

Course **Pre-Enrolment Guide**

Training Area:

Hospitality

Training Product:

**KAF26
Café Series Skill Set**

SIT20322 – CAFÉ Series Skill Set

Release number	1
Required number of units for course completion	Three units
Course Duration	16.5 hrs Face to Face 30 hrs of prescribed out of class learning 9 hrs assessments
Location/s	Geraldton, Exmouth, Carnarvon plus Various Regional Locations
Delivery mode	• Face to Face - Requires you to attend classes on campus and may include activities such as demonstrations, practice and feedback, discussions and group activities. In some courses, there may be a requirement to undertake some of the training and/or assessment in a workplace. • Self-Paced on Site - You will be given some training materials to work through in your own time and will also have to attend some sessions on campus.

Course Description

A set of skills to equip individuals in espresso coffee preparation/serving, hygienic practices, handling food safely during the storage, preparation, display, service, and disposal of food.

This customised skill set 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 customised skill set provides a pathway to work in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops.

The skills in this customised skill set must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

Course Considerations

This skill set includes training in espresso coffee preparation and food safety. Students will need to complete learning activities, written assessment tasks and practical activities that relate to safe food handling, hygiene, contamination control and food safety monitoring.

Students may be required to participate in simulated or workplace-based food safety activities, including identifying food hazards, following hygiene procedures, monitoring food safety controls, completing workplace-style records, preparing and serving espresso coffee.

Students should be prepared to handle food, use cleaning procedures, follow personal hygiene requirements, and work safely in a food preparation or service environment.

Physical capability:

- Light physical activity only.
- You may be required to stand during simulated service roleplays (either in person or online).
- Lifting heavy items such as milk bottles, trays, or equipment safely in hazardous environments or high-risk physical tasks.

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 requirements:

- you may be required to participate in classroom and practical activities at the Northam campus.
- Practical training may take place in a simulated hospitality environment, such as a bar, a licensed venue, a service kitchen, or a barista training area.
- You may be exposed to normal hospitality workplace conditions, including heat, noise, steam, food waste, cleaning chemicals, and the need to always follow food safety and hygiene practices.

Cultural and Social aspects:

- you may interact with and provide service to a wide range of customers from different backgrounds, ages, genders and beliefs.
- You will be expected to communicate respectfully and professionally in all training and simulated workplace activities.
- Some activities may involve food that includes meat, dairy or other ingredients that may be culturally sensitive.
- Students are expected to handle all food and customer service situations with respect, hygiene and care.

Course fees

For information about fees, refer to the Course Website.

[Courses | Central Regional Tafe](#)

Achievement of this unit provides credit towards a range of qualifications in the SIT Tourism, Travel and Hospitality Training Package.

Course Pathways

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

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.

Language, Literacy, Numeracy and Digital (LLND) Requirements

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 courses may be better suited to you at this time.

For this course, the LLND review is done using a short online questionnaire to help you get the most out of your learning. It's a simple way to make sure the course suits your needs. We'll send it to you by email, and the lecturer will review your responses to provide the best possible support. The lecturer may also conduct a short interview with you to further discuss support available.

Learning resources and equipment you need to bring

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

- Internet connection and device like laptop, desktop computer or similar to complete study and knowledge assessments in docx. format. Students can access this through the CRTAFE Library services on site if needed.
- Closed in shoes. Shoes should be cleaned, especially the soles, to remove soil so it is not carried into the food preparation area.
- Long pants
- Apron
- Appropriate shirt or top, without excessive uncovered skin. Example of appropriate shirts and tops: T-shirt, chef's jacket, long sleeve top.
- Hair must be tied back.
- Failure to comply with uniform requirements can result in a non-satisfactory result for the practical assessment as it is a part of the hygiene and personal protection equipment requirements in the units of competency

Learners will be provided with the following resources by CRTAFE:

- Learner guides, fact sheets, handouts.
- Web links
- Internet access on site
- College

library

Learners will have full access to college suites of applications, including:

- Microsoft 365 - Word, PowerPoint, Excel, Teams
- Adobe

Knowledge components are completed self-paced online, with access available for the full enrolment period, up to a maximum of 6 months.

Students may be provided with access to:

- learner guides
- assessment documents and instructions
- videos, scenarios and support materials
- Microsoft Teams or other approved CR TAFE systems for communication and support
- CR TAFE OneDrive or other approved systems to download, save and upload assessments

Students will receive instructions on how to access their online materials and submit assessments during induction or through their welcome email.

Assessment Methods

- Knowledge questions: This involves answering questions, either orally or in writing, relating to the unit of competency.
- Observations: This involves your assessor 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.

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.

The specific hours required for attendance/completion of this course will be confirmed with you upon enrolment. This will outline any face to face delivery and online tutorials that you are required to attend.

Further information

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

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Alternatively, you may contact the college on 1800 672 700

Or enquire via our website enquiry form [here](#):



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