

AQTF Competency Completion Summary 2013

RTO Number	22256
RTO Name	Central Job Mart Pty Ltd
Offshort Indicator	No
Year	2013

Course Enrolments and Completions per State

State	Enrolments	Completions
NSW	0	0
VIC	551	363
QLD	0	0
SA	0	0
WA	0	0
TAS	0	0
NT	0	0
ACT	0	0
Other	0	0
	551	363

Module Enrolments and Completions per State

State	Enrolments	Completions		
		Total	SoA	Cert
NSW	0	0	0	0
VIC	6819	6649	802	5837
QLD	0	0	0	0
SA	0	0	0	0
WA	0	0	0	0
TAS	0	0	0	0
NT	0	0	0	0
ACT	0	0	0	0
Other	0	0	0	0
	6819	6649	802	5837

Documents Created

Summary Document	z:\ted\aqtf\2013\summary.rtf
Organisation file	z:\ted\aqtf\2013\rto.txt
Qualification activity file	z:\ted\aqtf\2013\course.txt
Units/Modules activity file	z:\ted\aqtf\2013\module.txt

Course Enrolments and Completions in VIC

Ident	Course	Enrolments	Completions
TLI30107	Certificate III in Transport and Logistics (Warehousing and Storage)	6	3
SIT30707	Certificate III in Hospitality	25	13
BSB30110	Certificate III in Business	12	3
TLI30207	Certificate III in Transport and Logistics (Road Transport)	1	0
SIT20307	Certificate II in Hospitality (Kitchen Operations)	272	176
SIT30807	Certificate III in Hospitality (Commercial Cookery)	9	0
SIT40307	Certificate IV in Hospitality	4	1
TLI21610	Certificate II in Warehousing Operations	203	151
SIR30207	Certificate III in Retail	4	4
SIT20207	Certificate II in Hospitality	2	2
TLI31610	Certificate III in Warehousing Operations	13	10
		551	363

Module Enrolments and Completions in VIC

Ident	Module	Enrolments	Completions		
			Total	SoA	Cert
BSBADM311A	Maintain business resources	5	3	0	3
BSBCMM301B	Process customer complaints	3	3	0	3
BSBCUS201B	Deliver a service to customers	153	153	4	149
BSBCUS301B	Deliver and monitor a service to customers	16	14	2	12
BSBFIA301A	Maintain financial records	4	4	1	3
BSBFLM303C	Contribute to effective workplace relationships	3	2	0	2
BSBINM301A	Organise workplace information	4	3	0	3
BSBINN301A	Promote innovation in a team environment	3	2	0	2
BSBITU306A	Design and produce business documents	4	3	0	3
BSBOHS301B	Apply knowledge of OHS legislation in the workplace	8	7	5	2
BSBPRO301A	Recommend products and services	2	2	0	2
BSBWOR301B	Organise personal work priorities and development	13	12	0	12
BSBVRT301A	Write simple documents	2	2	0	2
FDFFS2001A	Implement the food safety program and procedures	114	114	4	110
FDFOP2001A	Work effectively in the food processing industry	114	114	4	110
SITHCCC001B	Organise and prepare food	238	238	43	195
SITHCCC002A	Present food	235	235	42	193
SITHCCC003B	Receive and store kitchen supplies	235	235	44	191
SITHCCC004B	Clean and maintain kitchen premises	218	218	39	179
SITHCCC005A	Use basic methods of cookery	229	229	41	188
SITHCCC006A	Prepare appetisers and salads	19	19	9	10
SITHCCC007A	Prepare sandwiches	19	19	9	10
SITHCCC008A	Prepare stocks, sauces and soups	18	18	9	9
SITHCCC009A	Prepare vegetables, fruit, eggs and farinaceous dishes	19	18	9	9
SITHCCC010A	Select, prepare and cook poultry	1	0	0	0
SITHCCC011A	Select, prepare and cook seafood	1	1	0	1
SITHCCC012A	Select, prepare and cook meat	1	1	0	1
SITHCCC013A	Prepare hot and cold desserts	20	19	9	10
SITHCCC014A	Prepare pastries, cakes and yeast goods	2	1	0	1
SITHCCC016A	Develop cost-effective menus	1	0	0	0
SITHCCC026A	Establish and maintain quality control of food	1	0	0	0
SITHCCC027A	Prepare, cook and serve food for food service	216	178	0	178
SITHCCC028A	Prepare, cook and serve food for menus	1	0	0	0
SITHCCC029A	Prepare foods according to dietary and cultural needs	1	0	0	0
SITHCCC031A	Operate a fast food outlet	1	1	0	1
SITHCCC035A	Develop menus to meet special dietary and cultural needs	1	0	0	0
SITHFAB001B	Clean and tidy bar areas	7	4	0	4
SITHFAB001C	Clean and tidy bar areas	5	3	0	3
SITHFAB002B	Operate a bar	8	5	0	5
SITHFAB002C	Operate a bar	5	3	0	3
SITHFAB003A	Serve food and beverage to customers	219	214	30	184
SITHFAB004A	Provide food and beverage service	209	204	28	176
SITHFAB009A	Provide responsible service of alcohol	198	193	17	176
SITHFAB010B	Prepare and serve non alcoholic beverages	9	6	0	6
SITHFAB010C	Prepare and serve non alcoholic beverages	19	17	12	5
SITHFAB012B	Prepare and serve espresso coffee	1	1	0	1
SITHFAB020A	Apply food and beverage skills in the workplace	2	2	0	2
SITHFAB021A	Provide and coordinate food and beverage service	21	13	0	13
SITHIND001A	Develop and update hospitality industry knowledge	3	3	0	3
SITHIND001B	Develop and update hospitality industry knowledge	245	245	48	197
SITHIND003A	Provide and coordinate hospitality service	1	1	0	1
SITXCCS002A	Provide quality customer service	15	9	1	8
SITXCOM001A	Work with colleagues and customers	262	261	57	202
SITXCOM002A	Work in a socially diverse environment	262	261	58	201
SITXCOM003A	Deal with conflict situations	8	7	5	2
SITXCOM004A	Communicate on the telephone	1	1	0	1
SITXFIN001A	Process financial transactions	12	8	1	7
SITXFIN003A	Interpret financial information	3	3	0	3
SITXFIN004A	Manage finances within a budget	1	1	0	1
SITXFSA001A	Implement food safety procedures	198	197	21	176
SITXFSA003A	Transport and store food in a safe and hygienic manner	196	196	18	178
SITXHRM001A	Coach others in job skills	18	14	3	11
SITXHRM005A	Lead and manage people	2	2	0	2
SITXINV001A	Receive and store stock	21	15	0	15
SITXINV002A	Control and order stock	3	2	0	2
SITXMGT001A	Monitor work operations	3	3	0	3
SITXMGT002A	Develop and implement operational plans	1	1	0	1
SITXOHS001A	Follow health, safety and security procedures	1	1	0	1
SITXOHS001B	Follow health, safety and security procedures	249	249	50	198
SITXOHS002A	Follow workplace hygiene procedures	247	244	45	199
SITXOHS004B	Implement and monitor workplace health, safety and security practices	2	2	0	2
TLIA1507C	Complete receiptal/despatch documentation	1	1	0	1
TLIA1607C	Use inventory systems to organise stock control	3	3	0	3
TLIA1707C	Apply product knowledge to organise work operations	3	3	0	3
TLIA2007C	Replenish stock	1	1	0	1

Ident	Module	Enrolments	Completions		
			Total	SoA	Cert
TLIA2011A	Package goods	189	187	9	177
TLIA2012A	Pick and process orders	193	189	11	177
TLIA2013A	Receive goods	195	190	12	177
TLIA2014A	Use product knowledge to complete work operations	160	159	6	153
TLIA2020A	Replenish stock	161	160	6	154
TLIA2021A	Despatch stock	188	185	9	176
TLIA2022A	Participate in stocktakes	190	186	9	177
TLIA2207C	Participate in stocktakes	1	1	0	1
TLIA3015A	Complete receiptal/despatch documentation	170	169	5	164
TLIA3016A	Use inventory systems to organise stock control	12	12	1	11
TLIA3017A	Identify products and store to specifications	12	11	0	11
TLIA3018A	Organise despatch operations	12	12	1	11
TLIA3019A	Organise receiptal operations	12	12	1	11
TLIA3023A	Coordinate stocktakes	11	11	1	10
TLIA3038A	Control and order stock	12	12	1	11
TLIA3039A	Receive and store stock	14	14	1	13
TLIA3907B	Receive and store stock	1	1	0	1
TLID107C	Shift materials safely using manual handling methods	3	3	3	0
TLID2003A	Handle dangerous goods/hazardous substances	162	161	7	154
TLID207C	Shift a load using manually-operated equipment	1	1	0	1
TLIE2008A	Process workplace documentation	197	190	12	177
TLIE3002A	Estimate/calculate mass, area and quantify dimensions	55	55	1	54
TLIE507C	Carry out basic workplace calculations	2	2	2	0
TLIF1001A	Follow occupational health and safety procedures	187	181	15	165
TLIF207C	Conduct housekeeping activities	3	3	3	0
TLIF3003A	Implement and monitor occupational health and safety procedures	11	11	1	10
TLIF3004A	Organise occupational health and safety procedures in the workplace	11	11	1	10
TLIF3022A	Implement/monitor procedures when warehousing/storing dangerous goods and/or hazardous substances	11	11	1	10
TLIG2007A	Work in a socially diverse environment	40	40	0	40
TLIG3002A	Lead a work team or group	11	11	1	10
TLIL1001A	Complete workplace orientation/induction procedures	190	180	14	166
TLIL107C	Complete workplace orientation/induction procedures	1	1	0	1
TLIL3003A	Conduct induction process	11	10	0	10
		6819	6649	802	5837