

Accommodation: Reception

International College
of Advanced Education



info@icae.edu.au

(08) 8941 5959

www.icae.edu.au

5/3 Nylander St, Parap, NT 0820

SIT30713 Certificate III in Hospitality (Accommodation Reception Stream)

Unit Code	Unit Description
BSBITU201A	Produce simple word processed documents
BSBITU306A	Design and produce business documents
BSBITU309A	Produce desktop published documents
BSBWOR203B	Work effectively with others
SITHACS303	Provide accommodation reception services
SITHIND101	Use hygienic practices for hospitality service
SITHIND201	Source and use information on the hospitality industry
SITHIND301	Work effectively in hospitality service
SITTTSL305	Process reservations
SITTTSL308	Use a computerised reservations or operations system
SITXCCS303	Provide service to customers
SITXCOM201	Show social and cultural sensitivity
SITXEVT302	Process and monitor event registrations
SITXHRM301	Coach others in job skills
SITXWHS101	Participate in safe work practices

**Contact ICAE to get started with your
Accommodation: Reception Course**

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