COURSE OUTLINE
SIT30713 Certificate III in Hospitality*

Café Electives

Smart City Vocational College is offering SIT30713 Certificate III in Hospitality using the following delivery modes:

- Work-based traineeships so that employers can train their own staff in the workplace, and
- Work-based and self-directed learning for existing workers wishing to formally recognise their skills

This course outline provides you with an overview of the different delivery types and information about the cost of the training and any funded training opportunities. Smart City Vocational College’s Certificate III in Hospitality offers training and assessment in specialised café staff electives. The units currently offered by Smart City Vocational College in this qualification are listed within this document.

*This qualification has been superseded by SIT30616
QUALIFICATION INFORMATION

SIT30713 CERTIFICATE III IN HOSPITALITY
This qualification reflects the role of skilled operators who use a range of well-developed hospitality skills. They use discretion and judgement and have a sound knowledge of industry operations. They work with some independence and under limited supervision and may provide operational advice and support to team members.

This qualification provides a pathway to work in organisations such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops. It provides options for specialisation in areas such as accommodation services, food and beverage. The qualification also allows an outcome for small businesses requiring multi-skilled employees.

Possible job titles include:
- espresso coffee machine operator
- food and beverage attendant
- function attendant
- waiter

ENTRY REQUIREMENTS

There are no entry requirements for this qualification. However, you will be required to complete a Language, Literacy and Numeracy Assessment before commencing in this qualification with Smart City Vocational College.

Eligibility criteria may apply if training is subsidised through government funded programs.

Learners wishing to undertake this program through a traineeship will be required to meet specific program entry requirements, including:
- must meet the eligibility requirements for an Australian Government’s Australian Apprenticeship
- meet the eligibility for funded training through Queensland User Choice program,
- be employed or hosted within an appropriately resourced hospitality environment
- be signed into a valid and registered training contract,
- be supervised in the workplace.

Learners applying to undertake the existing worker program are expected to have at least 1 years’ experience working in the Hospitality industry, and will be interviewed to determine their suitability for this learning model.
PATHWAYS INTO THE QUALIFICATION
This qualification may be accessed by direct entry.

PATHWAYS FROM THE QUALIFICATION
After achieving SIT30713 Certificate III in Hospitality, individuals could progress to SIT40313 Certificate IV in Hospitality, or to Certificate IV qualifications in other service industry fields.

MODE OF TRAINING DELIVERY
The delivery mode describes the way training will be delivered to support and enable learning.

<table>
<thead>
<tr>
<th>Work-based</th>
<th>Work-based learning</th>
<th>Traineeship</th>
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<tbody>
<tr>
<td>Work-based (existing worker)</td>
<td>Work-based learning including core skills interview to identify units for accelerated learning, RPL and/or credit transfer</td>
<td>Certificate 3 Guarantee Program Fee for service</td>
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</tbody>
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An individualised training plan will be developed for each learner undertaking work based training. A Smart City Vocational College Trainer will schedule monthly workplace visits to deliver the training and assessment services outlined in the training plan.

Please note: A program using work-based delivery, is restricted to learners that currently hold positions within organisations where it is agreed that the learner can gain access to resources, facilities and information necessary for their training and assessment.

All learners will also require access to:
- Internet, for research purposes
- Workplace policies and procedures manual (or similar documentation) for assistance in completing assessment activities (where required). A simulated business will be provided for Classroom based learning

DURATION
Dependent on the mode of delivery and/or program type, the timeframe for this qualification will vary. Although the timeframes may differ, the required volume of learning shall be met.

Traineeship
- 12 months full time
- 24 months part time

Existing worker
- up to 12 months. Timeframes will vary for each individual based on their initial skills assessment
COURSE COST
Work-based (existing workers)

Learners in Queensland wishing to enroll in the existing worker program offered by Smart City Vocational College may be able to access subsidised training through the Certificate 3 Guarantee program.

The Certificate 3 Guarantee Program provides a Government subsidy towards the training cost for eligible Participants undertaking an Australian Qualifications Framework certificate level III qualification. The objective of the program is the delivery and completion of certificate III qualifications which lead to job outcomes or career progression.

Program eligibility criteria apply and all learners accessing this subsidy must complete a Training and employment survey following their training. For more information about Certificate 3 Guarantee please refer to the Queensland Government’s fact sheet. [https://training.qld.gov.au/training/incentives/certificate3](https://training.qld.gov.au/training/incentives/certificate3)

It is important to note that eligible Learners are only able to access ONE full qualification under the Certificate 3 Guarantee Program and will no longer be eligible for a subsidised training place under the Certificate 3 Guarantee Program.

A co-contribution fee is payable for the Certificate 3 Guarantee Program. This co-contribution fee is the contribution to the cost of training and assessment services and is payable by students. The fee may be paid on behalf of the student by a third party, but cannot be waived.

Fees must be paid in full prior to the commencement of the course. The fees will be charged by Smart City Vocational College at a per unit rate. The co-contribution fee can change depending on the delivery method and location.

The co-contribution fee for this qualification delivered at a Smart City Vocational College campus is:

- Concessional students $25.00 ($1.67 per unit)
- Non concessional students $50.00 ($3.33 per unit)

Fee exemptions and concessions apply to eligible learners.

There is no refund of the student administration fees once the training has commenced, unless the learner has applied in writing for a refund and the application has been assessed and approved by the Campus Manager. Smart City Vocational College will provide a full refund of fees paid in advance for the program or course if it is cancelled before it starts.
Work-based (Traineeship)
Learners in Queensland wishing to enrol in a traineeship must be employed and signed up as a trainee by an Australian Apprenticeship Support Network. The Student Contribution Fees are a learner’s contribution to the cost of tuition

Student Contribution Fees $1.60 per nominal hour
* Concessions apply to applicable learners (refer to Learner Handbook)

Full Fee Price
Please contact the college for the full fee price for this course.

LICENSING, LEGISLATIVE, REGULATORY OR CERTIFICATION CONSIDERATIONS
Not Applicable
There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

RANGE OF ASSESSMENTS
- Methods of assessment to cover a range of evidence gathering, for example, written questions and answers, observation, verbal questioning, supplementary evidence including, evidence portfolio, referee report, photographic evidence, workbook activities, log book
- Assessment can be modified where necessary.
- Recognition of your current skills and or past experience/qualifications (RCC/RPL).

Please discuss your learning needs with us. Whilst the Elements/Performance Criteria are required to be at a consistent standard, there is scope to modify either delivery of training (reasonable adjustment) or how your competencies are assessed to ensure that you succeed with your chosen area of training.

When submitting assessment items, please ensure you have followed the guidelines as outlined in the assessment booklet, for example typing/writing your name, unit of competency code, and page number on all documents etc.

CREDIT TRANSFER/NATIONAL RECOGNITION
Credit transfer is where you may have completed Units or a course with another Registered Training Organisation and it is relevant and/or able to be used for your current and anticipated study. Please note that Smart City Vocational College is committed to applying Credit Transfer to Qualifications/Units completed at other training organisations. Please ensure you mention this to your trainer on/before enrolment.
CAMPUSES/STUDY HUBS
Smart City Vocational College’s extensive network of campuses and StudyHubs across Australia allow you to have face-to-face time with a qualified SmartCity trainer, undertake study or an assignment or just escape the daily grind.

SmartCity’s campuses and StudyHubs are designed and purpose built to help you achieve something great. They all feature the latest technology and a friendly, comfortable and inviting atmosphere. Many also feature barista machines and a kids play area as well. The technology within the campuses and StudyHubs are available to you for study purposes, e.g. computers, printer, photocopier, wifi. Feel free to use our tea and coffee facilities and chill out in the lounge area.

You can call us to arrange an appointment to meet with a trainer or simply pop in anytime during trading hours and have a chat with a Student Support Officer or Campus Manager.

SUPPORT SERVICES
If you feel that you may require personal assistance and/or support please talk to our staff. If we are unable to assist, we will put you in touch with a service that may be able to help you. We have a range of contacts with people who are skilled in dealing with difficult situations. If you feel more comfortable speaking with a female/male staff member or a person of same cultural background, please do not hesitate to ask. Any matters relating to Welfare/Guidance Services will be kept in strictest confidence – we respect your privacy on these issues.

Learners have access to learning support with Smart City Vocational College Trainers/Staff, 5 days per week between the hours of 8.00am and 4.00pm via face-to-face, telephone, email, fax, Skype, Lync or where appropriate in person. Please note that where a Learner makes contact via email, a staff member from Smart City Vocational College will endeavour to respond within 48-72 hours.

COMPLAINTS/APPEALS
Smart City Vocational College seeks to prevent complaints and/or appeals by ensuring Learners are satisfied with their training product and its outcomes. Trainers/Assessors will be fair, courteous and helpful in all dealings with Learners.

Any complaint about any assessment will be treated seriously, investigated thoroughly and dealt with according to the merit of the complaint. Appeals must be made within 21 days of receipt of assessment outcome. Please refer to Learner Handbook for further information.

USI (UNIQUE STUDENT IDENTIFIER)
All Learners who will be completing or commencing nationally recognised training with Smart City Vocational College (campus, distance or blended) will need to have a Unique Student Identifier (USI). This is a requirement of the Australian Government - Department of Industry.

A USI account will contain all your nationally recognised training records and results from 1st January 2015 onwards. Your USI will help keep your training records and results together in an online account controlled by you. Each time you enrol to study at a new training organisation, your USI will be used to store your training records and results.
If you require assistance in creating your own USI, please contact your local campus or Smart City Service Desk on 1800 BE SMART.

YOUR RESPONSIBILITIES
As Learner enrolled with Smart City Vocational College, you are expected to:

- Participate fully as an independent and active Learner
- Be responsible for the choices you make in relation to your course of study
- Be committed to your learning and own education
- Be responsible for your own academic progress in your course
- Provide accurate and up-to-date information as required for enrolment and continuing enrolment
- Abide by the Smart City Vocational College Learner Code of Conduct
- Meet any further requirements applicable to the program or funding type of your qualification

A Learner Responsibilities statement and Learner Code of Conduct are contained in the Smart City Vocational College Learner Handbook, this can be easily accessed from our website, www.smartcitycollege.edu.au
UNIT LIST:
15 units of competency are required to complete this qualification.
7 Core unit plus 8 elective units as listed below.

<table>
<thead>
<tr>
<th>Unit number</th>
<th>Title and description</th>
<th>Nominal Hours (User Choice only)</th>
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</thead>
<tbody>
<tr>
<td>BSBWOR203B</td>
<td>Work effectively with others&lt;br&gt;This unit describes the skills and knowledge required to work cooperatively with others and deal effectively with issues, problems and conflict. It applies to individuals who perform a range of routine tasks using a limited range of practical skills, and a fundamental knowledge of teamwork in a defined context under direct supervision or with limited individual responsibility</td>
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<tr>
<td>SITHIND201</td>
<td>Source and use information on the hospitality industry&lt;br&gt;This unit describes the performance outcomes, skills and knowledge required to source and use current and emerging information on the hospitality industry. This includes industry structure, technology, laws and ethical issues specifically relevant to the hospitality industry. Hospitality personnel integrate this essential knowledge on a daily basis to work effectively in the industry</td>
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<tr>
<td>SITHIND301</td>
<td>Work effectively in hospitality service&lt;br&gt;This unit describes the performance outcomes, skills and knowledge required to provide effective hospitality service to customers during live service periods. It requires the ability to integrate a range of individual technical skills while dealing with numerous sales, service or operational tasks simultaneously to meet the needs of multiple and diverse customers. It incorporates preparation, service and end of service tasks</td>
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<tr>
<td>SITXCCS303</td>
<td>Provide service to customers&lt;br&gt;This unit describes the performance outcomes, skills and knowledge required to communicate effectively with and provide quality service to both internal and external customers. It requires the ability to establish rapport with customers, determine and address customer needs and expectations and respond to complaints.</td>
<td>25</td>
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<tr>
<td>SITXCOM201</td>
<td>Show social and cultural sensitivity&lt;br&gt;This unit describes the performance outcomes, skills and knowledge required to be socially aware when serving customers and working with colleagues. It requires the ability to communicate with people from a range of social and cultural groups with respect and sensitivity and address cross-cultural misunderstandings.</td>
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<tr>
<td>SITXHRM301</td>
<td>Coach others in job skills&lt;br&gt;This unit describes the performance outcomes, skills and knowledge required to provide on-the-job coaching to colleagues. It requires the ability to explain and demonstrate specific skills, knowledge and procedures and to monitor the progress of colleagues until they are able to operate independently of the coach. This unit has no parity with units in TAE10 Training and Education Training Package, but covers the situation in workplaces where buddy systems and informal on-the-job training are extremely common</td>
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<tr>
<td>SITXWHS101</td>
<td>Participate in safe work practices&lt;br&gt;This unit describes the performance outcomes, skills and knowledge required to incorporate safe work practices into all workplace activities. It requires the ability to follow predetermined health, safety and security procedures and to participate in organisational work health and safety management practices</td>
<td>12</td>
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CAMPUS LOCATIONS
The SIT30713 Certificate III in Hospitality qualification is currently offered by QLD Campuses only (dependent on demand or program type).
Please refer to our website for Campus Locations.

1800 BE SMART
www.smartcitycollege.edu.au