



SIT30616

Certificate III Hospitality Traineeship

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RTO: 22542

Course overview

We have two streams of the SIT30616 Certificate III Hospitality Traineeship, the licensed stream and non-alcoholic stream. Licensed is designed for venues that hold a liquor license, the non-alcoholic is designed for venues that do not hold a liquor license and do more counter based service.

A traineeship is when employees study a certificate as part of their permanent employment. Employers will provide paid time for employees to complete formal training and assessment with a registered training organisation. Employers and the employee can access funding (if eligible) from the government to help cover the costs of training.

Duration & delivery

Both of our streams have the same delivery structure:

- 13 x 4 hours classes held fortnightly
- 5 x workplace visits by your trainer
- Online assessments
- 36 x service periods at your workplace
- Self paced learning

Average duration 12 months

Tuition fees

Concession or JobTrainer:	\$340	For eligible trainees the government will subsidise:
Skills First Funded:	\$1700	<ul style="list-style-type: none">• 50% of the trainee's wage (caps apply)• Certificate III Hospitality Course
Fee for Service	\$5500	<ul style="list-style-type: none">• Extra Employer Incentives: \$1,500 - \$4,000



Course overview

Licensed Venue Stream

13 x 4hr Sessions - held fortnightly

1. RSA
2. Barista/Coffee - Part 1
3. Barista/Coffee - Part 2
 - a. Work Place visit 1
4. Bar, Cocktails & Cash Handling - Part 1
5. Bar, Cocktails & Cash Handling - Part 2
6. Bar, Cocktails & Cash Handling - Part 3
 - a. Workplace visit 2
7. F&B Service - Part 1
8. F&B Service - 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

1. Industry knowledge
2. Food Handlers Certificate
3. Log Book of 36 service periods

Non-alcoholic Stream

13 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

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



Course overview

Licensed Venue Stream

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

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
- BSBCMM411 Make a Presentation
- SIRXPDK001 Advise on products and services



Further information

Group Bookings

When groups reach 5 enrolled trainees, subsequent enrolments in the same group will have their funded tuition fees waived and fee for service students will have a 50% discount on tuition fees.

Eligibility for funding

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.

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. Please bring your certificate to your first class and we will issue a credit transfer.



Further information

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.

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.

