

Career Training Institute of Australia (CTIA) is offering a Certificate II in Hospitality through Australian Apprenticeships.

This qualification reflects the role of individuals who have a defined and limited range of hospitality operational skills and basic industry knowledge. They are involved in mainly routine and repetitive tasks and work under direct supervision.

This qualification is suitable for VET in Schools (VETiS) delivery. Speak to our course consultant for further information on VETiS.



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 \$900.00, this includes the mandatory Student contribution fees under the User Choice program which is 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, an RTO 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 not funded under the User Choice program for this qualification and are charged at the rate of \$2,600.00.

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.

Students have 10 business days to change their mind and cancel the course, during this cooling off period CTIA will not commence training or accept payment. Cancellation can be made verbally or in writing.

Why choose a traineeship

- Gain practical hands-on experience in your industry of choice
- Get paid to work while completing your training
- Provides you with a pathway to further education
- Gain formal recognition of your skills and knowledge.
- Gain a nationally recognized qualification.

Your course overview

A Certificate II level graduate will have the basic skills and knowledge to perform in the workplace. Training will be delivered within an operating hotel, taking learning out of the classroom and locating it back into the hospitality industry so you have a hands on practical experience.

Types of traineeships

- ✓ Full-time apprentices and trainees work and train an average of 38 hours per week and have on going employment.
- ✓ Part time apprentices and trainees are rostered to work on a regular basis, working and training no less than 15 hours per week, averaged over a four-week period.
- ✓ Existing workers may be employed as an apprentice or trainee. Casual employment not permitted.
- ✓ School based, 7.5 hours per week of paid employment, this may be averaged over a 3 month period. Over the year the equivalent of 375 hours (50 days) paid employment.

Get in Touch. Get Involved.

Call Us: 07 5564 9044

E-mail Us: bookings@ctia.edu.au

Web: ctia.edu.au

Frequently Asked Questions

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.

Traineeships can be full time, parttime 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>

- Be 13 years of age or older.
- Where the trainee is under the age of 18 at the date of signing the training contract, the signed consent of the parent is required, where appropriate.
- SAT – School-based apprenticeship or Traineeship, a student is typically in years 10,11 and 12, are trained in the workplace while continuing to study towards their QCE or equivalent.
- SAT must complete a minimum of 50 days of paid employment, a student commencing in year 12 may not be able to achieve this unless commencing in year 11. Please speak to our course consultant.
- To commence a SAT the student must first have the support of their school. The support of the employer, RTO and their parent/guardian will also be required.
- For a SAT there must be some impact on the students school timetable for the traineeship to be considered a SAT.
- An ETES, School notification form or email noting the impact on the students timetable must be retained.

How is the course delivered and how long will it take?

Combine training with working in a real job, traineeships work towards the completion of a nationally recognised qualification while learning on the job skills.

Students in industry can complete 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 II in Hospitality it is 12 Months Full-time or Part-time equivalent.

Students also need to complete 375 hours (50 days) of paid employment over the 12 month period from date of commencement of the training contract. The total number of hours inclusive of structured and non structured hours is 701.

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.

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

Students who can demonstrate that they have already completed a unit of competency below, may apply for Credit Transfer. An academic transcript from the issuing RTO will be required as evidence or a USI VET transcript.

What are participants awarded at completion?

Upon successful completion of all units of competency in the course, participants will be issued with a qualification at Certificate II level. SIT20316 Certificate II in Hospitality. Should a participant not complete the entire course then a Statement of Attainment will be given for the units successfully completed.

Students have the option to progress to certificate III, IV or Diploma level in the same or other qualifications.

As a registered training organisation (RTO) CTIA is responsible for quality training and assessment in compliance with the Standards for RTO's (2015) and issuance of AQF qualifications.

Students will be required to complete a student training and employment survey within three months of completing or discontinuing the qualification.

Core units of competency

- BSBWOR203 – Work effectively with others
- SITHIND002 – Source and use information on the hospitality industry
- SITHIND003 – Use hospitality skills effectively
- SITXCCS003 – Interact with customers
- SITXCOM002 - Show social and cultural sensitivity
- SITXWHS001 – Participate in safe work practices

Elective Units*

- SITXFSA001 – Use hygienic practices for food safety
- SITXCCS004 – Provide lost and found services
- SITHFAB002 – Provide responsible service of alcohol
- SITHFAB005 – Prepare and serve espresso coffee
- SITHFAB007 – Serve food and beverage
- SITHFAB004 – Prepare and serve non-alcoholic beverages

*Elective units may change

OUR SERVICE includes a commitment to providing advice and support to all our clients and students. This includes 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.

For any further information please contact us or review our student handbook:
<http://www.ctia.edu.au/how-to-apply-further-information-2/>