

# Vocational Training

**We offer a number of  
training courses which can  
give you a nationally  
recognised qualification**

# Hospitality

*Individual units from the Hospitality Training package...*

## SITXFSA001A IMPLEMENT FOOD SAFETY PROCEDURES

*Commonly known as Food Safety Supervisors Certificate*

This unit is from the nationally accredited **Hospitality** Training Package **SIT07**. It covers the skills and knowledge required to apply good hygiene practices within a range of service industry operations. It refers to the following of food safety procedures in the workplace as part of a food safety program or plan. These procedures relate to a food safety program based on the HACCP method (Hazard Analysis and Critical Control Points) This unit complies with legislative requirements for food safety and the implementation of a food safety plan and is appropriate for people working in the hospitality industry. At the successful completion of the course students will be issued with a Statement of Attainment of Unit **SITXFSA001A Implement Food Safety Procedures**

### **Prerequisites:**

SITXOHS002A Follow Workplace Hygiene Procedures **MUST** be completed before undertaking this unit.

People undertaking this unit **must** be currently working in the Hospitality or Food industries

### **Delivery:**

The course is delivered in one seven hour session.

## SITHFAB009A PROVIDE RESPONSIBLE SERVICE OF ALCOHOL

This unit is from the nationally accredited **Hospitality** Training Package **SIT07**. It deals with the skills and knowledge required to satisfy the relevant State/Territory legislative requirements and codes of practice to provide responsible service of alcohol and to provide information and assistance to customers. This unit is appropriate for people working in or wishing to work in hospitality industry. At the successful completion of the course students will be issued with a Statement of Attainment of Unit SITHFAB009A ***Provide responsible Service of Alcohol.***

### **Prerequisites:**

There are no prerequisites for undertaking this unit.

### **Delivery:**

The course will be delivered in one four hour session

## SITHGAM006A PROVIDE RESPONSIBLE GAMBLING SERVICES

This unit is from the nationally accredited **Hospitality** Training Package **SIT07**. This unit deals with the skills and knowledge required to satisfy the relevant State/Territory legislative requirements and codes of practice to provide responsible gambling services and to provide information and assistance to customers. This unit is appropriate for people working in or wishing to work in a gambling environment. At the successful completion of the course students will be issued with a Statement of Attainment of Unit SITHGAM006A *Provide responsible gambling services*.

### **Prerequisites:**

There are no prerequisites for undertaking this unit.

### **Delivery:**

The course will be delivered in one four hour session”

# Business

We offer a number of individual units from BSB07 Business Services Training package, FNS04 Financial Services Training Package & ICA05 Information and Communications Technology Training Package.

## Bookkeeping units

### [FNSICGEN305A MAINTAIN DAILY FINANCIAL / BUSINESS RECORDS FROM FNS04 FINANCIAL SERVICES TRAINING PACKAGE](#)

*Commonly known as "Introduction to Bookkeeping"*

This unit of competency **FNSICGEN305A Maintain daily financial / business records** is from the Financial Services Training package FNS04. This unit is appropriate for those wishing to learn the basic principles and practices of manual bookkeeping, to increase potential career options, & to gain national accreditation. At the successful completion of the course students will be issued with a Statement of Attainment of Unit **FNSICGEN305A Maintain daily financial / business records**.

#### **Prerequisites**

No prerequisites other than basic literacy skills.

#### **Delivery**

The course will be delivered over 4 sessions of 3 hours each.

### [BSBFIA303A PROCESS ACCOUNTS PAYABLE & RECEIVABLE & BSBFIA304A MAINTAIN A GENERAL LEDGER](#)

#### **From the Business Services Training Package BSB07**

*Commonly known as "Bookkeeping"*

These units of competency **BSBFIA303A Process accounts payable & receivable & BSBFIA304A Maintain a general ledger** are from the Business Services Training package BSB07. These units are appropriate for those wishing to learn the fundamental principles and practices of manual bookkeeping, to increase potential career options, & to gain national accreditation. At the successful completion of the course students will be issued with a Statement of Attainment of Units **BSBFIA303A Process accounts payable & receivable & BSBFIA304A Maintain a general ledger**

#### **Prerequisites**

Completion of **FNSICGEN305A Maintain daily financial/business records** or the equivalent thereof, is a pre-requisite.

#### **Delivery**

The course will be delivered over 10 sessions of 3 hours each

## ICAU1211A OPERATE ACCOUNTING APPLICATIONS

*Commonly known as MYOB*

This unit is from the nationally accredited **Information and Communications Technology** Training Package **ICA05**. This unit defines the competencies required to operate common accounting software packages in order to maintain enterprise financial records. This unit is appropriate for those wishing to build on their current knowledge of manual bookkeeping, & gain skills and knowledge to operate a common accounting package (MYOB). At the successful completion of the course students will be issued with a Statement of Attainment of Unit ICAU1211A **Operate Accounting Applications**.

### **Prerequisites**

Completion of the Basic Bookkeeping (FNSICGEN305A **Maintain daily financial/business records** & the Bookkeeping ( **BSBFIA303A Process accounts payable & receivable ; BSBFIA304A Maintain General Ledgers**) courses or the equivalent thereof is a prerequisite. Basic Computer skills (**BSBITU101A Operate a personal computer**) or equivalent skills are essential.

### **Delivery:**

The course will be delivered over eight sessions of 3 hours each.

## **Computer Units**

### BSBITU101A OPERATE A PERSONAL COMPUTER & BSBITU102A DEVELOP KEYBOARD SKILLS FROM THE BUSINESS SERVICES TRAINING PACKAGE BSB07

*Commonly known as "Introduction to Computers"*

These units of competency **BSBITU101A Operate a personal computer & BSBITU102A Develop keyboard skills** are from the Business Services Training package BSB07. These units are appropriate for those wishing to develop basic skills and knowledge of personal computer operations, and basic keyboarding techniques in preparation for working in a broad range of settings. At the successful completion of the course students will be issued with a Statement of Attainment of Units **BSBITU101A Operate a personal computer & BSBITU102A Develop keyboard skills**

### **Prerequisites**

There are no prerequisites other than basic literacy skills .

### **Delivery**

The course will be delivered over 8 sessions of 3 hours each.

## **BSBITU201A PRODUCE SIMPLE WORD PROCESSED DOCUMENTS FROM THE BUSINESS SERVICES TRAINING PACKAGE BSB07**

*Commonly known as "Introduction to Word"*

This unit of competency BSBITU201A Produce simple word processed documents is from the Business Services Training package BSB07. This unit is appropriate for those wishing to gain initial experience with common office programs, to develop word processing skills, to gain national accreditation and to increase computer knowledge. At the successful completion of the course students will be issued with a Statement of Attainment of **Unit BSBITU201A Produce simple word processed documents.**

### **Prerequisites**

BSBITU101A Operate a Personal Computer or the equivalent thereof, is a pre-requisite.

### **Delivery**

The course will be delivered over 8 sessions of 3 hours each

## **BSBITU202A CREATE AND USE SPREADSHEETS FROM THE BUSINESS SERVICES TRAINING PACKAGE BSB07**

*Commonly known as "Introduction to Excel"*

This unit of competency BSBITU202A Create and use spreadsheets is from the Business Services Training package BSB07. This unit is appropriate for those wishing to gain initial experience with common office programs, to develop skills in using spreadsheets, to gain national accreditation and to increase computer knowledge. At the successful completion of the course students will be issued with a Statement of Attainment of Unit **BSBITU202A Create and use spreadsheets.**

### **Prerequisites**

BSBITU101A Operate a Personal Computer or the equivalent thereof, is a pre-requisite.

### **Delivery**

The course will be delivered over 8 sessions of 3 hours each