



Course Handbook

Creating professionals since 1999

Registered training provider no. 6871

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ABOUT US

CMNL Academy is a Sydney based Registered Training Organisation (RTO) which was developed by Canterbury-Hurlstone Park RSL Club in 1999 to provide a relevant resource to the community in workplace training.

As an (RTO) accredited by the Australian Skills Quality Authority, we deliver nationally recognised training for those looking to enter the workforce, or to those who want to further develop their careers.

For over 20 years we have enjoyed an excellent reputation as an innovative centre for quality hospitality and business training outcomes.

OUR FACILITIES

Our classroom workshops are held inside Canterbury-Hurlstone Park RSL Club, 20-26 Canterbury Rd Hurlstone Park NSW 2193. In October 2014 we opened our contemporary purpose-built training room, fully equipped with a full-service bar, espresso machines and plasma screen. A comfortable and ambient environment for a fun & hands on way to learn job ready skills in true to life environment.

WHAT WE OFFER

In addition to our workshops, short courses and full-length qualification and traineeship training, CMNL Academy also offers - customised training and recognition services for the registered clubs industry. We also have a proud history of providing subsidised training to local school students in Cert II in Hospitality, Cafe, RSA and RCG courses.

OUR CREDENTIALS

We are accredited by the Australian Skills Quality Authority to deliver Nationally Recognised Training. We are also recognised by Liquor and Gaming NSW and NSW Food Authority as approved providers of mandatory training for the Clubs industry. RTO National Code 6871.

PROGRAM BENEFITS

- Can be customised to suit the needs of individual organisations
- Are designed to allow flexible delivery option
- Have realistic class sizes to maximise the quality of the learning provided
- Are competitively priced
- Are delivered by professional trainers with extensive experience in the industry.

COURSE SCHEDULE

We are constantly reviewing our course offering and scheduling, please check the website for current course options and dates.

COURSE CATEGORIES

FULL QUALIFICATIONS

Certificate Courses

SHORT COURSES

Course units offered individually for job ready qualifications

OVERVIEW OF FULL QUALIFICATIONS

Simply choose the column heading for your desired qualification at Cert II, III or IV level and Diploma the corresponding units will form a full qualification and are easily attainable in the workplace.

NB: You will require a USI to commence the following qualifications. Please refer to Student Handbook for instructions and guidelines.



BSB50420 Diploma of Leadership and Management

6 Core and 6 Electives

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing, and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse, and synthesise information from a variety of sources.



BSB40520 Certificate IV in Leadership and Management

5 Core and 7 Electives

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts.

As well as assuming responsibility for their own performance, individuals at this level are likely to provide leadership, guidance, and support to others. They may also have some responsibility for organising and monitoring the output of teams.

They apply solutions to a defined range of predictable and unpredictable problems and analyse and evaluate information from a variety of sources.



SIT20322 Certificate II in Hospitality – Entry level

6 Core and 6 electives chosen for any new entrant worker.

This qualification reflects the role of individuals who have a defined and limited range of hospitality operational skills and basic industry knowledge. They are involved in mainly routine and repetitive tasks and work under direct supervision.

This qualification provides a pathway to work in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops



SIT30722 Certificate III in Hospitality (Front of House)

9 Core and 11 electives chosen.

This qualification reflects the role of individuals who have a range of well-developed front of house food and beverage service and sales skills combined with sound product knowledge. Using discretion and judgement, they work with some independence and under supervision using plans, policies and procedures to guide work activities.

This specialist qualification provides a pathway to work in various front of house roles in restaurants and cafés.



SIT40521 Certificate IV in Kitchen Management – Commercial Cooks

27 Core and 6 Electives.

This qualification reflects the role of chefs and cooks who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems.

This qualification provides a pathway to work in organisations such as restaurants, hotels, clubs, pubs, cafes and coffee shops, or to run a small business in these sectors.



SIT30821 Certificate III in Commercial Cookery – Commercial Cooks 20 Core and 5 Electives.

This qualification reflects the role of cooks who use a wide range of well-developed cookery skills and sound knowledge of kitchen operations to prepare food and menu items. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities.

Completion of this qualification contributes to recognition as a trade cook.

This qualification provides a pathway to work as a cook in organisations such as restaurants, hotels, clubs, pubs, cafes, and coffee shops.

SIT50422 Diploma of Hospitality Management

11 Core and 17 Electives

This qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of industry to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions.

This qualification provides a pathway to work in any hospitality industry sector as a departmental or small business manager. The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for acquiring targeted skills in accommodation services, cookery, food and beverage and gaming.

BSB50420 Diploma of Leadership and Management

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing, and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse, and synthesise information from a variety of sources.

Course Type: Government subsidised Traineeship

Study Type

- Work-based training combined with workplace assessing:
 - Face-to-Face workshops
 - Workplace training
 - Self-paced study

Duration: 12-18 months

Course Fee: Government subsidised Fee-free traineeship*

*Smart and Skilled Eligibility

To apply for Government funding you must meet the Smart and Skilled eligibility criteria:

<https://smartandskilled.nsw.gov.au/are-you-eligible>

Pre-requisite

Applicants must be currently under employment.

The course requires a good level of literacy-speaking, reading and comprehension and writing. These skills are necessary for a person working in a Leadership and Management role. Our enrolment process requires students to complete a language, literacy, and numeracy assessment to ensure they meet the minimum LLN requirements for the course. We want to make sure the selected program is not above learners' capabilities to participate.

COURSE UNITS

6 CORE UNITS

BSBCMM511	Communicate with influence
BSBCRT511	Develop critical thinking in others
BSBLDR523	Lead and manage effective workplace relationships
BSBOPS502	Manage business operational plans
BSBPEF502	Develop and use emotional intelligence
BSBTWK502	Manage team effectiveness

6 ELECTIVE UNITS

Electives can be	BSBCMM412	Lead difficult conversations
subject to change	BSBHRM522	Manage employee industrial relations
depending on	BSBHRM524	Coordinate workforce plan implementation
Chosen pathway	BSBLDR522	Manage people performance
	BSBTWK503	Manage meetings
	BSBWHS521	Ensure a safe workplace for a work area

Assessment

All assessments must be completed within 12-18 months of the commencement date. Students will be provided with a learner guide for each unit to support their learning and assessment.

Assessments to be completed for each unit include:

- Learner workbook
- Learner Assessment Pack

Assessment types may include:

- Written questions
- Case studies
- Research tasks
- Project
- Third party report

Students are permitted two (2) submissions for each assessment activity. If students are unable to complete an assessment activity satisfactory after the second attempt, they may choose to pay a fee to be assessed in the activity a third time or to attend the training again for that Unit of Competency. Please refer to our student handbook to for fee information.

Self- paced Learning

Students with little or no experience in Leadership and Management should allow approximately 5 - 10 hours per unit to complete all learning and assessment activities.

Students who have experience or a work history in Leadership and Management may be able to complete assessment activities in a shorter timeframe.

Recognition of Prior Learning (RPL)

To be eligible for RPL, the student must demonstrate currency in that subject. If you think you are eligible for RPL, please contact us on (02) 9559 0025 or info@cmnlacademy.com.au

BSB40520 Certificate IV in Leadership and Management



This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts.

As well as assuming responsibility for their own performance, individuals at this level are likely to provide leadership, guidance, and support to others. They may also have some responsibility for organising and monitoring the output of teams.

They apply solutions to a defined range of predictable and unpredictable problems and analyse and evaluate information from a variety of sources.

Job Roles - Coordinator, Leading Hand, Supervisor, Team Leader, Duty Manager

Certificates to be awarded

On successful completion of all required units of competency you will be awarded a Nationally Recognised Certificate with an Academic Transcript for BSB40520 Certificate IV in Leadership and Management. On successful completion of some units but not the full course, you will be awarded a Statement of Attainment and Academic Transcript listing the units completed.

Course Type: Government subsidised Traineeship

Study Type:

Work-based training combined with workplace assessing:

- Face-to-face workshops
- Workplace training
- Self-paced study

Duration: 6-18 months

Course Fee: Government subsidised Fee-free traineeship*

*Smart and Skilled Eligibility

To apply for this course you must meet the Smart and Skilled eligibility criteria:

<https://smartandskilled.nsw.gov.au/are-you-eligible>

Pre-requisite

Applicants must be currently under employment.

The course requires a good level of literacy-speaking, reading and comprehension and writing. These skills are necessary for a person working in a Leadership and Management role.

Our enrolment process requires students to complete a language, literacy, and numeracy assessment to ensure they meet the minimum LLN requirements for the course. We want to make sure the selected program is not above learners' capabilities to participate.

COURSE UNITS

5 CORE UNITS

BSBLDR411	Demonstrate leadership in the workplace
BSBLDR413	Lead effective workplace relationships
BSBOPS402	Coordinate business operational plans
BSBXCM401	Apply communication strategies in the workplace
BSBXTW401	Lead and facilitate a team

7 ELECTIVE UNITS

Electives can be	BSBCMM412	Lead difficult conversations
subject to change	BSBFIN401	Report on financial activity
depending on	BSBLDR414	Lead team effectiveness
Chosen pathway	BSBTWK401	Build and maintain business relationships
	BSBWHS411	Implement and monitor WHS policies, procedures and programs
	BSBOPS404	Implement customer service strategies
	BSBPEF502	Develop and use emotional intelligence

Assessment

All assessments must be completed within 6-18 months of the commencement date. Students will be provided with a learner guide for each unit to support their learning and assessment.

Assessments to be completed for each unit include:

- Learner workbook
- Learner Assessment Pack

Assessment types may include:

- Written questions
- Case studies and Research tasks
- Project
- Third party report

Students are permitted two (2) submissions for each assessment activity. If students are unable to complete an assessment activity satisfactory after the second attempt, they may choose to pay a fee to be assessed in the activity a third time or to attend the full unit training again. Please refer to our student handbook to get the detailed fee information.

Self- paced Learning

Students with little or no experience in Leadership and Management should allow approximately 5 -- 10 hours per unit to complete all learning and assessment activities.

Students who have experience or a work history in Leadership and Management may be able to complete assessment activities in a shorter timeframe.

Recognition of Prior Learning (RPL)

To be eligible for RPL, the student must demonstrate currency in that particular subject. If you think you are eligible for RPL, please contact us on (02) 9559 0025 or info@cmnlacademy.com.au

SIT20322 Certificate II in Hospitality



This qualification reflects the role of individuals who have a defined and limited range of hospitality operational skills and basic industry knowledge. They are involved in mainly routine and repetitive tasks and work under direct supervision.

This qualification provides a pathway to work in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops.

Certificates to be awarded

On successful completion of all required units of competency you will be awarded a Nationally Recognised Certificate with an Academic Transcript for SIT20322 Certificate II in Hospitality. On successful completion of some units but not the full course, you will be awarded a Statement of Attainment and Academic Transcript listing the units completed.

You can use this qualification to gain credit for part of Certificate III and IV in Hospitality or a range of other qualifications at Cert III or IV levels.

Course Type: Government subsidised Traineeship

Study Type

Work-based training with workplace assessing:

- Face-to-Face workshops
- Workplace training
- Self-paced study

Duration: 6-12 months

Course Fee: Government subsidised Fee-free traineeship*

*Smart and Skilled Eligibility:

To apply for this course you must meet the Smart and Skilled eligibility criteria:

<https://smartandskilled.nsw.gov.au/are-you-eligible>

Pre-requisite:

Applicants must be currently working in hospitality industry sector
 The course requires a good level of literacy-speaking, reading and comprehension and writing.
 These skills are necessary for a person working in a hospitality role.

Our enrolment process requires students to complete a language, literacy and numeracy assessment to ensure they meet the minimum LLN requirements for the course. We want to make sure the selected program is not above learners capabilities to participate.

COURSE UNITS

6 CORE UNITS

BSBTWK201	Work effectively with others
SITHIND006	Source and use information on the hospitality industry
SITHIND007	Use hospitality skills effectively
SITXCCS011	Interact with customers
SITXCOM007	Show social and cultural sensitivity
SITXWHS005	Participate in safe work practices

6 ELECTIVE UNITS

Electives can be subject to change depending on Chosen pathway

SITXFSA005	Use hygienic practices for food safety
SITHFAB022	Clean and tidy bar areas
SITHFAB021	Provide responsible service of alcohol
SITHFAB023	Operate a bar
SITHFAB025	Prepare and serve espresso coffee
SITHGAM022	Provide responsible gambling services

Assessment

All assessments must be completed within 6-12 months of the commencement date for the training. Students will be provided with a learner guide for each unit to support their learning and assessment.

Assessments to be completed for each unit include:

- Learner workbook
- Learner Assessment Pack
- Record of Training Logbook

Assessment mythologies may include:

- Written questions
- Case studies
- Role plays
- Observation/Demonstration

Students are permitted two (2) submissions for each assessment activity. If students are unable to complete an assessment activity satisfactory after the second attempt, they may choose to

pay a fee to be assessed in the activity a third time or to attend the full unit training again. Please refer to our student handbook to get the detailed fee information.

Self- paced Learning

Students with little or no experience in hospitality should allow approximately 5 – 10 hours per week to complete all learning and assessment activities.

Students who have experience or a work history in hospitality industry may be able to complete assessment activities in a shorter timeframe.

Recognition of Prior Learning (RPL)

To be eligible for RPL, the student must demonstrate currency in that particular subject. If you think you are eligible for RPL, please contact us on (02) 9559 0025 or info@cmnlacademy.com.au

SIT30722 Certificate III in Hospitality (Restaurant front of House)



This qualification reflects the role of chefs and cooks who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems.

This qualification provides a pathway to work in organisations such as restaurants, hotels, clubs, pubs, cafes and coffee shops, or to run a small business in these sectors.

Certificates to be awarded

On successful completion of all required units of competency you will be awarded a Nationally Recognised Certificate with an Academic Transcript for SIT30722 Certificate III in Hospitality (Restaurant front of house). On successful completion of some units but not the full course, you will be awarded a Statement of Attainment and Academic Transcript listing the units completed.

You can use this qualification to gain credit for part of Certificate III and IV in Hospitality or a range of other qualifications at Cert III or IV levels.

Course Type: Government subsidised Traineeship

Study Type

- Work-based training combined with workplace assessing:

- Face-to-Face workshops
- Workplace training
- Self-paced study

Duration: 12-18 months

Course Fee: Government subsidised Fee-free traineeship*

***Smart and Skilled Eligibility**

To apply for Government funding you must meet the Smart and Skilled eligibility criteria: <https://smartandskilled.nsw.gov.au/are-you-eligible>

Pre-requisite

Applicants must be currently under employment.

The course requires a good level of literacy-speaking, reading and comprehension and writing. These skills are necessary for a person working in a Leadership and Management role.

Our enrolment process requires students to complete a language, literacy, and numeracy assessment to ensure they meet the minimum LLN requirements for the course. We want to make sure the selected program is not above learners’ capabilities to participate.

COURSE UNITS *Indicates a pre-requisite is required

9 CORE UNITS	SITHFAB021	Provide responsible service of alcohol
	SITHIND006	Source and use information on the hospitality industry
	SITHIND008	Work effectively in hospitality service
	SITXCCS014	Provide service to customers
	SITXCOM007	Show social and cultural sensitivity
	SITXFIN007	Process financial transactions
	SITXFSA005	Use hygienic practices for food safety
	SITXHRM007	Coach others in job skills
	SITXWHS005	Participate in safe work practices

11 ELECTIVE UNITS	SITHFAB034*	Provide table service of food and beverage
	SITXFIN009	Manage finances within a budget

Electives can be subject to change	SITHFAB022*	Clean and tidy bar areas
	SITHFAB023*	Operate a bar
	SITHFAB025*	Prepare and serve espresso coffee

depending on	SITHFAB027*	Serve food and beverage
Chosen pathway	SITHKOP009*	Clean kitchen premises and equipment
	SITXINV006	Receive, store and maintain stock
	SITXINV007	Purchase goods
	SITHFAB030*	Prepare and serve cocktails
	SITXFSA006	Participate in safe food handling practices

Assessment

All assessments must be completed within 12 months of the commencement date. Students will be provided with a learner guide for each unit to support their learning and assessment.

Assessments to be completed for each unit include:

- Learner workbook
- Learner Assessment Pack

Assessment types may include:

- Written questions
- Case studies
- Research tasks
- Project
- Third party report

Students are permitted two (2) submissions for each assessment activity. If students are unable to complete an assessment activity satisfactory after the second attempt, they may choose to pay a fee to be assessed in the activity a third time or to attend the training again for that Unit of Competency. Please refer to our student handbook to for fee information.

Self- paced Learning

Students with little or no experience in the area of Leadership and Management should allow approximately 5 - 10 hours per unit to complete all learning and assessment activities.

Students who have experience or a work history in Leadership and Management may be able to complete assessment activities in a shorter timeframe.

Recognition of Prior Learning (RPL)

In order to be eligible for RPL, the student must demonstrate currency in that particular subject. If you think you are eligible for RPL, please contact us on (02) 9559 0025 or info@cmnlacademy.com.au

SIT40521 Certificate IV in Kitchen Management



This qualification reflects the role of chefs and cooks who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems.

This qualification provides a pathway to work in organisations such as restaurants, hotels, clubs, pubs, cafes and coffee shops, or to run a small business in these sectors.

You can also gain credit for from or toward your Cert III in Commercial Cookery Qualification for any identical units. This course is approved for Fee-free apprenticeships funding.

Certificates to be awarded

On successful completion of all required units of competency you will be awarded a Nationally Recognised Certificate with an Academic Transcript for SIT40521 Certificate IV in Kitchen Management. On successful completion of some units but not the full course, you will be awarded a Statement of Attainment and Academic Transcript listing the units completed. You can use this qualification to gain credit for part of Certificate III in Commercial Cookery

Course Type: Government subsidised apprenticeships

Learning options

Work-based training combined with workplace assessing:

- Face-to-face workshops
- Workplace training
- Self-paced study

Duration: 12-24 months

Course Fees: Government subsidised Fee-free traineeship

*Smart and Skilled Eligibility:

To apply for this course you must meet the Smart and Skilled eligibility criteria. You can find more information by going to vet.nsw.gov.au/choosing-vet/fee-free-apprenticeships

Pre-requisite:

Applicants must be currently working in hospitality industry sector.

The course requires a good level of literacy-speaking, reading and comprehension and writing. These skills are necessary for a person working in a supervisory and/or team leading role in commercial kitchen.

Our enrolment process requires students to complete a language, literacy and numeracy assessment to ensure they meet the minimum LLN requirements for the course. We want to make sure the selected program is not above learners capabilities to participate.

COURSE UNITS

27 CORE UNITS

SITHCCC023*	Use food preparation equipment
SITHCCC027*	Prepare dishes using basic methods of cookery
SITHCCC028 *	Prepare appetisers and salads
SITHCCC029 *	Prepare stocks, sauces and soups
SITHCCC030**	Prepare vegetable, fruit, egg and farinaceous dishes
SITHCCC031**	Prepare vegetarian and vegan dishes
SITHCCC035**	Prepare poultry dishes
SITHCCC036**	Prepare meat dishes
SITHCCC037 **	Prepare seafood dishes
SITHCCC041*	Produce cakes, pastries and bread
SITHCCC042**	Prepare food to meet special dietary requirements
SITHCCC043**	Work effectively as a cook
SITHKOP010**	Plan and cost recipes
SITHKOP012****	Develop recipes for special dietary requirements
SITHKOP013*	Plan cooking operations
SITHKOP015*	Design and cost menus
SITHPAT016 *	Produce desserts
SITXCOM010	Manage conflict
SITXFIN009	Manage finances within a budget
SITXFSA005	Use hygienic practices for food safety
SITXFSA006	Participate in safe food handling practices
SITXFSA008**	Develop and implement a food safety program
SITXHRM008	Roster Staff
SITXHRM009	Lead and manage people
SITXINV006 *	Receive, store and maintain stock
SITXMGT004	Monitor work operations
SITXWHS007	Implement and monitor work health and safety practices

6 ELECTIVE UNITS

Electives can be subject to change depending on Chosen pathway

SITHCCC026*	Package prepared foodstuffs
SITHCCC038**	Produce and serve food for buffets
SITHCCC044**	Prepare specialised food items
SITXINV007	Purchase goods
SITXINV008	Control stock
SITXWHS006	Identify hazards, assess and control safety risks

*Indicates a pre-requisite is required

Assessment

All assessments must be completed within 18 months of the commencement date. Students will be provided with a learner guide for each unit to support their learning and assessment.

Assessments to be completed for each unit include:

- Learner workbook
- Learner Assessment Pack
- Record of Training Logbook

Assessment types may include:

- Written questions
- Case studies
- Role plays
- Observation/Demonstration
- Research tasks

Students are permitted two (2) submissions for each assessment activity. If students are unable to complete an assessment activity satisfactory after the second attempt, they may choose to pay a fee to be assessed in the activity a third time or to attend the full unit training again. Please refer to our student handbook to get the detailed fee information.

Self- paced Learning

Students with little experience in the area of hospitality should allow approximately 5 – 10 hours per unit to complete all learning and assessment activities.

Students who have experience or a work history in hospitality industry may be able to complete assessment activities in a shorter timeframe.

Recognition of Prior Learning (RPL)

In order to be eligible for RPL, the student must demonstrate currency in that particular subject. If you think you are eligible for RPL, please contact us on (02) 9559 0025 or info@cmnlacademy.com.au.

SIT30821 Certificate III in Commercial Cookery



This qualification reflects the role of cooks who use a wide range of well-developed cookery skills and sound knowledge of kitchen operations to prepare food and menu items. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies, and procedures to guide work activities.

Completion of this qualification contributes to recognition as a trade cook.

This qualification provides a pathway to work as a cook in organisations such as restaurants, hotels, clubs, pubs, cafes, and coffee shops.

Certificates to be awarded

On successful completion of all required units of competency you will be awarded a Nationally Recognised Certificate with an Academic Transcript for SIT30821 Certificate III in Commercial Cookery. On successful completion of some units but not the full course, you will be awarded a Statement of Attainment and Academic Transcript listing the units completed.

You can use this qualification to gain credit for part of Certificate III and IV in Hospitality or a range of other qualifications at Cert III or IV levels.

Course Type: Government subsidised & Fee-free apprenticeships

Learning options

Work-based training combined with workplace assessing:

- Face-to-face workshops
- Workplace training
- Self-paced study

Duration: 18 months – 24 months

Course Fees: Course fees for this apprenticeship training is fully subsidised by the NSW Government under the Smart and Skilled Fee Free apprenticeships initiative. For eligible apprentices, there will be no requirement to pay the fee.

Smart and Skilled Eligibility:

To apply for this course you must meet the Smart and Skilled eligibility criteria. You can find more information by going to vet.nsw.gov.au/choosing-vet/fee-free-apprenticeships

Pre-requisite:

The course requires a good level of literacy-speaking, reading and comprehension and writing. These skills are necessary for a person working in a front of house role.

Our enrolment process requires students to complete a language, literacy and numeracy assessment to ensure they meet the minimum LLN requirements for the course. We want to make sure the selected program is not above learners capabilities to participate.

COURSE UNITS

20 CORE UNITS

SITHCCC023*	Use food preparation equipment
SITHCCC027 *	Prepare dishes using basic methods of cookery
SITHCCC028 *	Prepare appetisers and salads
SITHCCC029 *	Prepare stocks, sauces and soups
SITHCCC030 *	Prepare vegetable, fruit, egg and farinaceous dishes
SITHCCC031*	Prepare vegetarian and vegan dishes
SITHCCC035*	Prepare poultry dishes
SITHCCC036 *	Prepare meat dishes
SITHCCC037 *	Prepare seafood dishes
SITHCCC041*	Produce cakes, pastries and breads
SITHCCC042*	Prepare food to meet special dietary requirements
SITHCCC043 *	Work effectively as a cook
SITHKOP009 *	Clean kitchen premises and equipment
SITHKOP010	Plan and cost recipes
SITHPAT016*	Produce desserts
SITXFSA005	Use hygienic practices for food safety
SITXFSA006	Participate in safe food handling practices
SITXHRM007	Coach others in job skills
SITXINV006*	Receive store and maintain stock
SITXWHS005	Participate in safe work practices

5 ELECTIVE UNITS

Electives can be subject to change depending on Chosen pathway

SITHCCC026*	Package prepared foodstuffs
SITHCCC032**	Produce cook-chill and cook-freeze foods
SITHCCC0038**	Produce and serve food for buffets
SITHCCC044**	Prepare specialised food items
SITXWHS006	Identify hazards, assess and control safety risks

*Indicates a pre-requisite is required

Assessment

Students will be provided with a learner guide for each unit to support their learning and assessment.

Assessments to be completed for each unit include:

- Learner workbook
- Learner Assessment Pack
- Record of Training Logbook

Assessment types may include:

- Written questions
- Case studies
- Role plays
- Observation/Demonstration
- Research tasks

Students are permitted two (2) submissions for each assessment activity. If students are unable to complete an assessment activity satisfactory after the second attempt, they may choose to pay a fee to be assessed in the activity a third time or to attend the full unit training again. Please refer to our student handbook to get the detailed fee information.

Self- paced Learning

Students with little experience in the area of hospitality should allow approximately 5 – 10 hours per unit to complete all learning and assessment activities.

Students who have experience or a work history in hospitality industry may be able to complete assessment activities in a shorter timeframe.

Recognition of Prior Learning (RPL)

In order to be eligible for RPL, the student must demonstrate currency in that particular subject. If you think you are eligible for RPL, please contact us on (02) 9559 0025 or info@cmnlacademy.com.au.

SIT50422 Diploma of Hospitality Management



This qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of industry to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions.

This qualification provides a pathway to work in any hospitality industry sector as a departmental or small business manager. The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for acquiring targeted skills in accommodation services, cookery, food and beverage and gaming.

Certificates to be awarded

On successful completion of all required units of competency you will be awarded a Nationally Recognised Certificate with an Academic Transcript for SIT50422 Diploma of Hospitality Management. On successful completion of some units but not the full course, you will be awarded a Statement of Attainment and Academic Transcript listing the units completed.

Course Type: Government subsidised & Fee-free apprenticeships

Learning options

Work-based training combined with workplace assessing:

- Face-to-face workshops
- Workplace training
- Self-paced study

Duration: 18 months – 24 months

Course Fees: Course fees for this apprenticeship training is fully subsidised by the NSW Government under the Smart and Skilled Fee Free apprenticeships initiative. For eligible apprentices, there will be no requirement to pay the fee.

Smart and Skilled Eligibility:

To apply for this course you must meet the Smart and Skilled eligibility criteria. You can find more information by going to vet.nsw.gov.au/choosing-vet/fee-free-apprenticeships

Pre-requisite:

The course requires a good level of literacy-speaking, reading and comprehension and writing. These skills are necessary for a person working in a front of house role.

Our enrolment process requires students to complete a language, literacy and numeracy assessment to ensure they meet the minimum LLN requirements for the course. We want to make sure the selected program is not above learners capabilities to participate.

COURSE UNITS

11 CORE UNITS

SITXCCS015	Enhance customer service experiences
SITXCCS016	Develop and manage quality customer service practices
SITXCOM010	Manage conflict
SITXFIN009	Manage finances within a budget
SITXFIN010	Prepare and monitor budgets
SITXGLC002	Identify and manage legal risks and comply with law
SITXHRM008	Roster staff
SITXHRM009	Lead and manage people
SITXMGT004	Monitor work operations
SITXMGT005	Establish and conduct business relationships
SITXWHS007	Implement and monitor work health and safety practices

17 ELECTIVE UNITS

Electives can be subject to change depending on Chosen pathway	SITXFSA005	Use hygienic practices for food safety
	SITHIND008	Work effectively in hospitality service
	SITHFAB021	Provide responsible service of alcohol
	SITHFAB023*	Operate a bar
	SITHFAB024*	Prepare and serve non-alcoholic beverages
	SITHFAB025*	Prepare and serve espresso coffee
	SITHFAB027*	Serve food and beverage
	SITHFAB030*	Prepare and serve cocktails
	SITHFAB034*	Provide table service of food and beverage
	SITHFAB036	Provide advice on food

SITXFSA006*	Participate in safe food handling practices
SITHGAM022	Provide responsible gambling services
SITHGAM023*	Attend gaming machines
SITXINV006*	Receive, store and maintain stock
SITHIND005	Use hygienic practices for hospitality service
SITXCCS013	Provide club reception services
SITXCCS014	Provide service to customers

*Indicates a pre-requisite is required

Assessment

Students will be provided with a learner guide for each unit to support their learning and assessment.

Assessments to be completed for each unit include:

- Learner workbook
- Learner Assessment Pack
- Record of Training Logbook

Assessment types may include:

- Written questions
- Case studies
- Role plays
- Observation/Demonstration
- Research tasks

Students are permitted two (2) submissions for each assessment activity. If students are unable to complete an assessment activity satisfactory after the second attempt, they may choose to pay a fee to be assessed in the activity a third time or to attend the full unit training again. Please refer to our student handbook to get the detailed fee information.

Self- paced Learning

Students with little experience in the area of hospitality should allow approximately 5 – 10 hours per unit to complete all learning and assessment activities.

Students who have experience or a work history in hospitality industry may be able to complete assessment activities in a shorter timeframe.

Recognition of Prior Learning (RPL)

In order to be eligible for RPL, the student must demonstrate currency in that particular subject. If you think you are eligible for RPL, please contact us on (02) 9559 0025 or info@cmnlacademy.com.au.

SHORT COURSES

FOOD HYGIENE AND BARISTA



This fun and practical course is designed to give you the necessary skills and knowledge required to use personal hygiene practices to prevent contamination of food and extract and serve espresso coffee beverages using commercial espresso machines and grinders. This course applies to any hospitality organization that serve espresso coffee beverages and espresso machine operators who operate with some level of independence and under limited supervision.

Certificate to be awarded

On successful completion you will be awarded a nationally recognized Statement of Attainment in:

SITXFSA005 Use hygienic practices for food safety (*Pre-requisite unit for SITHFAB025*)
SITHFAB025 Prepare and serve espresso coffee

Duration

2 days (9:30am – 4:30pm)

Location

CMNL Academy purpose-built training bar located at lower level Canterbury-Hurlstone Park RSL Club.

Cost: \$180

Course Requirements

No late entries to class.

Students must bring:

- Photo identification (license or passport)
- A valid Unique Student Identifier (USI)
- Pen and paper to make notes and complete assessment activities
- Comfortable clothing for working in an and around our training bar
- Flat and closed shoes

This Course combines plain English and questioning to ensure all learners are able to have the best possible chance at comprehending the required knowledge and skills. If you need assistance due to your Language, Literacy or Numeracy Skills, please contact us on (02) 9559 0025 or info@cmnlacademy.com.au

Credit Transfer

If you have completed SITXFSA005 Use hygienic practices for food safety unit from another training provider, please contact CMNL Academy administration team to apply for a Credit Transfer Application to complete.

Course Information

Our Barista course is delivered in a small group environment for maximum 10 participants to ensure a more personal training experience and more practical time for your barista skills. This course will cover both theory training and practical skills training and during the training, you will learn how to:

- Follow hygiene procedures and identify food hazards
- Report any personal health issues
- Prevent food contamination
- Prevent cross-contamination by washing hands
- Organize coffee workstation
- Select and grind coffee beans
- Advise customers and take espresso coffee orders
- Extract and monitor quality of espresso
- Undertake milk texturing process
- Serve espresso coffee beverages
- Clean espresso equipment

Please contact us on (02) 9599 0025 to make an appointment for your practical session and/or one-to-one session.

Assessment Information

You will be assessed for both theory knowledge and practical skills for this course.

Assessments to be completed include:

- Written activities
 - Observation/Demonstration
 - Role Play
 - Final Exam
-

Students are required to complete all assessment tasks satisfactory to be deemed competent for this course.

If students are assessed as not competent for any of the assessment activities, a free re-assessment will be offered. If students are assessed as not competent again, a re-assessment fee will be applied to re-sit the assessment for a third time (for the detailed fee information, please refer to our online student handbook). If students are assessed as not competent for the third time, they will be required to pay the full course fee to attend the full course again.

FOOD HYGIENE



This one-day course meets the current requirements under the NSW Food Act 2003 in relation to the skills and knowledge that a person involved in the preparation, packaging or service of food is required to have in NSW and meets the requirements of Food Standard 3.2.2.

Course Aim

This unit describes the performance outcomes, skills and knowledge required to use personal hygiene practices to prevent contamination of food that might cause food-borne illnesses. It requires the ability to follow predetermined organizational procedures and to identify and control food hazards.

Who should attend this course?

This unit applies to all tourism, hospitality and catering organizations with permanent or temporary kitchen premises or smaller food preparation or bar areas.

This includes restaurants, cafes, clubs, hotels, bars, tour operators, attractions, function, event, exhibition and conference caterers, educational institutions, aged care facilities, correctional centres, hospitals, defence forces, cafeterias, kiosks, canteens, fast food outlets, residential caterers, in flight and other transport caterers.

It applies to food handlers which can be any person who directly handles food or food contact surfaces food such as cutlery, plates and bowls. People at many levels use this skill in the workplace during the course of their daily activities, including cooks, chefs, caterers, kitchen stewards, kitchen hands, bar and food and beverage attendants and sometimes room attendants and front office staff.

Certificate to be awarded

On successful completion of this course nationally recognized certificate in:
SITXFSA005 Use hygienic practices for food safety

Duration

Half day workshop from 9:30am to 1:00pm

Location

CMNL Academy purpose-built training facility, lower-level Canterbury-Hurlstone Park RSL Club

Cost: \$60

NOTE: Students also have the option of continuing for the day for an additional \$130.00 and gaining a Food Safety Supervisor certificate.

Course Requirements

No late entries to classes.

Students must bring:

- Photo identification (license or passport)
- A valid Unique Student Identifier (USI)
- Pen and paper to make notes and complete assessment activities
- Comfortable clothing for working in an and around our training bar
- Flat and closed shoes

This Course combines plain English and questioning to ensure all learners can have the best possible chance at comprehending the required knowledge and skills. If you need assistance due to your Language, Literacy or Numeracy Skills, please contact us on (02) 9559 0025 or info@cmnlacademy.com.au

Course Information

This course will cover both theory and practical skills training. Topics of this course are:

- Follow hygiene procedures and identify food hazards
- Report any personal health issues
- Prevent food contamination
- Prevent cross-contamination by washing hands

Assessment Information

You will be assessed for both theory knowledge and practical skills for this course.

Assessments to be completed include:

- Written activities
- Case Study
- Observation/Demonstration

Students are required to complete all assessment tasks satisfactory to be deemed competent for this course.

If students are assessed as not competent for any of the assessment activities, a free re-assessment will be offered. If students are assessed as not competent again, a re-assessment fee will be applied to re-sit the assessment for a third time (for the detailed fee information, please refer to our online student handbook). If students are assessed as not competent for the third time, they will be required to pay the full course fee to attend the full course again.

FSS – FOOD SAFETY SUPERVISOR



This one-day course meets the compliance requirements of the NSW legislation that applies to the mandatory Food Safety Supervisor position.

The course creates awareness of personal and workplace hygiene requirements, safe practices of storage, cooking and serving of food, and putting food safety policies and plans into effect in the workplace.

Course Aim

To provide training to Food Safety Supervisors in safe food handling practices that can be implemented in businesses. The aim is to reduce the incidence of food borne illness attributed to food handling errors in the hospitality industry and increase consumer confidence in food served in NSW.

Who should attend this course?

This course is well suited for people engaged in industry.

Any business that serves food that is ready to eat, potentially hazardous and not sold and served in its package must appoint and train at least one Food Safety Supervisor who must attend this course. This includes businesses such as restaurants, cafes, takeaway shops, bakeries, caterers, hotels, clubs, pubs, food markets, mobile food vendors and supermarket hot food sales.

Certificates to be awarded

On successful completion of this course, you will be awarded a nationally recognised–Statement of Attainment in:

- SITXFSA005 Use hygienic practices for food safety **and**
- SITXFSA006 Participate in safe food handling practices **and**

You will also be awarded the NSW FOOD Authority – Food Safety Supervisor Certificate

Duration

1 ½ day workshop Day 1 - 9:30am to 12:30pm
Day 2 – 9.30am to 4:00pm

Location

CMNL Academy purpose-built training facility, lower-level Canterbury-Hurlstone Park RSL Club

Cost: \$190

Course Requirements

All students are required to arrive 30 minutes before the course start time for registration and ID check.

Students must bring:

- Photo identification (license or passport)
- A valid Unique Student Identifier (USI)
- Pen and paper to make notes and complete assessment activities
- Comfortable clothing for working in an and around our training bar
- Flat and closed shoes

This Course combines plain English and questioning to ensure all learners are able to have the best possible chance at comprehending the required knowledge and skills. If you need assistance due to your Language, Literacy or Numeracy Skills, please contact us on (02) 9559 0025 or info@cmnlacademy.com.au

Course Information

This course will cover both theory and practical skills training. Topics of this course are:

- Use hygienic practices in food safety
- Follow food safety program
- Store food safely
- Prepare food safely
- Provide safe single use items
- Maintain a clean environment
- Dispose of food safely

Assessment Information

You will be assessed for both theory knowledge and practical skills for this course. Assessments to be completed include:

- Written activities
- Observation/Demonstration
- Final Exam

Students are required to complete all assessment tasks satisfactory to be deemed competent for this course.

If students are assessed as not competent for any of the assessment activities, a free re-assessment will be offered. If students are assessed as not competent again, a re-assessment fee will be applied to re-sit the assessment for a third time (for the detailed fee information, please refer to our online student handbook). If students are assessed as not competent for the third time, they will be required to pay the full course fee to attend the full course again.

RSA – SITHFAB021 Provide responsible service of alcohol



This one-day course is a mandatory requirement under the Liquor Act and Registered Clubs Act for those seeking employment in a licensed premise or Registered Club.

Course Aim

The program deals with the rights and responsibilities involved in the sale, service, or supply of alcohol in NSW.

Certificates to be awarded

On successful completion of this course you will be awarded a nationally recognised Statement of Attainment in SITHFAB021 Provide responsible services of alcohol

You will also be awarded the Liquor and Gaming NSW RSA interim certificate.

Duration

1 Day from 9:30am to 4:00pm

Location

CMNL Academy training room, lower-level Canterbury-Hurlstone Park RSL Club

Cost: \$199 (includes the cost of the Liquor and Gaming NSW Competency Card)

Course Requirements

No late entries to classes. Mandatory class times 9.30am – 4pm (30min break) or minimum 6hrs full class time.

Students must bring:

- Photo identification (license or passport)
- A valid Unique Student Identifier (USI)
- Pen and paper to make notes and complete assessment activities

This Course combines plain English and questioning to ensure all learners are able, to have the best possible chance at comprehending the required knowledge and skills. If you need assistance due to your Language, Literacy or Numeracy Skills, please contact us on (02) 9559 0025 or info@cmnlacademy.com.au

Course Information

Topics of this course are:

- The context of RSA in NSW
- Legislative framework for RSA
- Impact of Alcohol
- Preventing intoxication and underage drinking

This one-day training will cover both theory knowledge and practical skills and you will learn how to:

- Sell or serve alcohol responsibly
- Assist customers to drink within appropriate limits
- Assess alcohol affected customers and identify customers whom sale or service must be refused
- Refuse to provide alcohol

Assessment Information

You will be assessed for both theory knowledge and practical skills for this course.

Assessments to be completed include:

- Written activities
- Role play
- Final Exam

Students are required to complete all assessment tasks satisfactory to be deemed competent for this course.

If students are assessed as not competent for any of the assessment activities, a free re-assessment will be offered. If students are assessed as not competent again, a re-assessment fee will be applied to re-sit the assessment for a third time (for the detailed fee information, please refer to our online student handbook). If students are assessed as not competent for the third time, they will be required to pay the full course fee to attend the full course again.

RCG – SITHGAM022 Provide responsible gambling services



This one-day course is a mandatory requirement under the Gaming Machine Act and Registered Clubs Act for those seeking employment in a licensed premise or Registered Club where there are gaming machines.

Course Aim

This program provides:

- The necessary knowledge and understanding of the current NSW gaming legislation
- Rights and responsibilities of individuals under that legislation to support harm minimization and responsible gaming activities

Certificates to be awarded

On successful completion of this course, you will be awarded a nationally recognised Statement of Attainment in SITHGAM022 Provide responsible gambling services.

In addition you will be emailed a link from NSW Liquor and Gaming (**Refer to “Assessment Information”** below).

Duration

1 Day from 9:30am to 4:00pm

Location

CMNL Academy training room, lower-level Canterbury-Hurlstone Park RSL Club

Cost: \$149 (includes the cost of the Liquor and Gaming NSW Competency Card)

Course Requirements

No late entries to classes. Mandatory class times 9.30am – 4pm (30min break) or minimum 6hrs full class time.

Students must bring:

- Photo identification (license or passport)
- A valid Unique Student Identifier (USI)
- Pen and paper to make notes and complete assessment activities

This Course combines plain English and questioning to ensure all learners can have the best possible chance at comprehending the required knowledge and skills. If you need assistance due to your Language, Literacy or Numeracy Skills, please contact us on (02) 9559 0025 or info@cmnlacademy.com.au

Course Information

Topics of this course are:

- Government, gambling, and legislation
- Statutory signage requirements
- Gambling inducements, player prizes, reward schemes, cash, and cheque dispensing
- Minors
- Responsible and problem gambling
- Responding to potential problem gamblers
- Self-exclusion and counselling

Assessment Information

You will be assessed for both theory knowledge and practical skills for this course.

Assessments to be completed include:

- Written activities
- Case study
- Role play
- Final Exam

Students are required to complete all assessment tasks satisfactory to be deemed competent for this course.

If students are assessed as not competent for any of the assessment activities, a free re-assessment will be offered. If students are assessed as not competent again, a re-assessment fee will be applied to re-sit the assessment for a third time (for the detailed fee information, please refer to our online student handbook). If students are assessed as not competent for the third time, they will be required to pay the full course fee to attend the full course again.

On successful completion of your RCG course, L&G NSW will email you a link with instructions on how to access and complete the mandatory L&G NSW online RCG assessment.

The online assessment is in addition to the in-class assessment. It is issued by L&G. It comprises of 30, mostly multiple choice and multiple answer questions. You need to score **100% to pass** and have unlimited attempts to successfully answer each question as you go. The assessment is expected to take 30-45 minutes to complete.

On passing the assessment L&GNSW will email you an RCG interim certificate. The interim certificate is valid for 90 days and allows you to work immediately.

To obtain a NSW RCG competency card, present your interim certificate to a Service NSW Centre and complete a 100 point identification check. Service NSW will send your card to your nominated address via mail. Please allow up to one month for its delivery.

Advanced Responsible Conduct of Gambling (ARCG)

Note – this course is voluntary and designed to comply with NSW Liquor Legislation obligations and does not result in a nationally accredited training outcome

Course Aim

The new voluntary non-accredited Advanced Responsible Conduct of Gambling (ARCG) training is recommended for roles with greater harm minimisation responsibilities, including:

- licensees of a full hotel licence
- secretaries of a registered club
- gambling floor managers and supervisors
- anyone holding an RCG competency card wishing to complete this course for career progression

Training Details

The ARCG course will cover:

- Anticipating and managing high-intensity situations using advanced interpersonal skills
- Managing high-intensity situations involving angry and distressed patrons, and concerned family members
- Leading a culture of proactive gambling harm minimisation
- Responsible conduct of gambling in practice

Certificates to be awarded

You will be issued a course completion certificate upon successful completion of the course. NSW Liquor and Gaming will also update your current competency card, with this new endorsement.

Note: In NSW all competencies must expire on the same date, calculated five years from the first competency gained. For example, if your RCG competency expires in Dec 2024, even if you gain your ARCG competency in Dec 2023 both competencies will still have an expiration date of Dec 2024. This ensures all your competencies are current and expire on the same date.

Duration

5 hours

Location

Canterbury Hurlstone Park RSL Club

20 – 26 Canterbury Road Hurlstone Park NSW 2193 Or Client Site upon request

Cost: \$350

SITHGAM023 Attend gaming machines



This one-day course is for those seeking employment in a licensed premise or Registered Club where there are gaming machines.

Course Aim

This program provides the necessary knowledge and understanding required to:

- Maintain gaming machines
- Make payouts on gaming machines
- Check security of gaming areas
- Offer advice on games offered by the organisation

Certificates to be awarded

On successful completion of this course, you will be awarded a nationally recognised Statement of Attainment in SITHGAM023 Attend gaming machines

Duration

1 Day from 9:30am to 4:00pm

Location

CMNL Academy training room, lower-level Canterbury-Hurlstone Park RSL Club

Cost: \$180

Course Requirements

No late entries to classes. Mandatory class times 9.30am – 4pm (30min break) or minimum 6hrs full class time.

Students must bring:

- Photo identification (license or passport)
- A valid Unique Student Identifier (USI)
- Pen and paper to make notes and complete assessment activities

This Course combines plain English and questioning to ensure all learners can have the best possible chance at comprehending the required knowledge and skills. If you need assistance due to your Language, Literacy or Numeracy Skills, please contact us on (02) 9559 0025 or info@cmnlacademy.com.au

Course Information

Topics of this course are:

- Advise customers on gaming activities
- Maintain gaming machines
- Monitor security of gaming areas
- Make gaming machine payouts
- Operate and maintain coin dispensing equipment

Assessment Information

You will be assessed for both theory knowledge and practical skills for this course.

Assessments to be completed include:

- Written activities
- Case study
- Role play
- Final Exam

Students are required to complete all assessment tasks satisfactory to be deemed competent for this course.