



## **SIT60322 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT**

**CRICOS Course Code:** 112276G

**National Qualification Code:** SIT60322

**Course Duration:** 130 Weeks (Includes term breaks)

**Delivery arrangement:** Face to Face and Online

**Next start dates:** See website for details or contact admissions

### **COURSE DESCRIPTION**

The SIT60322 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.

### **STUDY AND ENJOY MULTICULTURAL BURWOOD**

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.

### **ENTRY REQUIREMENTS**

Skyline International College (SIC) follows 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.

### **Age and Academic Requirements:**

International students must be 18 years or older and minimum completion of Australian Year 12 secondary school education equivalent or above.

### **English Language Requirements:**

- Academic IELTS 6.0 overall, no less than 5.5 in each band, upper intermediate, or EAP from an approved ELICOS/ESL center.
- 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.

- Successfully complete the Language, Literacy, and Numeracy (LLN) and Digital literacy assessment provided by SIC prior to finalization of enrolment.

### 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 eSpace online platform and course handouts. We have computers and student access at College, required software (e.g. IT software and Microsoft suite) are installed on college computers for students to use.

The course materials fee for the course is \$1,000.

### VOCATIONAL OUTCOME

Occupational titles suited to our choice of electives may include:

<ul style="list-style-type: none"> <li>• area manager or operations manager</li> <li>• café owner or manager</li> <li>• club secretary or manager</li> </ul>	<ul style="list-style-type: none"> <li>• executive chef</li> <li>• executive housekeeper</li> <li>• executive sous chef</li> </ul>	<ul style="list-style-type: none"> <li>• food and beverage manager</li> <li>• head chef</li> <li>• motel owner or manager</li> <li>• rooms division manager.</li> </ul>
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### COURSE STRUCTURE

Our course has been designed to meet the requirements for the SIT60322 Advanced Diploma of Hospitality Management. It contains 33 units of competency as follows:

- 14 core units
- 19 elective units

Unit Codes	Unit Name	Core/Elective	Delivered in SIT40521 or SIT50422 at SIC
BSBFIN601	Manage organisational finances	Core	
BSBOPS601	Develop and implement business plans	Core	
SITXCCS016	Develop and manage quality customer service practices	Core	X
SITXFIN009	Manage finances within a budget	Core	X
SITXFIN010	Prepare and monitor budgets	Core	X
SITXFIN011	Manage physical assets	Core	
SITXGLC002	Identify and manage legal risks and comply with law	Core	X
SITXHRM009	Lead and manage people	Core	X
SITXHRM010	Recruit, select and induct staff	Core	X

SITXHRM012	Monitor staff performance	Core	
SITXMGT004	Monitor work operations	Core	X
SITXMGT005	Establish and conduct business relationships	Core	X
SITXMPR014	Develop and implement marketing strategies	Core	
SITXWHS008	Establish and maintain a work health and safety system	Core	
SITXFSA005	Use hygienic practices for food safety	Elective	X
SITHKOP013*	Plan cooking operations	Elective	X
SITXCCS010	Provide visitor information	Elective	
SITXCCS012	Provide lost and found services	Elective	
SITHIND008	Work effectively in hospitality service	Elective	
SITEEVT023	Plan in-house events	Elective	
SITEEVT029	Research event industry trends and practice	Elective	
SIRXOSM007	Manage risk to organisational reputation in an online setting	Elective	
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms	Elective	
SITTTVL004	Sell tourism products and services	Elective	
SITXINV007	Purchase goods	Elective	
SITXINV008	Control stock	Elective	
SITTTVL001	Access and interpret product information	Elective	
SITXWHS006	Identify hazards, assess and control safety risks	Elective	
BSBINS401	Analyse and present research information	Elective	
BSBTWK501	Lead diversity and inclusion	Elective	X
SITXCOM009	Address protocol requirements	Elective	
BSBOPS504	Manage business risk	Elective	
BSBSUS511	Develop workplace policies and procedures for sustainability	Elective	

### DELIVERY METHODS

The course is delivered across 90 weeks over 10 terms.

The delivery mode is a 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 eSpace 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 the classroom. Classroom learning includes lectures supported by powerpoint plus visual topic content, with practice time and lots of group and oral work.

#### Structured online learning

5 hours per week is scheduled contact hours in eSpace – it is a structured online delivery.

The trainer explains the learning activities that must be completed each week in the 5 hours allocated to self-directed learning in this blended mode through eSpace. Students complete the

study in eSpace on their own outside of the set classroom hours. Students will be expected to have completed this online learning to keep up with the session work.

**Additional self-study**

The trainer explains the learning activities that must be completed each session. There is a lot of content and the overseas students may need extra time to absorb the classroom learning. Students complete extra self- managed study approximately 5 hours per week in the platform on their own outside of the set classroom hours. This is recommended to do study and homework and is not monitored for training hours. Students will be expected to complete this as homework to keep up with the class work. This is not monitored by the trainer and is NOT counted in the 20 scheduled contact hours per week. These hours are counted as volume of learning hours and are additional to the amount of training hours.

Students will be expected to have completed this SIC eSpace online learning to keep up with the class work.

**Work Placement:**

**Work placement must be completed 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 requires mandatory work placement in a Hospitality environment. The placement is completed in Term 2 Block B The unit is:

SITHKOP013\* Plan 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.

<b>SAMPLE TIMETABLE</b>	<b>Face to Face (15 hours/week)</b>	<b>Online (5 hours/week)</b>
<b>Day option</b> 2 days 8.00 am - 4.00 pm	Lectures, group work, oral work, case studies, business simulation, practical demonstration	Self-Study (in your own time). Revise and practice classroom learning.
<b>Evening option</b> 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. Assessment methods may include:

1. Short Answer Questions / Knowledge Assessment
2. Practical Demonstration (Simulation or Real Workplace) Project
3. Project / Case Study
4. Workplace evidence Supervisor reports and interviews

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 SIT40521 and SIT50422 will be offered credit transfer. This will reduce the duration of study in the Advanced Diploma of Hospitality Management from 10 terms (direct entry) to 8 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 SIT60322 Advanced Diploma of Hospitality Management. Students who do not complete all required units may be eligible for a Statement of Attainment in partial completion of a SIT60322 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 a 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, 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**

Suite 701, Level 7, 11-15 Deane Street, Burwood, NSW 2134, Australia

Tel: 1300 807 383

Email: [info@sic.edu.au](mailto:info@sic.edu.au) Website: [www.sic.edu.au](http://www.sic.edu.au)

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CRICOS Provider Code: 03639C