



## Order Form

### How to order

- Units are split into individual streams that are available to you, as indicated below, per stream. Additional units from other streams may be included for \$150.00 per unit.
- On the lists below tick "Entire Stream" if you wish to order that list, otherwise tick individual lines for additional units.
- Units can also be purchased independently of the packages outlined above for \$250 each.
- Email your completed order list to [lee@lptraining.com.au](mailto:lee@lptraining.com.au)
- Units will be made available to you in a Dropbox and an invoice will be sent to you; payable on receipt of the invoice.
- Choose carefully as refunds will not be given

Order summary (tick as appropriate):

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<input type="checkbox"/> Entire Tourism list	\$3,000.00
<input type="checkbox"/> Entire Hospitality list	\$3,000.00
<input type="checkbox"/> Entire Business list	\$2,500.00
<input type="checkbox"/> Plus _____ additional units @ \$150 each	\$

OR;

<input type="checkbox"/> _____ Individual units @ \$250 each	\$
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Total due: \$

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_



Tourism Units		Tick
SITTGDE005	Prepare and present tour commentaries or activities	
SITTGDE006	Develop and maintain the general and regional knowledge required by guides	
SITTTIND001	Source and use information on the tourism industry	
SITTTOP005	Operate tours in a remote area	
SITTPPD003	Coordinate and operate sustainable tourism activities	
SITTPPD004	Develop in-house recreational activities	
SITTTSL001	Operate an online information system	
SITTTSL002	Access and interpret product information	
SITTTSL003	Provide advice on international destinations	
SITTTSL004	Provide advice on Australian destinations	
SITTTSL005	Sell Tourism Products and Services	
SITTTSL006	Prepare quotations	
SITTTSL007	Process reservations	
SITTTSL012	Construct Normal International Airfares	
SITXCCS002	Provide visitor information	
SITXCCS003	Interact with customers	
SITXCCS006	Provide service to customers	
SITXCCS007	Enhance Customer Service experience	
SITXCOM001	Source and present information	
SITXCOM002	Show social and cultural sensitivity	
SITXCOM005	Manage conflict	
SITXEBS001	Use social media in a business	
SITXFIN001	Process financial transactions	
SITXFIN002	Interpret financial information	
SITXHRM001	Coach others in job skills	
SITXMPR004	Coordinate marketing activities	
SITXMPR005	Participate in cooperative online marketing activities	
SITXWHS001	Participate in safe work practices	
SITXWHS003	Implement and Monitor work health practices	

Hospitality Units		
<i>Units highlighted in green are collated into one large book due to the repetition of many elements and PC.</i>		
SITHACS001	Clean premises and equipment	
SITHACS002	Provide house keeping services to guests	
SITHACS003	Prepare rooms for guests	
SITHCCC001	Use food preparation equipment	
SITHCCC002	Prepare simple dishes	
SITHCCC003	Prepare sandwiches	
<b>SITHCCC005</b>	<b>Produce dishes using basic methods of cookery</b>	
<b>SITHCCC006</b>	<b>Prepare appetisers and salads</b>	



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<b>SITHCCC007</b>	<b>Produce stocks, sauces and soups</b>	
<b>SITHCCC008</b>	<b>Produce vegetable, fruit, egg and farinaceous dishes</b>	
SITHCCC011	Use cookery skills effectively	
<b>SITHCCC012</b>	<b>Produce poultry dishes</b>	
<b>SITHCCC013</b>	<b>Prepare seafood dishes</b>	
<b>SITHCCC014</b>	<b>Produce meat dishes</b>	
SITHCCC018	Prepare food to meet special dietary requirements	
<b>SITHCCC019</b>	<b>Produce cakes, pastries and breads</b>	
SITHCCC020	Work effectively as a cook	
SITHFAB001	Clean and tidy bars	
SITHFAB002	Provide responsible service of alcohol	
SITHFAB003	Operate a bar	
SITHFAB004	Prepare and serve non alcoholic beverages	
SITHFAB005	Prepare and serve espresso coffee	
SITHFAB007	Serve food and beverage	
SITHFAB014	Provide table service or food and beverage	
SITHFAB016	Provide advice on food	
SITXFIN001	Process financial transactions	
SITHIND002	Source and use information on the hospitality industry	
SITHIND003	Use hospitality skills effectively	
SITHIND004	Work effectively in hospitality service	
SITHKOP001	Clean kitchen premises and equipment	
SITHKOP002	Plan and cost basic menus	
SITHPAT006	Produce desserts	
SITXCCS002	Provide visitor information	
SITXCCS006	Provide service to customers	
SITXCCS007	Enhance customer service experience	
SITXFSA001	Use hygienic practices for food safety	
SITXFSA002	Participate in safe food handling practices	
SITXINV001	Receive and store stock	
SITXINV002	Maintain the quality of perishable items	
SITXWHS001	Participate in safe work practices	
SITXWHS003	Implement and monitor work health and safety practices	



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Business Units		Tick
BSBTWK301	Work effectively with diversity	
BSBPEF201	Support personal wellbeing in s workplace	
BSBXC301	Engage in workplace communication	
BSBWHS311	Assist with maintaining workplace safety	
BSBCRT311	Apply critical thinking skills in a team environment	
BSBSUS211	Participate in Sustainable Work Practices	
BSBOPS301	Maintain business resources	
BSBOPS304	Deliver and monitor a service to customers	
BSBPEF301	Organise personal work priorities and development	
BSBWRT311	Write simple documents	
BSBINS302	Organise workplace information	
BSBOPS305	Process customer complaints	
BSBLDR301	Contribute to effective workplace relationships	
BSBTEC302	Design and Produce Spreadsheets	
BSBTEC301	Design and Produce Business Documents	
BSBSTR301	Contribute to continuous improvement	
SIRXPK001	Advise on products and services	
BSBFIN302	Maintain financial records	
BSBXTW301	Work in a team	