apply safe work practices in the workplace | 2 | 4 |
| 11974 | Participate in a team in a retail or distribution environment | 2 | 4 |
| 11968 | Maintain and integrate legislation applicable to the sale of goods and services | 2 | 4 |
| 406 | Maintain and take care of stock | 2 | 4 |
| 19583 | Demonstrate knowledge of products in a retail or distribution environment | 2 | 4 |
|  | Total credits  Level 2  Level 3  Level 4 |  | 60  20  36  4 |