

CERTIFICATE III IN HOSPITALITY – SIT30616

This course is approved for Centrelink Student Payments. Please contact Centrelink for any assistance.

This qualification provides the skills and knowledge for an individual to be competent in skilled operations with the need to apply discretion and judgement. Work would be undertaken in various hospitality settings, such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops. Individuals may have some responsibility for others and provide technical advice and support to a team.

CAREER PROSPECTS

When you complete the Certificate III in Hospitality graduates will be qualified to apply for various positions including guest service agent, porter, food waiter, drink waiter and function service staff in restaurants, bars, hotels, resorts, clubs, casinos, industrial catering companies and many hospitality related businesses.

ARTICULATION

Students who successfully complete the Certificate III in Hospitality can gain credits for subjects included in the Certificate IV in Hospitality and the Diploma of Hospitality if they decide to continue their studies. Under the Australian Qualifications Framework (AQF) Certificate III is AQF Level III.

AQF1	Certificate I	AQF2	Certificate II	AQF3	Certificate III
AQF4	Certificate IV	AQF5	Diploma	AQF6	Advance Diploma

AWARD

Upon successful completion of all units of competencies in the course, students will be issued with a Certificate III in Hospitality. Should a student not complete the entire course then a Statement of Attainment will be given for the units successfully completed.

ENTRY REQUIREMENTS

There is no age limit but applicants should have successfully completed year 10. Mature age and students with prior learning and experience should also apply.

DELIVERY OF THE COURSE

The Certificate III in Hospitality is delivered by on-the-job training, off-the-job training and by the 'self paced' method of learning which allows you greater flexibility in choosing the times you study and the time it takes you to complete the course.

ASSESSMENT STRATEGY

Assessment in this course will be competency based, in that the student will be required to demonstrate competency in a range of tasks. The assessment coding which will apply is either C or NYC, where C is Competent and NYC is Not Yet Competent. Assessment procedures are transparent and address the key assessment principles of being valid, reliable, flexible, fair and cost effective. Assessment strategies encompass a range of techniques, which include, but are not limited to the use of:

- Direct observation of performance
- Oral questioning
- Projects/assignments
- Simulations of workplace activities
- Practical exercises
- Work portfolios

RECOGNITION OF PRIOR LEARNING & CREDIT TRANSFER

Students who can demonstrate that they are already competent in the knowledge and skills of a unit of competency, or have previously completed a course with another Institution, may apply for Recognition of Prior Learning (RPL) or Credit Transfer. For further information please refer to the Student handbook.

NOMINAL DURATION 350 – 552 Nominal Hours dependant on electives chosen
 10 months Full-time or 20 months Part-time with approx 240 hours vocational placement

AUSTRALIAN APPRENTICESHIPS Funding is made available by the Department of Education, Training & Employment.

SERVICES

As part of our ongoing commitment to provide advice and support services we provide to all our clients/students the following services upon request:

- ✓ welfare and guidance services
- ✓ client selection, enrolment and induction/orientation procedures
- ✓ appeals and complaints procedures
- ✓ course information including content and vocational outcomes
- ✓ disciplinary procedures
- ✓ fees/charges, including refund policy and exemptions (where applicable)
- ✓ staff responsibilities for access and equity
- ✓ provision for language, literacy and numeracy assessment
- ✓ Recognition Prior Learning (RPL) & Credit transfer arrangements
- ✓ client support, including any external support the RTO has arranged for clients flexible learning and assessment procedures

Further details of any of the above services may be obtained from your student handbook, pre-course introduction session or contacting any of our staff for a friendly chat.

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QUALIFICATION RULES

To achieve a Certificate III in Hospitality, 15 units must be completed:

- 7 core units
- 8 elective units, consisting of:
 - 1 unit from Group A
 - 5 units from Group B
 - 2 units from Group B, Group C, elsewhere in SIT Training Package, or any other current Training Package or accredited course.

For this qualification, electives may be selected to meet either a specialist or multi-skilled job outcome. In all cases selection of electives must be guided by the job outcome sought, local industry requirements and the characteristics of this qualification.

CORE UNITS:			
UNIT CODE	UNIT NAME	PRE REQUISITES	NOMINAL HOURS
BSBWOR201	Work effectively with others	Nil	40
SITHIND002	Source and use information on the hospitality industry	Nil	25
SITHIND004	Work effectively in hospitality service	Nil	110
SITXCCS006	Provide service to customers	Nil	25
SITXCOM002	Show social and cultural sensitivity	Nil	20
SITXHRM001	Coach others in job skills	Nil	20
SITXWHS001	Participate in safe work practices	Nil	12
GROUP A - ELECTIVE UNITS: (CHOOSE MINIMUM 1)			
UNIT CODE	UNIT NAME	PRE REQUISITES	NOMINAL HOURS
SITHIND001	Use Hygienic practice for hospitality service	Nil	10
SITXFSA001	Use hygiene practices for food safety	Nil	25
GROUP B - ELECTIVE UNITS: (CHOOSE MINIMUM 5)			
UNIT CODE	UNIT NAME	PRE REQUISITES	NOMINAL HOURS
SITHACS001	Clean premises and equipment	Nil	45
SITTTSL007	Process reservations	Nil	30
SITXCCS002	Provide visitor information	Nil	35
SITXFIN001	Process financial transactions	Nil	20
SITHFAB001	Clean and tidy bar areas	SITXFSA001*	10
SITHFAB002	Provide responsible service of alcohol	Nil	10
SITHFAB003	Operate a bar	SITXFSA001* & SITHFAB002*	30
SITHFAB004	Prepare and serve non-alcoholic beverages	SITXFSA001*	15
SITHFAB005	Prepare & serve espresso coffee	SITXFSA001*	30
SITXFSA001	Use hygiene practices for food safety	Nil	25
SITXFSA002	Participate in safe food handling practices	Nil	40
SITHIND001	Use hygienic practices for hospitality service	Nil	10
SITXCCS004	Provide lost and found services	Nil	10
SITHFAB007	Serve food and beverage	SITXFSA001*	80
GROUP C - ELECTIVE UNITS: (CHOOSE MINIMUM 2)			
UNIT CODE	UNIT NAME	PRE REQUISITES	NOMINAL HOURS
BSBCMM211	Apply communication skills	Nil	40
SITXCCS004	Provide lost and found services	Nil	10
SITXCOM001	Source and present information	Nil	10
BSBSUS211	Participate in sustainable work practices	Nil	20
HLTAID011	Provide first aid	Nil	18
SITXWHS002	Identify hazards, assess and control safety risks	Nil	30

*All pre-requisites for accredited units must be trained and assessed prior to the start of training for the required unit. Students must gain competency in the pre-requisite unit prior to the start of training for the unit with the pre-requisite.