

COURSE CODE

SIT60316

COURSE

Advanced Diploma of Hospitality Management

ENROL TODAY

TAFENSW.EDU.AU or 131 601

WHY CHOOSE TAFE NSW?



Opens career doors. Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.



Global prospects. TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.



State-of-the-art facilities. Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.



Industry exposure. TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.



Recognised and respected. TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

Advanced Diploma of Hospitality Management

National Course Code: SIT60316 | TAFE NSW Code: SIT60316-01V01-20WCN-020

Qualification Level	Advanced Diploma
Study Type	Blended
Course Start Date	Enquire Now
Hours Per Week	3.1
Duration	2 Years
Delivery Locations	Multiple Regional Locations
Course Fees	Subsidised Prices First Qualification: \$4,120.00 Second Qualification: \$4,630.00
Course Features	Nationally Recognised Training This training is subsidised by the NSW Government VET Student Loans Available

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, cafs, and coffee shops. This qualification allows for multi-skilling and for specialisation in accommodation services, cookery, food and beverage and gaming.

Possible job titles include:

- area manager or operations manager
- cafe owner or manager
- club secretary or manager
- executive chef
- executive housekeeper
- executive sous chef
- food and beverage manager
- head chef
- motel owner or manager
- rooms division manager.

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

Entry Requirements

When you study with TAFE NSW, we want you to succeed. Entry requirements allow us to make sure that you have the right pre-existing knowledge and skills to achieve your chosen qualification. You will need to provide evidence that you meet the requirements listed in this section.

There are no entry requirements for this qualification.

To be enrolled in this course, you need to be able to provide evidence that you have recent (in the past 5 years) hospitality experience to satisfy the practical unit requirements, which includes 36, service periods of a minimum 4hrs duration. Your teacher will be able to advise you regarding the evidence you will need.

To successfully complete this course, you will need a computer and an internet connection to access some learning materials. You will need to attend 4 workshops per year either face-to-face in Orange or via video connection or adobe connect classroom. You will be able to attend your local TAFE campus to participate via video connection. If you do not have enough practical experience, you will need to complete work experience in a hospitality business. Your teacher will be able to help you arrange suitable work placement.

You must have 36 service periods of a minimum 4hrs each period to satisfy the learning requirements for this course. You must have recent work experience in hospitality or be currently employed in a hospitality business to complete this course.

Information Sessions and more about the course

STUDY COMMITMENT

This is a flexible blended course. You will need to attend approximately 3.1 hours of class, over 2 years. As well as the in-class component, you will need to complete approximately 10 hours of other study per week.

You may also be required to complete approximately 2.1 hours of additional study each week outside of class hours, including preparation for each face-to-face workshop, individual research and study and incidental learning from work placement either at the TAFE dining room or in their workplace.

This course is offered by Connected Classroom. This is just like a regular classroom, but teachers and students use the latest video conferencing technologies.

Your teacher can be in one TAFE location, and you can join the class from another TAFE location using video conferencing equipment or a mobile device. You can also join in from a venue in a participating regional community. You will be able to see and talk to your teacher and other students as though they were in the room with you. You will also have access to support to meet your learning needs.

IS THIS COURSE RIGHT FOR YOU?

This course offering is designed for people who wish to gain employment-managing food and beverage related businesses in the Hospitality industry. You may have completed a Certificate IV or Diploma in Hospitality and want to extend your knowledge and skills in order to manage a hospitality business. 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. You will operate with significant autonomy and will be responsible for making strategic business management decisions.

SERVICES AND STUDY SUPPORT

There are additional learning and study tools available for this course, including:

You will be allocated a teacher/mentor to support you through your studies.

We offer student services and study support to ensure you can achieve your goals. Learn about TAFE

NSW [Student Services](#)

As a TAFE NSW student in this course, you will have access to:

- LinkedIn Learning (formerly Lynda.com)
- Studiosity - online access to a real life tutor
- Easy computing online short courses
- Access to local TAFE libraries

Attendance

This course is delivered via connect classroom, you will be required to either attend live workshops, face-to-face on campus or via VC or adobe connect classroom.

Fee Details

SMART AND SKILLED FEES

This course is government-subsidised, meaning you pay a portion of the full course fee to TAFE NSW and the NSW Government will pay the balance. However, you must meet certain eligibility criteria for this to apply.

Depending on your previous qualifications and experience, your fee may be less than the maximum fee quoted. Your actual fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process.

For further information about eligibility and explanations of the different fee categories, visit [Are You Eligible?](#)

PAYMENT OPTIONS AND ASSISTANCE

This course is approved for a Commonwealth VET Student Loan (VSL). If you meet the VSL eligibility and academic suitability requirements, you are able to apply to the Commonwealth for a loan to cover all or part of your course fee. We will ask you whether you would like to apply for a VET Student Loan when you enrol and advise you of the process.

To complete your VET Student Loan application, you will need to provide:

- Your Tax File Number (TFN). If you don't have a TFN, [click here](#) for information on how to apply for one. You can complete your loan application with a Certificate of Application for a TFN, but must provide your TFN as soon as it is issued. If you don't provide your TFN before your first census day, you will need to pay the tuition fees for that unit of study.
- Your Commonwealth Higher Education Student Support Number (CHESSN). If you have previously accessed a loan via the Higher Education Loan Program (HELP), either at TAFE or university, you will already have a CHESSN. You must use the same CHESSN whenever you access a student loan. If you don't have CHESSN, we will allocate one on your behalf.

To be eligible for a VET Student Loan, you will need to be assessed as academically suitable to undertake high level VET study. You will need to provide:

- A copy of your Australian Year 12 Certificate; OR
- A copy of a certificate showing that you have been awarded a qualification at level 4 or above in the Australian Qualifications Framework (where the language of instruction was English). If you previously completed a Certificate IV or higher qualification at TAFE NSW, just let us know where and when you studied in your application; OR
- Display competence at Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy through an approved Language, Literacy and Numeracy test. We will let you know if this is

required once you apply.

If you intend to apply for a VET Student Loan, its important you know your [student obligations](#).

ADDITIONAL RESOURCES

You will need to provide for yourself the following resources, which you will keep when you complete your study: There is a cost of \$85.00 for your RSA competency card and \$40.00 for your RCG competency card from the Office of Liquor and Gaming. If you already have these cards, you do not need pay this fee. You will be allocated a teacher/mentor to support you through your studies.

Find out more about [VET Student Loans](#)

Direct payment by Unit of Study instalments is available for this course.

The Units of Study and associated fees for this course are detailed above. Fees are charged on the census day for each Unit of Study. To secure a loan for part or all of your course, you must be eligible and submit a valid application to the Commonwealth for a VET Student Loan. You may withdraw prior to the census date without incurring a fee.

READ BEFORE YOU ENROL

Learn about TAFE NSW [Fees](#)

Learn about TAFE NSW [Payment/Funding](#)

RECOGNITION

Recognition is a process of acknowledging previously completed qualifications, skills, knowledge or experience relevant to your course. This may reduce the amount of learning required, reduce your course fees and allow you to achieve your qualification faster.

Learn about Recognition at TAFE NSW [Recognition](#)

How to Enrol

Semester two starts July 2020. Enquire now to be notified when enrolments open.

To find out more information on this course including the next start date, submit an online enquiry by clicking the **Enquire Now** button on this page, or call 131 601 during business hours* to chat with a member of our friendly customer service team.

*Our customer service team are available from Monday to Friday, 9am to 5pm AEST.

Enrolling with us is easy, though the exact process does depend on your course and any prerequisites that go with it.

Be sure to read your chosen course information carefully to make sure it is the right qualification, location and study type for you.

Enrol and pay online via our secure payment gateway to secure your place.

As you progress through the enrolment process you will be prompted to provide additional information.

If you are interested in studying as a Trainee or Apprentice please call 131 601 for full details.

Units

BSBDIV501	Manage diversity in the workplace
BSBFIM601	Manage finances
BSBMGT517	Manage operational plan
BSBMGT617	Develop and implement a business plan
SITXCCS008	Develop and manage quality customer service practices
SITXFIN003	Manage finances within a budget
SITXFIN004	Prepare and monitor budgets
SITXFIN005	Manage physical assets

SITXGLC001	Research and comply with regulatory requirements
SITXHRM003	Lead and manage people
SITXHRM004	Recruit, select and induct staff
SITXHRM006	Monitor staff performance
SITXMGT001	Monitor work operations
SITXMGT002	Establish and conduct business relationships
SITXMPR007	Develop and implement marketing strategies
SITXWHS004	Establish and maintain a work health and safety system
BSBADM502	Manage meetings
BSBITU306	Design and produce business documents
BSBRK501	Manage risk
SITHFAB002	Provide responsible service of alcohol
SITHFAB003	Operate a bar
SITHFAB005	Prepare and serve espresso coffee
SITHFAB007	Serve food and beverage
SITHFAB012	Provide advice on Australian wines
SITHFAB016	Provide advice on food
SITHGAM001	Provide responsible gambling services
SITHIND002	Source and use information on the hospitality industry
SITHIND004	Work effectively in hospitality service
SITXCOM005	Manage conflict
SITXEBS002	Develop, implement and monitor the use of social media in a business
SITXFSA001	Use hygienic practices for food safety
SITXFSA002	Participate in safe food handling practices
SITXWHS002	Identify hazards, assess and control safety risks