

Certificate III in Hospitality (Traineeship)

COURSE CODE	SIT30622
LOCATIONS	Workplace training
STUDY MODE	Full-time, Part-time, Traineeship, Workplace
Length	Up to 24 months
Commencement	Start any time
Timetable	On-the-job training, workplace visits by the trainer, online study, and training sessions on campus if required.

Course Overview

This section gives you an introduction to what you will be learning in this course, plus course outcomes, career opportunities, and student support.

Introduction

Turn your passion for working in the fast-paced world of food and hospitality with this traineeship.

This is the perfect starting place for you to begin your career in the hospitality industry. You will gain a variety of practical skills and experience in a range of front of house hospitality tasks through a combination of on-the-job training with your employer and workplace visits from our trainers.

You can also complete this course as [workplace-based training](#).

What will I Learn?

During this traineeship, you will develop a variety of skills including:

- customer service
- food hygiene
- how to prepare and serve espresso coffee and other beverages
- safe work practices
- teamwork
- serving of food and beverages
- preparing and presenting simple dishes
- how to operate a bar
- how to process financial transactions

You will also gain Safe Food Handling and Responsible Service of Alcohol certificates during this course.

Course Outcomes and Career Opportunities

Upon completion of this course, you will be equipped to gain employment in [restaurants](#), hotel, motels, clubs, pubs, cafes and [coffee](#) shops in roles including Front of House Attendant, Food and Beverage Attendant, Espresso Coffee Machine Operator or Waiter.

Course Requirements

This section gives you an overview of entry requirements, course units and electives, skills recognition, and assessment criteria.

[Entry requirements](#) [Course units and electives](#) [Skills recognition](#) [Assessment criteria](#)

Entrance requirements & pre-requisites

You must be at least 16 years old and be employed as a trainee with a registered employer in the hospitality industry.

Course requirements

To be eligible to be awarded this qualification, you must successfully complete 15 units: 7 core and 8 electives.

Units offered

Core Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
SITHIND006	Source and use information on the hospitality industry	25	\$0.00
SITHIND008	Work effectively in hospitality service	0	\$0.00
SITXCCS014	Provide service to customers	25	\$0.00
SITXCOM007	Show social and cultural sensitivity	20	\$0.00
SITXHRM007	Coach others in job skills	20	\$0.00
SITXWHS005	Participate in safe work practices	12	\$0.00

Elective Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
HLTAID011	Provide First Aid	18	\$15.00
SITHKOP009	Clean kitchen premises and equipment	13	\$0.00
SITXFSA005	Use hygienic practices for food safety	15	\$22.05
SITHCCC028	Prepare appetisers and salads	25	\$0.00
SITXFSA006	Participate in safe food handling practices	40	\$0.00
SITHCCC024	Prepare and present simple dishes	25	\$0.00
SITHCCC025	Prepare and present sandwiches	10	\$0.00
SITHFAB021	Provide responsible service of alcohol	10	\$0.00
SITHFAB024	Prepare and serve non-alcoholic beverages	20	\$0.00
SITHFAB027	Serve food and beverage	80	\$0.00
TLIE0009	Carry out basic workplace calculations	20	\$0.00
SITHFAB025	Prepare and serve espresso coffee	30	\$0.00

Assessment

This course involves accredited units. You will be required to complete assessment tasks to demonstrate your underpinning knowledge, skills and attributes to meet the course outcomes. A combination of written, oral and practical assessment strategies will be used in either a classroom, online or workplace environment.

Where units require demonstration of skills in a workplace environment, you will have the opportunity to do this either in your own workplace (where appropriate), through a practical placement, or by using one of the Institute's simulated workshops/classrooms. Detailed information about the types, conduct and dates of assessments will be provided in advance. You will also be provided with information about the opportunity for reassessment and appeal.

After applying

Once you have applied for your chosen course, you will receive a thank you email from South West TAFE with a few steps to help process your enrolment.

Complete a Pre-Training Review

You will receive an email to complete a Pre-Training Review online evaluation. This evaluation helps us tailor your training to suit your needs.

Create or provide a Unique Student Identifier (USI)

A USI is a nationally recognised reference number that provides an online record of your training qualifications gained in Australia.

[Create your USI](#)

Already have a USI but can't remember it? [Find your USI](#)

Skills recognition

If you have experience or prior qualifications, you may be eligible to apply for [recognition of prior learning](#) and gain credits. You will be asked to provide any relevant Statement of Attainment to support identified credits.

Fees

This section gives you an overview of course fees, subsidies, and how they can be paid.

Course Fees

Here's an outline of fees and costs associated with your course.

Your fees each year can be made up of 3 different elements. Everyone has different circumstances that can affect what you pay and how much you pay. :

1. Tuition fees - charged as an hourly rate that varies from course to course. A large portion of the tuition is subsidised by the Victorian Government for eligible students.
2. Resource and/or materials costs - covers the cost of materials and other incidentals. This fee will vary according to the course being undertaken.
3. Booklist items - such as textbooks, equipment and stationery recommended for your course

Tuition fees

There are 4 different rates of tuition fees. Only one will apply to you (depending on your eligibility and circumstances).

1. **Government Subsidised Fee** - you could be eligible for a government-subsidised rate under the Skills First funding depending on your age, educational history, and citizenship or residency status. If you are eligible, the government will contribute to the cost of your training.
[Find out more about subsidised training](#)
2. **Government Subsidised Concession Fee** - If you are eligible for a Skills First government-subsidised place and hold a current healthcare or pension card, that you can provide at enrolment, you may be eligible for the concession rate. Note, the concession rate is not applicable to Diploma level courses.
[Find out more about concession rates](#)

3. **If the course is a Free TAFE course or part of the Free TAFE Pathways Program** - Eligible students will not pay course tuition fees for the duration of their enrolment in this course, however, there may be some consumable/material fees for the course (find out more below). Any resource or material costs, or booklist items for this course are listed in the table below.

[Find out more about Free TAFE](#)

[Find out more about Free TAFE Pathways Programs](#)

4. **Full fee** - If you are not eligible for a Skills First government-subsidised place, exemption, concession or are enrolling in a course that isn't government-subsidised, you may be required to pay the full fee rate.

FIND OUT MORE ABOUT FEES AND ELIGIBILITY

The fees listed below are indicative only. The course fees published are subject to change given individual circumstances at enrolment. Course fee funding is made available to eligible individuals by the Victorian and Commonwealth Governments. If funding is utilised, this may affect opportunities to access additional funding in the future. An accurate quote for this course will be provided during the enrolment process.

Course fees by student type	Indicative Course Fee
Government subsidised rate (if eligible)	\$2,895.00
Concession rate	\$580.00
Full fee rate (if not eligible for govt subsidy)	\$8,375.00

Additional course fees	Indicative Course Fee
Course consumable/materials (approximate)	\$219.75

This is a Free TAFE course

Students who are eligible for Victorian government-subsidised training will not pay course tuition fees for the duration of their enrolment in this course, however, there may be some consumable/material fees for the course (find out more below). The consumable fees for this course are listed in the above table.

[Find out more](#) or chat with our Customer Service team on [1300 648 911](tel:1300648911), or visit a [SWTAFE Campus](#).

This course is part of the Free TAFE Pathways Program

A Free TAFE Pathways Program is a group of courses that complement each other to help you continue to train for the career and industry you may wish to work in. For eligible students, these courses are tuition fee free. Depending on the course, you may still be required to pay material fees. The consumable fees for this course are listed in the above table.

[Find out more about the Free TAFE Pathways Program and eligibility](#) or contact us.

Resource and/or materials costs

Some courses require specific resources or materials necessary for your study eg: tools of the trade, excursions, etc. Final costs will be determined upon enrolment.

How do I pay my fees?

Once we have processed your enrolment form, you will receive an email with your invoice.

You have [three options when organising your payment](#):

1. [Upfront payment](#) - can be made over the phone with EFTPOS
2. [Payment plan](#) - can be directly debited from your bank account, debited from your Centrelink payments or via a [VET Student Loan](#) (for diploma or advanced diploma courses only)

3. [Paid by employer, school or job network agency](#) - if your fees are being paid by your employer, school or job network agency, you will need to complete an Authority to Invoice form.

Payments will need to be arranged within five(5) business days of receiving the email containing your invoice.

We also offer a range of [scholarships](#) each year which you may be eligible to apply for to assist with course fees.

Next Steps

Ready to take the next step? Here you can make an enquiry, attend an information session or begin the application process.

How to apply for an apprenticeship or traineeship

There are five simple steps to apply for an apprenticeship or traineeship with us.

1. **Find a job** - find a job as an apprentice or trainee through an Apprenticeship Centre or Group Training Company.
2. **Register** - register with an Australian Apprenticeship Support Network (AASN) and nominate SWTAFE as your training provider (your employer will usually do this for you).
3. **Complete a pre-training review** - SWTAFE staff will contact you to organise your Pre-Training Review once your AASN contract registration is complete.
4. **Enrol** - complete the enrolment form provided to you and provide your identification.
5. **Sign** - once you've completed your enrolment form and verified your identification you will receive your student declaration form to review and sign. You can sign this digitally via your smartphone, computer or tablet.

If need any assistance with applying, [contact our Customer Service team](#) on 1300 648 911 or [visit your nearest campus](#).

Careers and Course Advice

Not sure which course is right for you? South West TAFE will help you find your way.

Our Careers Coaches at the [Skills and Jobs Centre](#) is here to support you. Whether you're exploring career options, transitioning from school to the workforce or looking to study after school we're here to help you.

Student Support

As a SWTAFE student, you can access a variety of support services that will enhance your study experience and help you complete your studies successfully. For more information about any of these services, [visit our student page](#).