



**Central
Regional**



Course

Pre-Enrolment Guide

Training Area:

Hospitality

Training Product:

KAE54 Barista 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

KAE54 Barista Skill Set

Release number	1
Required number of units for course completion	KAE54 Barista Skill 2 units, Pre-requisite SITXFSA005 SITXFSA005 Use hygienic practices for food safety SITHFAB025 Prepare and serve espresso coffee
Duration	55 Hours
Location	Central Regional TAFE Northam
Delivery mode	Blended 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

Before enrolling, it's important to consider the skills and requirements for this training program. This Barista Skill Set includes food safety and espresso preparation, and some tasks involve practical, hands-on activities.

Physical requirements

- Ability to stand for extended periods during food safety tasks and barista practice.
- Basic manual handling, such as lifting small items (milk bottles, café equipment) up to 5–10kg.
- Fine motor skills for preparing espresso, steaming milk and using cleaning tools.

Emotional and mental requirements

- Ability to follow detailed instructions and maintain concentration during food safety and espresso-making processes.
- Comfort working in busy environments and managing multiple tasks at once during simulated or workplace service periods.

Environmental requirements

- Practical sessions may occur in a training café environment with heat, steam, noise, and cleaning chemicals.

- Food safety activities involve working around food, cleaning agents and commercial kitchen equipment.

Cultural and personal considerations

- Tasks may involve handling coffee, milk, dairy alternatives, and various food products.
- Food safety components include correct handling, storage, and disposal of food items.
- No requirements to handle meat products unless your workplace uses them.

Workplace and compliance requirements

- No WWCC, police clearance, vaccinations, or First Aid certificate are required for this skill set.
- Learners completing workplace observations must have employer approval to undertake tasks in their café/workplace.
- One observation for SITXFSA005 must be completed in person, either at CR TAFE Northam or in the learner's workplace.

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:

Pathways into this Skill Set may include:

- Direct entry with an interest in developing barista and food safety skills
- Existing hospitality workers seeking to formalise or upskill in espresso preparation and hygiene standards
- Individuals re-entering the workforce or seeking a career change into hospitality
- Students completing VETDSS hospitality programs or entry-level qualifications

Pathways from this Skill Set may include:

- SIT20322 Certificate II in Hospitality
- SIT30622 Certificate III in Hospitality
- Entry-level employment in hospitality venues such as cafés, restaurants, food vans, and hotels
- Further training in espresso coffee, food safety supervision, or front-of-house customer service

Exit points:

- Upon successful completion of both units in the Skill Set, students will receive a Statement of Attainment
- If a student does not complete all required units, a Statement of Attainment will be issued for each unit in which competency is achieved

For TIWA students: Please refer to the TAFE International WA (TIWA) website for current information on entry requirements and pathways available into and from this qualification.

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

National Course Entry Requirements

There are no national entry requirements for this skill set.

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 enrolment at CR TAFE, the following requirements apply:

- Minimum age: Learners must be 16 years or older to participate in this skill set.
- No prior experience is required. You do not need previous barista or food safety experience to enrol.
- Digital access: You must have access to a computer or laptop with internet to complete the self-paced online components.
- Workplace observations (optional): If you choose workplace assessment for SITHFAB025, you will need permission from your employer to complete observations on site.

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 method of LLND review will be 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 OLNA (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.

Learning Resources

You will need the following learning resources for your course:

Learners will need to provide the following resources to participate in this program:

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

Learners 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
- Teams classroom and Blackboard LMS access
- Access to the CRTAFE library

Learners will also have access to the full suite of CRTAFE software, including:

- Microsoft 365 (Word, PowerPoint, Excel, Teams)
- Adobe Creative Cloud (as needed)

Online learning materials

Students will access their online learning through Microsoft Teams.

All required learner guides, assessments, videos, and additional food safety resources for this skill set will be available through Microsoft Teams.

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 the platforms, and locate their materials during induction or in 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:

Learners will need to provide the following resources to participate in this program:

- **Stationery** (notebook, pens, highlighters)
- **Enclosed non-slip shoes** (steel caps not required)
- **Long pants**
- **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.

For additional information about self-paced study options at all our campuses, please check the courses pages on our website [here](#).

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 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](#).

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.

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.

Training and Assessment Strategy

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SIT20322 - Certificate II in Hospitality - R1.00

NOR 2026 SPE (Barista) NCK

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
	SITHFAB025	Prepare and serve espresso coffee [OEB31]	10.00			15.00		25.00	5.00	Flexible/Online	Elective	SITXFSA005
	SITXFSA005	Use hygienic practices for food safety [OEB45]	3.50			11.00		14.50	3.50	Flexible/Online	Elective	
Not being delivered	BSBTWK201	Work effectively with others [OCD94]						0.00			Core	
	SITHIND006	Source and use information on the hospitality industry [OEA38]						0.00			Core	
	SITHIND007	Use hospitality skills effectively [OEA37]						0.00			Core	
	SITXCCS011	Interact with customers [OEA24]						0.00			Core	
	SITXCOM007	Show social and cultural sensitivity [OEB22]						0.00			Core	
	SITXWHS005	Participate in safe work practices [OEC43]						0.00			Core	
		Total	13.50	0.00	0.00	26.00	0.00	39.50	8.50			
Cluster	Unit Of Competency										Core / Elective	



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