SIT60316 Advanced Diploma of Hospitality Management

Course Code: 107233E

National Qualification Code: SIT60316

Course Duration: 104 Weeks (Includes term breaks)

Delivery arrangement: Face to Face

Next start dates: See website for details or contact admissions

COURSE DESCRIPTION

The SIT60316 Advanced Diploma of Hospitality Management 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.

This qualification provides a pathway to work in any hospitality industry sector and for a 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.

OUR CAMPUSES ARE IN MULTIPLE LOCATIONS

Skyline International College, Burwood campus is just 12 minutes by train from the heart of the city of Sydney. The campus is in the center of Burwood and is just 2 minutes of walk from the Burwood train station or bus stop. Burwood is multicultural and is a destination for international students to live and work. Our Surry Hills campus is less than 5 minutes of walk from Central train station.

ENTRY REQUIREMENTS

Skyline International College (SIC) follow the SIT Training package guidance for the entry requirements for this qualification. There are no entry requirements for this qualification and direct entry is accepted.

Academic Requirements:

Minimum completion of Australian Year 12 secondary school education equivalent or above. This requirement will vary by country of origin and information is provided on the SIC website and SIC marketing materials.

English Language Requirements:

Academic IELTS 5.5 overall, no less than 5.0 in each band, or upper intermediate, or EAP from approved ELICOS/ESL centre.

Any AQF qualification at the Certificate III level or above in any discipline area delivered and assessed in English only will be deemed as meeting both the academic and English language entry requirements.

Physical Requirements

Students should be aware that this course requires physical tasks including manual handling such as inventory and using commercial cooking equipment in a commercial kitchen setting.

Resources Requirements

We provide access to your course materials through SIC Didasko online platform and course handouts. We have computers and student access at College, required software's (eg, IT software's and Microsoft suite) are installed in college computers for students to use.

The course materials fee for the course is $1,200.

VOCATIONAL OUTCOME

Occupational titles suited to our choice of electives may include:

• 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 • rooms division manager.

COURSE STRUCTURE

Our course has been designed to meet the requirements for the SIT60316 Advanced Diploma of Hospitality Management. It contains 33 units of competency as follows:
- 16 core units
- 17 elective units

Unit Code	Unit Title	Core/Elective
BSBDIV501	Manage diversity in the workplace	Core
BSBFIM601	Manage finances	Core
BSBMGT517	Manage operational plan	Core
BSBMGT617	Develop and implement a business plan	Core
SITXCCS008	Develop and manage quality customer service practices	Core
SITXFIN003	Manage finances within a budget	Core
SITXFIN004	Prepare and monitor budgets	Core
SITXFIN005	Manage physical assets	Core
SITXGLC001	Research and comply with regulatory requirements	Core
SITXHRM003	Lead and manage people	Core
SITXHRM004	Recruit, select and induct staff	Core
SITXHRM006	Monitor staff performance	Core
SITXMGT001	Monitor work operations	Core
SITXMGT002	Establish and conduct business relationships	Core
SITXMPR007	Develop and implement marketing strategies	Core
SITXWHS004	Establish and maintain a work health and safety system	Core
SITXFSA001	Use hygienic practices for food safety	Elective
SITHKOP005	Coordinate cooking operations	Elective
BSBRES401	Analyse and present research information	Elective
SITXCCS002	Provide visitor information	Elective
SITXCCS004	Provide lost and found services	Elective
SITXCOM004	Address protocol requirements	Elective
BSBITU302	Create electronic presentations	Elective
BSBITU402	Develop and use complex spreadsheets	Elective
BSBSUS501	Develop workplace policy and procedures for sustainability	Elective
SITXHRM005	Manage volunteers	Elective
BSBRSK501	Manage risk	Elective
BSBMKG401	Profile the market	Elective
SITXMPR004	Coordinate marketing activities	Elective
SITXFIN002	Interpret financial information	Elective
BSBHRM604	Manage employee relations	Elective
BSBFIA303	Process accounts payable and receivable	Elective
SITXWHS002	Identify hazards, assess and control safety risks	Elective

DELIVERY METHODS

The course is delivered across 72 weeks over 8 terms.
The delivery mode is blended delivery mode combining classroom and online delivery.

Classroom learning This blended mode means we conduct face to face delivery for 15 hours per week supplemented by structured online learning for 5 hours per week. Once you start the course, the trainers will explain how the classes will run 15 hours per week in classroom. Classroom learning includes lectures supported by power point plus visual topic content, with practice time and lots of group and oral work.

Structured online learning There is an extra 5 hours per week programmed outside class time when you revise and practice to reinforce classroom learning. The online learning is set up by unit

and topics so it is easy for you to explore and then work through each unit of study. Some people will move more quickly through the material and others may take a bit more time depending on your confidence in the topics.

Work Placement:
Work placement is in a hospitality environment in Term 2.

We have referred to the SIT Training Package implementation guides for work placement.
There is a unit that require mandatory work placement in a Hospitality environment.The placement is completed in Term 2 Block B The unit is:

> SITHKOP005 Coordinate cooking operations – Up to 100 hours timetabled
> This unit's performance evidence requires the supervision of food production processes & monitoring and reporting on the quality of kitchen outputs -minimum (12) twelve complete service periods (shifts).

Structured online learning There is an extra 4 hours per week programmed outside of scheduled contact hours where you revise and practice to reinforce classroom and practical learning. The Didasko online learning is set up by unit and topics so it is easy for you to explore and then work through each unit of study. Some people will move more quickly through the material and others may take a bit more time depending on your confidence in the topics.

SAMPLE TIMETABLE	Face to Face (15 hours/week)	Online (5 hours/week)
Day option 2 days 8.00 am - 4.00 pm	Lectures, group work, oral work, case studies, business simulation, practice	Self-Study (in your own time). Revise and practice classroom learning.
Evening option 3 evenings 4.00pm – 9.30pm		

ASSESSMENTS

Students are required to complete a range of tasks as part of the assessment requirements for each unit. Each unit assessment takes about 5-10 hours outside of class hours. Assessments methods may include:

1. Short Answer Questions
2. Practical Demonstration (Simulation or Real Workplace), Logbook
3. Project
4. Third Party Reports from the Workplace

Within the Projects there may be a number of tasks and methods used to gather evidence of competency such as:

- Web based research and reports
- Scenarios and case studies
- Practical demonstrations observed by the Assessor
- Business simulations
- Presentations observed by the Assessor

RECOGNITION OF PRIOR LEARNING (RPL) AND CREDIT TRANSFER (CT)

RPL and credit transfer (CT) can be applied for at the time of enrolment or during orientation and the original or certified copy must be provided. A fee is payable for assessing your RPL status or processing your credit transfer, please refer to our price lists in the handbook and website. If credit is granted, international students may have their course and visa shortened.

PACKAGING OF SIT QUALIFICATIONS

Students who have completed the SIT40516 and SIT50416 will be offered credit transfer. This will reduce the duration of study in the Advanced Diploma of Hospitality Management from 8 terms (direct entry) to 6 terms at Skyline International College.

COURSE COMPLETION

Upon successful completion of all the required units of this course, you will receive a nationally recognised qualification in SIT60316 Advanced Diploma of Hospitality Management. Students who do notcomplete all required units may be eligible for a Statement of Attainment in partial completion of a SIT60316 Advanced Diploma of Hospitality Management.

PATHWAYS

Under mutual recognition, the Qualification or Statement of Attainment awarded by Skyline International College will be recognized by other RTOs Australia wide. Upon successful completion of this course, students may choose to study:

- Study Hotel Management, Event Management courses at higher education provider.

TRAINING AND OTHER FACILITIES

Skyline International College campus is fully equipped with required facilities including modern computer lab with internet access and required IT software's, data projector and resources borrowing facility, printing and photocopying facility and a student common area.
 Practical kitchen– a custom built space that is used for commercial cookery training and can be adapted to suit restaurant management and customer service practice and simulations

SKYLINE INTERNATIONAL COLLEGE CONTACT DETAILS

Burwood Campus:
Suite 701, Level 7, and Suite 508, Level 5, 11-15 Deane Street, Burwood, NSW 2134, Australia
Surry Hills Campus:
Level 3, 136 Chalmers Street, Surry Hills NSW 2010, Australia
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