



Order Form

RTO: _____

Address: _____

Contact name: _____ Phone: _____

Email: _____

Choose any 15 units from the list below for \$4,500

or

Choose 25 for \$6,500

- *Additional* units may be purchased for \$400 per unit
- Units purchased *individually*; \$600 per unit
- Purchase gives you unlimited licenses for the units you choose as well as assessment tools and facilitator's guide (answers, checklists and mapping grid)

Tourism & Hospitality Units		Tick
SITTGDE005	Prepare and present tour commentaries or activities	
SITTGDE006	Develop and maintain the general and regional knowledge required by guides	
SITTTIND001	Source and use information on the tourism industry	
SITTTOP005	Operate tours in a remote area	
SITTPPD003	Coordinate and operate sustainable tourism activities	
SITTPPD004	Develop in-house recreational activities	
<i>SITTTSL001</i>	<i>Operate an online information system</i>	
<i>SITTTSL002</i>	<i>Access and interpret product information</i>	
<i>SITTTSL003</i>	<i>Provide advice on international destinations</i>	
<i>SITTTSL004</i>	<i>Provide advice on Australian destinations</i>	
<i>SITTTSL005</i>	<i>Sell Tourism Products and Services</i>	
<i>SITTTSL006</i>	<i>Prepare quotations</i>	
<i>SITTTSL007</i>	<i>Process reservations</i>	
<i>SITTTSL012</i>	<i>Construct Normal International Airfares</i>	
SITXCCS002	Provide visitor information	
SITXCCS003	Interact with customers	
SITXCCS006	Provide service to customers	
SITXCCS007	Enhance Customer Service experience	
SITXCOM001	Source and present information	
SITXCOM002	Show social and cultural sensitivity	
SITXCOM005	Manage conflict	
SITXEBS001	Use social media in a business	
SITXFIN001	Process financial transactions	



SITXFIN002	Interpret financial information	
SITXHRM001	Coach others in job skills	
SITXMPR004	Coordinate marketing activities	
SITXMPR005	Participate in cooperative online marketing activities	
SITXWHS101	Participate in safe work practices	
SITXWHS003	Implement and Monitor work health practices	

Hospitality		
<i>Units highlighted in green are collated into one large book due to the repetition of many elements and PC.</i>		
SITHACS001	Clean premises and equipment	
SITHCCC001	Use food preparation equipment	
SITHCCC002	Prepare simple dishes	
SITHCCC003	Prepare sandwiches	
SITHCCC005	<i>Produce dishes using basic methods of cookery</i>	
SITHCCC006	<i>Prepare appetisers and salads</i>	
SITHCCC007	<i>Produce stocks, sauces and soups</i>	
SITHCCC008	<i>Produce vegetable, fruit, egg and farinaceous dishes</i>	
SITHCCC011	Use cookery skills effectively	
SITHCCC012	<i>Produce poultry dishes</i>	
SITHCCC013	<i>Prepare seafood dishes</i>	
SITHCCC014	<i>Produce meat dishes</i>	
SITHCCC018	Prepare food to meet special dietary requirements	
SITHCCC019	<i>Produce cakes, pastries and breads</i>	
SITHCCC020	Work effectively as a cook	
SITHFAB001	Clean and tidy bars	
SITHFAB002	Provide responsible service of alcohol	
SITHFAB003	Operate a bar	
SITHFAB004	Prepare and serve non alcoholic beverages	
SITHFAB005	Prepare and serve espresso coffee	
SITHFAB007	Serve food and beverage	
SITHFAB014	Provide table service or food and beverage	
SITHIND002	Source and use information on the hospitality industry	
SITHIND003	Use hospitality skills effectively	
SITHIND004	Work effectively in hospitality service	
SITHKOP001	Clean kitchen premises and equipment	
SITHKOP002	Plan and cost basic menus	
SITHPAT006	Produce desserts	
SITXFSA001	Use hygienic practices for food safety	



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SITXFSA002	Participate in safe food handling practices	
SITXINV001	Receive and store stock	
SITXINV002	Maintain the quality of perishable items	

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

Referred by:

Signature:

Date:



Terms and Conditions

- Purchase includes unlimited licenses for the units chosen
- A sample unit is available on the “product” page of the website - Please review and choose carefully as refunds cannot be given for units delivered to you.
- While units include assessment tools, it is recommended (in line with RTO standards) that you develop your own assessments independently in order to ensure that your particular student cohort is appropriately addressed
- Each unit comes with a trainer’s guide that includes;
 - Indicative answers to written questions
 - Project and case study competency checklists that can be used to benchmark project results
 - Workplace and third party observation / competency checklists
 - Competency mapping grid