

## **Orientation Information**

# **Certificate 2 in Kitchen Operations (Commercial Cookery)**

**Ultimo College**



## **CONTENTS :**

---

Contact list .....	3
Assignment standards .....	4
College map .....	5
Uniform & hygiene standards .....	6
Student Food Safety rules .....	7 - 8
Knife Safety rules .....	9
Occupational Health & Safety .....	10
Practical class mark record sheet .....	11 - 12
Task analysis sheet ..	13 - 14
Student Association ..	15
Personal plan .....	16
Counselling Service .....	17- 18
The Library .....	19 - 20
Tutorial Support .....	21

## CONTACT LIST:

---

### Teachers:

Lindy Pollock	Head Teacher	9217 5540
Rebecca Parker	Teacher	9217 5565
Anthony Shing	Teacher	9217 5021
Vince Hudson	Teacher	9217 5578
Amanda Ellis	Teacher	9217 5578
Effie Houvardes	Teacher	9217 5578
Erin Tampalini	Teacher	9217 5578
Gabe Donlevy	Teacher	9217 5578
Gary Patterson	Teacher	9217 5578
Rohini Maharaj	Teacher	9217 5578

### Other key numbers:

Customer Service Officer	9217 5573 9217 5578
Student Records	9217 5662
Counselling Service	9217 4626
Basic Education	92173109
Library	9217 3317
Security	9217 4777

**TAFECARD** – is a student identity card for TAFE NSW. Once you have enrolled, you will be photographed at the TAFE Card station located in Building D, Customer Service. You will need to provide proof of enrolment (your white enrolment receipt) and provide a few details. Your TAFE Card will then normally arrive at your address in about two weeks.

## **ASSIGNMENT STANDARDS**

---

### **PRESENTATION**

All work presented, must be **neat and legible**.  
Assignments can either be handwritten or typed.

If the assignment is typed, it **must** be:

- double spaced;
- 3cm left margin;
- printed on one side of the paper only.

If the assignment is handwritten, it **must** be:

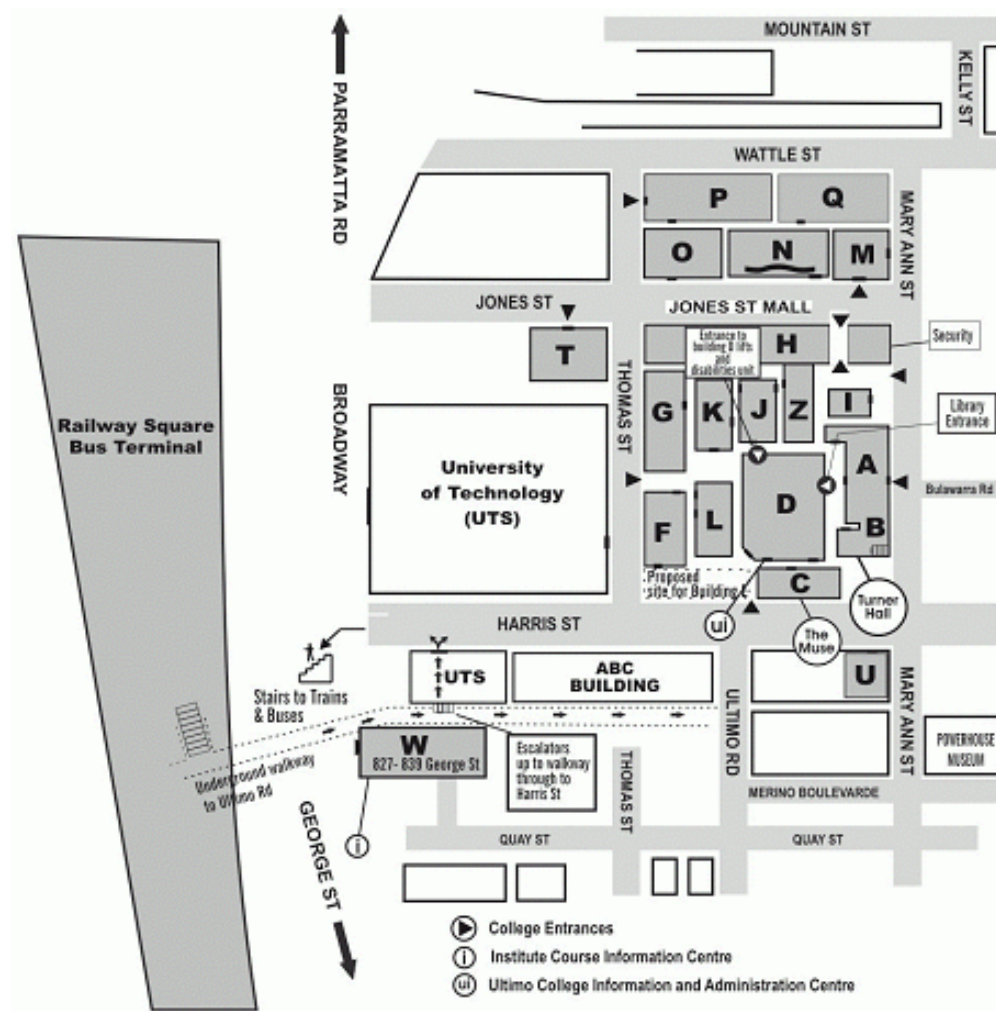
- in blue or black ink;
- written on A4 lined bond paper;
- written on one side of the paper only.

For both typed and handwritten assignment –

- presented securely fastened with a staple in the top left hand corner (DO NOT use any plastic or cardboard folders);
- ensure you use appropriate Assignment Cover Sheet.



## Map of Ultimo College



**Building D** Customer Service Centre; TAFECard and Travel Concessions (not for apprentices/trainees); Counselling Service.

**Building Z** Student Association.

**Building E** Commercial Cookery kitchens; levels 5/6/7  
Teacher's office, and theory classrooms.

**Building D** Adult Basic Education (tutorial support).

**Building H** College canteen.

**Building E** Customer Service Centre – student records; flexible delivery bookings.

**Building D** Library.

## **UNIFORM & HYGIENE STANDARDS**

---

- **Traditional uniform** –
  - clean, white buttons, neckerchief, name tag, hat (tall), shoes.
- Minimum make-up;
- No nail polish or glued nails;
- No jewellery – watches, rings, bracelets;
- No body jewellery – all body jewellery to be removed;
- Hair nets – for anyone with longer than shoulder-length hair whose hair cannot be contained under their hat.
- Moustaches and beards – neat and closely trimmed;
- Toolbox and homework only in practical area – **NO BAGS.**
- Enter kitchen fully dressed – hat, neckerchief, apron.
- Uniforms are not to be worn outside building E



## STUDENT FOOD SAFETY RULES

---

Sydney Institute has introduced a HACCP based food safety program. The following rules apply to students who are doing practical classes.

### **Personal Health & Hygiene**

1. Tell your teacher if you are sick, particularly if you are suffering from:
  - jaundice
  - hepatitis A
  - diarrhoea
  - vomiting
  - fever
  - sore throat with fever
  - infected skin lesions
  - any other infectious or contagious condition.
2. Wear a clean ironed uniform to TAFE. Do not wear clothing that is designed to protect food from contamination to and from TAFE.
3. Wear a suitable head covering that restrains your hair.
4. Beards are to be closely trimmed or contained in a suitable covering.
5. Do not wear any jewellery or watches (except a plain wedding band).
6. Fingernails are to be short, clean and free of polish. Do not wear false fingernails nor false eye lashes. If you wish to wear make-up, wear a limited amount only.
7. Do not spit or smoke in food areas.
8. Do not sneeze, blow or cough over food or onto food contact surfaces.
9. Do not eat in class, unless your teacher permits tasting or consumption of food.
10. Do not place eating utensils onto food contact surfaces.
11. Do not place food preparation utensils into your mouth.
12. Do not place food handling utensils in your pocket.

## STUDENT FOOD SAFETY RULES

*contd.....*

13. Wash your hands in the appropriate hand-washing sink:
  - immediately before or recommencing your practical class;
  - after using the toilet;
  - after a break;
  - after using a handkerchief or tissue;
  - after handling raw food;
  - after handling cleaning or other chemicals;
  - after touching your hair, scalp or any body opening.
14. Cover all cuts and sores that are on exposed skin with a bandage and completely cover the bandage with a waterproof cover.
15. Avoid direct human contact with foods that are not going to be cooked wherever practical.

### **Cleaning & Sanitising**

1. Do not place tool kits on the bench.
2. Ensure that your tools are kept clean and sanitised.
3. Do not use the same utensil or chopping board for raw and cooked food, unless it has been cleaned and sanitised.
4. Keep your work area neat and clean.
5. Follow all instructions from your teacher when handling any chemicals.

### **Temperature Control**

1. Do not leave perishable food out of refrigeration for longer than necessary.
2. When holding food, hot food is to be above 60°C and cold food is to be below 5°C.

**Student signature:** \_\_\_\_\_



## KNIFE SAFETY RULES

---

1. When carried, the knife point must be held downwards.
2. Knives on the table must be placed FLAT so that the blade is not exposed upwards.
3. DO NOT allow knives to project over the edge of the bench top.
4. When using knives, keep your mind and eye on the job at hand.
5. Use the correct knife for the correct purpose.
6. Always keep knives sharp.
7. After use, wipe the knife with the blade AWAY from your hand.
8. Keep the handle of the knife CLEAN – not slippery.
9. NEVER leave knives in the sink.
10. Never misuse knives – a good knife is a valuable friend but it can be a dangerous weapon.



## OCCUPATIONAL HEALTH & SAFETY

The need to observe safe procedures is very important to your safety and the safety of your fellow students.

**SPILLS** - wipe up any spills as they occur. If greasy, ensure you use detergent and hot water to remove greasiness.

**CLEANLINESS IN THE FOOD PREPARATION AND BAR AREA** - Wash hands with soap and hot water prior to starting any food preparation.

- Dry hands with paper towel provided.
- Wash hands after:
  - \* touching any part of the body
  - \* using the toilet
  - \* coughing or sneezing
  - \* eating or smoking
- Do not cough or sneeze over food.
- Washing up is to be carried out in HOT SOAPY WATER with a regular change of water.

**ELECTRICAL APPLIANCES** - *Do not operate any piece of electrical equipment* unless you have been given a demonstration on its use and safety by a teacher. - *Turn*

*off power* when appliance is not in use. - When dismantling electrical equipment, ensure power is **off** and **unplugged from power point**.

**FIRE** - IN CASE OF FIRE - ALERT TEACHER & FOLLOW HIS/HER DIRECTIONS

You will be advised to:

1. Close doors and windows - if time permits;
2. Evacuate premises by nearest safe exit;
3. Congregate in designated assembly area.

**Under no circumstances are you to leave this area until everyone has been accounted for or it is no longer safe to remain there.**

4. **DO NOT RE-ENTER BURNING BUILDING** - enter only when instructed it is safe to do so by fire officers.

## PRACTICAL CLASS MARK RECORD SHEET

Student Name: \_\_\_\_\_ Class: \_\_\_\_\_

Course No: \_\_\_\_\_ Teacher's Name: \_\_\_\_\_

WEEK		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
DATE																			
TEACHER INITIAL																			
MODULE																			
PERSONAL HYGIENE – UNIFORM / TOOLS	10																		
HYGIENE - FOOD	10																		
HYGIENE - KITCHEN	10																		
MISE EN PLACE	5																		
PROFESSIONALISM - SAFETY	5																		
PROFESSIONALISM - WORKFLOW (LOGICAL SEQUENCE)	10																		
PROFESSIONALISM COOPERATIVE WORKING	10																		
PROFESSIONALISM - EFFICIENT MANNER OF FOOD PREPARATION METHODS	10																		
FINISHED PRODUCT PRESENTATION / TASTE	10																		
HOMEWORK (S.R.C./T.A.) / CALCULATE QUANTITIES AND RATIOS	20																		
TOTAL	100																		
PASS / FAIL																			

## **Teachers note:**

- Professionalism includes items such as ingredients, utensils, workflow, benchwork & stovework.
- Hygiene includes food hygiene, storage and cleaning.
- No jewellery of any kind to be worn in practical classes.
- Complete uniform and appropriate shoes to commence class. Students are to be clean shaven (clean and neat). Minimal makeup to be worn in practical classes only.

**Practical mark sheets are to be used for all practical classes and must be completed at the end of class.**





**TASK ANALYSIS SHEET**

**Student Name:** \_\_\_\_\_

**Class No:** \_\_\_\_\_

**Subject:**

**Lesson:**

**Date:**

**Recipe  
Name**

Reference

<b>HAND TOOLS</b>	<b>INGREDIENTS</b>	<b>TOTALS</b>														
UTENSILS																

## Ultimo Student Association

The Sydney Institute Student Association (SISA) supports students and staff by offering a variety of discounts to local businesses, retailers and suppliers; providing essential day-to-day services and facilities, and organising sporting and leisure competitions and activities.

As a member of your Student Association you have access to and benefit from

- 10% Discount on textbooks, stationary and course material
- Free Job Placement Service
- Free Legal Service
- Common rooms with kitchens, microwaves, hot water and lounges
- \$10 IMAX Tickets
- \$10 Movie Tickets to Hoyts and Greater Union cinema's
- Discounted Sydney Symphony Tickets
- Free barbeques and entertainment throughout each term
- Discount parking at participating stations and local parking
- Student locker hire
- Discounts on gym membership and yoga classes
- Discounts on photocopying, faxing, binding and laminating
- Access to sporting equipment and picnic blankets
- Free entry into all TAFEsport competitions
- Promotion Bag including
  - Student Diary
  - Discount Vouchers
  - Promotional Samples
  - Calculator
  - Re-Writeable CD
  - Pen
  - Travel Mug and more....

The main objective of the Student Association is to make your time at TAFE more enjoyable through support and quality customer service. Membership, which is **\$20**, is voluntary to all students and staff and the management of the Student Association is governed by an elected board comprised of both students and staff. As a member of the Student Association you are eligible to become a member of your college board by attending the Annual General Meeting (AGM) at the beginning of the year.

All membership fees are used to benefit the members of the Student Association by funding the provisions, services and activities at your college. If you require additional information please visit your local Student Association Officer located in

**Level 1, Building Z** or alternatively view our website at:

[www.sit.nsw.edu.au/studentassociation](http://www.sit.nsw.edu.au/studentassociation)

**PERSONAL PLAN FOR:**

**Your Name:** \_\_\_\_\_

I decided to become a cook/kitchen operations personel because:

---

---

---

---

During this course I hope to learn:

---

---

---

---

When I finish this course I would like to:

---

---

---

---

In five years time, I plan to:

---

---

---

---



Building D  
Level 3/10.

The friendly members of Sydney Institute's experienced counselling team can talk with you about a wide range of issues.

How Can Counselling Help?

**TRAINED COUNSELLORS WILL LISTEN AND HELP YOU:**

- clarify your issues;
- identify your goals and choices;
- decide on the best solution or course of action;
- suggest appropriate support systems.

*The counselling is confidential and free.*

How Can They Help You?

**CAREER PLANNING:**

- Deciding on a career
- Setting career goals
- Choosing the right the right course
- Career development

**COURSE APPLICATION AND ENROLMENT:**

- course application and selection processes
- overseas qualifications
- Recognition of prior learning
- Articulation and credit transfer

**SUCCEEDING AT STUDY:**

- Assessment for special needs
- Study and exam skills
- Managing exam anxiety
- Dropping out and other options

## **PERSONAL ISSUES:**

- Decision making and planning
- Stress management
- Managing anxiety and depression
- Relationships
- Health and sexuality
- Legal issues

## **MONEY MATTERS:**

- abstudy / austudy / youth allowance matters
- Financial difficulties

Sydney Institute's counsellors understand the education system and the issues that most often affect students. Some counsellors are bilingual. Check the location with your campus counselling unit.

Counsellors offer a range of classes and small workshops such as study skills, communication, career options and stress management.

Counselling Units are generally open from 9am – 5pm Tuesdays to Fridays. Evening appointments are also available. You can drop in or arrange an appointment by phoning: 9217 4626



---

**HOURS OF OPENING-:**

Monday – Thursday      9:00am – 8:30pm  
Friday -                      9:00am – 6:00pm  
Saturday -                   12 noon - 4.00 pm

**Vacation:**

Monday – Friday (As advised)

**Loans:**

Maximum 10 items for 2 weeks

**How Can The Library Help You?**

If you need help with an assignment, or don't even know where to start, visit the library where our library staff will help you find the most relevant and up-to-date information. You can also visit our library website at [www.sit.nsw.edu.au/library](http://www.sit.nsw.edu.au/library) for the latest information about resources, services and facilities at each college library.

The TAFE NSW Library Network Catalogue is available via our website or alternatively at [tafecat.tafensw.edu.au/tafecat.html](http://tafecat.tafensw.edu.au/tafecat.html)

**What's The Library?**

The library has a collection of just over 116, 000 books, videos, CDs, slides and various other sources of information for you to use. We also subscribe to approximately 1,900 print magazines and a range of electronic resources. We regularly publish subject guides which give hints for library research in your subject area.

**Resources include:**

- Books / Reference materials / Magazines
- Web-based full text journal articles
- CD-ROM indexes and databases
- Videos, audio cassettes and CDs
- Interactive multimedia
- Fiction / Community languages / Easy reading
- Newspapers
- Government standards
- Past exam papers

## How Do I Borrow From The Library?

## How To Join The Library:

To join the library you will need:

- Your TAFE card
- Proof of current student enrolment (enrolment form) or proof of current employment at TAFE NSW – Sydney Institute

You must renew your library membership each time you enrol at TAFE NSW – Sydney Institute.

## How To Borrow:

+++++  
Bring your TAFE card and any items you want to borrow to the Loans Desk.

As a TAFE NSW – Sydney Institute Library member you are entitled to borrow materials from the other TAFE NSW libraries, however, restrictions may apply on some resources.

## How To Reserve An Item:

If an item you want has been borrowed, you can place a HOLD on it by asking a staff member at the Information Desk. You will be contacted when the item is returned.

## How to Renew:

You can renew most items twice if no one has placed a hold. Renewals can be done in person or over the phone.

**Overdue / Lost / Damaged Items:**

The library is committed to the fair sharing of resources between library customers. For this reason, the library has a penalty process for late returns. Customers with overdue items are restricted from further borrowing until these items are returned. Lost or damaged items must be paid for or replaced. Fines are also applicable

### How to Return Items:

Items should be returned in the chutes provided. Most libraries have return chutes located outside the library to enable after hours returns. Please check this at your college library.



## Tutorial Support

---

### **GET HELP WITH ENGLISH & MATHS for your course work and assignments**

Dear Student

Tutorial Support is an optional module available for all TAFE students.

1. This can be with an ABE teacher working with you in your theory classroom.
2. It can also be small group work, where a group of students are withdrawn to work with an ABE teacher during some of your class time. It can also be during the students' own time.
3. It can also be one-to-one work, where you have a regular appointment with a tutorial Support teacher, to work on specific problems or assist with the understanding and language of an assignment.

If you wish to take advantage of this assistance please call one of the numbers listed below.

If you need 1-1 support for exams you will need to book and inform your class teacher

We are always available and happy to help to get students through their courses.  
Please do not hesitate to contact us.

Tutorial Support

**LOCATED:**                **BUILDING D Level 6 or 7**  
                                 **Learn Space on ground floor of Library**  
                                 **Basement: Room DG.51**

**PHONE:**                **9217 3109**  
                                 **9217 3266**