

the industry pathway to an international career in hospitality



# ***Evidence Profile***

## ***Certificate IV in Hospitality (Asian Cookery)***

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

[www.hta.org.au](http://www.hta.org.au)

## Evidence Guide and Checklist

### What is evidence?

In a competency-based assessment system evidence is something which supports a person's claim that they have the knowledge and skills which meet industry standards.

### Principles of evidence?

The evidence must cover the broad range of knowledge and skills required to demonstrate competency.

- ➔ Valid - is it relevant?
- ➔ Authentic - is it your work?
- ➔ Reliable - is it accurate?
- ➔ Sufficient - is it enough?

Has enough evidence been gathered to determine competency?

- ➔ Current - is it up to date?

Within the last three years.

- ➔ Consistent - have you achieved the same outcome on more than one occasion?

**The evidence supplied may take a variety of forms and could include but is not exclusive to:**

- Employment** related documents such as resumes, performance appraisals / reviews or work based awards/certificates/acknowledgments
- References / testimonials** from current and past employers, supervisors or from persons holding relevant qualifications in the area being assessed.
- Job or position descriptions** (validated by appropriate workplace supervisor).
- If **self-employed** in the past, evidence of running a business using the skills and knowledge being claimed.
- Certificates** of previous education and training (with English translations if necessary).
- Physical evidence of work completed**, such as copies of newsletters, documents and reports or photographic evidence of work completed.
- Copies of client service records** (be aware of confidentiality issues) such as inventory reports, diaries or client history cards.
- Visual observation of activities** on site observation and/or simulated demonstration.
- Third party reference** from qualified assessors feedback would be significant. Supervisors' feedback where they are not qualified assessors or hold relevant qualifications may require additional evidence.

- Written letters** from appropriate workplace supervisors detailing duties / responsibilities / tasks.
- Workshops / Conferences** undertaken.
- In-house** industry related development
- Memberships/involvement** in organisations in the trade / industry, at school, and/or in community groups and churches.
- Reading of Trade Magazines** are beneficial for assessment on knowledge issues.
- Formal qualifications** gained (if a direct match, these may be cross credits)
- Written/oral/other supplementary tests** to clarify or confirm currency or underpinning knowledge.

**Note:** Please do not send HTA your original documents as all documents supplied will be kept on file by HTA for audit purposes. Please send certified coloured copies as evidence with your application.

## Competency Profiles

In addition to the documentation you provide you are also required to answer a series of questions relating to the qualification which will form a part of your overall competency profile. These questions should relate directly to the training and/or work you have undertaken as a cook/chef.

## Technical Interview

Once you have submitted your evidence and completed competency profile one of HTA's Assessors will review your file and match your skills and training to the competencies in the qualification.

Following this, if the evidence you have provided indicates you may have the required skills and knowledge for the qualification, a technical interview will be arranged where HTA's assessor will ask a series of questions relating to the qualification and your range of skills.

## Result of Assessment

If successful HTA will provide you with a letter of completion, nationally recognised Australian qualification and a record of the competencies you have attained.

If unsuccessful HTA will provide you with a Statement of Attainment outlining the units of competencies you have attained.

If you are successful in completing a skills assessment, you will then be able to apply to the Department of Immigration and Citizenship for a subclass 457 visa.

## Competency Profile

### Working History

Employer Name	
Contact Name	
Contact Telephone	
Dates of Employment	
Position and Outline of Work Undertaken	

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### Competency Profile Questions

Do you work with colleagues and customers in your workplace?	Yes	No
Have you ever worked in a team?	Yes	No
Are you required to wear a uniform?	Yes	No
Are you required to dress in a neat and presented form?	Yes	No
Have you ever worked with colleagues/customers from a culturally different background from yourself?	Yes	No
Has there ever been a cross cultural misunderstanding between yourself and another colleague?	Yes	No
If yes, please provide details about how you resolved this misunderstanding:		
Have you ever had to communicate on the telephone in your job?	Yes	No
Do you have a health and safety policy at work which you must follow?	Yes	No
Have you ever had to deal with an emergency situation?	Yes	No
Have you ever provided advice, training or feedback to another member of staff on health and safety at work?	Yes	No
Have you ever promoted products and services to customers?	Yes	No
Can you describe how you did this?		

Have you had to deal with any conflict situations (e.g. customers complaints)	Yes	No
Could you describe how you resolved this situation?		
Do you follow hygiene procedures in your workplace?	Yes	No
Please give one example of these procedures:		
Have you ever coached anyone in job skills?	Yes	No
Do you regularly develop and update your hospitality industry knowledge?	Yes	No
Describe how you update your knowledge.		
Do you organise and prepare your equipment for service?	Yes	No
Can you describe how you prepare your equipment for use?		



Do you rotate and maintain supplies?	Yes	No
Describe how you clean, sanitise and store equipment:		
Describe how you clean and sanitise your kitchen work area and premises:		
Describe any steps you would take when presenting food ready for service to customers:		

Do you or have you ever used the following methods of cookery:		
– Boiling	Yes	No
– Poaching	Yes	No
– Steaming	Yes	No
– Stewing	Yes	No
– Braising	Yes	No
– Roasting	Yes	No
– Baking	Yes	No
– Grilling	Yes	No
– Shallow frying	Yes	No
– Deep frying	Yes	No
Do you or have you ever prepared the following:		
– Appetisers	Yes	No
– Salads	Yes	No
– Sandwiches	Yes	No
– Stocks	Yes	No
– Soups	Yes	No
– Sauces	Yes	No
– Snacks	Yes	No
– Dips and accompaniments	Yes	No
– Satay mixtures and items	Yes	No
– Vegetables	Yes	No
– Poultry	Yes	No
– Seafood	Yes	No
– Meat	Yes	No
– Hot desserts	Yes	No
– Cold desserts	Yes	No
– Rice	Yes	No
– Noodles	Yes	No

Do you implement procedures for food safety?	Yes	No
Please give an example of how you store food safely:		
Please give an example of how you maintain a clean working environment:		
Please give an example of how you prepare food safely:		
Please give an example of how you dispose of food safely:		
Have you ever provided safe single use items?	Yes	No
Do you or have you ever:		
Planned or developed different types of menus?	Yes	No
Controlled catering costs?	Yes	No

Coordinated, organised and prepared for food service?	Yes	No
Prepared, cooked and served a range of menu items for food service?	Yes	No
Coordinated and completed end of service required?	Yes	No
Selected and prepared specialised food items?	Yes	No
Implemented hygienic and safe practices?	Yes	No
Planned and prepared specialised cuisine items?	Yes	No
Selected and purchased food for menu items?	Yes	No
Selected and used equipment and techniques for preparation, cooking and service?	Yes	No
Prepared and presented foods to meet basic nutritional needs?	Yes	No
Prepared food to satisfy specific cultural or religious needs?	Yes	No
Prepared and presented food to meet special dietary requirements?	Yes	No
Could you explain the three skills required for effective people management?		
How do you motivate the staff under your supervision?		

Having a team ethic in the workplace is important. What would you do to develop an effective team?
How do you manage workplace diversity?
Have you had to establish a staff roster for your workplace or department? How many staff were to be included?
What did you have to take into account when establishing the roster?

Explain an improvement you have introduced to improve the efficiency of your workplace?


Can you identify a current workplace problem you have noticed and what would you do to resolve the problem?


Explain the importance of raising purchase orders.


Explain the process you follow when receiving any documents from a supplier.


What should the steps be in verifying the accuracy of an invoice?
What does “interpreting financial” information involve?
Why is this an important task for any manager?
What would be a common calculation tool in this process?

Have you been responsible for the budget of your cost centre?
What is the process for evaluating your actual performance against your budget figures?
What would you do if you did not achieve a budget figure?

Applicant Signature: \_\_\_\_\_

### Professional Referees

Employer Name	
Position	
Organisation	
Address	
Phone Number	
Mobile Number	
Email Address	

Employer Name	
Position	
Organisation	
Address	
Phone Number	
Mobile Number	
Email Address	

Employer Name	
Position	
Organisation	
Address	
Phone Number	
Mobile Number	
Email Address	

### Applicant's Additional Evidence and Declaration

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### Declaration

I \_\_\_\_\_ declare that the information provided on this application form is true and correct and that all documents provided are genuine.

**Applicant's Name:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_