

Advanced Diploma of Hospitality Management

National Course Code SIT60316 CRICOS Course Code 091128G

COURSE PROFILE

Duration:	104 weeks (70 Weeks Tuition plus 10 Weeks work placement plus 24 weeks holidays)
Qualification:	Advanced Diploma (AQF)
Training Package:	SIT Tourism, Travel and Hospitality Training Package
Delivery Mode:	Full time (20 hours per week) blended (face-to-face and online) Up to one-third of the course is delivered online
Tuition Fee	AUD \$16,000
Enrolment fee	AUD \$200 (non-refundable)
Materials Fee	AUD \$300 (covers the cost of learning and other materials) Information on other fees and charges is available on our website

Units of Competency

SITHIND002 Source and use information on the hospitality industry	Elective
SITXCOM002 Show social and cultural sensitivity	Elective
SITXCOM001 Source and present information	Elective
SITXFIN001 Process financial transactions	Elective
BSBITU312 Create electronic presentations	Elective
BSBITU306 Design and produce business documents	Elective
BSBWOR204 Use business technology	Elective
SITHIND001 Use hygienic practice for hospitality service	Elective
SITXWHS002 Identify hazards, assess and control safety risks	Elective
SITXINV001 Receive and store stock	Elective
SITXWHS001 Participate in safe work practices	Elective
SITXCOM005 Manage conflict	Elective
BSBDIV501 Manage diversity in the workplace	Core
BSBRISK501 Manage risk	Elective
SITXMGT001 Monitor work operations	Core
SITXFIN003 Manage finances within a budget	Core
SITXHRM002 Roster staff	Elective
SITXHRM003 Lead and manage people	Core
SITXMPR004 Coordinate marketing activities	Elective
BSBMGT517 Manage operational plan	Core
SITXMGT002 Establish and conduct business relationships	Core
BSBSUS501 Develop workplace policy and procedures for sustainability	Elective

BSBFIM601 Manage finances	Core
BSBMGT617 Develop and implement a business plan	Core
SITXMPR007 Develop and implement marketing strategies	Core
SITXCCS008 Develop and manage quality customer service practices	Core
SITXFIN004 Prepare and monitor budgets	Core
SITXFIN005 Manage physical assets	Core
SITXHRM006 Monitor staff performance	Core
SITXHRM004 Recruit, select and induct staff	Core
SITXWHS004 Establish and maintain a work health and safety system	Core
SITXGLC001 Research and comply with regulatory requirements	Core
SITHIND004 Work effectively in hospitality service	Elective

The **33 units of competency** are delivered throughout the **80 weeks**. The qualification is delivered over 7 terms of tuition and 1 term of work placement (each term is 10 weeks). Each term is followed by 3 weeks of holidays.

All the above listed units of competency must be completed to receive the SIT60316 Advanced Diploma of Hospitality management qualification.

Course Description	This qualification reflects the role of highly skilled senior managers who use a broad range of hospitality skills combined with specialised managerial skills and substantial knowledge of industry to coordinate hospitality operations. They operate with significant autonomy and are responsible for making strategic business management decisions.
Entry Requirements and Pre-Requisites	The course will be available for those students who are 18 years or older and have completed Year 12. International Students are also required to have an English ability at the IELTS 5.5 or equivalent. There are no pre-requisites for this qualification.
Vocational Outcomes	After completion of the qualification, a person could obtain employment opportunities in various roles within the hospitality industry as a: <ul style="list-style-type: none"> • area manager or operations manager, • café owner or manager, • club secretary or manager, • executive chef, • executive housekeeper, • executive sous chef, • food and beverage manager, • head chef, • motel owner or manager, or • rooms division manager. Job roles and titles may vary across the different industry sectors. The diversity of employers including restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multi-skilling and for specialisation in accommodation services, cookery, food and beverage and gaming.

Target Group	Local and international students who require skills in hospitality management as well as those with substantial experience in hospitality management industry experience gained through employment but who lack a formal management qualification.
Work placement	10 weeks of work placement must be completed successfully by all students to gain SIT60316 Advanced Diploma of Hospitality Management qualification.
Course Completion	Students obtaining a 'competent' result for all listed competencies will achieve the Advanced Diploma of Hospitality Management qualification. A Record of Results will be issued to students who compete less than required units.
Pre-paid fees	Pre-paid tuition fees are protected through Tuition Protection Service (TPS)
Trainers and Assessors	All trainers and assessors possess relevant vocational and training and assessment competencies and have relevant industry skills.
Assessments	Assessments are conducted during and on completion of training for each unit to determine if the learner is competent. The assessments are conducted using knowledge and skills assessments. Assessment methods may include: Assignment, Questioning (Oral/Written), Case Study, Third Party Report, In Class Activities, Observations, Role Play and RPL.
Articulation	Qualifications awarded by AIE will be recognised by other RTOs Australia wide. Upon successful completion of the Advanced Diploma the students may be eligible for exemption in relevant undergraduate courses.
RPL and Exemptions	AIE must recognise the AQF qualifications and statements of attainment issued by any other RTO. RPL and Credit Transfer are available for students to access prior to enrolment. More information is available in our student handbook.
Training Location and other Facilities	AIE trains and assesses its students from its Sydney CBD Campus and Parramatta Campus that are fully equipped with facilities including classrooms, computer lab, wireless internet, overhead projectors, books borrowing facility, and a student sitting and recreation area.

For further information, please visit our website:

www.apexaustralia.edu.au