

Training Package: SIT Tourism, Hospitality and Events

Qualification: SIT30616 Certificate III in Hospitality – Release 2

Fee: \$3,000 per Learner (minimum 10 Learners to form a class)



Hospitality professionals in short supply!!!

This qualification reflects the role of skilled operators who have a range of well-developed hospitality service, sales or operational skills and sound knowledge of industry operations. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities.

This qualification is suitable for an Australian Apprenticeship pathway.

Learners of this program are not required to be in employment unless undertaking a traineeship, however, will nevertheless have to show evidence of competency of work skills through agreed upon work experience.

Entry Requirements

There are no entry requirements for this qualification.

Our units are carefully selected to give our Learners the best well – rounded education in the Events Industry. Our units are listed below. This is an important aspect in choosing your training provider as units offered vary greatly between providers. Please contact our [Course Advisors](#) to discuss our unit selection in greater detail, or to enrol.

To enrol, download an Enrolment Form and the Student Handbook from the AD1 College website and follow the instructions or call the Administration and Compliance Officer during normal business hours.

Delivery Strategies

The training program is conducted as flexible workplace learning and integrated delivery may occur with some units. For each unit of competence the participants are provided with an E-Learning module that may also be printed that contains all worksheets, handouts, additional reading materials and the assessment tasks. The delivery and assessment will be in a simulated or real work environment with a high degree of supervision. The units are contextualised to Navarra Venues requirements.

AD1 has established agreements with Navarra Venues for Learners to have work experience at Le Montage in Lilyfield, Curzon Hall in Marsfield, Oatlands House in Oatlands and Conca D'oro in Riverwood at various times throughout the year.

Course structure Six hundred and thirty hours (630) hours including:

- 30 hours of supervised instruction (one x two hour sessions with trainer per unit)
- 150 hours of unsupervised activities (allocated ten hours of Learner self-study per unit)
- 450 hours of working (allocated 30 hours per unit focused on achieving and demonstrating competency via observation and third party reports)

Twelve months to complete work place training and assessments, (up o two years as a full time workplace trainehship and up to four years as a part time workplace traineeship). Please see the training schedule below.

Date of Assessment	Units Code	Unit Title	655 Hours including: - 35 hours supervised instruction - 150 hours unsupervised activities including self-study and research - 470 hours of work (20 hours per unit focused on achieving and demonstrating competency via observation and third party
Day 1 09:00 – 15:30	SITHFAB002 Elective	<ul style="list-style-type: none"> • Provide responsible service of alcohol 	47 (7 hours class, 10 hours unsupervised and 30 hours work experience)
Day 2 09:00 – 15:30	SITXFSA001 Elective	<ul style="list-style-type: none"> • Use hygienic practices for food safety 	42 (2 hours class, 10 hours unsupervised and 30 hours work experience)
Day 3 09:00 – 15:30	SITXWHS001 Core	<ul style="list-style-type: none"> • Participate in safe work practices 	42 (2 hours class, 10 hours unsupervised and 30 hours work experience)
Day 4 09:00 – 15:30	SITHIND002 Core	<ul style="list-style-type: none"> • Source and use information on the hospitality industry 	42 (2 hours class, 10 hours unsupervised and 30 hours work experience)
Day 5 09:00 – 15:30	SITHFAB014 Elective	<ul style="list-style-type: none"> • Provide table service of food and beverage *^ 	62 (2 hours class, 10 hours unsupervised and 50 hours work experience)
Day 6 09:00 – 15:30	SITHIND004 Core	<ul style="list-style-type: none"> • Work effectively in hospitality service 	42 (2 hours class, 10 hours unsupervised and 30 hours work experience)

	SITXCCS006 Core	<ul style="list-style-type: none"> Provide service to customers 	42 (2 hours class, 10 hours unsupervised and 30 hours work experience)
Day 7 09:00 – 15:30	SITHFAB001 Elective	<ul style="list-style-type: none"> Clean and tidy bar areas * 	42 (2 hours class, 10 hours unsupervised and 30 hours work experience)
Day 8 09:00 – 15:30	SITHFAB002 Elective	<ul style="list-style-type: none"> Operate a bar *^ 	42 (2 hours class, 10 hours unsupervised and 30 hours work experience)
Day 9 09:00 – 15:30	SITHFAB005 Elective	<ul style="list-style-type: none"> Prepare and serve espresso coffee * 	42 (2 hours class, 10 hours unsupervised and 30 hours work experience)
Day 10 09:00 – 15:30	SITHFAB004 Elective	<ul style="list-style-type: none"> Prepare and serve non-alcoholic beverages * 	42 (2 hours class, 10 hours unsupervised and 30 hours work experience)
Day 11 09:00 – 15:30	SITXCOM002 Core	<ul style="list-style-type: none"> Show social and cultural sensitivity 	42 (2 hours class, 10 hours unsupervised and 30 hours work experience)
	SITXCOM005 Elective	<ul style="list-style-type: none"> Manage conflict 	42 (2 hours class, 10 hours unsupervised and 30 hours work experience)
Day 12 09:00 – 15:30	BSBWOR203 Core	<ul style="list-style-type: none"> Work effectively with others 	42 (2 hours class, 10 hours unsupervised and 30 hours work experience)
	SITXHRM001 Core	<ul style="list-style-type: none"> Coach others in job skills 	42 (2 hours class, 10 hours unsupervised and 30 hours work experience)

* SITXFSA001 Use hygienic practices for food safety

^ SITHFAB002 Provide responsible service of alcohol

Assessment

Assessment is carried out by the comparison of your skills and knowledge, against the requirements of the Standards. To allow this to take place, AD1 will enter into an agreement with your employer. Part of this is a guarantee by your employer that you will be freed from your day to day work.

Assessment is determined over a period of time and activity.

Assessment may include the following methodologies or a combination:

- RPL/ Credit Transfer
- Host Employer/ Third party/ Assessor reports of Observation/ Demonstration
- Written/ Oral short answer questions
- Projects

Learners will earn either a relevant Statement of Attainment or the qualification SIT30616 Certificate III in Hospitality.

AQF Qualifications and Statements of Attainment are recognised at enrolment or during the course through the Recognition of Prior Learning and Credit Transfer process provided qualifications are relevant to the course undertaken.

Assessments are not a stressful activity. They are conducted in a relaxed and friendly atmosphere. Do not regard your assessment as an examination. Your Assessor simply needs to know which competencies from your course you have mastered, and which competencies require further practice and will be flexible in the assessment method used. In many cases, your assessment will be done while you are actually completing work for the employer. The aim is to see you working over a period of time and applying the skills to your existing employer's workplace. It is in your long term interests to ensure that all of the skills necessary for the job have been mastered; our aim is to help you to learn those skills in the right way.

Our Assessors are available via phone and email support during normal business hours.

For more detailed information, visit the apprenticeships website at <http://www.aapathways.com.au/Home> and download the complete guide to apprenticeships.

Recognition of Prior Learning and Credit Transfer

Learners can apply for recognition of previous study, work, life and educational experience that matches the units of competency or qualification being considered.

Learners applying for recognition of existing skills and knowledge must provide evidence to support their claim.

Examples of evidence might include: documentation such as certificates issued by other training organisations, support letters from employers; job description, resume or an outline of previous training and development. It is up to the Learner to decide on what evidence they feel is sufficient.

We also recognise the credentials issued by other training organisations operating under the VET Quality Framework.

Refund Policy

The terms and conditions, process and application form for fee refunds can be [downloaded from](#) our website. Learners are provided with the refund policy and application form prior to enrolment. Refund information is always available from Administration.

Please see our handbook and our website for more information.