



SIT30616 CERTIFICATE III HOSPITALITY TRAINEESHIPS

For eligible trainees the government will subsidise:

50% of the trainee's wage (for a limited time & quarterly caps apply)

+

Certificate III Hospitality

+

Extra Employer Incentives: \$1,500 - \$4,000

Eligibility criteria & conditions will apply for each of the 3 different types of subsidy/funding. Trainees must be part-time or full-time.

Enquires to Stephanie Muscat
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Head Office: 1300555748 www.serveitup.com.au

39/617-643 Spencer Street West Melbourne





Course Overview

Licensed Venue Stream

12 x 4hr Sessions - held fortnightly

1. Barista/Coffee - Part 1
2. Barista/Coffee - Part 2
 - a. Work Place visit 1
3. Bar, Cocktails & Cash Handling - Part 1
4. Bar, Cocktails & Cash Handling - Part 2
5. Bar, Cocktails & Cash Handling - Part 3
 - a. Workplace visit 2
6. F&B Service - Part 1
7. F&B Service - Part 2
8. Coaching
 - a. Workplace visit 3
9. Work Health Safety (WHS)
10. Customer Service Part 1
11. Customer Service Part 2
 - a. Workplace visit 4
12. Reflection Session
 - a. Workplace visit 5

Online subjects

- RSA
- Industry knowledge
- Food Handlers Certificate
- Log Book of 36 service periods

Non-alcoholic Stream

12 x 4hr Sessions - held fortnightly

1. Barista/Coffee - Part 1
2. Barista/Coffee - Part 2
 - a. Work Place visit 1
3. Non-alcoholic drinks & cash handling - Part 1
4. Non-alcoholic drinks & cash handling - Part 2
5. Sales & presentations - Part 1
6. Sales & presentations - Part 2
 - a. Workplace visit 2
7. F&B Basics - Part 1
8. F&B Basics - Part 2
9. Coaching
 - a. Workplace visit 3
10. Work Health Safety (WHS)
11. Customer Service Part 1
12. Customer Service Part 2
 - a. Workplace visit 4
13. Reflection Session
 - a. Workplace visit 5

Online subjects

- RSA
- Industry knowledge
- Food Handlers Certificate
- Log Book of 36 service periods

We can train at your venue for groups of 6 or more trainees (at the same time).

Or join our group training sessions at our training facility 39/617-643 Spencer Street West Melbourne.



Licensed Venue Stream SIT30616 Certificate III Hospitality

- Core Units

SITHIND004 Work effectively in hospitality service

SITHIND002 Source and use information on the hospitality industry

SITXWHS001 Participate in safe work practices

SITXCCS006 Provide service to customers

BSBWOR203 Work effectively with others

SITXCOM002 Show social and cultural sensitivity

SITXHRM001 Coach others in job skills

- Core Elective

SITXFSA001 Use hygienic practices for food safety

- Electives Licensed Venue Stream

SITHFAB014 Provide table service of food and beverage

SITHFAB007 Serve food and beverage

SITHFAB005 Prepare and serve espresso coffee

SITHFAB002 Provide Responsible Service of Alcohol

SITHFAB003 Operate a bar

SITHFAB010 Prepare and serve cocktails

SITHFAB004 Prepare and serve non-alcoholic beverages

SITXFIN001 Process financial transactions

SITHFAB001 Clean and tidy bar areas

Non-alcoholic Stream SIT30616 Certificate III Hospitality

- Core Units

SITHIND004 Work effectively in hospitality service

SITHIND002 Source and use information on the hospitality industry

SITXWHS001 Participate in safe work practices

SITXCCS006 Provide service to customers

BSBWOR203 Work effectively with others

SITXCOM002 Show social and cultural sensitivity

SITXHRM001 Coach others in job skills

- Core Elective

SITXFSA001 Use hygienic practices for food safety

- Electives Non-alcoholic Stream

SITHFAB007 Serve food and beverage

SITHFAB005 Prepare and serve espresso coffee

SITHFAB004 Prepare and serve non-alcoholic beverages

SITXFIN001 Process financial transactions

SITHFAB001 Clean and tidy bar areas

BSBCMM401 Make a Presentation

SIRXPDK001 Advise on products and services

Assessments

There will be assessments for each module, these will be completed online via our learning management system CANVAS. Assessors will conduct observations in the workplace. Students must have access to computers, email and the internet.

Entry requirements

Students must be able to complete certificate II level assessments this will be determined by an LLN test during pre-training review. As this is a traineeship student must be working full-time or part-time.

Pathways

On completing this qualification students may progress onto a Certificate IV in Hospitality.

TRAINING

SKILLS FIRST FUNDING



- Australian citizen or permanent resident
- Does not hold a qualification higher than a Certificate 2 (unless it was VET in schools)
- Has not enrolled in 2 funded Cert 3's in the past
- Not completing more than 1 other funded course at the same time
- Has completed high school if accessing funding
- Other criteria or exemptions may apply
- If not eligible - training will cost \$2,200 per employee

The course fees and costs depend upon whether you are eligible for a Government subsidy, with funds made available by the Victorian and Commonwealth Governments. Using a government-funded place can affect future eligibility for funded courses. For more details, visit www.serveitup.com.au and check 'Eligibility Requirements', or contact our office by phone or email. For further information, refer to the statement of fees and charges that can be found on our website. Payment plans are available for full fee-paying students.

EMPLOYER *incentives*

- Australian citizen or permanent resident
- Signed up for approved traineeship and provide paid time to complete training
- NEW STAFF - Part-time or full-time
 - Part-time \$1500 incentive on completion
 - Full-time \$4000 incentive (\$1500 at 6 months and \$2500 on completion)



- Program called "Boosting Apprenticeship Commencements"
- Signed up for approved traineeship Cert II or higher
- Receive a wage subsidy of up to 50 per cent
- The wage subsidy is available for a maximum of \$7,000 per quarter per eligible Australian Apprentice.
- The subsidy is not available for any apprentice receiving any other form of Australian Government wage e.g. JobKeeper
- Timeframes apply.

WAGE SUBSIDY

*The above information is guide and overview only. Serve It Up will confirm eligibility for Skills First Funding and the ASN will confirm eligibility for the traineeship employer incentives and the wage subsidy.

WE WILL HELP YOU THROUGH THE PROCESS

1. SIU will provide you (the employer) with a spreadsheet to enter staff details for eligibility checks
 - a. Serve It Up & the ASN will conduct eligibility checks - we will need to call employees to check their past training history for eligibility
 - b. SIU can provide a template job ad (with eligibility) for you the employer to use for recruitment if needed
2. The ASN will complete Employer/Employee paperwork for wage subsidy + traineeship employer incentives
3. SIU will contact you and confirm Certificate III Hospitality program details
 - SIU will contact you and complete an employer pre-training review
 - SIU will complete an online enrolment with each trainee (or group)
4. Trainee starts work and you, the employer, receive wage subsidy (at the end of each quarter) if eligible
5. Trainee attends fortnightly scheduled sessions at your workplace or our campus
 - Trainee completes assessments online
 - SIU trainer will visit your trainee in the workplace monthly and complete observations
 - Groups of 6 + can be trained at your workplace
6. Trainee completes training and all assessments
7. Employer receives incentives to cover wages of staff whilst in training and the trainee will receive a qualification/certificate

This program is made up of 3 types of subsidies & funding.

They are mutually exclusive and we will help you navigate eligibility for each.



FURTHER INFORMATION

Student Handbook

View our student handbook on our website for information about; your rights & obligations, fees, payment terms, cancellations, refunds, complaints, support services and much more.

Recognition of Prior Learning (RPL)

You can ask for your relevant existing skills, qualifications and experience to be assessed and taken into account when your level of competency is being assessed. There will be a cost associated, refer to our statement of fees and charges. RPL is not covered by government funding.

Credit Transfer (CT)

If you have previously completed any of the units that feature in your Serve It Up course, we can give you credit and you will not have to repeat the unit. There is no associated cost but you will need to complete a credit transfer application. If you have your RSA (provide a certificate of the unit SITHFAB002 and the VCGLR certificate) or RSF certificate please bring this to your first class and we will issue a credit transfer.

Support Services

We have educational support services available to meet the needs of many different students. This includes specialists that can provide one-on-one support. If you think you require additional support please let us know at enrolment. Or, if during the course you find you need extra help, please talk to your trainer or the office and we will work with you to find the best support options.

We recommend that once students have attended all the required sessions they schedule a one-on-one with our Student Support Officer to assist with completing any outstanding assessments.

Referrals

Third parties may be used to refer students to this course. Registered third parties include: Hospo HR. Third parties cannot confirm enrolment or pre-training reviews or conduct any training or assessment; this is always completed by Serve It Up. If you would like to check their credentials or make a complaint please call the head office on 1300 555 748.

