

Advanced Diploma of Hospitality Management



Descriptor

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.

Possible Job Titles

- Area manager / Operations manager
- Cafe owner / Cafe manager
- Food and beverage manager
- Club secretary / Club manager
- Motel owner / Motel manager
- Rooms division manager / Executive housekeeper

Mode of delivery

DOMESTIC STUDENTS

This course is delivered via online/distance education, on-the-job and/or mixed mode. Students are also required to complete project work. Traineeships are also available.*#

A work placement component of 400 hours is mandatory and will be at a College-approved hospitality venue. The work placement may be paid or unpaid.

INTERNATIONAL STUDENTS

This course is delivered to international students @ 20 hours per week for 8 terms of 10 weeks each. Additional study is required to complete unsupervised, independent work in your own time. A work placement component of 400 hours is mandatory and will be at a College-approved hospitality venue. The work placement may be paid or unpaid.

Assessment

Assessment for this qualification is by written reports, case studies, projects, role plays, written assessments and workplace reports. Practical assessments will be conducted in a fully-equipped, operational restaurant or a workplace facility that meet industry standards.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is available to all students applying for this qualification. Conditions apply. RPL is the recognition of your current skills and knowledge acquired through prior learning from other training, work or life experience.

Target Groups

Students who wish to work in the hospitality industry in restaurants, hotels, motels at a management or executive level.

*This training is subsidised by the NSW Government.

#Conditions apply. Check Eligibility Criteria on website.

** Students who successfully complete these two units will also receive a NSW Food Safety Supervisor Certificate.

Students will receive an Interim Certificate on successful completion of the SITHFAB002 Provide Responsible Service of Alcohol. Production of this Certificate plus proof of identity to a NSW Service Centre will result in a Competency Card being issued that allows the student to work in a licensed venue.

COURSE DURATION

Domestic students - self paced up to 24 months*

International students - 104 weeks

UNITS OF COMPETENCY:

CORE UNITS

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

ELECTIVE UNITS

- SITXFSA005 Use hygienic practices for food safety **
- SITHFAB021 Provide responsible service of alcohol #
- BSBTWK501 Lead diversity and inclusion
- SITHFAB024 Prepare and serve non-alcoholic beverages *
- SITHFAB025 Prepare and serve espresso coffee *
- SITHFAB027 Serve food and beverage*
- SITHFAB036 Provide advice on food
- SITXFSA006 Participate in safe food handling practices **
- SITXFSA008 Develop and implement a food safety program*+
- BSBCMM411 Make presentations
- SITHKOP011 Plan and implement service of buffets*
- BSBOPS502 Manage business operational plans
- SITXINV007 Purchase goods
- SITHIND006 Source and use information on the hospitality industry
- SITHIND008 Work effectively in hospitality service
- SITHFAB038 Plan and monitor espresso coffee service
- SITXHRM008 Roster staff
- SITXCOM010 Manage conflict
- BSBTWK503 Manage meetings

*Prerequisite is SITXFSA005 Use hygienic practices for food safety

+Prerequisite is SITXFSA006 Participate in safe food handling practices

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