

HOSPITALITY

# ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT



JOB READY TRAINING



INDUSTRY ENDORSED



STUDENT SATISFACTION



# HOSPITALITY

SIT60322

## ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

CRICOS CODE : 111949A

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. This qualification allows for multi-skilling and for acquiring targeted skills in accommodation services, cookery, food and beverage and gaming.

### Entry Requirement

- 18 years or over
- Basic computer skills
- Meet all Student Visa requirements, including IELTS 5.5 (or equivalent) or English proficiency or Spencer College ACSF test level 3 PLUS
- Minimum Year 12 education or equivalent

### Delivery Methods

- Lecture/workshops
- Workbooks
- Role plays/simulations
- Practical activities

### Course Delivery

90 weeks classroom delivery, depending on intake (includes a maximum of 13 weeks holiday). Students must attend minimum 20 hours class time per week as part of your Student Visa requirements. Distance learning is not available.

### Recognition of Prior Learning (RPL)

If you think you may be eligible to apply for RPL, please contact the College to discuss.

### Assessment Requirements

To successfully complete this course Students are required to complete work-based training.

### Enrolment & Further Information

Email [admin@spencercollege.edu.au](mailto:admin@spencercollege.edu.au) or via one of our Education Agents.

To receive an enrolment kit, please email [admin@spencercollege.edu.au](mailto:admin@spencercollege.edu.au)  
RTO No: 31809 | CRICOS Provider No: 03093K  
ABN: 59 131 437 968

Head office address: L 1, 344 Queen Street, Brisbane QLD 4000. For career opportunities and further study, please refer to [www.training.gov.au](http://www.training.gov.au)

### Units of Competency

<b>BSBCMM411</b>	Make Presentations
<b>BSBTEC303</b>	Create electronic presentations
<b>BSBOPS601</b>	Develop and implement business plans
<b>SITXCCS016</b>	Develop and manage quality customer service practices
<b>SITXFIN009</b>	Manage finances within a budget
<b>SITXFIN010</b>	Prepare and monitor budgets
<b>SITXFIN011</b>	Manage physical assets
<b>SITXGLC002</b>	Identify and manage legal risks and comply with law
<b>SITXHRM009</b>	Lead and manage people
<b>SITXHRM010</b>	Recruit, select and induct staff
<b>SITXHRM012</b>	Monitor staff performance
<b>SITXMGT004</b>	Monitor work operations
<b>SITXMGT005</b>	Establish and conduct business relationships
<b>SITXMPR014</b>	Develop and implement marketing strategies
<b>SITXWHS008</b>	Establish and maintain a work health and safety system
<b>BSBFIN601</b>	Manage organisational finances
<b>SITXFSA005</b>	Use hygienic practices for food safety
<b>SITHIND008</b>	Work effectively in hospitality service
<b>SITXCOM010</b>	Manage conflict
<b>SITXINV008</b>	Control stock
<b>SITXCCS010</b>	Provide visitor information
<b>SITHFAB021</b>	Provide responsible service of alcohol
<b>SITHFAB025*</b>	Prepare and serve espresso coffee
<b>SITXFSA006</b>	Participate in safe food handling practices
<b>SITXFSA008*</b>	Develop and implement a food safety program
<b>SIRXOSM002</b>	Maintain ethical and professional standards when using social media and online platforms
<b>SIRXOSM004</b>	Analyse performance of social media and online business tools
<b>SIRXOSM006*</b>	Develop and manage social media and online strategies
<b>SIRXOSM007</b>	Manage risk to organisational reputation in an online setting
<b>BSBTWK503</b>	Manage meetings
<b>SIRXSTR001</b>	Develop an ecommerce strategy
<b>SITTTVL004</b>	Sell tourism products or services
<b>SITXHRM008</b>	Roster staff

