

## UNIT SELECTIONS

# SIT40416 Certificate IV 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 have prerequisite units to be completed before 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.

### QUALIFICATION RULES

**21 units** are required for this qualification; consisting of:

- **9 core units**
- **12 elective units**, consisting of:
  - 1 unit from Group A
  - 7 units must be selected from Group B
  - 4 units may be selected from Group B, elsewhere in the SIT Training Package or from any other relevant 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 9 units below are compulsory

- |   |            |  |
|---|------------|--|
| ✓ | BSBDIV501  | Manage diversity in the workplace                      |
| ✓ | SITHIND004 | Work effectively in hospitality service                |
| ✓ | SITXCCS007 | Enhance the customer service experience                |
| ✓ | SITXCOM005 | Manage conflict  |
| ✓ | SITXFIN003 | Manage finances within a budget                        |
| ✓ | SITXHRM001 | Coach others in job skills                             |
| ✓ | SITXHRM003 | Lead and manage people                                 |
| ✓ | SITXMGT001 | Monitor work operations                                |
| ✓ | SITXWHS003 | Implement and monitor work health and safety practices |

## SIT40416 Certificate IV in Hospitality: Unit Selections

### ELECTIVES:

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

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

**Group B:** Please select **11** units from the below electives (or a maximum of 4 units can be imported):

#### Accommodation Services – Front Office, Housekeeping and Porting

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

#### Computer Operations and ICT Management

- BSBITU402 Develop and use complex spreadsheets
- BSBITU306 Design and produce business documents

#### Events

- SITEEVT001 Source and use information on the events industry
- SITEEVT005 Plan in-house events or functions

#### Finance

- BSBFIA301 Maintain financial records

#### Food and Beverage

- SITHFAB002 Provide responsible service of alcohol
- SITHFAB003 Operate a bar<sup>1,2</sup>
- SITHFAB004 Prepare and serve non-alcoholic beverages<sup>1</sup>
- SITHFAB005 Prepare and serve espresso coffee<sup>1</sup>
- SITHFAB010 Prepare and serve cocktails<sup>1,2</sup>
- SITHFAB014 Provide table service of food and beverage<sup>1,2</sup> \*\*
- 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.*

#### Human Resource Management

- SITXHRM002 Roster staff \*\*

#### Work Health and Safety

- SITXWHS002 Identify hazards, assess and control safety risks

#### Working in Industry

- SITHIND002 Source and use information on the hospitality industry

### PREREQUISITE UNITS

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

## SIT40416 Certificate IV in Hospitality: Unit Selections

### **Office Use only:**

Resource: Futura Group Resources

### **\*\* Other possible elective unit choices available**

#### **Accommodation Services – Front Office, Housekeeping and Porting**

- SITHACS002 Provide housekeeping services to guests
- SITHACS004 Launder linen and guests clothes
- SITHACS006 Provide valet services
- SITHACS008 Provide accommodation reception services
- SITTTSL006 Prepare quotations
- SITTTSL007 Process reservations
- SITTTSL010 Use a computerised reservations or operations system

#### **Client and Customer Service**

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

#### **Food and Beverage**

- SITHFAB006 Provide room service<sup>1</sup>
- SITHFAB008 Operate and monitor cellar systems
- SITHFAB019 Plan and monitor espresso coffee service

#### **Gaming**

- SITHGAM001 Provide responsible gambling services
- SITHGAM002 Attend gaming machines<sup>3</sup>
- SITHGAM003 Operate a TAB outlet<sup>3</sup>
- SITHGAM004 Conduct Keno games<sup>3</sup>

#### **Inventory**

- SITXINV004 Control stock

#### **Marketing and Public Relations**

- SITXMPR002 Create a promotional display or stand
- SITXMPR003 Plan and implement sales activities
- SITXMPR004 Coordinate marketing activities