



## Apex Institute of Education

RTO No: 91606 CRICOS Provider No: 03156M

Sydney CBD Campus: Levels 2&3 22-26 Goulburn Street Sydney NSW 2000 Australia

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# Advanced Diploma of Hospitality Management

National Course Code SIT60316 CRICOS Course Code 091128G

## COURSE PROFILE

<b>Duration:</b>	<b>104 weeks</b> (70 Weeks Tuition + 10 Weeks work placement + 24 weeks holidays)
<b>Qualification:</b>	Advanced Diploma (AQF)
<b>Training Package:</b>	SIT Tourism, Travel and Hospitality Training Package
<b>Delivery Mode:</b>	Full time (20 hours per week) blended (face-to-face and online)
<b>Tuition Fee</b>	AUD \$22,000
<b>Enrolment fee</b>	AUD \$500 (non-refundable)
<b>Materials Fee</b>	AUD \$300 (covers the cost of learning and assessment materials)

Information on other fees and charges is available on our website

## Course Structure:

TERM	Units of Competency	Duration (wks.)
1	SITHIND002 Source and use information on the hospitality industry SITXCOM002 Show social and cultural sensitivity SITXCOM001 Source and present information SITXFIN001 Process financial transactions BSBITU302 Create electronic presentations BSBITU306 Design and produce business documents BSBWOR204 Use business technology	10
2	SITHIND001 Use hygiene practices for hospitality service SITXWHS002 Identify hazards, assess and control safety risks SITXINV001 Receive and store stock SITXWHS001 Participate in safe work practices SITXCOM005 Manage conflict BSBDIV501 Manage diversity in the workplace BSBRISK501 Manage risk	10
3	SITXMGT001 Monitor work operations SITXFIN003 Manage finances within a budget SITXHRM002 Roster staff SITXHRM003 Lead and manage people SITXMPR004 Coordinate marketing activities	10
4	BSBMGT517 Manage operational plan SITXMGT002 Establish and conduct business relationships BSBSUS501 Develop workplace policy and procedures for sustainability	10
5	BSBFIM601 Manage finances BSBMGT617 Develop and implement a business plan	10
6	SITXMPR007 Develop and implement marketing strategies SITXCCS008 Develop and manage quality customer service practices SITXFIN004 Prepare and monitor budgets SITXFIN005 Manage physical assets	10
7	SITXHRM006 Monitor staff performance	10



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TERM	Units of Competency	Duration (wks.)
	SITXHRM004 Recruit, select and induct staff SITXWHS004 Establish and maintain a work health and safety system SITXGLC001 Research and comply with regulatory requirements	
8	SITHIND004 Work effectively in hospitality service	10

The **33 units of competency** are delivered throughout the **80 weeks**. All the above listed units must be completed to receive the Advanced Diploma of Hospitality management qualification.

<b>Course Description</b>	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
<b>Entry Requirements</b>	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.
<b>Vocational Outcomes</b>	Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Restaurant or Café Manager; Operations or Area Manager of a hospitality venue
<b>Target Group</b>	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.
<b>Work placement</b>	10 weeks of work placement must be completed successfully by all students to gain SIT60316 Advanced Diploma of Hospitality Management qualification.
<b>Course Completion</b>	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.
<b>Pre-paid fees</b>	Pre-paid tuition fees are protected through Tuition Protection Service (TPS)
<b>Trainers and Assessors</b>	All trainers and assessors possess relevant vocational and training and assessment competencies and have relevant industry skills.
<b>Assessments</b>	Summative assessments are conducted during and on completion of training for each unit to determine if the learner is competent. Summative assessments at the end of each unit will be conducted using a project assignments and written tests. Assessment methods may include: Assignment, Questioning, Case Study, Third Party Report, Self-assessment, In Class Activities, Observation, Role Play and RPL
<b>Articulation</b>	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.
<b>RPL and Exemptions</b>	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
<b>Training and other Facilities</b>	AIE trains and assesses its students from its Sydney and Parramatta campuses 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](http://www.apexaustralia.edu.au)