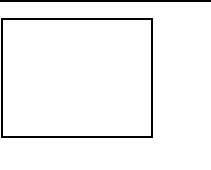


<b>Unit Code and Title</b>	SITHFAB002 Provide responsible service of alcohol  The latest release of the unit can be found at the following link:  <a href="https://training.gov.au/Training/Details/SITHFAB002">https://training.gov.au/Training/Details/SITHFAB002</a>	
<b>CRICOS Course Code</b>	SITHFAB002	
<b>Provider</b>	Excel College Australia RTO Code: 45200 CRICOS Code: 03862G	
<b>Course Overview</b>	<p>Responsible practices must be undertaken wherever alcohol is served or sold, including where alcohol samples are served during on-site product tastings. This unit, therefore, applies to any workplace where alcohol is served or sold, including all types of hospitality venues, retail liquor outlets and wineries, breweries and distilleries. This unit applies to all levels of sales personnel involved in the sale, service and promotional service of alcohol in licensed premises. Those selling or serving alcohol may include food and beverage attendants; retail liquor sales persons; winery, brewery and distillery cellar door staff and supplier sales representatives. It also applies to security staff who monitor customer behaviour and to the licensee who is ultimately responsible for RSA management.</p> <p>This course is suitable for new entrants who requires training in responsible services of alcohol.</p>	
<b>Entry Requirements</b>	<p>Excel College Australia has the following entry requirements:</p> <p>You must:</p> <ul style="list-style-type: none"> <li>• Be at least 18 years of age.</li> <li>• Participate in a course entry interview to determine suitability for the course and student needs.</li> <li>• Have an IELTS* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:             <ul style="list-style-type: none"> <li>• Educated for 5 years in an English speaking country; or</li> <li>• Completed at least 6 months of a Certificate III level course in an Australian RTO; or</li> <li>• Successful completion of an English Placement Test.</li> </ul> </li> <li>• <i>Note that other English language tests such as PTE and TOEFL can be accepted. You are required to provide your results so that we can confirm they are equivalent to IELTS 5.5.</i></li> </ul>	
<b>Course Duration</b>	<p>This course is offered classroom based training. The total time commitment is 2 days (16 hours) of classroom training and assessment.</p> <p>Class sessions are planned to ensure that students have a mixture of practical and theoretical components and those classes cater for a wide variety of learning styles. Additionally, workplace practices and environments are simulated and used to conduct skills based assessments in accordance with unit requirements.</p> <p>This qualification is offered on the following days and times:</p> <ul style="list-style-type: none"> <li>• Saturday and Sunday 9 am to 5.30 pm</li> </ul>	

<b>Delivery mode and location</b>	<p>This course will be delivered face-to-face in a classroom-based setting which includes the simulation of workplace based environment.</p> <p>The course is delivered at:</p> <ul style="list-style-type: none"> <li>Level 3C, 40 Raymond Street Bankstown NSW 2200</li> </ul>
<b>Career Outcomes and Education Pathways</b>	<p>The unit SITHFAB002 Provide responsible service of alcohol is included in many qualifications within Training Packages. Therefore, a statement of attainment for this units can be used as credit for a range of qualifications.</p>
<b>Course progress</b>	<p>Note that for international students, satisfactory course progress and attendance is required in order to meet visa requirements. More information can be found in the International Student Handbook that also includes information on the specific support that is available to international students. Students who are identified as being at risk of not meeting course progress and attendance requirements will be provided with additional support as recorded in an intervention strategy. The student handbook can be found online at <a href="http://www.excelcollegeaustralia.edu.au">www.excelcollegeaustralia.edu.au</a></p>
<b>Enrolment and Orientation</b>	<p>Upon acceptance of a student's application for enrolment, an Offer Letter and Student Agreement will be sent to you. You should carefully review the document as it will provide all necessary information about the course of study, as well as terms and conditions. Once we receive your signed Offer Letter and Student Agreement we will issue an invoice with your first instalment showing and once this has been paid, a Confirmation of Enrolment (CoE) letter will be issued to you.</p> <p>The first day of each course will include orientation and induction. Orientation will include information about the campus, living in Australia, accessing our support services and methods for achieving success throughout the course, including course progress and attendance requirements.</p> <p>This course brochure should be read in conjunction with Excel College Australia Student Handbook. This can be found online at <a href="http://www.excelcollegeaustralia.edu.au">www.excelcollegeaustralia.edu.au</a></p>
<b>Additional Support</b>	<p>All students will be provided with a range of learning support options and resources to help them achieve competency. This includes:</p> <ul style="list-style-type: none"> <li>Academic and personal support.</li> <li>Referral to external support services.</li> </ul>
<b>Training Arrangements</b>	<p>Students are required to attend a class of 2 days (16 hours). Timetable information will be provided in the student's Letter of Offer and Student agreement.</p>
<b>Assessment Arrangements</b>	<p>Assessment methods used for this qualification will provide a range of ways for individuals to demonstrate that they have met the required outcomes including:</p> <ul style="list-style-type: none"> <li>Questioning (written)</li> <li>Role plays</li> </ul> <p>At the beginning of each unit, trainers will outline the assessment tasks that must be completed.</p>
<b>Course Costs:</b>	<p>The total costs for this course are as follows:</p> <p><b>Enrolment fee:</b> \$0.00</p> <p><b>Course fees:</b> Total cost is AUD\$160</p>

**Non-Tuition fees:** May apply and can be found at [www.excelcollegeaustralia.edu.au](http://www.excelcollegeaustralia.edu.au)

A detailed payment plan and payment arrangements are provided in the Letter of offer and Written Agreement. Non-payment of course fees may result in cancellation of enrolment. Course fees do not include textbooks, laptops or computer software which are to be purchased at the student's own cost and approximate costs for these are listed below.

Name of textbook	Cost	Publisher
<b>The Australian Bar Attendant's Handbook_ 5<sup>th</sup> Edition</b>	\$ <i>To be added at the time of publication to ensure currency</i>	Pearson <a href="https://www.pearson.com.au/p/George/The-Australian-Bar-Attendant's-Handbook/9781442543492?R=1">https://www.pearson.com.au/p/George/The-Australian-Bar-Attendant's-Handbook/9781442543492?R=1</a>
Name of software	Cost	Supplier
<b>Office 365</b>	\$129 annually	<a href="https://products.office.com/en-au/buy/office">https://products.office.com/en-au/buy/office</a>
Laptop costs	Cost	Supplier
Any laptop that meets the specifications below.	\$450 (approximate only)	Various

Textbooks, laptops and software may be purchased by students through the suppliers as listed above or any other suppliers that offer the resources noting that costs may vary at the time of purchase.

#### Laptop specifications

Students should also note the following minimum specifications for a laptop which students must bring to each class.

#### Windows:

	Minimum requirements
Processor	Intel® or AMD processor with 64-bit support*; 2 GHz or faster processor Microsoft Windows 7 with Service pack 1 (64-bit), Windows 10 (Version 1709 or later)
Operating system	Microsoft Windows 7 with Service pack 1 (64-bit), Windows 10 (Version 1709 or later)
RAM	2 GB or more of RAM (8 GB recommended)
Hard disk space	3.1 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation.
Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit color and 512 MB or more of dedicated VRAM; 2 GB is recommended.
Graphics processor acceleration requirements	OpenGL 2.0-capable system
Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

	<b>MacOS:</b>																
	<table border="1"> <thead> <tr> <th></th> <th>Minimum requirements</th> </tr> </thead> <tbody> <tr> <td>Processor</td> <td>Multicore Intel processor with 64-bit support</td> </tr> <tr> <td>Operating system</td> <td>MacOS version 10.12 (Sierra), macOS version 10.13 (High Sierra), or macOS version 10.14 (Mojave).</td> </tr> <tr> <td>RAM</td> <td>2 GB or more of RAM (8 GB recommended)</td> </tr> <tr> <td>Hard disk space</td> <td>4 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation.</td> </tr> <tr> <td>Monitor resolution</td> <td>1024 x 768 display (1280x800 recommended) with 16-bit color and 512 MB or more of dedicated VRAM; 2 GB is recommended</td> </tr> <tr> <td>Graphics processor acceleration requirements</td> <td>OpenGL 2.0-capable system</td> </tr> <tr> <td>Internet</td> <td>Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.</td> </tr> </tbody> </table>		Minimum requirements	Processor	Multicore Intel processor with 64-bit support	Operating system	MacOS version 10.12 (Sierra), macOS version 10.13 (High Sierra), or macOS version 10.14 (Mojave).	RAM	2 GB or more of RAM (8 GB recommended)	Hard disk space	4 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation.	Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit color and 512 MB or more of dedicated VRAM; 2 GB is recommended	Graphics processor acceleration requirements	OpenGL 2.0-capable system	Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.
		Minimum requirements															
	Processor	Multicore Intel processor with 64-bit support															
	Operating system	MacOS version 10.12 (Sierra), macOS version 10.13 (High Sierra), or macOS version 10.14 (Mojave).															
	RAM	2 GB or more of RAM (8 GB recommended)															
	Hard disk space	4 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation.															
	Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit color and 512 MB or more of dedicated VRAM; 2 GB is recommended															
	Graphics processor acceleration requirements	OpenGL 2.0-capable system															
Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.																
International students are also required to take out Overseas Health Insurance Cover before arriving in Australia. Excel College Australia provides details of OSHC providers in the International Student Handbook.																	
Additional costs associated with living in Australia are outlined in the International Student Handbook. Students should carefully review these costs in relation to budgeting. Further information can be found at <a href="https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs">https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs</a> .																	
<b>Course Credit</b>	<p>You may apply for recognition of existing qualifications or skills, knowledge and experience (credit transfer or recognition of prior learning) as per the information included in our International Student Handbook, which is available at <a href="http://www.excelcollegeaustralia.edu.au">www.excelcollegeaustralia.edu.au</a></p> <p>For international students, the granting of course credit may affect course fees as well as the duration of the course.</p> <p>The result of an application for credit and any changes to fees or course duration will be advised to students in writing.</p> <p>If course credit is granted following issuance of the Confirmation of Enrolment, students will receive a new Confirmation of Enrolment showing a reduced duration.</p> <p>For any questions about course credit, contact us at the details shown below</p>																
<b>Selection and enrolment procedures</b>	<p>To enroll for this course an enrolment form must be completed. which can be emailed or posted to students or downloaded from our website. The enrolment form should be completed and then sent to us along with all of the required documentation.</p> <p>For more information about our selection and enrolment processes, contact us at the details shown below.</p>																
<b>Contact Details</b>	Call our office on (02) 9791 1880 or email us at <a href="mailto:info@excelcollegeaustralia.edu.au">info@excelcollegeaustralia.edu.au</a>																