

Observation Report

SIT40521 Certificate IV in Kitchen Management

Applicant information

When you provide evidence of your workplace skills for your Trade Skills Assessment, you must also provide a completed Observation Report. A completed Observation Report allows you to provide evidence of the trade skills and knowledge you regularly display at your workplace.

Who can complete the Observation Report?

The person who completes the Observation Report must:

- hold a supervisor position at your current or past workplace (e.g. your supervisor, manager or owner of a business where you work)
- be available to be contacted by VETASSESS to discuss their report if required.

NOTE:

- If you do not have a supervisor in the current/past workplace or are unable to ask them to complete the report, you can approach other people who you work closely with (e.g. a senior colleague, regular/long-term client).
- If the person who completes the Observation Report is not contactable by VETASSESS, the evidence in the report cannot be accepted.
- An Observation Report does not replace a statement from your employer. You must provide a separate employer statement in your evidence for Stage 1.

Observer information

The information you provide in this report will be submitted to VETASSESS as part of the Applicant's Trade Skills Assessment process.

The report allows you to state skills and knowledge the Applicant regularly demonstrates in the workplace.

What must I do to complete the report?

- hold a supervisor position at your workplace or work closely with the Applicant
- regularly observe work performed by the Applicant
- answer the questions based on skills you have observed in the workplace
- answer all questions honestly
- be available to discuss this report with VETASSESS if required.

If you have any questions about completing this report, please contact us at tradeassess@vetassess.com.au

Return the report to the Applicant when you have completed and signed it.

Applicant and Observer details

Applicant Name:		
Observer Name:		
Observer Role in the Workplace:		
Observer Contact Details:	Telephone:	
	Email:	
Workplace Name:		
Workplace Address:		
When did Observer supervise or work with the Applicant?	Start date:	
	End date:	

Report on the Applicant's workplace skills

This section is to be completed by the Observer.

Note: Identify the skills you have observed the Applicant performing correctly on multiple occasions.

Workplace skills	Yes/No	Observer comments:
Section 1: Cleaning and hygiene		
1. Washes hands at appropriate times and handles food safely		
2. Cleans and sanitises work areas at start and end of service		
3. Cleans and sanitises kitchen equipment		
4. Disposes of waste safely		
5. Wears personal protective equipment		
6. Stores food and ingredients safely to prevent spoilage and contamination		
7. Manages health and safety hazards		
Section 2: Create and use recipes		
8. Accesses workplace recipes to identify requirements		
9. Develops and costs new recipes for the restaurant/business		
10. Selects ingredients and calculates quantities based on recipes		
11. Selects and assembles kitchen equipment appropriate to each recipe		

12. Develops and adjusts recipes in response to dietary requirements or other customer requests

Section 3: Food preparation

13. Identify the types of foods/dishes you have observed the Applicant preparing:

- | | | | |
|---|---|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Appetisers | <input type="checkbox"/> Salads | <input type="checkbox"/> Stocks | <input type="checkbox"/> Sauces |
| <input type="checkbox"/> Soups | <input type="checkbox"/> Vegetable dishes | <input type="checkbox"/> Fruit dishes | <input type="checkbox"/> Egg dishes |
| <input type="checkbox"/> Farinaceous (pasta/noodle/rice) dishes | <input type="checkbox"/> Poultry dishes | <input type="checkbox"/> Meat dishes | |
| <input type="checkbox"/> Seafood dishes | <input type="checkbox"/> Cakes | <input type="checkbox"/> Pastries | <input type="checkbox"/> Breads |
| <input type="checkbox"/> Other (Please list in comments) | | | |

14. Weighs, prepares and cuts ingredients using appropriate techniques

15. Follows recipes using correct cooking methods

16. Uses cooking equipment safely and hygienically

17. Makes quality adjustments to dishes when required

18. Achieves consistent and appropriate portion sizes

19. Presents finished dish attractively using appropriate service-ware

20. Completes cooking tasks within required timelines

21. Minimises food wastage during cooking process

Section 4: Kitchen management

22. Plans and manages food production process

23. Develops and costs menus

24. Communicates effectively with other workers

25. Respects others and manages workplace conflicts		
26. Manages kitchen budget		
27. Manages staff roster		
28. Leads and manages team members		

Applicant and Observer Declaration

Declaration

By signing the below section, both the Applicant and Observer confirm the following:

- the Observer holds/held a supervisor position, regularly supervises/supervised and/or has worked closely with the Applicant
- all information provided by the Observer is true and correct
- VETASSESS can contact the Observer to gather further information about this report or the Applicant's work.

NOTE: Providing incorrect or untrue information in this report may result in an **UNSUCCESSFUL** skills assessment outcome for the Applicant.

Applicant Signature:		Date:	
Observer Signature:		Date:	