

## Advanced Diploma of Hospitality SIT60307

This qualification provides the skills and knowledge to be a senior manager in any hospitality functional area. All training is within the Australian Qualification Framework (AQF) and is therefore a nationally recognised qualification. Where eligible, this training is delivered with Victorian Government funding.

### Enrolment

Applicants 15 years and older can apply. Students from disadvantaged groups are encouraged to apply. Enrolment is via AVTES.

### Recognition of Prior Learning

RPL is available to all applicants and a portfolio is requested on enrolment.

### Course Duration

This course is a self paced competency based program. It can be undertaken and completed at your own pace. Enrolment periods last for 12 months.

### Course Rules

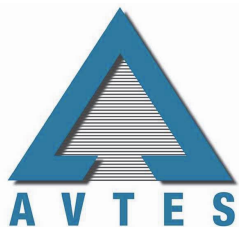
There are no pre-requisites for entry to this course. This course requires the completion of 47 units as described in the next section.

### Employment Prospects

Upon successful completion of this qualification, students will be able to perform roles such as operations manager, executive chef, or motel owner.

### Further Training Opportunities

Opportunities exist for further studies in related vocational degrees and other higher education courses.



## Course Structure

### CORE UNITS (Twenty Nine)

SITXCCS002A	Provide quality customer service
SITXCCS003A	Manage quality customer service
SITXCOM001A	Work with colleagues and customers
SITXCOM002A	Work in a socially diverse environment
SITVCOM003A	Deal with conflict situations
SITXFIN003A	Interpret financial information
SITXFIN004A	Manage finances within a budget
SITXFIN005A	Prepare and monitor budgets
SITXFIN007A	Manage physical assets
SITXFIN008A	Manage financial operations
SITXGLC001A	Develop and update legal knowledge required for compliance
SITXHRM001A	Coach others in job skills
SITXHRM002A	Recruit, select and induct staff
SITXHRM003A	Roster staff
SITXHRM005A	Lead and manage people
SITXHRM006A	Monitor staff performance
SITXHRM007A	Manage workplace diversity
SITXINV001A	Receive and store stock
SITXINV002A	Control and order stock
SITXMGT001A	Monitor work operations
SITXMGT002A	Develop & implement operational plan
SITXMGT004A	Develop & implement a business plan
SITXMGT006A	Establish and conduct business relationships
SITXMPR005A	Develop and manage marketing strategies
SITXOHS001A	Follow health, safety & security procedures

SITXOHS002A	Follow workplace hygiene procedures
SITXOHS004A	Implement and monitor workplace health, safety and security practices
SITXOHS005A	Establish and maintain an OHS system
<i>Plus one of the following:</i>	
SITHIND003A	Provide and coordinate hospitality service
SITHCCC028A	Prepare, cook & serve food for menus

### GENERAL UNITS (Minimum of Fifteen)

General units may be chosen from the following functional areas;

**Communication and Teamwork**  
**Finance**  
**Human Resource Management**  
**Management and Leadership**  
**Marketing**

Other functional areas are available. Please consult your trainer for specific options.

### ELECTIVES (Maximum of Three)

The remaining electives may be chosen from any of the previous general units listed, the SIT07 Hospitality Services training package, or another endorsed training package specific to your workplace. Other training packages available at AVTES are:

- Business
- Retail

If you are interested in choosing units out of any of these training packages, you will need to consult your trainer for specific options to determine the units best suited to your industry.

### Employability Skills

This qualification also encompasses general employability skills required by the hospitality industry including **Communication, Teamwork, Problem Solving, Initiative and Enterprise, Planning and Organising, Self-Management, Learning and Technology.**