

SIT30616 CERTIFICATE III IN HOSPITALITY

Course Outline – Face-to-Face, Government-subsidised training (Conditions apply)



Are you a domestic student wishing to work in the area of hospitality?

This qualification applies to a range of hospitality roles in varied contexts. Individuals in these positions use some discretion and judgement and may provide technical advice and support to a team.

Course Content – 15 units, seven of which are compulsory

Units of Competency
CORE UNITS
SITHIND002 Source and use information on the hospitality industry
SITXWHS001 Participate in safe work practices
SITHIND004 Work effectively in hospitality service
SITXCCS006 Provide service to customers
SITXCOM002 Show social and cultural sensitivity
SITXHRM001 Coach others in job skills
BSBWOR203 Work effectively with others
ELECTIVE UNITS
SITXFSA001 Use hygienic practices for food safety
SITHFSA002 Participate in safe food handling practices
SITXFIN001 Process financial transactions
BSBCMM201 Communicate in the workplace
SITHFAB002 Provide responsible service of alcohol [#]
SITHFAB004 Prepare and serve non-alcoholic beverages*
SITHFAB005 Prepare and serve espresso coffee*
SITHFAB007 Serve food and beverage*

* Prerequisite is SITXFSA001 Use hygienic practices for food safety

[^] Prerequisite is SITHFAB002 Provide responsible service of alcohol

[#] Students will receive an Interim Certificate on completion of the SITHFAB002 Provide Responsible Service of Alcohol. Production of this Certificate plus proof of identity to a NSW Service Centre will result in a Competency Card being issued that allows the student to work in licensed venues

Is this course right for you? Please review our selection criteria

This course is suitable for students with no prior experience in hospitality. This course is suitable for you if you can answer 'yes' to the following questions:

1. Have you completed some high school education?
2. Do you wish to work in a hospitality environment with knowledge of operations?
3. Do you wish to gain skills in the hospitality industry under direct supervision and work your way towards higher qualifications in the hospitality field.
4. Do you wish to work in hospitality? Possible job titles that you can achieve through this qualification are food and beverage attendant, barista, restaurant host, front desk receptionist and senior bar attendant?

Minimum Age

You should be at least 18 years old to enrol in this course and be committed to completing the course. If you are under 18 you will require permission to enrol from a parent or guardian.

Entry requirements - Education

There is no formal pre-requisite for enrolling in this course. However, this course does involve lots of reading, comprehension and undertaking a range of written assessments. As a result, it is preferable that you should have:

- A good command of English language skills (both written and verbal), and
- Completed year 10, or equivalent or be a mature-age candidate; or
- Completed a similar-type qualification at Certificate II level or higher.

We do understand that not everyone is able to read, write and perform mathematical calculations to the same level. We offer Language, Literacy and Numeracy assessment and support services through our dedicated team. Don't hesitate to ask for help in you consider you need it – all enquiries are strictly confidential.

Students must satisfy the criteria determined by the NSW Department of Industry for Smart and Skilled Eligibility (*as set out on our website) and which may change from time to time. If deemed acceptable, the student completes a Smart and Skilled enrolment form and submits the relevant I.D. forms (such as Drivers' Licence, Medicare card, Passport, Birth Certificate) in accordance with the College's Smart and Skilled Enrolment Policy and Notification of Enrolment and Process Guide.

The Government then determines acceptance and issues a quotation which is valid for 14 days. If the quotation is not accepted, the offer of a subsidised place lapses.

Assessments

Assessment for this qualification may include written reports, case studies, projects, role plays, written assessments and third-party reports as well as portfolios of evidence. Practical assessments will be conducted in a fully-equipped, operational, on-site training restaurant or work placement facilities that meet industry standards.

Assessments will be undertaken throughout the course as advised by your trainer/Course Co-ordinator. If you wish to appeal an assessment decision, you may do so by initially appealing to your trainer - if not satisfactorily resolved, lodging an Assessment Appeals Form following the steps set out in the Assessment Complaints and Appeals Policy.

Duration and Delivery mode

This is a 52-week course totalling 1200 hours of which 800 hours are undertaken face-to-face. Students are expected to complete 400 hours' learning activities and independent research and other activities (such as project work) outside class. There is a mandatory work-placement component of 420 hours which is incorporated into the program. The amount of time required outside class is generally approximately 10 hours per week.

Students will be advised of the particular workbooks and learning resources they will be required to purchase for each unit of competency.

Work Placement

An actual work-placement component of 420 hours is included and will be at a suitable venue. The College arranges work placements for its students and these may be or unpaid placements depending on the host employer.

Workplace facilities will also be negotiated with the student to ensure that there is no hardship to the student in accessing the workplace facility.

Students are covered by the College's Work Placement Insurance Policy during the period of their work placement if they are not being paid by the employer. If students are paid by the employer, then they are covered by the employer's workers' compensation policy.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is available to all students applying for this qualification. Recognition of prior learning is the recognition of your current skills and knowledge acquired through prior learning from other training, work or life experience. Conditions apply so please check with the College if you believe you may be eligible. If you are granted RPL, this will shorten the units and the time you are required to study.

Licensing Requirements

There are no licensing requirements associated with this course.

Unique Student Identifier

You will be required to have a Unique Student Identifier (USI). This is a special number that is allocated to each person studying in Australia to make it easier for you to check what courses you have undertaken and your results at any time.

We can assist you in applying for a USI if you don't already have one.

Course Progress Monitoring

Students will be monitored throughout the course to ensure that they are progressing satisfactorily, although there is no time limit on domestic students to complete their studies, unless they are a Traineeship.

Students may request additional assistance from the College's support staff by phoning or emailing the College or by appointment with College staff. Support staff are available to assist with understanding the course content or to provide support in difficult or trying circumstances which are affecting the student's studying.

Students who are not progressing satisfactorily in their studies may require mutually-agreed intervention strategies to catch up on their studies. Students who are not progressing satisfactorily in their course may risk failing their studies.

Completion:

Upon successful completion of this course you will receive a nationally-recognised SIT30616 Certificate III in Hospitality. Students who complete only some units of this course may receive a Statement of Attainment for the Units of Competency completed.

Contact Us

If you are interested in this course, please do not hesitate to ring the College on 02 9791 6555 and ask to speak to our Course Consultant or our Smart and Skilled Manager. They will be happy to help you work out whether this course is the right one for you. Alternatively, you could send an email to deborahc@tbc.nsw.edu.au.