

Course	Certificate III in Hospitality (Event Management Focused)
Training provider	Salford College
Delivery site	Salford College Hospitality Campus, Hotel Grand Chancellor, 65 Hindley Street, Adelaide
Qualification	Certificate III in Hospitality
Course code	SIT30616
Number of SACE credits and stage	<p>Introduction to Event Management (Semester 1) 5 SACE Credits at Stage 1 30 SACE Credits at Stage 2</p> <p>Semester 2 5 SACE Credits at Stage 1 45 SACE Credits at Stage 2</p> <p>Certificate III in Hospitality = Semester 1 + Semester 2 5 SACE Credits at Stage 1 75 SACE Credits at Stage 2</p> <p><i>SACE credits listed are a guide only and are subject to change, for more information visit www.sace.sa.edu.au</i></p>
Course description	<p>Introduction to Event Management</p> <p>This program provides students with the skills and knowledge in three event management units which form part of the Certificate III in Hospitality. Students will also gain skills in providing service to customers, communication and showing social and cultural sensitivity.</p> <p>Further study in this area could lead towards work in events in a range of industries including the tourism and travel, hospitality, sport, cultural and community sectors.</p> <p>This could include working for event management companies, event venues, or organisations that organise their own events. Work could be undertaken in an office environment where the planning of events takes place, on-site at venues where events are staged or a combination of both.</p> <p>Possible job titles include:</p> <ul style="list-style-type: none"> • Conference Coordinator • Event Coordinator • Event Planner • Event Sales Coordinator • Exhibitions Coordinator • In-House Meetings Coordinator • Meetings Coordinator • Venue Coordinator. <p>Students have the option of completing further units or the full Certificate III in Hospitality by continuing in Semester 1 of the following year</p> <p>Certificate III in Hospitality = Semester 1 + Semester 2</p> <p>The Certificate III in Hospitality TOP UP course is designed for those students who have enrolled in HP7- Introduction to Event Management and wish to gain the Certificate III in Hospitality qualification.</p> <p>The Certificate III in Hospitality provides the skills and knowledge for an individual to be competent in a range of activities and functions requiring basic operational knowledge and practical skills within a hospitality food and beverage environment. This course is ideal for students seeking part-time employment within various hospitality settings or as a career in the hospitality industry.</p> <p>The hospitality industry covers a wide range of organisations offering food, service and accommodation. The industry is divided into sectors according to the skill-sets required for the work involved.</p> <p>This qualification provides a pathway to work in organisations such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops</p> <p>Possible job titles include:</p> <ul style="list-style-type: none"> ▪ Espresso Coffee Machine Operator ▪ Food And Beverage Attendant ▪ Front Desk Receptionist ▪ Function Attendant ▪ Function Host ▪ Restaurant Host ▪ Senior Bar Attendant ▪ Waiter

Work would be undertaken in various hospitality settings, such as restaurants, hotels, motels, catering operations, cafes and coffee shops.

To achieve a Certificate III in Hospitality, 15 units must be completed: All 7 core units, Plus 8 elective units.

VET at Certificate III level can be used as a student's 4th TAS subject to achieve an Australian Tertiary Admission Rank (ATAR) and apply to University.

Nationally accredited hours and units of competency

Code	Description	Hours
Semester 1		
Introduction to Event Management		
*SITXWHS001	Participate in safe work practices	12
*BSBWOR203	Work effectively with others	15
*SITXFSA001	Use hygienic practices for food safety	15
*SITXCCS006	Provide service to customers	25
*SITXCOM002	Show social and cultural sensitivity	20
SITEEVT001	Source and use information on the events industry	25
SITEEVT002	Process and monitor event registrations	60
SITEEVT003	Coordinate on-site event registrations	40
	Total stage 1 units	55
* Core Units	Total stage 2 units	232
Semester 2		
Certificate III in Hospitality = Semester 1 + Semester 2		
Stage 2 units		
*SITHIND002	Source and use information on the hospitality industry	25
SITHFAB007	Serve food and beverage	80
SITHFAB014	Provide table service of food and beverage	110
SITHFAB004	Prepare and serve non-alcoholic beverages	20
BSBITU306	Design and produce business documents	80
*SITHIND004	Work effectively in hospitality service	0
SITHFAB005	Prepare and serve espresso coffee	30
* Core Units	Total stage 2 units	345

Many of the units of competency are delivered and assessed in a Holistic manner which allows for a few units to be clustered and assessed as one

Available to Years 10, 11, 12

Start date **Introduction to Event Management**
Finish date 14/02/2018 – end of Semester 1

TOP UP to Certificate III in Hospitality

Start of Semester 2 -
7/11/2018

Full days:

Length of each course Semester (16 weeks + 2 full days)

Day and Time Wednesday 4:00 pm to 7:15

Student requirements Students must be prepared to complete their study once a week, which will be conducted off campus.
Full school uniform to be worn.
Students will be required to attend 2 full day sessions from 9am to 3pm for successful completion of the semester units.

There may be a number of industry workplace related excursions; some may take place during school time. Students may be charged an additional cost of \$10-20 during the course for an excursion. Students will be asked to participate in Salford College restaurant days.

Structured Work placement required

Students must complete compulsory shifts in a hospitality venue as part of this course.

Students must undertake compulsory work placement and complete a logbook showing that they have completed 36 complete service periods (A standard service period (shifts) is approximately 3 – 4 hours, for example; Lunch Start 10:30 am – Finish 2.30 pm. Students must check with their work venue for shift times. It is expected that this will equate to approximately 18 days.

The work placement will take place during the school holidays.

Course pre-requisites

Successful completion of Introduction to Event Management (Partial Certificate III in Hospitality)

Career Pathway

Certificate IV in Hospitality; Diploma of Hospitality and Advanced Diploma of Hospitality; Commercial Cookery and various Hospitality occupations. Certificate IV qualifications in other service industry fields.