SIT TOURISM, TRAVEL AND HOSPITALITY

TRAINING PACKAGE

Version 2.2

WA NOMINAL HOURS GUIDE

Introduction

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

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

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

Version 2.2 of the SIT Tourism, Travel and Hospitality Training Package was released by Training.Gov.Au (TGA) on the 02/03/2023

Transition Arrangements

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

Nominal Hours

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

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

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

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Qualifications and Nominal Hours

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

National Code	National Title	Nominal Hours
SIT10122	Certificate I in Tourism (Australian Indigenous Culture)	180
SIT10222	Certificate I in Hospitality	100
SIT20122	Certificate II in Tourism	225
SIT20322	Certificate II in Hospitality	355
SIT20421	Certificate II in Cookery	325
SIT30122	Certificate III in Tourism	455
SIT30222	Certificate III in Travel	785
SIT30322	Certificate III in Guiding	420
SIT30522	Certificate III in Events	380
SIT30622	Certificate III in Hospitality	340
SIT30722	Certificate III in Hospitality (Restaurant Front of House)	545
SIT30821	Certificate III in Commercial Cookery	843
SIT30921	Certificate III in Catering	594
SIT31021	Certificate III in Patisserie	722
SIT31121	Certificate III in Asian Cookery	871
SIT40122	Certificate IV in Travel and Tourism	660
SIT40222	Certificate IV in Guiding	622
SIT40422	Certificate IV in Hospitality	650
SIT40521	Certificate IV in Kitchen Management	1210
SIT40621	Certificate IV in Catering Management	685
SIT40721	Certificate IV in Patisserie	1166
SIT40821	Certificate IV in Asian Cookery	1096
SIT50122	Diploma of Travel and Tourism Management	1044

SIT50322	Diploma of Event Management	865
SIT50422	Diploma of Hospitality Management	1084
SIT60122	Advanced Diploma of Travel and Tourism Management	1295
SIT60222	Advanced Diploma of Event Management	1185
SIT60322	Advanced Diploma of Hospitality Management	1466

Skill Sets and Nominal Hours

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

National Code	National Title	Nominal Hours
SITSS00066	Kitchen Management Skill Set	285
SITSS00067	Supervision of Cookery Apprentices Skill Set	145
SITSS00068	Food Handling Skill Set	15
SITSS00069	Food Safety Supervision Skill Set	50
SITSS00070	Hospitality Compliance Skill Set	80
SITSS00071	Responsible service of alcohol	20
SITSS00072	Airfare Construction	145
SITSS00073	Australian and International Travel Destinations	170
SITSS00074	Australian and International Travel Products	145
SITSS00075	Beverage Advice	125
SITSS00076	Business Management	400
SITSS00077	Customer Service Management	140
SITSS00078	Customer Service	45
SITSS00079	Environmentally Sustainable Hospitality and Restaurant Operations	85
SITSS00080	Espresso Machine Operation	115
SITSS00081	Essential Business Skills for a Franchisee	230
SITSS00082	Essential Business Skills for a Restaurant Manager	315
SITSS00083	Food Advice	95
SITSS00084	Governance for Board Members	150
SITSS00085	Groundskeeping and Maintenance	140
SITSS00086	Housekeeping Service	62
SITSS00087	Mentoring and Supervision	150
SITSS00088	Online Engagement for Small Business	130

SITSS00089	Product Development for International Visitor Markets	205
SITSS00090	Product Sales for International Visitor Markets	90
SITSS00091	Service for International Visitors	55
SITSS00092	Event Coordination	110
SITSS00093	Event Development	100
SITSS00094	Sommelier	260
SITSS00095	Travel Sales and Customer Service	225
SITSS00096	Understanding Financial Concepts for Budgeting	105
SITSS00097	Visitor Information Services	210
SITSS00098	Driver Guide Services	145

Units of Competency and Nominal Hours

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

National Code	National Title	Nominal Hours
SITEEVT020	Source and use information on the events industry	30
SITEEVT021	Administer event registrations	70
SITEEVT022	Provide event production support	20
SITEEVT023	Plan in-house events	40
SITEEVT024	Develop conference and event programs	30
SITEEVT025	Select event venues and sites	35
SITEEVT026	Manage event production components	40
SITEEVT027	Organise event infrastructure	40
SITEEVT028	Manage on-site event operations	60
SITEEVT029	Research event industry trends and practice	40
SITEEVT030	Develop event concepts	30
SITEEVT031	Determine event feasibility	40
SITEEVT032	Develop and implement event management plans	35
SITEEVT033	Develop event transport plans	30
SITEEVT034	Develop crowd management plans	30
SITEEVT035	Develop multi-venue event plans	40
SITEEVT036	Plan and allocate exhibition space	20
SITEEVT037	Recruit and manage exhibitors	20
SITHACS009	Clean premises and equipment	12
SITHACS010	Provide housekeeping services to guests	10
SITHACS011	Prepare rooms for guests	25
SITHACS012	Launder linen and guest clothes	20
SITHACS013	Provide porter services	10

SITHACS014	Provide valet services	40
SITHACS015	Conduct night audit	20
SITHACS016	Provide accommodation reception services	30
SITHASC020	Prepare dishes using basic methods of Asian cookery	80
SITHASC021	Prepare Asian appetisers and snacks	60
SITHASC022	Prepare Asian stocks and soups	25
SITHASC023	Prepare Asian sauces, dips and accompaniments	20
SITHASC024	Prepare Asian salads	40
SITHASC025	Prepare Asian rice and noodles	40
SITHASC026	Prepare curry pastes and powders	25
SITHASC027	Prepare Asian cooked dishes	80
SITHASC028	Prepare Asian desserts	50
SITHASC029	Prepare Japanese cooked dishes	50
SITHASC030	Prepare sashimi	20
SITHASC031	Prepare sushi	25
SITHASC032	Produce Japanese desserts	25
SITHASC033	Prepare dim sum	30
SITHASC034	Prepare Chinese roast meat and poultry dishes	30
SITHASC035	Prepare tandoori dishes	25
SITHASC036	Prepare Indian breads	35
SITHASC037	Prepare Indian sweetmeats	25
SITHASC038	Prepare Indian pickles and chutneys	20
SITHCCC023	Use food preparation equipment	25
SITHCCC024	Prepare and present simple dishes	20
SITHCCC025	Prepare and present sandwiches	15
SITHCCC026	Package prepared foodstuffs	6
SITHCCC027	Prepare dishes using basic methods of cookery	55

SITHCCC028	Prepare appetisers and salads	30
SITHCCC029	Prepare stocks, sauces and soups	35
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes	45
SITHCCC031	Prepare vegetarian and vegan dishes	50
SITHCCC032	Produce cook-chill and cook-freeze foods	65
SITHCCC033	Re-thermalise chilled and frozen foods	25
SITHCCC034	Work effectively in a commercial kitchen	55
SITHCCC035	Prepare poultry dishes	32
SITHCCC036	Prepare meat dishes	50
SITHCCC037	Prepare seafood dishes	32
SITHCCC038	Produce and serve food for buffets	25
SITHCCC039	Produce pates and terrines	25
SITHCCC040	Prepare and serve cheese	20
SITHCCC041	Produce cakes, pastries and breads	70
SITHCCC042	Prepare food to meet special dietary requirements	70
SITHCCC043	Work effectively as a cook	96
SITHCCC044	Prepare specialised food items	55
SITHFAB021	Provide responsible service of alcohol	20
SITHFAB022	Clean and tidy bar areas	15
SITHFAB023	Operate a bar	30
SITHFAB024	Prepare and serve non-alcoholic beverages	15
SITHFAB025	Prepare and serve espresso coffee	40
SITHFAB026	Provide room service	15
SITHFAB027	Serve food and beverage	140
SITHFAB028	Operate and monitor cellar systems	20
SITHFAB029	Conduct a product tasting for alcoholic beverages	40
SITHFAB030	Prepare and serve cocktails	20

SITHFAB031	Provide advice on beers, spirits and liqueurs	35
SITHFAB032	Provide advice on Australian wines	35
SITHFAB033	Provide advice on imported wines	35
SITHFAB034	Provide table service of food and beverage	150
SITHFAB035	Provide silver service	30
SITHFAB036	Provide advice on food	40
SITHFAB037	Provide advice on food and beverage matching	35
SITHFAB038	Plan and monitor espresso coffee service	60
SITHFAB039	Manage the sale or service of wine	70
SITHGAM022	Provide responsible gambling services	10
SITHGAM023	Attend gaming machines	25
SITHGAM024	Operate a TAB outlet	40
SITHGAM025	Conduct Keno games	5
SITHGAM026	Analyse and report on gaming machine data	20
SITHGAM027	Deal Baccarat games	110
SITHGAM028	Conduct Big Wheel games	25
SITHGAM029	Deal Blackjack games	110
SITHGAM030	Deal Poker games	160
SITHGAM031	Deal Pontoon games	25
SITHGAM032	Conduct Rapid Roulette games	25
SITHGAM033	Conduct Roulette games	145
SITHGAM034	Attend casino gaming machines	25
SITHGAM035	Deal Caribbean Stud games	35
SITHGAM036	Deal Casino War games	35
SITHGAM037	Deal Mississippi Stud games	35
SITHGAM038	Conduct Rapid Baccarat games	25
SITHGAM039	Conduct Rapid Big Wheel games	25

SITHGAM040	Deal Three Card Poker games	35
SITHIND005	Use hygienic practices for hospitality service	15
SITHIND006	Source and use information on the hospitality industry	15
SITHIND007	Use hospitality skills effectively	30
SITHIND008	Work effectively in hospitality service	20
SITHKOP009	Clean kitchen premises and equipment	10
SITHKOP010	Plan and cost recipes	35
SITHKOP011	Plan and implement service of buffets	36
SITHKOP012	Develop recipes for special dietary requirements	25
SITHKOP013	Plan cooking operations	60
SITHKOP014	Plan catering for events or functions	36
SITHKOP015	Design and cost menus	35
SITHKOP016	Select catering systems	60
SITHPAT011	Produce cakes	30
SITHPAT012	Produce specialised cakes	60
SITHPAT013	Produce pastries	30
SITHPAT014	Produce yeast-based bakery products	42
SITHPAT015	Produce petits fours	30
SITHPAT016	Produce desserts	90
SITHPAT017	Prepare and model marzipan	24
SITHPAT018	Produce chocolate confectionery	60
SITHPAT019	Model sugar-based decorations	60
SITHPAT020	Design and produce sweet showpieces	45
SITTGDE013	Interpret aspects of local Australian Indigenous culture	100
SITTGDE014	Work as a guide	55
SITTGDE015	Provide arrival and departure assistance	20
SITTGDE016	Lead tour groups	30

SITTGDE017	Prepare and present tour commentaries or activities	35
SITTGDE018	Develop and maintain the general and regional knowledge required by guides	40
SITTGDE019	Research and share information on Australian Indigenous cultures	60
SITTGDE020	Prepare specialised interpretive content on flora, fauna and landscape	60
SITTGDE021	Prepare specialised interpretive content on marine environments	60
SITTGDE022	Prepare specialised interpretive content on cultural and heritage environments	60
SITTGDE023	Coordinate and operate tours	60
SITTGDE024	Manage extended touring programs	70
SITTIND003	Source and use information on the tourism and travel industry	25
SITTIND004	Source and use information on the holiday park and resort industry	25
SITTPPD012	Package tourism products	50
SITTPPD013	Develop interpretive activities	55
SITTPPD014	Coordinate and operate sustainable tourism activities	60
SITTPPD015	Develop in-house recreational activities	54
SITTPPD016	Research and analyse tourism data	100
SITTPPD017	Develop tourism products	60
SITTPPD018	Develop environmentally sustainable tourism operations	60
SITTPPD019	Develop culturally appropriate tourism operations	60
SITTTOP006	Load touring equipment and supplies	25
SITTTOP007	Provide outdoor catering	70
SITTTOP008	Allocate tour or activity resources	30
SITTTOP009	Set up and operate a camp site	50
SITTTOP010	Operate tours in a remote area	70
SITTTVL001	Access and interpret product information	55
SITTTVL002	Provide advice on international destinations	85
SITTTVL003	Provide advice on Australian destinations	85
SITTTVL004	Sell tourism products or services	40

SITTTVL005	Prepare customer quotations	20
SITTTVL006	Book tourism products and process documentation	70
SITTTVL007	Use a computerised reservations or operations system	120
SITTTVL008	Source airfares and issue tickets for domestic flights	45
SITTTVL009	Construct international airfares	65
SITTTVL010	Construct advanced international airfares	35
SITTTVL011	Provide specialist advice on cruises	25
SITTVAF006	Load and unload a ride	10
SITTVAF007	Operate a ride location	60
SITTVAF008	Operate a games location	20
SITTVAF009	Tow and site recreational vehicles	10
SITTVAF010	Fill LPG gas cylinders	25
SITXCCS009	Provide customer information and assistance	20
SITXCCS010	Provide visitor information	20
SITXCCS011	Interact with customers	20
SITXCCS012	Provide lost and found services	2
SITXCCS013	Provide club reception services	20
SITXCCS014	Provide service to customers	25
SITXCCS015	Enhance customer service experiences	60
SITXCCS016	Develop and manage quality customer service practices	60
SITXCCS017	Use a computerised booking system	110
SITXCCS018	Make bookings and process documentation	35
SITXCCS019	Prepare quotations	25
SITXCOM006	Source and present information	10
SITXCOM007	Show social and cultural sensitivity	20
SITXCOM008	Provide a briefing or scripted commentary	20
SITXCOM009	Address protocol requirements	25

SITXCOM010	Manage conflict	20
SITXCRI003	Respond to a customer in crisis	5
SITXCRI004	Manage a business continuity crisis	25
SITXFIN007	Process financial transactions	35
SITXFIN008	Interpret financial information	25
SITXFIN009	Manage finances within a budget	30
SITXFIN010	Prepare and monitor budgets	50
SITXFIN011	Manage physical assets	60
SITXFIN012	Manage revenue	20
SITXFSA005	Use hygienic practices for food safety	15
SITXFSA006	Participate in safe food handling practices	35
SITXFSA007	Transport and store food	15
SITXFSA008	Develop and implement a food safety program	45
SITXGLC002	Identify and manage legal risks and comply with law	70
SITXHRM007	Coach others in job skills	30
SITXHRM008	Roster staff	50
SITXHRM009	Lead and manage people	60
SITXHRM010	Recruit, select and induct staff	80
SITXHRM011	Manage volunteers	25
SITXHRM012	Monitor staff performance	60
SITXINV006	Receive, store and maintain stock	20
SITXINV007	Purchase goods	25
SITXINV008	Control stock	25
SITXINV009	Establish stock purchasing and control systems	70
SITXLAN007	Conduct basic oral communication in a language other than English	10
SITXLAN008	Conduct oral communication in a language other than English	10
SITXLAN009	Read and write information in a language other than English	10

SITXMGT004	Monitor work operations	40
SITXMGT005	Establish and conduct business relationships	60
SITXMGT006	Manage projects	60
SITXMPR009	Coordinate production of brochures and marketing materials	40
SITXMPR010	Create a promotional display or stand	20
SITXMPR011	Plan and implement sales activities	20
SITXMPR012	Coordinate marketing activities	30
SITXMPR013	Participate in cooperative online marketing initiatives	32
SITXMPR014	Develop and implement marketing strategies	80
SITXMPR015	Obtain and manage sponsorship	30
SITXMPR016	Prepare and present proposals	30
SITXWHS005	Participate in safe work practices	15
SITXWHS006	Identify hazards, assess and control safety risks	15
SITXWHS007	Implement and monitor work health and safety practices	30
SITXWHS008	Establish and maintain a work health and safety system	60

Mapping Qualifications

The following table provides an overview of the qualifications from version 2.2 which replace qualifications from the existing version of the SIT Tourism, Travel and Hospitality Training Package.

Current Qualification			E / NE	Replacement Qualification		
National Code	**National Title**	**Nominal Hours**		**National Code**	**National Title**	**Nominal Hours**
No changes occurred between versions 2.1 and 2.2.						

Mapping Skill Sets

The following table provides an overview of the skill sets from version 2.20 which replace skill sets from the existing version of the SIT Tourism, Travel and Hospitality Training Package.

Current Skill Set				Replacement Skill Set		
National Code	National Title	Nominal Hours	E / NE	National Code	National Title	Nominal Hours
	No changes occurred between versions 2.1 and 2.2.					

Mapping Units of Competency

The following table provides an overview of the units of competency from version 2.2 which replace units of competency from the existing version of the SIT Tourism, Travel and Hospitality Training Package.

Current Unit				Replacement Unit		
National Code	National Title	Nominal Hours	E / NE	National Code	National Title	Nominal Hours

No changes occurred between versions 2.1 and 2.2.

Apprenticeships

The following table provides a summary of the apprenticeships that have been affected by changes in this SIT Tourism, Travel and Hospitality Training Package update.

Please refer to the current *Register of Class A and B qualifications* found on the Department of Training and Workforce Development website for the official list of apprenticeships in Western Australia.

Current Qualification					Replacement Qualification		
National Code	National Title	Apprenticeship	Nominal Hours	E / NE	National Code	National Title	Nominal Hours
No changes occurred between versions 2.1 and 2.2.							

Traineeships

The following table provides a summary of the traineeships that have been affected by changes in this SIT Tourism, Travel and Hospitality Training Package update.

Please refer to the current *Register of Class A and B qualifications* found on the Department of Training and Workforce Development website for the official list of apprenticeships in Western Australia.

Current Qualification					Replacement Qualification		
National Code	National Title	Traineeship	Nominal Hours	E / NE	National Code	National Title	Nominal Hours
No changes occurred between versions 2.1 and 2.2.							

Pre-apprenticeships

The following table provides a summary of the pre-apprenticeships that have been affected by changes in this SIT Tourism, Travel and Hospitality Training Package update.

Please refer to the current *list of pre-apprenticeship courses* found on the Department of Training and Workforce Development website for the official list of pre-apprenticeships in Western Australia.

Current Qualification					Replacement Qualification		
National Code	National Title	Pre-apprenticeship	Nominal Hours	E / NE	National Code	National Title	Nominal Hours