



# Lee Perlitz Training Consultancy

## Order Form

RTO: \_\_\_\_\_

Address: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

TAE				✓ Check
<b>Textbook</b>		<b>Vocational Training and Assessment 2<sup>nd</sup> Ed</b>	<b>\$105.00 Plus postage</b>	QTY:

**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

<b>Tourism &amp; Hospitality Units</b>		
<b>NOTE; all units with an asterisk in front have been updated to SIT 2016 – all others will be updated shortly</b>		
SITTTIND201	Source and use information on the tourism industry	
SITTTSL201	Operate an online information system	
SITTTSL202	Access and interpret product information	
SITTTSL301	Provide advice on international destinations	
SITTTSL302	Provide advice on Australian destinations	
SITTTSL303	Sell Tourism Products and Services	
SITTTSL304	Prepare quotations	
SITTTSL305	Process reservations	
SITTTSL310	Construct Normal International Airfares	
SITXCCS201	Provide visitor information	
SITXCCS202	Interact with customers	
*SITXCCS006	Provide service to customers	
*SITXCOM001	Source and present information	
*SITXCOM002	Show social and cultural sensitivity	
*SITXHRM001	Coach others in job skills	
SITXWHS101	Participate in safe work practices	



<b>Hospitality</b>		
<i>Units highlighted in green are collated into one large book due to the repetition of many elements and PC.</i>		
SITHACS101	Clean premises and equipment	
SITHACS202	Prepare rooms for guests	
*SITHCCC001	Use food preparation equipment	
*SITHCCC002	Prepare simple dishes	
*SITHCCC003	Prepare sandwiches	
<b>*SITHCCC005</b>	<b><i>Produce dishes using basic methods of cookery</i></b>	
<b>*SITHCCC006</b>	<b><i>Prepare appetisers and salads</i></b>	
<b>*SITHCCC007</b>	<b><i>Produce stocks, sauces and soups</i></b>	
<b>*SITHCCC008</b>	<b><i>Produce vegetable, fruit, egg and farinaceous dishes</i></b>	
SITHCCC207	Use cookery skills effectively	
<b>*SITHCCC012</b>	<b><i>Produce poultry dishes</i></b>	
<b>*SITHCCC013</b>	<b><i>Prepare seafood dishes</i></b>	
<b>*SITHCCC014</b>	<b><i>Produce meat dishes</i></b>	
*SITHCCC018	Prepare food to meet special dietary requirements	
<b>*SITHCCC019</b>	<b><i>Produce cakes, pastries and breads</i></b>	
*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	
SITHFAB303	Prepare and serve cocktails	
*SITHIND002	Source and use information on the hospitality industry	
*SITHIND003	Use hospitality skills effectively	
*SITHKOP001	Clean kitchen premises and equipment	
*SITHKOP002	Plan and cost basic menus	
*SITHPAT004	Produce desserts	
*SITXCCS006	Provide service to customers	
*SITXFIN001	Process financial transaction	
*SITXFSA001	Use hygienic practices for food safety	
*SITXFSA002	Participate in safe food handling practices	
*SITXINV001	Receive and store stock	
*SITXINV002	Maintain the quality of perishable items	



<b>Business Services</b>		✓ Check
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	
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	
<b>Retail</b>		✓ Check
SIRRFSA302	Monitor a food safety program	
SIRXCCS201	Apply point of sale handling procedures	
SIRXCCS202	Interact with customers	
SIRXCLM101	Organise and maintain work areas	
SIRXCOM101	Communicate in the workplace to support team and customer	
SIRXFIN201	Balance and secure point of sale terminal	
SIRXICT001A	Operate retail technology	
SIRXIND101	Work effectively in a customer service environment	
SIRXINV001A	Perform stock control procedures	
SIRXMER201	Merchandise Products	
SIRXMER202	Plan, create and maintain displays	



SIRXMER303	Coordinate merchandise presentation	
SIRXMPR001A	Profile a retail market	
SIRXRSK201	Minimise loss	
SIRXSLS201	Sell products and services	
SIRXSLS002A	Advise on Products and Services	
SIRXSLS303	Build relationships with customers	
SIRXWHS101	Apply safe work practices	
SIRXWHS302	Maintain Store Safety	
<b>Total number of units ordered</b>		
<b>Total Cost</b>		

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Terms and Conditions

- 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 most units include assessment tools. It is recommended that you develop your own assessments independently in order to ensure that your particular student cohort is appropriately addressed
- Units come, where assessments are provided, with a facilitator’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