

HOSPITALITY (A/V)

This course is designed for students who wish to pursue a career pathway in the Hospitality Industry or develop practical work ready skills for casual and part time employment in Australia and overseas.



Students undertake training at college in the Majura Cafe and with local employers through Structured Workplace Learning that can lead to the award of Certificate I and Certificate II in Hospitality (SIT10207 & SIT20207) & Certificate I in Hospitality (Kitchen Operations) (SIT10307).

The following units can be used to make up a Hospitality course. Different units will be offered each semester.

- Hospitality Foundation
- Hospitality Food Preparation
- Hospitality Workplace Skills
- Hospitality Operations
- Introduction to Food Service
- Hospitality Service Operations

BUSINESS ADMINISTRATION A/V

This course is aimed at students who may be considering employment or part-time work in a business environment, government department or community agency. The training program develops a wide range of transferable skills that can be used in any industry that requires office administration. Students gain valuable skills in personal and team work strategies, designing and developing text documents, customer service, presentations and effective workplace communication.

Over a two year period students work towards a Certificate II in Business (BSB20107) and a Statement of Attainment towards Certificate III in Business (BSB30107).

Students undertake Structured Workplace Learning placements in administrative roles within local businesses. This gives the students the opportunity to demonstrate and reinforce their business skills on the job.

WORK EDUCATION A/V

The Work Education Course provides opportunities for students to gain the skills necessary to make a smooth transition to post-school options and to participate in society in a meaningful and effective manner.

The Employability Skills Framework is a national strategy that details a set of generic skills that include communication, team work, problem-solving, initiative and enterprise, planning and organising, self-management, learning and technology skills.

This course promotes the development of employability skills for all students, through active engagement in the community and workplace experiences. The following units can be studied: Job Seeking Skills, Work Behaviours and Skills, Rights and Responsibilities at Work and Employment Skills. Students work towards a Certificate I in Workplace Skills (69796).

For more information contact:

Jenny Cowell, Executive Teacher

For full unit descriptions and information about gaining a major or minor in subject areas
see www.dicksonc.act.edu.au/handbook.pdf

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