

## Order Form: SIT07 Hospitality Qualifications

### Core Units

#### SIT20207 Certificate II in Hospitality

Core Units: (6 Units)	Please tick required units
SITHIND001A Develop and update hospitality industry knowledge	
SITXCOM001A Work with colleagues and customers	
SITXCOM002A Work in a socially diverse environment	
SITXOHS001B Follow health, safety and security procedures	
SITXOHS002A Follow workplace hygiene procedures	
<b>Plus at least 1 of</b>	
SITHIND002A Apply hospitality skills in the workplace	
SITHFAB020A Apply food and beverage skills in the workplace	

#### SIT20307 Certificate II in Hospitality (Kitchen Operations)

Core Units: (11 Units)	
SITHIND001A Develop and update hospitality industry knowledge	
SITXCOM001A Work with colleagues and customers	
SITXCOM002A Work in a socially diverse environment	
SITXOHS001B Follow health, safety and security procedures	
SITXOHS002A Follow workplace hygiene procedures	
SITHCCC001A Organise and prepare food	
SITHCCC002A Present food	
SITHCCC003A Receive and store kitchen supplies	
SITHCCC004A Clean and maintain kitchen premises	
SITHCCC005A Use basic methods of cookery	
SITHCCC027A Prepare, cook and serve food for service	
SITHCCC013A Prepare hot and cold deserts	
SITHCCC014A Prepare pastries, cakes and yeast goods	
SITHCCC029A Prepare foods according to dietary and cultural needs	
SITXCOM004A Communicate on the Telephone	
SITHFAB003 Serve food and beverage to customers	
SITHFAB010A Prepare and serve non-alcoholic beverages	
SITHFAB012A Prepare and serve espresso coffee	
SITXFSA001A Implement food safety procedures	

## SIT30707 Certificate III in Hospitality

<b>Core Units: (8 Units)</b>	
SITHIND001A Develop and update hospitality industry knowledge	
SITXCCS002A Provide quality customer service	
SITXCOM001A Work with colleagues and customers	
SITXCOM002A Work in a socially diverse environment	
SITXHRM001A Coach others in job skills	
SITXOHS001B Follow health, safety and security procedures	
SITXOHS002A Follow workplace hygiene procedures	
<b>Plus at least 1 of</b>	
SITHFAB021A Provide and coordinate food and beverage service	
SITHIND003A Provide and coordinate hospitality service	

## SIT30807 Certificate III in Hospitality (Commercial Cookery)

<b>Core Units: (26 Units)</b>	
SITHCCC001A Organise and prepare food	
SITHCCC002A Present food	
SITHCCC003A Receive and store kitchen supplies	
SITHCCC004A Clean and maintain kitchen premises	
SITHCCC005A Use basic methods of cookery	
SITHCCC006A Prepare appetisers and salads	
SITHCCC008A Prepare stocks, sauces and soups	
SITHCCC009A Prepare vegetables, fruit, eggs and farinaceous dishes	
SITHCCC010A Select, prepare and cook poultry	
SITHCCC011A Select, prepare and cook seafood	
SITHCCC012A Select, prepare and cook meat	
SITHCCC013A Prepare hot and cold deserts	
SITHCCC014A Prepare pastries, cakes and yeast goods	
SITHCCC016A Develop cost-effective menus	
SITHCCC027A Prepare, cook and serve food for food service	
SITHCCC028A Prepare, cook and serve food for menus	
SITHCCC029A Prepare foods according to dietary and cultural needs	
SITHIND001A Develop and update hospitality industry knowledge	

## SIT30807 Certificate III in Hospitality (Commercial Cookery) cntd.

SITXCOM001A Work with colleagues and customers	
SITXCOM002A Work in a socially diverse environment	
SITXCOM003A Deal with conflict situations	
SITXFSA001A Implement food safety procedures	
SITXHRM001A Coach others in job skills	
SITXOHS001B Follow health, safety and security procedures	
SITXOHS002A Follow workplace hygiene procedures	
HLTFA301B Apply first aid	

## SIT40207 Certificate IV in Hospitality

<b>Core Units: (26 Units)</b>	
SITHIND003A Provide and Co-ordinate hospitality service	
SITXCCS002A Provide quality customer service	
SITXCOM001A Work with colleagues and customers	
SITXCOM002A Work in a socially diverse environment	
SITXCOM003A Deal with conflict situations	
SITXFIN003A Interpret financial information	
SITXHRM001A Coach others in job skills	
SITXHRM005A Lead and manage people	
SITXINV001A Receive and store stock	
SITXINV002A Control and order stock	
SITXMGT001A Monitor work operations	
SITXOHS001B Follow health, safety and security procedures	
SITXOHS002A Follow workplace hygiene procedures	
SITXOHS004B Implement and monitor workplace health, safety and security practices	

## Elective Units

### Certificates I – IV

<b>Accommodation Services</b>	
SITHACS006A Clean Premises and Equipment	
<b>Client and Customer Service</b>	
SIRXCCS001A Apply point-of-sale handling procedures	
SITXCCS002A Provide quality customer service	
<b>Commercial Cookery and Catering</b>	
SITHCCC001A Organise and prepare food	
SITHCCC002A Present food	
SITHCCC003A Receive and store kitchen supplies	
SITHCCC004A Clean and maintain kitchen premises	
SITHCCC005A Use basic methods of cookery	
SITHCCC006A Prepare appetisers and salads	
SITHCCC007A Prepare sandwiches	
SITHCCC008A Prepare stocks, sauces and soups	
SITHCCC009A Prepare vegetables, fruit, eggs and farinaceous dishes	
SITHCCC010A Select, prepare and cook poultry	
SITHCCC011A Select, prepare and cook seafood	
SITHCCC012A Select, prepare and cook meat	
SITHCCC013A Prepare hot and cold deserts	
SITHCCC014A Prepare pastries, cakes and yeast goods	
SITHCCC026A Establish and maintain quality control of food	
SITHCCC029A Prepare foods according to dietary and cultural needs	
SITHCCC035A Develop menus to meet special dietary and cultural needs	
<b>Communication and Team Work</b>	
SITXCOM004A Communicate on the telephone	

<b>Computer Operations and ICT Management</b>	
BSBITU102A Develop keyboard skills	
BSBITU201A Produce simple word processed documents	
BSBITU203A Communicate electronically	
BSBITU301A Create and use databases	
BSBITU302A Create electronic presentations	
BSBITU306A Design and produce business documents	
BSBITU309A Produce desktop published documents	
BSBWOR204A Use business technology	
<b>Finance</b>	
SITXFIN001A Process financial transactions	
SITXFIN003A Interpret financial information	
<b>First Aid</b>	
HLTFA301A Apply first aid	
<b>Food and Beverage</b>	
SITHFAB001A Clean and tidy bar areas	
SITHFAB002A Operate a bar	
SITHFAB003 Serve food and beverage to customers	
SITHFAB004A Provide food and beverage service	
SITHFAB009A Provide responsible service of alcohol	
SITHFAB010A Prepare and serve non-alcoholic beverages	
SITHFAB011A Develop and update food and beverage knowledge	
SITHFAB012A Prepare and serve espresso coffee	
SITHFAB227A Operate and monitor cellar systems	
<b>Food Safety</b>	
SITXFSA001A Implement food safety procedures	
<b>Human Resource Management</b>	
SITXHRM003A Roster Staff	
<b>Inventory</b>	
SITXINV001A Receive and store stock	
SITXINV002A Control and order stock	
<b>Merchandising</b>	

SIRXMER001A Merchandise products	
<b>Occupational Health and Safety</b>	
SITXOHS004B Implement and monitor workplace health, safety and security practices	
<b>Risk Management and Security</b>	
SIRXRSK001A Minimise Theft	
<b>Sales</b>	
SIRXSL001A Sell products and services	
SIRXSL002A Advise on products and services	
<b>Working in Industry</b>	
SITHIND001A Develop and update hospitality industry knowledge	

Note: Units need only be purchased once. For example, if you purchase more than one qualification, you only need to purchase the common core units once

**Order Summary:**

- SIT20207 Certificate II in Hospitality
- SIT20307 Certificate II in Hospitality (Kitchen Operations)
- SIT30707 Certificate III in Hospitality
- SIT30807 Certificate III in Hospitality (Commercial Cookery)
- SIT40307 Certificate IV in Hospitality

Please send all orders (Order Form and Order Summary) by email or fax:

Email: [assessaway@bigpond.com](mailto:assessaway@bigpond.com)

Fax: 03 9889 8836

RTO Name:.....

Contact Person:.....

Address: .....

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Phone:..... Fax:.....

Email:.....

Total Number of Core Units: .....

Total Number of Elective Units: .....

Total Price: (Total no of units x \$275) .....

Less 10% discount if at least one full qualification is purchased: .....

Amount Due: .....

**Payment method:**

- Direct Bank Transfer: Westpac Banking Corporation  
BSB: 033112  
Account No: 296003

- Cheque: All cheques should be made payable to Assess Away and mailed to:  
19 Richmond Street, Blackburn South, Vic 3130

- I agree that by purchasing these Assessment Tools I can only use them within the stated RTO and will never distribute them onto a third party (Please tick and sign below)

Signed: .....

Date: .....

**All Assessment Tools will be sent to you on CD in both PDF and MSWord formats  
We will endeavour to dispatch your order within two business days of receipt of payment.**

Office Use Only					
Date Order Received		Date Order Dispatched		Database Updated	