



GLOBAL INSTITUTE
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Re: Industry Placement (IP)/ Work based Training (WBT) Assessment Fee

Dear Cookery Student,

The Australian Skills Quality Authority requires that Work Based Training (WBT) must be completed by all students studying the Certificate IV in Commercial Cookery. The WBT must be completed in an establishment that meets all of the assessment criteria set out by ASQA for units:

- (a) SITHCCC020 Work effectively as a cook
- (b) SITHKOP005 Coordinate cooking operations

Global Institute has liaised with organisations within the hospitality industry to organise suitable workplaces for students to complete their 10-week WBT industry placement. However, every student needs to pay an IP/WBT assessment fee of A\$500, whether or not the student or Global Institute organises the placement.

Students have the option of organising their own placement. However, it must meet the requirements set out in the assessment criteria for both units. Whether the placement is organised by Global Institute or by the student, a qualified Global Institute trainer and assessor will:

- organise the setting up of all WBT documentation, including having a 'Work Placement Agreement' and a 'Memorandum of Understanding' drafted and signed by the owner/manager of the workplace;
- ensure that the workplace is a safe work environment and is compliant to meet the requirements of unit. This includes ensuring that the student undergoes an appropriate induction at the workplace, to ensure that a student is not placed in a work situation where there are:
 - (a) general unacceptable workplace risks or working conditions, or
 - (b) identified WHS risks or issues;
- visit the workplace on 3 randomly selected separate occasions during the WBT placement, to monitor and confirm the student's progress;
- ensure that the student is completing a logbook of specified tasks, and that it is signed by the workplace supervisor and by the Global Institute trainer;
- ensure (if the student is a paid employee), that the host organisation certifies in the Work Placement Agreement that they have their own public liability insurance and that the insurance company responsible for their cover is listed in the agreement.

If the student is doing their WBT as a volunteer, the student will be covered by Global Institute's insurance.

Yours sincerely,

Paul Harrington
Head of Trainer and Academic Course Coordinator