

Career and Personal Learning Plan (PLP) information for the



South Australian Hospitality Industry: Kitchen

Do you like people and enjoy working as part of a team?

Value working in a friendly environment?

Want a job that can take you all over the world?

Check out South Australia's Hospitality Industry!



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Achieving South Australian Certificate of Education (SACE) – what does this mean?

Each subject or course successfully completed earns 'credits' towards the SACE. At least 200 credits are required for students to gain the certificate. Ten credits are equal to one semester, or two terms, of study in a subject, and 20 credits are equal to a full-year subject. To gain their SACE, students generally complete two years of full-time study. There are two stages to the SACE: **Stage 1** which most students do in Year 11 (apart from the Personal Learning Plan which most students are likely to do in Year 10) and **Stage 2** which most students do in Year 12.

The compulsory SACE requirements are:

- Personal Learning Plan (10 credits at Stage 1)
- Literacy – at least 20 credits from a range of English subjects or courses (Stage 1 or Stage 2)
- Numeracy – at least 10 credits from a range of mathematics subjects or courses (Stage 1 or Stage 2)
- Research Project – an in-depth major project (10 credits at Stage 2)
- Other Stage 2 subjects totalling at least 60 credits

The remaining 90 credits can be gained through additional Stage 1 or Stage 2 subjects or Vocational Education and Training (VET) or SACE Board-recognised courses of a student's choice.

Personal Learning Plan (PLP) – 10 points

This compulsory subject is the first step in the SACE and is usually undertaken in Year 10 (although each school decides when to offer this subject). In the Personal Learning Plan, students explore subject choices for Years 11 and 12 and look at career options. To prepare for these goals, students also look at their strengths and areas in which they need to improve. To help you with your PLP, FTH Skills Council has created a range of career documents that are available to download free from our website www.fthskillscouncil.com.au/resources. Information is available for the following sectors:

Year 11 is usually the first full year of SACE study. Students are able to choose from the range of SACE Stage 1 or Stage 2 subjects offered by their school. In addition to the Personal Learning Plan, students usually complete two other compulsory requirements in Year 11 - a full year of English subjects and a semester of maths, both at Stage 1.

Year 12 is usually the second full year of SACE study. Students are able to choose from the range of SACE Stage 1 or 2 subjects offered by their school. The only compulsory subject in Stage 2 is the Research Project. This is a one semester (or 10 credit) subject which everyone has to complete. The Research Project will allow students to explore something in which they are deeply interested – it could be an art project, a scientific study, a community-based project, or any number of other options.

In Year 12, most students will do four, full-year Stage 2 subjects in addition to the Research Project. Students interested in applying for university or TAFE entry will need to meet certain requirements or prerequisites. Make sure you consider these requirements in Year 10 when choosing your SACE Stage 1 and SACE Stage 2 subjects. *Please note: Vocational Education and Training may not count towards your ATAR.*



Vocational Education and Training (VET) and the SACE VET Recognition Register

VET is not about learning to look after animals. Vocational Education and Training is about learning the skills required for a job. VET Qualifications are a combination of units of competency and the training is provided by Registered Training Organisations (RTOs). Each unit of competency has nominal hours allocated to it and SACE credits are available for each unit of competency towards a qualification that you successfully complete.

A student will earn 10 SACE credits for the successful completion of 70 nominal hours of VET up to the maximum number of credits allocated to each qualification. Students can gain recognition for up to 180 SACE credits at Stage 1 and/or Stage 2 for successfully completed VET units or qualifications.

Code	Qualification	Job Title	Nominal hours - how long training should take	SACE credits for completed qualification
SIT10307	Cert I Hospitality (Kitchen Operations)	n/a	148-197	20-30 Stage 1
SIT20307	Cert II Hospitality (Kitchen Operations)	Kitchen Hand	343-682	50-95 Stage 1
SIT30807	Cert III Hospitality (Commercial Cookery)	Cook	861-1160	10 Stage 1 & 115-155 Stage 2

Refer to the VET Recognition Register on the SACE website www.sace.sa.edu.au for details of how specific VET qualifications can earn SACE credits at Stage 1 and/or Stage 2.

Vocational Education and Training (VET) in SACE for the Hospitality (Kitchen) Industry

As we mentioned earlier VET is not about learning to look after animals. VET in SACE for the Hospitality (Kitchen) Industry is the recognition of successful completion of Hospitality units with the allocation of SACE credits. VET is the kind of education offered by TAFE colleges and other Registered Training Organisations. VET courses lead to industry-recognised qualifications, generally at Certificate II or III level.

Studying VET as part of your SACE is a good option for many students as it can give you a head-start on a qualification, which can be a great way to fast-track progress towards a rewarding career as a Kitchen Hand or Cook but there are things you need to be aware of and consider if you are planning on undertaking VET studies as part of your SACE.

If you are considering VET as part of your SACE you must talk to your Schools Career Advisor and ensure you choose enough subjects to still complete your SACE.

Training options available and points you should consider...

Australian School Based Traineeship (ASBT) and Australian School Based Apprenticeship (ASBA):

- Enter into a Contract of Training (COT) with an employer or group training provider while you are still at school
- Generally work a minimum of 1 day (8 hours) per week and attend a Registered Training Organisation (RTO) 1 day per week
- Attend school the remaining days and complete other SACE Stage 1 and Stage 2 subjects
- Workplace Practices – Consider choosing Workplace Practices as a subject (SACE Stage 1 and Stage 2). You will still need to complete assignments and provide evidence of your VET learning but this can be based on your workplace learning that you are doing everyday as part of your ASBA
- You get paid for the work that you are doing and may be able to work extra hours as well e.g. weekends and school holidays

REMEMBER you will only get SACE credits for the VET units that you actually complete. As Cook is a trade qualification you will not complete a full Certificate III while at school so will not be able to get the full SACE credits detailed on the VET Recognition Register.

- After successfully completing your Apprenticeship you will be a trade qualified Cook.

Australian Traineeship or Apprenticeship:

- Enter into a Contract of Training (COT) with an employer or group training provider after you finish school
- Generally work full-time and attend a Registered Training Organisation (RTO) 1 day per week or for blocks of training
- After successful completion of your Traineeship you will have the skills to work in industry as a Kitchen Hand
- After successful completion of your Apprenticeship you will be a trade qualified Cook

Direct enrolment with Registered Training Organisation (RTO):

- Enrol with a RTO and pay for your own training
- Receive SACE credits for the VET units you successfully complete
- If you only do a few VET units as a “taster” of the industry you may get an idea if you actually like this type of work or not
- Ensure you have sufficient work placement and experience to practice on-job the skills you are meant to be learning

BE CAREFUL – this will not give you a trade qualification.

Industry Recommendation

It is important that your skills are learnt and practiced in a real life work environment.

Certificate I Hospitality will give you a “taster” of the industry to see if you like it.

Certificate II Hospitality (Kitchen Operations) is linked to the job outcome of a Kitchen Hand. Consider this option if you aren't sure about what you really want to do as completing your Cert II will at least give you a qualification. Traineeships are available which ensures you are paid for the work you do, along with formal training and workplace experience.

Certificate III Hospitality (Commercial Cookery) is linked to the job outcome of a Cook. As Cook is a Trade Qualification it is the Industry recommendation that Cert III training be completed via an Australian School Based Apprenticeship (commenced whilst still at school) or Apprenticeship (commenced after secondary school is complete) as these options give you a job, formal training and workplace experience. Alternatively, if you complete Certificate III after you finish school (generally 6 months full time training) and then work full time in industry for 2 years following completion of your certificate you would be eligible to apply to FTH Skills Council for Cooks Trade Recognition. Successful completion of an Apprenticeship or Trade Recognition are your only ways to become Trade qualified as a Cook.

SCHOOL TO WORK - How To Start Exploring Career Options

RIGHT NOW - You are in Year 10 and need to develop a Personal Learning Plan (PLP) as part of your SACE. What do you do?

Step 1

Start thinking about career options and ask yourself some questions like:

- What are my interests and strengths?
- How do I like to learn?
- What do I enjoy learning?
- What do I enjoy doing?
- What current work experience and community work do I have? e.g. working in a retail shop or volunteering at the local sports club
- Can I commence my career path via VET in Schools, a Traineeship, an Australian School Based Apprenticeship (ASBA) or an Apprenticeship?

Follow up your discoveries of the Industry you are interested in:

- Talk to your School's VET Co-ordinator or Career Advisors
- Explore career websites
- Talk to someone who works in the Industry
- Find out as much as you can about the career path you are interested in

Step 2

Decision on career path

After exploring my options I have decided on a career path that suits me!

HOSPITALITY INDUSTRY -
KITCHENHAND or COOK

Cook is the trade qualification for the South Australian Hospitality Industry.

Step 3

How do I start a career in the Hospitality Industry?

Here are some options for you to consider:

Years 10, 11, 12 VET in Schools

If you are undecided this option gives you an opportunity to explore the industry.

Years 10, 11, 12 School Based Traineeship

Certificate II Hospitality (Kitchen Operations)
You can start your Traineeship while completing your SACE.

Years 10, 11, 12 Australian School Based
Apprenticeships (ASBA)

Certificate III Hospitality (Commercial Cookery)
You can start your ASBA while completing your SACE. Talk to your VET Co-ordinator or Career Advisor.

Completed Yr 12

You can commence a Traineeship, Apprenticeship or Certificate III training after completion of your school studies.

Check out what your new boss will be looking for!

What are prospective employers in the Hospitality Industry looking for in their employees? Here is a guide on what you need to have. Please Note: This is not a checklist but an example so you can get an idea of what employers are seeking.

Personal characteristics

- Passionate about food
- Good hygiene
- Neat & tidy appearance
- Friendly, helpful and approachable
- Responsible & reliable
- Attention to detail

Abilities

- Work in a team
- Effectively manage your time
- Punctuality
- Work under pressure
- Effective communication skills

Skills

- Able to prioritise tasks
- Able to multi-task
- Artistic flair
- Good hand & eye co-ordination
- Use initiative
- Follow instructions

What sort of activities you would do

- Preparing and making a range of products for your customers
- Working with your hands
- Working with a range of equipment and machinery
- Adapting recipes and menus to suit the season and your customers
- Continuous learning

Hospitality industry – cookery career pathways

Traineeship & Apprenticeship options
Traineeship, Australian School Based
Apprenticeship (ASBA) & Apprenticeship



Certificate II Hospitality
(Kitchen Operations) - **Kitchenhand**



Certificate III Hospitality
(Commercial Cookery) - **Cook**

Students will be provided with good foundation
skills and knowledge in:

- Food safety
- Communication in the workplace
- Customer Service
- Health, safety & security procedures
- Hygiene procedures

Kitchenhand - Practical Skills in:

- Preparing appetisers, salads, stocks, sauces and soups
- Methods of Cookery

Cook - Practical Skills in:

- Preparing appetisers, salads, stocks, sauces and soups
- Preparing vegetables, fruit, eggs and farinaceous dishes
- Selecting, preparing and cooking poultry, seafood & meat
- Preparing hot and cold desserts, pastries, cakes and yeast goods
- Planning and preparing food for buffets
- Preparing foods according to dietary and cultural needs

Training Options:

- Traineeship - part time or full time
- ASBA - part time
- Apprenticeship - full time

Successful completion of Cert II Hospitality (Kitchen Operations) will give you the skills to work in industry as a Kitchenhand. Successful completion of an Apprenticeship as a Cook is the recognised Trade qualification for the Hospitality Industry in South Australia and will provide you with the skills to work in industry at this level.

Alternative training options

You may prefer to go direct to TAFE or another RTO and complete your Certificate III Hospitality (Commercial Cookery). If you work full-time in industry for at least 2 years following completion of your Certificate III, you would then be eligible to apply to FTH Skills Council for Cooks Trade Recognition. Successful completion of the Trade Recognition process will also make you Trade qualified as a Cook. Further information available from www.fthskillscouncil.com.au



Future training options

Certificate IV - Hospitality (Commercial Cookery) and/or (Patisserie)

Advance your cooking, baking & supervisory skills.

Diploma of Hospitality

Take your management and supervisory skills to the next level.

SCHOOL TO WORK - Career Options

What a Hospitality Industry Career Offers You

- A job you can be proud of
- Great training opportunities
- Variety - work in hotels, clubs, restaurants, 5 star, resorts, cruise ships, international resorts and chains, cafes, catering & hospitals
- An exciting, social, teamwork environment - many jobs in the industry fall outside the 9-5 structure, but there are social benefits to this within the work team and flexibility for your personal lifestyle
- Work part time or full time - flexibility in planning your work/life balance and study commitments
- Long term employment security - there is always going to be a demand for cooks - everyone needs to eat
- Travel opportunities - with Australian qualifications and experience you'll be welcome almost anywhere in the world
- Running your own business - option to be your own boss
- Creativity - develop your own recipes and menus
- Technology - as the times move on so does the equipment and ingredients used
- Flexibility - skills that are transferable into other hospitality and food manufacturing sectors
- Opportunity - many new positions being created
- Personally rewarding - happy customers thanks to you and your food.

SCHOOL TO WORK - Career Options

It is vitally important that no matter which training option you choose your assessment MUST:

- **Be completed within realistic workplace time constraints**
- **Be completed with industry realistic ratios of kitchen staff to customers**
- **Provide evidence of preparation and service of multiple items for numerous food service periods.**

It is important that your skills are learnt and practised in a real life work environment.

The trade qualification we'll explore is:
Certificate III Hospitality (Commercial Cookery) -
Cook

Once I am qualified as a Cook what are the employment opportunities in the Industry?

There are a number of pathways that can be considered once you are qualified. Qualified people in the Hospitality Industry are employed or involved in:

- owning their own business
- working in small to large restaurants, hotels, etc
- travel around Australia or overseas
- working in various kitchens across a number of areas or stations
- other areas of the hospitality and food industry, such as catering or new recipe development.

Good cooks will always have a job! Where you want to work is up to you. If you have the right skills and attitude you should always have a job in this industry. Opportunities are good for Apprentices with the right attitude. If you are

passionate, friendly and motivated this could be your ideal opportunity. Employers generally require completion of Year 10 as a minimum, but year 11 or 12 is preferable.

Where can a Cooking qualification lead me during my career journey?

There are a number of other career pathways that can be considered once you are qualified, including:

- Chef de Partie
- Demi Chef
- Chef de Cuisine
- Sous Chef
- Head Chef
- Executive Chef
- Pastry Chef
- Dietician
- Food Technologist
- Travelling around the world - an international passport to travel in the hospitality industry, highly skilled Cooks are sought all over the world.

Check out the Tourism and Hospitality Career Guide for more information. Free download is available from the resources page of the FTH Skills Council website: www.fthskillsCouncil.com.au



What is the compulsory Education Age?

The State Government has made it law that you are required to be in education or training until you turn 17. The only exemption to this is if you have obtained a formal written job offer for at least 25 hours per week with an employer. For further information visit this website: www.educationage.sa.gov.au

Find out more about how to get started!

Speak to your VET Co-ordinator or Career Advisor at your school. They can provide you with information and assistance on how you can get started on your career in the Hospitality Industry by participating in:

- VET in Schools
- Trade Training Centre/RTO training
- A Traineeship
- An Australian School Based Apprenticeship (ASBA)
- An Australian Apprenticeship

A Traineeship

If you think this might be the industry for you but aren't really sure, why not consider a Traineeship? Successful completion of a Traineeship in Cert II Hospitality (Kitchen Operations) will give you the skills to work in industry as a Kitchenhand. If you decide that this is the career path for you, you can continue your training by commencing an Apprenticeship as a Cook.

An Australian Apprenticeship or Australian School Based Apprenticeship (ASBA)

Hospitality Industry Apprenticeships are about gaining a nationally recognised trade qualification at the Certificate III level as a Cook. Apprenticeships offer many opportunities and combine practical work with structured training. Your ASBA will continue to completion and past the day you leave school. If you have already completed your schooling you can commence a full time Apprenticeship. You will need to find an employer or group training provider who is happy to employ you and sign you up under a Contract of Training (COT) for an ASBA/Apprenticeship. They will work with you to develop a Training Plan. To find out more talk to your School's VET Co-ordinator, Career Advisor or local Apprenticeship Broker about how to undertake an ASBA/Apprenticeship in the Hospitality Industry.

What are the benefits of an Apprenticeship?

- Gaining your trade qualification
- getting paid (Apprentice wage) for time spent doing a real job with your employer
- being a step ahead of the competition for jobs in the Hospitality Industry because you've already gained real hands on job experience, knowledge and skills
- getting a head start on your Apprenticeship at school while gaining a nationally recognised qualification and credit towards your SACE
- moving gradually from school into the workplace (ASBA).

SCHOOL TO WORK - Career Options

How can I get started while at school?

You can commence a Traineeship or an Australian School Based Apprenticeship (ASBA) while you are at school. It will be on a part-time basis combining paid work, and structured training while completing your SACE, **WOW!**

How does this work?

Whilst studying at school you will:

- Enter into a Contract of Training (COT) with an employer or group training provider
- Work a minimum of 1 day (8 hours) a week (this may include periods outside of school hours including after school, nights and weekends)
- Attend a Registered Training Organisation (RTO) for formal training - e.g. 1 day a week or in blocks ranging from 1 week to 4 weeks.

Remember you will only get SACE credits for the units that you actually complete. You may not complete a full Certificate II or III while at school so may not get the full SACE credits detailed on the VET Recognition Register.

How can I start after I've completed school?

If you are a student who has completed your schooling you have three options for commencing your career pathway:

1 Commence a Traineeship as a Kitchenhand, on a full-time basis working with an employer and combining structured training with a Registered Training Organisation.

2 Commence an Apprenticeship as a Cook, on a full-time basis working with an employer and combining structured training with a Registered Training Organisation (RTO).

3 Enrol direct with a RTO and complete Certificate III Hospitality (Commercial Cookery). This training should take approximately 6 months full time. If you work full-time in industry for 2 years following completion of your certificate you would then be eligible to apply to FTH Skills Council for Cooks Trade Recognition. Successful completion of the Trade Recognition process will also make you Trade qualified as a Cook.

What is a Contract of Training?

The contract is a legally binding agreement that is signed between the apprentice and employer and in the case of the apprentice being under 18 years, their parent/guardian. It outlines the obligations of all parties including the formal work place based training arrangements and is approved by Traineeship and Apprenticeship Services in the Department of Further Education, Employment, Science and Technology (DFEEST).

What is a Training Plan?

Part of the Contract of Training is the "Training Plan" which is developed by the Apprentice, Employer & RTO and provides a written agreement from all parties that the required training will take place. A Contract of Training will only be approved if the Training Plan has already been lodged and has the approval of your school Principal (for ASBA) or Employer (for an Apprenticeship).

Refer to www.australianapprenticeships.gov.au for more information.

Explanations

Years 10,11,12 Training Guarantee for SACE Students Scheme (TGSS)

If you are determined to work in the industry and commence working towards a Certificate III but have not been able to arrange an ASBA, the TGSS scheme might provide you with an opportunity to commence *pre-vocational* training as a part of your SACE.

Conditions include:

- Minimum of 210 nominal hours of VET (30 SACE credits)
- At least 140 hours of relevant work placement
- VET delivered by an approved *Skills for All* provider (RTO)
- Full or partial funding subsidy available
- Any gap between funding subsidy and fee charged by RTO is the personal liability of the student
- After completing SACE and leaving school you continue with the RTO to complete your Cert III

Talk to your VET Co-ordinator or Career Advisor to see whether you qualify for the scheme.

Vocational Education and Training (VET) in schools

VET in Schools programs commence at the Year 10 level across a number of industries. To date most VET that is provided by schools is at Certificate I or II level and can provide you with basic training in your chosen field.

Trade Training Centre/RTO training

The Federal Government has provided funds for the creation of Trade Training Centres within Schools to work with RTOs and provide Certificate level training.

SCHOOL TO WORK - Career Options

What is available while you are at school

Whats available	Yr 10	Yr 11	Yr 12	Costs to you/parents	Financial assistance available	Paid work	Credits towards SACE	Trade qual
Vocational Education and Training (VET) in Schools Where available	Yes	Yes	Yes	Yes	No	No	Yes	No
Trade Training Centre/RTO Training Certificate I, II or III Hospitality	Yes	Yes	Yes	Yes	Possibly ¹	No	Yes	No
Traineeship Certificate II Hospitality (Kitchen Operations) - Kitchenhand [†]	Yes	Yes	Yes	Possibly*	Yes	Yes	Yes	No
Aust. School Based Apprenticeship (ASBA) Certificate III Hospitality (Commercial Cookery) - Cook	Yes	Yes	Yes	Possibly*	Yes	Yes	Yes	Yes***

If you are an Australian Apprentice or Australian School Based Apprentice you may be eligible for the Tools For Your Trade payment initiative. Refer to www.australianapprenticeships.gov.au for more information.

What is available after completing school

Whats available	Costs to you/parents	Financial assistance available	Paid work	Trade qualification	Trade recognition
RTO Training Certificate II Hospitality (Kitchen Operations) - Kitchenhand	Yes	No	No	No	No
Traineeship Certificate II Hospitality (Kitchen Operations) - Kitchenhand [†]	Possibly*	Yes	Yes	No	No
RTO Training Certificate III Hospitality (Commercial Cookery)	Yes	No	No	No**	Yes**
Australian Apprenticeship Certificate III Hospitality (Commercial Cookery) - Cook	Possibly*	Yes	Yes	Yes***	N/A

¹ Full or partial funding may be available under the Training Guarantee for SACE Students Scheme (TGSS)

* training fee per curriculum hour to be paid by employer or student

** If you work full-time in industry for at least 2 years following completion of your Certificate III, you would be eligible to apply to FTH Skills Council for Cooks Trade Recognition. Successful completion of the Trade Recognition process will also make you Trade qualified as a Cook.

*** On successful completion of Apprenticeship

† Maximum 2 traineeships will be funded, CHOOSE CAREFULLY!

Testimonials

Onesha Willimott



My first year as a School Based Apprentice Cook at a local hotel has allowed me to gain “hands on” experience working with food. Doing the Apprenticeship you learn so much more than just

doing a Home Economics lesson. I have learnt about preparation, presentation and working in a fast paced industry. The Apprenticeship allows me to stay at school and continue on to complete Year 12 while getting a head start on my Trade qualification. My duties include meal preparation and presentation, basic cooking, washing dishes and working in a team environment. Working “hands on” has allowed me to find out if this is the career that I want.

Joshua Elies



I commenced my Apprenticeship with HGT when I was 16 and only 6 years later was employed in the role of Head Chef. The Hospitality Industry and cooking has allowed me to meet

a wide range of people. The skills I have learnt and the experience I have gained from every one of them, has made me into the Chef I am today. Now that I am running my own kitchen as Head Chef, I am employing School Based Apprentices giving me the opportunity to pass on my skills and knowledge.

Further information

Where can you find more information to plan your career pathway in the Hospitality industry?

Career Websites To Search:

www.myfuture.edu.au

www.jobsearch.gov.au/joboutlook

www.jobguide.deewr.gov.au

www.aajobpathways.com.au

Food Tourism & Hospitality Industry Skills Advisory Council SA Inc (FTH Skills Council)

represents the interests of the food and beverage processing and manufacturing, and tourism and hospitality industries in SA.

www.fthskillsCouncil.com.au

Australian Apprenticeship Centres (AAC)

assists Apprentices/Trainees & their employers in the setting up of Contracts of Training and administers financial government support services and allowances.

www.australianapprenticeships.gov.au

Australian Hotels Association SA Branch

www.ahasa.com.au

Group Training Australia

www.grouptraining.com.au

Hospitality Group Training provides young people with the opportunity and support to begin a Traineeship, Australian School Based Apprenticeship or Apprenticeship in hospitality across SA.

www.hospitalitysa.com.au

Hospitality Industry Training

www.hitsa.com.au

Restaurant & Catering Australia

www.restaurantcater.asn.au

TAFE SA

www.tafesa.edu.au

Trade Schools for the Future

provides information relating to Trade Schools for the Future and Apprenticeship Brokers.

www.tradeschoolsforthefuture.sa.edu.au

Training and Apprenticeship Services (TAS)

is the State Government authority who administers matters for Apprenticeships and Traineeships.

www.employment.sa.gov.au

United Voice (Formerly LHMU)

www.unitedvoice.org.au



Career, PLP, SACE and VET information available online at

www.ftskillscouncil.com.au/resources

Additional sector documents will be uploaded when available.

For further information please contact:

Food, Tourism & Hospitality Industry Skills Advisory Council SA Inc

Phone 08 8362 6012

Fax 08 8362 1455

Email info@ftskillscouncil.com.au

Web www.ftskillscouncil.com.au