Introduction

Vocational education and training (VET) courses form an integral part of the secondary education curriculum. It is widely recognised that these courses perform a significant role in preparing students for a successful transition from school to work. Schools have ensured through sustained commitment that school-delivered VET is valued by industry, further education providers and the community.

This guide covers the resource and equipment requirements to deliver **Hospitality and Tourism** qualifications.

The completed declaration and checklists are to be stored securely on the school site and in accordance with RTO procedures.

Requirements of schools delivering competency-based training and assessment

Mandatory Resources and Equipment

Schools delivering units of competency in this qualification must have access to specific resources/equipment as required by the training package. Students must have sufficient access to the specified resources/equipment to enable them to acquire and demonstrate competency.

Resources/equipment may be accessible on-site (at school) or off-site. Access to resources and equipment is off-site; a suitable access arrangement must be documented and recorded in Checklist 2.

All resources/equipment selected **MUST**:
- ☐ comply with RTO policy and procedures
- ☐ be appropriate to the unit of competency being assessed and the circumstances of the assessment

All resources/equipment lists are to be read in conjunction with:
- ☐ The SIT Tourism, Travel and Hospitality (Release 1.1)
- ☐ The SIT Tourism, Travel and Hospitality Companion Volume Implementation Guide

The following pages outline the mandatory equipment and resources required to deliver the units of competency necessary to deliver **Hospitality and Tourism qualifications**.

SCHOOL NAME: _____

DATE: _____

Core units

BSBTWK201 Work effectively with others **SITXCCS011 Interact with customers** **SITHIND006 Source and use information on the hospitality industry** **SITXCCS014 Provide service to customers** **SITHIND007 Use hospitality skills effectively** **SITHIND008 Work effectively in hospitality service** **SITXCOM007 Show social and cultural sensitivity** **SITXHRM007 Coach others in job skills** **SITXWHS005 Participate in safe work practices**	
Assessment Environment	Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry. • restaurant/cafe environment accommodation services environment housekeeping environment
Mandatory Equipment and Resources	
Typical equipment found in the workplace	☐ Computers, printers, communication technology and information programs used to source industry information (SITHIND006) ☐ Products and services to be delivered to customers
Consumable Resources	N/A
Documents	☐ Supplied by Blueprint Career Development

Other People	☐ Team members and Supervisors
	☐ Internal and external customers - colleagues from a diverse range of social and cultural groups with whom the individual can interact;
	☐ Others in an industry workplace who are assisted by the individual during the assessment process; or Individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.
	☐ Industry realistic ratios of service staff to customers; these can be:
	  • customers in an industry workplace who are assisted by the individual during the assessment process; or
	  • individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.
	☐ Colleagues in need of training; these can be:
	  • colleagues in an industry workplace who are assisted by the individual during the assessment process; or
	  • individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a

	simulated industry environment operated within a training organisation. (SITXHRM007)
School representatives Initials	

SITHIND005 Use hygienic practices for hospitality service SITXFSA005 Use hygienic practices for food safety SITXFSA006 Participate in safe food handling practices	
Assessment Environment	Skills must be demonstrated in an operational food preparation area. This can be an industry workplace or a simulated industry environment.
Mandatory Equipment and Resources	

Equipment	☐ Fixtures:
	   • commercial grade work benches
	   • refrigeration unit
	   • sink
	   • receptacles for storage and display purposes
	   • appropriate facilities for handwashing
	   • designated hand washing sink
	   • appropriate changing facilities
	   • personal protective equipment relevant to the job role
	
	☐ Small equipment:
	   • assorted pots and pans
	   • containers for hot and cold storage
	   • crockery
	   • cutlery
	   • cutting boards
	   • food handler gloves
	   • glassware
	   • knives
	   • packaging materials
	   • receptacles for presentation and display purposes
	   • temperature monitoring device (SITXFSA006)
	   • First aid kit
	
	☐ Small utensils:
	   • tongs serving utensils

Consumable Resources	☐ Cleaning materials including
	   • antiseptic liquid soap
	   • single use towels
	   • warm running water
	☐ Food ingredients and ready-to-eat food items

Documents	☐ Supplied by Blueprint Career Development

Other People	☐ Supervisor for the reporting of breaches of hygiene and personal health issues
School representatives Initials	

Front of house units

SITHFAB021 Provide responsible service of alcohol **SITHGAM022 Provide responsible gambling services** **HLTAID011 Provie First Aid**	
Assessment Environment	Skills must be demonstrated in an operational hospitality environment. Assessment may be undertaken in the workplace or a simulated environment
Mandatory Equipment and Resources	
Equipment	☐ Data projector and screen ☐ All other equipment supplied by Blueprint Career Development
Consumable Resources	N/A
Documents	☐ Supplied by Blueprint Career Development
Other People	☐ Individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.
School representatives Initials	

SITHFAB024 Prepare and serve non-alcoholic beverages	
Assessment Environment	Skills must be demonstrated in an operational food and beverage outlet. This can be in an industry workplace or a simulated industry environment
Mandatory Equipment and Resources	
Equipment	☐ Fixtures and large and small equipment: • refrigerator • blender • juicer • milkshake machine • standard range of glassware and service-ware for the service of non-alcoholic beverages specified in the performance evidence

	• equipment used to prepare non-alcoholic beverages
Consumable Resources	☐ Cleaning materials and equipment ☐ Wide commercial range of non-alcoholic beverages: • tea • coffee • carbonated drinks • juices • condiments, garnishes and accompaniments • ice
Documents	☐ Organisational specifications • equipment manufacturer instructions • retail promotional materials • safety data sheets (SDS) for cleaning agents and chemicals or plain English workplace documents or diagrams that interpret the content of SDS ☐ All other documents supplied by Blueprint Career Development
Other People	☐ Industry-realistic ratio of staff of customers; these can be: • customers in an industry workplace during the assessment process or • individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.
<mark>School representatives Initials</mark>	

SITHFAB025 Prepare and Serve espresso coffee	
Assessment Environment	Skills must be demonstrated in an operational food and beverage outlet. This can be an industry workplace or a simulated industry environment.
Mandatory Equipment and Resources	
Equipment	☐ Fixtures and large equipment including: • bins or knock boxes for used coffee grounds storage bins • workstation with industry current commercial grade espresso machine and coffee grinders ☐ Small equipment: • blind or blank filter basket • cleaning brushes • cleaning cloths • flat edge implements for levelling off dosed filter basket • measuring equipment • milk foaming jugs

	- napkins - powder shakers - service trays - spoons and stirrers - straws - storage bins ☐ Service-ware for different types of coffee beverages including: - espresso and standard cups - glasses – latte and piccolo glasses - mugs - saucers - take-away coffee cups and lids - take-away cardboard trays - tamp mats and tampers
Consumable Resources	☐ Stock including: commercial range of coffee beans, ground coffee and other ingredients and accompaniments.
Documents	☐ Equipment manufacturer instructions ☐ Organisational specifications including: - cleaning and maintenance procedures for espresso coffee machines and grinders commercial beverage menus - SDS for cleaning chemicals or plain English workplace documents or diagrams that interpret the content of SDS ☐ All other documents supplied by Blueprint Career Development
Other People	☐ Other team members and supervisors ☐ Customers with realistic ratios of service staff to customers
School representatives Initials	

SITHFAB027 Serve food and beverage	
Assessment Environment	Skills must be demonstrated in an operational food and beverage outlet. This can be an industry workplace or a simulated industry environment
Mandatory Equipment and Resources	
Equipment	☐ Fixtures and large and small equipment: - ordering system - minimum of 15 chairs - minimum of five tables - point-of-sale - docket books - food service-ware - glassware for beverages

	• linen or table dressing • service trays, platters and lids • service utensils • tea and coffee service-ware
Consumable Resources	☐ Stock: • freshly prepared meals to be served • wide commercial range of beverages • cleaning materials and equipment
Documents	☐ Organisational specifications: • equipment manufacturer instructions • commercial food and beverage menus currently used by the hospitality industry • promotional materials ☐ All other documents supplied by Blueprint Career Development
Other People	☐ Kitchen staff with whom the individual can interact ☐ Industry-realistic ratio of service staff to customers; these can be: • Customers in an industry workplace during the assessment process; or • Individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.
==School representatives Initials==	

SITXFIN007 Process financial transactions	
Assessment Environment	Skills must be demonstrated in an operational tourism, travel, hospitality or events environment where financial transactions are processed. This can be an industry workplace and a simulated industry environment.
Mandatory Equipment and Resources	
Equipment	☐ Point-of-sale equipment ☐ Software currently used to process and reconcile financial transactions ☐ Cash and other forms of payments
Consumable Resources	☐ Till Rolls
Documents	☐ Supplied by Blueprint Career Development
Other People	☐ Customers from whom the individual can take payments and with whom they can interact; these can be: • Customers in an industry workplace who are assisted by the individual during the assessment process; or individuals who participate in role plays or simulated activities, set up for the

	purpose of assessment, in a simulated industry environment operated within a training organisation
School representatives Initials	

Back of house units

SITHCCC024 Prepare and present simple dishes
SITHCCC025 Prepare and present sandwiches
SITHCCC028 Prepare appetisers and salads
SITHKOP009 Clean kitchen premises and equipment

Assessment Environment	Skills must be demonstrated in an operational commercial kitchen. This can be an industry workplace or a simulated industry environment such as a training kitchen servicing customer including a designated storage area for dry goods and perishables

| **Mandatory Equipment and Resources** ||

Equipment	☐ Fixtures and large equipment including: • commercial grade work benches (1.5 m/person) • commercial ovens with trays (one per two persons) • designated area for dry goods and perishables • sink • gas, electric or induction stove tops (two burners per person) • refrigeration and freezer unit with shelving • food processors and mixers • grill • hotplate ☐ Knife sharpening equipment • sharpening steels and stones ☐ Knives including • bread knife • chef's knife • palette knife • paring knife • utility knife ☐ Small equipment: • assorted pots and pans • blender • containers for hot and cold food • crockery • cutlery • cutting boards • salad spinner

RESOURCE AND EQUIPMENT REQUIREMENTS

	• scales • can opener • colander • scoops, skimmers, and spiders • food handler gloves • receptacles for presentation and display purposes • spoons and ladles • scrapers and spatula • whisk • stainless-steel bowls • Small utensils including peelers, corers, slicers, tongs serving utensils, thermometer • dustpans and brooms • garbage bins • hand towel dispenser and hand towels • mops and buckets • separate hand basin and soap for hand washing ☐ SITHKOP009 • waste sink for mops • deep fryers with baskets • blenders and stick blender • commercial grade dishwasher • commercial convection oven with timer and trays • slicing machine • temperature probes • cleaver ☐ SITHCCC024 • deep fryers with baskets • microwave • water bath ☐ SITHCCC025 • slicing machine • sandwich cutting guides • Packaging materials • salamander (one per eight persons) ☐ SITHCCC028 • deep fryers with baskets • microwave • slicing machine • blenders and stick blender • planetary mixers • salamander (one per eight persons) • baking sheets and trays • blow torch • mortar and pestle • sauce bottles • strainers and chinois

	• pastry brush • steamers • juicer • temperature probes

Consumable Resources	☐ Cleaning materials including:
	    • antiseptic liquid soap for hand washing cleaning cloths
	    • commercial cleaning and sanitising agents and chemicals for cleaning commercial kitchens, equipment and food storage areas
	    • garbage bags
	    • hand towels
	    • sponges, brushes and scourers
	    • tea towels
	    • Cleaning cloths
	☐ Variety of commercial ingredients used to prepare the dishes specified in the performance evidence.
	☐ Variety of PPE – Gloves, hats, aprons, chefs uniform

Documents	☐ Equipment manufacturer instructions
	☐ Organisational specifications including:
	    • guidelines relating to food disposal, storage and presentation requirements
	    • Safety data sheets (SDS) for cleaning agents.
	    • work flow schedules
	    • cleaning schedules
	☐ All other documents supplied by Blueprint Career Development

Other People	☐ Other kitchen staff ☐ Customers with realistic ratios of kitchen staff to customers
School representatives Initials	

RESOURCE AND EQUIPMENT REQUIREMENTS

Other

BSBPEF101 Plan and prepare for work readiness **BSBCMM211 Apply Communication skills** **BSBTEC101 Operate digital devices** **BSBSUS211 Participate in sustainable work practices** **FSKRDG001 Recognise extremely short and simple workplace signs and symbols**	
Assessment Environment	Skills must be demonstrated in an environment that provides realistic in-depth, scenarios and simulations to assess candidates' skills and knowledge.
Mandatory Equipment and Resources	
Equipment	☐ Desktop or Laptop ☐ Computers with access MSOFFICE 365 (Word, Excel, PowerPoint) ☐ Internet accessible computer with Microsoft Office or similar software
Consumable Resources	N/A
Documents	☐ Supplied by Blueprint Career Development
Other People	☐ Individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.
==School representatives Initials==	

Tourism units

SIRXPDX001 Advise on products and services **SITXCCS009 Provide customer information and assistance** **SITXCCS010 Provide visitor information** **SITXCOM006 Source and present information** **SITTIND003 Source and use information on the tourism and travel industry**	
Assessment Environment	Skills must be demonstrated in an operational tourism or travel environment. This can be an industry workplace or a simulated industry environment or activity.
Mandatory Equipment and Resources	
Equipment	☐ Computers, printers, communication technology and information programs used to source industry knowledge
Consumable Resources	☐ Product or service range (SIRXPDK001 & SITXCCS009)

RESOURCE AND EQUIPMENT REQUIREMENTS

Documents	☐ Supplied by Blueprint Career Development
Other People	☐ Experienced industry personnel, colleagues or suppliers with whom the individual can interact to obtain current industry information; these can be: • industry personnel, colleagues or suppliers within a workplace; or • individuals who participate in role plays or simulated activities set up for the purpose of assessment. ☐ Visitors from different cultural backgrounds with whom the individual can interact; these can be: • visitors to an industry workplace during the assessment process
School representatives Initials	

SITXCOM008 Provide a briefing or scripted commentary

Assessment Environment	Skills must be demonstrated in an operational tourism, travel, hospitality or events environment where a presentation would take place. This can be an industry workplace or a simulated industry environment.

Mandatory Equipment and Resources

Equipment	☐ Computers, printers, communication technology and information programs ☐ Presentation equipment that supports the briefing or scripted commentary: • digital presentations • loudspeaker • microphone • monitors
Consumable Resources	N/A
Documents	☐ Supplied by Blueprint Career Development
Other People	☐ A group of people to whom the presentation is delivered; these can be: • customers in an industry workplace who are assisted by the individual during the assessment process; or • individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.
School representatives Initials	

Quality Assurance Declaration and Checklists Hospitality

The following checklists form part of the RTO's quality assurance process under Standard 1.8 of the Outcome *Standards for Registered Training Organisations (RTOs) 2025*.

This document is to be completed and filed securely at the school and in accordance with RTO requirements.

Declaration by the School Representative

- The course is marketed to students in accordance with RTO course information, and the course delivery follows the RTO Training and Assessment Strategy approved for this school.
- Mandatory Student Work Placement requirements can be completed in accordance with requirements as outlined in this guide.
- Students have access to the assessment environments, equipment and resources required for each unit of competency as indicated on Checklist 1. Where equipment and resources are accessed off-site. Access arrangements are identified on Checklist 2.
- As part of the course enrolment process, students have completed the RTO's course induction process and have been informed of the course assessment requirements. The school provides suitable adjustments to training and assessment to meet the needs of students.

School Site Sign Off

School Name:			
School Representative:			
Signature:		**Date:**	
Blueprint Trainer:			
Signature:		**Date:**	

RESOURCE AND EQUIPMENT REQUIREMENTS
Hospitality and Tourism Units

Checklist 1 – Resources/Equipment

On the following checklist, indicate the units of competency to be delivered to students as per the RTO Training and Assessment Strategy; the sign off in the declaration indicates your satisfaction that all the specified resources and equipment can be accessed on-site unless otherwise indicated on the separate form for this purpose. **(Checklist 2)**

Tick	Unit Code	Units of Competency	Access on site (All/Some/None)
☐	BSBTWK201	Work effectively with others	
☐	SITXCCS011	Interact with customers	
☐	SITHIND006	Source and use information on the hospitality industry	
☐	SITXCCS014	Provide service to customers	
☐	SITHIND007	Use hospitality skills effectively	
☐	SITHIND008	Work effectively in hospitality service	
☐	SITXCOM007	Show social and cultural sensitivity	
☐	SITXHRM007	Coach others in job skills	
☐	SITXWHS005	Participate in safe work practices	
☐	SITHIND005	Use hygienic practices for hospitality service	
☐	SITXFSA005	Use hygienic practices for food safety	
☐	SITXFSA006	Participate in safe food handling practices	
☐	SITHFAB021	Provide responsible service of alcohol	
☐	SITHGAM022	Provide responsible gambling services	
☐	HLTAID011	Provie First Aid	
☐	SITHFAB024	Prepare and serve non-alcoholic beverages	
☐	SITHFAB025	Prepare and Serve espresso coffee	
☐	SITHFAB027	Serve food and beverage	
☐	SITXFIN007	Process financial transactions	
☐	SITHCCC024	Prepare and present simple dishes	
☐	SITHCCC025	Prepare and present sandwiches	
☐	SITHCCC028	Prepare appetisers and salads	

RESOURCE AND EQUIPMENT REQUIREMENTS

Hospitality and Tourism Units

☐	**SITHKOP009**	**Clean kitchen premises and equipment**	
☐	**BSBPEF101**	**Plan and prepare for work readiness**	
☐	**BSBCMM211**	**Apply communication skills**	
☐	**BSBTEC101**	**Operate digital devices**	
☐	**BSBSUS211**	**Participate in sustainable work practices**	
☐	**FSKRDG001**	**Recognise extremely short and simple workplace signs and symbols**	
☐	**SIRXPDX001**	**Advise on products and services**	
☐	**SITXCCS009**	**Provide customer information and assistance**	
☐	**SITXCCS010**	**Provide visitor information**	
☐	**SITXCOM006**	**Source and present information**	
☐	**SITTIND003**	**Source and use information on the tourism and travel industry**	
☐	**SITXCOM008**	**Provide a briefing or scripted commentary**	

Checklist 2 - Accessing Resources and Equipment Off-Site (Complete only if required)

Identify the codes and units of competencies where tools, equipment and resources are being accessed off-site. Identify the access arrangement supporting the use of the tools, equipment, and resources accessed.

Unit code	Unit title	Tools, Equipment and Resources	Site
e.g., SITHFAB025	Prepare and serve espresso coffee.	The point-of-sale system, including credit card and EFTPOS facilities, Tables, chairs and customers in compliance with training package requirements for an operational F&B	Coffee Club Fitzy's Loganholme Excel event Hire

RESOURCE AND EQUIPMENT REQUIREMENTS

Hospitality and Tourism Units

Equipment Hire Providers

NQ Party Hire – Townsville 2/10 Horwood Street, Currajong QLD 4812 0400 611 608 https://nqpartyhire.com.au/ Purchase or hire	**Events NQ** Shed 2, 158 Mayers Street Manunda QLD 4870 07 4053 4577 https://www.eventsnq.com.au Hire only	**Gold Coast Events & Party Hire** 26 Activity Crescent, Molendinar, QLD 4226 0493 773 133 https://www.gcpartyhire.com.au Hire only
Nisbets Express Catering 1127 Kingsford Smith Drive Brisbane QLD 4009 1300 791 387 https://www.nisbets.com.au/brisbanestore Purchase only	**Premier Catering Equipment** Shop 4, 127 Anderson Street Cairns QLD 4870 07 4053 3444 www.premiercatering.com.au Purchase only	**Commercial Kitchen Company** 88 Upton Street, Bundall QLD 4217 1300 CKC 000 https://commercialkitchencompany.com.au/gold-coast-showroom/ Purchase only
Chefs Co. 68 Ingham Road West End QLD 4810 07 4721 4999 www.cateringsuppliesonline.com.au Purchase only	**Cairns Marquee & Party Hire** 16/10-12 Hannam Street Bungalow, Cairns QLD 4870 07 4031 2468 https://cairnsmarqueehire.com.au Hire only	**National Kitchen Company** 2/74 Township Drive Burleigh Heads QLD 4220 07 5679 1159 https://www.nationalkitchenequipment.com.au Purchase only
Excel Event Equipment Hire 320 Thynne Road Morningside Brisbane QLD 4170 07 3217 3217 https://www.excelhire.com.au/ Hire Only	**Commercial Catering Equipment Supplies** 1/22 Victoria Street Mackay QLD 4740 07 4957 2590 https://www.ccesmackay.com.au/ Purchase only	**Craft Rental and Hardware** 85 Takalvan St Bundaberg QLD 4670 1300 227 238 https://www.craftrental.com.au Hire only
Bob's Hire 25 Parkview Street MILTON QLD 4064 0466 848 850 https://bobshire.com.au/ Hire only	**Fiesta Party Hire** 6 Victoria Street Mackay QLD 4740 07 49512455 https://fiestarentalsmackay.com/ Hire only	**Elegant Events** 126 Barolin Street Bundaberg QLD 4670 07 4151 0511 https://www.elegantevents.com.au/ Hire only
SilverChef Australia 20 Pidgeon Close, West End QLD 4101 1800 337 153 https://www.silverchef.com.au/ Purchase and Hire	**Feel Good Events** 381 Woolcock Street, Garbutt QLD 4814 07 4422 7600 https://www.feelgoodpartyhire.com.au/ Hire only	**Hospitality Superstore** 116 Brunswick Street, Fortitude Valley, QLD 4006 1300 721 694 https://www.hospitalitysuperstore.com.au/ Purchase only
Reward Distribution Various locations in QLD 1800 473 927 https://www.rewardhospitality.com.au Purchase	**QCC Hospitality Supplies** 36 Manilla Street East Brisbane 07 33931234 https://www.qcc.com.au Purchase	