

# Traineeship

## SIT30616 - Certificate III in Hospitality (Release2)



Proud to be a Queensland Government subsidised training provider



**Career Training Institute of Australia (CTIA)** is offering a Certificate III in Hospitality program through Australian Apprenticeships. This qualification provides the skills and knowledge for an individual to be competent in skilled operations with the need to apply discretion and judgement. Work would be undertaken in various hospitality settings, such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops. Individuals may have some responsibility for others and provide technical advice and support to a team.

This qualification provides a pathway to work in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops.

This program is designed to be delivered over 24 months or 1471 hours, flexible arrangements can be made to meet your specific needs as far as contact visits, industry consolidation visits and monitoring visits to ensure you remain on track to successfully complete your qualification.

### SCHOOL BASED TRAINEESHIPS (SAT)

A SAT is employment-based training declared to be a traineeship under the FET Act, where:

- the trainee is a school student
- the parties have signed an apprenticeship/traineeship training contract
- the student's school timetable or curriculum reflects a combination of school studies, paid work for an employer and training in a traineeship occupation

The minimum paid work requirement for a SAT is 375 hours (50 days) to be worked over each 12-month period from the date of commencement of the training contract. Over each three-month period, the apprentice or trainee must work an average of 7.5 hours per week as a minimum.

### COURSE COST

Part funding is made available by the Department of Employment, Small Business and Training (DESBT), the employer/student is also required to make a co-contribution to the cost of this course.

The co-contribution fee for this course is the mandatory Student contribution fees under the User Choice program which are set at \$1.60 per nominal hour for each unit of competency/module to be calculated at the commencement of the unit of competency/module.

In some cases, the college may provide either a partial or full exemption for a student in respect to the co-contribution fee (see student handbook).

School based trainees are not required to pay a co-contribution fee while they are still at school.

Existing Workers are now funded under the User Choice program for this qualification and are charged the mandatory Student Contribution fee set at \$1.60 per nominal unit hour. Refunds of co-contribution fees may be granted (see student handbook).

Full QLD government funding is provided for Priority Population Groups (PPG) are those declared on the national Apprenticeship/Traineeship Contract, such as individuals of Aboriginal or Torres Strait Islander origin, individuals from a non-English speaking background and individuals with a disability, impairment or long term condition. Please discuss your individual situation with us.

### WHY CHOOSE A TRAINEESHIP

- Gain practical hands on experience in your industry of choice
- Get paid work while completing your training
- Provides you with a pathway to further education
- Gain a nationally recognised qualification



For enquires / bookings:

P: 07 5564 9044

E: [bookings@ctia.edu.au](mailto:bookings@ctia.edu.au)

# Frequently Asked Questions...

## WHAT ARE THE BENEFITS OF UNDERTAKING THIS QUALIFICATION?

When you complete the Certificate III in Hospitality graduates will be qualified to apply for various positions including bar attendant, café attendant, catering assistant, food and beverage attendant, front office assistant, porter or room attendant.

Students who complete their Certificate III can gain at least 5 credits points towards their QCE.

School based Traineeship: counts towards the award of a Queensland Certificate of Education or its equivalent and progression towards a vocational qualification, can count towards a selection rank for university.

## WHO IS ELIGIBLE TO PARTICIPATE?

Australian Apprenticeships (often referred to as apprenticeships or traineeships) are available to anyone of working age. You do not need a secondary school certificate or other qualification to be able to do an Australian Apprenticeship.

You can do an Australian Apprenticeship if you are a school-leaver, re-entering the workforce or as an adult worker simply wishing to change careers.

You can even begin your Australian Apprenticeship while you're still at school in years 10, 11 and 12.

Australian Apprenticeships offer opportunities for you to train, study and earn an income at a variety of qualification levels in most occupations as well as in traditional trades.

As an Australian Apprentice you can combine time at work with training, and can be either full-time, part-time or school-based.

When you finish your Australian Apprenticeship, you will have a nationally recognised qualification that can take you anywhere in Australia.

Read more: <https://desbt.qld.gov.au/training/apprentices>

## WHAT ARE PARTICIPANTS AWARDED AT COMPLETION?

Upon successful completion of all units of competency in the course, participants will be issued with a Certificate III in Hospitality. Should a participant not complete the entire course then a Statement of Attainment will be given for the units successfully completed.

Students who successfully complete the Certificate III in Hospitality can gain credits for subjects included in the Certificate IV in Hospitality and the Diploma of Hospitality Management if they decide to continue their studies. Under the Australian Qualifications Framework (AQF) Certificate III is AQF Level III. CTIA is responsible for quality training and assessment in compliance with the Standards for RTO (2015) and issuance of AQF qualifications.

## HOW WILL PARTICIPANTS BE ASSESSED?

Assessment is competency based, in that the participant will be required to demonstrate competency in a range of tasks. Assessment procedures are transparent and address the key assessment principles of being valid, reliable, flexible and fair. Assessment strategies include a range of techniques, which include, but are not limited to the use of; direct observation, questions & answers, practical exercises, and case studies. Participants who can demonstrate that they are already competent in the knowledge and skills of a unit of competency, or have previously completed a course, may apply for Recognition of Prior Learning (RPL) or Credit Transfer.

Students will require a computer with internet access to be able to complete various assessment tasks.

## WHAT UNITS OF COMPETENCY MAKE UP THE CERTIFICATE III IN HOSPITALITY?

### CORE UNITS:

SITHIND002 Source & use information on the hospitality industry  
BSBWOR203 Work effectively with others  
SITHIND004 Work electively in hospitality service  
SITXCCS006 Provide service to customers  
SITXCOM002 Show social and cultural sensitivity  
SITXHRM001 Coach others in job skills  
SITXWHS001 Participate in safe work practices  
SITXFSA001 Use hygienic practices for food safety

### ELECTIVE UNITS:

SITHFAB007 Serve food and beverage  
SITHFAB005 Prepare and serve espresso coffee  
SITHFAB004 Prepare and serve non-alcoholic beverages  
SITHFAB002 Provide responsible service of alcohol  
SITXCCS002 Provide visitor information  
SIRXPK001 Advise on products and services  
SITXCCS004 Provide lost & found services

**\* Elective units can be changed in consultation with CTIA**

## HOW IS THE COURSE DELIVERED AND HOW LONG WILL IT TAKE?

The Certificate III in Hospitality is delivered by on-the-job training, off-the-job training and by the 'self paced' method of learning which allows you greater flexibility in choosing the times you study and the time it takes you to complete the course.

All Traineeships have a nominal term - this is the timeframe that is on the Traineeship training contract and for the Certificate III in Hospitality it is 24 Months Full-time or Part-time equivalent.

## SERVICES

As part of our ongoing commitment to provide advice and support services we provide to all our clients/students the following services upon request: Welfare and guidance services, complaints & appeals procedures, disciplinary procedures, access and equity, Recognition Prior Learning (RPL) & Credit transfer arrangements, client selection, enrolment and induction/orientation procedures, course information including content and vocational outcomes, fees/charges, including refund policy and exemptions (where applicable), provision for language, literacy and numeracy assessment, client support, including any external support the RTO has arranged for clients flexible learning and assessment procedures.

Further information is provided in the student handbook located at <http://www.ctia.edu.au/how-to-apply-further-information-2/>

## WHO DO I TALK TO IF I HAVE QUESTIONS?

Further information on the program please contact us on 07 5564 9044 or e-mail [bookings@ctia.edu.au](mailto:bookings@ctia.edu.au)