

ABOUT US

CHP School of Hospitality is a Sydney based Registered Training Organisation (RTO) which was developed by Canterbury-Hurlstone Park RSL Club in 1999 to provide a relevant resource to the community in hospitality training.

As an (RTO) accredited by the Australian Skills Quality Authority, we are able to deliver nationally recognised training for those looking to enter the industry, or to develop their careers.

For over 16 years we have enjoyed an excellent reputation as an innovative centre for quality hospitality and business training outcomes.

OUR FACILITIES

Our classroom workshops are held inside Canterbury-Hurlstone Park RSL Club. In October 2014 we opened our contemporary purpose built training room, fully equipped with a full service bar, espresso machines and plasma screen. A comfortable and ambient environment for a fun & hands on way to learn job ready skills in true to life environment.

WHAT WE OFFER

In addition to our workshops, short courses and full-length qualification and traineeship training, CHP School of Hospitality also offers - customized training and recognition services for the registered clubs industry. We also have a proud history of providing subsidized training to local school students in Cert II in Hospitality, Cafe, RSA and RCG courses.

OUR CREDENTIALS

We are accredited by the Australian Skills Quality Authority to deliver Nationally Recognised Training. We are also recognised by Liquor and Gaming NSW and NSW Food Authority as approved providers of mandatory training for the Clubs industry. RTO National Code 6871.

PROGRAM BENEFITS

- Can be customised to suit the needs of individual hospitality organisations
- Are designed to allow flexible delivery option
- Have realistic class sizes to maximise the quality of the learning provided
- Are competitively priced
- Are delivered by professional trainers with extensive experience in the industry.

LOCATION

Workshops are held at our purpose-built training facility situated on the lower level of Canterbury-Hurlstone Park RSL Club, 20-26 Canterbury Rd Hurlstone Park.

COURSE SCHEDULE

We are constantly reviewing our course offering and scheduling, please check the website for current course options and dates.

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TRAINING PROGRAMS

- Workshops are customised and delivered at an industry or business location or at our venues: Canterbury-Hurlstone Park RSL Club.
- Recognition courses are available for existing workers in the hospitality or business industries and allow you to claim credits for what you already know.
- Government funded courses are offered at various times throughout the year to unemployed local adults on Centrelink benefits. Full details of these are posted on the CHP website or contact us to be placed on the waiting list.
- Traineeships training is for new workers seeking to gain Testamurs to be awarded on the job. Your employer may be able to access incentives if you qualify..
- School based training in RSA, RCG, Café and Barista - structured and customised to suit the needs of school students and teachers.

COURSE CATEGORIES

FULL QUALIFICATIONS

Certificate Courses

SHORT COURSES

Course units offered individually for job ready qualifications

FULL QUALIFICATIONS

Simply choose the column heading for your desired qualification at Cert II, III or IV level and Diploma the corresponding units will form a full qualification and are easily attainable in the workplace.

NB: You will require a USI to commence the following qualifications. Please refer to Student Handbook for instructions and guidelines.



SIT20316 Certificate II in Hospitality – Entry level

6 Core and 6 electives chosen for any new entrant worker.



SIT30616 Certificate III in Hospitality – Frontline Staff and Traineeships

7 Core and 8 electives. This qualification provides a pathway to work in organizations such as restaurants, hotels, motels, clubs, pubs, cafes, coffee shops. It provides options for specialization in areas such as accommodation services, food and beverage and gaming. This qualification allows an outcome for small business requiring multi-skilled employees.



SIT30716 Certificate III in Hospitality (Restaurant Front of House)

11 Core and 9 Electives. This qualification reflects the role of individuals who have a range of well-developed front of house food and beverage service and sales skills combined with sound product knowledge.



SIT40416 Certificate IV in Hospitality – Team leader or supervisor in hospitality organizations

9 Core and 12 Electives relating to the role of a team leader or supervisor in hospitality organizations such as restaurants, hotels, catering operations, clubs, pubs, cafes and coffee shops.



BSB42015 Certificate IV in Leadership and Management

4 Core and 8 Electives relating to role of Coordinator, Floor Manager, Supervisor, Team Leader and Duty Manager.

This **business** qualification will develop you for the role of supervision and middle management and is a stepping stone into Senior Management in any industry.



BSB51918 Diploma of Leadership and Management

4 Core and 8 Electives – all chosen with the Senior Manager and CEO in mind. Senior Manager training which can gain you credit towards a variety of Degree courses. Units have been chosen specifically to develop your financial and strategic planning awareness and skills.

This qualification can gain you credit towards a Degree in Business Management, Commerce or similar.

BSB51918 DIPLOMA OF LEADERSHIP AND MANAGEMENT



This management qualification is widely recognized by all industries as the minimum requirement for senior management. Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

Testamurs to be awarded

On successful completion of the entire course you will be awarded a nationally recognized BSB51918 Diploma of Leadership and Management testamur with an academy transcript. On successful completion of some units but not the full course, you will be awarded an academy transcript listing the units completed. You can use this qualification to gain credit towards many Degree courses.

Course Type: Government subsidized & Traineeship Allowed

Study Type

- Work-based training combined with workplace assessing:
 - Face-to-Face workshops
 - Workplace training
 - Self-paced study

Duration: 12 months – 18 months

Course Fee: Depending on eligibility, this is a government subsidized training program via traineeship with employer contribution.

Smart and Skilled Eligibility

To apply for this course you must meet the Smart and Skilled eligibility criteria:
<https://smartandskilled.nsw.gov.au/are-you-eligible>

Pre-requisite

The course requires a good level of literacy-speaking, reading and comprehension and writing. These skills are necessary for a person working in a Leadership and Management role.

Our enrolment process requires students to complete a language, literacy and numeracy assessment to ensure they meet the minimum LLN requirements for the course. We want to make sure the selected program is not above learners capabilities to participate.

COURSE UNITS

CORE UNITS	BSBLDR511 Develop and use emotional intelligence BSBMGT517 Manage operational plan BSBLDR502 Lead and manage effective workplace relationships BSBWOR502 Lead and manage team effectiveness
ELECTIVE UNITS	BSBCUS501 Manage quality customer service BSBFIM501 Manage budgets and financial plans BSBMGT502 Manage people performance BSBPMG522 Undertake project work BSBRISK501 Manage risk BSBWOR501 Manage personal work priorities and professional development BSBADM502 Manage meetings BSBHRM513 Manage workforce planning

Assessment

All assessments must be completed within 12 months of the commencement date. Students will be provided with a learner guide for each unit to support their learning and assessment.

Assessments to be completed for each unit include:

- Learner workbook
- Learner Assessment Pack

Assessment types may include:

- Written questions
- Case studies
- Research tasks
- Project
- Third party report

Students are permitted two (2) submissions for each assessment activity. If students are unable to complete an assessment activity satisfactory after the second attempt, they may choose to pay a fee to be assessed in the activity a third time or to attend the full unit training again. Please refer to our student handbook to get the detailed fee information.

Self- paced Learning

Students with little or no experience in the area of Leadership and Management should allow approximately 10 hours per unit to complete all learning and assessment activities.

Students who have experience or a work history in Leadership and Management may be able to complete assessment activities in a shorter timeframe.

Recognition of Prior Learning (RPL)

In order to be eligible for RPL, the student must demonstrate currency in that particular subject. If you think you are eligible for RPL, please contact us on (02) 9559 0025 or rto@chpsoh.com.au.

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chpsoh.com.au

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BSB42015 CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT



This qualification reflects the role of individuals working as developing and emerging managers in a range of enterprises and industry contexts. They may have existing qualifications and technical skills in any given vocation or profession, yet require skills or recognition in supervisory functions. Typically they would report to a manager. Individuals at this level provide leadership and guidance to others and take responsibility for the effective functioning and performance of the team and its work outcomes. This course is approved for Traineeship funding.

Job Roles - Coordinator, Leading Hand, Supervisor, Team Leader, Duty Manager

Testamurs to be awarded

On successful completion of the entire course you will be awarded a nationally recognized BSB42015 Certificate IV in Leadership and Management testamur with an academy transcript. On successful completion of some units but not the full course, you will be awarded an academy transcript listing the units completed.

Course Type: Government subsidized & Traineeship Allowed

Study Type:

Work-based training combined with workplace assessing:

- Face-to-face workshops
- Workplace training
- Self-paced study

Duration: 12 months

Course Fee: Depending on eligibility, this is a government subsidized training program via traineeship with employer contribution.

Smart and Skilled Eligibility:

To apply for this course you must meet the Smart and Skilled eligibility criteria:

<https://smartandskilled.nsw.gov.au/are-you-eligible>

Pre-requisite

The course requires a good level of literacy-speaking, reading and comprehension and writing. These skills are necessary for a person working in a Leadership and Management role.

Our enrolment process requires students to complete a language, literacy and numeracy assessment to ensure they meet the minimum LLN requirements for the course. We want to make sure the selected program is not above learners capabilities to participate.

COURSE UNITS

CORE UNITS	BSBLDR401 Communicate effectively as a workplace leader
	BSBLDR402 Lead effective workplace relationships
	BSBLDR403 Lead team effectiveness
ELECTIVE UNITS	BSBMGT402 Implement operational plan
	BSBINN301 Promote innovation in a team environment
	BSBMGT403 Implement continuous improvement
	BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
	BSBWOR404 Develop work priorities
	BSBCMM401 Make a presentation
	BSBCUS401 Coordinate implementation of customer service strategies
	BSBLED401 Develop teams and individuals
	BSBMGT401 Show leadership in the workplace

Assessment

Students will be provided with a learner guide for each unit to support their learning and assessment.

Assessments to be completed for each unit include:

- Learner workbook
- Learner Assessment Pack

Assessment types may include:

- Written questions
- Case studies and Research tasks
- Project
- Third party report

Students are permitted two (2) submissions for each assessment activity. If students are unable to complete an assessment activity satisfactory after the second attempt, they may choose to pay a fee to be assessed in the activity a third time or to attend the full unit training again. Please refer to our student handbook to get the detailed fee information.

Self- paced Learning

Students with little or no experience in the area of Leadership and Management should allow approximately 10 hours per unit to complete all learning and assessment activities.

Students who have experience or a work history in Leadership and Management may be able to complete assessment activities in a shorter timeframe.

Recognition of Prior Learning (RPL)

In order to be eligible for RPL, the student must demonstrate currency in that particular subject. If you think you are eligible for RPL, please contact us on (02) 9559 0025 or rto@chpsoh.com.au.

SIT40416 CERTIFICATE IV IN HOSPITALITY



This qualification reflects the role of skilled operators who use a broad range of hospitality service, sales or operational skills combined with supervisory skills and sound knowledge of industry operations to plan, monitor and evaluate the work of team members. This qualification provides a pathway to work as a team leader or supervisor in hospitality organization such as restaurants, hotels, catering operations, clubs, pubs, cafes and coffee shops.

You can also gain credit from your Certificate III in Hospitality units towards this qualification. This course is approved for Traineeship funding.

Testamurs to be Awarded

On successful completion of the entire course you will be awarded a nationally recognised SIT40416 Certificate IV in Hospitality testamur with an academic transcript. On successful completion of some units but not the full course, you will be awarded an academic transcript with units completed.

Course Type: Government subsidized & Traineeship Allowed

Study Type:

Work-based training combined with workplace assessing:

- Face-to-Face workshops
- Workplace training
- Self-paced study

Duration: 12 months – 18 months

Course Fee: Depending on eligibility, this is a government subsidized training program via traineeship with employer contribution.

Smart and Skilled Eligibility:

To apply for this course you must meet the Smart and Skilled eligibility criteria:

<https://smartandskilled.nsw.gov.au/are-you-eligible>

Pre-requisite:

The course requires a good level of literacy-speaking, reading and comprehension and writing. These skills are necessary for a person working in a team leader or supervisor role.

Our enrolment process requires students to complete a language, literacy and numeracy assessment to ensure they meet the minimum LLN requirements for the course. We want to make sure the selected program is not above learners capabilities to participate.

COURSE UNITS

CORE UNITS

BSBDIV501 Manage diversity in the workplace
SITHIND004 Work effectively in hospitality service
SITXCCS007 Enhance customer service experiences
SITXCOM005 Manage conflict
SITXFIN003 Manage finances within a budget
SITXHRM001 Coach others in job skills
SITXHRM003 Lead and manage people
SITXMGT001 Monitor work operations
SITXWHS003 Implement and monitor work health and safety practices

ELECTIVE UNITS

SITXFSA001 Use hygienic practices for food safety
SITHFAB003 Operate a bar
SITHFAB001 Clean and tidy bar areas
SITHFAB016 Provide advice on food
SITHFAB010 Prepare and serve cocktails
SITHFAB011 Provide advice on beers, spirits and liqueurs
SITXFSA002 Participate in safe food handling practices
SITHGAM002 Attending gaming machines
SITHFAB002 Provide responsible service of alcohol
SITHGAM001 Provide responsible gaming services
SITHIND002 Source and use information on the hospitality industry
SITHFAB004 Prepare and serve non-alcoholic beverages

Assessment

Students will be provided with a learner guide for each unit to support their learning and assessment.

Assessments to be completed for each unit include:

- Learner workbook
- Learner Assessment Pack
- Record of Training Logbook

Assessment types may include:

- Written questions
- Case studies
- Role plays
- Observation/Demonstration
- Research tasks
- Project

Students are permitted two (2) submissions for each assessment activity. If students are unable to complete an assessment activity satisfactory after the second attempt, they may choose to pay a fee to be assessed in the activity a third time or to attend the full unit training again. Please refer to our student handbook to get the detailed fee information.

Self- paced Learning

Students with little or no experience in the area of hospitality should allow approximately 5 – 10 hours per week to complete all learning and assessment activities.

Students who have experience or a work history in hospitality industry may be able to complete assessment activities in a shorter timeframe.

Recognition of Prior Learning (RPL)

In order to be eligible for RPL, the student must demonstrate currency in that particular subject. If you think you are eligible for RPL, please contact us on (02) 9559 0025 or rto@chpsoh.com.au.

SIT30716 CERTIFICATE III IN HOSPITALITY (RESTAURANT FRONT OF HOUSE)



This qualification reflects the role of individuals who have a range of well-developed front of house food and beverage service and sales skills combined with sound product knowledge. This specialist qualification provides a pathway to work in various front of house roles in restaurants and cafes.

You can also gain credit from your Cert II in Hospitality and Cert III in Hospitality units towards this qualification. This course is approved for Fee-free apprenticeships funding.

Testamurs to be awarded

On successful completion of the entire course you will be awarded a nationally recognized SIT30716 Certificate III in Hospitality (Restaurant Front of House) testamur with an academic transcript listing the units completed. On successful completion of some units but not the full course, you will be awarded an academic transcript with units completed.

You can use this qualification to gain credit for SIT40416 Certificate IV in Hospitality.

Course Type: Government subsidized & Fee-free apprenticeships

Learning options

Work-based training combined with workplace assessing:

- Face-to-face workshops
- Workplace training
- Self-paced study

Duration: 18 months – 24 months

Course Fees: Course fees for this apprenticeship training is fully subsidized by the NSW Government under the Smart and Skilled Fee Free apprenticeships initiative. For eligible apprentices, there will be no requirement to pay the fee.

Smart and Skilled Eligibility:

To apply for this course you must meet the Smart and Skilled eligibility criteria. You can find more information by going to vet.nsw.gov.au/choosing-vet/fee-free-apprenticeships

Pre-requisite:

The course requires a good level of literacy-speaking, reading and comprehension and writing. These skills are necessary for a person working in a front of house role.

Our enrolment process requires students to complete a language, literacy and numeracy assessment to ensure they meet the minimum LLN requirements for the course. We want to make sure the selected program is not above learners capabilities to participate.

COURSE UNITS

CORE UNITS

BSBWOR203 Work effectively with others
SITHFAB002 Provide responsible service of alcohol
SITHIND002 Source and use information on the hospitality industry
SITHIND004 Work effectively in hospitality service
SITXCCS006 Provide service to customers
SITXCOM002 Show social and cultural sensitivity
SITXFIN001 Process financial transactions
SITXFIN003 Manage finances within a budget
SITXFSA001 Use hygienic practices for food safety
SITXHRM001 Coach others in job skills
SITXWHS001 Participate in safe work practices

ELECTIVE UNITS

SITHFAB001 Clean and tidy bar areas
SITHFAB003 Operate a bar
SITHFAB005 Prepare and serve espresso coffee
SITHFAB007 Serve food and beverage
SITHFAB010 Prepare and serve cocktails
SITHFAB011 Provide advice on beers, spirits and liqueurs
SITHFAB014 Provide table service of food and beverage
SITHFAB016 Provide advice on food
SITXINV001 Receive and store stock

Assessment

Students will be provided with a learner guide for each unit to support their learning and assessment.

Assessments to be completed for each unit include:

- Learner workbook
- Learner Assessment Pack
- Record of Training Logbook

Assessment types may include:

- Written questions
- Case studies
- Role plays
- Observation/Demonstration
- Research tasks

Students are permitted two (2) submissions for each assessment activity. If students are unable to complete an assessment activity satisfactory after the second attempt, they may choose to pay a fee to be assessed in the activity a third time or to attend the full unit training again. Please refer to our student handbook to get the detailed fee information.

Self-paced Learning

Students with little experience in the area of hospitality should allow approximately 5 – 10 hours per unit to complete all learning and assessment activities.

Students who have experience or a work history in hospitality industry may be able to complete assessment activities in a shorter timeframe.

Recognition of Prior Learning (RPL)

In order to be eligible for RPL, the student must demonstrate currency in that particular subject. If you think you are eligible for RPL, please contact us on (02) 9559 0025 or rto@chpsoh.com.au.

SIT30616 CERTIFICATE III IN HOSPITALITY



This is the desired minimum qualification for staff in Club, Pubs, Restaurants, Cafes and Hotels. You can study some units via short courses and obtain a partial qualification and then complete the remainder of the qualification in the workplace or online via work and study. You can also gain credit from your Cert II in Hospitality units towards this qualification. This course is approved for Traineeship funding.

Testamurs to be awarded

On successful completion of the entire course you will be awarded a nationally recognized SIT30616 Certificate III in Hospitality testamur with an academic transcript listing the units completed. On successful completion of some units but not the full course, you will be awarded an academic transcript with units completed.

You can use this qualification to gain credit for SIT40416 Certificate IV in Hospitality.

Course Type: Government subsidized & Traineeship Allowed

Study Type

Work-based training combined with workplace assessing:

- Face-to-face workshops
- Workplace training
- Self-paced study

Duration: 12 months – 18 months

Course Fee: Depending on eligibility, this is a government subsidized training program via traineeship with employer contribution.

Smart and Skilled Eligibility:

To apply for this course you must meet the Smart and Skilled eligibility criteria:

<https://smartandskilled.nsw.gov.au/are-you-eligible>

Pre-requisite:

The course requires a good level of literacy-speaking, reading and comprehension and writing. These skills are necessary for a person working in a hospitality role.

Our enrolment process requires students to complete a language, literacy and numeracy assessment to ensure they meet the minimum LLN requirements for the course. We want to make sure the selected program is not above learners capabilities to participate.

COURSE UNITS

CORE UNITS

BSBWOR203 Work effectively with others
SITHIND002 Source and use information on the hospitality industry
SITHIND004 Work effectively in hospitality service
SITXCCS006 Provide service to customers
SITXCOM002 Show social and cultural sensitivity
SITXHRM001 Coach others in job skills
SITXWHS001 Participate in safe work practices

ELECTIVE UNITS

SITXFSA001 Use hygienic practices for food safety
SITHFAB001 Clean and tidy bar areas
SITXFIN001 Process financial transactions
SITHFAB005 Prepare and serve espresso coffee
SITHFAB007 Serve food and beverage
SITHFAB002 Provide responsible service of alcohol
SITHFAB016 Provide advice on food
SITHFAB004 Prepare and serve non-alcoholic beverages

Assessment

Students will be provided with a learner guide for each unit to support their learning and assessment.

Assessments to be completed for each unit include:

- Learner workbook
- Learner Assessment Pack
- Record of Training Logbook

Assessment methodologies may include:

- Written questions
- Case studies and research tasks
- Role plays
- Observation/Demonstration

Students are permitted two (2) submissions for each assessment activity. If students are unable to complete an assessment activity satisfactory after the second attempt, they may choose to pay a fee to be assessed in the activity a third time or to attend the full unit training again. Please refer to our student handbook to get the detailed fee information.

Self- paced Learning

Students with little or no experience in the area of hospitality should allow approximately 5 - 10 hours per week to complete all learning and assessment activities.

Students who have experience or a work history in hospitality industry may be able to complete assessment activities in a shorter timeframe.

Recognition of Prior Learning (RPL)

In order to be eligible for RPL, the student must demonstrate currency in that particular subject. If you think you are eligible for RPL, please contact us on (02) 9559 0025 or rto@chpsoh.com.au.

SIT20316 CERTIFICATE II IN HOSPITALITY



This is the entry level qualification for working in a hospitality setting, such as restaurant, hotel, motel, club, pub, cafe and coffee shop. This qualification reflects the role of individuals who have a defined and limited range of hospitality operational skills and basic industry knowledge. They are involved in mainly routine and repetitive tasks and work under direct supervision.

Testamurs to be awarded

On successful completion of the entire course you will be awarded a nationally recognized SIT20316 Certificate II in Hospitality testamur with an academy transcript. On successful completion of some units but not the full course, you will be awarded an academy transcript listing the units completed. You can use this qualification to gain credit for part of Certificate III and IV in Hospitality or a range of other qualifications at Cert III or IV levels.

Course Type: Government subsidized & Traineeship Allowed

Study Type

Work-based training with workplace assessing:

- Face-to-Face workshops
- Workplace training
- Self-paced study

Duration: 12 months

Course Fee: Depending on eligibility, this is a government subsidized training program via traineeship with employer contribution.

Smart and Skilled Eligibility:

To apply for this course you must meet the Smart and Skilled eligibility criteria:

<https://smartandskilled.nsw.gov.au/are-you-eligible>

Pre-requisite:

The course requires a good level of literacy-speaking, reading and comprehension and writing. These skills are necessary for a person working in a hospitality role.

Our enrolment process requires students to complete a language, literacy and numeracy assessment to ensure they meet the minimum LLN requirements for the course. We want to make sure the selected program is not above learners capabilities to participate.

COURSE UNITS

CORE UNITS	BSBWOR203 Work effectively with others SITHIND002 Source and use information on the hospitality industry SITHIND003 Use hospitality skills effectively SITXCCS003 Interact with customers SITXCOM002 Show social and cultural sensitivity SITXWHS001 Participate in safe work practices
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ELECTIVE UNITS	SITXFSA001 Use hygienic practices for food safety SITHFAB001 Clean and tidy bar areas SITHFAB002 Provide responsible service of alcohol SITHFAB003 Operate a bar SITHFAB005 Prepare and serve espresso coffee SITHGAM001 Provide responsible gambling services
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Assessment

All assessments must be completed within 12 months of the commencement date for the training. Students will be provided with a learner guide for each unit to support their learning and assessment.

Assessments to be completed for each unit include:

- Learner workbook
- Learner Assessment Pack
- Record of Training Logbook

Assessment mythologies may include:

- Written questions
- Case studies
- Role plays
- Observation/Demonstration

Students are permitted two (2) submissions for each assessment activity. If students are unable to complete an assessment activity satisfactory after the second attempt, they may choose to pay a fee to be assessed in the activity a third time or to attend the full unit training again. Please refer to our student handbook to get the detailed fee information.

Self-paced Learning

Students with little or no experience in the area of hospitality should allow approximately 5 – 10 hours per week to complete all learning and assessment activities.

Students who have experience or a work history in hospitality industry may be able to complete assessment activities in a shorter timeframe.

Recognition of Prior Learning (RPL)

In order to be eligible for RPL, the student must demonstrate currency in that particular subject. If you think you are eligible for RPL, please contact us on (02) 9559 0025 or rto@chpsoh.com.au.

SHORT COURSES

FOOD HYGIENE AND BARISTA



This fun and practical course is designed to give you the necessary skills and knowledge required to use personal hygiene practices to prevent contamination of food and extract and serve espresso coffee beverages using commercial espresso machines and grinders. This course applies to any hospitality organization that serve espresso coffee beverages and espresso machine operators who operate with some level of independence and under limited supervision.

Certificate to be awarded

On successful completion you will be awarded a nationally recognized Statement of Attainment in:

SITXFSA001 Use hygienic practices for food safety (*Pre-requisite unit for SITHFAB005*)
SITHFAB005 Prepare and serve espresso coffee

Duration

2 days (9:30am – 4:00pm)

Location

CHP School of Hospitality purpose-built training bar located at lower level Canterbury-Hurlstone Park RSL Club

Cost: \$150

Course Requirements

All students are required to arrive 30 minutes before the course start time for registration and ID check.

Students must bring:

- Photo identification (license or passport)
- A valid Unique Student Identifier (USI)
- Pen and paper to make notes and complete assessment activities
- Comfortable clothing for working in an and around our training bar
- Flat and closed shoes

This Course combines plain English and questioning to ensure all learners are able to have the best possible chance at comprehending the required knowledge and skills. If you need assistance due to your Language, Literacy or Numeracy Skills, please contact us on (02) 9559 0025 or rto@chpsoh.com.au

Credit Transfer

If you have completed SITXFSA001 Use hygienic practices for food safety unit from another training provider, please contact CHPSOH administration team to get a Credit Transfer Application to complete.

Course Information

Our Barista course is delivered in a small group environment for maximum 10 participants to ensure a more personal training experience and more practical time for your barista skills. This course will cover both theory training and practical skills training and during the training, you will learn how to:

- Follow hygiene procedures and identify food hazards
- Report any personal health issues
- Prevent food contamination
- Prevent cross-contamination by washing hands
- Organize coffee workstation
- Select and grind coffee beans
- Advise customers and take espresso coffee orders
- Extract and monitor quality of espresso
- Undertake milk texturing process
- Serve espresso coffee beverages
- Clean espresso equipment

In order to maximize the time possible to help you work on learning and practicing your skills, we offer free practical session and one-to-one sessions (2 hours). Please contact us on (02) 9599 0025 to make an appointment for your free practical session and/or one-to-one session.

Assessment Information

You will be assessed for both theory knowledge and practical skills for this course.

Assessments to be completed include:

- Written activities
- Observation/Demonstration
- Role Play
- Final Exam

Students are required to complete all assessment tasks satisfactory to be deemed competent for this course.

If students are assessed as not competent for any of the assessment activities, a free re-assessment will be offered. If students are assessed as not competent again, a re-assessment fee will be applied to re-sit the assessment for a third time (for the detailed fee information, please refer to our online student handbook). If students are assessed as not competent for the third time, they will be required to pay the full course fee to attend the full course again.

DIRECTOR TRAINING



Specially designed to provide an interactive learning experience for the Club Board and CEO / Club Secretary and to meet the current “requirements for mandatory training for Club Directors” as published on www.olgr.nsw.gov.au

Target Group

Club Board and CEO/Club Secretary

Certificates to be awarded

On successful completion you will be awarded nationally recognized Statements of Attainment in:

- BSBGOV401 Implement Board member responsibilities
- BSBGOV402 Work within organizational structure
- BSBGOV403 Analyze financial reports and budgets

Learning options

- 1 day workshop (9:30am – 4:30pm) at Canterbury-Hurlstone Park RSL Club or on site at your venue
- Recognition of prior learning (RPL) – submission of a portfolio of evidence

Cost: \$390 pp

Course Requirements

All participants are required to arrive 30 minutes before the course start time for registration and ID check.

Participants must bring:

- Photo identification (license or passport)
- A valid Unique Student Identifier (USI)
- Pen and paper to make notes and complete assessment activities

This course requires a good level of literacy-speaking, reading and comprehension and writing. These skills are necessary for a person working in a Director and CEO role.

Assessment Information

You will be assessed for both theory knowledge and practical skills for this course.

Assessments to be completed include:

- Written activities
- Report Analysis
- Case Study

FOOD HYGIENE



This one day course meets the current requirements under the NSW Food Act 2003 in relation to the skills and knowledge that a person involved in the preparation, packaging or service of food is required to have in NSW and meets the requirements of Food Standard 3.2.2.

Course Aim

This unit describes the performance outcomes, skills and knowledge required to use personal hygiene practices to prevent contamination of food that might cause food-borne illnesses. It requires the ability to follow predetermined organizational procedures and to identify and control food hazards.

Who should attend this course?

This unit applies to all tourism, hospitality and catering organizations with permanent or temporary kitchen premises or smaller food preparation or bar areas.

This includes restaurants, cafes, clubs, hotels, bars, tour operators, attractions, function, event, exhibition and conference caterers, educational institutions, aged care facilities, correctional centers, hospitals, defense forces, cafeterias, kiosks, canteens, fast food outlets, residential caterers, in flight and other transport caterers.

It applies to food handlers which can be any person who directly handles food or food contact surfaces food such as cutlery, plates and bowls. People at many levels use this skill in the workplace during the course of their daily activities, including cooks, chefs, caterers, kitchen stewards, kitchen hands, bar and food and beverage attendants and sometimes room attendants and front office staff.

Certificate to be awarded

On successful completion of this course nationally recognized certificate in:
SITXFSA001 Use hygienic practices for food safety

NOTE: Students also have the option of continuing on for the day for an additional \$100.00 and gaining a Food Safety Supervisor certificate.

Duration

Half day workshop from 9:30am to 1:30pm

Location

CHP School of Hospitality purpose-built training facility, lower level Canterbury-Hurlstone Park RSL Club

Cost: \$50

Course Requirements

All students are required to arrive 30 minutes before the course start time for registration and ID check.

Students must bring:

- Photo identification (license or passport)
- A valid Unique Student Identifier (USI)
- Pen and paper to make notes and complete assessment activities
- Comfortable clothing for working in an and around our training bar
- Flat and closed shoes

This Course combines plain English and questioning to ensure all learners are able to have the best possible chance at comprehending the required knowledge and skills. If you need assistance due to your Language, Literacy or Numeracy Skills, please contact us on (02) 9559 0025 or rto@chpsoh.com.au

Course Information

This course will cover both theory and practical skills training. Topics of this course are:

- Follow hygiene procedures and identify food hazards
- Report any personal health issues
- Prevent food contamination
- Prevent cross-contamination by washing hands

Assessment Information

You will be assessed for both theory knowledge and practical skills for this course.

Assessments to be completed include:

- Written activities
- Case Study
- Observation/Demonstration
- Final Exam

Students are required to complete all assessment tasks satisfactory to be deemed competent for this course.

If students are assessed as not competent for any of the assessment activities, a free re-assessment will be offered. If students are assessed as not competent again, a re-assessment fee will be applied to re-sit the assessment for a third time (for the detailed fee information, please refer to our online student handbook). If students are assessed as not competent for the third time, they will be required to pay the full course fee to attend the full course again.

FSS – FOOD SAFETY SUPERVISOR



This one day course meets the compliance requirements of the NSW legislation that applies to the mandatory Food Safety Supervisor position.

The course creates awareness of personal and workplace hygiene requirements, safe practices of storage, cooking and serving of food, and putting food safety policies and plans into effect in the workplace.

Course Aim

To provide training to Food Safety Supervisors in safe food handling practices that can be implemented in businesses. The aim is to reduce the incidence of food borne illness attributed to food handling errors in the hospitality industry and increase consumer confidence in food served in NSW.

Who should attend this course?

Any business that serves food that is ready to eat, potentially hazardous and not sold and served in its package must appoint and train at least one Food Safety Supervisor who must attend this course. This includes businesses such as restaurants, cafes, takeaway shops, bakeries, caterers, hotels, clubs, pubs, food markets, mobile food vendors and supermarket hot food sales.

Certificates to be awarded

On successful completion of this course you will be awarded a nationally recognised certificate in:

- SITXFSA001 Use hygienic practices for food safety **and**
- SITXFSA002 Participate in safe food handling practices **and**
- NSW FOOD Authority – Food Safety Supervisor Certificate

Duration

1 day workshop from 9:30am to 4:00pm

Location

CHP School of Hospitality purpose-built training facility, lower level Canterbury-Hurlstone Park RSL Club

Cost: \$150

Course Requirements

All students are required to arrive 30 minutes before the course start time for registration and ID check.

Students must bring:

- Photo identification (license or passport)
- A valid Unique Student Identifier (USI)
- Pen and paper to make notes and complete assessment activities
- Comfortable clothing for working in an and around our training bar
- Flat and closed shoes

This Course combines plain English and questioning to ensure all learners are able to have the best possible chance at comprehending the required knowledge and skills. If you need assistance due to your Language, Literacy or Numeracy Skills, please contact us on (02) 9559 0025 or rto@chpsoh.com.au

Course Information

This course will cover both theory and practical skills training. Topics of this course are:

- Use hygienic practices in food safety
- Follow food safety program
- Store food safely
- Prepare food safely
- Provide safe single use items
- Maintain a clean environment
- Dispose of food safely

Assessment Information

You will be assessed for both theory knowledge and practical skills for this course. Assessments to be completed include:

- Written activities
- Observation/Demonstration
- Final Exam

Students are required to complete all assessment tasks satisfactory to be deemed competent for this course.

If students are assessed as not competent for any of the assessment activities, a free re-assessment will be offered. If students are assessed as not competent again, a re-assessment fee will be applied to re-sit the assessment for a third time (for the detailed fee information, please refer to our online student handbook). If students are assessed as not competent for the third time, they will be required to pay the full course fee to attend the full course again.

RCG – SITHGAM002 PROVIDE RESPONSIBLE GAMBLING SERVICES



This one day course is a mandatory requirement under the Gaming Machine Act and Registered Clubs Act for those seeking employment in a licensed premise or Registered Club where there are gaming machines.

Course Aim

This program provides:

- The necessary knowledge and understanding of the current NSW gaming legislation
- Rights and responsibilities of individuals under that legislation to support harm minimization and responsible gaming activities

Certificates to be awarded

On successful completion of this course you will be awarded a nationally recognized Statement of Attainment in SITHGAM002 Provide responsible gambling services.

You will also be awarded the Liquor and Gaming NSW RCG interim certificate.

Duration

1 Day – 6 hour Workshop from 9:30am to 4:00pm

Location

CHP School of Hospitality training room, lower level Canterbury-Hurlstone Park RSL Club

Cost: \$110 (includes the cost of the Liquor and Gaming NSW Competency Card)

Course Requirements

All students are required to arrive 30 minutes before the course start time for registration and ID check.

Students must bring:

- Photo identification (license or passport)
- A valid Unique Student Identifier (USI)
- Pen and paper to make notes and complete assessment activities

This Course combines plain English and questioning to ensure all learners are able to have the best possible chance at comprehending the required knowledge and skills. If you need assistance due to your Language, Literacy or Numeracy Skills, please contact us on (02) 9559 0025 or rto@chpsoh.com.au

Course Information

Topics of this course are:

- Government, gambling and legislation
- Statutory signage requirements
- Gambling inducements, player prizes, reward schemes, cash and cheque dispensing
- Minors
- Responsible and problem gambling
- Responding to potential problem gamblers
- Self exclusion and counseling

Assessment Information

You will be assessed for both theory knowledge and practical skills for this course.

Assessments to be completed include:

- Written activities
- Case study
- Role play
- Final Exam

Students are required to complete all assessment tasks satisfactory to be deemed competent for this course.

If students are assessed as not competent for any of the assessment activities, a free re-assessment will be offered. If students are assessed as not competent again, a re-assessment fee will be applied to re-sit the assessment for a third time (for the detailed fee information, please refer to our online student handbook). If students are assessed as not competent for the third time, they will be required to pay the full course fee to attend the full course again.

RSA – SITHFAB002 PROVIDE RESPONSIBLE SERVICE OF ALCOHOL



This one day course is a mandatory requirement under the Liquor Act and Registered Clubs Act for those seeking employment in a licensed premise or Registered Club.

Course Aim

The program deals with the rights and responsibilities involved in the sale, service or supply of alcohol in NSW.

Certificates to be awarded

On successful completion of this course you will be awarded a nationally recognized Statement of Attainment in SITHFAB002 Provide responsible services of alcohol

You will also be awarded the Liquor and Gaming NSW RSA interim certificate.

Duration

1 Day -- 6 hour Workshop from 9:30am to 4:00pm

Location

CHP School of Hospitality training room, lower level Canterbury-Hurlstone Park RSL Club

Cost: \$150 (includes the cost of the Liquor and Gaming NSW Competency Card)

Course Requirements

All students are required to arrive 30 minutes before the course start time for registration and ID check.

Students must bring:

- Photo identification (license or passport)
- A valid Unique Student Identifier (USI)
- Pen and paper to make notes and complete assessment activities

This Course combines plain English and questioning to ensure all learners are able to have the best possible chance at comprehending the required knowledge and skills. If you need assistance due to your Language, Literacy or Numeracy Skills, please contact us on (02) 9559 0025 or rto@chpsoh.com.au

Course Information

Topics of this course are:

- The context of RSA in NSW
- Legislative framework for RSA
- Impact of Alcohol
- Preventing intoxication and underage drinking

This one day training will cover both theory knowledge and practical skills and you will learn how to:

- Sell or serve alcohol responsibly
- Assist customers to drink within appropriate limits
- Assess alcohol affected customers and identify customers whom sale or service must be refused
- Refuse to provide alcohol

Assessment Information

You will be assessed for both theory knowledge and practical skills for this course.

Assessments to be completed include:

- Written activities
- Role play
- Final Exam

Students are required to complete all assessment tasks satisfactory to be deemed competent for this course.

If students are assessed as not competent for any of the assessment activities, a free re-assessment will be offered. If students are assessed as not competent again, a re-assessment fee will be applied to re-sit the assessment for a third time (for the detailed fee information, please refer to our online student handbook). If students are assessed as not competent for the third time, they will be required to pay the full course fee to attend the full course again.

RSA AND RCG COMBO



This two (2) days course is a mandatory legislative requirement to work in any bar or gaming venue.

Course Aim

The program deals with the rights and responsibilities involved in the sale, service or supply of alcohol and in understanding current NSW gaming legislation to support harm minimization and provide responsible gaming initiatives.

Objectives

Participants will learn about:

- Sell or serve alcohol responsibly.
- Assist customers to drink within appropriate limits.
- Assess alcohol affected customers and identify customers to whom sale or service must be refused.
- Refuse to provide alcohol
- Provide responsible service of gambling
- Provide information and assistance to customers about problem gambling.

Certificates to be awarded

On successful completion of this course you will be awarded a nationally recognized Statement of Attainment in

- SITHFAB002 Provide responsible services of alcohol **AND**
- SITHGAM001 Provide responsible gaming services

You will also be awarded the Liquor and Gaming NSW RSA and RCG interim certificate.

Duration

2 Days 6 hour Workshop (9:30am – 4:00pm)

Location

CHP School of Hospitality training room located at lower level Canterbury-Hurlstone Park RSL Club

Assessment: both practical and written.

Cost: \$250 (includes the cost of the Liquor and Gaming NSW Competency Card)

Useful Information

USI – UNIQUE STUDENT IDENTIFIER

From 1 January 2015 if you are undertaking nationally recognised training delivered by a registered training organization you will need to have a Unique Student Identifier (USI). This includes studying at TAFE or with a private training organization, completing an apprenticeship or skill set, certificate or diploma course.

A USI gives you access to your online USI account which is made up of ten numbers and letters. It will look something like this:
3AW88YH9U5.

A USI account will contain all your nationally recognised training records and results from 1 January 2015 onwards. Your results from 2015 will be available in your USI account in 2016.

When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI is that you will have easy access to your training records and results throughout your life.

You can access your USI account online from a computer, tablet or smart phone anywhere and anytime.

Do you need a USI?

You will need a USI when you enroll or re-enroll in training from 1 January 2015 if you are a: student enrolling in nationally recognized training for the first time, for example if you are studying at TAFE or with a private training organization, completing an apprenticeship or skill set, certificate or diploma course; school student completing nationally recognized training; or student continuing with nationally recognized training.

You are a continuing student if you are a student who has already started your course in a previous year (and not yet completed it) and will continue studying after 1 January 2015.

Once you create your USI you will need to give your USI to each training organization you study with so your training outcomes can be linked and you will be able to:

- view and update your details in your USI account;
- give your training organization permission to view and/or update your USI account;
- give your training organization view access to your transcript;
- control access to your transcript; and
- view online and download your training records and results in the form of a transcript which will help you with job applications and enrolment in further training.

If you are an international, overseas or an offshore student please visit usi.gov.au for more information.

How to get a USI?

It is free and easy for you to create your own USI online.

While you may create your own USI, training organizations are also able to create a USI for

you. Training organizations should do this as part of the enrolment process when you begin studying. Where this service is provided, training organizations will let you know.

USI – UNIQUE STUDENT IDENTIFIER continued...

Steps to create your USI – go to www.usi.gov.au and follow the steps.

The following steps show how you can create a USI:

Step 1 Have at least one and preferably two forms of ID ready from the list below:

- Driver's Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Birth Certificate (Australian)
- Certificate Of Registration By Descent
- Citizenship Certificate
- Immi Card

IMPORTANT: To make sure we keep all of your training records together, the USI will be linked to your name as it appears on the form of ID you used to create the USI. The personal details entered when you create a USI must match exactly with those on your form of ID.

If you do not have proof of ID from the list above, you can contact your training organization about the other forms of ID they can accept to help you get a USI.

Step 2 Have your personal contact details ready (e.g. email address, or mobile number, or address).

Step 3 Visit the USI website at: usi.gov.au.

Step 4 Select the 'Create a USI' link and follow the steps.

Step 5 Agree to the Terms and Conditions.

Step 6 Follow the instructions to create a USI – it should only take a few minutes. Upon completion, the USI will be displayed on the screen. It will also be sent to your preferred method of contact.

Step 7 You should then write down the USI and keep it somewhere handy and safe.