



**Central
Regional**



Course

Pre-Enrolment Guide

Training Area:

Hospitality

Training Product:

**AE872 Fast Track to
Hospitality Skill Set**



Your Future. Your Choice. Your TAFE.

Central Regional TAFE spans four regions and around 57% of Western Australia, with nine campuses delivering training that reflects the industries driving our state's economy. From the Midwest and Wheatbelt to the Gascoyne and Goldfields, our footprint is vast – and so are the opportunities.

Studying regionally connects you directly with the jobs that matter. With most agricultural, health, and construction roles based in regional WA, training close to home ensures you build skills where the demand is.

Each campus is shaped by its community and industries. Whether it's aquaculture on the coast, mining in the Goldfields, or agriculture in the Wheatbelt, we work hand-in-hand with employers to make sure your training is current, practical, and linked to real apprenticeships and work placements.

Wherever you live, your local campus is ready to help you succeed – while keeping skills, jobs, and opportunities right here in regional WA.





Your Campus. Your Training. Your Career.

At Central Regional TAFE, it's all about you. We're here to help you shape the future you want, with the right support every step of the way.

Learn from industry experts who bring real-world knowledge into the classroom and gain the confidence and skills employers are looking for. With over 300 nationally recognised courses – from Certificate I through to Advanced Diploma – plus a wide range of short courses, there's a pathway for every ambition.

We know life is busy, so our flexible and online study options help you balance training with work, family, and everything else you've got going on. Add to that payment plans and tailored support, and achieving your goals has never been easier.

Whether you're leaving school, changing careers, or upskilling, you'll find a place at TAFE – and a pathway to a future that works for you.

Train where you live. Build real skills. Shape a future that works – with Central Regional TAFE.



Course Information

AE872 - Fast Track to Hospitality Skill Set

Release number	1
Required number of units for course completion	AE872 - Fast Track to Hospitality Skill Set 4 units Pre-requisite SITXFSA005 SITHFAB021 Provide responsible service of alcohol SITHFAB025 Prepare and serve espresso coffee SITXFSA005 Use hygienic practices for food safety LWAPR0102 Participate in a Team project
Duration	125 hours
Location	Central Regional TAFE Northam
Delivery mode	Classroom delivery

IS THIS COURSE RIGHT FOR ME?

Before you choose this course, it's a good idea to think about the skills and knowledge you might need. The information below will help you decide if the course is a good fit for you, or if there are areas where you might need some extra support.

Information you need to know about the course

This skill set includes practical hospitality units such as food safety, espresso coffee, responsible service of alcohol, and working in a team environment. To take part successfully, you should be aware of the following requirements:

Physical requirements

- Standing and moving around for extended periods during practical classes
- Using commercial hospitality equipment such as espresso machines and kitchen tools
- Lifting light items such as milk bottles, trays, or equipment safely

Emotional and mental requirements

- Working calmly in busy or noisy environments
- Communicating clearly with customers and team members
- Handling feedback and following instructions in fast-paced situations

Environmental considerations

- Exposure to heat, noise, steam, and cleaning chemicals in food and beverage areas
- Working around food waste and maintaining hygiene standards

Cultural considerations

- Serving a wide range of customers from diverse backgrounds
- Handling food that may include meat, dairy, or culturally sensitive ingredients
- Working respectfully with people of different ages, genders, and beliefs

Workplace requirements

- For RSA (SITHFAB021), you must be **18 years or older** to legally serve alcohol
- Closed-in shoes are required for all practical sessions
- A Unique Student Identifier (USI) is required to enrol
- No WWCC or vaccinations are required for this skill set

Course Pathways

This course aims to help you develop skills and knowledge that may support entry into a range of job roles or further study. These units of competency provide credit towards the following qualifications:

- SIT20322 Certificate II in Hospitality
- SIT30622 Certificate III in Hospitality
- Employment in the Hospitality industry

Exit points:

Possible job titles include:

- bar attendant
- café attendant
- food and beverage attendant

Further details can be found on our website [here](#).

National Course Entry Requirements

There are no national entry requirements for the AE872 Fast Track to Hospitality Skill Set.

The units included in this skill set list the following on training.gov.au:

- SITXFSA005 Use hygienic practices for food safety – *Nil*
- SITHFAB021 Provide responsible service of alcohol – *Nil*
- SITHFAB025 Prepare and serve espresso coffee – *Prerequisite: SITXFSA005 (included in this skill set)*
- LWAPR0102 Participate in a Team Project – *Nil*

As the prerequisite SITXFSA005 is delivered as part of this skill set, there are no additional national requirements for entry.

Central Regional TAFE (CR TAFE) Entry Requirements

You must have a Unique Student Identifier (USI) to enrol in and complete any nationally recognised training in Australia. If you do not have a USI or need help getting one, we can assist you with the process.

For this skill set, the following CR TAFE entry requirements apply:

- Minimum age: You must be 18 years or older to complete *SITHFAB021 Provide responsible service of alcohol* due to WA liquor licensing laws.
- No prior hospitality experience is required to enrol in this skill set.
- Basic digital access: You will need access to a computer or device with internet to view online learning materials and submit assessments.

Before you enrol, CR TAFE is required to review your language, literacy, numeracy and digital (LLND) skills to help you decide if the course is right for you, identify any support you might need, or whether other learning options may be better suited to you at this time.

For this course, the LLND review will be based on one or more of the following:

- A copy of your recent school report and application letter
- Your OLN (Online Literacy and Numeracy Assessment) results
- An interview with a staff member
- Online LLN Assessment
- Recommendation from the school

Fees and Payments

Whether you are enrolling in individual units and/or full qualifications at CR TAFE, you are responsible for paying the enrolment fee for each unit you enrol in.

You will find detailed information about your course costs and how they are calculated on our website [here](#).

You can also check the drop-down box for FEES on your course page on the website which has details about the course fees.

Further information on:

- key payment terms and conditions
- availability of any relevant government training entitlements and subsidies
- our withdrawal and refund requirements

is available under the Fees and Payment Options section in the Student Handbook on our website [here](#).

Our Student Business Systems team can help if you are unsure about any fee information. Please refer to the Contacts section, on how to contact us.

Students will be provided with the following resources by CRTAFE:

- Printed learning materials including learner guides, fact sheets, and assessment handouts
- Customised PowerPoint presentations
- Access to relevant food safety and espresso preparation videos
- Web links to industry and regulatory sites (e.g. Food Standards Australia New Zealand)

- Internet access during class when onsite
- Teams classroom access
- Access to the CRTAFE library

Online learning materials

Students will access their online learning through Microsoft Teams. All required learner guides, assessments, videos, and additional resources for this course will be available there.

Access is provided from the time of enrolment and remains available for the full duration of the course. Students will receive instructions on how to log in, use Microsoft Teams and access their materials during induction or via their welcome email.

Resources and equipment you need to bring

You are required to provide (at your own expense) the following list of resources/equipment:

- Stationery (notebook, pens, highlighters)
- Enclosed non-slip shoes (steel caps not required)
- Long pants (cotton drill preferred)
- Hair tie or hairnet (if applicable)

CR TAFE online library resources

Our online library has a wide range of electronic resources useful to your course. You can find our online library on the CR TAFE website [here](#). Library staff are available to assist you as required

My Portal

There is a variety of information available to students on our website under [Current Students](#). Once you are enrolled, the Student Portal will allow you to view the following:

- My application - view the status of your application to study
- My payments - view your payment history and instalment plan details (if relevant)
- My study - view your course details, units and academic records
- My details - view and update your personal information
- My tasks - view any notices from Central Regional TAFE
- Blackboard - links directly to the Blackboard e-learning platform

Recognition of Prior Learning

Recognition of prior learning (RPL) means an assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which the individual meets requirements specified in the training product. If you think you have existing knowledge and skills in one or more of your units of study, you may apply for RPL. Should you apply for RPL, you will be supported through the process by a lecturer. For further information visit our website [here](#).

This is a short-duration course structured around hands-on practical training, with assessments conducted through direct observation of skill demonstrations. In this context, Recognition of Prior Learning (RPL) would not be a suitable option.

Credit

Credit can be given if you have successfully completed a unit or module that has the same code or is deemed equivalent to one in your current course. You may have completed this unit/module at a Registered Training Organisation or at an alternate authorised organisation such as a university.

You will have to provide some evidence you have successfully completed the unit or module. This might include authenticated VET transcripts or other AQF certification documents like Statements of Attainment, Records of Results etc.

You won't be charged for credit. If you think this might apply to you, contact your lecturer to discuss eligibility, the application process and the evidence you need to provide.

Note: CR TAFE will not issue an Award or Statement of Attainment that is achieved wholly through crediting units completed at another RTO.

Appeals and Feedback

CR TAFE values student feedback and recognises that opportunities to improve products and services arise from the effective handling of student complaints. Complaints are processed in a way that balances the interests of students and CR TAFE while making sure the process is fair for everyone.

Students are supported to [provide feedback and make complaints](#). Students have the right to appeal decisions made by the lecturer/assessor and CR TAFE. For example, if you have concerns about your assessment results, please approach your lecturer to discuss the issue and/or refer to our website for details [here](#).

Student Support Services

CR TAFE aims to provide a supportive learning environment for all students. If you have any support needs, either before you enrol or during your course, we encourage you to speak with your lecturer or the Student Support Services team. CR TAFE will provide, or help you access, the support that can assist you in your studies.

Training Support:

You are encouraged to identify any training support that you may need before you enrol and at any point during your learning journey. This may include but not limited to:

- Study Skills
- Accessing and using technology
- Assessments
- Disability support
- Aboriginal and Torres Strait Islander support

Wellbeing Support:

CR TAFE is dedicated to supporting students and to providing a safe and inclusive learning environment for all students including a culturally safe learning environment for Aboriginal people. CR TAFE recognises that student wellbeing is important for a successful learning journey and may provide, or support access to, appropriate services where needed. Wellbeing support may include, but not limited to:

- Counselling and mental health resources (external)
- Career Services and Guidance (internal)
- Financial (fee and debt payment options, scholarships) (internal)
- Abuse, harassment, bullying (internal and external)

- Crisis and Support Lines (external)
- Support for Aboriginal students (internal and external)
- Aboriginal Counselling Support (external)
- Support for students with disability (internal and external)
- Support for international students (internal)

For confidential, no obligation contact information for wellbeing support, please contact our Student Support Services team who can help you with more information on how to access these support services, or go to our [website](#).

Contacts:

Lecturer contact details:

Name: Jane Seeley

Phone number: [0427495247](tel:0427495247) Office: [96226707](tel:96226707)

Email: Jane.seeley@crtafe.wa.edu.au

Building: The Barn

Availability: *Monday-Friday 8 am- 2 pm*

To speak to our Student Business System Team, Student Support Services Team, our Technical Support Team, Aboriginal Support Services or your local Access and Equity Inclusion Officer, contact: 1800 672 700 or enquiries@crtafe.wa.edu.au.

Alternatively, you can complete an online enquiry form <https://www.centralregional-tafe.wa.edu.au/contact-us>.

For help with all things career, training and employment, contact our Jobs and Skills Centres at either our Geraldton, Kalgoorlie or Northam campuses, or call 13 64 64 or go to www.jobsand-skills.wa.gov.au.

Award

Upon successful completion of this course, you are entitled to an Award and a Record of Achievement. Should you not have successfully completed all the units of competency required for the Award, you are entitled to a Statement of Attainment for the individual units for which you have been assessed as competent.

Further Resources and Information

More information can be found in our Student Handbook, available for download off our website [here](#).

Licensing/Registration Requirements that Apply on Completion

There are no licensing or registration requirements linked to the completion of this course. This is confirmed on the national training register for the units in this skill set: <https://training.gov.au>

Notification of Changes to the Course

You will be informed in writing by your lecturer of any changes that affect your course after enrolment. You will be supported throughout the change to ensure there is minimal disruption to your learning journey.

Timetable and Training Hours

The timetable provided helps you plan your week and understand your study commitments. The timetable shows which days and times you need to attend training. It helps you plan ahead and manage your participation.

This skill set is run over 13 weeks

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30 am- 12:00 pm	Tafe Barista room				
12:00 pm - 12:45 pm LUNCH BREAK					
12:45 pm- 2:30 pm	Tafe Barista room				

Assessment Methods

For this course, assessments may include the following:

- Knowledge questions: This involves answering questions, either orally or in writing relating to the unit of competency.
- Observations: This involves your assessor or a third party (workplace supervisor) observing you perform tasks in the workplace and/or simulated workplace to check that you have the knowledge and skills required for the unit of competency.
- Project: This involves completing tasks or activities in the workplace and/or simulated workplace to show that you can apply the knowledge and skills required for the unit of competency.
- Portfolio: This is a collection of evidence you put together, such as documents, examples of your work, or completed activities, to show that you have the knowledge and skills required for the unit of competency.

Note: The specific assessments required for each unit of competency will be outlined in the Training and Assessment Plan (TAP) for that unit. You will receive a copy of the TAP for each unit when you enrol.

Overview of Training Hours


The table below outlines the units you need to complete. It shows the types of training you are required to do and approximately how much time they should take. This will help you understand how much time you will need to set aside for each unit you are enrolled in.

Stage	National ID	Unit Of Competency	Face to Face	Workshops	Work Placement	Structured Out Of Class Activities	Tutorial Study Support	Total	Assessment	Delivery Mode	Core / Elective	Pre-Requisites National Code/s
	LWAPRO102	Participate in a team project [AZ085]	16.50	0.00		10.00		26.50		Blended Delivery	Core	
	SITHFAB021	Provide responsible service of alcohol [OEA84]	15.00	0.00		5.00		20.00		Blended Delivery	Core	
	SITHFAB025	Prepare and serve espresso coffee [OEB31]	21.00	0.00		10.00		31.00		Blended Delivery	Core	SITXFSA005
	SITXFSA005	Use hygienic practices for food safety [OEB45]	14.00	0.00		5.00		19.00		Blended Delivery	Core	
		Total	66.50	0.00	0.00	30.00	0.00	96.50	0.00			

Cluster	Unit Of Competency	Core / Elective
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