





		L45.2	Maintain a clean environment.	C25B1T4 SB1T3 SB3T4	<b>Food Safety Zones</b>							
		N45.1	numeracy skills to take and record temperatures and to calibrate and use a temperature probe	C25B1T3								
SITHCCC004 Package prepared foodstuffs	41	L41.1	literacy skills to write accurate details on food labels for packaged foods and comprehend label specifications	SB1T2								
*SITHCC010 Rethermalise chilled and frozen foods	43	L43.1	literacy skills to write records of temperature readings	C25B1T3								
*SITHFAB003 Operate a bar	29	L29.5	Store all items in correct place and at correct temperature.	C25B1T3								
SITXFA001 Use hygienic practices for food safety	17	L17.1	Prevent cross-contamination by washing hands.	SB1T3								
		L17.2	literacy skills to read and interpret organisation policies, procedures and diagrams that identify good hygiene practices	SB7T1								
		L17.3	literacy skills to comprehend hygiene and food safety procedures	C25B1T3								
		L17.4	literacy skills to comprehend basic aspects of Hazard Analysis and Critical Control Points (HACCP)	C25B1T3 SB7T1								
SITHIND001 Use hygienic practice for hospitality services	17	L17.1	Prevent cross-contamination by washing hands.	SB1T3								
		L17.2	literacy skills to read and interpret organisation policies, procedures and diagrams that identify good hygiene practices	SB7T1								
		L17.3	literacy skills to comprehend hygiene and safety procedures	C25B1T3								
		L17.4	literacy skills to comprehend basic aspects of hazard identification and analysis	C25B1T3 SB7T1								

BSBSUS201 Participate in environmentally sustainable work practices	21	L21.1	literacy, numeracy and technology skills to interpret workplace information in relation to work role, and to document and measure resource use	SB9T2	<b>Environmental Sustainability</b>	Environmental impact	SB9T2		✓	✓	✓	✓	✓	✓
		L21.2	Seek opportunities to improve resource efficiency	SB9T2										

SIRXSL201 Sell products and services	22	N22.2	numeracy skills in regard to handling payment for goods	SB7T4	<b>Financial Transactions</b>	Process payments	SB7T4		✓		✓	✓	✓		
BSBFIA301 Maintain financial records (Note* Cert III level unit included in Cert II - Covered basic terminology and processes in this resource only)	47	L47.1	literacy skills to identify financial information; to read and understand the organisation's accounting procedures; and to edit and proofread documents to ensure conformity and consistency of information	SB6T3 C25B3T1		Basic financials	SB6T3				✓	✓	✓		
		L47.2	numeracy skills to read and interpret financial data and to prepare cash analysis sheets, monitor cash transactions	SB6T3 SB7T4 SB8T4		Balancing registers	SB8T4				✓	✓	✓		
SITXFIN001 Process financial transactions	48	L48.1	literacy skills to read and interpret the organisation's procedures for processing financial transactions, cash float documentation, credit card and receipt details and reconciliation information	SB6T3 SB8T4 SB7T4		Understanding GST & tax invoices	C25B3T1				✓	✓	✓		
*SITHFAB003 Operate a bar	29	N29.3	numeracy skills to: count cash floats, calculate and check the total customer payment required, tender correct change, check and issue accurate receipts including GST, calculate total customer payments for the service period or day, complete reconciliations of takings against point-of-sale records	SB7T4 SB8T4 SB6T3 C25B3T1											
SITHFAB006 Provide room service	33	N33.1	numeracy skills to calculate the cost of room service orders	SB7T4											

SITTGDE001 Interpret aspects of local Australian Indigenous culture	23	L23.1	copyright and intellectual property issues associated with interpreting Australian Indigenous cultural aspects for customers.	SB7T2	<b>Guiding</b>	Prepare for and conduct tourism activities.	SB9T3		✓					
		L23.2	Prepare for and conduct activities according to the needs and wishes of the local community	SB9T3		Copyright	SB7T2		✓					

SITHFAB005 Prepare and serve espresso coffee	26	L26.1	literacy skills to read and interpret beverage menus and standard recipes for espresso coffee	SB4T3	<b>Food and Beverage</b>	Proof of age	SB5T3				✓	✓			
		L26.2	literacy skills to write orders and basic notes on customer preferences	SB6T4		Understanding recipes (SRC)	C25B1T2				✓				
		L26.3	literacy skills to:comprehend workplace documents or diagrams that interpret the content of: - safety procedures, Safety Data Sheets (SDS) and product instructions for cleaning chemicals - organisational procedures for operating, cleaning and maintaining equipment	SB1T3 C25B1T4		Alcohol service	C25B1T1				✓				
		N26.1	numeracy skills to visually estimate amounts of milk and make adjustments to doses of ground coffee	SB4T3		Coffee Service	SB4T3			✓	✓	✓	✓		
SITHFAB007 Serve food and beverage	27	N27.1	numeracy skills to calculate customer accounts	SB7T4 SB8T4		Service documents	SB9T1				✓				
		L27.1	literacy skills to read and interpret food and beverage menus and workplace procedures	SB9T1		Taking orders	SB6T4			✓	✓				
		L27.2	literacy skills to write clear and legible customer orders and special requests	SB6T4		Measuring ingredients	SB2T3				✓				
		L27.3	communication skills including with customers and team members	SB6T1 SB6T2		Venues & events capacities	C25B5T4				✓				
SITHFAB002 Provide responsible service of alcohol	28	L28.1	literacy skills to read and interpret documents such as ID cards, proof of age cards, driver's licences,	SB5T3											
		L28.2	literacy skills to statutory signage, warning signs	SB1T1											
		N28.1	numeracy skills to measure and calculate standard drinks	C25B1T1											
*SITHFAB003 Operate a bar	29	L29.1	Literacy skills to read and interpret bar menus, brochures,	SB9T1											
		N29.1	numeracy skills to calculate ingredient quantities for the preparation of beverages	C25B1T1 C25B1T2 SB2T3											
		N29.2	numeracy skills to accurately measure standard drink ingredients	C25B1T1											
		L29.3	Safely dispose of all waste to minimise negative environmental impacts.	SB9T2											
		L29.4	Take orders, note or memorise them correctly to customer preferences.	SB6T4											
SITHFAB004 Prepare and serve non alcoholic beverages	30	L30.1	literacy skills to read and interpret beverage menus and standard recipes for non-alcoholic drinks	C25B1T2											
		L30.2	work with speed and efficiency to deal with numerous service tasks simultaneously	SB6T4 SB9T1											
		N30.1	numeracy skills to calculate and measure ingredient quantities for the preparation of beverages	SB2T4 SB2T3											

BSBITU202 Create and use spreadsheets	49	L3.2	understanding of office filing systems	SB5T4	<b>Productivity</b>	Reference and Index Systems	SB5T4		✓		✓	✓	✓	✓
		L49.1	literacy skills to read and understand organisation's procedures, and to use basic models to produce a range of spreadsheets	C25B3T2		Understanding Time and Timelines	SB5T1	✓	✓	✓	✓	✓	✓	✓
		N49.1	numeracy skills to create and use spreadsheet formulae.	C25B3T2		Office programs and documentation	C25B3T2		✓		✓	✓	✓	
						Filing timesheets	SB5T2	✓	✓	✓	✓	✓	✓	✓





