

# Victorian Purchasing Guide

SIT - Tourism, Travel and Hospitality Training  
Package Release 2.0

August 2022



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# Victorian Purchasing Guide - Release History

Note: RTOs should refer to the [National Register](#) for the detail of changes in each Release.

Training Package Release	Date VPG Approved	Comments
Release 2.0	11 August 2022	<p>SIT Release 2.0 was endorsed in 2 sections and uploaded to TGA concurrently. Cookery, Catering and Patisserie October 2021; Tourism, Travel, Hospitality and Events April 2022, final SIT training package released on TGA 10<sup>th</sup> June 2022.</p> <p>Release 2 involved –</p> <ul style="list-style-type: none"> <li>• 28 revised qualifications:</li> <li>• 4 new units of competency</li> <li>• 223 revised units of competency revised with code changes</li> </ul> <p>5 qualifications were deleted from the training package</p>
SIT Tourism, Travel and Hospitality Training Package Release 1.1	4 May 2016	<p>SIT Release 1.0 was endorsed February 2016; SIT was updated 31<sup>st</sup> March 2016 to make ISC (SSO) corrections.</p> <p>The VPG was under development when this occurred so this is the first SIT VPG generated.</p>

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# Introduction

## What is a Victorian Purchasing Guide?

The Victorian Purchasing Guide provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically, the Victorian Purchasing Guide provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

- The maximum and minimum payable hours available for each qualification.
- Nominal hours for each unit of competency within the Training Package.

## Registration

RTOs must be registered by either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Qualification Authority (ASQA) regulatory body to be eligible to issue qualifications and Statements of Attainment under the Australian Qualifications Framework (AQF).

The VRQA is the regulatory authority in Victoria responsible for the registration of Vocational Education and Training (VET) providers who offer courses to domestic students in Victoria only.

ASQA is the regulatory authority responsible for the registration of VET providers who offer training in Victoria, nationally and / or internationally.

## Transition

The relationship between new units and any superseded or replaced units from the previous version of SIT Tourism, Travel and Hospitality Training Package Release 2.0 is provided in the Training Package Companion Volume Implementation Guide. (See [VETnet.gov.au](http://VETnet.gov.au) for more information).

Information regarding transition arrangements can be obtained from the state or national VET Regulatory Authority (see Contacts and Links section).

RTOs must ensure that all training and assessment leading to issuance of qualifications or Statements of Attainment from the SIT Tourism, Travel and Hospitality Training Package Release 2.0 is conducted against the Training Package units of competency and complies with the assessment requirements.

# Qualifications

Code	Title	Minimum Payable Hours	Maximum Payable Hours
SIT10122	Certificate I in Tourism (Australian Indigenous Culture)	192	202
SIT10222	Certificate I in Hospitality	130	137
SIT20122	Certificate II in Tourism	344	362
SIT20322	Certificate II in Hospitality	363	382
SIT20421	Certificate II in Cookery	394	415
SIT30122	Certificate III in Tourism	567	597
SIT30222	Certificate III in Travel	719	757
SIT30322	Certificate III in Guiding	684	720
SIT30522	Certificate III in Events	597	628
SIT30622	Certificate III in Hospitality	534	562
SIT30722	Certificate III in Hospitality (Restaurant Front of House)	520	547
SIT30821	Certificate III in Commercial Cookery	931	980
SIT30921	Certificate III in Catering	727	765
SIT31021	Certificate III in Patisserie	675	710
SIT31121	Certificate III in Asian Cookery	893	940
SIT40122	Certificate IV in Travel and Tourism	931	980
SIT40222	Certificate IV in Guiding	869	915
SIT40422	Certificate IV in Hospitality	836	880
SIT40521	Certificate IV in Kitchen Management	1335	1405
SIT40621	Certificate IV in Catering Management	836	880
SIT40721	Certificate IV in Patisserie	1303	1372
SIT40821	Certificate IV in Asian Cookery	1292	1360
SIT50122	Diploma of Travel and Tourism Management	1169	1230
SIT50322	Diploma of Event Management	1107	1165
SIT50422	Diploma of Hospitality Management	1273	1340
SIT60122	Advanced Diploma of Travel and Tourism Management	1444	1520
SIT60222	Advanced Diploma of Event Management	1197	1260
SIT60322	Advanced Diploma of Hospitality Management	1601	1685

# Units of Competency and Nominal Hours

Unit Code	Unit Title	Nominal Hours
SITEEVT020	Source and use information on the events industry	25
SITEEVT021	Administer event registrations	80
SITEEVT022	Provide event production support	31
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	50
SITEEVT032	Develop and implement event management plans	50
SITEEVT033	Develop event transport plans	30
SITEEVT034	Develop crowd management plans	30
SITEEVT035	Develop multi-venue event plans	30
SITEEVT036	Plan and allocate exhibition space	30
SITEEVT037	Recruit and manage exhibitors	30
SITHACS009	Clean premises and equipment	15
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	90
SITHASC021	Prepare Asian appetisers and snacks	45
SITHASC022	Prepare Asian stocks and soups	25
SITHASC023	Prepare Asian sauces, dips and accompaniments	15
SITHASC024	Prepare Asian salads	40
SITHASC025	Prepare Asian rice and noodles	30
SITHASC026	Prepare curry pastes and powders	25
SITHASC027	Prepare Asian cooked dishes	90
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	20

Unit Code	Unit Title	Nominal Hours
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	25
SITHCCC025	Prepare and present sandwiches	10
SITHCCC026	Package prepared foodstuffs	15
SITHCCC027	Prepare dishes using basic methods of cookery	45
SITHCCC028	Prepare appetisers and salads	25
SITHCCC029	Prepare stocks, sauces and soups	35
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes	50
SITHCCC031	Prepare vegetarian and vegan dishes	40
SITHCCC032	Produce cook-chill and cook-freeze foods	70
SITHCCC033	Re-thermalise chilled and frozen foods	25
SITHCCC034	Work effectively in a commercial kitchen	60
SITHCCC035	Prepare poultry dishes	35
SITHCCC036	Prepare meat dishes	55
SITHCCC037	Prepare seafood dishes	35
SITHCCC038	Produce and serve food for buffets	25
SITHCCC039	Produce pates and terrines	30
SITHCCC040	Prepare and serve cheese	20
SITHCCC041	Produce cakes, pastries and breads	55
SITHCCC042	Prepare food to meet special dietary requirements	75
SITHCCC043	Work effectively as a cook	100
SITHCCC044	Prepare specialised food items	60
SITHFAB021	Provide responsible service of alcohol	10
SITHFAB022	Clean and tidy bar areas	15
SITHFAB023	Operate a bar	35
SITHFAB024	Prepare and serve non- alcoholic beverages	20
SITHFAB025	Prepare and serve espresso coffee	30
SITHFAB026	Provide room service	15
SITHFAB027	Serve food and beverage	80
SITHFAB028	Operate and monitor cellar systems	40
SITHFAB029	Conduct a product tasting for alcoholic beverages	40
SITHFAB030	Prepare and serve cocktails	20
SITHFAB031	Provide advice on beers, spirits and liqueurs	40
SITHFAB032	Provide advice on Australian wines	40
SITHFAB033	Provide advice on imported wines	40
SITHFAB034	Provide table service of food and beverage	110
SITHFAB035	Provide silver service	30
SITHFAB036	Provide advice on food	40
SITHFAB037	Provide advice on food and beverage matching	50
SITHFAB038	Plan and monitor espresso coffee service	80
SITHFAB039	Manage the sale or service of wine	80



Unit Code	Unit Title	Nominal Hours
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	120
SITHGAM028	Conduct Big Wheel games	30
SITHGAM029	Deal Blackjack games	120
SITHGAM030	Deal Poker games	180
SITHGAM031	Deal Pontoon games	30
SITHGAM032	Conduct Rapid Roulette games	30
SITHGAM033	Conduct Roulette Games	160
SITHGAM034	Attend casino gaming machines	25
SITHGAM035	Deal Caribbean Stud games	40
SITHGAM036	Deal Casino War games	40
SITHGAM037	Deal Mississippi Stud games	40
SITHGAM038	Conduct Rapid Baccarat games	30
SITHGAM039	Conduct Rapid Big Wheel games	30
SITHGAM040	Deal Three Card Poker games	40
SITHIND005	Use hygienic practices for hospitality service	10
SITHIND006	Source and use information on the hospitality industry	25
SITHIND007	Use hospitality skills effectively	0
SITHIND008	Work effectively in hospitality service	0
SITHKOP009	Clean kitchen premises and equipment	13
SITHKOP010	Plan and cost recipes	40
SITHKOP011	Plan and implement service of buffets	30
SITHKOP012	Develop recipes for special dietary requirements	25
SITHKOP013	Plan cooking operations	100
SITHKOP014	Plan catering for events or functions	40
SITHKOP015	Design and cost menus	30
SITHKOP016	Select catering systems	30
SITHPAT011	Produce cakes	24
SITHPAT012	Produce specialised cakes	60
SITHPAT013	Produce pastries	24
SITHPAT014	Produce yeast-based bakery products	42
SITHPAT015	Produce petits fours	30
SITHPAT016	Produce desserts	100
SITHPAT017	Prepare and model marzipan	24
SITHPAT018	Produce chocolate confectionery	60
SITHPAT019	Model sugar-based decorations	48
SITHPAT020	Design and produce sweet showpieces	30
SITGDE013	Interpret aspects of local Australian Indigenous culture	100
SITGDE014	Work as a guide	90
SITGDE015	Provide arrival and departure assistance	20

Unit Code	Unit Title	Nominal Hours
SITTGDE016	Lead tour groups	30
SITTGDE017	Prepare and present tour commentaries or activities	70
SITTGDE018	Develop and maintain the general and regional knowledge required by guides	100
SITTGDE019	Research and share information on Australian Indigenous cultures	80
SITTGDE020	Prepare specialised interpretive content on flora, fauna and landscape	80
SITTGDE021	Prepare specialised interpretive content on marine environments	80
SITTGDE022	Prepare specialised interpretive content on cultural and heritage environments	80
SITTGDE023	Coordinate and operate tours	70
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	25
SITTPPD013	Develop interpretive activities	60
SITTPPD014	Coordinate and operate sustainable tourism activities	70
SITTPPD015	Develop in-house recreational activities	60
SITTPPD016	Research and analyse tourism data	100
SITTPPD017	Develop tourism products	100
SITTPPD018	Develop environmentally sustainable tourism operations	70
SITTPPD019	Develop culturally appropriate tourism operations	60
SITTTOP006	Load touring equipment and supplies	30
SITTTOP007	Provide outdoor catering	80
SITTTOP008	Allocate tour or activity resources	30
SITTTOP009	Set up and operate a camp site	50
SITTTOP010	Operate tours in a remote area	73
SITTTVL001	Access and interpret product information	65
SITTTVL002	Provide advice on international destinations	45
SITTTVL003	Provide advice on Australian destinations	40
SITTTVL004	Sell tourism products or services	35
SITTTVL005	Prepare customer quotations	30
SITTTVL006	Book tourism products and process documentation	80
SITTTVL007	Use a computerised reservations or operations system	120
SITTTVL008	Source airfares and issue tickets for domestic flights	50
SITTTVL009	Construct international airfares	70
SITTTVL010	Construct advanced international airfares	40
SITTTVL011	Provide specialist advice on cruises	30
SITTVAF006	Load and unload a ride	10
SITTVAF007	Operate a ride location	60
SITTVAF008	Operate a games location	24
SITTVAF009	Tow and site recreational vehicles	15
SITTVAF010	Fill LPG gas cylinders	30
SITXCCS009	Provide customer information and assistance	20

Unit Code	Unit Title	Nominal Hours
SITXCCS010	Provide visitor information	35
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	40
SITXCCS016	Develop and manage quality customer service practices	30
SITXCCS017	Use a computerised booking system	120
SITXCCS018	Make bookings and process documentation	40
SITXCCS019	Prepare quotations	30
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	30
SITXCRI004	Manage a business continuity crisis	50
SITXFIN007	Process financial transactions	25
SITXFIN008	Interpret financial information	60
SITXFIN009	Manage finances within a budget	30
SITXFIN010	Prepare and monitor budgets	30
SITXFIN011	Manage physical assets	40
SITXFIN012	Manage revenue	60
SITXFSA005	Use hygienic practices for food safety	15
SITXFSA006	Participate in safe food handling practices	40
SITXFSA007	Transport and store food	15
SITXFSA008	Develop and implement a food safety program	50
SITXGLC002	Identify and manage legal risks and comply with law	80
SITXHRM007	Coach others in job skills	20
SITXHRM008	Roster staff	30
SITXHRM009	Lead and manage people	60
SITXHRM010	Recruit, select and induct staff	60
SITXHRM011	Manage volunteers	20
SITXHRM012	Monitor staff performance	50
SITXINV006	Receive, store and maintain stock	20
SITXINV007	Purchase goods	30
SITXINV008	Control stock	25
SITXINV009	Establish stock purchasing and control systems	70
SITXLAN007	Conduct basic oral communication in a language other than English	60
SITXLAN008	Conduct oral communication in a language other than English	30
SITXLAN009	Read and write information in a language other than English	30
SITXMGT004	Monitor work operations	20
SITXMGT005	Establish and conduct business relationships	60
SITXMGT006	Manage projects	60

Unit Code	Unit Title	Nominal Hours
SITXMPR009	Coordinate production of brochures and marketing materials	60
SITXMPR010	Create a promotional display or stand	30
SITXMPR011	Plan and implement sales activities	20
SITXMPR012	Coordinate marketing activities	30
SITXMPR013	Participate in cooperative online marketing initiatives	35
SITXMPR014	Develop and implement marketing strategies	80
SITXMPR015	Obtain and manage sponsorship	30
SITXMPR016	Prepare and present proposals	50
SITXWHS005	Participate in safe work practices	12
SITXWHS006	Identify hazards, assess and control safety risks	30
SITXWHS007	Implement and monitor work health and safety practices	30
SITXWHS008	Establish and maintain a work health and safety system	30

# Contacts and Links

## Curriculum Maintenance Manager (CMM) Service

### Tourism and Hospitality

The CMM Service is provided on behalf of Higher Education and Skills.

CMM Service Executive Officers can assist with questions on payable and nominal hours.

Alison Hollands

Victoria University

PO Box 14428, Melbourne VIC 8001

(03) 9919-8351

[Alison.Hollands@vu.edu.au](mailto:Alison.Hollands@vu.edu.au)

## Service Skills Organisation (SSO) - SkillsIQ

SkillsIQ is responsible for developing the SIT Tourism, Travel and Hospitality Training Package and can be contacted for further information.

GPO Box 4194, Sydney NSW 2000

[enquiries@skillsiq.com.au](mailto:enquiries@skillsiq.com.au)

[www.skillsiq.com.au](http://www.skillsiq.com.au)

## National Register of VET in Australia - Training.gov.au (TGA)

TGA is the Australian government's official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs. See [training.gov.au](http://training.gov.au) for more information.

## Australian Government - Department of Education, Skills and Employment

The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training. See [dese.gov.au](http://dese.gov.au) for more information.

## State Government - Department of Education and Training (DET)

DET is the State Training Authority responsible for supporting implementation of Vocational Education and Training (VET) in Victoria. See [education.vic.gov.au](http://education.vic.gov.au) for more information. (03) 9637 2000

## National VET Regulatory Authority - Australian Skills Quality Authority (ASQA)

ASQA is the national regulator for Australia's VET sector. Info line: 1300 701 801 See [asqa.gov.au](http://asqa.gov.au) for more information.

## State VET Regulatory Authority - Victorian Registration and Qualifications Authority (VRQA)

The VRQA is a statutory authority responsible for the registration and regulation of Victorian RTOs and for the regulation of apprenticeships and traineeships in Victoria. (03) 9637 2806 See [vrqa.vic.gov.au](http://vrqa.vic.gov.au)

# Industry Regulatory Bodies

## WorkSafe Victoria

The industry Regulatory body can provide advice on licensing, legislative or regulatory requirements which may impact on the delivery of training or the issuance of qualifications in this Training Package. WorkSafe needs to provide written verification before high risk work units can be added to an RTO's scope of registration. [info@worksafe.vic.gov.au](mailto:info@worksafe.vic.gov.au) See [worksafe.vic.gov.au](http://worksafe.vic.gov.au) for further information.

222 Exhibition Street,  
Melbourne 3000  
(03) 9641 1444 or  
1800 136 089 (toll free)

[info@worksafe.vic.gov.au](mailto:info@worksafe.vic.gov.au)

See [worksafe.vic.gov.au](http://worksafe.vic.gov.au) for further information.

## Victorian Gambling and Casino Control Commission - VGCCC

The Victorian Gambling and Casino Control Commission (VGCCC) is the independent statutory authority that regulates Victoria's gambling and liquor industries.

VGCCC can provide advice on Gambling and Liquor licensing, legislative or regulatory requirements which may impact on the delivery of training or the issuance of qualifications in this Training Package.

See [vgccc.vic.gov.au](http://vgccc.vic.gov.au)

<https://www.vgccc.vic.gov.au/contact-us>

Phone: (+61) 1300 182 457

Postal address: GPO Box 1988, Melbourne 3001

Street address: Level 3, 12 Shelley Street, Richmond 3121

# Glossary

<b>Code</b>	Nationally endorsed Training Package qualification code.
<b>Title</b>	Nationally endorsed Training Package qualification title.
<b>Unit Code</b>	Nationally endorsed Training Package unit code.
<b>Unit Title</b>	Nationally endorsed Training Package unit title.
<b>Maximum Payable Hours</b>	<p>The maximum number of hours the Victorian Government will subsidise under Skills First funding for the achievement of the minimum realistic vocational outcome of the qualification, as determined by the qualification packaging rules. The Maximum Payable Hours do not cover every possible combination of core and elective units available for a specific qualification.</p> <p>Minimum payable hours reflect a calculated minimum number of hours that could deliver a minimum realistic vocational outcome, based on efficiencies of contextualisation and integration.</p>
<b>Scope of Registration</b>	Scope of registration specifies the AQF qualifications and/or units of competency the training organisation is registered to issue and the industry training and/or assessment services it is registered to provide.
<b>Nominal Hours</b>	Nominal hours reflect the anticipated time taken to deliver and assess the outcomes of a unit of competency excluding unsupervised delivery or the time taken for repeated practical application of skills. Nominal hours are determined by the Victorian State Training Authority (DET) and are primarily developed for funding purposes in Victoria.