



CANBERRA
BUSINESS AND TECHNOLOGY COLLEGE

SIT60316 Advanced Diploma of Hospitality Management

2022 ² 2023

Canberra, Australia



Qualification Code and Title

SIT60316 Advanced Diploma of Hospitality Management

CRICOS Course Code: 107939D

Provider Details

The Canberra Training School Pty Ltd t/a Canberra Business & Technology College

RTO Code: 40882
CRICOS Provider Code: 03465J

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.

Course Details:

<https://training.gov.au/Training/Details/SIT60316>

Entry Requirements

This course has the following entry requirements:
International students must:

- Be at least 18 years of age.
- Have an IELTS score of 5.5 or equivalent (test results must be no more than 2 years old) with 5.0 in each band

- Have completed a Year 12 or equivalent high school certificate

Candidates will also be required to complete a pre-enrolment Candidate Self-Assessment as part of the application and participate in a course entry interview to determine suitability for the course. Candidates having successfully completed certificate level commercial cookery or related courses can enter this qualification with applicable course credits.

Course Duration

One and a Half (1.5 year) full time

Total Duration: 78 Weeks (including holidays)
Contact Weeks: 60 Weeks

Duration may vary for packaged/transferring students due to course credits.

This course will be delivered over a period of 78 weeks (including holidays). Classes will be scheduled for 60 weeks over 6 academic terms of 10 weeks each. There will be a 2-week break between the terms and a 6-week holiday end of the year.

Class and practical sessions are planned to ensure that students have a mixture of practical and theoretical components, and those classes cater for a wide variety of learning styles. Additionally, workplace practices and environments are simulated and used to conduct skills-based assessments in accordance with unit requirements. Classes will be scheduled for 20 hours per week, including lectures and simulations.

Delivery Mode and Locations

This course will be delivered face-to-face in a classroom and kitchen-based setting which includes the simulation of workplace-based environment.

This course is offered at our **Canberra, ACT campuses:**

17 Oatley Ct, Belconnen, ACT, 2617
100 Northbourne Ave, Braddon, ACT 2612
75 Gozzard Street, Gungahlin ACT 2913

Applicable location shall be noted on the letter of offer and written agreement.



Work Placement

This course does not have work placement requirements. However, it is expected that students entering this course will predominantly be the cohorts completing their SIT50416 Diploma of Hospitality Management or a similar hospitality qualification having already completed their work placements.

Career Outcomes

Students who complete this course may be able to seek employment in a range leadership and management roles such as;

- Executive Chef
- Food and Beverage Manager
- Area manager or operations manager
- Café owner or manager

Education Pathways

After achieving SIT60316 Advanced Diploma of Hospitality Management, individuals could progress to higher education qualifications in management.

Course Structure

To attain SIT60316 Advanced Diploma of Hospitality Management 33 units (16 Core, 17 Electives) must be achieved. Term-wise The course structure is as follows. Student intakes are at end of each term;

Note: This course has units common with SIT30816 Certificate III in Commercial Cookery and SIT40516 Certificate IV in Commercial Cookery, and SIT50416 Diploma of Hospitality Management. Accordingly, course duration will change for packaged students. Course tuition fee will reduce/credited for the eligible common units.

Term 1: 10 Weeks

SITXFSA001 Use hygienic practices for food safety
SITXWHS004 Establish and maintain a work health and safety system

SITXWHS003 Implement and monitor work health and safety practices
BSBSUS511 Develop workplace policies and procedures for sustainability
SITHIND002 Source and use information on the hospitality industry
SITXMGT001 Monitor work operations

Term 2: 10 Weeks

BSBMGT517 Manage operational plan
SITXHRM004 Recruit, select and induct staff
SITXHRM002 Roster staff
SITXHRM006 Monitor staff performance
SITXGLC001 Research and comply with regulatory requirements
SITXFIN005 Manage physical assets

Term 3: 10 Weeks

SITXMGT002 Establish and conduct business relationships
SITXCCS008 Develop and manage quality customer service practices
SITXCCS007 Enhance customer service experience
BSBDIV501 Manage diversity in the workplace
BSBTWK503 Manage meetings

Term 4: 10 Weeks

BSBMGT617 Develop and implement a business plan
BSBMKG431 Assess marketing opportunities
SITXMPR007 Develop and implement marketing strategies
SITXEBS002 Develop, implement and monitor the use of social media in a business
BSBITU402 Develop and use complex spreadsheets
BSBWRT411 Write complex documents
BSBITU306 Design and produce business documents

Term 5: 10 Weeks

BSBOPS504 Manage business risk
SITXCOM005 Manage conflict
SITXHRM003 Lead and manage people
SITXCCS002 Provide visitor information
SITHKOP005 Coordinate cooking operations

Term 6: 10 Weeks

BSBFIM601 Manage finances
SITXFIN003 Manage finances within a budget



SITXFIN004 Prepare and monitor budgets
BSBSTR601 Manage innovation and continuous improvement

Course Progress

Students are required to attend the scheduled classes (20 hours per week) and maintain a satisfactory academic performance as per CBTC's Course Progress Policy. Students who are identified as being at risk of not meeting course progress requirements and completing the course in the expected duration will be subject to college's intervention strategy and provided support.

More information can be found in the student handbook and the policy available on college's website.

Rules of Progression: Packaged Courses

Students who enrol in packaged courses, i.e., enrolling in certificates courses leading to diploma or advanced diploma courses MUST fully complete each preceding qualification before they can progress to the next one (e.g., a certificate III must be completed before a student can progress to a certificate IV, and a certificate IV must be completed before a student can progress to a Diploma etc. as part of packaged courses).

Students failing to achieve satisfactory academic outcomes will be subjected to college's Course Progress and Completion within Expected Duration policies and procedures.

Enrolment and Orientation

Upon acceptance of a student's application for enrolment, a letter of offer, as well as a written agreement and tax invoice for pre-paid fees, will be forwarded to students. Students must read through all provided information prior to signing the agreement. A Confirmation of Enrolment (CoE) letter will be issued once the signed acceptance of the offer and written

agreement are received. The first day of each course will include orientation and induction. Orientation will include information about the campus, living in Australia, accessing our support services and methods for achieving success throughout the course, including course progress requirements.

Detailed admission and enrolment process are provided on college's website.

Additional Support

CBTC provides a range of student support services and resources to help them achieve their academic goals. This includes:

- Academic and learning support
- English language support
- Referral to external support services
- Accommodation options
- Local area information and essential services
- General career guidance

Refer to college's website and Student Handbook for detailed support services and contact details of support staff. On campus, students may contact the Student Support Officer, trainer/assessor, front desk staff or any other staff member to access the support services. Email: info@cbtc.edu.au

Training Arrangements

Students are required to attend classes for 20 hours a week and are expected to spend approximately 10 hours of homework/assignment/project work and self-study per week which consists of readings and research for assessments. Term timetables will be posted on notice boards and emailed to students at least one week prior to the start of the term. Timetables will be provided for classroom and kitchen (where needed) hours and schedule.

Assessment Methods

Assessment methods used for this qualification will provide a range of ways for individuals to demonstrate that they have met the required outcomes including:



- Written tasks
- Practicals/demonstrations
- Roleplay tasks
- Presentations
- Observations
- Questioning (oral or written)

At the beginning of each unit, trainers will outline the assessment tasks that must be completed and provide assessment schedule and conditions. Assessment tasks may individual or team-based tasks. Demonstration of skills and performance will be observed by the assessor under the required conditions.

Course Enrolment and Tuition Fee

Enrolment fee:	\$250 Non-refundable, to be paid on application.
Resources fee:	Refer to CBTC's Fee Schedule Non-refundable, to be paid on application, Includes learning and practical training resources for the duration of the course.
Tuition fee:	\$16,000 Refunds as per College's Refund Policy.

Once accepted, the tuition fee shall not change for the duration of the course.

Other non-tuition fees may apply. Refer to CBTC's Annual Fee Schedule for more information

International students are also required to take out **Overseas Health Insurance Cover (OSHC)** before arriving in Australia. OSHC information will also be included in the Student Agreement. For more information on OSHC, visit,

https://www.privatehealth.gov.au/health_insurance/overseas/overseas_student_health_cover.htm

All non-tuition fees shall be listed in Student Agreement and CBTC's Annual Fee Schedule, available

from college's website. For fee refund information and procedure, refer to college's *Fee Refund Policy and Procedure* available in the Student Agreement, college website and Student Handbook. The policy can also be requested from student services: info@cbtc.edu.au

A detailed fee information will be provided in the letter of offer and written agreement. Tuition fees do not include computer software or textbooks which are to be purchased at the student's own cost.

Other Requirements

Students must also supply their own laptop or a similar device with Microsoft Office software e.g., Office 365 Personal that includes Outlook, Word, Excel, PowerPoint & Publisher.

Additional costs associated with living in Australia are outlined in the International Student Handbook. Students should carefully review these costs in relation to budgeting. Further information can be found at; <https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>.

Library Resources

Student will be provided with a learner/study guide for each unit. This course may also have prescribed and recommended texts/textbooks. Copies of the textbooks can be found on college's on-campus reference library, along with other reading and reference materials in print or electronic forms. A range of reading materials will also be provided during the session.

Students will also be guided to obtain member of ACT State Library and the National Library of Australia, which has a large collection of books, references, magazines, and online databases; <https://www.nla.gov.au/getalibrarycard/registration>

Course Credit

Students may apply for recognition of existing qualifications or skills, knowledge and experience (credit transfer or recognition of prior learning) at the time of enrolment or at any time during their



enrolment (prior to the commencement of the relevant unit/s of competency).

Students may also opt for packaged courses at the time of application. Packaged course may have common units between them, resulting in course credits.

For international students, the granting of course credit/s may affect course fees as well as the duration of the course. The result of an application for credit and any changes to fees or course duration will be advised to students in writing. If course credit is granted following issuance of the Confirmation of Enrolment, students will receive a new Confirmation of Enrolment showing a reduced duration.

Issuance Authority

The Canberra Training School Pty Ltd t/a Canberra Business & Technology College is the sole authority to issue AQF documentation. CBTC does not have any partners or third parties for training and assessments either in Australia or overseas.

Education Agents

Students may apply for a place in CBTC's courses through an approved Education Agent. All approved and current Education Agents are listed on college's website. Education agents are bound by CBTC's policies, procedures, quality criteria and agent's code of ethics. Candidate's may contact the college for information regarding education agents in their home countries.

Contact Details

Canberra Business & Technology College

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Gungahlin, Canberra ACT 2913
AUSTRALIA

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