



ALTEC College

SIT60316

ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

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.

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.
- Suitable as a pathway course for students progressing from SIT50416.
- English language: IELTS 5.5 or other equivalent test scores
- At least 18 years of age at the commencement of the course

PRE-ENROLMENT & NEEDS ANALYSES

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. Pre-enrolment analysis includes determination of course suitability and identification of specific learning and / or support 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.



CRICOS Code
0101983



RTO Code
22034



Delivery Mode
Face to Face
Classroom-based



Campus Location
Melbourne (VIC)



Course Duration
104 weeks
(Including Holiday)



Contact Hours
80 contact weeks
(20 hours per week)



Qualification Level
Advanced Diploma



Environment
Multicultural
groups



**Nationally
Recognised**



Tuition Fee:
<https://www.altec.edu.au/altec-student-fee/>

ACADEMIC PATHWAYS

Pathways into the qualification

Candidates may enter the qualification through a number of entry points including:

- Diploma of Hospitality Management

Pathways from the qualification

After achieving this qualification candidates may undertake:

- A Bachelor's program in Hospitality or Management
Standing credits may be obtained in a master's program as per the enrolling institution's relevant policies and rules.



ALTEC College

COURSE STRUCTURE

Students must complete all the required units to attain this qualification.

Unit Code and Title	Type	Unit Code and Title	Type
ALTEC College Students Progressing from SIT5416 Diploma of Hospitality Management will receive credits in the common units between the courses. Accordingly, their CoEs will be amended for the course duration. Common/credit units are shaded in "Dark gray". Students enrolling directly in this course (SIT60316) will be enrolled for the prescribed duration as below and will need to complete ALL thirty-three (33) units of competency to attain the qualification. ** These units have a pre-requisite – SITXFS001 Use Hygienic Practices for Food Safety.			
Direct Entry Students: Students entering this qualification directly will need to complete ALL the thirty-three (33) units below.		ALTEC College Students: ALTEC College students progressing from SIT50416 (fully completed with the above 19 units attained) will need to complete the following 14 units in this course.	
Core Units		SITXFIN005 Manage physical assets	Core
BSBDIV501 Manage Diversity in the workplace	Core	BSBFIM601 Manage finances	Core
SITXFIN003 Manage finances within a budget	Core	SITXHRM004 Recruit, select and induct staff	Core
SITXGLC001 Research and comply with regulatory requirements	Core	SITXHRM006 Monitor staff performance	Core
BSBMGT517 Manage operational plan	Core	SITXMPR007 Develop and implement marketing strategies	Core
SITXCCS008 Develop and manage quality customer service practices	Core	BSBMGT617 Develop and implement a business plan	Core
SITXFIN004 Prepare and monitor budgets	Core	SITXWHS004 Establish and maintain a work health and safety system	Core
SITXHRM003 Lead and manage people	Core	Group C	
SITXMGTO02 Establish and conduct business relationships	Core	SITXCCS002 Provide visitor information	Elective
SITXMGTO01 Monitor work operations	Core	BSBITU402 Develop and use complex spreadsheets	Elective
Group A		BSBITU306 Design and produce business documents	Elective
SITXFS001 Use hygienic practices for food safety	Elective	SITTTSL002 Access and interpret product information	Elective
Group B		BSBSUS501 Develop workplace policy and procedures for sustainability	Elective
SITHKOP005 Coordinate cooking operations**	Elective	BSBRSK501 Manage risk	Elective
Group C (other 7 group C elective are listed below)		BSBMKG401 Profile the market	Elective
SITXCOM005 Manage conflict	Elective	Total Delivery Hours for Students Progressing from SIT50416	
SITXHRM002 Roster staff	Elective	800 Hours	
Electives			
SITXWHS003 Implement and monitor work health and safety practices	Elective	WORK PLACEMENT	
SITXCCS007 Enhance customer service Experience	Elective	This course has work placement requirements; i.e., some of the tasks and activities may need to be completed in an actual work place. Where work placement applies, unit(s) marked with (**), 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.	
BSBCMM401 Make a presentation	Elective	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.	
BSBADM502 Manage meetings	Elective		
SITXCCS003 Interact with customers	Elective		
BSBSUS401 Implement and monitor environmentally sustainable work practices	Elective		
Total credits to be Granted to students progressing from SIT50416 (shaded units)		800 Hours	