



Course **Pre-Enrolment Guide**

Training Area:
Hospitality

Training Product:
**SIT30622 Certificate III in
Hospitality**



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

SIT30622 - Certificate III in Hospitality

Release number	2
Required number of units for course completion	<p>15 units must be completed:</p> <ul style="list-style-type: none"> • 6 core units • 9 elective units, consisting of: <ul style="list-style-type: none"> ○ 1 unit from Group A ○ 6 units from Group B ○ 2 units from Group B, Group C, elsewhere in the SIT Training Package, or any other current Training Package or accredited course. <p>The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification.</p>
Duration	3 Terms
Location	Geraldton campus, Fitzgerald Street, U Block, Zeewijk Training Restaurant
Delivery mode	Face to Face, Tuesday & Wednesday

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

- Prioritise food safety, cleaning and personal hygiene
- Manage time and work under pressure
- Work well in a team and be able to work with others and relate to and respect people from a range of cultures and backgrounds
- Have good time-management and organisational skills to work under pressure
- Have good communication skills to interact with others respectfully and being gender biased.
- Be able to follow instructions, work health and safety procedures
- Sufficient physical ability to stand and/or bend for extended periods of time, holding and serving from trays and carrying multiple items
- Be comfortable interacting with all types of beverages and foods including alcohol, seafood, meat, eggs, pork and nuts.
- Flexibility in work hours is expected in the hospitality industry. It involves typically full-time hours including evenings, public holidays and weekends.
- Willing and available to complete work experience outside of scheduled TAFE hours
- Willing and available to complete some written assessments outside of scheduled TAFE hours

- Have literacy and numeracy skills to read and interpret menus, take orders, safety data and operational manuals.
- Exposure to simulated and real time pressure including local events, responsible service of alcohol, discrimination, first aid, dealing with difficult customers and team members, confidently speaking to the kitchen team and communicating with the restaurant team.
- Exposure to environmental elements including outdoor events, loud noises, large groups of people.

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. It provides a pathway to work in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. Further study pathways are as follows:

- SIT30622 Advanced / SIT50422 Diploma Hospitality
- Bachelor of Hospitality and Tourism Management

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

National Course Entry Requirements

Entry requirements apply to this course:

- Non School leaver - C Grades in Year 10 English and Maths or Equivalent
- School leaver – OLNA or NAPLAN at the required proficiency level.

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.

16 years of age is the minimum acceptance for this course. Being a training facility, you will have exposure to alcohol and making cocktails. Please discuss with your lecturer upon application if this will require any reasonable adjustment.

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 OLNA (Online Literacy and Numeracy Assessment) results
- An interview with an industry staff member
- Online LLN Assessment

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

All learning resources will be provided by your lecturer.

Resources and equipment you need to bring

Working in the hospitality industry and being in an adult learning environment, you are expected to be well presented and ready to learn.

We do not have a formal uniform in our day-to-day class, although the guidelines below are encouraged. In Term 2, we begin delivering our restaurant classes and uniforms must be adhered to then:

- Clean skin and minimal offensive body odour. Deodorant & perfume is our friend!
- Fingernails: trimmed short and clean. Gel / acrylics accepted if maintained and neutral coloured. No press on nails.
- Hair: Clean and tied back. Hair accessories firmly secured.
- Facial hair: Should be clean-shaven or well-trimmed.
- Jewellery: Covered or removed. 1x Small earrings acceptable. Wedding ring and discreet, religious necklace acceptable.
- Make-up: Discreet or appropriate for the workplace. Not heavy.
- Wounds and bandages: Covered, with clean, bandages to be food safe and coloured bright to be easily identified
- Shoes: Clean and acceptable condition, mostly black. Covered in, non-slip shoes.
- Clothes: Clean, ideally freshly laundered and ironed. No offensive script or images. Clothes must not be revealing (low cut tops, midriff or very short skirts / shorts)

Front of house uniform, during service only:

- ¾ or long sleeve collared shirt, freshly cleaned, ironed and presentable. Buttoned up to top- Provided.
- Apron – Provided.
- Long black pants, freshly cleaned, ironed and presentable. Straight cut, wide or tapered. No skintight pants accepted.
- Black skirt passed or on knee acceptable. Must be worn with tights – black or skin coloured acceptable.
- Closed in shoes, preferably black, non-slip safe and cushioned support.

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.

Work Experience

Work experience is a valuable part of this course as you are required to complete **36** service periods to be deemed competent. To complete this requirement, your lecturer has recommended a suitable amount of work experience to help you develop practical skills and complete some assessment tasks in a real-world setting. Your lecturer will organise your work experience and will consult with you to ensure the location and arrangements are accessible and suitable to your individual needs.

If you are already employed or have identified a potential workplace for your placement, your lecturer will check its suitability for meeting course requirements. If your chosen workplace does not meet all the course requirements, you may need to complete part of your work placement at a different workplace to ensure all requirements are covered. Your lecturer will identify another suitable workplace in this instance.

Delivery options

Face to face – local classroom delivery

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](#).

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: Sierah Lemmon

Phone number: 9956 2888

Email: sierah.lemmon@crtafe.wa.edu.au

Building: U Block & Zeewijk Training Restaurant

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.centralregionaltafe.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.jobsandskills.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.

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 and manage your participation.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:45 am-12:00 pm		Zeewijk Training Restaurant	Zeewijk Training Restaurant		
12:00 pm - 12:45 pm LUNCH BREAK					
12:45 pm-3:00 pm		Zeewijk Training Restaurant	Zeewijk Training Restaurant		

2026 timetable	
<i>*Elective</i>	
Term 1	5 Feb – 2 April
Event support – Shore leave & Easter bake-off	
SITXWHS005	Participate in safe work practices
HLTAID011	Provide First Aid
SITHFAB021	Provide responsible service of alcohol
SITXFSA005	Use hygienic practices for food safety
Term 2	23 April – 2 July
Zeewijk Training Restaurant opens!	
SITHIND006	Source and use information on the hospitality industry
SITXCCS014	Provide service to customers
SITHFAB023	Operate a bar
SITXFIN007	Process financial transactions
Term 3	23 April – 24 September
Submit all overdue assignments	
SITXCOM007	Show social and cultural sensitivity
SITXHRM007	Coach others in job skills
SITHFAB027	Serve food and beverage
SITHFAB030	Prepare and serve cocktails
All Terms	
SITHIND008	Work effectively in hospitality service
SITHFAB024	Prepare and serve non-alcoholic beverages
SITHFAB025	Prepare and serve espresso coffee

Overview of Training Hours and Assessment Methods

The table below outlines the units you need to complete. It shows the types of training you are required to do, approximately how much time they should take, and how each unit will be assessed. 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
ALL TERMS	SITHIND008	Work effectively in hospitality service [OEC54]	40.00					40.00	72.00	Face To Face	Core	
	SITHFAB024	Prepare and serve non-alcoholic beverages [OEA80]	30.00					30.00	10.00	Face To Face	Elective	SITXFSA005
	SITHFAB025	Prepare and serve espresso coffee [OEB31]	40.00					40.00	10.00	Face To Face	Elective	SITXFSA005
T1 2026	SITXWHS005	Participate in safe work practices [OEC43]	20.00					20.00	7.00	Face To Face	Core	
		Provide First Aid [OCD30]	18.00					18.00	4.00	Face To Face	Elective	
	SITHFAB021	Provide responsible service of alcohol [OEA84]	35.00					35.00	10.00	Face To Face	Elective	
	SITXFSA005	Use hygienic practices for food safety [OEB45]	10.00					10.00	5.00	Face To Face	Elective	
T2 2026	SITHIND006	Source and use information on the hospitality industry [OEA38]	30.00					30.00	14.00	Face To Face	Core	
	SITXCCS014	Provide service to customers [OEA19]	35.00					35.00	14.00	Face To Face	Core	
	SITHFAB023	Operate a bar [OEA56]	30.00					30.00	10.00	Face To Face	Elective	SITXFSA005, SITHFAB021
	SITXFIN007	Process financial transactions [OEC47]	14.00					14.00	10.00	Face To Face	Elective	
T3 2026	SITXCOM007	Show social and cultural sensitivity [OEB22]	30.00					30.00	14.00	Face To Face	Core	
	SITXHRM007	Coach others in job skills [OEB42]	20.00					20.00	7.00	Face To Face	Core	
	SITHFAB027	Serve food and beverage [OEC77]	40.00					40.00	25.00	Face To Face	Elective	SITXFSA005
	SITHFAB030	Prepare and serve cocktails [OEC69]	28.00					28.00	10.00	Face To Face	Elective	SITXFSA005, SITHFAB023, SITHFAB021
		Total	420.00	0.00	0.00	0.00	0.00	420.00	222.00			
Cluster		Unit Of Competency							Core / Elective			



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