

Lee Perlitz Training Consultancy

How to order

- Units are split into individual streams that are available to you for \$5,000.00 per stream. Additional units from other streams may be purchased for \$150.00 per unit.
- On the lists below tick "Entire Stream" if you wish to order that list, otherwise tick individual lines for additional units.
- Email your completed order list to lee@lptraining.com.au
- Units will be made available to you in a Dropbox and an invoice will be sent to you; payable on receipt of the invoice.
- Choose carefully as refunds will not be given due

Order summary (tick as appropriate):

<input type="checkbox"/> Entire Tourism list	\$5,000.00
<input type="checkbox"/> Entire Hospitality list	\$5,000.00
<input type="checkbox"/> Entire Business list	\$5,000.00
<input type="checkbox"/> Plus _____ additional units @ \$150 each	\$

Total due: \$

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Tourism Units	
<input type="checkbox"/>	Entire tourism list
OR – individual units as ticked below	
<input type="checkbox"/>	SITTGDE005 Prepare and present tour commentaries or activities
<input type="checkbox"/>	SITTGDE006 Develop and maintain the general and regional knowledge required by guides
<input type="checkbox"/>	SITTTIND001 Source and use information on the tourism industry
<input type="checkbox"/>	SITTTOP005 Operate tours in a remote area
<input type="checkbox"/>	SITTPPD003 Coordinate and operate sustainable tourism activities
<input type="checkbox"/>	SITTPPD004 Develop in-house recreational activities
<input type="checkbox"/>	SITTTSL001 Operate an online information system
<input type="checkbox"/>	SITTTSL002 Access and interpret product information
<input type="checkbox"/>	SITTTSL003 Provide advice on international destinations
<input type="checkbox"/>	SITTTSL004 Provide advice on Australian destinations
<input type="checkbox"/>	SITTTSL005 Sell Tourism Products and Services
<input type="checkbox"/>	SITTTSL006 Prepare quotations
<input type="checkbox"/>	SITTTSL007 Process reservations
<input type="checkbox"/>	SITTTSL012 Construct Normal International Airfares
<input type="checkbox"/>	SITXCCS002 Provide visitor information
<input type="checkbox"/>	SITXCCS003 Interact with customers
<input type="checkbox"/>	SITXCCS006 Provide service to customers
<input type="checkbox"/>	SITXCCS007 Enhance Customer Service experience
<input type="checkbox"/>	SITXCOM001 Source and present information
<input type="checkbox"/>	SITXCOM002 Show social and cultural sensitivity
<input type="checkbox"/>	SITXCOM005 Manage conflict
<input type="checkbox"/>	SITXEBS001 Use social media in a business
<input type="checkbox"/>	SITXFIN001 Process financial transactions
<input type="checkbox"/>	SITXFIN002 Interpret financial information
<input type="checkbox"/>	SITXHRM001 Coach others in job skills
<input type="checkbox"/>	SITXMPR004 Coordinate marketing activities
<input type="checkbox"/>	SITXMPR005 Participate in cooperative online marketing activities
<input type="checkbox"/>	SITXWHS001 Participate in safe work practices
<input type="checkbox"/>	SITXWHS003 Implement and Monitor work health practices

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Hospitality

Units highlighted in green are collated into one large book due to the repetition of many elements and PC.

Entire Hospitality list

OR – individual units as ticked below

<input type="checkbox"/>	BSWOR203	Work effectively with others
<input type="checkbox"/>	SITHACS001	Clean premises and equipment
<input type="checkbox"/>	SITHACS002	Provide House Keeping Services to Guests
<input type="checkbox"/>	SITHACS003	Prepare rooms for guests
<input type="checkbox"/>	SITHCCC001	Use food preparation equipment
<input type="checkbox"/>	SITHCCC002	Prepare simple dishes
<input type="checkbox"/>	SITHCCC003	Prepare sandwiches
<input type="checkbox"/>	SITHCCC005	Produce dishes using basic methods of cookery
<input type="checkbox"/>	SITHCCC006	Prepare appetisers and salads
<input type="checkbox"/>	SITHCCC007	Produce stocks, sauces and soups
<input type="checkbox"/>	SITHCCC008	Produce vegetable, fruit, egg and farinaceous dishes
<input type="checkbox"/>	SITHCCC011	Use cookery skills effectively
<input type="checkbox"/>	SITHCCC012	Produce poultry dishes
<input type="checkbox"/>	SITHCCC013	Prepare seafood dishes
<input type="checkbox"/>	SITHCCC014	Produce meat dishes
<input type="checkbox"/>	SITHCCC018	Prepare food to meet special dietary requirements
<input type="checkbox"/>	SITHCCC019	Produce cakes, pastries and breads
<input type="checkbox"/>	SITHCCC020	Work effectively as a cook
<input type="checkbox"/>	SITHFAB001	Clean and tidy bars
<input type="checkbox"/>	SITHFAB002	Provide responsible service of alcohol
<input type="checkbox"/>	SITHFAB003	Operate a bar
<input type="checkbox"/>	SITHFAB004	Prepare and serve non alcoholic beverages
<input type="checkbox"/>	SITHFAB005	Prepare and serve espresso coffee
<input type="checkbox"/>	SITHFAB007	Serve food and beverage
<input type="checkbox"/>	SITHFAB014	Provide table service or food and beverage
<input type="checkbox"/>	SITHFAB016	Provide Advice on Food
<input type="checkbox"/>	SITHIND002	Source and use information on the hospitality industry
<input type="checkbox"/>	SITHIND003	Use hospitality skills effectively
<input type="checkbox"/>	SITHIND004	Work effectively in hospitality service
<input type="checkbox"/>	SITHKOP001	Clean kitchen premises and equipment
<input type="checkbox"/>	SITHKOP002	Plan and cost basic menus

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<input type="checkbox"/>	SITHPAT006	Produce desserts
<input type="checkbox"/>	SITXCCS002	Show social and cultural sensitivity
<input type="checkbox"/>	SITXCCS006	Provide service to customers
<input type="checkbox"/>	SITXCCS007	Enhance customer service experience
<input type="checkbox"/>	SITXFIN001	Process financial transactions
<input type="checkbox"/>	SITXFSA001	Use hygienic practices for food safety
<input type="checkbox"/>	SITXFSA002	Participate in safe food handling practices
<input type="checkbox"/>	SITXHRM001	Coach others in job skills
<input type="checkbox"/>	SITXINV001	Receive and store stock
<input type="checkbox"/>	SITXINV002	Maintain the quality of perishable items
<input type="checkbox"/>	SITXWHS001	Participate in safe work practices
<input type="checkbox"/>	SITXWHS003	Implement and monitor work health and safety practices

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Business Services	
<input type="checkbox"/>	Entire Business list
OR – individual units as ticked below	
<input type="checkbox"/>	BSBADM307 Organise Schedules
<input type="checkbox"/>	BSBADM311 Maintain business resources
<input type="checkbox"/>	BSBCMM201 Communicate in the Workplace
<input type="checkbox"/>	BSBCMM301 Process customer complaints
<input type="checkbox"/>	BSBCUS301 Deliver and monitor a service to customers
<input type="checkbox"/>	BSBDIV301 Work effectively with diversity
<input type="checkbox"/>	BSBFIA301 Maintain financial records
<input type="checkbox"/>	BSBFIA304 Maintain a general ledger
<input type="checkbox"/>	BSBFLM303 Contribute to effective workplace relationships
<input type="checkbox"/>	BSBFLM312 Contribute to team effectiveness
<input type="checkbox"/>	BSBINM202 Handle Mail
<input type="checkbox"/>	BSBINM301 Organise workplace information
<input type="checkbox"/>	BSBINN301 Promote innovation in a team environment
<input type="checkbox"/>	BSBINM302 Information and knowledge management
<input type="checkbox"/>	BSBITU201 Produce simple word process documents
<input type="checkbox"/>	BSBITU302 Create Electronic Presentations
<input type="checkbox"/>	BSBITU303 Design and Produce Text Documents
<input type="checkbox"/>	BSBITU304 Produce Spreadsheets
<input type="checkbox"/>	BSBIUT306 Design and Produce Business Documents
<input type="checkbox"/>	BSBITU307 Develop keyboard speed and accuracy
<input type="checkbox"/>	BSBPRO301 Recommend products and services
<input type="checkbox"/>	BSBSUS201 Participate in Sustainable Work Practices
<input type="checkbox"/>	BSBSUS301 Implement and monitor environmentally sustainable work practices
<input type="checkbox"/>	BSBWHS201 Contribute to health and safety of self and others
<input type="checkbox"/>	BSBWHS302 Apply knowledge of WHS legislation in the workplace
<input type="checkbox"/>	BSBWOR203 Work effectively with others
<input type="checkbox"/>	BSBWOR204 Use business technology
<input type="checkbox"/>	BSBWOR301 Organise personal work priorities and development
<input type="checkbox"/>	BSBWRT301 Write simple documents