

SIT60322

ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT



ALTEC College



COURSE OVERVIEW

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.

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.



Campus Location

Melbourne (VIC)
North Melbourne (VIC)



Course Duration

104 weeks
(Including Holiday)



Contact Hours

80 contact weeks
(20 hours per week)



Tuition Fee:

<https://www.altec.edu.au/fee/>

ENTRY REQUIREMENTS

- ✓ Completion of Year 12 or equivalent. It is also expected that students applying for this course are either entering through pathways or have demonstrable experience in the industry
- ✓ International: IELTS 5.5 with a minimum 5.0 in each band, or equivalent TOEFL iBt 46, TOEFL PBT 527, or PTE 42
- ✓ At least 18 years of age at the commencement of the course

ACADEMIC PATHWAYS

Pathways into the qualification

- ✓ SIT50416/SIT50422 Diploma of Hospitality Management

Pathways from the qualification

- ✓ A Bachelor's program in Hospitality or Management

PRE-ENROLMENT & NEEDS ANALYSIS

As per our Admission and Enrolment Policy and Procedure, ALTEC College conducts pre-enrolment Client Needs Analysis to determine course suitability, existing skills and knowledge and an early detection of any learning needs. A pre-enrolment interview may also be conducted.

RPL and credit transfer opportunities are provided at the time of enrolment, and an option for students to apply during their studies.

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COURSE STRUCTURE

Students must complete all the required units to attain this qualification

UNIT CODE	TITLE	TYPE
SITXFSA005	Use hygienic practices for food safety (Pre-Req unit)	Elective
SITXFSA006	Participate in safe food handling practices	Elective
SITHCCC023*	Use food preparation equipment	Elective
SITHCCC027*	Prepare dishes using basic methods of cookery (Pre-Req unit)*	Elective
SITHCCC028*	Prepare appetisers and salads	Elective
SITHCCC029*	Prepare stocks, sauces and soups	Elective
SITHKOP013*	Plan cooking operations (WBT unit)**	Elective
SITXCOM010	Manage conflict	Elective
SITXFIN009	Manage finances within a budget	Core
SITXMGT004	Monitor work operations	Core
SITXHRM009	Lead and manage people	Core
SITXHRM008	Roster staff	Elective
SITXWHS007	Implement and monitor work health and safety practices	Elective
SITXINV008	Control stock	Elective
SITXMGT005	Establish and conduct business relationships	Core
SITXFIN010	Prepare and monitor budgets	Core

All (*) marked units have SITXFSA005 as a pre-requisite unit. All (**) marked units have SITXFSA005 & SITHCCC027 as pre-requisite units.

UNIT CODE	TITLE	TYPE
BSBOPS502	Manage operational plan	Elective
SITXCCS016	Develop and manage quality customer service practices	Core
SITXGLC002	Identify and manage legal risks and comply with law	Core
SITTTVL004	Sell tourism products or services	Elective
SIRXOSM007	Manage risk to organisational reputation in an online setting	Elective
SITXMGT006	Manage projects	Elective
BSBOPS601	Develop and implement business plans	Core
SITXFIN011	Manage physical assets	Core
SITHIND008	Work effectively in hospitality service	Elective
SITTTVL001	Access and interpret product information	Elective
SITXHRM012	Monitor staff performance	Core
SITXMPR014	Develop and implement marketing strategies	Core
SITXHRM010	Recruit, select and induct staff	Core
SITXCCS010	Provide visitor information	Elective
SITXWHS008	Establish and maintain a work health and safety system	Core
BSBFIN601	Manage organisational finances	Core
SITTTVL005	Prepare customer quotations	Elective

WBT PLACEMENT

This course has work placement requirements within the unit SITHKOP013 Plan cooking operations; i.e., some of the tasks and activities may need to be completed in an actual workplace. Where work placement applies, ALTEC College shall provide work placement to students for a one-time student cost of \$1,500 for the duration of the course. Students will also have an option to arrange their own placement, in which case, the placement fee will not be payable.

The placement fee is not a pre-paid fee and will only be charged once the students has provided a written request to ALTEC College. Students may choose between host organisations where more than one options are available. Students will further be informed during the orientation session. ALTEC College shall assist the students and provide all the required documents and support including referrals, induction, work placement contract, log book, workplace tasks, and information on how the assessments will be conducted.