

## 2017 Statement of Fees

<b>Fee for Service</b>	<b>\$1280</b>
<b>Eligible Funded*</b>	<b>\$940</b>
<b>Eligible Concession*</b>	<b>\$740</b>

\*to be eligible for funding you must meet the requirements of the Victorian Training Guarantee. Course fees are determined on enrolment once an enrolment form has been completed.

\*\*course fees are subject to change in later years.

The student tuition fees as published are subject to change given individual circumstances at enrolment.

**\$400 dollar deposit must be paid on enrolment to secure your place.**

These fees include \$250 materials and \$150 amenities.

### Victorian Training Guarantee (VTG)

You are eligible for subsidised training if you:

- Meet citizen / residency criteria,
- Are under 20 years old on 1 January year of which course commences,
- Apply for an approved Foundation Skills course,
- Haven't commenced 2 accredited courses in the same calendar year,
- Are over 20 years old and applying for a course at a higher level than the highest qualification already held.

Accessing the VTG may impact students wishing to undertake further government subsidised training.

CEACA's policies are available at [www.ceaca.com.au](http://www.ceaca.com.au) or by calling (03) 5772 1238.

Training resources are not refundable.

**This training is delivered with Victorian and Commonwealth funding.**

RPL is available for this course.

### Recognition of Prior Learning

Recognition of Prior Learning (RPL) is the acknowledgement of an individual's skills and knowledge.

### Credit Transfer

Credit Transfers (CT) occurs when an individual already holds a relevant unit(s) of competency from another Registered Training Organisation (RTO). Must provide proof of documentation at time of enrolment.



CEACA welcomes and provides students of all abilities and from diverse backgrounds with the opportunity to study, learn and develop skills in a safe and healthy, educational and social environment.

CEACA encourages students of all abilities and backgrounds to access government funded training.

Disclaimer: All due care was taken to ensure all information is correct however it may be subject to change without notification.

Continuing Education and Arts Centre of Alexandra (CEACA)  
Registered Training Organisation Number (RTO) 3730

### CEACA

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PO BOX 255

Alexandra VIC 3714

Phone (03) 5772 1238

Email [training@ceaca.com.au](mailto:training@ceaca.com.au)

[ceaca.com.au](http://ceaca.com.au)



# SIT20316 Certificate II Hospitality and SIT20116 Certificate II Tourism



NATIONALLY RECOGNISED  
TRAINING



[ceaca.com.au](http://ceaca.com.au)

Murrindindi Training Institute | CEACA | 2017

Delivered through the **Murrindindi Training Institute** using **Continuing Education and Arts Centre of Alexandra (CEACA)** as the RTO, the **Certificate II in Hospitality and Tourism** is recognised as appropriate training for people wishing to pursue employment in the hospitality and/or tourism industry.

**Once completed employment opportunities include;**

- Bar attendant
- Café assistant
- Bottle shop attendant
- Food and beverage attendant

**Pathway**

Further study is possible advancing into a Certificate III in Hospitality.

**Practical Placement**

- Practical placement is an essential way to get hands on experience, enhancing skills and knowledge for the certificate.
- CEACA encourages students to gain experience in different work placement settings.

**Course includes:**

- Introduction to Kitchen Skills
- Introduction to Hospitality Skills
- Study and time management skills
- Employability and job preparation skills

**Certificate II in Hospitality and Certificate II in Tourism**

**HOSP: 12 units from 6 core and 6 elective units**

**TOUR: 11 units from 4 core and 7 elective units**

**Total of 13 units for both certificates**

BSBWOR203	Work effectively with others	C
SITHIND002	Source and use information on the hospitality industry	C
SITTIND001	Source and use information on the tourism and travel industry	C
SITHIND003	Use hospitality skills effectively	C
SITXCOM002	Show social and cultural sensitivity	C
SITXCCS003	Interact with customers	C
SITXWHS001	Participate in safe work practices	C
SITXFSA001	Use hygienic practices for food safety	E
BSBCMM201	Communicate in the workplace	E
BSBSUS201	Participate in environmentally sustainable work practices	E
SITHFAB004	Prepare and serve non-alcoholic beverages	E
SITHFAB005	Prepare and serve espresso coffee*	E
SITHFAB002	Provide responsible service of alcohol	E

At CEACA, our generally small class size, regular industry consultation and highly skilled trainers allow us to deliver training in a shorter timeframe than specified by the Australian Qualifications Framework. In doing this, CEACA maintains a student’s likelihood of successfully achieving the relevant learning outcomes and ensuring the integrity of the qualification outcomes is maintained.

**Students require a Unique Student Identifier (USI) under the Student Identifiers Scheme at time of enrolment. To obtain a USI please go to [usi.gov.au](http://usi.gov.au)**

**Designed for**

This course is aimed at those wishing to rejoin the workforce after a considerable time away from the workforce, or those who wish to retrain for another industry, and/or young people who want to continue studying after completing secondary school to assist with work prospects

**Duration:** 6 months.

**Location:** CEACA, 38A Downey Street, Alexandra Victoria.

**Placement:** 150 hours of practical placement plus time sheet

**Study time:** Additional time needed to study outside of class times. (Up to 10 - 15 hours per week).

**Delivery and assessment modes**

Classroom based, practical with components of assessment include written work, projects, portfolio, on-job tasks, observations or combination of all.

**Entry Requirements**

- Satisfactory Police Check\*
- Basic computer skills incorporating internet and Microsoft Word skills.
- Language, literacy and numeracy skills.

*\*or be willing to obtain at enrolment*

**Pre-enrolment interview**

Prospective students must have completed a pre-enrolment interview and short assessment to determine the course suitability.

**The following requirements are needed to successfully complete this course:**

- 80% attendance in class with successful completion of 13 assessment tasks
- 100 hours of practical placement
- Current Police Check