



# Certificate IV in Hospitality

SIT40416

- Nationally Recognised Training
- Traineeship Allowed
- This training is subsidised by the NSW Government

**DURATION**  
30 Weeks

**ATTENDANCE**  
Part Time

**DELIVERY**  
On campus

**START DATE**  
Enquire Now

**LOCATION**  
Ultimo, Main Campus  
651-731 Harris Street, Ultimo

**STUDY COMMITMENT**  
25 Hours Per Week

How much time on average each week you will need to commit to successfully complete this course.

Hours include class attendance/participation, directed study, and any required work placements.

You may also need to do additional hours of self-directed study.

## Studying with TAFE NSW

With over 25,000 industry connections\*, teachers experienced in the latest industry trends plus state-of-the-art facilities, it's easy to see why TAFE NSW is Australia's largest training provider. Want even more reasons to study with us?

\*TAFE NSW current employer database as of May 2017



**85.9%**  
**EMPLOYER SATISFACTION**

NSW EMPLOYERS ARE VERY SATISFIED WITH THE QUALITY OF THE NATIONALLY RECOGNISED TRAINING WE DELIVER\*



**80%**  
**OF GROWTH AREAS COVERED**

WE OFFER TRAINING IN 80% OF THE OCCUPATIONS PREDICTED TO HAVE THE GREATEST GROWTH OVER THE NEXT 5 YEARS^



**83%**  
**GRADUATE SATISFACTION**

TAFE NSW ENJOYS A RATING WELL ABOVE THE NATIONAL AVERAGE FOR THE OVERALL QUALITY OF TRAINING#



**93%**  
**WOULD RECOMMEND TAFE NSW**

AS A TRAINING PROVIDER - NATIONAL VET AVERAGE 90%\*\*

Source: ^ employment.gov.au, \* Graduate Satisfaction Survey - Undergraduate [Quality Indicators of Teaching and Learning (QILT) - Course Experience Questionnaire 2017-2018]. \* NCVET, Survey of Employers' Use and Views of the VET System, 2017. \*\* VET - NCVET Graduate Outcomes Survey 2018

## OVERVIEW

The nationally accredited Certificate IV in Hospitality strengthens your hospitality skills and focuses on leadership and customer service. You will be prepared to manage with confidence and step up to a supervisor or team leader role in the fast-paced and exciting world of hospitality.

### LEARN NEW SKILLS

Through a mix of theory and practical coursework, learn to:

- Lead and manage people
- Monitor work operations
- Provide advice on food and beverage pairings
- Enhance customer service experiences
- Manage conflict in the workplace
- Contribute to work health and safety procedures

### DEVELOP YOUR TALENT

Develop the attributes to help you get ahead:

- Leadership and management abilities
- The ability to work independently and show initiative
- Quick problem solving skills
- A focus on people
- A commitment to providing high levels of customer service
- Great communication skills

### ACHIEVE YOUR GOALS

Completing this course provides you with:

- A nationally recognised qualification at Certificate IV level
- Responsible Service of Alcohol interim certificate
- Strong pathways to continued studies to enhance your career opportunities

### Career opportunities

- Duty manager
- Food and beverage supervisor
- Front office supervisor
- Housekeeping supervisor
- Gaming supervisor
- Shift manager

### GROW YOUR CAREER

Take your career further with the:

- Diploma of Hospitality Management
- Advanced Diploma of Hospitality Management

- Bachelor of Business with TAFE NSW Degrees

## ENTRY REQUIREMENTS

When you study with TAFE NSW, we want you to succeed. Entry requirements allow us to make sure that you have the right pre-existing knowledge and skills to achieve your chosen qualification. You will need to provide evidence that you meet the requirements listed in this section.

### ENTRY REQUIREMENTS

There are no entry requirements for this qualification. You can enrol in this course now.

#### Traineeship

TAFE NSW also offers the Certificate IV in Hospitality as a traineeship. To be eligible as a trainee you must:

- Be employed in the hospitality industry as this course is delivered in the workplace
- Have a signed traineeship contract

Thinking about a traineeship? Enquire today.

### COURSE SUCCESS REQUIREMENTS

During your study, you will need to meet specific requirements to complete your coursework. Your teacher will let you know when you need to provide evidence of:

- A valid license or proof of age card, proving that you are at least 18 years old

This is mandatory for the following electives:

- Provide responsible service of alcohol
- Provide responsible gambling services

If you are under 18 or need support in preparation for study, contact us about your options.

### WORK PLACEMENT

Work placement provides you with opportunities to practice responding to situations or circumstances that cannot be replicated in a simulated environment.

You will be required to complete a minimum of 36 service periods. Some of these are scheduled as part of your course, while others are undertaken in approved work placement.

### LICENSING REQUIREMENTS

NSW Liquor and Gaming regulations require you to be at least 18 years of age to obtain a competency card and work with alcohol or gaming machines.

TAFE NSW will provide you with an interim certificate that is valid for a short time while you apply for a competency card. To find out more, visit the Liquor and Gaming NSW [website](#).

### IS THIS COURSE RIGHT FOR YOU?

To be prepared for this course, we recommend you have:

- Numeracy and literacy skills at a Year 10 high school level
- Good communication skills

- The ability to multi-task and respond well to busy environments
- An interest in hospitality, providing customer service and working in a fast-paced, shift environment
- Teamwork skills and enjoy working with others

If you need help preparing for study, contact us about your options.

## **ADDITIONAL REQUIREMENTS**

With 130 locations across the state, TAFE NSW tailors qualifications to meet the needs of the local community and specific student groups (like apprentices, fast-tracked and online students). To make sure this course is the right fit for you, we will need you to demonstrate that you can meet the additional requirements below.

To be enrolled in this course, you need to be able to provide evidence that you are:

-Minimum 18 years of age by Monday 31 January 2022 to legally serve alcohol in our training restaurant in semester 1 2022.

To successfully complete this course, you will need:

- Number of Core Units: 9  
Number of Elective Units: 12  
Total Number of Units: 21
- 36 shifts (approx 4 hours each) at a hospitality related enterprise. Your shifts are recorded in a supplied workplace diary and submitted prior to the completion of your course.

## OTHER COURSE INFORMATION

### INFORMATION SESSIONS

To find out more about this course, meet our teachers and receive information about enrolment and next steps, attend an information session.

Date	Time	Location
Wednesday, 23 June 2021	3.00pm to 4.30pm	Ultimo Campus, Building E, Level 4, Room E4.38

### STUDY COMMITMENT

This is a Part Time Face to face course. You will need to attend approximately 18 hours of class, over 2 days a week, for 30 weeks. As well as the in-class component, you will need to complete approximately 8 hours of other study per week.

You may also be required to complete approximately 2 hours of additional study each week outside of class hours, including Unstructured Learning may include private study, assignment preparation, work experience and research. (independent study, research, practice and assignments).

### IS THIS COURSE RIGHT FOR YOU?

This course offering is designed for people who:

- wish to study mid-level management units along with practical classes in Bar, Restaurant, Hotel Reservations, Porter and Front Office units.

### MORE ABOUT THIS COURSE

You will be studying the Certificate IV in Hospitality (Food & Beverage) part-time over two semesters. Attendance is approximately 15 hours of face-to-face classes over three days each week: theory units first semester and F&B practical second semester. If you do not have a current Responsible Service of Alcohol (RSA) card, there will be an additional day to complete RSA. If you would like to see the timetable please attend an Ultimo Hospitality course information session as listed.

### SERVICES AND STUDY SUPPORT

We offer student services and study support to ensure you can achieve your goals. Learn about TAFE NSW [Student Services](#)

As a TAFE NSW student in this course, you will have access to:

- LinkedIn Learning (formerly Lynda.com)
- Smarthinking - after hours online study support service
- Easy computing online short courses
- Access to local TAFE libraries
- Accessibility and Disability Support Services
- Access to Read&Write learning support software at TAFE and at home

## ATTENDANCE

The way you learn may change during your enrolment to ensure the best learning experience or to keep you safe as COVID-19 restrictions change, and some of our face to face classes may change to online or virtual classroom learning. Also, to ensure that we keep you safe while studying, we may modify our face to face classes to meet physical distancing requirements and increased cleaning on campus. If work placement and the demonstration of practical skills are requirements of your course, there may be a modification or delay in the planned timeframe due to COVID-19 impacts. Be assured, we'll keep you informed every step of the way.

This course is currently scheduled on Tuesday 11:00am to 7:00pm, and Thursday 12:00pm to 7:00pm. This timetable may change and will be confirmed by your teacher.

## FEE DETAILS

### SUBSIDISED PRICES

FIRST QUALIFICATION \*  
\$2,360.00

SUBSEQUENT QUALIFICATION  
\$2,750.00

TRAINEESHIP \*\*  
\$1,000.00

CONCESSION  
\$240.00

### NON-SUBSIDISED PRICE

FULL FEE  
\$8,010.00

\*If you are 35 years old or over and are looking for work you may be eligible for the mature age workers **Fee-Free** scholarship which will be verified at enrolment.

\*\*You may be eligible for the NSW Smart & Skilled **Fee-Free** Traineeship which will be verified at enrolment.

### WHAT DO THESE PRICES MEAN?

#### First Qualification Fee

Applies to a student who does not already hold a post-school qualification from any tertiary sector (TAFE, private provider or University), and includes any vocational (certificates, Diplomas, Advanced Diplomas) and higher education (degree) qualifications achieved in Australia or overseas previously.

#### Subsequent Qualification Fee

Applies to a student who already holds one or more post-school qualifications from any tertiary sector (TAFE, private provider or University), and includes any vocational (certificates, Diplomas, Advanced Diplomas) and higher education (degree) qualifications achieved in Australia or overseas previously.

#### Apprenticeship Fee

Eligible apprentices are exempt from fees when undertaking an apprenticeship under the NSW Government's Fee Free Apprenticeship. For apprentices who are not eligible, apprenticeship qualification fees are capped at \$2,000.

For more information visit the [Fee Free Apprenticeships](#) page.

#### Traineeship Fee

Applies to a student undertaking a traineeship qualification under a traineeship pathway, with fees are capped at \$1,000.

For more information visit the [Apprenticeships and Traineeships](#) page.

#### Concession Fees

Applies to eligible disadvantaged students who receive a specified Commonwealth Government welfare benefit or allowance. Concession fees are discounted, with flat fees applied across a qualification level.

For more information on concessions and exemptions, visit the [Smart and Skilled Fee Exemption and Concessions](#) page



on the *Smart and Skilled* website.

For more information on Smart and Skilled funding, visit the [Smart and Skilled](#) page.

## SMART AND SKILLED FEES

This course is government-subsidised, meaning you pay a portion of the full course fee to TAFE NSW and the NSW Government will pay the balance. However, you must meet certain eligibility criteria for this to apply.

Depending on your previous qualifications and experience, your fee may be less than the maximum fee quoted. Your actual fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process. Payment plans are available through TAFE NSW for Smart and Skilled eligible qualifications.

For further information about eligibility and explanations of the different fee categories, visit [Are You Eligible?](#)

## "ADDITIONAL RESOURCES

You will need to provide for yourself the following resources which you will keep when you complete your study: Provide responsible service of alcohol (RSA card \$87 - current L&G NSW price as at 15/03/2021); Provide Responsible Conduct of Gaming (RCG card \$40 - current L&G NSW price as at 15/03/2021); \$10 name badge; Optional suggested text book approx. \$80; Food & Beverage restaurant kit approx. \$40; Hospitality uniform including black leather shoes to be worn in the restaurant and bar practical classes approx. \$100.

## READ BEFORE YOU ENROL

Learn about TAFE NSW [Fees](#)

Learn about TAFE NSW [Payment/Funding](#)

## RECOGNITION

Recognition is a process of acknowledging previously completed qualifications, skills, knowledge or experience relevant to your course. This may reduce the amount of learning required, reduce your course fees and allow you to achieve your qualification faster.

Learn about Recognition at TAFE NSW [Recognition](#)

## HOW TO ENROL

### **Enrolments for this course have now closed.**

[Enquire now](#) and we will contact you when enrolments open. Visit our [Online Courses](#) to view our range of study options that you can start anytime.

## UNITS

UNIT CODE	UNIT DESCRIPTION
SITHIND004	Work effectively in hospitality service
SITXMGTO01	Monitor work operations
SITXFIN003	Manage finances within a budget
BSBDIV501	Manage diversity in the workplace
SITXCOM005	Manage conflict
SITXHRM003	Lead and manage people
SITXWHS003	Implement and monitor work health and safety practices
SITXCCS007	Enhance customer service experiences
SITXHRM001	Coach others in job skills
SITHGAM001	Provide responsible gambling services
SITXFSA001	Use hygienic practices for food safety
SITHIND002	Source and use information on the hospitality industry
SITHFAB007	Serve food and beverage
SITHFAB014	Provide table service of food and beverage
SITHFAB002	Provide responsible service of alcohol
SITXFIN001	Process financial transactions
SITHFAB004	Prepare and serve non-alcoholic beverages
SITHFAB005	Prepare and serve espresso coffee
SITHFAB010	Prepare and serve cocktails
SITHFAB003	Operate a bar
SITHFAB001	Clean and tidy bar areas

## NEXT STEPS

Need more information? Call our customer support team on 131 601 or [submit an enquiry](#)