



Tuesday 13 July 2021

Dear Parent/Guardian,

SIT20316 Certificate II in Hospitality Function Schedule

Below are the functions and dates that all Year 11-12 Hospitality students are expected to cater for in 2021 and 2022. Attendance at these functions is **compulsory** in order to meet both NESA and Australian Qualifications requirements.

Functions are designed to give students the opportunity to demonstrate their skills in an industry realistic setting, while also providing support for the school community and learning to operate in a team environment.

It is a requirement of the Certificate II course that students complete a minimum of 12 service periods. We provide many opportunities (including the Coffee Shop) to complete these service periods. If students fail to attend functions and the Coffee Shop, they are at risk of not achieving the qualification and can receive an N-Award Notification. Further to this, the function hours are used as evidence for mandatory Work Placement. Year 12 students must complete 35hrs of Work Placement to achieve their HSC.

If a student is unable to attend a function they must apply for Illness/Misadventure and will be required to submit a Doctor's Certificate or appropriate documentation to validate their absence. If students are aware in advance that they will be on leave and have applied for that leave via the Principal, then the student will be required to fill in a green Extension Form that is subject to teacher and subject co-ordinator approval.

Please note that these function dates may be subject to change and are mandatory for all students. More functions may be required based on demand throughout the school year and provide valuable opportunities for students to increase their skills and achieve competencies.

		Function Event	Week / Date	Student Roles
2021	Term 3	Coffee Shop	Ongoing, rostered mornings, 8:00am-8:45am	<ul style="list-style-type: none"> Students run the coffee shop in pairs each morning They must be at school from 8:00am to 8:45am for their rostered shift Approximately 4 shifts per term
		Principals Lunch	Week 6 16 August	<ul style="list-style-type: none"> Food preparation Table setting & plate service
		Year 12 Graduation	Week 10, 16 & 17 September	<ul style="list-style-type: none"> Preparation of appetisers on Wednesday Completion of food and platter service on Thursday
		Athletics Carnival	Week 6, 20 August	<ul style="list-style-type: none"> Food preparation Serving staff Rostered time slots throughout the day
	Term 4	Coffee Shop	Ongoing, rostered mornings, 8:00am-8:45am	<ul style="list-style-type: none"> Students run the coffee shop in pairs each morning They must be at school from 8:00am to 8:45am for their rostered shift Approximately 4 shifts per term
		Parish Schools Day	Week 9, 30 November	<ul style="list-style-type: none"> Food preparation for whole school Food service for lunch
		Swimming Carnival	Week 9, 3 December	<ul style="list-style-type: none"> Food preparation Service of food to staff at the pool Optional catch up function

2022	Term 1	Coffee Shop	Ongoing, rostered mornings, 8:00am-8:45am	<ul style="list-style-type: none"> Students run the coffee shop in pairs each morning They must be at school from 8:00am to 8:45am for their rostered shift Approximately 4 shifts per term
	Term 2	Coffee Shop	Ongoing, rostered mornings, 8:00am-8:45am	<ul style="list-style-type: none"> Students run the coffee shop in pairs each morning They must be at school from 8:00am to 8:45am for their rostered shift Approximately 4 shifts per term
		Open Night	TBC	<ul style="list-style-type: none"> Food preparation for service Cooking during the night Coffee service Optional catch up function
		Café Service Period	TBC	<ul style="list-style-type: none"> Menu design Table setting Table service to customers
	Term 3	Coffee Shop	Ongoing, rostered mornings, 8:00am-8:45am	<ul style="list-style-type: none"> Students run the coffee shop <i>individually</i> They must be at school from 8:00am to 8:45am for their rostered shift They will be assessed for competency during this term

Please sign the attached section to acknowledge that your son or daughter will be required to attend these functions for their duration, with a correct and clean hospitality uniform.

Yours sincerely,



Karina Lampe
Leader of VET

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Please detach this section and return to the Leader of VET

SIT20316 Certificate II in Hospitality
Function Schedule 2021/2022

- I am aware that my son/daughter is required to attend the above functions, in a full hospitality uniform.
- I am aware that attendance at the above functions is a compulsory part of the HSC and Certificate II requirements for the course.
- I am aware that function dates and events are subject to change throughout the year.
- I am aware that if my son/daughter cannot attend a function they must complete an Illness/Misadventure form and be required to provide supporting documentation. A green Extension Form is required in advance, when an application for leave has been submitted.

Parent/Guardian's Signature: _____ Date: _____

Parent/Guardian's Name (please print) _____