

Authenticated Vocational Education and Training (VET) Transcript

The records held in the National VET Provider Collection¹ for training undertaken from 1 January 2015 show that

HARRY J M K K W S STILLER

Completed the requirements for the following nationally accredited or recognised VET qualification(s):

2015
CERTIFICATE III IN HOSPITALITY (SIT30713)
From the TAFE NSW - NORTH COAST INSTITUTE (90010)

2015
CERTIFICATE IV IN HOSPITALITY (SIT40313)
From the TAFE NSW - NORTH COAST INSTITUTE (90010)

Undertook the following nationally accredited VET unit(s) and module(s):

Provider TECHNICAL AND FURTHER EDUCATION COMMISSION (90003) Unit/Module (Identifier) - (FI ⁱⁱ)	Outcome	Enrolment Period
IMPLEMENT AND MONITOR WHS POLICIES, PROCEDURES AND PROGRAMS (BSBWHS411) - (11)	CT	05/04/2024-05/04/2024
Provider TAFE QUEENSLAND (0275) Unit/Module (Identifier) - (FI ⁱⁱ)	Outcome	Enrolment Period
CONDUCT AN INVESTIGATION (PSPINV002) - (11)	W	11/07/2022-21/07/2022
Provider TAFE NSW - NORTH COAST INSTITUTE (90010) Unit/Module (Identifier) - (FI ⁱⁱ)	Outcome	Enrolment Period
APPRAISE PROPERTY (CPPDSM4003A) - (11)	NYC	04/02/2016-03/08/2017
COMMUNICATE WITH CLIENTS AS PART OF AGENCY OPERATIONS (CPPDSM3019B) - (11)	CA	04/02/2016-03/08/2017
CONDUCT AUCTION (CPPDSM4004A) - (11)	NYC	04/02/2016-03/08/2017
IMPLEMENT MAINTENANCE PLAN FOR MANAGED PROPERTIES (CPPDSM4049A) - (11)	NYC	04/02/2016-03/08/2017
LEASE PROPERTY (CPPDSM4010A) - (11)	NYC	04/02/2016-03/08/2017
LIST PROPERTY FOR SALE (CPPDSM4012A) - (11)	NYC	04/02/2016-03/08/2017
MARKET PROPERTY FOR LEASE (CPPDSM4013A) - (11)	NYC	04/02/2016-03/08/2017

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Provider TAFE NSW - NORTH COAST INSTITUTE (90010) Unit/Module (Identifier) - (FI ^{II})	Outcome	Enrolment Period
MONITOR AND MANAGE LEASE OR TENANCY AGREEMENT (CPPDSM4016A) - (11)	NYC	04/02/2016-03/08/2017
WORK IN THE REAL ESTATE INDUSTRY (CPPDSM4080A) - (11)	CA	04/02/2016-03/08/2017
IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK (CPPDSM4007A) - (11)	CA	04/02/2016-30/06/2017
IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK (CPPDSM4008A) - (11)	CA	04/02/2016-30/06/2017
MAKE A PRESENTATION (BSBCMM401) - (11)	CA	24/03/2016-09/03/2017
LIST PROPERTY FOR LEASE (CPPDSM4011A) - (11)	CA	04/02/2016-01/02/2017
MARKET PROPERTY FOR SALE (CPPDSM4014A) - (11)	CA	04/02/2016-30/11/2016
MAINTAIN AND PROTECT CONDITION OF MANAGED PROPERTIES (CPPDSM3008A) - (11)	CA	04/02/2016-25/11/2016
ESTABLISH AND BUILD CLIENT-AGENCY RELATIONSHIPS (CPPDSM4005A) - (11)	CA	04/02/2016-21/11/2016
INTERPRET LEGISLATION TO COMPLETE AGENCY WORK (CPPDSM4009B) - (11)	CA	04/02/2016-07/06/2016
MINIMISE AGENCY AND CONSUMER RISK (CPPDSM4015B) - (11)	CA	04/02/2016-07/06/2016
MAINTAIN BUSINESS RECORDS (BSBRKG304B) - (11)	CA	04/02/2016-11/05/2016
DEVELOP TEAMS AND INDIVIDUALS (BSBLED401) - (11)	CT	26/04/2016-26/04/2016
DEVELOP TEAMS AND INDIVIDUALS (BSBLED401A) - (11)	CA	04/02/2016-22/04/2016
MANAGE SMALL BUSINESS FINANCES (BSBSMB406A) - (11)	CA	04/02/2016-22/04/2016
ESTABLISH NETWORKS (BSBREL401) - (11)	CA	20/10/2015-26/02/2016
IMPLEMENT AND MONITOR WHS POLICIES, PROCEDURES AND PROGRAMS TO MEET LEGISLATIVE REQUIREMENTS (BSBWHS401) - (11)	RPL	20/10/2015-26/02/2016
DESIGN AND DEVELOP COMPLEX TEXT DOCUMENTS (BSBITU401A) - (11)	W	20/10/2015-24/02/2016
IMPLEMENT AND MONITOR WHS POLICIES, PROCEDURES AND PROGRAMS TO MEET LEGISLATIVE REQUIREMENTS (BSBWHS401A) - (11)	W	20/10/2015-24/02/2016



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Provider TAFE NSW - NORTH COAST INSTITUTE (90010) Unit/Module (Identifier) - (FI ⁱⁱⁱ)	Outcome	Enrolment Period
MAKE A PRESENTATION (BSBCMM401A) - (11)	W	20/10/2015-24/02/2016
ESTABLISH NETWORKS (BSBREL401A) - (11)	W	23/07/2015-24/02/2016
PRODUCE COMPLEX DESKTOP PUBLISHED DOCUMENTS (BSBITU404A) - (11)	NYC	20/10/2015-30/11/2015
IDENTIFY HAZARDS, ASSESS AND CONTROL SAFETY RISKS (SITXWHS301) - (11)	CA	20/07/2015-30/11/2015
ENHANCE THE CUSTOMER SERVICE EXPERIENCE (SITXCCS401) - (11)	CA	05/08/2015-26/11/2015
LEAD AND MANAGE PEOPLE (SITXHRM402) - (11)	CA	12/10/2015-26/10/2015
MONITOR WORK OPERATIONS (SITXMGT401) - (11)	CA	12/10/2015-26/10/2015
MANAGE DIVERSITY IN THE WORKPLACE (BSBDIV501A) - (11)	CA	01/09/2015-15/09/2015
INTERPRET FINANCIAL INFORMATION (SITXFIN401) - (11)	CA	17/08/2015-14/09/2015
MANAGE FINANCES WITHIN A BUDGET (SITXFIN402) - (11)	CA	17/08/2015-14/09/2015
CLEAN AND TIDY BAR AREAS (SITHFAB101) - (11)	CT	07/09/2015-07/09/2015
COACH OTHERS IN JOB SKILLS (SITXHRM301) - (11)	CT	07/09/2015-07/09/2015
OPERATE A BAR (SITHFAB202) - (11)	CT	07/09/2015-07/09/2015
PARTICIPATE IN SAFE WORK PRACTICES (SITXWHS101) - (11)	CT	07/09/2015-07/09/2015
PREPARE AND SERVE ESPRESSO COFFEE (SITHFAB204) - (11)	CT	07/09/2015-07/09/2015
PREPARE AND SERVE NON-ALCOHOLIC BEVERAGES (SITHFAB203) - (11)	CT	07/09/2015-07/09/2015
PROCESS FINANCIAL TRANSACTIONS (SITXFIN201) - (11)	CT	07/09/2015-07/09/2015
PROVIDE RESPONSIBLE GAMBLING SERVICES (SITHGAM201) - (11)	CT	07/09/2015-07/09/2015
PROVIDE RESPONSIBLE SERVICE OF ALCOHOL (SITHFAB201) - (11)	CT	07/09/2015-07/09/2015
PROVIDE SERVICE TO CUSTOMERS (SITXCCS303) - (11)	CT	07/09/2015-07/09/2015



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Provider TAFE NSW - NORTH COAST INSTITUTE (90010) Unit/Module (Identifier) - (FI ⁱⁱⁱ)	Outcome	Enrolment Period
PROVIDE TABLE SERVICE OF FOOD AND BEVERAGE (SITHFAB307) - (11)	CT	07/09/2015-07/09/2015
RECEIVE AND STORE STOCK (SITXINV201) - (11)	CT	07/09/2015-07/09/2015
SOURCE AND USE INFORMATION ON THE HOSPITALITY INDUSTRY (SITHIND201) - (11)	CT	07/09/2015-07/09/2015
USE HYGIENIC PRACTICES FOR FOOD SAFETY (SITXFSA101) - (11)	CT	07/09/2015-07/09/2015
WORK EFFECTIVELY IN HOSPITALITY SERVICE (SITHIND301) - (11)	CT	07/09/2015-07/09/2015
ROSTER STAFF (SITXHRM401) - (11)	CA	20/08/2015-03/09/2015
IMPLEMENT AND MONITOR WORK HEALTH AND SAFETY PRACTICES (SITXWHS401) - (11)	CA	23/08/2015-25/08/2015
MANAGE CONFLICT (SITXCOM401) - (11)	CA	03/08/2015-03/08/2015
WORK EFFECTIVELY IN HOSPITALITY SERVICE (SITHIND301) - (11)	CA	11/02/2015-17/06/2015
PROVIDE RESPONSIBLE GAMBLING SERVICES (SITHGAM201) - (11)	CA	16/06/2015-16/06/2015
WORK EFFECTIVELY WITH OTHERS (BSBWOR203B) - (11)	CA	02/02/2015-10/06/2015
PROVIDE TABLE SERVICE OF FOOD AND BEVERAGE (SITHFAB307) - (11)	CA	05/03/2015-04/06/2015
OPERATE A BAR (SITHFAB202) - (11)	CA	19/02/2015-03/06/2015
CLEAN AND TIDY BAR AREAS (SITHFAB101) - (11)	CA	17/02/2015-03/06/2015
PREPARE AND SERVE ESPRESSO COFFEE (SITHFAB204) - (11)	CA	10/03/2015-02/06/2015
PREPARE AND SERVE NON-ALCOHOLIC BEVERAGES (SITHFAB203) - (11)	CA	10/03/2015-02/06/2015
SOURCE AND USE INFORMATION ON THE HOSPITALITY INDUSTRY (SITHIND201) - (11)	CA	14/05/2015-28/05/2015
SHOW SOCIAL AND CULTURAL SENSITIVITY (SITXCOM201) - (11)	CA	23/04/2015-07/05/2015
COACH OTHERS IN JOB SKILLS (SITXHRM301) - (11)	CA	10/03/2015-31/03/2015
PROVIDE RESPONSIBLE SERVICE OF ALCOHOL (SITHFAB201) - (11)	CA	06/03/2015-06/03/2015



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Provider TAFE NSW - NORTH COAST INSTITUTE (90010)

Unit/Module (Identifier) - (FI ⁱⁱ)	Outcome	Enrolment Period
PROVIDE SERVICE TO CUSTOMERS (SITXCCS303) - (11)	CA	02/03/2015-03/03/2015
USE HYGIENIC PRACTICES FOR FOOD SAFETY (SITXFSA101) - (11)	CA	12/02/2015-26/02/2015
PROCESS FINANCIAL TRANSACTIONS (SITXFIN201) - (11)	CA	25/02/2015-25/02/2015
RECEIVE AND STORE STOCK (SITXINV201) - (11)	CA	23/02/2015-24/02/2015
PARTICIPATE IN SAFE WORK PRACTICES (SITXWHS101) - (11)	CA	16/02/2015-17/02/2015

Is currently enrolled in the following nationally accredited VET unit(s) and module(s):

Provider TECHNICAL AND FURTHER EDUCATION COMMISSION (90003)

Unit/Module (Identifier) - (FI ⁱⁱ)	Outcome	Commenced
APPLY COMMUNICATION STRATEGIES IN THE WORKPLACE (BSBXCM401) - (11)	Cont	03/04/2024
COORDINATE RECRUITMENT AND ONBOARDING (BSBHRM415) - (11)	Cont	03/04/2024
COORDINATE SEPARATION AND TERMINATION PROCESSES (BSBHRM529) - (11)	Cont	03/04/2024
LEAD DIFFICULT CONVERSATIONS (BSBCMM412) - (11)	Cont	03/04/2024
SUPPORT EMPLOYEE AND INDUSTRIAL RELATIONS (BSBHRM412) - (11)	Cont	03/04/2024
SUPPORT HUMAN RESOURCES FUNCTIONS AND PROCESSES (BSBHRM417) - (11)	Cont	03/04/2024
UNDERTAKE PROJECT WORK (BSBPMG430) - (11)	Cont	03/04/2024

Provider TAFE NSW - NORTH COAST INSTITUTE (90010)

Unit/Module (Identifier) - (FI ⁱⁱ)	Outcome	Commenced
ESTABLISH AND MANAGE AGENCY TRUST ACCOUNTS (CPPDSM4006A) - (11)	Cont	04/02/2016
MANAGE CONFLICT AND DISPUTES IN THE PROPERTY INDUSTRY (CPPDSM4056A) - (11)	Cont	04/02/2016
NEGOTIATE EFFECTIVELY IN PROPERTY TRANSACTIONS (CPPDSM4017A) - (11)	Cont	04/02/2016
PREPARE FOR AUCTION AND COMPLETE SALE (CPPDSM4019A) - (11)	Cont	04/02/2016



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Provider TAFE NSW - NORTH COAST INSTITUTE (90010) Unit/Module (Identifier) - (FI ^{II})	Outcome	Commenced
SELL AND FINALISE THE SALE OF PROPERTY BY PRIVATE TREATY (CPPDSM4022A) - (11)	Cont	04/02/2016
DESIGN AND DEVELOP COMPLEX TEXT DOCUMENTS (BSBITU401) - (11)	Cont	24/03/2016
PRODUCE COMPLEX DESKTOP PUBLISHED DOCUMENTS (BSBITU404) - (11)	Cont	24/03/2016
ADDRESS CUSTOMER NEEDS (BSBCUS402B) - (11)	Cont	20/10/2015
DEVELOP AND USE COMPLEX SPREADSHEETS (BSBITU402A) - (11)	Cont	20/10/2015
ORGANISE MEETINGS (BSBADM405B) - (11)	Cont	20/10/2015
ANALYSE AND PRESENT RESEARCH INFORMATION (BSBRES401A) - (11)	Cont	23/07/2015

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Disclaimer

This transcript has been compiled using information held by the National Centre for Vocational Education Research (NCVER). The information is a collated record of VET training completed through a nationally recognised training organisation and submitted to NCVER.

RTOs provide these submissions to NVCEP on either a quarterly or annual basis. This means that recently completed qualifications may not appear on the transcript until the next submission period falls due. In respect of any such qualifications, the student should provide the testamur or statement of attainment issued by the RTO.

Under section 27 of the Student Identifiers Act, the Registrar may, on request, give a student who has a USI, access to their authenticated VET transcript. The Registrar does not warrant the completeness of information in this transcript. When a student generates their VET transcript, they can choose a full VET transcript or a VET transcript extract (where the student has selected exactly which training to display). The Registrar will have no liability (including in negligence) to any person for any loss, damage, cost or expense (including reasonable legal costs and expenses) incurred or arising by reason of any person using or relying on this transcript.

This transcript contains personal information of the individual student, as identified in section 6 of the Privacy Act 1988. This means that VET transcripts must not be copied or disclosed to any other person without the consent of the individual student.

For more information please visit www.usi.gov.au and www.ncver.edu.au

Explanatory Notes

Value	Description - Unit/Module Outcome
CA	Competency achieved
Cont	Continuing enrolment
CT	Credit transfer/national recognition
NC	Non-assessable enrolment - withdrawn or not satisfactorily
NYC	Not yet Competent
NYE	Not yet available
RPL	Recognition of prior learning granted
RPLN	Recognition of prior learning not granted
RTOC	Incomplete due to RTO closure
SC	Non-assessable enrolment - satisfactorily completed
W	Withdrawn/discontinued

Value	Description - Funding Source
11	Commonwealth and state general purpose recurrent
13	Commonwealth specific purpose programs
15	State specific purpose programs
20	Domestic full fee-paying client
30	International full fee-paying client
31	International onshore client - other revenue
32	International offshore client - other revenue
80	Revenue earned from another training organisation
NR	Not Reported

Value	Description - Enrolment Period
NR	Not Reported

- i. The National Centre for Vocational Education Research (NCVER) holds the National VET Provider Collection which includes records of reported nationally recognised VET qualifications and units/modules. Training organisations report training on either a quarterly or annual basis. This means that recently completed qualifications may not appear on the transcript until the next reporting period.
- ii. FI - Funding Identifier indicates the source of funding used to undertake the training.