RTO No: 40697 CRICOS No 03634G

SIT60322 Advanced Diploma of Hospitality Management
CRICOS COURSE CODE 111397F

Course Description
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 acquiring targeted skills in accommodation services, cookery, food and beverage and gaming.

The skills in this qualification must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

Course structure
Students must successfully complete a total of 33 units of competency to achieve the SIT60322 Advanced Diploma of Hospitality Management. This comprises 14 core units and 19 elective units.

Core Units
BSBFIN601	Manage organisational finances
BSBOPS601	Develop and implement business plans
SITXCCS016	Develop and manage quality customer service practices
SITXFIN009	Manage finances within a budget
SITXFIN010	Prepare and monitor budgets
SITXFIN011	Manage physical assets
SITXGLC002	Identify and manage legal risks and comply with law
SITXHRM009	Lead and manage people
SITXHRM010	Recruit, select and induct staff
SITXHRM012	Monitor staff performance
SITXMGT004	Monitor work operations
SITXMGT005	Establish and conduct business relationships
SITXMPR014	Develop and implement marketing strategies
SITXWHS008	Establish and maintain a work health and safety system

NATIONALLY RECOGNISED
TRAINING

Elective Units
SITXFSA005	Use hygienic practices for food safety
SITHKOP013	Plan cooking operations
SITHCCC023	Use food preparation equipment
SITHCCC027	Prepare dishes using basic methods of cookery
SITHCCC026	Package prepared foodstuffs
SITHCCC028	Prepare appetisers and salads
SITHCCC029	Prepare stocks, sauces and soups
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC031	Prepare vegetarian and vegan dishes
SITHCCC040	Prepare and serve cheese
SITHCCC042	Prepare food to meet special dietary requirements

SITHKOP015	Design and cost menus
SITXFSA006	Participate in safe food handling practices
SITXFSA007	Transport and store food
SITXFSA008	Develop and implement a food safety program
SITXINV006	Receive, store and maintain stock
SITXCOM010	Manage conflict
SITXWHS006	Identify hazards, assess and control safety risks
SITXHRM008	Roster staff

Course currency status: Current

Location
Training and assessment will take place at the Joan Lawman College Mezzanine, 58 Franklin Street, Melbourne, Victoria Australia 3000 and JLC training kitchen at 388 Spencer Street, West Melbourne Vic 3003. Some assessment tasks will be completed in the student's own time. Students must also complete a period of work placement at a Hospitality industry organisation.

Course Start Dates
Four intakes per year

Qualification
Upon successful completion of 33 units of competency, students will be issued a Nationally Recognised SIT60322 Advanced Diploma of Hospitality Management. Students who successfully complete some but not all of the units of competency in the course will be issued a Statement of Attainment indicating the units they have successfully completed.

Delivery Method
A blended delivery mode is employed including work placement, independent study and face to face training. The following techniques are employed during face to face delivery depending on the subject matter: trainer presentations and demonstrations, individual tasks, case studies, research, role plays, practical demonstrations and group work. The context of the simulated workplace environment will be incorporated into delivery methodologies and students' complete tasks to workplace standards.

During independent study students will undertake homework activities, research, reading, practice applying their cooking and English language knowledge and skills. Students also prepare for assessments and undertake out of class assessments during this time. Students will be provided support via telephone, and e-mail by trainers. Refer to the Work placement section below for details on work placement delivery arrangements.

Assessment Method
Assessment methods used include knowledge questions, reports, case studies, research activities and practical demonstrations/ observations, journal/ log book and A third party report. Each unit of competency in the course will assessed via a standalone assessment method i.e. assessed independently from other units. Students will undertake multiple assessment tasks for each unit of competency.

Course Duration and Demands
This course is delivered over 104 weeks including holidays. This includes 80 weeks of term time and 24 weeks' holiday. Term time consists of eight 10-week terms. Holiday periods include eight 3-week term holidays. During term time students attend scheduled face to face classes for 20 hours per week.

Classes are scheduled for 2.5 days per week. Students will be required to undertake additional independent study, homework and assessment activities completed outside of the classroom for approximately 12 hours per week. Total study commitment per week is 32 hours (not including work placement). Total course study commitment is 32 hours x 80 weeks term time = 2,560 hours.

Entry requirements
Students must be over 18 years of age at the time of course commencement.
Students must secure an appropriate visa that allows them to study in an Australian Registered Training organisation prior to course commencement.

Academic entry requirements
To gain entry to this course, students should have successfully completed year 12 or secondary studies in applicants' home country equivalent to an Australian Year 11* or 12 qualifications. (*Subject to the country Assessment Level) and course.

English Language entry requirements

International Students applying for this qualification must have a minimum English language proficiency of IELTS 6 (overall band) or an equivalent exam result recognised by the Department of Home Affairs (DHA). Students may undertake the College English Test to demonstrate their English language proficiency. This can be arranged by contacting info@jlc.edu.au.

Pre Training Review and LLN Test
To ensure applicants are placed in a suitable course with an appropriate training and assessment strategy, we review applicants existing knowledge, skills, experience and qualifications. Applicants LLN ability is assessed in conjunction with their knowledge, skills, experience and qualifications in accordance with this Training and assessment strategy.

Each applicant will complete a Pre-training review form and Language literacy and numeracy test during the application process. On completion of the application process Joan Lawman College will then review this information and respond to you with the outcome of the review

The Language, Literacy and Numeracy skills that students must demonstrate during the application process to gain entry to this course are:

Reading: ACSF level 3   Writing: ACSF level 3   Numeracy: ACSF level 3

Recognition of Prior Learning (RPL)
Recognition of Prior Learning is the process of formal recognition for skills and knowledge gained through previous learning. You may be eligible for recognition of prior learning for part or all of your intended course, based on your previous experiences and learning.

Credit Transfer
You may be eligible for a credit transfer if you have previously undertaken training through an Australian Registered Training Organisation. Students who have successfully completed whole units of competency with an Australian Registered Training Organisation that are identical to any of those contained within this course can apply for Credit Transfer.

Training Pathway
On successful completion of this course students may progress a bachelor's degree in hospitality or related courses.

Employment Pathway
This qualification may provide entry into employment in any hospitality industry sector as a departmental or small business manager. The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops.
Students who successfully complete this qualification with Joan Lawman College may be able to access the relevant job opportunities. However, students should note that this does not guarantee that you will secure employment in a job role/ industry, furthermore this does not guarantee that you will address any specific Migration criteria.

Tuition fee - $ 25,000
Enrolment Fee: $500
Material Fee: $500
Payment – The course fee is paid in equal instalments over six terms. The first instalment is paid prior to the commencement of the term one.

Recognition of prior learning fee - $500 per unit of competence. All fees indicated are in Australian dollars.

Further information
Students should consider the information provided in this flyer and if interested in the course, request copies of the Student handbook and Student work placement roles and responsibilities document. Students are encouraged to contact the college to clarify any information in the pre-enrolment information.

Please contact the Training Manager on 61 3 8669 1438 or by e-mail at info@jlc.edu.au or visit the campus at Mezzanine, 58 Franklin Street, Melbourne, Victoria 3000.