

SIT30616 Certificate III in Hospitality

LEARNER'S NAME: _____

DATE: ___/___/___

Delivery method: Work-based Classroom blended Online / Distance blended

Resource type: Online: Student has access to a computer/laptop and the Internet
OR
 Paper-based: Only available upon special request (e.g. no computer/Internet etc.)

Computer skills: Beginner Intermediate Advanced

PREREQUISITES

There are no prerequisites for entry into this course.

There are some individual units of competency that require the learner to complete prerequisite units prior to commencing the selected unit. These are identified by the number/s at the end of the unit name. The corresponding prerequisite units can be found at the end of this document under *Prerequisites*.

QUALIFICATION RULES

15 units are required for this qualification; consisting of:

- **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 the SIT Training Package or from any other current qualification on Access Group Training's scope.

The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification.

CORE UNITS: The 7 units below are compulsory:

- | | | |
|---|------------|--------------------------------------------------------|
| ✓ | BSBWOR203 | Work effectively with others |
| ✓ | SITHIND002 | Source and use information on the hospitality industry |
| ✓ | SITHIND004 | Work effectively in hospitality service |
| ✓ | SITXCCS006 | Provide service to customers |
| ✓ | SITXCOM002 | Show social and cultural sensitivity |
| ✓ | SITXHRM001 | Coach others in job skills |
| ✓ | SITXWHS001 | Participate in safe work practices |

SIT30616 Certificate III in Hospitality: Unit Selections

ELECTIVE UNITS

Group A: Please select **1** unit from the below electives:

- SITHIND001 Use hygienic practices for hospitality service
- SITXFSA001 Use hygienic practices for food safety *

Group B: Please select 5 units from the below electives

Accommodation Services – Front Office, Housekeeping and Porting

- SITHACS001 Clean premises and equipment
- SITHACS003 Prepare rooms for guests

Commercial Cookery and Catering, and Kitchen Operations

- SITHCCC003 Prepare and present sandwiches¹
- SITHKOP001 Clean kitchen premises and equipment¹

Finance

- SITXFIN001 Process financial transactions

Food and Beverage

- SITHFAB001 Clean and tidy bar areas¹
- SITHFAB002 Provide responsible service of alcohol
- SITHFAB003 Operate a bar^{1, 2}
- SITHFAB004 Prepare and serve non-alcoholic beverages¹
- SITHFAB005 Prepare and serve espresso coffee¹
- SITHFAB010 Prepare and serve cocktails^{1, 2}
- SITHFAB014 Provide table service of food and beverage^{1, 2 **}
- SITHFAB016 Provide advice on food **

Food Safety

- SITXFSA002 Participate in safe food handling practices *

* Note where both units SITXFSA001 (Group A) and SITXFSA002 are completed the **NSW Food Authority's Food Safety Supervisor certificate** can be issued at an additional cost.

Group C: Please select **2** units from either the below Group C or above Group B electives:

Communication and teamwork

- BSBCMM201 Communicate in the workplace

Environmental Sustainability

- BSBSUS201 Participate in environmentally sustainable work practices

Inventory

- SITXINV001 Receive and store stock

Work Health and Safety

- SITXWHS002 Identify hazards, assess and control safety risks

PREREQUISITES

The following units refer to the identified prerequisite unit/s to be successfully completed by the learner prior to commencement of their selected unit.

1. SITXFSA001 Use hygienic practices for food safety
2. SITHFAB002 Provide responsible service of alcohol
3. SITHGAM001 Provide responsible gambling services

SIT30616 Certificate III in Hospitality: Unit Selections

Office Use only:

Resource: Futura Group Resources

**** Other possible elective unit choices available**

Group B:

Accommodation Services – Front Office, Housekeeping and Porting

- SITHACS002 Provide housekeeping services to guests
- SITHACS004 Launder linen and guest clothes
- SITHACS006 Provide valet services
- SITHACS008 Provide accommodation reception services
- SITTTSL007 Process reservations
- SITTTSL010 Use a computerised reservations or operations system

Client and Customer Service, and Sales

- SITXCCS002 Provide visitor information
- SITXCCS004 Provide lost and found services
- SITXCCS005 Provide club reception services

Food and Beverage

- SITHFAB006 Provide room service¹
- SITHFAB008 Operate and monitor cellar systems

Gaming

- SITHGAM001 Provide responsible gambling services
- SITHGAM002 Attend gaming machines³
- SITHGAM003 Operate a TAB outlet³
- SITHGAM004 Conduct Keno games³

Group C:

Communication and teamwork

- SITXCOM001 Source and present information