

SIT60316

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)



Course Duration
104 weeks
(Including Holiday)



Contact Hours
80 contact weeks
(20 hours per week)



Tuition Fee:

<https://www.altec.edu.au/altec-student-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

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. 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

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 in "Left Table". 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 – SITXFSA001 Use Hygienic Practices for Food Safety.

UNIT CODE	TITLE	TYPE
DIRECT ENTRY STUDENTS: Students entering this qualification directly will need to complete ALL the thirty-three (33) units below.		
CORE UNITS		
BSBDIV501	Manage Diversity in the workplace	Core
SITXFIN003	Manage finances within a budget	Core
SITXGLC001	Research and comply with regulatory requirements	Core
BSBMGT517	Manage operational plan	Core
SITXCCS008	Develop and manage quality customer service practices	Core
SITXFIN004	Prepare and monitor budgets	Core
SITXHRM003	Lead and manage people	Core
SITXMGT002	Establish and conduct business relationships	Core
SITXMGT001	Monitor work operations	Core
GROUP A		
SITXFSA001	Use hygienic practices for food safety	Elective
GROUP B		
SITHKOP005	Coordinate cooking operations**	Elective
GROUP C (other 7 group C elective are listed below)		
SITXCOM005	Manage conflict	Elective
SITXHRM002	Roster staff	Elective
ELECTIVES		
SITXWHS003	Implement and monitor work health and safety practices	Elective
SITXCCS007	Enhance customer service Experience	Elective
BSBCMM401	Make a presentation	Elective
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

UNIT CODE	TITLE	TYPE
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.		
SITXFIN005	Manage physical assets	Core
BSBFIM601	Manage finances	Core
SITXHRM004	Recruit, select and induct staff	Core
SITXHRM006	Monitor staff performance	Core
SITXMPR007	Develop and implement marketing strategies	Core
BSBMGT617	Develop and implement a business plan	Core
SITXWHS004	Establish and maintain a work health and safety system	Core
GROUP C		
SITXCCS002	Provide visitor information	Elective
BSBITU402	Develop and use complex spreadsheets	Elective
BSBITU306	Design and produce business documents	Elective
SITTTSL002	Access and interpret product information	Elective
BSBSUS501	Develop workplace policy and procedures for sustainability	Elective
BSBRSK501	Manage risk	Elective
BSBMKG401	Profile the market	Elective
Total Delivery Hours for Students Progressing from SIT50416		800 Hours

ACADEMIC PATHWAYS

Pathways into the qualification

- ✔ SIT50416 Diploma of Hospitality Management

Pathways from the qualification

- ✔ A Bachelor's program in Hospitality or Management

WBT PLACEMENT

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.

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.