

SIT30622 Certificate III in Hospitality

Front Office

Course objectives:

- This qualification reflects the role of individuals who have a range of well-developed tourism service, sales or operational skills and sound knowledge of industry operations.

Key features:

- This course is designed to emphasis the preservation and celebration of Indigenous culture, ensuring that trainees are equipped to communicate and educate visitors about the rich cultural heritage of Mossman Gorge.

Eligibility/Pre-requisites:

- Those with an interest in working in the hospitality sector
- Aboriginal & Torres Strait Island people aged between 18 and 30 years
- Individuals wishing to begin a career in Hospitality

Pre-requisites:

- There are no pre-requisites for entry to this qualification and it is not expected or necessary for the learner to have previous experience.
- Before enrollment all participants will be required to complete a Language Literacy and Numeracy (LLN) assessment to determine the level of support the participant may need to assist them through their study program.

Suitability:

- This qualification provides a pathway to work in customer service roles in organisations such as hotels, motels, hostels, resorts, serviced apartments and other accommodation services.

Delivery:

- Program delivery is face to face in a small group training environment located at Mossman Gorge Cultural Centre.

Assessments:

- Range of knowledge questions, practical observations, activities, industry research, third party reports and completion of logbooks in an appropriate workplace environment.

Qualification:

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Commencement Dates:

As listed on NITA website

www.voyages.com.au/national-indigenous-training-academy

Venue:

NITA Mossman Gorge Cultural Centre

Duration:

10-12 months

Trainers:

This program is delivered by qualified trainer/assessors with extensive industry experience

Careers Training Centre

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SIT30622 Certificate III in Hospitality

CUSTOMER SERVICE/RETAIL	
<i>Core Units</i>	
SITHIND006	Source and use information on the hospitality industry
SITXWHS005	Participate in safe work practices
SITXCCS014	Provide service to customers
SITXCOM007	Show social and cultural sensitivity
SITXHRM007	Coach others in job skills
SITHIND008	Work effectively in hospitality service
SITHIND005	Use hygienic practices for hospitality service
<i>Elective Units</i>	
BSBTWK201	Work effectively with others
SITXCCS010	Provide visitor information
SITXCCS012	Provide lost and found services
SITHFAB021	Provide responsible service of alcohol
SIRXPDK001	Advise on products and services
SITHACS010	Provide housekeeping services to guests
SITHACS016	Provide accommodation reception services
SITXFIN007	Process financial transactions

SIT30622 Certificate III in Hospitality

SITHIND006 Source and use information on the hospitality industry

- 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.
- The unit applies to all hospitality sectors and people working at different levels.
- This unit is not about having in-depth knowledge but focuses on the ability to source and interpret information relevant to day-to-day activities in order to maximise work performance.

SITXWHS005 Participate in safe work practices

- This unit describes the performance outcomes, skills and knowledge required to incorporate safe work practices into own workplace activities. It requires the ability to follow predetermined health, safety and security procedures and to participate in organisational work health and safety (WHS) management practices.
- The unit applies to all tourism, travel, hospitality and event sectors and to any small, medium or large organisation.
- All personnel at all levels use this skill in the workplace during the course of their daily activities.
- The unit incorporates the requirement for all employees under state and territory WHS legislation, to participate in the management of their own health and safety, that of their colleagues and anyone else in the workplace. They must cooperate with their employer and follow practices to ensure safety at work.

SITXCCS014 Provide service to customers

- 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.
- The unit applies to those frontline service personnel who deal directly with customers on a daily basis and who operate with some level of independence and under limited supervision.
- This includes individuals working in a range of tourism, travel, hospitality and events contexts.

SITXCOM007 Show social and cultural sensitivity

- 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 to address cross-cultural misunderstandings should they arise.
- The unit applies to all tourism, travel, hospitality and event sectors. All personnel at all levels use this skill in the workplace during the course of their daily activities.

SITXHRM007 Coach others in Job skills

- 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 monitor the progress of colleagues until they are able to operate independently of the coach.
- The unit applies to experienced operational personnel and to supervisors and managers who informally train other people in new workplace skills and procedures.
- It applies to all tourism, travel, hospitality and event sectors.

SIT30622 Certificate III in Hospitality

SITHIND008 Work effectively in hospitality service

- This unit describes the performance outcomes, skills and knowledge required to work effectively in a hospitality environment and provide service to customers during 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. A service period incorporates preparation, service and end of service tasks.
- The unit applies individuals working in a range of different departments such as accommodation services, food and beverage, gaming operations and housekeeping, in various hospitality industry settings, including bars, hotels, cafes, restaurants, clubs, pubs and motels.
- It applies to those frontline service personnel who deal directly with customers on a daily basis and who operate with some level of independence and under limited supervision.

SITHIND005 Use hygienic practices for hospitality service

- This unit describes the performance outcomes, skills and knowledge required to use personal hygiene practices to maintain the health and wellbeing of self and others.
- The skills and knowledge to ensure food safety are covered in SITXFSA005 Use hygienic practices for food safety.
- The unit applies to all hospitality service environments.
- Individuals at all levels use this skill in the workplace during the course of their daily activities.

BSBTWK201 Work effectively with others

- This unit describes the skills and knowledge required to work cooperatively with others and deal effectively with issues, problems and conflict.
- The unit applies to individuals who perform a range of routine tasks in a team environment and use a basic knowledge of teamwork in a defined context, under direct supervision or with limited individual responsibility.

SIT30622 Certificate III in Hospitality

SITXCCS010 Provide visitor information

- This unit describes the performance outcomes, skills and knowledge required to access general information on facilities, products and services available in the local area and to provide this to visitors.
- The unit applies to frontline service personnel working in a range of tourism, travel, hospitality, events, entertainment and cultural contexts. Information is often provided face-to-face, but may be by telephone or other remote mechanisms.
- It applies to frontline service personnel who routinely respond to visitor requests for general local area information. They may be working independently or with guidance from others in restaurants, hotels, wineries, attractions, entertainment venues, tour operations, visitor information centres and at tour desks.

SITXCCS012 Provide lost and found services

- This unit describes the performance outcomes, skills and knowledge required to provide service to customers who have lost or found items. It requires the ability to determine and record details of items, investigate lost items, assist claimants and complete documentation.
- The unit applies to frontline operations personnel working in a range of tourism, travel, hospitality, events and entertainment contexts.

SITHFAB021 Provide responsible service of alcohol

- This unit describes the performance outcomes, skills and knowledge required to responsibly sell, serve or supply alcohol.
- Responsible practices must be undertaken wherever alcohol is sold, served or supplied, including where alcohol samples are served during on-site product tastings. This unit therefore applies to any workplace where alcohol is sold, served or supplied, including all types of hospitality venues, packaged liquor outlets and wineries, breweries and distilleries.
- The unit applies to all levels of personnel involved in the sale, service, including promotional service and supply of alcohol in licensed premises. Those selling or serving alcohol may include food and beverage attendants; packaged liquor salespersons selling in person, over the phone or online; winery, brewery and distillery cellar door staff; delivery services and supplier sales representatives. The unit also applies to security staff who monitor customer behaviour and to the licensee who is ultimately responsible for responsible service of alcohol (RSA) management.
- The unit incorporates the knowledge requirements, under state and territory liquor licensing law, for employees engaged in the sale, service or supply of alcohol.

SIT30622 Certificate III in Hospitality

SIRXPK001 Advise on products and services

- This unit describes the performance outcomes, skills and knowledge required to develop product and service knowledge and provide information to customers.
- This unit applies to individuals working in frontline customer service and sales roles in a diverse range of industry and business contexts. They operate with some independence under general supervision and guidance from others, and within established organisational policies and procedures.

SITHACS010 Provide housekeeping services to guests

- This unit describes the performance outcomes, skills and knowledge required to provide a range of general housekeeping services to guests.
- The unit applies to housekeeping attendants, porters and concierge staff in commercial accommodation establishments. They work under supervision and usually as part of a team.

SITHACS016 Provide accommodation reception services

- This unit describes the performance outcomes, skills and knowledge required to check guests in and out of commercial accommodation establishments. It requires the ability to check daily arrivals, allocate rooms and complete relevant documentation.
- This unit applies to all types of commercial accommodation, and to individuals who staff the reception area. They use established procedures and systems under some supervision, but the customer service nature of the role means they apply some discretion and judgment in their interaction with guests.

SITXFIN007 Process financial transactions

- This unit describes the performance outcomes, skills and knowledge required to accept and process payments for products and services, and reconcile takings at the end of the service period or day.
- This unit mainly applies to frontline sales and operations personnel who operate with some level of independence and under limited supervision. It does, however, describe a fundamental operational function and those people who work with very little independence under close supervision would also use this skill.