



Training and Development Provider

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# Certificate III in Hospitality TOP UP Site Academy – Hindmarsh

**COURSE CODE:** SIT30707

**SEMESTER** 1, 2011

**DAY OF COURSE:** Friday

**TRAINER:** TBC

**CONTACT NUMBER:** 8346 2788

**LOCATION:** Level 3 Hindmarsh Stadium, Holden Street, Hindmarsh SA 5007

WEEK	DATE OF CLASS	UNIT of COMPETENCY	COURSE OUTLINE	TIMES OF CLASS
1.	17 February	SITHFAB011A/ SITXCCS002A/ SITHFAB004A	Introduction, Provide food and beverage service, Provide quality customer service, Develop and update food and beverage knowledge	9am – 12.30pm
2.	24 February	SITHFAB011A/ SITXCCS002A/ SITHFAB004A	Provide food and beverage service, Provide quality customer service, Develop and update food and beverage knowledge	9am – 12.30pm
3.	2 February	SITHFAB011A/ SITXCCS002A/ SITHFAB004A	Provide food and beverage service, Provide quality customer service, Develop and update food and beverage knowledge	9am – 12.30pm
4.	9 March	SITHFAB011A/ SITXCCS002A/ SITHFAB004A	Provide food and beverage service, Provide quality customer service, Develop and update food and beverage knowledge	9am – 12.30pm
<b>Study Week</b>				
5.	23 March	SITHFAB011A/ SITXCCS002A/ SITHFAB004A/ Tour	Provide food and beverage service, Provide quality customer service, Develop and update food and beverage knowledge, Tour	9am – 12.30pm
6.	30 March	SITXCOM004A	Communicate on the telephone	9am – 12.30pm
<b>School Holidays</b>				
7.	27 April	SIXINV001A	Receive and store stock	9am – 12.30pm
8.	4 May	SITHFAB015A	Prepare and serve cocktails	9am – 12.30pm
9.	11 May	SITHFAB015A	Prepare and serve cocktails	9am – 12.30pm
10.	18 May	SITHFAB015A	Prepare and serve cocktails	9am – 12.30pm
11.	25 May	SITXHRM001A	Coach others in job skills	9am – 12.30pm
12.	1 June	SITXHRM001A	Coach others in job skills	9am – 12.30pm
13.	8 June	SITXHRM001A	Coach others in job skills	9am – 12.30pm
14.	15 June	SITXHRM001A	Coach others in job skills	9am – 12.30pm
15.	22 June	SITXHRM001A	Coach others in job skills	9am – 12.30pm
16.	29 June	Holistic	Holistic	9am – 12.30pm
<b>INAP Graduation – 26 June 2012 – Date and Venue TBC</b>				

**REQUIREMENTS:**

Students are required to wear:  
 Site Academy shirt (issued in Certificate I in Hospitality)  
 Black pants  
 Black leather enclosed shoes

Please bring a note pad and pen