William Angliss Institute TSS/SIDP-OSAP Skills Assessment Program

Documentation checklist

Preparing your documents

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 https://portal.usi.gov.au/student/	☐

Declaration

Representative declaration form	If you have nominated an agent or representative for application, this form must be completed and signed.	☐
Evidence integrity declaration form	You must complete and sign this form to confirm that all evidence submitted is genuine and unaltered.	☐

Professional Background

Curriculum Vitae (CV) / Resume	What to include in your CV:
	• Personal Information
	• Education History - Formal qualifications and Training
	• Employment History:
	  o Job title, company name, and location
	  o Dates of employment
	  o Key responsibilities
	  o Include work placements, internships, and promotions
	• Awards and Achievements
	• English Language Proficiency
		☐

Education		
Qualification	Ensure document is clear, showing name, the name of the institution, the qualification obtained, and the dates of study. Translation: If documents are not in English, include certified translations along with the originals in native language. Examples: • Certificate III in Commercial Cookery with Transcript • Bachelor of Science in International Hospitality Management specialising in Culinary Arts and Kitchen Operations Degree Certificate with Transcript of Results	☐
Informal Training	Examples: • Basic and Advanced HACCP Certification Course • National Certificate II in Cookery	☐
Employment		
Employment evidence	Please provide employment evidence for all employment mentioned in CV. Employment evidence should be on the official letterhead of the employer and include: • Your Name and Job Position • Job Description/Duties • Employment Type: Full-time, part-time, or casual status • Service Dates: Start and end dates of employment • Hourly rate, Monthly, or Annual Salary • Authorised Company Representative's Name, Job Title, and Contact Details Examples Include: • Employment Contracts • Employment Letter, Certificate of Employment, Statement of Service, Employment Reference • Sea Service Certificate detailing cruise contracts, duration of service, vessel name, and position held	☐
Income evidence	Income evidence should include: • Employer Details: Company name, address, business registration number • Employee Information: Name, ID or Payroll number • Pay Details: Pay period, gross salary, basic pay, overtime pay, hourly rate, hours worked, net salary • **Three pay slips per year (e.g., February, June, November) per employer** • **For Australian payslips and ATO income statements, 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** Examples Include:	☐

	• Weekly, Fortnightly, or Monthly Payslips • Salary Certificate or Bank Statements • Income Statement or Payroll Summary • Personal Identification Number (PIN) unified with Personal Income Tax (PIT) filings.	
Tax return evidence	Examples Include: • Income Statement, PAYG Payment Summary, Individual Tax Return, and Notice of Tax Assessment • Annual IIT Declaration Form and Personal Income Tax App Record (PIT App)	☐
Social security contribution evidence	Social security contributions are mandatory payments by employers for employee's benefits. Examples Include: • Employees' Provident Fund, Pension Scheme • Social Security Fund, Social Security System (SSS), Social Insurance (SI) • Superannuation Statement, Pension or Annuity Statements	☐
Self-employment		
Self-employment evidence	Includes documentation that verifies your status as self-employed, your income, and business activities: • Business Registration • Business Organisation Chart • Business Licenses and Permits • Tax Returns, GST/VAT Records • Invoices and Receipts • Transaction Listings • Business Bank Statements • Business Financial Statements: Profit and Loss Statement, Balance Sheet, Cash Flow Statement • Client Testimonials or References or Customer Reviews • Business Website or Social Media • Payroll Records • Insurance Policies	☐
Portfolio		
Self-assessment	You must complete and sign the self-evaluation of the competencies related to your trade.	☐
Third Party Report	You must approach a suitable third party, preferably your immediate supervisor, to comment on the application of the competencies related to your trade.	☐
Menus or Product lists	Restaurant/café menu or retail bakery products list outlining the items available for selection: • Restaurant or Bakery Name and Logo	☐

	• Appetisers, Main Courses, Side Dishes and Desserts • Cakes, Pastries, Bread • Specials: Daily, Seasonal or Holiday/Festival • Dietary Information • Pricing	
15 Photos of finished food / baked products	Images should reflect your ability to produce food or baked goods meeting workplace standards. Before photography, obtain workplace approval and consider having a colleague assist with photography. Please see below for examples by trade. **Cooks and Chefs:** • Appetisers/Salads: For e.g. Caesar Salad, Prawn Cocktail • Stocks/Sauces/Soups: For e.g. Consommé, Velouté Sauce, Minestrone • Vegetables/Fruits/Eggs/Farinaceous: For e.g. Grilled Vegetable Skewers, Mixed Berry Compote, Eggs Benedict, Gnocchi with Sage Butter • Vegetarian/Vegan: Vegan Lasagne, Lentil Soup, Aubergine Parmigiana • Special Diet: Gluten-Free Pizza, Keto Cheesecake, Sugar-Free Mousse • Poultry: For e.g. Duck Confit, Chicken Parmigiana, Ballotine, Galantine • Meat: For e.g. Pork Tenderloin, Ribeye Steak, Lamb Shank, Veal Milanese • Seafood: Grilled Salmon, Salt and Pepper Calamari, Lobster Thermidor • Cakes/Pastries/Breads: For e.g. Chocolate Cake, Croissant, Meat Pie, Chocolate Éclair, Lemon Tart, Sourdough Bread, Brioche • Desserts: For e.g. Crème Brûlée, Panna Cotta, Flambé Bananas Foster	☐
	Bread Bakers: • Basic Breads: For e.g. White Bread, Multigrain, Sourdough Loaf, Baguette • Savoury Breads: For e.g. Focaccia, Olive Bread, Cheese & Bacon Rolls • Specialty Flour Breads: Rye, Spelt, Gluten-Free, Buckwheat, Cornbread • Sweet Yeast Breads: Cinnamon Rolls, Brioche, Danish, Sweet Buns • Basic Artisan Breads: Ciabatta, Pain de Campagne, Pita, Fougasse • Festive Artisan Breads: Panettone, Colomba di Pasqua, Stollen, Tsoureki • Dietary/Cultural/Religious Products: Gluten-Free (Almond Flour Bread, Quinoa Bread), Halal (Pita, Naan), Kosher (Challah, Matzo), Vegan (Multigrain, Sourdough), Low-Sodium (Salt-Free White, Rye)	☐
	Pastry Cook (Retail Bakery - Cake and Pastry): • Sponge Cakes: Victoria Sponge, Swiss Roll, Chiffon Cake, Genoise • Cakes and Puddings: For e.g. Sticky Date Pudding, Fruit Cake • Gateaux, Tortes, Entremets: Opera Cake, Black Forest Gateau, Mille-Feuille, Sacher Torte, Mont Blanc, Hazelnut Praline Entremet • Non-Laminated Pastries: For e.g. Cherry or Meat Pie, Quiche, Lemon Tart	☐

	• Biscuits and Cookies: For e.g. Florentines, Shortbread, Macarons • Laminated Pastries: For e.g. Croissant, Danish Pastries, Pain au Chocolat • Basic Artisan Bread: Sourdough, Focaccia, Brioche Bun, Rye, Boules • Dietary, Cultural, Religious: Gluten-Free Almond Flour Cake, Vegan Fruit Danishes, Halal Pistachio Baklava, Kosher Challah, Sugar-Free Chocolate Mousse	
	Pastry Cook – Patisserie: • Basic Breads: For e.g. Baguette, Ciabatta, Sourdough, Focaccia, Whole Wheat • Basic Cookery Methods: Fruit Compote, Caramelised Bananas, Poached Pears, Custard Sauce (Crème Anglaise), Berry Coulis • Sweet Yeast: Brioche, Cinnamon Rolls, Sticky Buns, Danish Pastries • Special Dietary: Gluten-Free Apple Turnover, Vegan Almond Croissants, Sugar-Free Carrot Cakes, Nut-Free Biscuits, Low-Carb Bread • Cakes: Vanilla Sponge, Chocolate Mud, Carrot, Red Velvet, Lemon Cake • Specialised Cakes: For e.g. Opera Cake, Black Forest, Wedding Cake, Croquembouche, Macaron Tower • Pastries: For e.g. Croissant, Pain au Chocolat, Éclairs, Mille-Feuille, Tarts • Yeast-Based: Artisan Breads, Panettone, Stollen, Challah, Pretzels • Petits Fours: Macarons, Florentines, Mini Éclairs, Pâte de Fruits, Truffles • Desserts: Crème Brûlée, Panna Cotta, Chocolate Mousse, Tiramisu	☐
	Pastry Chef - Patisserie: • Marzipan: For e.g. Fruits, Flowers, Figures, Cake Toppers, Sheets • Chocolate Confectionery: Truffles, Pralines, Bars, Sculptures, Filled Chocolates • Sugar-Based Decorations: Flowers, Pulled Designs, Blown Pieces, Isomalt, Ribbons • Sweet Showpieces: Sugar Artwork, Marzipan Display, Pastillage, Edible Sculptures for Events • Basic Breads: For e.g. Baguette, Ciabatta, Sourdough, Rye, Multigrain • Basic Cookery Methods: Fruit Compote, Caramelised Bananas, Poached Pears, Custard, Coulis • Sweet Yeast: For e.g. Brioche, Danish, Cinnamon Buns, Stollen, Panettone • Cakes: For e.g. Vanilla Sponge, Chocolate, Carrot, Lemon Drizzle, Coffee • Specialised Cakes: For e.g. Opera, Sacher Torte, Black Forest, Wedding • Pastries: For e.g. Croissants, Pain au Chocolat, Éclairs, Mille-Feuille • Yeast-Based: For e.g. Brioche, Pretzel Buns, Focaccia, Challah, Pretzels • Petits Fours: Macarons, Mini Éclairs, Pralines, Truffles, Fruit Jellies • Desserts: Crème Brûlée, Panna Cotta, Chocolate Mousse, Tiramisu	☐

	Images should reflect you performing work duties in a kitchen or retail bakery meeting workplace standards. Before photography, obtain workplace approval and consider having a colleague assist with photography. Please see below for examples by trade.	
5 Photos of work duties	**Cooks:** • For e.g. Execute mise en place, label storage, schedule prep work • For e.g. Demonstrate cooking techniques such as sautéing, roasting, poaching • For e.g. Capture before, during, and after photos of the cleanliness and organisation of your station • For e.g. Guide junior staff, imparting knowledge • For e.g. Use of PPE and hygiene stations • For e.g. Conduct post-service clean-up in the kitchen • For e.g. Check and organise stock inventory, Restock supplies • For e.g. Document food safety checks and hygiene practices • For e.g. Complete cleaning checklists, debrief sessions, or handover documentation • For e.g. Prepare bulk items, and set up for the next shift	☐
	Chefs: • For e.g. Manage kitchen operations, leading briefings • For e.g. Prepare dishes to standards, maintaining quality • For e.g. Inspect food before serving, training staff on presentation • For e.g. Train and manage staff • For e.g. Oversee compliance with health and work safety regulations • For e.g. Conduct continuous improvement sessions, test and finalise new menus, new techniques, implement customer feedback • For e.g. Create rosters, training schedules, conduct performance reviews • Conduct hygiene audits, safety meetings, introduce new kitchen protocol • For e.g. Set up kitchen for pre-service checks to ready-for-service status • For e.g. Implement sustainability practices like composting, reducing waste, or sourcing local ingredients • For e.g. Plan events and create special menus from concept to execution	☐

Bread Bakers: • Prepare dough, temperature, techniques of kneading, resting, rolling, shaping, handling, baking and troubleshooting stages of various breads • For e.g. Highlight cleanliness and organisation of Bake area before, during and after baking • For e.g. Prepare for production - Organise baking supplies and equipment • For e.g. Check and organise stock inventory, Restock supplies • Document fermentation planning and proofing schedule charts, timers • For e.g. Conduct cleaning protocols for baking tools • For e.g. Maintain equipment by checking, cleaning, or repairing • Prepare for next day's bake – mixing pre-ferments, organise ingredients	☐
Pastry Cooks - Cake and Pastry: • Produce cake/pastry from ingredients to finished products - measuring, mixing, shaping, baking, cooling, and decorating cakes and pastries • For e.g. Prepare for production - Organise baking supplies and equipment • For e.g. Highlight cleanliness and organisation of work area before, during and after baking • For e.g. Guide junior staff, imparting knowledge • Showcase recipe development - Recipe logs or ingredient adaptations • For e.g. Store cakes/pastries for freshness • For e.g. Conduct cleaning protocols for baking tools • For e.g. Maintain equipment by checking, cleaning, or repairing	☐
Pastry Cooks - Patisserie: • For e.g. Create delicate items - shaping petits fours, tempering chocolate • For e.g. Highlight cleanliness and organisation of work area before, during and after baking • For e.g. Guide junior staff, imparting knowledge • For e.g. Document baking schedules and temperature control • Cleaning of delicate equipment - fine chocolate molds, pastry tips, • For e.g. Highlight detailed clean-up activities • For e.g. Mise en place for complex desserts production	☐
Pastry Chef - Patisserie: • Creation of showpieces or intricate pastries - sculpting sugar, crafting chocolate sculptures, or assembling detailed pastry construction • Develop high-standard presentations and document new menu items • For e.g. Document training, demonstration and managing operations • For e.g. Demonstrate advanced sanitation practices for delicate products • For e.g. Managing inventory, costs, workflow and production schedule	☐

	- For e.g. Develop new product brainstorming session or product trials - Implement safety measures – workplace safety, food safety practices - For e.g. Demonstrate detailed handovers, completing cleaning checklists, debriefs - Scale up production to organise for large or special orders or events	
5 Photos of workplace	Images of your workplace might cover: **General Workplace:** - For e.g. Front of restaurant or bakery, showing signage for brand identity - For e.g. Dining areas or customer service points for customer interaction **Kitchen/Bake Area Operations:** - For e.g. Wide kitchen shots, workflow, different stations - For e.g. Baking area specifics for bakeries/patisseries **Equipment and Tools:** - For e.g. Freezers, fridges, storage areas - For e.g. Commercial ovens, stovetops, mixers, proofers - For e.g. Essential kitchen or bakery tools **Safety and Hygiene:** - For e.g. PPE Attire - For e.g. Cleaning supplies, handwashing stations, safety signs **Work Area Management:** - For e.g. Organised workstations, benches, storage solutions - For e.g. Specialised tools relevant to your role **Operational Documentation:** - For e.g. Temperature logs, Incident reports, Posted safety policies, schedules, recipes, legal standards **Sustainability Practices:** - For e.g. Recycling, composting, eco-friendly practices	☐

Videos of food production	Produce 4 to 5 videos demonstrating your culinary and baking competency:	☐
	Cook or Chef:	
	• Appetiser, Main Course with a sauce and side, Bread, Dessert and either Cake or Pastry	
	Bread Baker:	
	• Basic or Specialty Flour Bread, Artisan Bread, Sweet Yeast Bread, and Savoury Bread	
	Pastrycook - Cake and Pastry:	
	• Sponge or Pound Cake, Non-Laminated Pastry, Laminated Pastry and Basic Artisan Product	
	Pastrycook - Patisserie:	
	• Sponge, Pound or Specialised Cake, Pastry, Petits Fours, Dessert and Artisan Bread	
	Pastry Chef - Patisserie:	
	• Marzipan, Chocolate Confectionery, Sugar-Based Decoration, Sweet Showpiece and Artisan Bread	
	Please see below for examples by trade.	
	Cooks or Chefs	☐
	• Appetisers: For e.g. Shrimp Cocktail, Smoked Salmon Canapé, Caesar Salad	
	• Main Course with a sauce and side:	
	o For e.g. - Grilled Salmon with Dill Cream Sauce and Lemon Roasted Asparagus, Quinoa Salad	
	• Bread: For e.g. Brioche, Vegan Sourdough Bread, Dinner Bread Roll	
	• Dessert: For e.g. Crème Brûlée, Tiramisu, Panna Cotta, Ice Cream	
	• Cake: For e.g. Black Forest Cake, Chocolate Pound Cake	
	• Pastry: Profiteroles, Chocolate Éclair, Danish, Croissant, Apple Tart	
	Bread Baker	☐
	• Basic Bread: For e.g. Multigrain Bread, Sourdough Bread, Baguette	
	• Specialty Flour Bread: Rye Bread, Gluten-Free Bread, Buckwheat Bread	
	• Artisan Bread: For e.g. Panettone, Stollen, Colomba di Pascua, Tsoureki	
	• Sweet Yeast Bread: For e.g. Hot Cross Buns, Brioche, Cinnamon Rolls	
	• Savoury Bread: For e.g. Focaccia, Cheese and Bacon Rolls	
	Pastrycook - Cake and Pastry	☐
	• Cake: For e.g. Victoria Sponge, Swiss Roll, Chiffon Cake, Genoise, Fruit Cake, Chocolate Pound Cake	
	• Gateaux, Tortes, and Entremets: For e.g. Opera Cake, Black Forest Gateau, Sacher Torte, Hazelnut Praline Entremet	
	• Non-Laminated Pastry Products: For e.g. Apple Pie, Meat Pie, Lemon Tart,	

	Savoury Mushroom Galette, Quiche Lorraine. • Laminated Pastry Products: For e.g. Croissant, Danish Pastries, Pain au Chocolat, Puff Pastry Vol-au-Vents • Basic Artisan Products: For e.g. Baguette, Ciabatta, Sourdough Bread, Brioche, Panettone, Stollen, Doughnuts glazed or filled with cream or jam, Churros, Fritters	
	Pastrycook - Patisserie: • Cakes: Vanilla Sponge, Chocolate Mud, Black Forest, Wedding Cake • Pastries: For e.g. Croissant, Pain au Chocolat, Éclairs, Mille-Feuille • Petits Fours: For e.g. Macarons, Florentines, Pâte de Fruits, Truffles • Desserts: Crème Brûlée, Panna Cotta, Chocolate Mousse, Tiramisu • Breads: Baguette, Ciabatta, Sourdough, Focaccia, Panettone, Stollen	☐
	Pastry Chef - Patisserie: • Marzipan: For e.g. Fruits, Flowers, Figures, Cake Toppers, Sheets • Chocolate Confectionery: Truffles, Pralines, Bars, Filled Chocolates • Sugar-Based Decorations: For e.g. Flowers, Pulled Designs, Blown Pieces, Isomalt, Ribbons • Sweet Showpieces: For e.g. Chocolate, Sugar Artwork, Marzipan Display, Pastillage, Edible Sculptures for Events • Breads: Baguette, Ciabatta, Sourdough, Rye, Multigrain, Panettone	☐

English Comprehension and Communication

English language proficiency	To work in Australia, you are expected to: • Understand spoken English in various accents and contexts. • Interpret simple and complex questions, understanding nuances. • Deliver clear, accurate, well-structured responses with appropriate vocabulary and grammar. **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	☐