

Issuing of Statement of Attainment

At the end of each unit, your results are entered onto a national reporting system and uploaded to the Skills Victoria site. This is a government reporting requirement and the information uploaded is kept strictly confidential and only used for funding support purposes by appropriate government departments.

There are three main results you can receive: Competent; Not Yet Competent and Not Yet Competent / Not Assessed.

To be able to obtain a full qualification you must have paid your course fees, attended classes regularly, completed any required assignments and been deemed competent in each unit by the end of the Course.

As well as full Certificates, GELC also issues:

- Certificates of Attainment (for partial completions)
- Certificates of Participation (for those, who for a number of reasons, may not have completed or undertaken Assessments).

What is Government funding supported training?

The Victorian Government, through Skills Victoria pays 85% of the total cost for training for **eligible** students. Students are required to pay the remaining 15%.

This amount is paid directly to the Training Organisation, based on a successful monthly upload of individual student's progress results. To be eligible for this government funding assistance you must be:

- either an Australian citizen or a holder of a special Visa
- To be at least 15 on the first of January in the year you wish to study
- be upskilling if you are over 20 (You will be asked to present any certificates you already have at your interview to support this)

If you do not qualify for Government Funding Support you will be required to pay the full cost of training. As such you will be known as a **Fee for Service Student**.

The cost for your training will be \$1,428. This includes the cost of materials and amenities. (Payment Plans and concessional fees may be available upon request)

About Us

Goldfields Employment and Learning Centre is a Registered Training Organisation #21177.

Contact us at our main location:

88-90 Burke Street Maryborough VIC 3465

Ph: 03 5461 3185. Fax: 03 5461 4887

email: admin@gelc.org.au. ABN: 59 149 634 975



88-90 Burke Street
Maryborough 3465
Phone: 03 5461 3185



NATIONALLY RECOGNISED
TRAINING

Information Brochure for CERTIFICATE II IN HOSPITALITY



Code: SIT20207

Summary

This nationally recognised and accredited course develops the skills required to begin a career in the Hospitality industry.

Delivery Details

Classes are delivered in our Burke Street Training Kitchen and classroom on Monday and Wednesdays from 9.00am until 3.00pm For a total of 403 hours

Course Commencement Dates.

Course 1 commences in February 2012

Course 2 commences in July 2012

Students wishing to commence their training after the initial starting date can do so at the at the beginning of the next unit as long as they complete the prerequisite unit Follow Workplace Hygiene Procedures before joining the class

Tutor

Jacqui Hillier

People with Disabilities are encouraged to enrol

Overview of Certificate

This course develops the skills required to begin a career in the Hospitality industry. Completing the Certificate II in Hospitality enables people to work in a bar or café as a bar person, waiter or kitchen hand.

Many people wishing to undertake a traineeship in Hospitality or Retail commence by studying at Certificate II level. This course is a pathway to Certificate III in Hospitality.

Qualification Structure

To obtain the qualification of Certificate II in Hospitality you must complete 6 core units and 6 electives.

The course comprises of 12 Units:

Core Units

Code	Unit Name	Hours
SITHIND001B	Develop and update hospitality industry knowledge	25
SITXCOM001A	Work with colleagues and customers	25
SITXCOM002A	Work in a socially diverse environment	20
SITXOHS001B	Follow health, safety and security procedures	10
SITXOHS002A	Follow workplace hygiene	15
SITHIND002A	Apply hospitality skills in the workplace	0

Elective Units

SITHCCC002A	Present food	6
SITHCCS002A	Provide quality customer service	40
SITHFAB003A	Serve food and beverage to customers	80
SITHCCC001B	Organise and prepare food	25
SITHCCC005A	Use basic methods of cookery	45
SITHFAB004A	Provide food and beverage service	110

Fees

The total cost of this course is **\$783.20**. This is made up of a **\$564.20** fee plus **\$159** Materials and **\$60** Amenities. *If you are eligible for a Concession*, the cost becomes **\$324**, which includes the **\$159** for materials and **\$60** for amenities.

Materials = Course workbooks **\$110**, pens and exercise books **\$4**, a purple polo shirt **\$20**, Course food / consumables **\$25**

Amenities = room usage utilities, cleaning, heating and cooling, maintenance of training rooms, tea and coffee, etc...

Delivery Mode

We aim to deliver a course which is based on hands on/participatory training. As such this course is delivered through face to face contact in the training kitchen at our Burke Street Campus

Enrolling

You can enrol in person at the Reception Desk over the phone (5461 3185) or through our Webpage (www.gelc.org.au)

Please Note: **Enrolment is only complete on receipt of fees.** For those who wish to enter a payment plan, a deposit of \$25 is required up front.

Interviews

All students must attend an initial interview before commencing training. A time will be set for this on enrolment. Those who wish to join a class after the February intake will be allowed to join at the commencement of the next unit. You may be required to complete some additional work if there are pre requisites for the unit you are about to commence.

Assessment Methods

Assessment builds on or becomes a part of the learning you do in class. Assessment can occur in many forms. These include: Tutor observation; written work; oral presentations; Role Play; folios, group work and practical tasks. Your tutor will outline the types of assessment required for each unit at the commencement of the unit.

Mutual Recognition of Qualifications

If you have completed any of the listed units at another Registered Training Organisation, you can have these units recognised by GELC.

A Credit Transfer means that you do not have to attend classes or do assessments when the units you already hold are being delivered. However, we will need to sight the original certificate you were given by the other organisation/s. Please tell your tutor at your initial interview if this applies to you. Our Training Coordinator may also ask to see your certificate/s as part of the process.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) means that you do not have to attend classes related to things that you may have already learnt from life experiences, work experiences, workplace training or other formal training activities.

However, you may be asked to bring information from these experiences to show your tutor/assessor or asked to undertake some type of assessment task to verify these experiences. The Student Handbook has more information about the process. You will need to complete an application form. These are available at the Reception Desk. If you believe that you qualify for some RPL, discuss this with your tutor at your initial Interview.