Course Overview
This course combines two qualifications, this can increase your long-term employability providing both hospitality and leadership and management skills. The course reflects the role of skilled operators who use a broad range of hospitality skills combined with sound knowledge of industry operations. They operate independently or with limited guidance from others and use discretion to solve non-routine problems. Many individuals have supervisory responsibilities and plan, monitor and evaluate the work of team members. Students do not have to enroll in both qualifications if they do not wish to, there will be a single Certificate IV Hospitality Stream available, fees may apply.

Job Roles
This qualification provides a pathway to work as a team leader or supervisor in hospitality organisations such as restaurants, hotels, catering operations, clubs, pubs, cafes and coffee shops.

Entry requirements and pathways
Individuals may enter this course with limited or no vocational experience and without a lower level qualification. However, it is strongly recommended that individuals undertake lower level qualifications, and/or gain industry experience prior to entering the qualification.

You must be over the age of 18, and need to have access to a workplace, if you wish to achieve the full Hospitality qualification. If you do not have access to a workplace you can complete your service periods every Saturday at 10am 62-64 Little Latrobe Street in our simulated restaurant/bar.

After achieving these qualifications, individuals could progress to Diploma of Hospitality, or to the Diploma of Leadership and Management, these may be offered at other RTOs.

We can NOT guarantee employment

Session Delivery Plan
Every session involves practical coffee and cocktail making and food service. We have a training room set-up like a real workplace.

1. Introduction to F&B and Bar
2. Food handlers — RSF
3. RSA & Practical
4. Bar & Food & Beverage
5. Leadership
6. Work Health Safety
7. Customer Service
8. Planning Budgeting & Functions
9. Excursion
10. Deliver Sales Presentations
11. Function Planning
12. Coaching
13. Practical Function
14. First Aid (Optional)
15. Catch up class

(36 Shifts must be completed to get full SIT40313 qualification)

Duration & Delivery
This course is delivered over 14 face-to-face sessions held weekly, plus additional self-paced learning (2-10 hours each week), classes are held one day every week.

Students are required to complete 36 practical service periods in variety of different hospitality service setting in order to complete the SIT40313 Qualification. These will be documented in a logbook and signed off by a hospitality workplace. Duration of the qualifications is generally 4-12 months, depending on how long you take to complete your service periods. Students need access to a real hospitality workplace, computers, email and the internet to complete this qualification. It is expected that you would need to do approximately 10 hours of home work each week and there will be assessments to complete post face-to-face training classes.

Course Locations:
Level 1 & 2 /62-64 Little La Trobe Street, Melbourne VIC 3000
Other hired locations

Fees & Funding
Eligible Government funding $0 — No fees charged

Bring your drivers license and Medicare card (or Australian passport) if you wish to claim funding

You may be eligible for a government-subsidised place(s). This is called the Victorian Training Guarantee (VTG). If you are eligible, the government will contribute to the cost of training. To check your individual eligibility or if you want further course information call/email the office. If you chose to enrol in both qualifications these will count as 2 funded places, and as your 2 certificate IV enrolments, you will not be able to enrol in another funded certificate IV. You do not have to enrol in the dual qualification.

Not Eligible Gov’t Funding, refer to the statement of fees and charges on our website.

Basic VTG Eligibility Criteria (other conditions may apply):
* Australian or hold permanent residence
* Not hold a Certificate IV or higher in any industry (Unless under 20 at 1.1.2016)
* Not have enrolled in/completed more than 2 other funded courses this year
* Not have enrolled in 2 other Cert 4s in your life-time (regardless of if you completed course)
Assessment
There will be a number of written theory assessments, projects, skills testing and observations that your assessor will use to determine your competency. Each week we will have a leader of the class and they will be assessed on their leadership and planning skills for that session. Throughout your course you also work together on a group project that involves planning and delivering a real function. On completion of the face-to-face classes you will need to complete an industry workbook and a logbook documenting 36 service periods.

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 statement of fees and charges.

Credit Transfer (CT)
If you have previously completed a unit the same as what is in your new course we can give you credit and you will not have to do that unit again. No cost associated, but you do need to complete a credit transfer application. There will be a number of units credit transferred from Leadership and Management into Hospitality, thus you do not have to complete these twice.

If you have your RSA 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.

Electives
Electives may vary (min. 12)

- SITXFSA101 Use hygienic practices for food safety
- SITHFAB201 Provide responsible service of alcohol (optional)
- SITHFAB307 Provide table service of food and beverage
- SITHFAB202 Operate a bar (Prerequisite is SITHBAB201)
- SITHFAB303 Prepare and serve cocktails
- SITHFAB204 Prepare and serve espresso coffee (optional)
- SITHFAB201 Clean and tidy bar areas
- SITXFIN201 Process financial transactions
- SIRXSLS201 Sell products and services
- SIRXSLS002A Advise on products and services
- SITHFAB304 Provide advice on beers, spirits and liqueurs
- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- BSBMGT401 Show leadership in the workplace
- HLTAFD003 Provide first aid (optional)
- HLTAID001 Provide Cardiopulmonary resuscitation (optional)
- SITHIND201 Source and use information on the hospitality industry
- SITHFAB203 Prepare and serve non-alcoholic beverages
- SITXINV301 Purchase goods

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.

Hospitality: 21 units must be completed (9 core, 12 elective)
Leadership & Management: 12 units must be completed (4 core, 8 elective)