



Front of House and Porter Services Skill Set

State ID: EAB74

About this course

Be the face of a hotel reception desk with the knowledge you'll gain from this skill set

This skill set will equip you to work in commercial accommodation, as Front of House staff or Porter personnel.

You'll gain the following skills:

- Prepare for guest arrival at and departure from hotel
- Welcome and register guests
- Provide Porter services
- Prepare front office records



This skill set is related to the Skills Ready program. Other skill sets can be found on our [Courses](#) page, using the *Refine course results>Study mode* filters.

Details

During your course of study, NMTAFE may use a variety of learning practices to ensure you get the best outcome for your learning journey.

This may include online learning, face-to-face classroom, laboratory/workshop delivery, work placement or a combination of these, depending on which is most appropriate.

Semester 2, 2020

Perth (Northbridge) - On Campus



Duration: **10 Week/s**



When: **Semester 2, 2020**



How: **On campus**

Further study



[Certificate III in Tourism](#)

Important information

Delivery

Delivery of this training will be through a combination of face to face and online training.

Timetable

Starting in August, the course will be run for 2.5 hours on Mondays for 10 weeks.

Successful completion of this skill set and the associated skill set, [Opera Property Management System for Hotel Reservations Skill Set](#) will give you a total of 3 units towards [SIT30116 AZV7 Certificate III in Tourism](#).

It is highly recommended that you study both skill sets concurrently, but you may choose to do one first and then the other.

Fees and charges

Local full time students

Course fees are made up of two components, tuition fees and resource fees.

Tuition fees are determined by multiplying the course fee rate by the nominal hours, which is the number of hours in which an average student could be expected to complete each unit. They are not the hours of training or instruction.

Resource fees are charges for material that are essential to a course or unit, and are purchased by NMT to be used by students during the course.

Fees may vary depending on the units you are enrolled in so an approximate amount has been shown. You will be given the exact amount of your fees at enrolment. Part time student fees will vary depending on the number of units you are enrolled in.

Please note, you may also need to buy textbooks or equipment for your course.



Check [TAFE International WA](#) to confirm this course is available to international students. You will need to pay fees to TIWA.

RTO code: 52786

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