

SIT TOURISM, TRAVEL AND HOSPITALITY TRAINING PACKAGE

Version 1.2

WA NOMINAL HOURS GUIDE

Introduction

This Guide has been generated to enable the stakeholders in this Industry in Western Australia to participate in the managed implementation of the National SIT Tourism, Travel and Hospitality Training Package.

This Guide is designed to aid Registered Training Organisations (RTOs) to convert from existing Training Package qualifications to new Training Package qualifications within the scope of their training delivery.

The Guide should be read in conjunction with the endorsed components of the Training Package.

Version 1.2 of the SIT Tourism, Travel and Hospitality Training Package was released by Training.Gov.Au (TGA) on the 19/09/2018.

Transition Arrangements

Registered Training Organisations (RTOs) are required to deliver Training Package qualifications in accordance with the Standards for RTOs. For further information visit the Training Accreditation Council website www.tac.wa.gov.au.

Nominal Hours

Nominal hours are the hours of training notionally required to achieve the outcomes of units of competency.

Nominal hours are identified for nationally endorsed qualifications. Nominal hours may vary for a qualification depending on the selection of units of competency.

In Western Australia, nominal hours are used as a mechanism for funding allocation.

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Qualifications and Nominal Hours

The following table provides a summary of the qualifications and nominal hours in the training package.

National Code	National Title	Nominal Hours
SIT10116	Certificate I in Tourism (Australian Indigenous Culture)	180
SIT10216	Certificate I in Hospitality	100
SIT20116	Certificate II in Tourism	340
SIT20216	Certificate II in Holiday Parks and Resorts	255
SIT20316	Certificate II in Hospitality	355
SIT20416	Certificate II in Kitchen Operations	325
SIT20516	Certificate II in Asian Cookery	350
SIT30116	Certificate III in Tourism	413
SIT30216	Certificate III in Travel	740
SIT30316	Certificate III in Guiding	420
SIT30416	Certificate III in Holiday Parks and Resorts	640
SIT30516	Certificate III in Events	345
SIT30616	Certificate III in Hospitality	570
SIT30716	Certificate III in Hospitality (Restaurant Front of House)	530
SIT30816	Certificate III in Commercial Cookery	843
SIT30916	Certificate III in Catering Operations	495
SIT31016	Certificate III in Patisserie	627
SIT31116	Certificate III in Asian Cookery	808
SIT40116	Certificate IV in Travel and Tourism	631
SIT40216	Certificate IV in Guiding	622
SIT40316	Certificate IV in Holiday Parks and Resorts	465

SIT40416	Certificate IV in Hospitality	865
SIT40516	Certificate IV in Commercial Cookery	1210
SIT40616	Certificate IV in Catering Operations	675
SIT40716	Certificate IV in Patisserie	1166
SIT40816	Certificate IV in Asian Cookery	1096
SIT50116	Diploma of Travel and Tourism Management	915
SIT50216	Diploma of Holiday Park and Resort Management	760
SIT50316	Diploma of Event Management	855
SIT50416	Diploma of Hospitality Management	1255
SIT60116	Advanced Diploma of Travel and Tourism Management	1295
SIT60216	Advanced Diploma of Event Management	1016
SIT60316	Advanced Diploma of Hospitality Management	1541

Units of Competency and Nominal Hours

The following table provides a summary of the units of competency and nominal hours in the training package.

National Code	National Title	Nominal Hours
SITEEVT001	Source and use information on the events industry	30
SITEEVT002	Process and monitor event registrations	20
SITEEVT003	Coordinate on-site event registrations	40
SITEEVT004	Provide event staging support	20
SITEEVT005	Plan in-house events or functions	40
SITEEVT006	Develop conference programs	30
SITEEVT007	Select event venues and sites	35
SITEEVT008	Manage event staging components	40
SITEEVT009	Organise event infrastructure	40
SITEEVT010	Manage on-site event operations	60
SITEEVT011	Research event industry trends and practice	40
SITEEVT012	Develop event concepts	30
SITEEVT013	Determine event feasibility	40
SITEEVT014	Develop and implement event management plans	35
SITEEVT015	Develop event transport plans	30
SITEEVT016	Develop crowd management plans	30
SITEEVT017	Develop multi-venue event plans	40
SITEEVT018	Plan and allocate exhibition space	20
SITEEVT019	Recruit and manage exhibitors	20
SITHACS001	Clean premises and equipment	12
SITHACS002	Provide housekeeping services to guests	10
SITHACS003	Prepare rooms for guests	25

SITHACS004	Launder linen and guests clothes	20
SITHACS005	Provide porter services	10
SITHACS006	Provide valet service	40
SITHACS007	Conduct night audit	20
SITHACS008	Provide accommodation reception services	30
SITHASC001	Prepare dishes using basic methods of Asian cookery	70
SITHASC002	Prepare Asian appetisers and snacks	60
SITHASC003	Prepare Asian stocks and soups	25
SITHASC004	Prepare Asian sauces, dips and accompaniments	20
SITHASC005	Prepare Asian salads	40
SITHASC006	Prepare Asian rice and noodles	40
SITHASC007	Prepare curry pastes and powders	25
SITHASC008	Prepare Asian cooked dishes	80
SITHASC009	Prepare Asian desserts	50
SITHASC010	Prepare Japanese cooked dishes	50
SITHASC011	Prepare sashimi	20
SITHASC012	Prepare sushi	25
SITHASC013	Produce Japanese desserts	20
SITHASC014	Prepare dim sum	30
SITHASC015	Prepare Chinese roast meat and poultry dishes	30
SITHASC016	Prepare tandoori dishes	25
SITHASC017	Prepare Indian breads	35
SITHASC018	Prepare Indian sweetmeats	25
SITHASC019	Prepare Indian pickles and chutneys	20
SITHCCC001	Use food preparation equipment	20
SITHCCC002	Prepare and present simple dishes	20
SITHCCC003	Prepare and present sandwiches	6

SITHCCC004	Package prepared foodstuffs	6
SITHCCC005	Prepare dishes using basic methods of cookery	50
SITHCCC006	Prepare appetisers and salads	26
SITHCCC007	Prepare stocks, sauces and soups	32
SITHCCC008	Prepare vegetable, fruit, eggs and farinaceous dishes	40
SITHCCC009	Produce cook-chill and cook-freeze foods	40
SITHCCC010	Re-thermalise chilled and frozen foods	20
SITHCCC011	Use cookery skills effectively	40
SITHCCC012	Prepare poultry dishes	32
SITHCCC013	Prepare seafood dishes	32
SITHCCC014	Prepare meat dishes	50
SITHCCC015	Produce and serve food for buffets	24
SITHCCC016	Produce pates and terrines	30
SITHCCC017	Handle and serve cheese	5
SITHCCC018	Prepare food to meet special dietary requirements	55
SITHCCC019	Produce cakes, pastries and breads	60
SITHCCC020	Work effectively as a cook	96
SITHCCC021	Prepare specialised food items	60
SITHCCC022	Prepare portion-controlled meat cuts and meat products	24
SITHFAB001	Clean and tidy bar areas	15
SITHFAB002	Provide responsible service of alcohol	20
SITHFAB003	Operate a bar	30
SITHFAB004	Prepare and serve non-alcoholic beverages	15
SITHFAB005	Prepare and serve espresso coffee	30
SITHFAB006	Provide room service	15
SITHFAB007	Serve food and beverage	140
SITHFAB008	Operate and monitor cellar systems	20

SITHFAB009	Conduct a product tasting for alcoholic beverages	40
SITHFAB010	Prepare and serve cocktails	20
SITHFAB011	Provide advice on beers, spirits and liqueurs	35
SITHFAB012	Provide advice on Australian wines	35
SITHFAB013	Provide advice on imported wines	35
SITHFAB014	Provide table service of food and beverage	150
SITHFAB015	Provide silver service	30
SITHFAB016	Provide advice on food	40
SITHFAB017	Provide advice on food and beverage matching	35
SITHFAB018	Provide gueridon service	20
SITHFAB019	Plan and monitor espresso coffee service	60
SITHFAB020	Manage the sale or service of wine	70
SITHGAM001	Provide responsible gambling services	10
SITHGAM002	Attend gaming machines	25
SITHGAM003	Operate a TAB outlet	40
SITHGAM004	Conduct Keno games	5
SITHGAM005	Analyse and report on gaming machine data	20
SITHGAM006	Deal Baccarat games	110
SITHGAM007	Conduct Big Wheel games	25
SITHGAM008	Deal Blackjack games	110
SITHGAM009	Deal Poker games	160
SITHGAM010	Deal Pontoon games	25
SITHGAM011	Conduct Rapid Roulette games	25
SITHGAM012	Conduct Roulette games	145
SITHGAM013	Conduct Sic Bo games	25
SITHGAM014	Manage gaming activities	90
SITHGAM015	Attend casino gaming machines	25

SITHGAM016	Deal Caribbean Stud games	35
SITHGAM017	Deal Casino War games	35
SITHGAM018	Deal Mississippi Stud games	35
SITHGAM019	Conduct Rapid Baccarat games	25
SITHGAM020	Conduct Rapid Big Wheel games	25
SITHGAM021	Deal Three Card Poker games	35
SITHIND001	Use hygienic practice for hospitality service	15
SITHIND002	Source and use information on the hospitality industry	15
SITHIND003	Use hospitality skills effectively	30
SITHIND004	Work effectively in hospitality service	20
SITHKOP001	Clean kitchen premises and equipment	10
SITHKOP002	Plan and cost basic menus	25
SITHKOP003	Plan and display buffets	36
SITHKOP004	Develop menus for special dietary requirements	12
SITHKOP005	Coordinate cooking operations	60
SITHKOP006	Plan catering for events or functions	36
SITHKOP007	Design and cost menus	30
SITHKOP008	Select catering systems	60
SITHPAT001	Produce cakes	30
SITHPAT002	Produce gateaux, torten and cakes	60
SITHPAT003	Produce pastries	30
SITHPAT004	Produce yeast-based bakery products	42
SITHPAT005	Produce petits fours	30
SITHPAT006	Produce desserts	80
SITHPAT007	Prepare and model marzipan	24
SITHPAT008	Produce chocolate confectionery	60
SITHPAT009	Model sugar-based decorations	60

SITHPAT010	Design and produce sweet buffet showpieces	45
SITTGDE001	Interpret aspects of local Australian Indigenous culture	100
SITTGDE002	Work as a guide	55
SITTGDE003	Provide arrival and departure assistance	20
SITTGDE004	Lead tour groups	30
SITTGDE005	Prepare and present tour commentaries or activities	35
SITTGDE006	Develop and maintain the general and regional knowledge required by guides	40
SITTGDE007	Research and share general information on Australian Indigenous cultures	60
SITTGDE008	Prepare specialised interpretive content on flora, fauna and landscape	60
SITTGDE009	Prepare specialised interpretive content on marine environments	60
SITTGDE010	Prepare specialised interpretive content on cultural and heritage environments	60
SITTGDE011	Coordinate and operate tours	60
SITTGDE012	Manage extended touring programs	70
SITTIND001	Source and use information on the tourism and travel industry	25
SITTIND002	Source and use information on the holiday park and resort industry	25
SITTPPD001	Package tourism products	50
SITTPPD002	Develop interpretive activities	55
SITTPPD003	Coordinate and operate sustainable tourism activities	60
SITTPPD004	Develop in-house recreational activities	54
SITTPPD005	Develop host community awareness of tourism	30
SITTPPD006	Assess tourism opportunities for local communities	30
SITTPPD007	Research and analyse tourism data	100
SITTPPD008	Develop tourism products	60
SITTPPD009	Develop environmentally sustainable tourism operations	60
SITTPPD010	Develop culturally appropriate tourism operations	60
SITTPPD011	Develop and implement local or regional tourism plan	60
SITTTOP001	Load touring equipment and supplies	25

SITTTOP002	Provide outdoor catering	70
SITTTOP003	Allocate tour or activity resources	30
SITTTOP004	Set up and operate a camp site	50
SITTTOP005	Operate tours in a remote area	70
SITTTSL001	Operate online information systems	40
SITTTSL002	Access and interpret product information	55
SITTTSL003	Provide advice on international destinations	85
SITTTSL004	Provide advice on Australian destinations	85
SITTTSL005	Sell tourism products and services	40
SITTTSL006	Prepare quotations	20
SITTTSL007	Process reservations	20
SITTTSL008	Book supplier products and services	25
SITTTSL009	Process travel-related documentation	15
SITTTSL010	Use a computerised reservations or operations system	120
SITTTSL011	Source airfares for domestic flights	35
SITTTSL012	Construct normal international airfares	40
SITTTSL013	Construct promotional international airfares	40
SITTTSL014	Construct advanced international airfares	40
SITTTSL015	Administer billing and settlement plan	12
SITTTSL016	Provide specialist advice on cruises	25
SITTTSL017	Maintain product inventories	15
SITTVAF001	Load and unload a ride	10
SITTVAF002	Operate a ride location	60
SITTVAF003	Operate a games location	20
SITTVAF004	Tow and site recreational vehicles	10
SITTVAF005	Fill LPG gas cylinders	25
SITXCCS001	Provide customer information and assistance	20

SITXCCS002	Provide visitor information	20
SITXCCS003	Interact with customers	5
SITXCCS004	Provide lost and found services	2
SITXCCS005	Provide club reception services	20
SITXCCS006	Provide service to customers	25
SITXCCS007	Enhance customer service experiences	60
SITXCCS008	Develop and manage quality customer service practices	60
SITXCOM001	Source and present information	10
SITXCOM002	Show social and cultural sensitivity	20
SITXCOM003	Provide a briefing or scripted commentary	20
SITXCOM004	Address protocol requirements	25
SITXCOM005	Manage conflict	20
SITXCRI001	Respond to a customer in crisis	5
SITXCRI002	Manage a business continuity crisis	25
SITXEBS001	Use social media in a business	30
SITXEBS002	Develop, implement and monitor the use of social media in a business	35
SITXEBS003	Build and launch a small business website	76
SITXFIN001	Process financial transactions	30
SITXFIN002	Interpret financial information	20
SITXFIN003	Manage finances within a budget	30
SITXFIN004	Prepare and monitor budgets	50
SITXFIN005	Manage physical assets	60
SITXFIN006	Manage revenue	20
SITXFSA001	Use hygienic practices for food safety	15
SITXFSA002	Participate in safe food handling practices	35
SITXFSA003	Transport and store food	12
SITXFSA004	Develop and implement a food safety program	36

SITXGLC001	Research and comply with regulatory requirements	70
SITXHRM001	Coach others in job skills	30
SITXHRM002	Roster staff	50
SITXHRM003	Lead and manage people	60
SITXHRM004	Recruit, select and induct staff	80
SITXHRM005	Manage volunteers	25
SITXHRM006	Monitor staff performance	60
SITXINV001	Receive and store stock	10
SITXINV002	Maintain the quality of perishable items	10
SITXINV003	Purchase goods	10
SITXINV004	Control stock	25
SITXINV005	Establish stock and purchasing and control systems	70
SITXLAN001	Conduct basic oral communication in a language other than English	10
SITXLAN002	Conduct routine oral communication in a language other than English	10
SITXLAN003	Conduct oral communication in a language other than English	10
SITXLAN004	Conduct complex oral communication in a language other than English	10
SITXLAN005	Read and write information in a language other than English	10
SITXLAN006	Read and write documents in a language other than English	10
SITXMGT001	Monitor work operations	40
SITXMGT002	Establish and conduct business relationships	60
SITXMGT003	Manage projects	60
SITXMPR001	Coordinate production of brochures and marketing materials	40
SITXMPR002	Create a promotional display or stand	20
SITXMPR003	Plan and implement sales activities	20
SITXMPR004	Coordinate marketing activities	30
SITXMPR005	Participate in cooperative online marketing initiatives	32
SITXMPR006	Obtain and manage sponsorship	30

SITXMPR007	Develop and implement marketing strategies	80
SITXMPR008	Prepare and present proposals	30
SITXWHS001	Participate in safe work practices	15
SITXWHS002	Identify hazards, assess and control safety risks	15
SITXWHS003	Implement and monitor work health and safety practices	30
SITXWHS004	Establish and maintain a work health and safety system	60

Skill Sets and Nominal Hours

The following table provides a summary of the skill sets and nominal hours in the training package.

National Code	National Title	Nominal Hours
SITSS00034	Business Management	400
SITSS00035	Customer Service Management	140
SITSS00036	Customer Service	45
SITSS00037	Essential Business Skills for a Franchisee	240
SITSS00038	Governance for Board Members	190
SITSS00039	Mentoring and Supervision	150
SITSS00040	Product Development for International Visitor Markets	220
SITSS00041	Product Sales for International Visitor Markets	90
SITSS00042	Service for International Visitors	55
SITSS00043	Understanding Financial Concepts for Budgeting	100
SITSS00044	Event Coordination	60
SITSS00045	Event Development	135
SITSS00046	Beverage Advice	125
SITSS00047	Essential Business Skills for a Restaurant Manager	315
SITSS00048	Espresso Machine Operation	100
SITSS00049	Food Advice	95
SITSS00050	Food Handling	15
SITSS00051	Food Safety Supervision	50
SITSS00052	Hospitality Compliance	80
SITSS00053	Housekeeping Service	62
SITSS00054	Kitchen Management	310

SITSS00055	Responsible Service of Alcohol	20
SITSS00056	Sommelier	260
SITSS00057	Supervision of Cookery Apprentices	145
SITSS00058	Environmentally Sustainable Hospitality and Restaurant Operations	90
SITSS00059	Airfare Construction	155
SITSS00060	Groundskeeping and Maintenance	95
SITSS00061	Visitor Information Services	250
SITSS00062	Online Engagement for Small Business	141
SITSS00063	Australian and International Travel Products	115
SITSS00064	Australian and International Travel Destinations	170
SITSS00065	Travel Sales and Customer Service	180

Mapping Qualifications

The following table provides an overview of the qualifications from version 1.2 which replace qualifications from the existing version of the training package.

Current Qualification				Replacement Qualification		
National Code	National Title	Nominal Hours	E / NE	National Code	National Title	Nominal Hours
No changes occurred between version 1.1 and 1.2						

Mapping Units of Competency

The following table provides an overview of the units of competency from version 1.2 which replace units of competency from the existing version of the training package.

Current Unit				Replacement Unit		
National Code	National Title	Nominal Hours	E / NE	National Code	National Title	Nominal Hours
No changes occurred between version 1.1 and 1.2						

Mapping Skill Sets

The following table provides an overview of the skill sets from version 1.2 which replace skill sets from the existing version of the training package.

Current Skill Set				Replacement Skill Set		
National Code	National Title	Nominal Hours	E / NE	National Code	National Title	Nominal Hours
			New	SITSS00063	Australian and International Travel Products	115
			New	SITSS00064	Australian and International Travel Destinations	170
			New	SITSS00065	Travel Sales and Customer Service	180

Apprenticeships

The following table provides a summary of the qualifications in the SIT Tourism, Travel and Hospitality Training Package and the accredited apprenticeship courses they will replace.

Current Qualification					Replacement Qualification		
National Code	National Title	Apprenticeship	Nominal Hours	E / NE	National Code	National Title	Nominal Hours
No changes occurred between version 1.1 and 1.2							

Traineeships

The following table provides a summary of the qualifications in the SIT Tourism, Travel and Hospitality Training Package and the accredited traineeship courses they will replace.

Current Qualification					Replacement Qualification		
National Code	National Title	Traineeship	Nominal Hours	E / NE	National Code	National Title	Nominal Hours
No changes occurred between version 1.1 and 1.2							

Pre-apprenticeships

The following table provides a summary of the qualifications in the SIT Tourism, Travel and Hospitality Training Package and the accredited pre-apprenticeship courses they will replace.

Current Qualification					Replacement Qualification		
National Code	National Title	Pre-apprenticeship	Nominal Hours	E / NE	National Code	National Title	Nominal Hours
No changes occurred between version 1.1 and 1.2							