



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

Parramatta Campus: 2 Sorrell Street, Parramatta NSW 2150 Australia

Phone: +61 2 8007 6261 (Sydney) +61 2 8007 6262 (Parramatta) Fax: +61 2 8007 6260

Email : enrolments@apexaustralia.edu.au; Web: www.apexaustralia.edu.au



Diploma of Hospitality Management

National Course Code SIT50416 CRICOS Course Code 092937M

COURSE PROFILE

Duration:	78 weeks (50 Weeks Tuition + 10 Weeks work placement + 18 weeks holidays)
Qualification:	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)
Tuition Fee	AUD \$16,800
Enrolment fee	AUD \$500 (non-refundable)
Materials Fee	AUD \$250 (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 SITXCOM001 Source and present information SITXCOM002 Show social and cultural sensitivity 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 BSBR501 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 SITXFIN004 Prepare and monitor budgets SITXMGT002 Establish and conduct business relationships SITXHRM004 Recruit, select and induct staff	10
5	SITXCCS007 Enhance customer service experiences SITXCCS008 Develop and manage quality customer service practices SITXWHS003 Implement and monitor work health and safety practices SITXGLC001 Research and comply with regulatory requirements	10
6	SITHIND004 Work effectively in hospitality service	10

The **28 units of competency** are delivered throughout the **60 weeks**. All the above listed units must be completed to receive the Diploma of Hospitality management qualification.



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Course Description	This qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of industry to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions.
Entry Requirements	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.
Vocational Outcomes	Possible job titles relevant to this qualification include: Restaurant or Café Manager or Front office manager
Target Group	Domestic and overseas students who require skills to work in hospitality industry as well as those with some experience in hospitality industry gained through employment but who lack a formal hospitality qualification.
Work placement	10 weeks (30 hours per week) of work placement must be completed successfully by all students to gain SIT50416 Diploma of Hospitality Management qualification.
Course Completion	Students obtaining a 'competent' result for all listed competencies will achieve the 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	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
Articulation	Qualifications awarded by AIE will be recognised by other RTOs Australia wide. Upon successful completion of the Diploma the students may be eligible for enrol in Advanced Diploma of Hospitality or undergraduate courses in hospitality.
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 and other Facilities	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