

Hospitality Passport (ShortCourse)

COURSE CODE	3120HOS131
LOCATIONS	Warrnambool
STUDY MODE	On Campus, Short Course
Length	Three days
Commencement	Follow the book now button for upcoming dates
Timetable	Day 1 - coffee making and food and beverage. Seven-hour day, 9am - 4pm including a lunch break. You will learn coffee making for three hours and food and beverage for three hours.
	Day 2 – safe food handling. Eight-hour day, 9am - 5pm including a lunch break.
	Day 3 – responsible service of alcohol. Six-hour day. This course is run over three consecutive days.

Course Overview

This section gives you an introduction to what you will be learning in this course, plus course outcomes, career opportunities, and student support.

Introduction

Skill up for a job in hospitality

The 'Hospitality Passport' is aimed at those looking to start work soon in the hospitality industry, and is led by seasoned industry trainers.

What will I learn?

This 3-day express course allows you to gain all of the skills and certificates needed to work in the hospitality industry including:

- Responsible Service of Alcohol (RSA)
- Non-alcoholic and Mocktail methodology
- Espresso coffee basics
- Safe Food Handling
- Food and Beverage service
- Point of Sale/EFTPOS
- Quality Customer service

Course outcomes

You will gain essential skills to provide them with entry into the hospitality industry. They will be trained in food service and customer service skills, learn their way around a coffee machine, learn how to prepare food and coffee orders and complete an RSA.

Course Requirements

This section gives you an overview of entry requirements, course units and electives, skills recognition, and assessment criteria.

Units offered

Core Units

Unit Code	Unit Name	Unit Hours	Unit Credits
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Unit Code	Unit Name	Unit Hours	Unit Consumables
SITHFAB021	Provide responsible service of alcohol	10	\$0.00
SITXFSA005	Use hygienic practices for food safety	15	\$21.00

Assessment

This course involves accredited units. You will be required to complete assessment tasks to demonstrate your underpinning knowledge, skills and attributes to meet the course outcomes. A combination of written, oral and practical assessment strategies will be used in either a classroom, online or workplace environment.

Where units require demonstration of skills in a workplace environment, you will have the opportunity to do this either in your own workplace (where appropriate), through a practical placement, or by using one of the Institute's simulated workshops/classrooms. Detailed information about the types, conduct and dates of assessments will be provided in advance. You will also be provided with information about the opportunity for reassessment and appeal.

After booking

Once you have booked your place in a short course, you will receive an email confirming the date, time and location of the course, and instructions on the next steps of your enrolment process. A tax invoice/receipt is automatically emailed to you at the time of purchase.

If you don't receive this email within a day of booking, check your junk mail or contact short_courses@swtafe.edu.au.

Complete a Pre-Training Review

You will receive an email to complete a Pre-Training Review online. This evaluation helps us ensure you receive any necessary support to achieve a successful outcome for your course. Failure to complete will incur a \$20 administration fee for a booking cancellation or transfer.

Create or provide a Unique Student Identifier (USI)

A USI is a nationally recognised reference number that provides an online record of your training qualifications gained in Australia. [Create your USI online](#), or already have a USI but can't remember it? [Find your USI online](#).

Skills recognition

If you have experience or prior qualifications, you may be eligible to apply for [recognition of prior learning](#) and gain credits. You will be asked to provide any relevant Statement of Attainment to support identified credits.

Fees

This section gives you an overview of course fees, subsidies, and how they can be paid.

Course Fees

Here's an outline of fees and costs associated with your course.

Course Fees	\$350.00
<i>No concession or government funding applies</i>	
Additional course fees	Indicative Course Fee
Course consumable/materials (approximate)	\$0.00

How do I pay for the short course?

You can book and pay for your place in a short course online by following the book now button. Alternatively, you can call us on 1300 648 911 or visit your nearest campus for assistance in your booking.

If your course is to be invoiced to a third party (e.g. Work Cover, employer or agency) an Authority to Invoice (ATI) form needs to be completed and

signed by the third party. Please contact us via the live chat below, calling 1300 648 911, or email short_courses@swtafe.edu.au to receive the form.

Next Steps

Ready to take the next step? Here you can make an enquiry, attend an information session or begin the application process.

How to book for a short course

There are four simple steps when applying for a course with us.

1. **Book** – you can book and pay for your place online via the book now button. A tax invoice/receipt is automatically emailed to you upon payment.
2. **Get ready** – you will receive an email confirming the date, time and location of the course from the short course team. The email will also include the next steps with links to complete a pre-training review and to create a unique student identifier. You will need to follow the links to complete the pre-training review and create or confirm your unique student identifier. Your enrolment form will also be attached in this email.
3. **Enrol** – upon completion of the pre-training review, you need to sign and return your enrolment form including your unique student identifier number and photo ID. We will then process your enrolment in the short course.
4. **Attend and complete the short course** - 100% attendance of the short course is required. Upon successful completion of the short course, you will be sent a Statement of Attainment for the accredited units completed within 30 days.

If need any assistance with completing your booking, contact our Customer Service team via the live chat below, call 1300 648 911 or visit your nearest campus.

Careers and Course Advice

Not sure which course is right for you? South West TAFE will help you find your way.

Our Careers Coaches at the [Skills and Jobs Centre](#) is here to support you. Whether you're exploring career options, transitioning from school to the workforce or looking to study after school we're here to help you.

Student Support

As a SWTAFE student, you can access a variety of support services that will enhance your study experience and help you complete your studies successfully. For more information about any of these services, [visit our student page](#).