



# William Angliss Institute TSS/SIDP-OSAP Skills Assessment Program

## Documentation checklist

### Preparing your documents

#### How to Submit Your Documents

Upload to  
SharePoint  
folder

All your documents, photos and videos must be uploaded to the SharePoint folder specifically created for you by William Angliss Institute.

How to submit:

- Log in to the SharePoint folder link we have sent you via email.
- Upload clear, well-labelled files. Use your full name and document type in the file name (e.g. "John\_Smith\_CV.pdf", "Dim\_Sum\_Photo1.jpg", "Sourdough bread.mp4").
  - Organise your files into folders that match the sections of this checklist:
  - Identity
  - Declaration
  - Professional Background
  - Education
  - Employment
  - Self-employment (if applicable)
  - Portfolio → Photos\_Finished\_Dishes
  - Portfolio → Photos\_Work\_Duties
  - Portfolio → Photos\_Workplace
  - Portfolio → Videos
  - Portfolio → Menus

If you have not received a SharePoint folder link, please contact us immediately at: [skills.assessment@angliss.edu.au](mailto:skills.assessment@angliss.edu.au)

For quicker processing, we recommend naming your files clearly and checking that all scans, photos, and videos are clear and readable before uploading.

#### Identity

Passport  
biodata page

Scan must show photo, personal details, and valid expiry date

Passport ready  
photo

Width: 3.5cm to 4.5cm and Height: 4.5cm to 5cm  
Photo taken within the last 2 months

Unique Student Identifier (USI)	Only for onshore applicants residing in Australia: Create your USI at <a href="https://portal.usi.gov.au/student/">https://portal.usi.gov.au/student/</a>	<input type="checkbox"/>
<b>Declaration</b>		
Representative declaration form	If you have nominated an agent or representative for application, this form must be completed and signed.	<input type="checkbox"/>
Evidence integrity declaration form	You must complete and sign this form to confirm that all evidence submitted is genuine and unaltered.	<input type="checkbox"/>
<b>Professional Background</b>		
Curriculum Vitae (CV) / Resume	<p>What to include in your CV:</p> <ul style="list-style-type: none"> <li>• Personal Information</li> <li>• Education History - Formal qualifications and Training</li> <li>• Employment History: <ul style="list-style-type: none"> <li>○ Job title, company name, and location</li> <li>○ Dates of employment</li> <li>○ Key responsibilities</li> <li>○ Include work placements, internships, and promotions</li> </ul> </li> <li>• Cuisine Specialisation (recommended): <ul style="list-style-type: none"> <li>○ Highlight main cuisine focus or specialisation (e.g. Western, International, Thai, Chinese, Indian, Southeast Asian, Fusion, Japanese, Korean, Retail Bakery, or Patisserie).</li> </ul> </li> <li>• Skills Summary (optional but strongly recommended): <p>List relevant technical and professional skills. Examples include:</p> <ul style="list-style-type: none"> <li>○ Classical Western cookery techniques, sauce making, butchery, seafood preparation</li> <li>○ Asian cookery techniques, wok handling, stir-frying, dim sum preparation, curry paste making, tandoori cooking, knife skills for Asian ingredients</li> <li>○ Bakery and pastry techniques (laminated pastry, bread making, cake decoration, chocolate work, sugar artistry)</li> <li>○ Kitchen management, staff training, menu planning, food safety &amp; hygiene, cost control</li> </ul> </li> <li>• Awards and Achievements</li> <li>• English Language Proficiency</li> </ul>	<input type="checkbox"/>

Education		
<b>Qualification</b>	<p>Ensure document is clear, showing name, the name of the institution, the qualification obtained, and the dates of study (start and completion dates).</p> <p>Translation: If documents are not in English, include certified translations along with the originals in native language.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Certificate III in Commercial Cookery with Transcript of Results</li> <li>• Certificate III in Asian Cookery with Transcript of Results</li> <li>• Certificate / Diploma in Thai Cookery / Chinese Cuisine / Indian Cookery with Transcript or Statement of Results</li> <li>• Bachelor of Science in International Hospitality Management specialising in Culinary Arts and Kitchen Operations Degree Certificate with Transcript of Results</li> </ul>	<input type="checkbox"/>
<b>Informal Training</b>	<p>Examples:</p> <ul style="list-style-type: none"> <li>• Basic and Advanced HACCP Certification Course</li> <li>• National Certificate II in Cookery</li> <li>• Short courses in Thai Royal Cuisine, Sichuan Cuisine, or Indian Regional Cookery</li> <li>• Wok Skills / Dim Sum Making / Tandoori Cooking Technique Certificates</li> <li>• Food Safety and Hygiene Training specific to Asian ingredients and equipment</li> </ul>	<input type="checkbox"/>
Employment		
<b>Employment evidence</b>	<p>Please provide employment evidence for all employment mentioned in CV.</p> <p>Employment evidence should be on the official letterhead of the employer and include:</p> <ul style="list-style-type: none"> <li>• Your Name and Job Position</li> <li>• Job Description/Duties</li> <li>• Employment Type: Full-time, part-time, or casual status</li> <li>• Service Dates: Start and end dates of employment</li> <li>• Hourly rate, Monthly, or Annual Salary</li> <li>• Authorised Company Representative's Name, Job Title, and Contact Details</li> </ul> <p>Examples Include:</p> <ul style="list-style-type: none"> <li>• Employment Contracts</li> <li>• Employment Letter, Certificate of Employment, Statement of Service, Employment Reference</li> <li>• Sea Service Certificate detailing cruise contracts, duration of service, vessel name, and position held</li> </ul>	<input type="checkbox"/>
<b>Income evidence</b>	<p>Income evidence should include:</p> <ul style="list-style-type: none"> <li>• Employer Details: Company name, address, business registration number</li> </ul>	<input type="checkbox"/>

	<ul style="list-style-type: none"> <li>• Employee Information: Name, ID or Payroll number</li> <li>• Pay Details: Pay period, gross salary, basic pay, overtime pay, hourly rate, hours worked, net salary</li> <li>• Three pay slips per year (e.g., February, June, November) per employer</li> <li>• For Australian payslips and ATO income statements, <b>redact or black out your Tax File Number (TFN) on all documents before submission. Use a PDF editor, black marker, or similar tool to obscure the TFN completely</b></li> </ul> <p>Examples Include:</p> <ul style="list-style-type: none"> <li>• Weekly, Fortnightly, or Monthly Payslips</li> <li>• Salary Certificate or Bank Statements</li> <li>• Income Statement or Payroll Summary</li> <li>• Personal Identification Number (PIN) unified with Personal Income Tax (PIT) filings.</li> </ul>	
<b>Tax return evidence</b>	<p>Examples Include:</p> <ul style="list-style-type: none"> <li>• Income Statement, PAYG Payment Summary, Individual Tax Return, and Notice of Tax Assessment</li> <li>• Annual IIT Declaration Form and Personal Income Tax App Record (PIT App)</li> </ul>	<input type="checkbox"/>
<b>Social security contribution evidence</b>	<p>Social security contributions are mandatory payments by employers for employee’s benefits. Examples Include:</p> <ul style="list-style-type: none"> <li>• Employees' Provident Fund, Pension Scheme</li> <li>• Social Security Fund, Social Security System (SSS), Social Insurance (SI)</li> <li>• Superannuation Statement, Pension or Annuity Statements</li> </ul>	<input type="checkbox"/>
<b>Self-employment</b>		
<b>Self-employment evidence</b>	<p>Includes documentation that verifies your status as self-employed, your income, and business activities:</p> <ul style="list-style-type: none"> <li>• Business Registration</li> <li>• Business Organisation Chart</li> <li>• Business Licenses and Permits</li> <li>• Tax Returns, GST/VAT Records</li> <li>• Invoices and Receipts</li> <li>• Transaction Listings</li> <li>• Business Bank Statements</li> <li>• Business Financial Statements: Profit and Loss Statement, Balance Sheet, Cash Flow Statement</li> <li>• Client Testimonials or References or Customer Reviews</li> <li>• Business Website or Social Media</li> <li>• Payroll Records</li> <li>• Insurance Policies</li> </ul>	<input type="checkbox"/>

Portfolio		
<b>Self-assessment for your trade</b>	<p>You must complete and sign the self-evaluation of the competencies related to your trade.</p> <p>Note: This form can be requested from <a href="mailto:skills.assessment@angliss.edu.au">skills.assessment@angliss.edu.au</a></p>	<input type="checkbox"/>
<b>Third Party Report for your trade</b>	<p>You must obtain a completed Third Party Report from a suitable person (preferably your immediate supervisor or a senior colleague) who can comment on your application of the competencies in your trade.</p> <p>Note: This form can be requested from <a href="mailto:skills.assessment@angliss.edu.au">skills.assessment@angliss.edu.au</a></p>	<input type="checkbox"/>
<b>Menus or Product lists</b>	<p>Hotel/Restaurant/café menu or retail bakery products list with Name and Logo of the outlet outlining the items available for selection and reflect the cuisine(s) and products you regularly prepare in your workplace.</p> <ul style="list-style-type: none"> <li>• Appetisers / Entrées, Main Courses, Rice or Noodle dishes, Side Dishes, Breads, Cakes and Desserts</li> <li>• Specials: Daily, Seasonal or Holiday or Festival</li> <li>• Dietary Information (e.g. vegetarian, vegan, gluten-free, halal, nut-free, etc.)</li> <li>• Pricing</li> </ul> <p>Guidance for different trades:</p> <ul style="list-style-type: none"> <li>• Commercial Cooks and Chefs (Western / International cuisine): Include classical or contemporary Western dishes such as appetisers, soups, sauces, farinaceous dishes, meat, poultry, seafood, and desserts.</li> <li>• Asian Cooks and Chefs: Asian appetisers and snacks, stocks and soups, sauces/dips/accompaniments, salads, rice and noodles, cooked dishes (including curries), dim sum or Chinese roast items, tandoori dishes, Indian or Asian breads, and Asian desserts/sweetmeats where relevant.</li> <li>• Bread Bakers, Pastry Cooks and Pâtisseries: Provide your retail bakery or patisserie product list showing varieties of breads, cakes, pastries, laminated items, and any dietary, cultural or festive products (e.g. gluten-free, vegan, halal, kosher, or seasonal items).</li> </ul>	<input type="checkbox"/>

15 Photos of finished food / baked products	<p>Provide 15 photos of finished dishes or baked products that you have personally prepared.</p> <p>The images should reflect your ability to produce food or baked goods to workplace standards of quality, presentation, hygiene, and portion control.</p> <p>Before taking photographs, obtain approval from your workplace and consider asking a colleague to assist with photography.</p>	
	<p><b>Commercial Cooks and Chefs (Western / International cuisine):</b></p> <ul style="list-style-type: none"> <li>• Appetisers/Salads: e.g. Caesar Salad, Prawn Cocktail, Smoked Salmon Canapés</li> <li>• Stocks/Sauces/Soups: e.g. Brown beef stock, Consommé, Velouté Sauce, Minestrone, Cream of Mushroom</li> <li>• Vegetables/Fruits/Eggs/Farinaceous: e.g. Grilled Vegetable Skewers, Eggs Benedict, Gnocchi with Sage Butter, Mixed Berry Compote</li> <li>• Vegetarian/Vegan or Special Diet: e.g. Vegan Lasagne, Lentil Soup, Gluten-Free Pizza, Keto Cheesecake</li> <li>• Poultry: e.g. Duck Confit, Chicken Parmigiana, Ballotine, Galantine</li> <li>• Meat: e.g. Pork Tenderloin, Ribeye Steak, Lamb Shank, Veal Milanese</li> <li>• Seafood: e.g. Grilled Salmon, Salt and Pepper Calamari, Lobster Thermidor</li> <li>• Cakes/Pastries/Breads/Desserts: e.g. Chocolate Cake, Croissant, Chocolate Éclair, Lemon Tart, Sourdough Bread, Crème Brûlée, Panna Cotta</li> </ul>	
	<p><b>Asian Cooks and Chefs:</b></p> <ul style="list-style-type: none"> <li>• Asian Stocks and Soups: e.g. Tom Yum Goong (Thai), Wonton Soup or Hot and Sour Soup (Chinese), or your national soups</li> <li>• Asian Sauces, Dips and Accompaniments / Curry Pastes: e.g. Peanut Satay Sauce, Soy and Chilli Dipping Sauce, Thai Green Curry Paste, Indian Garam Masala, Tandoori marinade</li> <li>• Asian Appetisers and Snacks / Dim Sum: e.g. Spring Rolls, Chicken Satay Skewers, Samosa, Har Gow, Siu Mai, or any dumplings</li> <li>• Asian Salads: e.g. Green Papaya Salad (Som Tum), Thai Beef Salad (Yam Neua), Indian Chaat</li> <li>• Asian Cooked Dishes: e.g. Sweet and Sour Pork (Chinese), Beef Rendang (Indonesian/Malaysian), Butter Chicken, Kung Pao Chicken, or Chinese roast meats</li> <li>• Asian Rice and Noodle Dishes: e.g. Fried Rice (Asian-style), Pad Thai, Biryani, Hakka Noodles</li> <li>• Indian or Asian Breads: e.g. Butter Naan, Roti, Parathas, Scallion Pancake (Cong You Bing), or Steamed Mantou</li> <li>• Asian Desserts: e.g. Mango Sticky Rice (Thai), Gulab Jamun or Kheer (Indian), or your national desserts/sweetmeats</li> </ul>	<input type="checkbox"/>
<p><b>Bread Bakers:</b></p> <ul style="list-style-type: none"> <li>• Basic Breads: For e.g. White Bread, Multigrain, Wholemeal, Baguette, Cob Loaf</li> <li>• Savoury Breads: For e.g. Focaccia, Olive Bread, Cheese &amp; Bacon Rolls</li> <li>• Specialty Flour Breads: For e.g. Rye, Spelt, Gluten-Free, Buckwheat, Cornbread</li> </ul>	<input type="checkbox"/>	

	<ul style="list-style-type: none"> <li>• Sweet Yeast Breads: For e.g. Cinnamon Rolls, Brioche, Danish, Sweet Buns</li> <li>• Basic Artisan Breads: For e.g. Ciabatta, Pain de Campagne, Pita, Fougasse</li> <li>• Artisan and Traditional Breads: For e.g. Sourdough Loaf (long fermentation), Pain de Campagne, Rye Bread, Traditional Cob or Country Loaf</li> <li>• Festive Artisan Breads: For e.g. Panettone, Colomba di Pasqua, Stollen, Tsoureki</li> <li>• Dietary/Cultural/Religious Products: For e.g. Gluten-Free (Almond Flour Bread, Quinoa Bread), Halal (Pita, Naan), Kosher (Challah, Matzo), Vegan (Multigrain, Sourdough), Low-Sodium (Salt-Free White, Rye), Asian-inspired (Japanese Shokupan, Chinese Pineapple Bun / Mantou)</li> </ul>	
	<p><b>Pastry Cook (Retail Bakery - Cake and Pastry):</b></p> <ul style="list-style-type: none"> <li>• Sponge Cakes: For e.g. Victoria Sponge, Swiss Roll, Chiffon Cake, Genoise</li> <li>• Cakes and Puddings: For e.g. Sticky Date Pudding, Fruit Cake, Bread and Butter Pudding, Steamed Pudding</li> <li>• Gateaux, Tortes, Entremets: For e.g. Opera Cake, Black Forest Gateau, Mille-Feuille, Sacher Torte, Hazelnut Praline Entremet</li> <li>• Non-Laminated Pastries: For e.g. Cherry or Meat Pie, Quiche, Lemon Tart, Apple Pie</li> <li>• Biscuits and Cookies: For e.g. Anzac Biscuits, Florentines, Shortbread, Macarons, Melting Moments</li> <li>• Laminated Pastries: For e.g. Croissant, Danish Pastries, Pain au Chocolat</li> <li>• Basic Artisan Bread: For e.g. Sourdough, Focaccia, Brioche Bun, Rye, Boules</li> <li>• Dietary, Cultural, Religious: For e.g. Gluten-Free Almond Flour Cake, Vegan Fruit Danishes, Halal Pistachio Baklava, Kosher Challah, Sugar-Free Chocolate Mousse</li> </ul>	<input type="checkbox"/>
	<p><b>Pastry Cook – Patisserie:</b></p> <ul style="list-style-type: none"> <li>• Basic Breads: For e.g. Baguette, Ciabatta, Sourdough, Focaccia, Whole Wheat</li> <li>• Basic Cookery Methods: For e.g. Fruit Compote, Caramelised Bananas, Poached Pears, Custard Sauce (Crème Anglaise), Berry Coulis</li> <li>• Sweet Yeast: For e.g. Brioche, Cinnamon Rolls, Sticky Buns, Danish Pastries</li> <li>• Special Dietary: For e.g. Gluten-Free Apple Turnover, Vegan Almond Croissants, Sugar-Free Carrot Cakes, Nut-Free Biscuits, Low-Carb Bread</li> <li>• Cakes: For e.g. Vanilla Sponge, Chocolate Mud, Carrot, Red Velvet, Lemon Cake</li> <li>• Specialised Cakes: For e.g. Opera Cake, Black Forest, Wedding Cake, Croquembouche, Macaron Tower</li> <li>• Pastries: For e.g. Croissant, Pain au Chocolat, Éclairs, Mille-Feuille, Tarts</li> <li>• Yeast-Based: For e.g. Artisan Breads, Panettone, Stollen, Challah, Pretzels</li> <li>• Petits Fours: For e.g. Macarons, Florentines, Mini Éclairs, Pâte de Fruits, Truffles</li> <li>• Desserts: For e.g. Crème Brûlée, Panna Cotta, Chocolate Mousse, Tiramisu</li> </ul>	<input type="checkbox"/>

	<p><b>Pastry Chef - Patisserie:</b></p> <ul style="list-style-type: none"> <li>• Marzipan: For e.g. Fruits, Flowers, Figures, Cake Toppers, Sheets</li> <li>• Chocolate Confectionery: For e.g. Truffles, Pralines, Bars, Sculptures, Filled Chocolates</li> <li>• Sugar-Based Decorations: For e.g. Flowers, Pulled Designs, Blown Pieces, Isomalt, Ribbons</li> <li>• Sweet Showpieces: For e.g. Sugar Artwork, Marzipan Display, Pastillage, Edible Sculptures for Events</li> <li>• Basic Breads: For e.g. Baguette, Ciabatta, Sourdough, Rye, Multigrain</li> <li>• Basic Cookery Methods: For e.g. Fruit Compote, Caramelised Bananas, Poached Pears, Custard, Coulis</li> <li>• Sweet Yeast: For e.g. Brioche, Danish, Cinnamon Buns, Stollen, Panettone</li> <li>• Cakes: For e.g. Vanilla Sponge, Chocolate, Carrot, Lemon Drizzle, Coffee</li> <li>• Specialised Cakes: For e.g. Opera, Sacher Torte, Black Forest, Wedding</li> <li>• Pastries: For e.g. Croissants, Pain au Chocolat, Éclairs, Mille-Feuille</li> <li>• Yeast-Based: For e.g. Brioche, Pretzel Buns, Focaccia, Challah, Pretzels</li> <li>• Petits Fours: For e.g. Macarons, Mini Éclairs, Pralines, Truffles, Fruit Jellies</li> <li>• Desserts: For e.g. Crème Brûlée, Panna Cotta, Chocolate Mousse, Tiramisu</li> </ul>	<input type="checkbox"/>
<b>5 Photos of work duties</b>	<p>Images should reflect you performing work duties in a kitchen or retail bakery meeting workplace standards.</p> <p>Before photography, obtain workplace approval and consider having a colleague assist with photography.</p> <p>Please see below for examples by trade.</p>	
	<p><b>Commercial Cooks and Chefs (Western and international cuisine):</b></p> <p>Note: The examples below focus on Western and international cuisine. Applicants whose primary experience is in Asian cookery should also refer to the Asian Cooks and Chefs section below.</p> <ul style="list-style-type: none"> <li>• For e.g. Execute mise en place, label storage, schedule prep work</li> <li>• For e.g. Demonstrate cooking techniques such as sautéing, roasting, poaching, grilling</li> <li>• For e.g. Capture before, during, and after photos of the cleanliness and organisation of your station</li> <li>• For e.g. Guide junior staff, imparting knowledge</li> <li>• For e.g. Use of PPE and hygiene stations</li> <li>• For e.g. Conduct post-service clean-up in the kitchen</li> <li>• For e.g. Check and organise stock inventory, restock supplies</li> <li>• For e.g. Document food safety checks and hygiene practices</li> <li>• For e.g. Complete cleaning checklists, debrief sessions, or handover documentation</li> <li>• For e.g. Prepare bulk items, and set up for the next shift</li> </ul>	<input type="checkbox"/>

	<p><b>Chefs:</b></p> <p>Note: Use this section if you hold a senior or supervisory Chef role (e.g. Chef de Cuisine, Sous Chef, Head Chef, Chef de Partie).</p> <ul style="list-style-type: none"> <li>• For e.g. Manage kitchen operations, leading briefings</li> <li>• For e.g. Prepare dishes to standards, maintaining quality and consistency</li> <li>• For e.g. Inspect food before serving, training staff on presentation</li> <li>• For e.g. Train and manage staff</li> <li>• For e.g. Oversee compliance with health and work safety regulations</li> <li>• For e.g. Conduct continuous improvement sessions, test and finalise new menus or techniques, implement customer feedback</li> <li>• For e.g. Create rosters, training schedules, conduct performance reviews</li> <li>• For e.g. Conduct hygiene audits, safety meetings, introduce new kitchen protocols</li> <li>• For e.g. Set up kitchen for pre-service checks to ready-for-service status</li> <li>• For e.g. Implement sustainability practices like composting, reducing waste, or sourcing local ingredients</li> <li>• For e.g. Plan events and create special menus from concept to execution</li> </ul>	<input type="checkbox"/>
	<p><b>Asian Cooks and Chefs:</b></p> <ul style="list-style-type: none"> <li>• For e.g. Prepare Asian ingredients and mise en place (spices, herbs, fresh noodles, curry pastes)</li> <li>• For e.g. Demonstrate Asian cooking techniques such as wok handling, high-heat stir-frying, steaming, deep-frying or tandoori cooking</li> <li>• For e.g. Prepare and use curry pastes, sauces, or dim sum assembly</li> <li>• For e.g. Manage rice or noodle station production during service</li> <li>• For e.g. Guide junior staff on Asian cookery methods or special dietary requirements</li> <li>• For e.g. Capture before, during, and after photos of station cleanliness and organisation</li> <li>• For e.g. Conduct food safety checks specific to Asian ingredients and equipment</li> <li>• For e.g. Complete cleaning protocols for woks, steamers, or specialised Asian tools</li> <li>• For e.g. Document production schedules or handover for high-volume Asian menu items</li> </ul>	<input type="checkbox"/>

	<p><b>Bread Bakers:</b></p> <ul style="list-style-type: none"> <li>• Prepare dough – temperature control, techniques of kneading, resting, rolling, shaping, handling, baking and troubleshooting stages of various breads</li> <li>• For e.g. Highlight cleanliness and organisation of bake area before, during and after baking</li> <li>• For e.g. Prepare for production – organise baking supplies and equipment</li> <li>• For e.g. Check and organise stock inventory, restock supplies</li> <li>• Document fermentation planning and proofing schedule charts, timers</li> <li>• For e.g. Conduct cleaning protocols for baking tools</li> <li>• For e.g. Maintain equipment by checking, cleaning, or repairing</li> <li>• Prepare for next day’s bake – mixing pre-ferments, organise ingredients</li> </ul>	<input type="checkbox"/>
	<p><b>Pastry Cooks - Cake and Pastry:</b></p> <ul style="list-style-type: none"> <li>• Produce cake/pastry from ingredients to finished products – measuring, mixing, shaping, baking, cooling, and decorating cakes and pastries</li> <li>• For e.g. Prepare for production – organise baking supplies and equipment</li> <li>• For e.g. Highlight cleanliness and organisation of work area before, during and after baking</li> <li>• For e.g. Guide junior staff, imparting knowledge</li> <li>• Showcase recipe development – recipe logs or ingredient adaptations</li> <li>• For e.g. Store cakes/pastries for freshness</li> <li>• For e.g. Conduct cleaning protocols for baking tools</li> <li>• For e.g. Maintain equipment by checking, cleaning, or repairing</li> </ul>	<input type="checkbox"/>
	<p><b>Pastry Cooks - Patisserie:</b></p> <ul style="list-style-type: none"> <li>• For e.g. Create delicate items – shaping petits fours, tempering chocolate</li> <li>• For e.g. Highlight cleanliness and organisation of work area before, during and after production</li> <li>• For e.g. Guide junior staff, imparting knowledge</li> <li>• For e.g. Document baking schedules and temperature control</li> <li>• Cleaning of delicate equipment – fine chocolate molds, pastry tips</li> <li>• For e.g. Highlight detailed clean-up activities</li> <li>• For e.g. Mise en place for complex desserts production</li> </ul>	<input type="checkbox"/>
	<p><b>Pastry Chef - Patisserie:</b></p> <ul style="list-style-type: none"> <li>• Creation of showpieces or intricate pastries – sculpting sugar, crafting chocolate sculptures, or assembling detailed pastry construction</li> <li>• Develop high-standard presentations and document new menu items</li> <li>• For e.g. Document training, demonstration and managing operations</li> <li>• For e.g. Demonstrate advanced sanitation practices for delicate products</li> </ul>	<input type="checkbox"/>

	<ul style="list-style-type: none"> <li>• For e.g. Managing inventory, costs, workflow and production schedule</li> <li>• For e.g. Develop new product brainstorming session or product trials</li> <li>• Implement safety measures – workplace safety, food safety practices</li> <li>• For e.g. Demonstrate detailed handovers, completing cleaning checklists, debriefs</li> <li>• Scale up production to organise for large or special orders or events</li> </ul>	
5 Photos of workplace	<p>Images of your workplace might cover:</p> <p><b>General Workplace:</b></p> <ul style="list-style-type: none"> <li>• For e.g. Front of restaurant or bakery, showing signage for brand identity</li> <li>• For e.g. Dining areas or customer service points for customer interaction</li> </ul> <p><b>Kitchen / Bake Area Operations:</b></p> <ul style="list-style-type: none"> <li>• For e.g. Wide kitchen shots showing workflow and different stations</li> <li>• For e.g. Baking area specifics for bakeries or patisseries</li> <li>• For e.g. Asian kitchen stations (wok range, steamer setup, rice/noodle station) where relevant</li> </ul> <p><b>Equipment and Tools:</b></p> <ul style="list-style-type: none"> <li>• For e.g. Freezers, fridges, storage areas</li> <li>• For e.g. Commercial ovens, stovetops, mixers, proofers</li> <li>• For e.g. Essential kitchen or bakery tools</li> <li>• For e.g. Specialised equipment (woks, steamers, tandoor, chocolate tempering machines, delicate pastry tools)</li> </ul> <p><b>Safety and Hygiene:</b></p> <ul style="list-style-type: none"> <li>• For e.g. PPE attire</li> <li>• For e.g. Cleaning supplies, handwashing stations, safety signs</li> </ul> <p><b>Work Area Management:</b></p> <ul style="list-style-type: none"> <li>• For e.g. Organised workstations, benches, storage solutions</li> <li>• For e.g. Specialised tools relevant to your role</li> </ul> <p><b>Operational Documentation:</b></p> <ul style="list-style-type: none"> <li>• For e.g. Temperature logs, incident reports, posted safety policies, schedules, recipes, legal standards</li> </ul> <p><b>Sustainability Practices:</b></p> <ul style="list-style-type: none"> <li>• For e.g. Recycling, composting, eco-friendly practices</li> </ul>	<input type="checkbox"/>
Videos of food production	<p>Produce 4 to 5 videos demonstrating your culinary and baking competency. Videos should be filmed in your actual workplace and show the full process where possible (preparation, cooking/baking, plating/presentation, and final product). Please see below for examples by trade.</p> <p><b>Commercial Cooks and Chefs (Western and international cuisine):</b></p> <ul style="list-style-type: none"> <li>• Appetiser, Main Course with a sauce and side, Bread, Dessert and either Cake or Pastry</li> </ul>	<input type="checkbox"/>

	<p><b>Asian Cooks and Chefs:</b></p> <ul style="list-style-type: none"> <li>Asian Appetisers and Snacks, Asian Cooked Dish (using curry pastes/powders or sauces), Asian Rice or Noodle Dish, Asian Bread (if applicable), and Asian Dessert</li> </ul> <p><b>Bread Bakers:</b></p> <ul style="list-style-type: none"> <li>Basic or Specialty Flour Bread, Artisan Bread, Sweet Yeast Bread, and Savoury Bread</li> </ul> <p><b>Pastry Cook (Retail Bakery - Cake and Pastry):</b></p> <ul style="list-style-type: none"> <li>Sponge or Pound Cake, Non-Laminated Pastry, Laminated Pastry and Basic Artisan Product</li> </ul> <p><b>Pastry Cook – Patisserie:</b></p> <ul style="list-style-type: none"> <li>Sponge, Pound or Specialised Cake, Pastry, Petits Fours, Dessert and Artisan Bread</li> </ul> <p><b>Pastry Chef – Patisserie:</b></p> <ul style="list-style-type: none"> <li>Marzipan, Chocolate Confectionery, Sugar-Based Decoration, Sweet Showpiece and Artisan Bread</li> </ul>	
	<p>Examples by Trade:</p> <p><b>Commercial Cooks and Chefs (Western / International cuisine):</b></p> <ul style="list-style-type: none"> <li>Appetisers: For e.g. Shrimp Cocktail, Smoked Salmon Canapé, Caesar Salad</li> <li>Main Course with a sauce and side: For e.g. Grilled Salmon with Dill Cream Sauce and Lemon Roasted Asparagus, Chicken Parmigiana with sauce and vegetables</li> <li>Bread: For e.g. Brioche, Vegan Sourdough Bread, Dinner Bread Roll</li> <li>Dessert: For e.g. Crème Brûlée, Tiramisu, Panna Cotta</li> <li>Cake: For e.g. Black Forest Cake, Chocolate Pound Cake</li> <li>Pastry: For e.g. Profiteroles, Chocolate Éclair, Danish, Croissant, Apple Tart</li> </ul>	<input type="checkbox"/>
	<p><b>Asian Cooks and Chefs:</b></p> <ul style="list-style-type: none"> <li>Asian Appetisers and Snacks: For e.g. Spring Rolls (Vietnamese/Chinese), Chicken Satay Skewers (Indonesian/Thai), Samosa, Har Gow, Siu Mai, or any dumplings</li> <li>Asian Cooked Dishes using Curry Pastes and Powders: For e.g. Sweet and Sour Pork, Beef Rendang, Butter Chicken, or your national curries</li> <li>Asian Rice and Noodle Dishes: For e.g. Fried Rice (Asian-style), Pad Thai, Biryani, Pulao, Hakka Noodles</li> <li>Indian or Asian Breads: For e.g. Butter Naan, Roti, Parathas, Scallion Pancake (Cong You Bing), or Steamed Mantou</li> <li>Asian Desserts: For e.g. Mango Sticky Rice, Gulab Jamun or Kheer (Indian), or your national desserts/sweetmeats</li> </ul>	<input type="checkbox"/>

	<p><b>Bread Baker</b></p> <ul style="list-style-type: none"> <li>• Basic Bread: For e.g. Multigrain Bread, Sourdough Bread, Baguette</li> <li>• Specialty Flour Bread: For e.g. Rye Bread, Gluten-Free Bread, Buckwheat Bread</li> <li>• Artisan Bread: For e.g. Panettone, Stollen, Colomba di Pasqua</li> <li>• Sweet Yeast Bread: For e.g. Hot Cross Buns, Brioche, Cinnamon Rolls</li> <li>• Savoury Bread: For e.g. Focaccia, Cheese and Bacon Rolls</li> </ul>	<input type="checkbox"/>
	<p><b>Pastrycook - Cake and Pastry</b></p> <ul style="list-style-type: none"> <li>• Cake: For e.g. Victoria Sponge, Swiss Roll, Chiffon Cake, Genoise, Fruit Cake, Chocolate Pound Cake</li> <li>• Cakes and Puddings: For e.g. Sticky Date Pudding, Bread and Butter Pudding</li> <li>• Non-Laminated Pastry Products: For e.g. Apple Pie, Meat Pie, Lemon Tart, Quiche</li> <li>• Laminated Pastry Products: For e.g. Croissant, Danish Pastries, Pain au Chocolat</li> <li>• Basic Artisan Products: For e.g. Baguette, Ciabatta, Sourdough Bread, Brioche, Panettone</li> </ul>	<input type="checkbox"/>
	<p><b>Pastrycook - Patisserie:</b></p> <ul style="list-style-type: none"> <li>• Cakes: For e.g. Vanilla Sponge, Chocolate Mud, Black Forest, Wedding Cake</li> <li>• Pastries: For e.g. Croissant, Pain au Chocolat, Éclairs, Mille-Feuille, Tarts</li> <li>• Petits Fours: For e.g. Macarons, Florentines, Pâte de Fruits, Truffles</li> <li>• Desserts: For e.g. Crème Brûlée, Panna Cotta, Chocolate Mousse, Tiramisu</li> <li>• Breads: For e.g. Baguette, Ciabatta, Sourdough, Focaccia, Panettone, Stollen</li> </ul>	<input type="checkbox"/>
	<p><b>Pastry Chef - Patisserie:</b></p> <ul style="list-style-type: none"> <li>• Marzipan: For e.g. Fruits, Flowers, Figures, Cake Toppers, Sheets</li> <li>• Chocolate Confectionery: For e.g. Truffles, Pralines, Bars, Filled Chocolates</li> <li>• Sugar-Based Decorations: For e.g. Flowers, Pulled Designs, Blown Pieces, Isomalt, Ribbons</li> <li>• Sweet Showpieces: For e.g. Chocolate, Sugar Artwork, Marzipan Display, Pastillage, Edible Sculptures for Events</li> <li>• Breads: For e.g. Baguette, Ciabatta, Sourdough, Rye, Multigrain, Panettone</li> </ul>	<input type="checkbox"/>

## English Comprehension and Communication

English  
language  
proficiency

To work in Australia as a commercial cook, chef, baker or pastrycook, you are expected to demonstrate good English language skills in a workplace context.

You should be able to:

- Understand spoken English in various accents and contexts (including instructions from supervisors, customer requests, and team communication)
- Interpret simple and complex questions, understanding nuances and instructions
- Deliver clear, accurate, well-structured responses with appropriate vocabulary and grammar
- Communicate effectively with colleagues, supervisors, and customers in a busy kitchen or bakery environment

**Free Online Resources for Practice:**

- English Online Test by British Council - <https://learnenglishteens.britishcouncil.org/skills/listening/a2-listening>
- Cambridge English - <https://www.cambridgeenglish.org/learning-english/activities-for-learners/>
- BBC Learning English - <https://www.bbc.co.uk/learningenglish/>
- VOA Learning English - <https://learningenglish.voanews.com/>
- Learn English - ABC Education - <https://www.abc.net.au/education/learn-english/video-courses>

