



# CALOUNDRA STATE HIGH SCHOOL

## Technology Faculty

TAS version: **12/02/2019**

Delivery period: January 2019 – December 2019

QCAA template as at October 2015

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# Section 1 Program overview

1.1 National requirements			
School name	Caloundra State High School		
RTO ID	30058		
QCAA no.	198		
Qualification code	SIT10216		
Qualification title	Certificate I in Hospitality		
Relevant standards	1.1, 1.2, 1.3 (c) , 1.8, 2.1, 2.2, 5.2		
Training package code	SIT Training PACKAGE		
Current release date	As per TGA- Current		
Training package title	Tourism, Travel and Hospitality Training Package		
National register	<a href="https://training.gov.au/Training/Details/SIT10216">https://training.gov.au/Training/Details/SIT10216</a>		
Companion volume	<a href="https://vetnet.education.gov.au/Pages/TrainingDocs.aspx">https://vetnet.education.gov.au/Pages/TrainingDocs.aspx</a>		
Qualification status	Current	<p>Note Standards 1.26b and 1.26a (extracts below).</p> <p><b>1.26 b)</b> Where an AQF qualification is <b>no longer current and has not been superseded</b>, all [students'] training and assessment is completed and the relevant AQF certification documentation issued <b>within a period of two years</b> from the date the AQF qualification was removed or deleted from the National Register.</p> <p><b>1.26 a)</b> Where a [qualification] on [the RTO's] scope of registration is <b>superseded</b>, all [students'] training and assessment is completed and the relevant AQF certification documentation is issued or [students] are transferred into its replacement, <b>within a period of one year</b> from the date the replacement [qualification] was released on the National Register.</p>	
Superseded, deleted, or no longer current date	Choose change of status date		
Latest date for student completion and AQF certification (Complete only if qualification status ≠ current)	Not applicable or choose date		
TAS development date	30 August 2018		
Date of latest industry engagement	31 August 2018		
Delivering and assessing information			
Developed for (Select one only)	Individual student/s <input type="checkbox"/>	If yes, name/s of student/s	
	OR Class cohort <input checked="" type="checkbox"/>	If yes, current number of students enrolled	65 students
Total number of assessment tools for this qualification	24	Delivery period Start End	28/01/2019 29/11/2019

## 1.2 Qualification

Requirement	Packaging rules	Confirmed by RTO M
<p>Qualification description and job roles</p>	<p>This qualification reflects the role of individuals who participate in a range of routine and predictable hospitality work activities. They work under close supervision and are given clear directions to complete tasks.</p> <p>This qualification provides a pathway to work in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops.</p> <p>Enter qualification description information and job roles (found within the packaging rules of the qualification on TGA). Include pathways information if relevant.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Packaging rules</p>	<p>6 units must be completed:</p> <ul style="list-style-type: none"> <li>• 3 core units           <ul style="list-style-type: none"> <li>BSBWOR203 Work effectively with others</li> <li>SITXCCS001 Provide customer information and assistance</li> <li>SITXWHS001 Participate in safe work practices</li> </ul> </li> <li>• 3 elective units, consisting of:           <ul style="list-style-type: none"> <li>– 1 unit from Group A</li> <li>– 2 units from Group B, elsewhere in the SIT Training Package, or any other current Training Package or accredited course.</li> </ul> </li> </ul> <p>The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification.</p> <p>Companion Volume Implementation Guide: - <a href="http://www.serviceskills.com.au">http://www.serviceskills.com.au</a></p> <p><a href="https://training.gov.au/Training/Details/SIT10216">https://training.gov.au/Training/Details/SIT10216</a></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

## 1.2 Qualification

<p>Elective unit rules</p>	<ul style="list-style-type: none"> <li>• 3 elective units, consisting of:             <ul style="list-style-type: none"> <li>– 1 unit from Group A</li> <li>– 2 units from Group B, elsewhere in the SIT Training Package, or any other current Training Package or accredited course.</li> </ul> </li> </ul> <p>The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification.</p> <p>Enter any elective rules.</p> <p><b>The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification.</b></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>Information on elective choices and mandatory requirements</p>	<p><b>Group A-</b>  <b>SITXFSA001 Use Hygienic Practices for Food Safety</b></p> <p><b>Group B-</b>  <b>SITHCCC003 Prepare &amp; Present Sandwiches</b>  <b>SITXCOM001 Source &amp; Present Information</b></p> <p>The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification.</p> <p>Indicate which electives the school RTO will be delivering from those available. Explain any mandatory units, prerequisite units and flexibility with elective choices.</p> <p><i>This information is important for trainers and assessors to verify their suitability and to inform SDCS data operators on selection of units for enrolment purposes.</i></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## 1.3 Delivery and assessment

Requirement	Pre-enrolment information	Confirmed by RTOM	
Entry requirements	<p>There are no formal qualification entry requirements.</p> <p>Entry requirements for this program include the student's agreement and ability to undertake the following:</p> <ul style="list-style-type: none"> <li>• Demonstrate evidence of language, literacy and numeracy skills at the requisite ACSF level.</li> <li>• Attend and participate in scheduled training and assessment.</li> <li>• Participate in workplace tasks to employer expectations.</li> <li>• Be able to work in an industry environment and handle industry standard equipment.</li> <li>• Comply with the RTO code of conduct requirements, directions on work, and health and safety matters.</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	<p>Add any additional requirements as necessary for the qualification, e.g. requirement to engage in activities outside of school hours, or any resource fees required.</p> <p><b>Students can participate in work experience- hospitality establishment for 1 week in Term 3.</b></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	<p>Refer students to print/electronic source of further information on the entry requirements. Common drive- Facilities- Technology for Living- 2019- Year 10- Cert I VHT</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Mode of delivery (Adjust as appropriate)	<p>The mode of delivery includes any combination of the following:</p> <ul style="list-style-type: none"> <li>• face to face in a simulated workplace environment for required performance and knowledge evidence</li> <li>• work experience in commercial work site — third party report (week 10 term 3)</li> <li>• online for some components of training for knowledge evidence (Futura On Line Training)</li> <li>• in a classroom ('off the job') for some components of training for knowledge evidence</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Delivery location (Adjust as appropriate)	<p>The delivery location is the principle place of business of the RTO.</p> <p>General Classroom Catering Kitchen</p> <p><i>Provide location details for each site if more than one site is being used for training and assessment.</i></p>	<p><i>If work experience is mandatory and travel to another location is required, this information must be included in Section 4.</i></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## 1.3 Delivery and assessment

Requirement	Pre-enrolment information		Confirmed by RTOM
<b>Program duration</b> (Adjust as appropriate)	Total program duration is 1 year of delivery and assessment. Students will have 3 x 70 min lessons per week <i>Also include information on timetable allocations for this qualification and independent study time.</i>	<i>School RTOs may only deliver to students enrolled in a Queensland school in Years 10–12.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Amount of learning</b>	The ‘amount of learning’ identifies the notional duration of all activities required for the achievement of the learning outcomes of this program. The nominal volume of learning for this program is <b>R 1 year</b> <input type="checkbox"/> <b>2 years</b> . This includes: <ul style="list-style-type: none"> <li>• <b>R 110 hours</b> <input type="checkbox"/> <b>220 hours</b> of scheduled training and assessment activity</li> <li>• one-on-one instruction as required</li> <li>• personal study time, either off the job or at home</li> <li>• additional language, literacy and numeracy training while enrolled and undertaking full-time school-based studies</li> <li>• online learning activities</li> </ul> Total amount of learning: <b>R 600–1200 hours</b> <input type="checkbox"/> <b>1200–2400 hours</b>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Learning resources</b> (Std 1.3)	There are sufficient learning resources, equipment and facilities to: <ul style="list-style-type: none"> <li>• enable students to meet the requirements for each unit of competency</li> <li>• support the number of students undertaking the training and assessment.</li> </ul>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Assessment resources</b> (Adjust as appropriate)	Assessments will be formative and conducted on the job, where skills, knowledge and understanding may be demonstrated in the simulated workplace environment. Projects/tasks and work evidence will be progressively gathered by the assessor for units of competency until sufficient valid evidence is gathered to make assessment decisions on competency. Submission of written work is based on the requirements of the units of competency. Evidence of skills and knowledge will be gathered simultaneously.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Evidence-gathering conditions</b>	<ul style="list-style-type: none"> <li>• Will be progressively gathered for groups of units simultaneously.</li> <li>• Methods will confirm consistency of performance over time and in a range of workplace-relevant contexts, rather than a single assessment event.</li> <li>• Will be by observation of relevant tasks with questioning on underpinning knowledge and, where applicable, training journals and reviews of work products/folios and third party reports.</li> <li>• Will be done under the specific assessment conditions required by the units.</li> </ul>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

1.3 Delivery and assessment			
Requirement	Pre-enrolment information	Confirmed by RTOM	
Work placement arrangements for students	Provide an overview or general statement here, and relevant details of work placement arrangements in Section 4 of this TAS. Work experience in a hospitality establishment. <b>Vocational Education Officer will assist with work placement</b> <i>If work placement is not included in this program, state that here.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Refer students to print/electronic source of further information on work placement arrangements.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Third party arrangements (Adjust as appropriate)	<p><b>Students will receive a Third Party Report from their Work Placement Employer-</b></p> <p><b>Work Experience Week- Term 3 week 10</b></p>	<p><i>'Third party' means any party that provides services on behalf of the RTO, but does not include a contract of employment between an RTO and its employee.</i></p> <p><i>The RTO ensures that where services are provided on its behalf by a third party the provision of those services is the subject of a written agreement.</i></p> <p><i>The RTO must disclose to the student the name and contact details of any third party that will provide training and/or assessment, and related educational and support services to the student on the RTO's behalf.</i></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Educational and support services	Learners in this cohort are school students. The RTO will schedule supervised training and assessment sessions based on the timetable. Students may negotiate support in addition to scheduled hours, to develop the required skills and knowledge.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Refer students to print/electronic source of further information on accessing additional support.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Early termination of program	In the event that the RTO loses suitably qualified trainers and assessors and is unable to deliver this program: <ul style="list-style-type: none"> <li>students will be issued with a statement of attainment for any successfully completed units of competency</li> <li>any fees paid toward the program will be refunded on a pro rata basis. User pay fee \$50/year</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Refer students to print/electronic source of further information on the RTO's refund policy. School will refund 'user pays' if student leaves course before completion- pro-rata refund	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

## 1.3 Delivery and assessment

Requirement	Pre-enrolment information	Confirmed by RTOM
Transition	<p>This qualification's status on TGA is current at the time of this strategy's expected start date.</p> <p>If this qualification is superseded with a new version before the end of the expected duration of the program then:</p> <ul style="list-style-type: none"><li>• if practical, students will complete training and assessment and receive any appropriate certificates in the old qualification within 12 months of the release of the new version</li><li>• if this is not practical, students will transition to the new qualification within 12 months and complete their training and assessment in the new version within the expected duration of the program. Credit will be arranged for units completed and deemed as equivalent.</li></ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



## 1.4 Certification

Requirement	Description	Confirmed by RTOM
Certificates and Statements of Attainment	<p>If a student is assessed as meeting the requirements of the qualification, and all agreed fees the student owes to the RTO have been paid, then within 30 calendar days of all conditions being met:</p> <ul style="list-style-type: none"> <li>an <b>AQF certificate and record of results</b> will be issued if the qualification in which the learner is enrolled is complete</li> <li>a <b>statement of attainment</b> will be issued if the qualification in which the learner is enrolled is partially complete</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Credit arrangements	<p><b>Transitioning from an old version to a new version of a training product</b></p> <p>If the national register (training.gov.au) deems a superseded unit of competency to be equivalent to its new replacement, students may claim credit for a successfully completed superseded unit.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<p><b>If a student already holds a unit of competency</b></p> <p>If a student has a statement of attainment for a unit of competency and it has the same code as a unit of competency making up this program, the student may make a claim for a credit transfer.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Recognition of prior learning (RPL) arrangements	<p>Students may request recognition of prior learning (RPL) assessment. Students are advised of the opportunity to apply for RPL and, if requested, will be provided with an RPL document allowing them to provide verifiable details of prior learning. The evidence will be assessed for currency and against requirements of the units of competency, and an amended program strategy will be prepared, taking into account the student's prior learning.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<p>Refer students to print/electronic source of further information on the RTO's RPL policy.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reissuing of Certificates and Statements of Attainment	<p>The RTO maintains an auditable-quality register of all AQF qualifications (including statements of attainment) issued and authorised to issue. The register contains sufficient information to identify correctly the holder of the qualification, the AQF qualification by its full title, and date of issue/award/conferral.</p>	<p><i>The Standards require compliance with the AQF Register and Issuance policies. All RTOs will:</i></p> <ul style="list-style-type: none"> <li><i>Maintain an auditable-quality register of AQF qualifications issued (including Statements of Attainment). containing sufficient information to identify correctly</i> <ul style="list-style-type: none"> <li><i>– the holder of the qualification</i></li> <li><i>– the AQF qualification by its full title</i></li> <li><i>– date of issue/award/conferral.</i></li> </ul> </li> <li><i>have a policy that permits replacement of certification documentation.</i></li> <li><i>be responsible for authentication and verification of any replacement certification documentation.</i></li> </ul> <p><a href="http://www.aqf.edu.au/resources/aqf/">http://www.aqf.edu.au/resources/aqf/</a></p>
	<p>The RTO has a policy that permits the replacement of certification documentation, and maintains responsibility for authentication and verification of any replacement certification documentation.</p>	

## 1.4 Certification

	Refer students to print/electronic source of further information on procedures, fees and proof of identity requirements for requests to issue a reprint of a certificate or statement of attainment. <b>One school student data</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Unique Student Identifier (USI)	The school RTO will not issue an AQF certificate, record of results or statement of attainment to a student without having a verified USI for that individual.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	A student may access their training records and results (transcript) by accessing their USI account online from a computer, tablet or smart phone. For more information, see: <a href="http://usi.gov.au/Students/pages/default.aspx">http://usi.gov.au/Students/pages/default.aspx</a>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## 1.5 Reporting

Requirement	Description	Confirmed by RTOM
<b>Recording results</b> (Adjust the first three points as appropriate)	<ul style="list-style-type: none"> <li>Evidence-gathering instruments are used as evidence of a student's progress toward competency.</li> <li>The interim outcome descriptors of 'Satisfactory' or 'Unsatisfactory' will be used on students' projects and evidence documents.</li> <li>Students may continue to submit evidence until they exit the program.</li> <li>Assessor may determine final outcomes for units of competency at any time, but only after sufficient valid evidence has been gathered and assessed and any pre-requisite units have been successfully completed.</li> <li>RTO management will record final outcomes (usually using the descriptors Competent, Not Competent, Credit Transfer or Withdrawn) in Student Data Capture System (SDCS).</li> <li>All final outcomes must be entered into SDCS before the end of the last term of the VET program or immediately after a student exits the program.</li> <li>RTO management reports student enrolment data to QCAA within the first term of the student's commencement of the VET program.</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Student profiles</b> (Adjust the first two points as appropriate)	<ul style="list-style-type: none"> <li>Student profiles are updated by the assessor and are accessible to students on request.</li> <li>Assessors update the profile to confirm an individual student's submission of evidence and record interim and final outcomes.</li> <li>RTO management uses final outcomes recorded in student profiles to update SDCS.</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Projects and evidence-gathering instruments</b>	<ul style="list-style-type: none"> <li>All assessment activities, including projects and evidence-gathering tools, are identified by a code and listed in this document.</li> <li>A mapping document provides evidence of how assessment activities, projects and evidence-gathering tools meet the requirements for each unit of competency.</li> </ul> <p><b>Qualification Mapping Information</b></p> <p>SIT10213 Certificate I in Hospitality</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	<p><b>Links</b></p> <p>Companion Volume Implementation Guide: - <a href="http://www.serviceskills.com.au">http://www.serviceskills.com.au</a></p> <ul style="list-style-type: none"><li>•</li></ul>	
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## Section 2 Core and elective components

List the units that are going to be delivered and assessed as part of this strategy.

**Relevant standards:** 1.1, 1.2, 1.4, 1.7, 1.8(a), 1.12, 3.5, Schedule 5

**Note:** A prerequisite unit may be delivered through an integrated approach with the secondary unit; it does not have to be fully completed before starting the secondary unit. However, to satisfy formal requirements, the prerequisite unit must be signed off prior to the secondary unit

Core and elective units being offered	Unit type	Pre-requisite unit required?
Enter the unit code and title. <i>Hyperlink to unit on TGA is recommended.</i>	Choose an item.	<input type="checkbox"/>
<a href="https://training.gov.au/Training/Details/BSBWOR203">https://training.gov.au/Training/Details/BSBWOR203</a> BSBWOR203 Work effectively with others	Core Unit	<input type="checkbox"/>
<a href="https://training.gov.au/Training/Details/SITXCCS001">https://training.gov.au/Training/Details/SITXCCS001</a> SITXCCS001 Provide customer information and assistance	Core Unit	<input type="checkbox"/>
<a href="https://training.gov.au/Training/Details/SITXWHS001">https://training.gov.au/Training/Details/SITXWHS001</a> SITXWHS001 Participate in safe work practices	Core Unit	<input type="checkbox"/>
<a href="https://training.gov.au/Training/Details/SITHCCC003">https://training.gov.au/Training/Details/SITHCCC003</a> SITHCCC003 Prepare and present sandwiches	Group B	<input checked="" type="checkbox"/>
<a href="https://training.gov.au/Training/Details/SITXCOM001">https://training.gov.au/Training/Details/SITXCOM001</a> SITXCOM001 Source and present information	Group B	<input type="checkbox"/>
<a href="https://training.gov.au/Training/Details/SITXFSA001">https://training.gov.au/Training/Details/SITXFSA001</a> SITXFSA001 Use hygienic practices for food safety	Group A	<input type="checkbox"/>

Optional units and flexibility	<i>If there are options regarding choice of electives explain these here. Include comments on flexibility and fairness considerations for the cohort and/or individuals. For example, if there are more units listed here than required by the packaging rules, explain here the options available to students and any RPL or credit transfer options.</i>
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