



SIT60316 Advanced Diploma of Hospitality Management – Hotel Operations

Course outline

ANIBT Course Code:	ADHM_SIT60316
CRICOS Code:	091102G
Delivery Mode:	Varied: Face to Face Classroom; Computer generated supervised learning; Work based
Location:	Melbourne
Course Duration:	Up to 21 months
Contact Hours:	1400 hours
Qualification Level:	Advanced Diploma
Nationally Recognised:	Yes

Course overview

The hospitality industry provides a vast array of career opportunities across a broad range of sectors.

This qualification provides the skills and knowledge for an individual to be competent as a senior manager in any hospitality functional area. This individual would analyse, design and execute judgments using wide-ranging technical, creative, conceptual or managerial competencies.

Their knowledge base may be specialised or broad and they are often accountable for group outcomes. The qualification is not suitable for an Australian apprenticeship pathway.

Having this qualification will allow you to perform roles including senior manager in a large hospitality enterprise or owning or managing a small hospitality enterprise. The types of positions available also include:

- Area Manager
- Operations Manager
- Rooms Division Manager
- Executive Housekeeper
- Secretary or Manager
- Motel Owner or Manager

Typically, work would be undertaken in various hospitality enterprises:

- Hotels
- Motels
- Aparthotels
- Pubs
- Serviced Apartments
- Resorts

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Program outline

Subjects

The SIT60316 Advanced Diploma of Hospitality qualification is made up of 33 units of competency from the SIT Tourism, Travel and Hospitality Training Package. The units ANIBT have selected to deliver and for students to complete to be eligible for this qualification are:

16 core units

Unit Code	Unit Name
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 systems

Choice of 17 elective units

Unit Code	Unit Name
SITXFSA001	Use hygienic practices for food safety
SITHIND004	Work Effectively in hospitality service (Work based training)
SITHACS001	Clean premises and equipment
SITHACS002	Provide housekeeping services to guests
SITHACS003	Prepare rooms for guests
SITHACS005	Provide porter services
SITHACS006	Provide valet service
SITHACS007	Conduct night audit
SITHACS008	Provide accommodation reception services
CPPCLO2004A	Maintain carpeted floors
CPPCLO2009A	Clean glass surfaces
CPPCLO2019A	Sort and remove waster and recyclable materials
CPPCLO2035A	Maintain cleaning storage areas
SITHIND201	Source and use information on the Hospitality Industry
HLTAID003	Provide First Aid
SITHFAB002	Provide responsible service of alcohol
SITXHRM002	Roster Staff

Australian National Institute of Business and Technology

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Assessment methods

A wide variety of assessments methods will be employed to assess student competence in each unit. These include but are not limited to:

- Practical demonstration and observation
- Review questions and answers
- Group assignments
- Individual projects / portfolios
- Case studies
- Role plays
- Presentations

Entry Requirements

There are no pre-requisites for entry into this qualification. However, it is highly recommended that students are currently in a workplace or have access to a workplace for this course.

For international students

Please check with the Australian Department of Immigration and Border Protection regarding international students enrolling into any on-line only based qualifications.

The Australian government publishes rules for English language proficiency for international students applying for entry to vocational training. You should establish your country's assessment level by reading the DIBP rules at www.immi.gov.au/students/. Be aware that the rules may be changed during 2017.

Generally, to demonstrate English language proficiency for doing a Certificate or Diploma course, an international student needs one of the following test scores:

Test	IELTS	PTE Ac	TOEFL iBT	TOEFL PBT	Cambridge
Score	5.5	42	46	527	B2 – 160-179

ANIBT also accepts completion of a recognised equivalent English preparation course from an accredited ELICOS provider. Admission may be approved if the language of instruction in the student's home country is English or if English has been the language spoken in the student's home.

Overseas students who do not provide a satisfactory score from an English test recognised by DIBP will be interviewed to ascertain their language, literacy and numeracy (LLN) skills.

All students must complete a Language, Literacy and Numeracy test at ANIBT as part of the enrolment process.

If necessary, the student will need to complete an English language course at ANIBT before being admitted to a vocational training Certificate or Diploma course.

Note: ANIBT may establish student's English language proficiency appropriateness' level if:

- The student has completed 1-year study which is taught in English
- The student has successfully completed ELICOS course and the level is equivalent to IELTS 5.5
- The student passes ANCE English assessment test, under supervision by ANIBT or ANIBT representative agents (does not apply to offshore direct-application).

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Course completion

Upon successful completion of this course, you will receive a nationally recognised qualification **SIT60316 Advanced Diploma of Hospitality Management** issued by the Australian National Institute of Business and Technology Pty Ltd (ANIBT).

The Australian National Institute of Business and Technology Pty Ltd is a Registered Training Organisation (Provider number: 21368) registered with the Australian Skills Quality Authority (ASQA).

Course availability

ANIBT's programs allow participants to undertake their studies in a variety of flexible ways including:

- Classroom
- Work based training - NOTE – for the unit SITHIND004 Work effectively in hospitality service – 160 hours
- Computer generated supervised learning – NOTE – maximum 20% per term which equals 4 hours per week.

ANIBT has regular intakes for its classroom based courses as follows:

January	Term 1 intake
April	Term 2 intake
July	Term 3 intake
October	Term 4 intake

Please contact ANIBT to discuss your specific study and qualification requirements and how we can tailor a program to suit your specific requirements.

Future pathways

After successful completion of your Advanced Diploma, you will have many other study options available to you. These may include other Advanced Diploma level qualifications as well as more advanced study within the Higher Education sector.

Recognition of Prior Learning (RPL)

Students may be able to shorten the length of their chosen course by taking into account previous training, employment experience or other life skills that directly relate to the competencies the Unit of competency is assessing.

Contact ANIBT directly on +61 3 9620 2922 to discuss your previous experience and we will be able to guide you through the RPL process.

Credit Transfer (CT)

Students may be able to shorten the length of their chosen course by taking into account previous studies. ANIBT recognises ASQA/AQTF registered organisations for credit transfers.

Please contact ANIBT directly on +61 3 9620 2922 to discuss your previous studies and we will be able to guide you through the credit transfer process.

Special requirements

It is expected that all students will have access to their own personal computer and the internet. This is essential for regular research and also on-line based assessment work throughout the course.

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